



AUGUSTA
UNIVERSITY

The Dental College of Georgia Faculty Handbook

2021-2022



The Dental College of Georgia

Augusta University

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Augusta, GA 30912

<http://www.augusta.edu/dentalmedicine/index.php>

<https://augustauniversity.app.box.com/s/g3mxycyrmy016puode0xrrm0y15xw46w>

Maintained by the DCG Vice Dean's Office

Welcome from the Dean-

It's a real pleasure for me to welcome you to The DCG family. In 2019 we celebrated our 50th anniversary, and as we begin our next 50 years, our tripartite mission continues- Teaching, Research and Service, including patient care. As the sole dental school in Georgia, we have a unique responsibility to educate and train competent and compassionate oral healthcare professionals for our state and beyond, to provide high quality, comprehensive clinical care for our patients, and to conduct meaningful research that improves oral health and reduces the burden of illness in our society.

The DCG provides a great opportunity for faculty to realize their career goals in an academically diverse environment that is well-integrated with the state's only public academic health center as a part of one of Georgia's four R-1 comprehensive research universities. Clinical faculty have the opportunity for intramural practice to maintain their skills, evaluate new materials and technologies, develop clinical teaching materials, and supplement their income with collections from the fees they generate from patient care. Researchers have the opportunity to collaborate with a wide variety of investigators both throughout the DCG and Augusta University. All faculty have the opportunity to participate in DCG Dental Continuing Education (DCE) programs both as participants and presenters to fulfill their DCE requirements, earn supplemental income and provide a valuable service to the professional community.

Our state-of-the art educational facility and integrated curriculum provides pre-doctoral students with an outstanding educational value with regards to evidence-based biomedical knowledge, early, progressive and consistent clinical training, and extensive hands-on experiences in all disciplines on-campus and extramurally through our extensive network of clerkships across Georgia exposing them to a variety of practice models. Our students also have the ability to customize their educational experience through a variety of professional development opportunities with faculty mentors in service, leadership, advocacy, and research.

The DCG hosts eight CODA-accredited advanced dental education programs. Faculty with specialty or other advanced dental education training have the opportunity to interact with these programs providing DCG residents with the benefit of their training and experience while maintaining their own knowledge base through participation in literature reviews, seminars and through interactions with other specialists.

While Augusta is primarily known as the home of the Master's Golf Tournament, it is also a great place to live as demonstrated by the tremendous growth in our surrounding region. The moderate cost of living and balanced local economy provides stability and security for the university and our neighbors. We're so glad that you chose to join us and we look forward to helping you realize your professional goals and aspirations as a member of the DCG community.

Carol A. Lefebvre, DDS, MS

Dean and Professor

The Dental College of Georgia at Augusta University

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Section 1. Introduction

This Faculty Handbook for The Dental College of Georgia (DCG) at Augusta University (AU) compliments the comprehensive content in the **Augusta University Employee Manual (AUEM)** https://www.augusta.edu/hr/documents/au_employee_handbook.pdf See Appendix 1 for the AUEM Table of Contents.

This handbook provides DCG faculty with a summary of standard AU benefits, services, workplace and conduct standards, health, and safety information. It also contains specific information about DCG faculty roles and responsibilities as educators, clinicians, and/or researchers, along with opportunities for professional growth and development. Detailed information on all of these topics can be found on our campus and college websites (hyperlinks will be provided).

About Augusta University or “AU” (Founded in 1828 as the Medical Academy of Georgia)

Located in Augusta, Georgia, AU is a public research university and medical center dedicated to training the next generation of innovators, leaders and healthcare providers. Based in Augusta with locations across Georgia, Augusta University is at the forefront of groundbreaking research focused on improving and enriching the human experience. See Appendix 2 for a brief history of AU and its legacy institutions.

Offering undergraduate programs in the liberal arts and sciences, business and education as well as a full range of graduate programs and hands-on clinical research opportunities, AU is Georgia’s innovation center for education and health care. The combination of nationally ranked business and nursing schools as well as the state’s flagship public medical school and only dental school makes AU a destination of choice for the students of today and the leaders of tomorrow. <https://www.augusta.edu/about/>

About The Dental College of Georgia

The Dental College of Georgia (DCG) at Augusta University (AU) is our state’s only dental college. Established in 1969 as the Medical College of Georgia School of Dentistry, the DCG currently provides education and training for more than 360 dental students and over 60 residents each year. Reaccredited by the Commission on Dental Accreditation in 2019, the DCG is committed to growing in its mission of teaching, patient care, research and service. Since our inception, we have graduated approximately 2,700 dentists who are now providing oral healthcare in Georgia and around the world.

In addition to offering a high-quality education in our state-of-the-art facilities, The Dental College of Georgia provides care to nearly 50,000 patients each year, some traveling a distance of two hours or more for treatment by our students, residents and faculty.

We are also committed being good citizens for the state of Georgia and beyond. Our students complete over 7,000 hours of community service each year. Last year, nearly 18,000 dental procedures were performed by our students across Georgia in 20+ clinics, located primarily in

dental health profession shortage areas. Our goal is to provide essential oral health services in these communities and introduce DCG students to areas where dentists are needed.

While our focus is on educating future dental professionals, our faculty, residents and students are also conducting innovative and multidisciplinary research in the diagnosis, prevention and treatment of orofacial diseases. Dental students and residents are encouraged to become involved with research activities as early as their first year.

The goal of DCG research, in collaboration with other units of Augusta University and the University System is to discover new or improved means to improve overall health and to reduce the burden of illness in society. Multifaceted research allows expertise from many areas to synergize promoting clinical advancement and excellence.

DCG Organizational Structure

The DCG has two major functional units- *Academic Administration* and *Academic Departments*.

Academic Administration includes all the offices needed to manage the complex administrative and business functions of the DCG and these units are led by Associate/Assistant Deans- i.e., Research, Advanced Dental Education, Academic Affairs, Student Affairs, Faculty Affairs, Business and Finance, Alumni Affairs, Patient Services, and Student Admissions.

Academic Departments are organized by academic or clinical disciplines and led by chairpersons. The department chairs are responsible for deploying faculty resources to deliver the DCG biomedical and clinical curriculum for the pre-doctoral and advanced dental education programs, to provide direct patient care, to serve on committees and workgroups, and to contribute to the DCG's research mission. The DCG has eight academic departments Endodontics, General Dentistry, Oral Biology and Diagnostic Sciences, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, and Restorative Sciences. See [Appendix 3](#) for a DCG Organizational Chart.

Advanced/Graduate Education- the DCG has nine advanced dental education / postdoctoral programs representing most of the dental specialties and advanced training programs recognized by the ADA Council on Dental Accreditation. Each of these specialty or advanced training programs are led by a Director that is board-certified if such a certification exists. The Associate Dean for Advanced Dental Education works closely with the program directors to ensure that these programs are in compliance with CODA standards. The nine DCG advanced dental education programs include- Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics, General Practice Residency, and Advanced Education in General Dentistry. The DCG Prosthodontics Program is closely aligned with the *Ronald Goldstein Center for Esthetic & Implant Dentistry*. The DCG Department of Oral Biology and Diagnostic Sciences offers graduate student training in the biomedical disciplines through an MS or PhD program in Oral Biology within the AU Graduate School.

Augusta University Mission, Vision and Values

<https://www.augusta.edu/about/mission.php>

AU Mission

Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

AU Vision

Our vision is to be a top-tier university that is a destination of choice for education, health care, discovery, creativity, and innovation.

AU Values

Collegiality – reflected in collaboration, partnership, sense of community, and teamwork.

Compassion – reflected in caring, empathy, and social responsibility.

Excellence – reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.

Inclusivity – reflected in diversity, equality, fairness, impartiality, and respect.

Integrity – reflected in accountability, ethical behavior, honesty, and reliability.

Leadership – reflected in courage, honor, professionalism, transparency, and vision.

Dental College of Georgia Mission, Vision and Values

<https://www.augusta.edu/dentalmedicine/about-us/dcgmvv.php>

DCG Mission

In supporting the Augusta University Mission, The Dental College of Georgia will provide leadership and excellence in oral health education, research, clinical care and service.

DCG Vision

To be a globally recognized leader in the prevention of oral disease and the preservation of oral and systemic health.

DCG Values

We adopt and support the Augusta University values of:

Collegiality, Compassion, Excellence, Inclusivity, Integrity, and Leadership

Additionally, we embrace the value of:

Service – reflected in volunteerism, altruism, benevolence, advocacy, and selflessness.

Furthermore; we join the Medical College of Georgia in support of the value of:

Loyalty – reflected in mutual commitment among students, employees, alumni and the institution.

The Dental College of Georgia Strategic Plan (adopted in 2016)

<https://www.augusta.edu/dentalmedicine/about-us/dcgstrategicplan.php>

In supporting the Augusta University Mission, The Dental College of Georgia will provide leadership and excellence in oral health education, research, clinical care and service.

Strategic Focus Area 1. Academics and Education (*Pre-doctoral and Advanced Education*)

Provide excellent evidence-based oral health education that prepares competent, ethical, and compassionate dental practitioners to meet the oral healthcare needs of Georgia today and in the future.

Goal 1.1: Ensure the curriculum and academic programs are relevant, efficient, and effective to prepare dental students and residents for successful professional careers.

Goal 1.2: Provide a student-centered learning environment and co-curricular experiential student learning opportunities for professional growth and development.

Goal 1.3: Provide faculty and staff resources to support the educational mission.

Strategic Focus Area 2. Research and Scholarship (*Faculty, Students and Residents*)

Provide leadership and excellence in oral health-related research and discovery providing new knowledge, materials, and treatment to enable dental professionals to meet the increasingly complex oral healthcare needs of our society.

Goal 2.1: Ensure the dental research program is optimally aligned and collaborative with the Augusta University research mission.

Goal 2.2: Expand the research program and provide opportunities for increased faculty engagement and productivity.

Goal 2.3: Strengthen opportunities for students and residents to participate in research.

Goal 2.4: Provide an efficient and supportive administrative structure to promote a culture of research.

Strategic Focus Area 3. Clinical Care and Patient Services (*Intramural and Extramural*)

Provide excellent patient-centered, collaborative, comprehensive oral healthcare in clinics as a regional treatment facility resource, and at extramural clinical sites improving healthcare access to underserved communities.

Goal 3.1: Ensure the dental clinical program is optimally aligned and integrated with the Augusta University Strategic Plan for clinical care.

Goal 3.2: Expand existing clinical services to support the educational and clinical research mission and enhanced access to general and specialized oral health care.

Goal 3.3: Optimize quality and consistency of clinical care.

Goal 3.4: Optimize the efficiency of business operations and effectiveness of administrative support for clinical care.

The Dental College of Georgia Strategic Plan (continued)

Strategic Focus Area 4. Administration and Support *(College and University)*

Provide responsible management of resources and contribute to the success of Augusta University's Mission.

Goal 4.1: Practice responsible resource stewardship and ongoing risk management.

Goal 4.2: Provide faculty and staff with growth and development opportunities for enhanced recruitment and retention.

Goal 4.3: Improve annual planning and decision making for enhanced budget preparation.

Goal 4.4: Foster enhanced partnerships and collaborations with Augusta University.

Strategic Focus Area 5. External Relations and Community Outreach *(Off-campus Stakeholders)*

Develop stronger relationships with professional, business, social, and political networks to enhance The Dental College of Georgia's reputation as a community asset.

Goal 5.1: Expand our engagement with community partners and networks.

Goal 5.2: Strengthen our alumni network and foster philanthropy.

Goal 5.3: Address healthcare disparities and access to care issues throughout Georgia and the region.

Goal 5.4: Enhance our role as a community asset through outreach and service.

Strategic Focus Area 6. Culture and Engagement *(College, University and Community)*

Promote a humanistic, inclusive environment that supports diversity and cultural competency through enhanced communication and engagement.

Goal 6.1: Foster a humanistic environment in The Dental College of Georgia and the Augusta University community.

Goal 6.2: Support diversity and cultural competence.

Goal 6.3: Promote engagement opportunities.

Goal 6.4: Increase recognition of individual and college-wide achievement.

Section 2. Employee Benefits and Services

AU Human Resources

The AU Division of Human Resources provides and supports other offices that deliver most employee benefits and services. The main office location is 699 Broad Street, Augusta, GA 30901 on the eighth and ninth floors. The phone numbers are 706-721-9365 and 706-721-1523. For a full list of services go to- <https://www.augusta.edu/hr/university/index.php> or the Augusta University Employee Manual https://www.augusta.edu/hr/documents/au_employee_handbook.pdf

New Faculty Orientation / Onboarding

Every new employee is required to attend a payroll processing session on or before their first day of employment to complete all necessary paperwork and have an opportunity to learn about additional AU policies and benefits. Furthermore, all new AU faculty are expected to attend an *AU New Faculty Orientation Program* in early August co-sponsored by the Provost's Office and HR. It provides information on the university, its policies, its mission and purpose, and available services. In addition to the AU faculty orientation, your supervisor (e.g. chair) will assist you in learning about your job and will explain any departmental policies, special procedures or processes required in the performance of your duties. (AUEM section 2.3)

Each fall (e.g. September), the DCG conducts an annual *DCG New Faculty Orientation Seminar*. This half-day program starts with a luncheon hosted by the Dean and includes presentations from several leaders and key staff members from the university and the college on topics of general interest to faculty and DCG-specific content such as policies, administrative procedures, DCG faculty senate committees and professional development opportunities.

Terms of Employment, Exempt vs. Non-exempt Employee, Work Commitment

Faculty- the faculty shall consist of *the corps of instruction and the administrative officers* as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia (USG). <http://www.usg.edu/policymanual/section3/C337/#p3.2.1> faculty membership

Terms of Employment- employment with AU is “**at-will**” and entered into voluntarily, refer to- https://en.wikipedia.org/wiki/At-will_employment. Faculty resignations are managed in compliance with the policies of the USG and “not less than a 60-day notice” is required (*90-days for DCG*). Terminations of employment are also subject to Board of Regents policies. (AUEM 2.1)

Exempt vs. Non-exempt Classification- the Fair Labor Standards Act requires employers to classify jobs as either “exempt” or “non-exempt”. *Faculty are classified as exempt and paid a salary instead of an hourly wage* and therefore excluded (*or exempt*) from minimum wage and overtime regulations. Exempt employee compensation does not change based on the actual hours worked to complete their assigned tasks. (AUEM 2.4)

Work Commitment- a work commitment represents the number of hours faculty are regularly scheduled to work in a normal 40-hour week. It is expressed in employee records and budgets as a percentage, with full-time represented as 1.0, which equates to 40 hours/week. A part-time commitment is less than 40 hours/week and expressed in terms of a Full-time Equivalent (FTE) or a % of a 40-hr work week; e.g. a 30-hr work commitment is a 0.75 FTE. (AUEM 2.4)

Compensation

As exempt employees, faculty are paid monthly and receive their pay on the last working day of each month. If an Augusta University-recognized holiday falls on an official pay date, then the preceding business day becomes the payday. *Participation in direct deposit (Electronic Funds Transfer, EFT) is required of all Augusta University employees.* Direct deposit arrangements can be made through the Payroll Office, or through *OneUSG*, the online system that allows employees to monitor and manage their pay and benefit information. (AUEM 2.6)

Benefits Eligibility (AUEM Section 2.4)

Full Benefits Eligible: defined as 30 or more hours per week or ≥ 0.75 FTE, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia Board of Regents policy 8.2.9 (Insurance).

Partial Benefits Eligible: defined as 20 to 29 hours per week or 0.5 FTE to 0.74 FTE. A partial benefits eligible status may apply to regular faculty and regular staff employees. Partial benefits include retirement and prorated leave accruals.

Non-Benefits Eligible: defined as 19 or less hours per week (≤ 0.49 FTE), which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff and student employees who may not work more than 1,300 hours in a 12-month period as defined later in this policy (2.4).

Monthly Reporting of Time Away from Work

One USG is the University System of Georgia-wide HR and payroll system. Faculty must enter any time (in hours) away from work each day per month using appropriate categories such as Annual Leave, AU Holidays, Sick Time, Off-Campus Time (used for off campus trainings or meetings not considered Outside Professional Activities; see below).

<https://oneusgconnect.usg.edu/>

Leave: Vacation, Sick Leave, FMLA, Outside Professional Activities

Vacation (Annual Leave): AU provides paid vacation for regular full-time and regular part-time benefits eligible employees with a work commitment of half-time (20 hours/week) or greater. The rate of vacation accrual for eligible employees is based on an employee's length of continuous service. Employees may accrue a maximum of 45 days (360 hours) of cumulative vacation. Any vacation time above 45 days is forfeit as of Dec. 31 each year. (AUEM 4.1)

Years of Service Monthly Accrual Annual Equivalent

0 to 5 years 10 hrs. (1 1/4 days) 15 working days

5 to 10 years 12 hrs. (1 1/2 days) 18 working days

Over 10 years 14 hrs. (1 3/4 days) 21 working days

Sick Leave: All regular full-time and regular part-time employees with a work commitment of half-time (20 hours/week) or greater earn and accrue sick leave. Accrual: Sick leave accrual for eligible employees is cumulative with no maximum limit during an employee's length of

continuous service. The rate of sick leave accrual for all eligible employees is based on the employee's work commitment. (AUEM 4.2)

Regular FT employees accrue SL at the following rate: Monthly: 8 hrs. Annual: 12 working days

Holidays: Benefits eligible faculty are eligible for several paid holidays during the year including nine traditional days- New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Christmas Day, plus three additional holidays that vary but coincide with Christmas holiday break. (AUEM 4.3)

Family Medical Leave: In accordance with the Family & Medical Leave Act (FMLA), employees who have worked for AU for a total of at least 12 months (not necessarily continuous) and at least 1,250 hours during the 12 months preceding the commencement of the leave are eligible for 12 workweeks of family medical leave during any consecutive 12-month period. Examples of FMLA-eligible conditions include- Birth & care of a newborn child, legal placement of a child with the employee for adoption/foster care, care of an immediate family member with a serious health condition, serious health condition of the employee that renders them unable to perform their duties, qualifying exigencies from immediate family on active duty military or as a member of the National Guard or Reserves. For more info on FMLA or other types of leave (e.g. Bereavement, Court-Jury Duty, or Military leave with Pay) see *AEUM Section 4.7*

Time Off for Outside Professional Activities

Outside professional activity by faculty and administrators is encouraged under appropriate circumstances. However, since faculty and administrative personnel have committed their primary professional effort to the university, AU has the responsibility to limit and regulate such activity. Faculty are required to obtain the permission of the University prior to engaging in outside professional activities and to make periodic summary reports on such activities.

The AU Outside Activities and Off-Campus Duty Policy defines these activities and provides examples, explains the relevance to Full- and Part-Time employees, explains conflicts of interest, compensation, lists limitations (number of days allowed- 20 for OA and 20 for Off-campus duty with a combined limit of 30 days), use of annual leave, requests for approval (form OA-1), reporting duties (form OA-2) and related policies.

Policy- <https://www.augusta.edu/compliance/policyinfo/policy/outside-activities-off-campus-duty.pdf>

OA-1 - <https://www.augusta.edu/hr/faculty-support-ser/procedures/2019oa1formfillable2.pdf>

OA-2 - https://www.augusta.edu/hr/faculty-support-ser/procedures/documents/oa-2_june2016.pdf

Examples: Compensated- consulting, teaching (credit or non-credit), speaking, and participating in business, professional, or service enterprises with external entities.

Uncompensated- unpaid guest lecturing; unpaid advising or consulting; attending or presenting at professional conferences/meetings, juried art shows; and other professional activities such as serving on corporate, charitable, or volunteer boards, journal editorial boards, grant study sections, etc. when these activities are not considered to be in service to AU or included in the assignment of effort.

Worker's Compensation (AUEM 4.8)

If an employee has a work-related injury or illness while at work, AU's Workers' Compensation Program will pay for medical care, prescription medications, medical equipment and supplies, and may provide compensation for time lost from work. The Georgia Workers' Compensation Law determines benefits payable to employees resulting from a work-related injury or illness.

Any injury or illness received on the job, no matter how slight, must be immediately reported to the employee's supervisor, who is responsible for preparing and distributing the required documents to the proper authorities including an "Employee's Report of Accident/Injury" form if medical treatment is required

http://www.augusta.edu/hr/university/university_benefits/documents/au_wc_first_report_of_accident_injury.pdf

Or an "Incident Notice Only" form if **no** medical treatment is required-

http://www.augusta.edu/hr/university/university_benefits/documents/au_incident_only1.pdf

Employees with work-related injuries that require immediate medical attention should seek treatment at the nearest emergency room. Otherwise, supervisors must contact the Georgia Department of Administrative Services (DOAS) at 1-877-656-7475 before employees seek treatment. Accidents that are not a result of a work-related injury or illness should be reported to the **AU Police Department** at extension 1-2914 (706-721-2914).

Personal Services: Health, Counseling, TAP, HR Training Classes

DCG Faculty are encouraged to use [AU Health Services](#) when convenient. The AU hospital and clinics offer a full range of health providers for almost any need. Employee discounts may be available and most providers are in the USG health insurance networks. For more information go to: <https://www.augustahealth.org/>

The AU Employee Pharmacy on the first floor of the Children's Hospital of Georgia (BT-1964) offers convenience and discounts for many OTC items. It is open M-F 7:00 AM – 6:00 PM (to call by phone 706-723-0900). <https://www.augustahealth.org/pharmacy/>

Employee-Faculty Assistance Program (Counseling) - The Medical College of Georgia provides a "on-campus" assessment and counseling program for employees, faculty, house staff, graduate students, and immediate members of their families. The program is confidential for the clinical services provided for those who attend. <http://www.augusta.edu/about/efap.php>

The EFAP focuses on problems of either a personal or a work-related nature. Assessments are provided, and where indicated, short-term therapy may be scheduled for up to five sessions at no cost to the employee/faculty. For persons/families requiring extended counseling or more specialized therapy, the program can arrange continuing care by a local practitioner or agency. EFAP Hours: M-F 8:00 AM – 5:00 PM. Location: FE Building, 844 Chafee Ave., Phone: 721-2599

Tuition Assistance Program (TAP) - The Georgia Board of Regents and AU are committed to helping employees pursue self-enrichment opportunities. The TAP is designed to promote professional growth and development of full-time employees and part-time nursing faculty. Tuition assistance covers a waiver of up to nine (9) hours of tuition and certain fees each semester for employees enrolled in courses on the AU campus and other USG institutions.

TAP- This program is available to both full-time (100% work commitment) employees who have completed six continuous months of regular employment and are working towards a degree, and part-time nursing faculty seeking a graduate degree in Nursing at one of the 26 USG institutions. For more info: <https://www.augusta.edu/hr/leadership-development/tap.php>

Human Resources Training & Workforce Development- This section of HR provides educational programs and activities centered on improving organizational and individual effectiveness. This section designs, develops and delivers programs that effectively contribute to the overall mission of the AU campus and AU Health. Course offerings are based on training requests and training assessments submitted by employees and are customized to meet the needs of departments and units. Training can be done on an individual basis or in groups. Contact the AU HR Office of Learning, Leadership, and Development if assistance is needed. <http://www.augusta.edu/hr/training/index.php>

Travel

USG Travel Policy dictates that a *Travel Authorization* must be completed and properly approved before an employee may travel away from campus on University business. These forms authorize off-campus time and provide the faculty with off-campus insurance coverage. Every *Travel Authorization Form* involving work-related or professionally-relevant activities must be accompanied by an *Outside Professional Activity Form* that classifies the type of off-campus time by the activity (e.g. Professional Leadership, Consulting, Continuing Ed, etc.). A signed Travel Authorization Form & an Outside Professional Activity Form (OA-1) must be submitted for processing to the Dean's Office four (4) weeks in advance of domestic trips and six (6) weeks in advance of international trips. These forms can be accessed at:

Travel- <https://my.augusta.edu/finance/controller/travel/>

OA1- <https://www.augusta.edu/hr/faculty-support-ser/procedures/2019oa1formfillable2.pdf>

Purchases & Procurement using AU / DCG funds

The Georgia Procurement Manual (GPM) is the reference guide to applicable Georgia law governing state government purchasing. All purchases made by AU must adhere to GPM provisions unless exempted under Section 1.2 of the manual. Department administrative staff and chairs will assist faculty with all purchase requests using state funds. The GPM has detailed purchasing policies and guidelines: http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm

Annual Compliance Training <http://train.augusta.edu/d2l/home>

The AU Division of Human Resources conducts annual on-line compliance training for all AU employees, residents, and students. This training typically occurs in the fall or early spring semesters and requires a few hours to review the modular course content that includes archived documents, PowerPoint presentations, and videos on a wide range of topics. Some of these topics include: Safety, Security and Emergency Response, CARE team for distressed students, Conflicts of Interest and State Business Transaction Disclosure, Cybersecurity, HIPAA, Fraud, Waste and Abuse, FERPA, and a mandatory DCG Infection and Hazards Control training.

Leaving the DCG in Good Standing

Eventually all faculty will leave the DCG due to retirement, a transfer to another institution, for governmental service, or for private practice. There are specific expectations that must be met in order to leave in “Good Standing” (itemized below)

More details on this topic are in the *Augusta University Dental Associates (AUDA) Operational Plan, Title XII- Allocation of Funds; Section 12.3- DENTAL ASSOCIATES Policies for Remuneration* and summarized below. This policy is jointly administered by the DCG Dean’s Office, the faculty’s department chair and the AU Dental Associates Faculty Practice Group.

<https://augustauniversity.app.box.com/s/bc7znzxl7zeauojj6rmbqert9be41rzy>

12.3 DENTAL ASSOCIATES Policies for Remuneration

Departing Members: Good Standing Requirement.

For a departing, active Member in Good Standing of the DENTAL ASSOCIATES, the following Reimbursement Guidelines for final Disbursement of Collected DENTAL ASSOCIATES funds will be followed so the transition has as little negative effect on the teaching program as possible.

For purposes of this Section, a Member shall be in “Good Standing” when-

- a minimum of 3-months written notice (letter of resignation) was provided to their Chair and the Dean
- they have fulfilled all obligations of position and terms of employment;
- all patient care obligations have been met (ensure notification and transfer of all assigned patients to appropriate providers within DENTAL ASSOCIATES without compromising patient care);
- all teaching obligations are met (leave copies of lectures, course syllabi, tests, continuing education material and other teaching aids);
- all administrative obligations are met (transfer/complete special assignments/projects)
- the Member is not under investigation by any governmental authority or entity acting on behalf of any governmental authority, or any other entity relating to billing practices;
- the Member is not the subject of internal DENTAL ASSOCIATES audit or external audit or investigation relating to professional activities, including without limitation, billing practices or professional services; and
- the Member is in full compliance with the requirements and provisions of the AUDA Operational Plan, the requirements of these Bylaws for Active Membership, and the policies of DENTAL ASSOCIATES.

Where a departing Member is not in Good Standing for any of the foregoing enumerated reasons, that Member shall not be entitled to final disbursements of their AUDA collections.

The Board shall offer a recommendation to the Dean as to whether the departing faculty member has met the foregoing patient care, teaching and administrative duty criteria.

Section 3. Workplace / Professional Conduct Standards

Faculty Code of Conduct

DCG Faculty are expected to follow and model the highest standards of behavior and conduct in keeping with the expectations of a professional (e.g. dental clinician, educator, administrator, or research scientist). There are at least three standards of conduct that faculty must comply with in their roles as members of the AU Community, the dental profession, and the community of dental educators. Faculty involved in research must observe and comply with AU Research Institute policies and procedures <https://www.augusta.edu/research/explore/spa/about-auri.php>

Augusta University expects every employee to meet reasonable standards of satisfactory work performance and to observe basic rules of good conduct. It is not feasible to list all possible employee actions or behaviors that might result in disciplinary action. AU's management reserves the right to impose discipline that it, in its sole discretion, deems appropriate, including discharge. See Appendix 4 for the AU Rules of Conduct from the AUEM, Section 3.5 & pages 26-27. http://www.augusta.edu/hr/documents/au_employee_handbook.pdf

The American Dental Association adopted a standard for professional behavior over 150 years ago and the latest revision was published in 2018. The ADA's *Principles of Ethics and Code of Professional Conduct* can be found at the following link: <https://www.ada.org/en/about-the-ada/principles-of-ethics-code-of-professional-conduct>

The American Dental Education Association adopted a *Dental Faculty Code of Conduct* in 2005 based on the following essential characteristics: Honesty, Integrity, Open Communication and Trustworthiness. This document can be found at the following link: http://www.adea.org/about_adea/governance/ADEA_Dental_Faculty_Code_of_Conduct.html

Alcohol and Drug Use

AU is a tobacco-free and drug-free campus. Accordingly, the use of tobacco products or the consumption, possession, or being under the influence of alcohol or any other impairing substance on any AU property, or during working hours is prohibited.

<https://www.augusta.edu/compliance/policyinfo/policy/tobacco-free-policy.pdf>

<https://www.augusta.edu/compliance/policyinfo/policy/drug-free-workplace-employees-policy.pdf>

Attendance / Work Ethic (AUEM 2.5)

Regular full-time employees are required to work 40 hours per week. The standard work schedule for full-time employees is a five-day workweek that is generally eight hours per day, plus a meal break; with either 30 minutes (minimum) or one (1) hour for this break.

Part-time employees must work the number of hours proportional to their FTE. Working hours are scheduled to satisfy the operational needs of AU and the department in which you work.

DCG faculty are not expected to routinely work an 8-5 schedule. They are expected to understand their professional obligations regarding office hours and availability to fulfil their class, clinic, research, and administrative duties. Department chairs will inform faculty of their

expected work schedules and any subsequent changes in the hours required to work. Chairs may also seek approval to use variable work schedules, e.g. telework, flextime, as needed.

Faculty with teaching and patient care responsibilities are expected to be present for the entire time period designated for these activities. If they know in advance that they will be not be present (e.g. sick, on leave), or arriving late (or leaving early), they must report this variance to their supervisor so that other arrangements can be made in order to minimize disrupting teaching activities or to avoid compromising patient care activities.

Civility / Respect- Harassment, Workplace Violence

All members of the Augusta University are expected to be civil and respectful to others as a “fundamental requirement in our academic, social, and patient care environments” (from the AU Healthy Respect Charter) Appendix 5. These expectations are represented in the AU and DCG Values list. Uncivil and disrespectful behavior will not be tolerated. Likewise any acts of harassment or violence toward others will not be tolerated and perpetrators of such actions will be subject to discipline including termination (employees) or expulsion (students).

Title IX information: <http://www.augusta.edu/student-life/conduct/sexual-misconduct-policy.php>

Dress Code

DCG Faculty are expected to be role models for students and set good examples for them in all aspects of their professional duties including style and manner of dress. The DCG Student Clinic Manual and the Code of Professionalism and Ethics describe the expectations for professional appearance and clinic attire and these standards apply to faculty as well.

<https://augustauniversity.app.box.com/s/j9vi4g42r2tax473m8edmnutorwfdrvq>

Internet Usage & Email Policy (AUEM Section 5)

The AU internet and intranet is for official use. AUEM Section 5 provides information that faculty must know about the use and misuse of AU computing resources, privacy expectations, user authentication, computer crimes, and security breaches. Abuses or violations of this usage may result in disciplinary actions including suspension/loss of privileges up to dismissal.

<https://www.augusta.edu/compliance/policyinfo/policy/acceptable-use-of-information-technology.pdf>

<https://www.augusta.edu/compliance/policyinfo/policy/acceptable-use-of-email-and-electronic-messaging.pdf>

Visitors and Guests

Visitors in Clinic Areas: Family members or guests of patients may not be present in clinical treatment areas for health and safety reasons. Exceptions can be made for persons necessary for the safe treatment of patients such as designated care providers and translators may be allowed to be present at the discretion of the provider. No child under age 13 may be left unattended in patient reception and waiting room areas.

Guests: The DCG hosts guests throughout the day who are not patients and make up a vital part of daily business. Examples of such visiting guests include: interviewees (staff, faculty, and students), vendors, guest lecturers, alumni, legislators, and continuing education participants.

Each guest must have a designated host (DCG faculty or staff member) that will be responsible for them throughout the length of their visit. The Dean's office should be notified of any visitors from other universities or state or federal agencies here on official business.

Due to parking limitations, in cases where the department expects to receive a guest, please email **Shawn Parham (DCG Business Manager)** SPARHAM@augusta.edu the following information well in advance of their arrival, but no later than the prior working day: **Name, Title, Reason for visit, Date of visit, Time of visit, and Company (if vendor)**

The DCG reviews the parking demands that its scheduled patient population creates on a daily basis, and if we are able to accommodate the guests in the DCG patient lot, their names will be forwarded to the AU Parking Office for inclusion. If the demand is higher than we can accommodate, the host department should make alternative arrangements with the Parking Office for guests.

AU Policy library - <https://www.augusta.edu/compliance/policyinfo/policies.php>

The AU policy library is the central repository for university-level policies and procedures. Policies that apply to all Augusta University students, faculty, and staff are developed and approved through appropriate governance and administrative processes and maintained by the offices responsible for their implementation. If you have a question regarding a policy, please contact the **Office of Legal Affairs** and they will route it to the appropriate area.

University Policy Categories: (with useful policies listed FYI)

Academic Affairs- *Academic Honesty, Academic Rights and Responsibilities, Faculty Appointment/Classification/Recruitment/Removal, Pre-Tenure Review, Student Academic Grievance Advancement- Philanthropic and Honorary Naming*

Athletics- *Booster Policy*

Facilities- *Accident and Injury Reporting, Correction of Safety Hazards, Electrical Safety, Fire Codes, Hazardous Chemicals/Right-to-Know, Tobacco Free, Signage*

Finance- *Asset Management, Identify Theft, Surplus Electronic Property, Withholding of Pay*

Financial Aid- *Financial Aid Eligibility*

Information & Publication- *Advertising, Communication and Marketing, Social Media, University Seal*

Information Technology- *Use of Email/Info Technology, Data Storage, Encryption, Info Security, Passwords, Encryption*

Libraries- *Access Services, Interlibrary Loan, Use of Electronic Resources*

Personnel- *Disabilities, Leave, Anti-Sexual Harassment, Amorous Relationships, Discipline, Drug-Free Workplace, Equal Employment, Fitness for Duty, Grievances, Conflict of Interest, Non-Discrimination, Outside Activities/Off-Campus Duty, Resignation, Substance Abuse, Worker Compensation*

Registrar's Office- *Academic Leave, Grade Change, Incomplete Grade Policy*

Research- *Authorship of Scholarly Articles, Intellectual Properties, Allegations of Research Misconduct*

Student Affairs- *Accommodating Student Learning Disabilities, Alcohol/Drugs, Exposure Policy for Health Professional Students, Freedom of Expression, Student Fitness for Participation, Student Sexual Misconduct, Use of Email as Official Means of Notification to Students*

University- *Non-Retaliation, Privacy of Health info, Use of Copyrighted Materials*

Section 4. Health & Safety Information

Medical Emergencies - See [Appendix 6](#) - DCG Medical Emergency Protocols

When an injury, illness, or medical emergency occurs:

Remain calm and assess the situation. Do NOT put yourself in danger. To call for help-

Call DCG Oral & Maxillofacial Surgery (OMFS) 1-2222 & say Activate Code 66 in the DCG

If an ambulance is needed, call AU Police 706-721-2911 or 1-2911, Public Safety will call 911.

Give OMFS / AU Police your location and as much information about the victim as possible

Send someone to the main elevators and/or the building entrance to direct the responders

Send someone to bring an *Automated External Defibrillator* (AED), if available, to your location.

Do not move the injured/ill person unless they are in immediate danger of further injury.

Check breathing and initiate first aid if trained and it is safe to do so, and comfort them.

Follow all directions given to you by AU Police and/or other authorized personnel

DCG Emergency Preparedness Plans (EPP) and Continuity of Operations Plans (COOP)

Each DCG department has its own EPP and COOP archived a DCG Box file. These plans include strategies and tactics for preparing for and responding to a variety of emergency situations including resuming operations after the emergency is over. Each department has leaders identified that will provide routine annual training and supervision in the case of an emergency. Ask your department chair about these plans and review them as soon as convenient. Don't wait for the next annual training session since emergencies can arise at any time. The emergency-related topics for the department plans are listed below along with the AU office that oversees these areas for the campus, hospital, and clinics.

https://gru.account.box.com/login?redirect_url=%2Ffiles

Fire & Building Environmental Hazards

The Fire Safety Office is part of the Augusta University's Environmental Health & Safety Division. The Fire Safety Office (FSO) is committed to providing a safe environment for faculty, staff, students and visitors. The goal of the FSO program is to minimize the risk of fire or injury to faculty, staff, students and visitors by ensuring that they have the training, information, and support needed to work and learn safely on the Augusta University campus. This goal is accomplished through the safety programs described on our web site.

<http://www.augusta.edu/services/ehs/firesafe/>

Code Black: Active Shooter <http://www.augusta.edu/publicsafety/cepar/>

In the event of a Code Black situation monitor the situation using the Augusta University CEPAR alerts. Your contact information must be current in SOFTSERV. If the location of the event can be determined, make a decision to leave the area or find a secure place to conceal yourself. If the situation is unknown or rapidly changing, concealing yourself may be the best option.

1. If leaving the area is the safest option, exit the building at exits leading away from campus and continue to move away from the situation until you are in a safe location. Keep your hands in plain view as you move away from the situation.

2. If you feel hiding is the safest action, find the safest room to secure yourself. Lock and barricade the doors with door stops and furniture. Turn off the lights. Turn phones to silent,

monitor alerts and do not open the door until a public safety officer declares it is safe to exit. ID cards can be slipped under a door if you are unsure of who is on the other side of the door.

3. Fighting back is the last option if you are caught in an open area. This is dangerous, but depending on your situation, it could be your last option. If you are caught by the intruder and you are not going to fight back, obey all commands and do not look the intruder in the eyes.

4. Once police arrive, obey all of their commands.

Thinking about this scenario now will help you make better decisions during a critical incident.

Weather & Natural Disasters <http://www.augusta.edu/publicsafety/cepar/>

AU and the DCG will provide announcements when inclement weather causes disruptions in normal schedules including cancelling classes and clinics, instructions about reporting to work or closing early. In the event of a severe weather alert or warning of imminent weather danger during the workday, the safest places are interior rooms with no glass. **Rally Points**- In case of building evacuation each department has a designated rally point at a safe distance from the DCG where a census of all employees can be taken to be sure that everyone is accounted for.

Hazardous Chemical Protection and Right-to-Know Policy

The written Hazardous Chemical Protection and Communication Program has been established to provide guidelines, assign responsibilities and outline procedures to protect employees at Augusta University (AU) against exposure to hazardous chemicals in the workplace. Copies of this program, as well as a listing of hazardous chemicals, and material safety data sheets (MSDS), are available in the AU *Environmental Health & Safety Division's Chemical Safety Office* for review by all employees. <http://www.augusta.edu/services/ehs/chemsafe/csopolicies.php>

Electronic Data Storage Backup <https://www.augusta.edu/compliance/policyinfo/policy/electronic-data-storage-backup.pdf>

To protect institutional data against loss or destruction, it is required that such data be created and stored within the system of record utilizing an Information Technology (IT) approved data storage device (e.g. storage area network space, a shared or home directory). All contracted service providers, personnel and students that establish or create electronic data outside of the IT storage service shall define, document, and implement a backup procedure. Department Heads will assume the role of data trustee for their department's data and will appoint a data steward and manager as part of their Continuity of Operations Plan.

Sexual Misconduct <https://www.augusta.edu/compliance/policyinfo/policy/anti-sexual-harassment-policy.pdf> <https://www.augusta.edu/compliance/policyinfo/policy/student-sexual-misconduct.pdf>

Augusta University is committed to ensuring a safe learning environment that supports the dignity of all members of the Augusta University community. AU does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. AU will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, verbal harassment, and stalking. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

5. Educator Roles and Responsibilities

DCG Educational Philosophy (from the DCG Strategic Plan and ADEA Faculty Code of Conduct)
The Dental College of Georgia is committed to the investment of the necessary time and effort to prepare students didactically and clinically to become competent, general dentists who are able to contribute to the dental profession and to improve the oral health of the citizens of Georgia and beyond. For DCG Faculty to fulfill their responsibility as an educator, they must: be current in their field of knowledge, practice good pedagogy, protect students' rights, and comply with DCG and AU academic and grade reporting policies. All DCG students deserve a collegial, compassionate, inclusive, and engaged educational experience that helps them achieve goals, and cultivates lifelong learning along with the ability to assess themselves and their world. Faculty are responsible and accountable for giving students' work respect and critical evaluation, for holding students to the highest standards, and for providing effective feedback that supports the student's academic progress. Faculty commit to engage students in ways that each one has the equal opportunity to reach their highest potential. This will be achieved without relaxing the expectations, standards, and competencies of the college.

Curriculum Management

DCG Faculty have individual and collective responsibility for creating, implementing, assessing, and revising the dental curriculum. Faculty should strive to ensure that students are receiving a student-centered learning experience that includes evidence-based content in the biomedical and clinical sciences that is relevant to contemporary oral health care practices. Augusta University, the State of Georgia and the Dental Profession expects the DCG to produce *"...competent, ethical, and compassionate dental practitioners to meet the oral healthcare needs of Georgia today and in the future."* (DCG Strategic Plan- Academics and Education)

Student Academic Progress Policies

<https://augustauniversity.app.box.com/s/k7flbh2rcl6ac82ux59lqqdnpemfmiv5>

All DCG faculty should periodically review the DCG Academic Progress Policies for compliance and enforcement of our education standards. These documents explain- the role of the Student Academic Review Committee (SARC), criteria for students qualifying for the Dean's List, faculty responsibilities for students with failing grades or incompletes, administrative withdrawal from courses, academic probation and dismissal, SARC hearing procedures, appeals of dismissal, readmission, graduation requirements, leaves of absence, academic grievance protocols, course grading models, and failure, attendance and excused absence policies.

Confidentiality of Student Records: FERPA <http://www.augusta.edu/oia/documents/ferpa.pdf>

The Family Educational Rights and Privacy Act (1974) is a federal law that protects the confidentiality of student records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (e.g. federally insured student loans). Students have specific protected rights regarding the release of educational records and FERPA requires that institutions adhere strictly to these guidelines. Any record that contains personally identifiable information that is directly related to the student is considered an educational record under FERPA and therefore subject to privacy protection. There are two types of

educational records under FERPA: Directory Records (can be disclosed without written consent of the student) and Protected Records (cannot be disclosed to anyone, including parents, without the prior written authorization of the student).

DCG Faculty must take all reasonable precautions to ensure the privacy of student educational records is maintained including, but not limited to: test/competency exam scores, course grades, grade point averages, class rankings, course progress/remedial activities, proceedings of academic or disciplinary hearings and any other academic-performance related records.

Educational Support: Technology and Services

The DCG Associate Dean for Academic Affairs coordinates the educational technology, venues, and supporting services that faculty use for teaching. *Not all browsers support these tools.*

ExamSoft® is a secure testing solution that is used for high-stakes exams. This software enables secure testing on student computers by blocking access to programs, files and Internet usage during the test. ExamSoft® is not dependent on an internet connection while testing, which allows it to be used almost anywhere a laptop can be used. The application used is SofTest. <https://ei.examssoft.com/GKWeb/login/audcg>

Desire2Learn (D2L) is AU's Learning Management System (LMS). It is a password secured environment where students can interact online with each other and their instructor. All that is needed is a computer, internet access, and a browser to use the features provided in D2L. The D2L course site allows "anytime, anywhere" access to course materials (syllabus, schedule, readings, multimedia files, etc.), class discussions, student progress reports, an assignment dropbox for students to submit assignments, online quizzes and surveys, grades, and additional resources. <https://lms.augusta.edu/d2l/home>

Classrooms & AV Support- scheduling of all general use classrooms for academic courses is the responsibility of the AU Office of the Vice President for Enrollment and Student Services. Requests for audiovisual support are initiated through Information Technology Services. The DCG Office for Academic Affairs normally schedules rooms and AV support for faculty although special requests can be made by you or your department as needed. <https://www.augusta.edu/its/classroom-scheduling.php>

Grading / Registrar Reporting

DCG Faculty are responsible to ensure that all formal student assessment is performed in a consistent, unbiased, and fair manner that follows the grading model and rubrics described in each course syllabus. Students have the right to grieve a test score or a course grade. The course syllabus and the *DCG Academic Progress Policies* will be used to assess if the grievance has merit. <https://my.augusta.edu/dcg/policies>

At the end of each semester, all course grades should be submitted to the DCG Associate Dean for Academic Affairs for reporting to the AU Registrar's office. <https://www.augusta.edu/registrar/>

Students with Disabilities & Educational Accommodations

The AU Office of Testing and Disability Services was established to help ensure an accessible and positive college experience for students with disabilities. This office provides a variety of services and accommodations to meet the needs of disability related concerns in accordance with the amended Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Board of Regents' policies. Accommodations for students with disabilities are made on an Individual basis. Students must apply for academic accommodations and if verified and granted, appropriate and reasonable assistance must be provided as prescribed by the TDS office.

<http://www.augusta.edu/tds/>

The DCG Offices of Academic and Student Affairs will work with faculty to ensure that the accommodations are fulfilled as prescribed.

<https://augustauniversity.app.box.com/s/ggvryf5srumqo6cgvpzwi05lb1aj7sbn>

DCG Dental Student Code of Professionalism and Ethics (Formerly: Code of Conduct)

<https://augustauniversity.app.box.com/s/ja47rce7z78oawh5s5erg63os9ncaq7e>

The DCG Dental Student Code of Professionalism and Ethics (COPE) applies to all pre-doctoral students of The Dental College of Georgia in all academic and clinical settings. DCG Students are under the jurisdiction of the Student Judicial Committee of the Augusta University for breaches of conduct not covered under COPE. The DCG Student Affairs Committee and the DCG Associate Dean for Students are responsible for administering the provisions of COPE.

Conduct Standards for DCG Students are detailed in Part III and include: *academic honesty with exams, assignments, and lab projects, providing or possessing unauthorized materials or using unauthorized procedures, plagiarism, theft, lying, failure to safeguard confidential patient records, patient care without supervision or approval, interfering with an investigation, falsifying DCG records, facility damage, displaying an inability to perform patient care due to substance abuse, violating research policies, and displaying unprofessional behavior towards others, etc.*

It is the ethical responsibility of the students and faculty to abide by and promote the principles espoused by the DCG Dental Student Code of Professionalism and Ethics. Faculty should take whatever precautions are reasonably necessary to discourage academic dishonesty during exams and in other academic activities by providing monitors or proctors, using randomized seating charts, alternate seating, and multiple versions of exams or randomized question order.

Important contacts for education support services

Dr. Joseph Vitolo- Associate Dean for Academic Affairs JVITOLO@augusta.edu

Dr. Nancy Young- Assistant Dean of Student Affairs NAYOUNG@augusta.edu

Susi Hamilton- Director of Assessment and Compliance (E-curriculum SUHAMILTON@augusta.edu)

Shante Anderson- create classes (Banner), add course faculty, grades SHANDERSON@augusta.edu

JoAnn Edmond- Exam Soft, D2L JEDMOND@augusta.edu

Classroom services- CLASSROOMSCHEDULING@augusta.edu

Allison Brown- Website & AxiUm training ALBROWN@augusta.edu

6. Clinical Expectations and Responsibilities

Patient & Family-Centered Care- <http://www.augustahealth.org/patient-family-centered-care/pfcc>

AU Health is a pioneer and leader in the concept of PFCC. It is “an approach to healthcare that removes the barriers to having collaborative partnerships between healthcare providers, patients and families. This means that we put patients and families first. We believe that families are an extension of the patient, not an imposition. The more involved a family is, the more our quality and safety improve along with your satisfaction.”

“Accordingly, we practice these four principles:

We treat patients & families with **dignity & respect**

We provide clear, comprehensive **information** in ways that are useful & empowering

We create opportunities for patients & families to **participate** in ways that enhance their control & independence

We ensure that **collaboration** is inherent in our policies, programs, education & delivery of care”

The DCG supports the PFCC concepts and through the DCG PFCC Committee and the Division of Patient Services, seeks to provide optimal oral healthcare experiences for dental patients and their families as well including translation services, when possible.

AxiUm

AxiUm is the DCG’s electronic patient record management system. It integrates DCG clinical data, supply inventories, and financial functions necessary for educational and business support operations. It provides storage and rapid retrieval of patient health records and patient authorizations (or consent) for treatment that is used to monitor compliance with AU health record standards. Training is available for all new faculty, residents, students and staff that have a clinical roles and responsibilities. <http://www.augusta.edu/dentalmedicine/axium/index.php>

Health Care Privacy: HIPAA

The Health Insurance Portability and Accountability Act of 1996 is a set of federal regulations designed in part to protect the privacy of a person’s health care information. The AU Office of Compliance and Risk Management is responsible for overseeing implementation and enforcement of policies to ensure that we are in compliance with HIPAA rules. Annual training is provided and faculty are expected to know the HIPAA standards so they will be in compliance. <https://www.augusta.edu/compliance/privacy/hipaa.php>

Faculty Credentialing

Credentialing is the process by which the DCG establishes the qualifications of its clinicians through an assessment of their background and experience before clinical privileges are granted. The *DCG Credentialing Specialist* will manage the solicitation and collection of all the relevant documents (e.g. CV, dental diploma/registrant letter, board certifications, dental licenses, government issued ID’s, NPI letter, etc.) and then have them reviewed by the DCG Credentialing Committee. Clinical faculty cannot supervise students in a clinical setting or treat patients as a provider until the credentialing process is complete. Insurance authorizations take longer than the process for granting clinical privileges so only self-pay patients can be seen in the interim time.

Hospital privileges are granted by a separate campus committee and usually reserved for faculty that supervise residents in AU hospital settings.

A DCG *Credentialing Application Checklist* is provided in the [Appendix 7](#) for your information.

All clinical faculty are re-credentialed periodically which means that you must keep current (active) with your licenses and certificates including: dental and/or faculty licenses, sedation / general anesthesia permits, DEA certificate, CPR training, and specialty board certifications as appropriate. Additional re-credentialing will be required to maintain hospital appointments.

Student Clinics- Expectations for Attending Faculty

DCG patients in student and resident clinics are treated under the authority of DCG Clinical Faculty that have been credentialed to provide and supervise clinical care. Students can only treat patients under the direct supervision of attending faculty which means a faculty member must be physically present in the clinical area during the entire time treatment is being rendered.

Treatment begins with a “start check” with each student that includes a review of the patient’s medical history, planned (and consented) treatment, a review of relevant diagnostic records, and an intraoral exam of the patient to confirm the treatment proposed for the appointment. If the proposed treatment is appropriate, the student is given permission to proceed with clear instructions about when the faculty should be sought to offer feedback or a progress report. When treatment is completed, the AxiUm record must be updated by the student to document the treatment provided (and a treatment proposal for the next appointment), and signed off by the attending faculty within 48 hours. Residents and Faculty must complete their own patients’ chart entries within 24 hours.

Faculty should remain in the clinic area until the last patient has left in good condition. If a faculty has to leave clinic briefly during the session, or leave early, they must secure alternate coverage from other faculty in the clinic or from their supervisor.

In addition to ensuring the quality of the procedure rendered, faculty are expected to ensure that DCG Infection Control Protocols, HIPPA-related issues, and Student Professional Expectations are being met.

Infection Control & Universal Precautions

The responsibility for infection control within dental clinical facilities to maintain and assure compliance on a daily basis, is the obligation of all pre-doctoral students, residents, faculty and auxiliary personnel. Non-compliance with infection control guidelines will be addressed immediately to correct the problem. It is the responsibility of all clinical personnel to identify and correct non-compliance issues. Serious or continued infractions by pre- and post-doctoral students, faculty or staff will be reported in writing to the Chair of the Infection Control Committee. <http://www.augusta.edu/dentalmedicine/patientservices/infection/index.php>

Patients with Disabilities

The DCG has a large and diverse patient population base that includes many patients with disabilities that require accommodations and the type or severity of the disability influences where these patients receive their treatment- student clinics, resident clinics, faculty practice,

or even the hospital. Faculty have a responsibility to ensure they use all reasonable measures to make sure that these patients receive the same level of oral health care as any other patient. Most of the time the recommended/suggested accommodations are listed in the patient's chart, however if there are any questions or concerns about supervising or providing treatment, check with the chair. Oral Medicine Faculty and most Residency Program Directors are good resources for advice and assistance for patients with disabilities or special needs.

Augusta University Dental Associates (DCG Faculty Practice)

Augusta University Dental Associates (AUDA) is the formal name of the DCG faculty practice group enterprise. It provides the facilities and policies by which clinical faculty with the required credentials can treat patients in a private practice-like setting. The DCG encourages clinical faculty to participate in this opportunity to maintain their clinical skills, use and evaluate new technologies, acquire and develop new clinical techniques, record treatment for use in teaching materials, and supplement their income from their own treatment activities.

The allotted time for patient care is determined by department chairs and income generated from the collection of billed services is distributed in accordance with AUDA policies.

<http://www.augustahealth.org/dental-associates/dental-associates-home>

Malpractice Insurance Coverage- On the effective date of a faculty's appointment, professional liability insurance is provided by the Georgia Department of Administrative Services (DOAS); free of charge. Coverage is in the amount of \$3,000,000 per occurrence for clinical activities associated within the scope of employment at Augusta University.

Faculty Licensure

All clinical faculty must have a license issued by the Georgia Board of Dentistry (BOD) before they can personally perform any patient treatment or supervise students or residents in a clinical setting. The two types of dental licenses available are an "unrestricted" (regular) license or a "faculty" license. The GA BOD reviews the credentials of all new faculty candidates that do not have either of the aforementioned dental licenses after an offer letter has been extended and determines the type of license that the new faculty is eligible for.

Specialty Board Certification

All DCG faculty that have had advanced training in an ADA-recognized specialty are encouraged to obtain and maintain the specialty board certification that is available in their discipline. Specialty Board Certification is required for all advanced dental education program directors and any faculty with ADA-recognized specialty training that wish to be promoted to the rank of full professor.

7. Research Expectations, Responsibilities and Resources

Augusta University Research Profile/Mission

“Research and scholarly activity play an important role in [Augusta University’s mission](#) of providing leadership and excellence in teaching, discovery, clinical care and service. AU takes great pride in our clinical and translational research programs, which focus on three key areas: cancer, cardio-metabolic disease and neurological disease. By studying these diseases, which disproportionately affect Georgians, we can better serve our patients. Our researchers are also developing three emerging areas of research strength: regenerative and reparative medicine, personalized medicine and genomics, and public and preventive health.

We built state-of-the-art research facilities to help embody [our vision](#) of being a top-tier university that is a destination for education, health care, discovery, creativity and innovation. We’ve developed strong regional partnerships with the Charlie Norwood VA Medical Center, the Augusta Warrior Project, the Savannah River National Laboratory and the Dwight D. Eisenhower Army Medical Center.

This structure and partnerships combined with our collaborative environment and outstanding clinical resources place Augusta University at the leading edge of new scientific advancements targeting diseases that directly impact our patients”. <http://www.augusta.edu/research/>

Oral Health Research at The DCG <http://www.augusta.edu/dentalmedicine/research/>

To improve overall health and reduce the burden of illness in society, the DCG research enterprise works in collaboration with other units of AU and the University System to perform innovative, multidisciplinary research in the diagnosis, prevention and treatment of diseases of the orofacial complex and systemically.

Multifaceted research allows expertise from many areas to synergize, which in turn promotes clinical advancement and excellence. Faculty researchers from the DCG are involved in basic, translational and clinical research of oral and systemic diseases.

Additionally, the DCG Associate Dean for Research assists in the recruitment of talented research-oriented faculty, works in conjunction with other institutional offices to locate funding sources for research, facilitates the development and integration of research programs, and provides support for all aspects of oral health research.

Dental students are encouraged to gain research experience with faculty mentors and present their findings at local, state, national, and international meetings. Students may be candidates for the M.S. or PhD degree through the graduate program of the Department of Oral Biology.

Funded vs. Non-funded Research Time and Effort

There are TWO research categories which are meant to include all activities specifically organized to expand, confirm or revise the body of knowledge, whether supported by an agency external to the institution, or by institutional funds. Faculty effort will be recorded for each type.

Funded Research (Intramural or Extramural Fund Sources) refers to research activities which are specifically designated by the funding sponsor that the funding may only be expended for the specific purpose for which they are allocated. These funds will be setup with a Project ID number within the institutional accounting system

Unfunded Research refers to those research activities that are not funded by any external or specifically designated internal source which are setup with a Project ID within the institutional accounting system. These activities must be approved by the department chairperson and funded by departmental funds.

AU Division of Sponsored Research <http://www.augusta.edu/research-admin/spa/>

The Division of Sponsored Program Administration serves as the principal interface between Augusta University and external agencies providing sponsored program support, including the **Augusta University Research Institute** (AURI). It is responsible for the complete range of sponsored program management, including pre-award (e.g. grants & contracts) responsibilities for coordination of routing, review, and institutional approval of proposals and applications; award receipt and account establishment; re-budgeting and institutional prior approval; and account closeout activities.

AU Institutional Review Board (IRB) Office <http://www.augusta.edu/research/irboffice/>

All human research conducted at AU must comply with the policies and procedures outlined in the IRB policies and all applicable institutional policies. Human research must receive the designated Institutional Review Board's (IRBs) approval prior to initiation of the research. The mission and goals of the IRB Office are:

- To ensure the research goals of the enterprise are met, ensuring compliance and protection of human subjects involved in research
- To serve as the central contact for facilitating the goals of the Enterprise Human Research Protection Program (HRPP)

The IRB Office provides:

- Administrative support for the internal IRBs and a liaison for the external IRBs
- Monitoring and oversight for all IRB approved studies
- Education and training for human research investigators, staff, and IRB members

Environmental Health and Safety in Research

Environmental Health and Safety Division (EHS) partners with faculty, staff, students, patients and visitors to ensure a safe environment for work, study, *discovery* (research) and patient care. The five sections of EHS (Biological Safety, Chemical Safety, Fire Safety, Industrial Hygiene, and Radiation Safety) work to ensure full compliance with local, state and federal rules for environmental health and safety.

Biological Safety <http://www.augusta.edu/services/ehs/biosafe/>

Chemical Safety <http://www.augusta.edu/services/ehs/chemsafe/>

Fire Safety <http://www.augusta.edu/services/ehs/firesafe/>

Industrial Hygiene and Safety <http://www.augusta.edu/services/ehs/ihs/>

Radiation Safety <http://www.augusta.edu/services/ehs/radsafe/>

Research Misconduct

Augusta University expects that all its members maintain the highest standards of ethics in the pursuit of their scholarly endeavors, and accordingly bears responsibility for the prevention, investigation and adjudication of research misconduct. Any form of research fraud is contrary to the institution's principles and adversely affects the institution and its reputation.

Policy for Responding to Allegations of Research Misconduct

<https://www.augusta.edu/compliance/policyinfo/policy/policy-for-responding-allegations-of-research-misconduct.pdf>

The purpose of this policy and procedures is to promote the integrity of research conduct on behalf of AU by its faculty, technical staff, residents, fellows, students, trainees, and individuals employed on a contractual basis by providing a process for close scrutiny of alleged research misconduct, for full protection of the rights of any person accused of research misconduct, and for the protection of any person who makes allegations under this policy in good faith.

Research Collaboration

The DCG has a diverse spectrum of research activities on-going in basic biomedical, biomaterial science, clinical-translational, and educational research. Although the chairs are the best source of information about intradepartmental research, the DCG Associate Dean of Research can advise faculty about interdepartmental and campus-wide research opportunities.

Research Training and Support <http://www.augusta.edu/research/>

The AU Research Division offers many support services and basic training programs that can help novice researchers get started, or experienced researchers get acclimated to campus. The DCG offers individual mentoring or small group training for faculty in addition to the university sponsored services. For more information, ask department chairs or the Dean of Research.

AU Core Research Support, Laboratories and Services <http://www.augusta.edu/core/>

"The Senior Vice President for Research oversees all core laboratories. Augusta University's campus core laboratories, developed through the support of the [Georgia Research Alliance](#), are available for all faculty, staff and students, as well as for our colleagues at other universities within the State system. Many of these cores will also provide their services to the private sector. The faculty or staff members identified for each core welcome your inquiries about the use of their facilities. You may also contact the Core Laboratory Coordinator with your queries. Many of the services of Core Labs and Core Services are available by request through the [iLab portal](#). Additional information can also be found at the AU iLab Page <https://www.augusta.edu/research/tools-for-researchers/ilab.php>

Core Labs and Services: are listed on <https://www.augusta.edu/research/explore/core/>

8. Faculty & Professional Development & Advancement

Augusta University Senate

In Section 4 (Governing Board) and 6 (Faculty) of the *Southern Association of Colleges and Schools, Commission on Colleges* publication *The Principles of Accreditation: Foundations for Quality Enhancement* document (2017 edition) refers to shared governance and multiple levels of institutional government. <https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf>

The (Augusta) University Senate serves this purpose and there are numerous opportunities for leadership and service in this body through the executive committee and senators or its nine committees that include elected or appointed faculty representatives from each college.

<http://www.augusta.edu/universitysenate/>

DCG Faculty Senate

All DCG faculty with at least 75% FTE appointments (academic or administrative classifications), will automatically be members of the DCG Senate by virtue of their appointments.

Purpose is to facilitate involvement of members of the DCG faculty and administration in:

(1) Communication and joint planning to achieve the goals of The DCG and (2) shared authority and interdependent responsibility for decision-making and performance in The DCG.

Responsibilities include but are not limited to the following:

(a) *Matters pertaining to faculty affairs;*

(b) *Recommendations to the Dean re: admissions, evaluation, promotion and graduation of students;*

(c) *Recommendations to the Dean re: the educational policies, programs, and curricula of the College;*

(d) *Fostering an atmosphere conducive to professional & personal development of faculty and students;*

(e) *Advising the administration on other matters pertinent to The Dental College of Georgia;*

(f) *Public service activities including continuing education;*

(g) *Gathering and disseminating information of general and scientific nature.*

<https://augustauniversity.app.box.com/s/rtracn3utbdh5j6alwr28gxx1wflga5j>

Service Opportunities

The DCG has more than 2 dozen committees that provide a wide range of essential administrative functions for the college. Some of these committees are prescribed by DCG Faculty Senate bylaws while others are appointed by the Dean for special needs. Committee service and leadership is the most common method by which faculty can satisfy a significant part of their *annual service expectations*, network and collaborate with faculty in other departments, and find an outlet for a specific service interest; e.g. Student Affairs, Curriculum, Student Admissions and Recruitment, Continuing Education, or Patient & Family Centered Care.

<https://augustauniversity.app.box.com/s/bdvp8rxgz73l0iyja50dtvu08ihes51v>

Continuing Education (CE)

The DCG sponsors approximately 16 recurring Continuing Dental Education Programs each year providing faculty with all the CE credit activity that they would need to maintain an active license. Likewise, many of these programs require CE presenters thus providing faculty with multiple opportunities to enhance their professional resumes for promotion and potentially

earn additional income from their participation. For a complete list of these programs go to the link below. <https://www.augusta.edu/dentalmedicine/cde/>

If you have questions about getting started as a CE presenter or ideas about proposing a new course, consult with your department chair or the Director of Dental Continuing Dental Education (*Dr. Michael Pruett, Department of Restorative Sciences* MPRUETT@augusta.edu)

Graduate Education (Advanced Degrees and Certificate Programs)

There are opportunities for DCG faculty to obtain advanced degrees in non-dental disciplines through The AU Graduate School. The *Tuition Assistance Program (TAP)* can help offset the expenses for these programs. <https://www.augusta.edu/hr/leadership-development/tap.php>

Examples of these graduate degrees include: Master of Public Health, Master of Business Administration, Master of Education, Educational Specialist, Master of Public Administration, and Doctor of Education. <http://www.augusta.edu/gradstudies/index.php>

Campus Faculty Development <https://www.augusta.edu/afa/facultydevelopment.php>

At the present time, Augusta University is doing a comprehensive review of campus faculty development needs and programming. Most of the directly relevant development for enhanced effectiveness in our faculty roles occurs at the department level to ensure that each faculty can support their department's mission. The chair of the DCG promotion and tenure committee hosts an annual P&T workshop that is presented in two parts. Part 1 is a review and explanation of the guidelines. Part 2 is a review of the document template and expectations for formatting. Additional information about Promotion and Tenure is listed in the next section.

Professional Organizations

Dentistry has a wide range of organizations that support and promote the profession. The DCG strongly encourages participation in these organizations for personal development and to enhance and further the interests of the profession. A partial listing follows:

The *American Dental Association (ADA)* and its affiliated state and district societies is the nation's largest dental association committed to supporting its members and the improvement of oral health for the public. <http://www.ada.org/en/about-the-ada>

The *American Dental Education Association (ADEA)* is the voice of dental education and its members determine best practices for dental education, advocate for public policy issues essential to dental educators, researchers, and access to dental care. <http://www.adea.org/>

The mission of the *American Association for Dental Research (AADR)* is (1) to advance research and increase knowledge for the improvement of oral health; (2) to support and represent the oral health research community; and (3) to facilitate the communication and application of research; The AADR is the largest division of the [International Association for Dental Research](#)
Dental Professional Academies and Societies- most formally recognized dental specialties, disciplines, and special interest areas have dedicated academies or national organizations that support them. Engagement is recommended in some of these organizations for CE and service or leadership opportunities; however, academies associated with a CODA (Council on Dental

Accreditation)-recognized discipline or the ADA, or ADEA or AADR offer more value and are regarded with more significance than other independent groups.

Promotion and Tenure

All academic faculty are appointed with an academic rank and a tenure status. Faculty ranks in ascending order of seniority are- *Instructor, Assistant Professor, Associate Professor, and Professor*. The tenure statuses are *Tenured* or *Non-Tenured* (“*Not in a Tenure-type position*”). Non-Tenured faculty may be hired in a Tenure-Track position or they may apply for a Tenure-Track position later. Tenure is a status granted by AU to associate professors or professors, either upon appointment or after a probationary period, providing protection against dismissal except for cause.

Within the DCG there are two main pathways to promotion and/or tenure (if applicable) that are defined by the emphasis of the faculty member’s effort.

The Scientist Educator Pathway effort distribution typically includes: 10-30% Teaching, 40-70% Research & Scholarship, and 5-20% Service.

The Clinician Educator Pathway effort distribution typically includes: 40-70% Teaching, 10-30% Research & Scholarship, and 10-40% Service (includes direct clinical care of patients, also referred to as *Faculty Practice*). Either of these pathways have higher research and scholarship expectations when the faculty is on a tenure track status (vs. non-tenure track status).

The decision to grant either promotion or tenure will be made after an assessment of the faculty member’s achievement in the areas of *Scholarship, Teaching, and Service*. It is expected that faculty will *meet the USG and AU standards* in all three of these areas. Outstanding contributions in at least one of the first two areas must be made for non-tenure track faculty and in both of the first two areas for tenure track faculty. It is expected that all faculty engage in professional development that will enhance their scholarship, teaching and service responsibilities. The expectations for promotion to the senior faculty ranks (Associate Professor or Professor) usually includes extramural funding for scholarly activities and the establishment of a “national reputation” in appropriate areas of the faculty’s scholarly or professional service. The minimum time in service for promotion or tenure is at least five (5) years.

AU requires both pre-tenure and post-tenure evaluations for Faculty on a Tenure Track. The pre-tenure process shall be completed on or before April 30 of the faculty member’s third year of non-tenured service and is intended to help faculty identify any area that requires further attention/achievement prior to successful tenure evaluation. Post-tenure evaluation occurs every five years after the most recent promotion or personnel action (e.g. award of tenure), and reviews shall continue at five-year intervals unless interrupted by a further review for promotion or personnel action. Post-tenure review provides an ongoing assessment of teaching, scholarly achievement, and service activities to ensure that tenured faculty members continue to serve the mission of the institution

For a complete explanation about the expectations and process for promotion and tenure of DCG Faculty please refer to the *Guidelines for Promotion and Tenure* at the link below-

Appendices

1. Augusta University Employee Manual Table of Contents
2. Brief History of Augusta University and The Dental College of Georgia
3. The Dental College of Georgia Administrative Organizational Chart
4. Rules of Conduct from the AU Employee Manual
5. Augusta University Healthy Respect Statement
6. Dental College of Georgia Emergency Protocol Checklist
7. The DCG Faculty Credentialing Application Checklist

Augusta University Employee Manual Table of Contents – Appendix 1

https://www.augusta.edu/hr/documents/au_employee_handbook.pdf

SECTION 1 - Introduction

- 1.1 How to Use This Manual
- 1.2 About Augusta University
- 1.3 The Division of Human Resources

SECTION 2 - Working at Augusta University

- 2.1 About Your Job
- 2.2 Conditions of Employment
- 2.3 Orientation and Training
- 2.4 Employment Definitions
- 2.5 Work Hours
- 2.6 Compensation

SECTION 3 -Employment Policies

- 3.1 Change of Personal Status
- 3.2 Identification Cards (JagCard)
- 3.3 Employment of Relatives and Amorous Relationships
- 3.4 Title IX/Sexual Misconduct
- 3.5 Rules of Conduct
- 3.6 Non-Discrimination
- 3.7 Nonviolence in the Workplace
- 3.8 Use of Alcoholic Beverages Prohibited
- 3.9 Provisional Period of Employment
- 3.10 Performance Evaluations
- 3.11 Promotions
- 3.12 Termination

SECTION 4 - Employee Benefits

- 4.1 Vacation
- 4.2 Sick Leave
- 4.3 Holidays
- 4.4 Unscheduled Holidays
- 4.5 Absence Due to Weather and Other Emergencies
- 4.6 Leave of Absence Without Pay
- 4.7 Other Types of Leave

- 4.8 Group Insurance Programs

- 4.9 Retirement Plans

SECTION 5 - Information Technology Policies

- 5.1 Definitions
- 5.2 Computer and Network Use
- 5.3 System and Network Activities
- 5.4 Privacy
- 5.5 Authentication
- 5.6 Computer Crime
- 5.7 Breach of Security

SECTION 6 - General Information

- 6.1 Motor Vehicle Registration and Parking
- 6.2 Food Service
- 6.3 Lost and Found
- 6.4 Child Care Center
- 6.5 Augusta University JagCard Account
- 6.6 Credit Union
- 6.7 Wellness Center
- 6.8 Voting
- 6.9 Tobacco Use Restrictions
- 6.10 Safety
- 6.11 Political Activities
- 6.12 Conflicts of Interest
- 6.13 University System of Georgia Ethics Policy
- 6.14 Gratuities
- 6.15 Telephone Use
- 6.16 Employee/Faculty Assistance Program
- 6.17 Tuition Assistance Program

Brief History of Augusta University - Appendix 2

AU is a public university and academic medical center in Augusta, Georgia. It is a part of the University System of Georgia and has satellite medical campuses in Savannah, Albany, Rome, and Athens.

The Augusta University Health System includes the 478-bed Augusta University Medical Center, the 154-bed Children's Hospital of Georgia,^[5] and more than 80 outpatient clinics. As the state's only public academic medical center, Augusta University Health differs from community hospitals. AU Health professionals train the next generation of caregivers, while others conduct pioneering research that improves medical diagnosis, treatments and technology, bringing the medicine of tomorrow to patient care today. https://en.wikipedia.org/wiki/Augusta_University

Augusta University has a workforce total of 15,295 and more than 56,000 alumni.^[6] As of the fall semester, 2019, there are 9,274 total students enrolled including 5,604 undergraduates, 1,749 postgraduates, and 1,297 doctoral students. The university receives over \$111.3 million annually in total sponsored research awards.^[6] Accredited by the Southern Association of Colleges and Schools, the university's annual budget is \$816.2 million.

The legacy institutions that formed Augusta University resulting from a Georgia Board of Regents mandated consolidation in 2015 were-

The Medical College of Georgia (MCG) was founded in 1828 as the Medical Academy of Georgia by the Medical Society of Augusta to address a need to train new physicians. Its first seven students enrolled in a one-year course of lectures and clinical training hosted in the Old Medical College building, leading to the bachelor of medicine degree. The next year, the governor signed a legislative act altering the charter of 1828 by expanding the curriculum to two years, culminating in a doctor of medicine degree, and changing the name to the Medical Institute of Georgia. The school changed its name in 1833 to its current name, and for the next 80 years continued to operate with an emphasis on research and training physicians. The Health Sciences campus first began in 1913 as the college moved to the Newton building and expanded from there, with the Dugas Building in 1937 marking the earliest building remaining on the present campus. The first clinical facility opened as the Eugene Talmadge Memorial Hospital in 1956.^[8] With the additions of the schools of Nursing, Allied Health Sciences, Dentistry, and the Graduate School; the MCG name was used to refer to the entire health sciences campus. https://en.wikipedia.org/wiki/Medical_College_of_Georgia

Augusta State University (ASU) was founded as the *Academy of Richmond County* in 1783 as a high school. It opened in 1785 and offered collegiate-level classes from its earliest days, and its classes were overseen by the Georgia state legislature. Graduates were accepted into colleges as sophomores or juniors. Operation of the academy was overseen by a board of trustees until 1909, when control was passed to the Augusta Board of Education. The college-level classes continued to be overseen by a committee of the state legislature. https://en.wikipedia.org/wiki/History_of_Augusta_University

(AU History continued)

As enrollment increased, land for a new building was purchased. In 1925, prior to completion of the new building, the *Junior College of Augusta* was established. In 1957, the junior college separated from the academy and moved to its present location on Walton Way in an affluent residential area referred to as *Summerville* or "*The Hill*".

In 1958, the *Junior College of Augusta* became a part of the University System of Georgia and its name was formally changed to *Augusta College*. It remained a two-year college until 1963, when it attained four-year status. A second campus was added on *Wrightsboro Road*, which now houses athletics, kinesiology & health science, a golf house, and 18-hole golf course. In 1996, Augusta College was renamed *Augusta State University*, along with name changes mandated for most of the rest of the university system.

On August 10, 2012, the Board of Regents of the University System of Georgia (USG) approved the merger of ASU by fall 2013 with the nearby *Georgia Health Sciences University* (formerly known as MCG)*. Ricardo Azziz took the helm of ASU in summer of 2012 in preparation for the oncoming consolidation. The board named the new university *Georgia Regents University*, which caused considerable local controversy.^[4] It also triggered a lawsuit for alleged trademark infringement by Regent University in Virginia, which was settled out of court in June 2013.^[5]^[6] On September 15, 2015 Georgia Regents University voted and changed the name to "Augusta University". This change came from years of frustration from alumni and decreased fundraising brought in following the name change to GRU. "Augusta University" was one of the top choices during the original name change from Augusta State to GRU.

Summary

Health Sciences Campus-

1828- Medical Academy of Georgia founded, 1829- renamed Medical Institute of Georgia, 1833- renamed Medical College of Georgia. In 1937 the first allied health program- Medical Technology Laboratory Sciences was added to the MCG (establishing it as a health sciences campus, more than a medical school). In 1956 the UGA Department of Nursing transfers to Augusta and becomes the MCG School of Nursing. 1968- MCG School of Allied Health Sciences was established. 1969- MCG School of Dentistry was established.

* In 2011, MCG was renamed *Georgia Health Sciences University* (GHSU).

Summerville Campus-

1925- Junior College of Augusta was established. 1958- JCA was renamed Augusta College. 1966- AC was renamed Augusta State University.

In January 2013, the former GHSU was mandated by the USG to consolidate with the former ASU, and the combined campus was named *Georgia Regents University*. In December 2014, the USG changed the GRU name to the current *Augusta University*, effective January 2015.

In 2015, the former *GRU College of Dental Medicine* was renamed *The Dental College of Georgia* appropriately reflecting its status as the only dental school in the state of Georgia.

Rules of Conduct from the AU Employee Manual (pages 26-27) – Appendix 4

https://www.augusta.edu/hr/documents/au_employee_handbook.pdf

Augusta University expects every employee to meet standards of satisfactory work performance and to observe basic rules of good conduct. It is not possible for an employer to list all of the employee actions or behaviors that might result in disciplinary action, but the following acts or omissions on the part of an employee represent examples of what may result in disciplinary action ranging from counseling to written reprimands to further action up to and including dismissal from employment. At all times, Augusta University's management reserves the right to impose discipline that it, in its sole discretion, deems appropriate.

1. Failure to perform duties required by the employee's job description or assignments directed by management, including the failure to abide by the particular rules of an employee's place of work.
2. Failure to maintain work quality and/or productivity.
3. Failure to adhere to established safety policies and procedures.
4. Rude or discourteous behavior toward patients or other persons at Augusta University.
5. Tardiness, temporary unauthorized absence from the work area, and leaving the work area early.
6. Presence in an unauthorized area.
7. Failure to report an injury occurring on premises operated by Augusta University concerning an employee, patient, staff member, student or any other person.
8. Failure to conform to an established uniform dress policy.
9. Behavior that interferes with the work performance of other employees and/or disrupts any teaching, administrative or other activity of Augusta University.
10. Failure to adhere to established Information Technology policies and procedures.
11. Absenteeism and misuse of sick leave.
12. Unauthorized absence from work for an entire shift or workday without notification to the supervisor. Note: If an employee is absent from work for 2 days without authorization, the employee is considered to have quit without notice.
13. Insubordination or willful disobedience.
14. Consumption, possession or being under the influence of alcohol or other impairing substance on Augusta University property or during working hours.
15. Carrying a weapon, whether licensed or unlicensed, on Augusta University property.
16. Inappropriate treatment or neglect of a patient or anyone else at Augusta University, which did or could have caused harm or distress to that person.
17. Sleeping while on duty.
18. Threatening, engaging in threatening behavior (physical/verbal), or fighting in the workplace toward a co-worker, supervisor, patient or any individual within the institution or enterprise.
19. Sexual harassment.

20. Exploitation of patients or their families for personal gain or benefit or for the gain or benefit of others, including, but not limited to, engaging in financial transactions with patients or their families, accepting payment in any form for services rendered, borrowing or attempting to borrow money, inducing a patient to name a particular beneficiary in the patient's will or insurance policy, or engaging in the management of the patient's financial or business affairs.
21. Acceptance of additional compensation in any form for work performed in the scope of employment at Augusta University for which compensation has been or will be made through the payroll.
22. Commission of a criminal act.
23. Violation of confidential information pertaining to patients, students, employees or research/intellectual property, to include gaining unauthorized access to records or information, with or without harmful intent.
24. Drug offenses.
25. Failure to properly dispose of infectious or hazardous waste.
26. Dishonesty.
27. Refusal to cooperate in Augusta University administrative actions (i.e., refusal to appear as a witness at an official grievance or other hearing, refusal to cooperate in an official investigation or inquiry, etc.).
28. Illegal use of the computer and/or network that would include, but not be limited to, copyright and software license violation, failure to adhere to all federal and state laws including those prohibiting slander, libel, harassment and obscenity.
29. Private use of state property including computing/IT resources for personal gain or benefit, or for the gain or benefit of others.
30. Disclosing information that is confidential by law, including educational and medical records.
31. Willful damage or theft of Augusta University property or property belonging to another person.
32. Falsification of institutional documents or records including applications for employment.
33. Violation of Augusta University's procurement card or purchasing policies.

Augusta University Healthy Respect Statement – Appendix 5

Adopted 2013

A Commitment to a Culture of Civility

At Augusta University and Augusta University Health System, we embrace civility as the commitment to engage with others in the most positive, respectful manner, even when there is genuine disagreement.

Preamble

Civil and respectful treatment is a fundamental requirement in our academic, social, and patient care environments. We maintain that the highest level of professional behavior is an uncompromising standard of excellence that should be modeled in all our interactions.

Our Pledge

We support and promote a culture of respect and dignity toward all members of our community. It is our obligation to confront disrespectful conduct and report the incident to the appropriate authority in a timely manner. We agree to promote awareness and education of civility and to foster “healthy respect” throughout Augusta University and Augusta University Health System.

DENTAL COLLEGE OF GEORGIA

MEDICAL EMERGENCY PROTOCOL

1. Problem recognized – Notify staff that a problem exists
2. **Call:** 1-2222 (Hospital operator)
3. **Say:** “Activate Code 66 in the Dental College of Georgia”
Give the location of emergency
4. **Send:** Individual to main elevators to direct first responder team.
(Oral & Maxillofacial Surgery Department)
5. **Send:** Individual to retrieve emergency cart/AED **(location varies/floor)**
6. If an ambulance is needed, call 1-2911. Public Safety will contact 911 operator.
7. **Send:** Individuals to front AND back of building to direct ambulance
Bring ambulance personnel to the freight elevators
8. Report emergency to Dean’s Office and maintain a log of events

Our Location:

1430 John Wesley Gilbert Drive
Near the intersection of
RA Dent Boulevard and Spellman Street

The DCG Faculty Credentialing Application Checklist – Appendix 7

Credentialing Application Checklist
Full-Time Faculty APPLICANT _____ (with Private Patients)

Department _____ Date: _____ REVIEWER: _____
--

YES	NO	N/A	DOCUMENT DESCRIPTION
			Credentialing Application and Questionnaire Complete – All answers are “NO”
			“Yes” answers are satisfactorily explained
			Copy of current Georgia Dental License
			Copy of Sedation License and /or General Anesthesia Permit, if applicable
			Copy of current DEA certificate
			Letter of no DEA and designated practitioner to write prescription, if necessary
			All Schedules present on Certificate
			Any missing schedules satisfactorily explained
			Proof of Dental Degree- copy of diploma or letter from the Dental School Dean / Registrar
			Proof of Specialty Training, if applicable (Residency)
			Proof of Board Certification, if applicable – copy of current certificate and / or confirmation letter from the appropriate board
			Copy of current CPR card
			Copy of ACLS or PALS card, if applicable
			Results of Recent (within one year) Tuberculosis Skin Test (PPD)
			If Positive PPD, provide copy of chest x-ray report within five (5) years
			Current Curriculum Vitae in AU format with no gaps in practice / employment history – dates with Month/Year format
			Documentation of current hospital credentials / privileges, if applicable (copy of letter from hospital credentials committee)
			Copy of a government issued ID (driver’s license, state ID, passport, etc.)
			National Practitioner Data Bank Report
			Copy of NPI Letter (National Provider Identification Number)