The Dental College of Georgia
Augusta University
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http://www.augusta.edu/dentalmedicine/index.php

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This handbook will be reviewed and updated annually. Please contact Dr. Kevin Frazier, Vice Dean of The Dental College of Georgia for corrections or recommended addendums at kfrazier@augusta.edu
Table of Contents

1. Introduction & Welcome
   Introduction
   Dean’s Welcome
   About Augusta University and The Dental College of Georgia
   DCG Department Structure
   Augusta University and The DCG Mission, Vision, and Values
   The DCG Strategic Plan

2. Employee Benefits and Services
   AU Human Resources
   New Faculty Orientation and Onboarding
   Terms of Employment, Exempt vs. Non-exempt, Work Commitment
   Compensation
   Monthly Reporting of Time and Effort
   Benefits Eligibility
   Leave- Vacation, Sick Leave, FMLA, Time off for Outside Professional Activities
   Worker’s Compensation
   Personal Services- Health, Counseling, TAP, HR training classes
   Travel
   Purchases & Procurement using AU / DCG funds
   Annual Compliance Training
   Leaving the DCG in Good Standing

3. Workplace / Professional Conduct Standards
   Faculty Code of Conduct
   Alcohol and Drug Use
   Attendance / Work Ethic
   Civility / Respect- Harassment, Workplace Violence
   Dress Code
   Internet Usage & Email Policy
   Visitors and Guests
   Campus Carry Legislation

4. Health & Safety Rules
   Medical Emergencies
   DCG Emergency and Continuity of Operations Plans
   Fire & Building Environmental Hazards
   Code Black (active shooter)
   Weather & Natural Disasters
   Hazardous Chemicals and Right-to-Know Policies
   Electronic Data Storage and Backup
   Sexual Misconduct
5. Educator Roles and Responsibilities
Curriculum Management
Student Academic Progress Policies
Confidentiality of Student Records (FERPA)
Educational Support: Technology and Services
Grading / Registrar Reporting
Students with Disabilities & Educational Accommodations
DCG Student Code of Conduct

6. Clinical Expectations and Responsibilities
Patient & Family-Centered Care
AxiUm- Electronic Patient Record Management System
Health Care Privacy (HIPAA)
Faculty Credentialing
Student Clinics- Expectations for Attending Faculty
Infection Control & Universal Precautions
Patients with Disabilities
AU Dental Associates (Faculty Practice)
Faculty Licensure and Specialty Board Certifications

7. Research Expectations, Responsibilities and Resources
Augusta University Research Profile/Mission
The DCG Center for Craniofacial and Related Research
Funded vs. Non-funded Research time and effort
The AU Division of Sponsored Research (Grants & Contracts)
AU Institutional Review Board (IRB)
Environmental Health and Safety
Research Misconduct
Research Collaboration
Research Training and Support – Core facilities
AU Core Research Laboratories and Services

8. Faculty Service, Professional Development & Advancement
AU and DCG Faculty Senates
Service Opportunities
Continuing Education
Graduate Education
Campus Faculty Development and Leadership Training
HR Training
Education Training
Professional Organizations
Promotion and Tenure

Appendix
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). [http://www.augusta.edu/hr/documents/au_employee_handbook.pdf](http://www.augusta.edu/hr/documents/au_employee_handbook.pdf). This handbook provides DCG faculty with a summary of standard AU benefits, services, workplace and conduct standards, health, and safety information. In addition, it contains specific information about DCG faculty roles and responsibilities as an educator, clinician and researcher, and opportunities for professional growth and development. Detailed information on all of these topics and others can be found on our website and relevant links will be provided as appropriate.

Welcome from the Dean-

*It’s a real pleasure for me to welcome you to The DCG family. As we approach our 50th anniversary, our tripartite mission endures- Teaching, Research and Service. 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 offers 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.*

*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. Our 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*

About Augusta University (Founded in 1828 as the Medical Academy of Georgia)

Located in Augusta, Georgia, Augusta University is a public research university and medical center dedicated to training the next generation of innovators, leaders and health care providers. Home to three campuses in Augusta and various satellite locations across Georgia, Augusta University is at the forefront of groundbreaking research focused on improving and enriching the human experience.

Offering undergraduate programs in the liberal arts and sciences, business, cyber and education as well as a full range of graduate programs and hands-on clinical research opportunities, Augusta University 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 Augusta University a destination of choice for the top students of today and the leaders of tomorrow.
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 350 dental students and over 60 residents each year. Reaccredited by the Commission on Dental Accreditation in 2012, the DCG is committed to growing in its mission of teaching, patient care, research and service. Since our inception, we have graduated almost 2,500 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 to be treated by our students, residents and faculty.

We are also committed to our students 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 23 clinics, located primarily in dental health profession shortage areas. Our goal is to provide oral health services and introduce dental students to areas of the state 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 Department Structure

The DCG has two administrative and nine academic departments: Academic Administration, Patient Services, General Dentistry, Endodontics, Oral Biology, Oral Health and Diagnostic Sciences, Oral and Maxillofacial Surgery, Restorative Sciences, Orthodontics, Pediatric Dentistry, and Periodontics. See the Appendix for a DCG Organizational Chart.

Note: Academic Administration and Patient Services are administrative departments. They don’t have chairs and they provide executive leadership and managerial support for the entire college. Academic Administration includes the Dean’s Office and the Associate Deans for Academic Affairs, Research, Advanced Education, Student Affairs / Admissions / Alumni, Business & Finance, and Patient Services. Patient Services supports our entire clinical operation and manages the infrastructure that provides our clinicians with everything they need to give our patients excellent comprehensive oral health care. The academic departments are directly responsible for executing our tri-partite mission.
Augusta University Mission, Vision and Values

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

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 2016)

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 provide most employee benefits and services. The main office is located in the Annex I Building at 1499 Walton Way (corner of 15th St. and Walton Way) 706-721-9365. A second office is located in the HR Building at 1515 Pope Avenue (just off 15th Street across from the VA/AU Hospitals & Clinics) 706-721-1532. For a list of services provided by each location go to:
http://www.augusta.edu/hr/contact.php or the Augusta University Employee Manual (AUEM)
http://www.augusta.edu/hr/documents/au_employee_handbook.pdf

New Faculty Orientation / Onboarding

All new AU employees are required to attend an AU New Hire Orientation Session. It provides information on the university, its policies, its mission and purpose, and services available to employees. In addition, each 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 various AU policies and benefits. (AUIM 2.3)

Each fall, usually in September, the DCG conducts an annual New DCG 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 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 Augusta University is “at-will” and entered into voluntarily. For faculty members, resignations are managed in accordance with the policies of the USG and “not less than a 60-day notice” is required (90-days for the 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**

Faculty are classified as exempt employees, 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 in the AU Annex I Building, or through SoftServ, the online system that allows employees to monitor and manage their pay and benefit information. Employees may request an exemption to the direct deposit requirement from Payroll using a Direct Deposit Personal Exemption Request form. (AUEM 2.6)

**Monthly Reporting of Time and Effort**

Faculty are responsible for certifying their monthly work time and effort in two on-line systems:
- AU Effort Certification System: Faculty must enter and submit their work effort each month as it relates to the percentage of time spent in Research, Instruction, Clinical Care, Service, and Administration as related to the effort distribution in the annual contract. [https://webapps.gru.edu/pls/apex/f?p=103:101:58653310336](https://webapps.gru.edu/pls/apex/f?p=103:101:58653310336)
- Timenet: 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/meetings not considered Outside Professional Activities; see below). [https://timenet.gru.edu/APIHealthcare/Login.aspx](https://timenet.gru.edu/APIHealthcare/Login.aspx)

**Benefits Eligibility (AUEM Section 2.4)**

- **Full Benefits Eligible**: is 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**: is defined as 20 to 29 hours per week or 0.5 FTE to 0.74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and prorated leave accruals.
- **Non-Benefits Eligible**: is 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). Students may not be placed into a regular employee status.

**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 per week). 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 vacation. Any vacation time above 45 days is forfeited as of Dec. 31 each year. (AUEM 4.1)
  
  **Accrual Example- For 0-5 Years of Service; Monthly: 10 hrs. (1 ¾ days) Annual: 15 working days**
Sick Leave: All regular full-time and regular part-time employees with a work commitment of half-time (≥ 20 hours per week) 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

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 (total, 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 FML eligible conditions: 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. *(AEUM 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. With certain exceptions, 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 activity. Outside Professional Activities (OPA) should be recorded in TimeNet based on the type of activity conducted. The TimeNet Exempt Employee handbook lists required pay codes and corresponding descriptions, in addition to how activity is paid, on pages 12-17: [http://www.augusta.edu/hr/timenet.php](http://www.augusta.edu/hr/timenet.php)

The Outside Professional Activities Policy defines the types of OPA allowed and outlines the procedures for obtaining permission from the university and for reporting them: [https://augusta.policytech.com/dotNet/documents/?docid=5682&public=true](https://augusta.policytech.com/dotNet/documents/?docid=5682&public=true)

**Categories of Outside Professional Activities**

- Professional Leadership Activities (PLA)
- Outside Consulting (OSC)
- Teaching at other Non-USG Institutions (TCH)
- Scholarly or Creative Writing (SCW)
- Outside Professional Practice (OPP)
- External Continuing Education at External Institutions (ECE)

Outside Professional Activity (OPA) forms must be submitted with all Travel Requests (see page 13) and an annual report on OPA (oa-2 form) is required at the end of the fiscal year. [http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/oa-2_june2016.pdf](http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/oa-2_june2016.pdf)
Worker’s Compensation *(AUEM 4.8)*

If an employee sustains a work-related injury or illness while at work, AU’s Workers’ Compensation Program will pay for medical care, prescription medications, necessary medical equipment and supplies, and may provide compensation for time lost from work. The Georgia Workers’ Compensation Law determines benefits payable to employees as a result of 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 [http://www.augusta.edu/hr/university/university_benefits/documents/au_wc_first_report_of_accident_injury.pdf](http://www.augusta.edu/hr/university/university_benefits/documents/au_wc_first_report_of_accident_injury.pdf) if medical treatment is required, or an “Incident Notice Only” form [http://www.augusta.edu/hr/university/university_benefits/documents/au_incident_only1.pdf](http://www.augusta.edu/hr/university/university_benefits/documents/au_incident_only1.pdf) if no medical treatment is required. 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 Public Safety Dept. at extension 1-2914.

**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 AU health insurance networks. For more information go to:  [http://www.augustahealth.org/health-services](http://www.augustahealth.org/health-services)

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. [http://www.augustahealth.org/about-us/employee-pharmacy](http://www.augustahealth.org/about-us/employee-pharmacy)

**Employee-Faculty Assistance Program (Counseling)** - The Medical College of Georgia provides a “non-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](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 improve themselves through education and training. 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. 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 who are seeking a graduate degree in Nursing at one of the 31 participating USG institutions. For more info: http://www.augusta.edu/hr/training/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. There are six training track categories and the course offerings may vary with the calendar. http://www.augusta.edu/hr/training/tracks/training-tracks.php Training can be done on an individual basis or in groups. Contact the AU HR Workforce Development Office 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 DCG 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:
http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/oa1form_2015.pdf

Purchases & Procurement using AU / DCG funds
The Georgia Procurement Manual (GPM) is the written reference guide to applicable Georgia law governing state government purchasing. All purchases made by AU must adhere to the provisions of the GPM unless exempted under Section 1.2 of the manual. Department chairs and administrative staff will assist faculty with all purchase requests using state funds. The GPM contains detailed purchasing policies and guidelines:

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 semester 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: Environmental Safety, Security and Emergency Response, FERPA, Drug-Free Campus, Fraud, Information Security, HIPPA, Conflicts of Interest and State Business Transaction Disclosures.
Mandatory annual DCG Infection & Hazards Control on-line training occurs in the month following the AU campus HR training.

**Leaving the DCG in Good Standing**

Eventually all faculty will leave the DCG due to retirement, a transfer to another institution or industry for professional advancement, for governmental service or private practice. There are specific expectations that must be met in order to leave in “Good Standing” including 3-months minimum written notice of leaving, fulfilling all patient care, teaching, research and administrative obligations, and transfer or completion of special assignments and projects. More details on this topic are in the *Augusta University Dental Associates (AUDA) Operational Plan, Section III- Dental Associates Policies for Remuneration*. This policy is jointly administered by the DCG Dean’s Office, the faculty’s department chair and the AU Dental Associates Faculty Practice Group.

The AUDA Bylaws and Operations Plans are currently under revision and will be posted when they are approved.
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 the dental profession. 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. 

Augusta University expects every employee to meet standards of satisfactory work performance and to observe basic rules of good conduct. It is not possible to list all employee actions or behaviors that might result in disciplinary action (see this list in the appendix section). AU’s management reserves the right to impose discipline that it, in its sole discretion, deems appropriate, including discharge. (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 2016. The ADA’s Principles of Ethics and Code of Professional Conduct can be found at the following link:
http://www.ada.org/~/media/ADA/Member%20Center/Files/2016_ADA_Code_Of_Ethics.pdf?la=en

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 smoke-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.
http://www.augusta.edu/tobaccofree/gru-policy.php

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 facilitate classes, clinics, research, and administrative duties. Department chairs will inform faculty of normal work schedules and any subsequent changes in the hours required to work. Chairs may also seek approval to use a variable work schedule including either telework, flextime, or both, subject to the department’s needs.
Faculty with teaching and patient care responsibilities are expected to be present the entire time period designated for teaching and patient care 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. These expectations are contained 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).


**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 Code of Conduct describes the expectations for professional appearance and clinic attire and these standards apply to faculty as well.


**Internet Usage & Email Policy (AU EM Section 5)**
The AU internet and intranet is for official use. AU EM 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.


**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. 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 13 may be left unattended in 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 guests include: interviewees (staff, faculty, students, and residents), vendors, guest lecturers, 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.

**Campus Carry Legislation**

House Bill 280, commonly known as the “campus carry” legislation, is effective as of July 1, 2017. Here are guidelines developed by the Office of Legal Affairs for the implementation of House Bill 280 that must be followed on all University System campuses on and after that date.

Additional information regarding House Bill 280June 2, 2017 by AU Staff
https://jagwire.augusta.edu/archives/45195

See the Appendix for a list of FAQ’s about this new legislation.
Section 4. Health & Safety Information

Medical Emergencies Appendix- DCG Medical Emergency Protocols
When an injury, illness or medical emergency occurs:
Remain calm and assess the situation. Do NOT put yourself in danger.
Call for HELP; DCG Oral Surgery 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 OS / 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 another person to bring a DCG 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 University 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
information 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 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/ (Related Links Column)
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/](http://www.augusta.edu/publicsafety/cepar/) (Related Links Column)

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 Environmental Health & Safety Division’s Chemical Safety Office for review by all employees. [http://www.augusta.edu/services/ehs/chemsafe/csopolicies.php](http://www.augusta.edu/services/ehs/chemsafe/csopolicies.php)

**Electronic Data Storage Backup**


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://augusta.policetyl.com/dotNet/documents/?docid=5640&public=true](https://augusta.policetyl.com/dotNet/documents/?docid=5640&public=true)

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** (Adapted: DCG Academic Progress Policies Purpose Statement)
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** [http://www.augusta.edu/dentalmedicine/policies/index.php](http://www.augusta.edu/dentalmedicine/policies/index.php)
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](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 (can be disclosed without written consent of the
student) and Protected (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.

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.examsoft.com/GKWeb/login/audcg](https://ei.examsoft.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](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. [http://www.augusta.edu/its/policies/classroom.php](http://www.augusta.edu/its/policies/classroom.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 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 Policy will be used to assess if the grievance has merit. [http://www.augusta.edu/dentalmedicine/policies/index.php](http://www.augusta.edu/dentalmedicine/policies/index.php)

At the end of each semester, all dental student course grades must be submitted to the DCG Associate Dean for Academic Affairs for reporting to the AU Registrar’s office.
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.

The DCG Code of Conduct 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 this Code of Conduct. The DCG Student Affairs Committee and the DCG Associate Dean for Students are responsible for administering the provisions of this Code of Conduct.
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.
It is the ethical responsibility of the students and faculty to abide by and promote the principles espoused by the DCG Code of Conduct. The 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
Susi Hamilton- E-curriculum SUHAMILTON@augusta.edu
Lisa Ciccio- Course scheduling, final grades, incompletes ECICCIO@augusta.edu
Shante’ Stallings- Exam Soft, D2L SSTALLINGS@augusta.edu
Classroom services- CLASSROOMSCHEDULING@augusta.edu
Scott Farris- IT support SFARRIS@augusta.edu
Allison Brown- Website & AxiUm training ALBROWN@augusta.edu
6. Clinical Expectations and Responsibilities


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](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. [http://www.augusta.edu/compliance/hipaainformation.php](http://www.augusta.edu/compliance/hipaainformation.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/registrar 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 Credentialing Application Checklist is provided in the Appendix 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 plays 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/](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](http://www.augusta.edu/research-admin/spa/)(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/](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/](http://www.augusta.edu/services/ehs/biosafe/)
Chemical Safety [http://www.augusta.edu/services/ehs/ chemsafe/](http://www.augusta.edu/services/ehs/ chemsafe/)
Fire Safety [http://www.augusta.edu/services/ehs/ firesafe/](http://www.augusta.edu/services/ehs/firesafe/)
Industrial Hygiene and Safety [http://www.augusta.edu/services/ehs/ihs/](http://www.augusta.edu/services/ehs/ihs/)
Radiation Safety [http://www.augusta.edu/services/ehs/radsafe/](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://augusta.policytech.com/dotNet/documents/?docid=2434
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.

http://www.augusta.edu/dentalmedicine/research/biomed.php

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.”

Core Labs:
- Campus Flow Cytometry Core Facility
- Cancer Research Center Flow Cytometry Core Facility
- Campus Genomics Core Laboratory
- Campus Proteomics Core Laboratory
- Cell Imaging
- Integrated Genomics Core
- Histology and Electron Microscopy
- Small Animal Behavior
• Small Animal Imaging
• Transgenic Zebrafish Core

Core Services
Many of these cores will also provide their services for the private sector. The faculty or staff members identified for each core welcome your inquiries about the use of their facilities.

• Animal Care and Use Program
• Biostatistics
• Clinical Trials Office
• Research Development Services
• Center for Telehealth
8. Faculty & Professional Development & Advancement

Augusta University Senate
In Section 3 of the Comprehensive Standards for the Southern Association of Colleges and Schools, Commission on Colleges publication The Principles of Accreditation: Foundations for Quality Enhancement document (2012 edition) it clearly states that institutions in compliance should have a clear structure for faculty governance. The (Augusta) University Senate serves this purpose and there are numerous opportunities for leadership and service in this body through the executive officer group or its ten committees that include elected or appointed faculty representatives from each college. http://www.augusta.edu/universitysenate/

DCG Faculty Senate
All faculty with at least 75% FTE appointments in The DCG, plus administrative and professional classifications, will automatically be members 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.
http://www.augusta.edu/dentalmedicine/resources/documents/bylawsestablishsenate622016.pdf

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 service expectations, develop networks and collaborations 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. http://www.augusta.edu/dentalmedicine/resources/documents/dcgcommitteearrangements32017.pdf

Continuing Education (CE)
The DCG and the AU Division of Professional and Community Education jointly sponsor nearly 20 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 providing faculty with numerous 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.
http://www.augusta.edu/ce/dentalce/index.php
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 Chair of the Continuing Dental Education Committee (currently Dr. Barry Hammond, Professor, Department of General Dentistry).

**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 TAP program can help offset the expenses for these programs. [http://www.augusta.edu/hr/training/tap.php](http://www.augusta.edu/hr/training/tap.php)
Examples of these graduate degrees include: Master of Public Health, Master of Science in Oral Biology, Master of Business Administration, Master of Education, Educational Specialist, Master of Public Administration, and Doctor of Education. [http://www.augusta.edu/gradstudies/index.php](http://www.augusta.edu/gradstudies/index.php)

**Campus Faculty Development** [http://www.augusta.edu/facultydevelopment/index.php](http://www.augusta.edu/facultydevelopment/index.php)
“The mission of the Augusta University Office of Faculty Development & Teaching Excellence (OFDTE) is to support the professional development of faculty serving in a variety of capacities through a diverse university. We provide support and communicate opportunities for professional development for faculty as educators, as scholars, and as administrators. We recognize and reward accomplishments and achievements; and we aim to enhance collegiality, collaboration, and a sense of community among all Augusta University faculty.”
OFDTE Programs include: [http://www.augusta.edu/facultydevelopment/learning_series.php](http://www.augusta.edu/facultydevelopment/learning_series.php)
Faculty Development Workshops on Teaching & Learning or Research & Scholarship
Faculty Learning Communities
Writers and Scholars Retreat
The Enlightened Bite (brown-bag discussion sessions)
OFDTE Reading Circles
Leadership Training [http://www.augusta.edu/leadershipacademy/](http://www.augusta.edu/leadershipacademy/)
“The Office of Leadership Development was created to develop authentic and inclusive leaders by providing a suite of evidence and competency-based, experiential, community-wide, leadership, and management development opportunities within the context of our mission and vision.”
**Authentic Leadership Pipeline I** (focus on leading self)
**Authentic Leadership Pipeline II** (focus on leading self and others)
**Authentic Women Leaders Pipeline Program** (focus on leading self and others)

**Education Training & Development** [http://www.augusta.edu/mcg/academic-affairs/eii/index.php](http://www.augusta.edu/mcg/academic-affairs/eii/index.php)
*From the EII Director: Dr. Lara Stepleman, Professor of Psychology & Health Behavior:*
“The Educational Innovation Institute (EII) was founded as the Education Discovery Institute in 2008, as one of six “Discovery Institutes” of Augusta University.
The EII has two core focus areas: *teaching excellence* and *education related research*. I envision the EII structure as an educational bench (educating good teachers), an educational bedside
(educating good health care professionals), and an educational community (the sum of the "bench" and "bedside" creates healthier communities).

The early emphasis of our programs has been at undergraduate health sciences education level, but I envision collaborative, multi-institutional research and educational innovation that spans from undergraduate health sciences education through graduate education to continuing health sciences education.

In addition to a productive program of educational research, the EII has developed faculty educational research fellowship and teaching scholar’s fellowships, and offers workshops, Education and Treats (EAT) lunch time discussions, and consultation services for educators and educational researchers.”

**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](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/](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 [http://www.iadr.org/AADR](http://www.iadr.org/AADR). 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. Either of these pathways have higher research and scholarship expectations when the faculty is on a 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 minimum time in service for promotion or tenure is at least five (5) years.

AU requires both pre-tenure and post-tenure evaluations. The pre-tenure process occurs after the third year of serving as a tenure-track faculty 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 award of tenure and is intended 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: http://www.augusta.edu/dentalmedicine/resources/documents/dcgpromotionandtenureguidelinesanuary2017_.pdf
Augusta University Rules of Conduct from the AU Employee Manual Pages 26-27
http://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. (See the campus carry legislation info on pages 38-40 in this appendix)

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.

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.


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.


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

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.
Campus Carry Legislation

Georgia House Bill 280, commonly referred to as the “campus carry” legislation, takes effect as of July 1, 2017. For more information on this new law (which amends O.C.G.A. § 16-11-127.1) and how it will be implemented on University System of Georgia campuses, please read Chancellor Wrigley’s guidance to the USG community, dated May 24, 2017. Below you will find additional information in response to common topics of inquiries that members of the USG community have posed.

First, it is important to reiterate that House Bill 280 establishes that anyone who is licensed to carry a handgun may do so – in a concealed manner only – anywhere on Georgia’s public college and university campuses, except in certain areas that are specifically listed in the law. If an area of campus is not mentioned in one of those exceptions, license-holders may carry guns there. Unlike “campus carry” laws in some other states, HB 280 does not give colleges and universities in Georgia discretion to prohibit handguns on their campuses or to add any additional exceptions to the ability to carry handguns beyond those already contained in the law.

Can license-holders carry concealed handguns in laboratories on campus?

Yes. HB 280 sets out specific excepted areas in which license-holders may not carry handguns, and laboratories are not one of those exceptions. Handguns would only be prohibited in a laboratory if the particular space were to fall within one of the specific exceptions.

Can license-holders carry concealed handguns at summer camps on campus?

Yes. Summer camps are not set out as an exception to the ability to carry concealed handguns on campus in HB 280. Handguns are prohibited, however, in childcare spaces, which include programs for children under 18 years of age that are located within an enclosed space behind a controlled access point (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.

Can license-holders carry concealed handguns in health centers and exam rooms on campus?

Yes. Health centers and their examination rooms are not specifically excepted from the general rule that license-holders may carry concealed handguns on campus. Handguns are only prohibited in those areas of health centers that fall within a specific exception in HB 280, such as faculty, staff and administrative offices.

Are handguns prohibited from athletic sporting event facilities at all times or only during the events?

Handguns are prohibited in buildings or property that are used for intercollegiate games at all times, not just during the events. Similarly, handguns are prohibited throughout the entire facility, not just those specific areas of the facility in which games are played. The same is true
of student housing facilities; handguns are prohibited throughout the facilities, not only in the specific areas where students reside.

**Does HB 280 apply to off-campus field trips or work trips?**

No. HB 280 only applies “in any building or on real property owned by or leased to any public . . . college, or university . . . or other public institution of postsecondary education.” When students, faculty or staff leave campus for school-related activities, they will be governed by the weapons laws that apply to their off-campus locations.

**Does HB 280 apply to property owned by USG institutions outside of Georgia?**

No. HB 280 only applies within the State of Georgia. People at locations that are owned or leased by USG colleges and universities but lie outside of Georgia will be governed by the applicable local laws of the city, county, state and/or country in which the facilities lie.

**Are handguns prohibited wherever enrolled high school students go while on campus?**

No. HB 280 only prohibits handguns in rooms and spaces that are being used for classes in which high school students are enrolled. It does not prohibit license-holders from carrying concealed handguns in other areas where those high school students may go while on campus.

**Can faculty members and students other than license-holders ask the registrar whether high school students are enrolled in their classes?**

Yes.

**Can faculty members ask students to identify themselves if they are carrying handguns or ask students who carry handguns to take different classes?**

No. State law grants license-holders the ability to carry handguns to public college and university classes (except those in which high school students are enrolled), and faculty members may not ask license-holders to reveal that they are carrying concealed handguns or in any way discourage them from doing what they are legally allowed to do.

**Are faculty members responsible for announcing to their classes that guns are (or are not) prohibited because high school students are (or are not) enrolled?**

No. It is the responsibility of those who choose to carry handguns on campus to make themselves aware of where and when they can do so. They can learn which of their classes include high school students by asking the registrar, as can faculty members and their classmates. In fact, the USG does not recommend that faculty members make announcements in class because it may lead to confusion among students resulting from inconsistencies between different professors and different classes.

**May faculty members provide information about HB 280 in their course syllabi?**
Yes. Faculty members can provide information by linking to the USG guidance at the usg.edu website.

If USG institutions will not be providing storage lockers, where can license-holders store their handguns while they go to places on campus where handguns are prohibited?

It is the responsibility of those who choose to carry handguns on campus to make arrangements for the proper and safe storage of those guns. Current law already allows for the securing of guns in parked cars. License-holders can also make arrangements for storage off-campus.

If a student or employee violates the provisions of HB 280, may the institution treat that conduct as a violation of its student code of conduct or personnel rules?

Yes. The immediate situation should be handled by law enforcement, but afterwards the conduct may be treated as a violation of the student code of conduct or the personnel rules. That process should then be handled in the same manner as any other student or employee misconduct case would be handle.

For more information, visit the University System of Georgia’s HB 280 page http://www.usg.edu/hb280
DENTAL COLLEGE OF GEORGIA
MEDICAL EMERGENCY PROTOCOL

1. Problem recognized – Notify staff that a problem exists

2. Call: 1-2222 (Hospital operator)

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
## Credentialing Application Checklist

**Full-Time Faculty**

*(with Private Patients)*

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