

ASU Policies and Procedures Manual

Section 1: Campus Administration

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I. THE UNIVERSITY SYSTEM

Augusta State University is a unit of the University System of Georgia which operates under the policies of the Board of Regents and whose major funds derive from the Board of Regents.

The Board of Regents is responsible for the employment of all faculty members and other personnel of the University System and its institutions. The universities, senior colleges, and junior colleges offer comprehensive programs of instruction, research and public service. They are located throughout the state so that approximately 90 percent of all Georgians live within 35 miles of at least one of the institutions.

The 15 member constitutional Board of Regents includes one member from each of the state's ten congressional districts and five members from the state at large. Members, who serve seven-year terms, are appointed by the Governor, subject to confirmation by the State Senate. Two members of the Board are appointed each year except that three members are appointed one year during each seven-year period.

OFFICERS

The officers of the Board of Regents shall be the Chair, the Vice Chair, the Chancellor, the Vice Chancellor, the Executive Secretary, and the Treasurer.

The Chair, with the authority of vote, appoints the members of all committees and designates the chair of each committee. The Chair of the Board is an ex-officio member of all committees and has the authority to vote.

The Vice Chair of the Board has the powers of the Chair during the absence of the Chair. The Vice Chair is a member of the Board.

The Chancellor is elected by the Board of Regents and is the chief administrative officer of the University System as well as the chief executive officer of the Board of Regents. The Chancellor makes all recommendations regarding appointments, promotions, salaries, transfers, suspensions, and dismissals, and recommends the appointment of all employees of the institutions and divisions of the University System. The Chancellor is not a voting member of the board.

The Vice Chancellor acts as deputy to the Chancellor and speaks for the Chancellor in the latter's absence. All members of the staff of the Chancellor's office report to the Vice Chancellor.

The Executive Secretary is elected by the Board but is not a member of the Board.

The Treasurer is recommended by the Chancellor and is elected by the Board but is not a member of the Board.

The University System Advisory Council consists of the Chancellor and the presidents of institutions of the University System. The council makes recommendations to the Chancellor, and through him/her to the board, on all educational and administrative affairs of concern to the System as a whole.

The Advisory Council creates such standing and special committees as may be needed to discharge its functions. All administrative officers, faculty members and professional employees of the several institutions of the System are eligible to serve on committees of the Council. Committees established by the council for the study of curricula and programs of instruction of the several institutions are known as academic committees. Those which are established for the study of administrative procedures and problems are known as administrative committees.

The duty of each member of any academic or administrative committee is to represent the position of the home institution. It is expected, therefore, that the committee member will confer with colleagues and appropriate officials at the home institution concerning issues to be brought before the committee.

II. AUGUSTA STATE UNIVERSITY ADMINISTRATION

Description of Administrative Positions

A. President (excerpted from and numbered according to the *Board of Regents Policy Manual*)

2.5.1 Executive Head of Institution

The president of each USG institution shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution, and for the execution of all directives of the Board and the Chancellor. The president's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities (BoR Minutes, 1972-74, pp. 69-71; 1977-78, pp. 167-168; April, 2007, pp. 76-77).

2.5.2 Ex-Officio Faculty Chair

The president shall be the ex-officio chair of the faculty and may preside at meetings of the faculty. The president and/or the president's designee shall be a member of all faculties and other academic bodies within the institution. He/she shall decide all questions of jurisdiction, not otherwise defined by the Chancellor, of the several councils, faculties, and officers.

The president shall have the right to call meetings of any council, faculty, or committee at his/her institution at any time. The president shall have the power to veto any act of any council, faculty, or committee of his/her institution but, in doing so, shall transmit to the proper officer a written statement of the reason for such veto. A copy of each veto statement shall be transmitted to the Chancellor.

At those institutions that have a council, senate, assembly, or any such body, the president or the president's designee may chair such body and preside at its meetings. The president shall be the official medium of communication between the faculty and the Chancellor and between the council, senate, assembly, or any such body and the Chancellor (BoR Minutes, 1993-94, p. 239; April, 2007).

2.5.3 Personnel Policies

The president shall be responsible for the initial appointment of faculty members and administrative employees of each institution, the salary and all promotions of

each, and be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in this Policy Manual. The president has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty for study at other institutions or for such reasons as the president may deem proper.

He/she shall make an annual report to the Board, through the Chancellor or his/her designee, of the condition of the institution under his/her leadership (BoR Minutes, February, 2007).

The president of each institution, or his/her designee, is authorized to accept on behalf of the Board the resignation of any employee of his/her institution (BoR Minutes, 1977-78, p. 123; 1982-83, p. 225).

2.5.4 Agreements

The president of each institution, or the president's designee, shall have the authority to execute, accept, or deliver, on behalf of the Board, the following types of research agreements, settlement agreements, service agreements, and reciprocal emergency law enforcement agreements affecting his/her institution:

1. Research or service agreements whereby the institution concerned, for monetary compensation or other good and valuable consideration, agrees to perform certain institution-oriented research or other personal services within a time period of one (1) year or less.
2. Agreements between USG institutions and hospitals or other organized medical facilities, both public and private, located within the State of Georgia, whereby the hospital or medical facility concerned agrees to provide clinical services to nursing and other students enrolled in nursing and allied health programs at the institution concerned. Said agreements shall be effective for one year with the option of annual renewal as specified therein and shall be subject to cancellation by either party.
3. Reciprocal emergency law enforcement agreements between USG institutions and county and municipal authorities, as authorized by the Georgia Mutual Aid Act, as amended (BoR Minutes, 1993-94, pp. 63-64).
4. Settlements of grievances and complaints, including those filed by state and federal agencies, that do not include a monetary commitment of more than \$100,000. Notice of settlements shall be filed with the

University System Office of Legal Affairs (BoR Minutes, May 2006; April, 2007).

5. Any agreements necessary for the day-to-day operation of the institution (BoR Minutes, April, 2007).

B. Vice President for Academic Affairs

The vice president for academic affairs (VPAA) is the chief academic officer of Augusta State University. As such, the VPAA is directly responsible to the president for the management and leadership of the university's instructional programs, research efforts, faculty development, and academic services in a manner that supports the mission of the university and the University System of Georgia. The VPAA is specifically responsible for the operations and development of the academic colleges, the library, the registrar's office, information technology services, the division of continuing education, and institutional research. The responsibilities include managing the administrative budget, evaluating academic instruction, recruiting faculty, and overseeing the processes for promotion and tenure recommendations.

As a member of the President's Cabinet, the VPAA is expected to provide leadership in the development of campus-wide administrative teamwork and to offer sound advice to the president and other members of the President's Cabinet. The VPAA also is expected to keep his or her administrative colleagues—including the president—fully informed on important academic matters and issues.

The VPAA serves at the discretion of the president.

C. Vice President for Business Operations

The vice president for business operations (VPBO) of Augusta State University is directly responsible to the president for the fiscal management of the university, for all business and personnel services, for plant operations and public safety. These responsibilities include continuous attention to the mission of the university, careful preparation of the university budget, and monitoring of revenues and expenditures in accord with the policies and procedures of the Board of Regents. The VPBO serves as a member of the executive committee of the university's athletic association and as a fiscal adviser to the director of intercollegiate athletics; the VPBO also is expected to provide advice and information as needed to the Vice President for Development and Alumni Relations on fiscal matters related to the university foundation.

As a member of the President's Cabinet, the VPBO is expected to provide leadership for the development of campus-wide administrative teamwork and to offer sound advice to the president and to other members of the President's Cabinet, especially on budgetary and other fiscal matters.

The VPBO serves at the discretion of the president.

D. Vice President for Development and Alumni Relations

The Vice President for Development and Alumni Relations (VPDAR) of Augusta State University is directly responsible to the president for university fund raising, general support from the Augusta area community, relations with and support from the Augusta State University Foundation, legislative relations, and alumni relations. These responsibilities include continual efforts to understand the needs of the university, to maintain high morale among faculty and staff, to expand the university's circle of friends, and to promote the benefits of the university within the greater Augusta area. The VPDAR serves as vice president of the university foundation and as a member of the executive committee of the Jaguar Club. On matters of fund raising and community relations, the VPDAR serves as an adviser to the director of intercollegiate athletics in particular and to faculty and staff in general.

As a member of the President's Cabinet, the VPDAR is expected to provide leadership for the development of campus-wide administrative teamwork and to offer sound advice to the president and to other members of the President's Cabinet, especially on matters of fund raising, community relations, and alumni relations.

The VPDAR serves at the discretion of the president.

E. Vice President for Student Services

The Vice President for Student Services (VPSS) and Dean of Students (DOS) serves as the chief student affairs officer of the University. As such, the VPSS/DOS is responsible for campus leadership of all student affairs programs and offices. Specifically, the VPSS is responsible for the administration of the offices of Career Services, Counseling, Financial Aid, First Year Experience, International Student Services, Maxwell Performing Arts Theatre, Orientation, Student Activities, Testing and Disability Services, as well as the campus judicial system and student government.

As a member of the President's Cabinet, the VPSS is expected to be a leader in the development of campus wide administrative team work, to facilitate positive relationships between academic and student services, and to serve as chief adviser to the President and other cabinet members on matters related to student development and overall student success.

The VPSS serves at the discretion of the President.

F. Athletics Director and Administrative Associate to the President

The athletics director and administrative associate to the president (AD) is responsible first of all to the president for the operation and development of intercollegiate athletics at Augusta State University in a manner that supports the mission statements of the university and of intercollegiate athletics at the university. The AD is therefore responsible for the supervision of personnel in athletics, for careful oversight of the athletics budget, and for the raising of funds for athletics. The AD must also oversee the academic welfare of student athletes and uphold high standards of behavior and ethics in sports competition, including compliance with the policies and rules of the NCAA, the Peach Belt Conference, and other regulatory agencies involved in intercollegiate athletics. The AD must serve effectively as the executive director of the Jaguar Club and as the secretary of the Augusta State University Athletic Association.

The AD also serves as administrative associate to the president, carrying out tasks as assigned, serving as a member of the President's Cabinet, and providing an additional liaison between the university and the community.

As a member of the President's Cabinet, the AD is expected to support campus-wide administrative teamwork, to provide sound advice—especially on matters related to athletics and to general student welfare—to the president and other members of the cabinet. The AD bears special responsibility to maintain good lines of communication with the VPAA and the dean of students on matters of student welfare, with the VPBO on fiscal and facilities matters, with the VPDAR on matters of fund raising, and with the director of public relations and publications on matters of publicity and university image.

The AD serves at the discretion of the president.

G. Director of Public Relations and Publications

The director of public relations and publications is manager of the Office of Public Relations and Publications, adviser to the president and other senior administrators on matters of public relations and publications, and the university's chief public information officer. As such, the director bears special responsibility to ensure that the university is accurately and positively represented in its publications, its public events, its ceremonies, and its various marketing efforts—and that its mission is clearly understood within the greater Augusta community.

As a member of the President's Cabinet, the director is expected to support campus-wide administrative teamwork, to provide sound advice—especially on matters related to public relations, publications, university image, and media relations—to the president and other members of the cabinet. The director also is responsible for offering advice on public relations and public relations to the Office of Admissions and all other university offices and departments—and is responsible for maintaining good lines of communication between Augusta State University and the university system offices involved in media relations and public information.

The director of public relations and publications serves at the discretion of the president.

H. Special Coordinator for Academic and Master Planning

The special coordinator for academic and master planning (SCAMP) is responsible for ensuring a smooth and effective implementation of the physical master plan of the university. This role requires that the SCAMP serve as the primary administrative contact for all communications to and from architectural firms involved in master planning and the design of major buildings, as the campus manager of programming and design efforts for major buildings, as the president's chief adviser on matters related to master planning, as the president's chief liaison with the university system's Office of Facilities, as an adviser to and collaborator with the university's director of plant operations, as the chair of the university's Building Administrative Team, as chair of the Parking Advisory Team, and as a general liaison between faculty and administration on all matters related to physical facilities.

In addition to these responsibilities, the SCAMP assists the president and other chief administrative officers as necessary on special projects and on matters related to planning.

As a formal member of the President's Cabinet, the SCAMP has the responsibility of keeping all cabinet members informed—and seeking necessary information from cabinet members—on matters related to planning and campus architectural projects.

The SCAMP serves at the discretion of the president.

Section E added 06/22/2010

Submitted by Jeff Heck

May 9, 2011

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- [Vice President for Academic Affairs](#)
- [Associate Vice President for Academic Affairs](#)

Office of the President



William A. Bloodworth

As the executive head of Augusta State University, the President not only provides the supervision and direction which will promote the efficient operations of the university, but also encourages and stimulates an atmosphere which will lead to the intellectual and personal development of faculty and students and which will make it possible for the institution to achieve its stated purpose and goals. In addition, the president seeks to create and encourage understanding and cooperation between the university and the community which will contribute to the benefit of both.

Excerpted from ASU Faculty Manual, Fall 2010

President (excerpted from and numbered according to the *Board of Regents Policy Manual*)

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The University System

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year except that three members are appointed one year during each seven-year period.

OFFICERS

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The Chair, with the authority of vote, appoints the members of all committees and designates the chair of each committee. The Chair of the Board is an ex-officio member of all committees and has the authority to vote.

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The Vice Chancellor acts as deputy to the Chancellor and speaks for the Chancellor in the latter's absence. All members of the staff of the Chancellor's office report to the Vice Chancellor.

The Executive Secretary is elected by the Board but is not a member of the Board.

The Treasurer is recommended by the Chancellor and is elected by the Board but is not a member of the Board.

The University System Advisory Council consists of the Chancellor and the presidents of institutions of the University System. The council makes recommendations to the Chancellor, and through him/her to the board, on all educational and administrative affairs of concern to the System as a whole.

The Advisory Council creates such standing and special committees as may be needed to discharge its functions. All administrative officers, faculty members and professional employees of the several institutions of the System are eligible to serve on committees of the Council. Committees established by the council for the study of

curricula and programs of instruction of the several institutions are known as academic committees. Those which are established for the study of administrative procedures and problems are known as administrative committees.

The duty of each member of any academic or administrative committee is to represent the position of the home institution. It is expected, therefore, that the committee member will confer with colleagues and appropriate officials at the home institution concerning issues to be brought before the committee.

Internal Audit

Vice President for Academic Affairs

The vice president for academic affairs (VPAA) is the chief academic officer of Augusta State University. As such, the VPAA is directly responsible to the president for the management and leadership of the university's instructional programs, research efforts, faculty development, and academic services in a manner that supports the mission of the university and the University System of Georgia. The VPAA is specifically responsible for the operations and development of the academic colleges, the library, the registrar's office, information technology services, the division of continuing education, and institutional research. The responsibilities include managing the administrative budget, evaluating academic instruction, recruiting faculty, and overseeing the processes for promotion and tenure recommendations.

As a member of the President's Cabinet, the VPAA is expected to provide leadership in the development of campus-wide administrative teamwork and to offer sound advice to the president and other members of the President's Cabinet. The VPAA also is expected to keep his or her administrative colleagues—including the president—fully informed on important academic matters and issues.

The VPAA serves at the discretion of the president.

Associate Vice President for Academic Affairs

Vice President for Business Operations

The vice president for business operations (VPBO) of Augusta State University is directly responsible to the president for the fiscal management of the university, for all business and personnel services, for plant operations and public safety. These responsibilities include continuous attention to the mission of the university, careful preparation of the university budget, and monitoring of revenues and expenditures in accord with the policies and procedures of the Board of Regents. The VPBO serves as a member of the executive committee of the university's athletic association and as a fiscal adviser to the director of intercollegiate athletics; the VPBO also is expected to provide advice and information as needed to the Vice President for Development and Alumni Relations on fiscal matters related to the university foundation.

As a member of the President's Cabinet, the VPBO is expected to provide leadership for the development of campus-wide administrative teamwork and to offer sound advice to the president and to other members of the President's Cabinet, especially on budgetary and other fiscal matters.

The VPBO serves at the discretion of the president.

Vice President for Development and Alumni Relations

The Vice President for Development and Alumni Relations (VPDAR) of Augusta State University is directly responsible to the president for university fund raising, general support from the Augusta area community, relations with and support from the Augusta State University Foundation, legislative relations, and alumni relations. These responsibilities include continual efforts to understand the needs of the university, to maintain high morale among faculty and staff, to expand the university's circle of friends, and to promote the benefits of the university within the greater Augusta area. The VPDAR serves as vice president of the university foundation and as a member of the executive committee of the Jaguar Club. On matters of fund raising and community relations, the VPDAR serves as an adviser to the director of intercollegiate athletics in particular and to faculty and staff in general.

As a member of the President's Cabinet, the VPDAR is expected to provide leadership for the development of campus-wide administrative teamwork and to offer sound advice to the president and to other members of the President's

Cabinet, especially on matters of fund raising, community relations, and alumni relations.

The VPDAR serves at the discretion of the president.

Assistant Vice President for Campus Development

The Assistant Vice President for Campus Development (AVPCD) is responsible for ensuring a smooth and effective implementation of the physical master plan of the university. This role requires that the AVPCD serve as the primary administrative contact for all communications to and from architectural firms involved in master planning and the design of major buildings, as the campus manager of programming and design efforts for major buildings, as the president's chief adviser on matters related to master planning, as the president's chief liaison with the university system's Office of Facilities, as an adviser to and collaborator with the university's director of plant operations, as the chair of the university's Building Administrative Team, as chair of the Parking Advisory Team, and as a general liaison between faculty and administration on all matters related to physical facilities.

In addition to these responsibilities, the AVPCD assists the president and other chief administrative officers as necessary on special projects and on matters related to planning.

As a formal member of the President's Cabinet, the AVPCD has the responsibility of keeping all cabinet members informed—and seeking necessary information from cabinet members—on matters related to planning and campus architectural projects.

The AVPCD serves at the discretion of the president.

Vice President for Student Services and Dean of Students

The Vice President for Student Services (VPSS) and Dean of Students (DOS) serves as the chief student affairs officer of the University. As such, the VPSS/DOS is responsible for campus leadership of all student affairs programs and offices. Specifically, the VPSS is responsible for the administration of the offices of Career Services, Counseling, Financial Aid, First Year Experience, International Student Services, Maxwell Performing Arts Theatre, Orientation, Student Activities, Testing and Disability Services, as well as the campus judicial system and student government.

As a member of the President's Cabinet, the VPSS is expected to be a leader in the development of campus wide administrative team work, to facilitate positive relationships between academic and student services, and to serve as chief adviser to the President and other cabinet members on matters related to student development and overall student success.

The VPSS serves at the discretion of the President.

Athletics Director and Administrative Associate to the President

The athletics director and administrative associate to the president (AD) is responsible first of all to the president for the operation and development of intercollegiate athletics at Augusta State University in a manner that supports the mission statements of the university and of intercollegiate athletics at the university. The AD is therefore responsible for the supervision of personnel in athletics, for careful oversight of the athletics budget, and for the raising of funds for athletics. The AD must also oversee the academic welfare of student athletes and uphold high standards of behavior and ethics in sports competition, including compliance with the policies and rules of the NCAA, the Peach Belt Conference, and other regulatory agencies involved in intercollegiate athletics. The AD must serve effectively as the executive director of the Jaguar Club and as the secretary of the Augusta State University Athletic Association.

The AD also serves as administrative associate to the president, carrying out tasks as assigned, serving as a member of the President's Cabinet, and providing an additional liaison between the university and the community.

As a member of the President's Cabinet, the AD is expected to support campus-wide administrative teamwork, to provide sound advice—especially on matters related to athletics and to general student welfare—to the president and other members of the cabinet. The AD bears special responsibility to maintain good lines of communication with the VPAA and the dean of students on matters of student welfare, with the VPBO on fiscal and facilities matters, with the VPDAR on matters of fund raising, and with the director of public relations and publications on matters of publicity and university image.

The AD serves at the discretion of the president.

Director of Public Relations and Publications

The director of public relations and publications is manager of the Office of Public Relations and Publications, adviser to the president and other senior administrators on matters of public relations and publications, and the university's chief public information officer. As such, the director bears special responsibility to ensure that the university is accurately and positively represented in its publications, its public events, its ceremonies, and its various marketing efforts—and that its mission is clearly understood within the greater Augusta community.

As a member of the President's Cabinet, the director is expected to support campus-wide administrative teamwork, to provide sound advice—especially on matters related to public relations, publications, university image, and media relations—to the president and other members of the cabinet. The director also is responsible for offering advice on public relations and public relations to the Office of Admissions and all other university offices and departments—and is responsible for maintaining good lines of communication between Augusta State University and the university system offices involved in media relations and public information.

The director of public relations and publications serves at the discretion of the president.

Section 2: Institutional Governance

Table of Contents

[Complete list of committees, councils, and workgroups, with current members](#)

Section: 2.1: Committees

Introduction

The following are committees that serve the Augusta State University community.

Ad Hoc Committees

Administrative Work Groups, Etc.

- [Arts and Sciences Council](#)
- [Arts and Sciences Committee for Undergraduate Research and Scholarship](#)
- [Behavioral Assessment and Intervention Team](#)
- [Catalog](#)
- [Education Chairs Council](#)
- [Educational Programs and Institutional Effectiveness Committee](#)
- [Enrollment Projection](#)
- [Faculty Development Institute Cohorts](#) (visit [website](#))
- [Function And Space Team \(FAST\)](#)
- [Information Security Advisory](#)
- [PAC \(President's Advisory Council\)](#)
- [Property Utilization](#)
- [Registration Management and Planning](#)
- [Retention](#)
- [Student Center Advisory Team](#)
- [Student Technology Fee](#) (visit [website](#))

University Chartered Committees

- [Advocacy Group for Evening and Non-Traditional Students](#)
- [Staff Advisory Council](#) (visit [website](#))

The Employee Benefits Committee

Membership

The Employee Benefits Committee shall consist of a two-person subcommittee of the Faculty Policies Committee (ex officio and non-voting), four non-academic personnel, the Director of Human Resources (ex officio and non-voting), the Vice President for Business and Student Services (ex officio and non-voting), and four additional faculty members (at least one from each college).

- [Current Members](#)

Responsibilities

The committee reviews existing employee benefits, investigates new benefit options, and makes recommendations to the faculty regarding non-salary benefits. This committee shall forward its recommendations through the Faculty Policies Committee.

The Sexual Harassment Committee

Membership

The Committee shall consist of three faculty and one staff member recommended by the Staff Advisory Council who are especially sensitive to harassment issues. These faculty members will normally be reappointed annually.

- [Current Members](#)

Responsibilities

The Committee disseminates to students, staff, and faculty information consistent with university and system policies on sexual harassment, and with Section 703 of Title VII of the Civil Rights Act of 1964 as amended, Title IX and Executive Order 11246.

The committee receives inquiries about sexual harassment and hears allegations of sexual harassment from any constituent of the university. The university's administrators will ask the committee to assess a sexual harassment allegation which has been brought to their attention.

The committee reviews allegations, receiving information from pertinent sources while adhering to principles of confidentiality, and attempts to achieve a resolution satisfactory to all the parties involved in the allegations. In the absence of informal resolution, the complainant or the person against whom the complaint is made, may choose to institute formal grievance proceedings in accordance with prescribed sexual harassment policy procedures.

The Student Activities Committee

Membership

The committee shall consist of six students, the Director of Student Activities, one representative from the Office of the Vice President for Business Operations, and four additional faculty members.

- [Current Members](#)

Responsibilities

The committee serves as an advisory committee to the Dean of Students; recommends non-academic policies concerning student activities; reviews the Student Activities budget and forwards committee recommendations to the Dean of Students who will make a recommendation to the President; recommends policies for student publications; advises student publishers concerning established policies; and hears grievances lodged against student publications by members of the university community.

Outside the University Proper

- [Emeriti Faculty Council](#)
- [ASU Foundation/Board of Trustees](#)

Excerpted from ASU Faculty Manual, Fall 2010

Section 2.1 Stabilization Funds - Fraud, Waste and Abuse

The Federal Stimulus Funds, including Stabilization Funds, are subject to the same level of stewardship as is exercised for all state, federal, and other funds received by Augusta State University.

*All business operations at Augusta State University must comply with the Board of Regents of the University System of Georgia **Business Procedures Manual**. Chapter 22 of the BPM covers Federal Stimulus Funds. ASU's Business Office procedures augment the USG Business Procedure Manual, providing a secondary level of control. With this framework in place ASU is able to monitor the Stabilization Funds with the transparency and accountability required to mitigate fraud, waste and abuse and achieve compliance with all applicable statutory and regulatory requirements.*

http://www.usg.edu/business_procedures_manual/
http://www.aug.edu/business_office/

The following additional controls were established to provide further scrutiny of the use of Stabilization Funds:

- a. Stabilization funds were used exclusively for the funding of faculty payroll.
- b. Fund 10900 was designated to track Stabilization Funds in the General Ledger.
- c. Class Code FS009 further designates Stabilization Funds as an ARRA funding source for Fiscal Year 2009; FS010 for Fiscal Year 2010; and FS011 for Fiscal Year 2011.
- d. Account 491900 was established to track Stabilization revenue.
- e. The Personnel Services Register provides the pay detail for the ASU employees who were paid using stabilization dollars.
- f. ASU's payroll procedures provide significant internal controls and safeguards. (Note: A copy of these procedures is included in this section).
- g. ASU utilizes ADP, a payroll processing service with an international reputation, to process its payroll.
- h. Revenue and expenditures as reported in PeopleSoft are reconciled to the Stabilization Funds received on a quarterly basis.
- i. In accordance with SAS 112 best practices, two additional levels of review were established for the stabilization funds. These inter-departmental reviews allow for additional cross checking, outside of those performed within the payroll department. These reviews are documented as follows:

- The budget office prepares a quarterly certification report, signed by ASU's senior management (Vice President Business Operations and University President).
- The Internal Auditor prepares a quarterly compliance report for the Vice President of Business Operations.

By establishing a system where payroll, budget and internal audit all conduct independent reviews of the Stabilization Funds, ASU has attempted to mitigate the risk of waste, fraud and abuse associated with these funds. ASU maintains a Hotline through "The Network", for reporting non-compliance, waste, fraud, and abuse in business, financial, ethical or other matters.

Approved by Dan Whitfield, Vice President Business Operations, 2010

Section 2.2: Records Retention

Records retention guidelines have been adopted by the Board of Regents to establish consistent records retention practices by USG institutions. The guidelines consist of a list of more than 400 types of records organized into twelve (12) and should be consulted to determine the minimum retention time for a particular type of record.

The University System Office administers the records retention guidelines and is the source for information concerning implementation of the guidelines. The Office of Legal Affairs shall approve all additions to, deletions from, and revisions of the records retention guidelines.

Section 2.3: Conflict of Interest

Because of the diverse nature of activities of Augusta State University faculty, it is important to maintain a policy which assures the proper disclosure and review of circumstances in which conflicts of interest may arise. Such situations include any extramural activity, commitment, or interest that might compromise or conflict with the proper discharge of normal responsibilities of an Augusta State University faculty member.

Proper disclosure begins with a written request, through the proper channels, of permission from the President of the University, or the President's designee, to engage in external activity, as required by Board of Regents policy (8.2.15.1, 8.2.15.2).

This request must include all information pertinent to a potential conflict of interest, including:

- Any external professional activities related to responsibilities, in which the individual is a principal, consultant, or employee.
- Any significant financial ties (except for small holdings of common stock or other securities) with a supplier of equipment, resources, or services for work being performed.
- Any significant financial ties with any firm having commercial interest in a product which the individual is involved in evaluating or developing.
- Any significant financial ties with firms which might reasonably be perceived to affect the research or other normal employment responsibilities of the individual.

For the purposes described above, significant financial ties shall be defined as the holding of a financial interest of 10 percent equity or more in a publicly or privately held corporation or other business entity; and/or earning or compensation in the amount of \$5,000 or more in the preceding 24 months, or during the period of a project.

The disclosed ties identified above must include any involvement by immediate family members or business associates.

The President or the President's designee should review such requests and determine whether actual or potential conflicts of interest exist. If so, and if agreement with the individual on suitable modifications of the arrangement cannot be reached, the President or the President's designee can deny final approval of the proposed activity, or notify the granting agency (where a grant proposal is involved) that significant conflicts have been determined to exist.

Excerpted from ASU Faculty Manual, Fall 2010

Section 2.4: Ethics Reporting and Hotline

Reporting Via the Hotline

Augusta State University recognizes that an ethical, efficient, and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our university community has the opportunity and means to convey any matter that

could compromise that environment. Reporting through your supervisory chain frequently produces the most thorough and timely resolution of a matter and is encouraged. However, other reporting avenues, such as Public Safety, Human Resources, and Internal Audit/Office of the President have been and continue to be readily available. In keeping with our efforts to expand alternatives for reporting matters of significance, we also have Hotline reporting through a service provided by an independent company, The Network. This service is available 24 hours a day, 7 days a week, and allows you to voice your concerns, and to remain anonymous if you prefer.

Of special concern are fraud, waste, and abuse as well as harassment of any kind, given that they so directly impact our stewardship responsibilities and the well-being of individuals within our campus community. Yet, we would encourage you to report any other significant issue as well through any of the methods available to you.

On this page is a summary of the types of things that you may choose to report, as well as information, on how to report through the Hotline.

It's more than just a Hotline through which individuals can report issues of suspected fraud, waste or abuse. We want to also solicit questions, comments and feedback about areas which could be streamlined and made more efficient and effective.

Your input is essential to ensure that our University maintains a positive, productive workplace environment. This is your system and we encourage you to use it.

Section 2.5: Asset Management Quick Reference Guide

[Asset Management Quick Reference Guide](#)

Section 2.6: Cash Receipting Quick Reference Guide

[Cash Receipting Quick Reference Guide](#)

Section 3: Academic Affairs

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- [3.1 How to Develop and Manage a Study Abroad Program](#)
(ASU internal use only. Must have a login for the Oak to access.)
- [3.2 Sexual Harassment Policy](#)

Section 3.1: How to Develop and Manage a Study Abroad Program

ASU internal use only. Must have a login for the Oak to access. [Click here](#) to access the Oak.

3.2 Sexual Harassment Policy

Definition of Sexual Harassment

Sexual harassment is a form of discrimination which is prohibited by law. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature, which creates an unproductive or offensive, hostile, or intimidating working or learning environment and which has a harmful effect on an individual. Federal law provides that it shall be an unlawful discriminatory practice for an employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against a person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of sex violates federal law. Sexual harassment of employees or students in the University System of Georgia is prohibited (Section 8.2.16 of Board of Regents Policy) and shall subject the offender to dismissal or other penalties in compliance with procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are inappropriate in the university environment. Such conduct constitutes sexual harassment when the Sexual Harassment Committee confirms that the conduct constitutes sexual harassment and when the offended party perceives the conduct to have the same effect as described in #1, #2 or #3 below:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a individual's employment or academic standing; or

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment may include but are not limited to:

- inappropriate comments of a sexual nature including remarks about a person's clothing, body, sexual activity, experience, or orientation;
- inappropriate letters, notes, or other written materials;
- inappropriate sexually explicit statements, questions, jokes, or anecdotes;
- suggestive or insulting sounds;
- suggestive or obscene gestures;
- inappropriately displaying sexually oriented materials such as photographs, videos, computer images, graphics, cartoons, or drawings. It should be noted that sexually explicit materials may at times be appropriately used in academic settings.
- inappropriate touching, patting, hugging, or brushing against a person's body;
- attempted or actual kissing or fondling;
- inappropriate invitations or propositions for sexual activity.

This pattern of conduct creates a hostile environment when the conduct unreasonably interferes with a person's work or academic environment. A single remark is not likely to be considered sexual harassment.

Scope of Policy

It is important to note that, under this definition of sexual harassment, it is not necessary that physical harassment occur or be threatened or intended. It is also important to note that conduct of this type can result from a lack of awareness of the offended person's sensitivities or from an attitude of general indifference toward the sensitivities of others.

If lack of awareness or insensitivity is a factor, the most immediate solution to sexual harassment might well be that the offended party advises the other party that he/she finds the other party's conduct (touching, language, graphics, etc.) to be offensive (intimidating, hostile, etc.) and asks that the other party refrain from this

conduct. Offensive conduct is a basis for complaint even where no conditions regarding employment or academic standing have been implied or expressed.

This policy is intended to cover sexual harassment by peers or by persons at different levels of authority in the work or study environment (for example, faculty-faculty, staff-staff, student-student, student-faculty, faculty-student harassment, etc.) This policy applies only to sexual harassment. Those who feel they have been harassed or discriminated against for other reasons, such as gender or race, should avail themselves of other grievance procedures (see appropriate grievance procedures). More severe behaviors, such as stalking or threats to physical safety, should be reported to Public Safety or the police.

Retaliation Policy

Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Examples of retaliatory actions may include but are not limited to punitive uses of:

- grades;
- performance evaluations;
- employee action (e.g., termination, transfer, or demotion);
- scheduling;
- resource allocation;
- work assignments.

Consensual Relationships

Consensual romantic or sexual relationships between supervisor and employee or between faculty and their students are strongly discouraged. No person involved in a consensual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. In the event of an allegation of sexual harassment, the University will be less sympathetic to a defense based upon consent when the facts establish that a professional power differential existed within the relationship.

False Allegations

It is a violation of this policy for anyone knowingly to make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent to a false allegation. Those who are falsely accused may avail themselves of other grievance procedures (see appropriate grievance procedures).

Processing of Complaints

Alleged incidents of sexual harassment should be promptly reported. The complainant may choose to file the initial complaint with any chair, administrator, or member of the Sexual Harassment Committee. All complaints consistent with the definitions of sexual harassment herein should be forwarded to and processed by the Sexual Harassment Committee. It should be noted that immediate supervisors, instructors, members of the Sexual Harassment Committee, etc., who are considered to be the offending party in a sexual harassment complaint may be bypassed in processing a complaint.

The names of the members of the Sexual Harassment Committee are listed on the annual Augusta State University Statement on Sexual Harassment, which is posted on central bulletin boards throughout the campus and on this University web site. Names and copies of the policy are also available through the following departments:

- Human Resources (Katherine and Pickens Street)
- Student Activities (Jaguar Student Activities Center)
- Vice President for Academic Affairs (Bellevue Hall)
- Vice President for Business and Student Services (Fanning Hall)
- Dean of Students (Bellevue Hall)

The complainant will be advised about both the informal and formal steps that can be taken to redress the situation. All allegations of sexual harassment will be investigated promptly and thoroughly by the Sexual Harassment Committee. NOTE: This Policy is consistent with Board of Regents Personnel Policy 802.18 and Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Legal actions for claims of sexual harassment may also be taken under Title IX and Executive Order 11246.

The committee will use its best efforts to keep complaints and reviews of complaints confidential. Only proper authorities will be advised of the situation. Any complaint, informal or formal, received by a member of the Sexual Harassment Committee will be reviewed by the entire committee and will be considered confidential.

Informal Grievance Procedure

It is advantageous to all members of the University community for allegations of sexual harassment to be resolved promptly and to the satisfaction of all involved parties. Individuals seeking resolution of a sexual harassment complaint may first seek to pursue informal procedures through the Sexual Harassment Committee. As part of the informal step, the Sexual Harassment Committee will undertake an independent informal investigation of the incident.

Informal procedures may include but are not limited to:

1. A discussion between the complainant and one or more authorized officials;
2. A discussion with the person against whom the complaint is made;
3. A discussion with the supervisor(s) of the person against whom the complaint is made; or
4. A discussion between the person against whom the complaint is made and an authorized official.

If the complaint can be resolved informally in a manner that is agreeable to both the complainant and the respondent, the Chair of the Sexual Harassment Committee shall summarize the resolution of the complaint in a written report and provide a copy of the summary to the complainant and the respondent. If it is the finding of the Committee during the informal grievance procedure that the respondent should be exonerated of any complaints, this finding shall be clearly stated in the summary. Within ten (10) working days of the agreement between complainant and respondent, the Chair will send the summary and any written documents submitted or developed during the proceedings to the President's Office for permanent filing. At the discretion of the Committee, copies of the summary may also be sent to any supervisor or other person who was involved in the informal resolution.

If the complaint cannot be resolved informally, the Chair of the Sexual Harassment Committee will notify the complainant that he or she may file a formal grievance; the Chair will also inform the respondent that such notification has been given. Within ten (10) working days after notifying the complainant, the Chair shall send a written summary of the committee's efforts and any written documents submitted or developed during the proceedings to the President's Office for permanent filing. If it is the finding of the Committee during the informal grievance procedures that even in a case where a complaint cannot be resolved informally the respondent should be exonerated of any complaints, this finding shall be clearly stated in the summary. At

the committee's discretion, copies of the summary may be sent to any person who was involved in efforts to reach an informal resolution.

Formal Grievance Procedure

If a complaint cannot be resolved informally or if the complainant wishes to bypass the informal procedure, the formal grievance procedure may be initiated.

1. The complainant will submit a statement of a grievance to the Chair of the Sexual Harassment Committee which shall include a written statement of the alleged incident and the relief desired.
2. The Sexual Harassment Committee will provide a copy of the complaint and the requested relief to the respondent. The respondent shall respond in writing to the Sexual Harassment Committee within ten (10) working days following the receipt of the complaint. The respondent's reply will be provided to the complainant. If the matter is not resolved through the exchange of correspondence, the complaint may proceed to the next step.
3. The Sexual Harassment Committee will ordinarily arrange a meeting between the complainant and the respondent within ten (10) working days after receipt of the respondent's reply in Step 2 above. This meeting will be chaired by the Chair of the Sexual Harassment Committee and attended by members of the Sexual Harassment Committee. The purpose of this meeting is to attempt to reach a mutually agreeable resolution of the complaint. Both the complainant and the respondent may be accompanied by a non-participating advisor. If the outcome of this meeting is not satisfactory, the complaint may proceed to the next step.
4. The Sexual Harassment Committee will undertake an independent investigation of the incident. The procedures for this investigation will include the following:
 - A. The complainant will be afforded the opportunity to file another statement, setting forth in detail the alleged incidents of sexual harassment, any supporting documentation, and the relief desired;
 - B. The Sexual Harassment Committee will invite statements from witnesses suggested by the complainant;
 - C. The respondent will be afforded the opportunity to file another statement after reviewing the written statement of the complainant; and
 - D. The Sexual Harassment Committee or other authorized individual will invite statements from witnesses suggested by the respondent.

5. Within ten (10) working days after concluding the proceedings, the chair of the Sexual Harassment Committee shall prepare a written report that summarizes the Committee's proceedings, findings, and any recommendations for action to be taken by the University. The findings may range from exoneration of the respondent to substantiation of all complaints. Copies of the summary shall be sent to the complainant and the respondent. At the committee's discretion, copies of the summary may be sent to any person(s) involved in formal grievance proceedings and to any university official(s) in the chain of supervision above the respondent. Within ten (10) working days after the conclusion of the Committee's work, the summary and any written documents submitted or developed during the proceedings will be sent to the President's Office for permanent filing.
6. If a complaint against an employee is substantiated, the Chair of the Sexual Harassment Committee will communicate its proposed resolution or recommendations for action to the appropriate university official(s), ordinarily including the respondent's immediate supervisor or department chair and the chain of supervision above the immediate supervisor. If a complaint against a student is substantiated, the Chair of the Sexual Harassment Committee will communicate its proposed resolution or recommendations for action to the Dean of Students. In cases of a substantiated complaint against the President, the communication, along with the summary of the committee's work and any written documents submitted or developed during the proceedings, shall be sent to the Chancellor of the University System.
7. If the proposed resolution or recommendation is not satisfactory to the complainant or the respondent, either party may, within ten (10) working days of the receipt of communication from the Committee, submit a written request for a review by the President. The request must explain and substantiate the grounds for a review. Denial of due process is an acceptable reason for review. Ordinarily within ten (10) working days after receiving a request for review, the President shall either accept or deny the request. If the request for review is accepted, the President may appoint an ad hoc committee to conduct the review and shall communicate the results of the review ordinarily within twenty (20) working days after granting the request for a review. Under ordinary circumstances, the results of the review shall constitute final institutional action in the case.

Sexual Harassment Committee Members

- [Rebecca Rogers](#)(chair), Department of Psychology, 667-4613

- [Mary-Jane Anderson – Wiley](#), Educational Leadership, Counseling and Special Education, 667-4497
- [Dalton Brannen](#), College of Business Administration, 737-1560
- [Susan Ennis](#), Business Office, 667-4150

Consultants (non-voting)

- [Joyce Jones](#), Vice President for Student Services and Dean of Students 737-1411
- [Walt Alexanderson](#), Director of Human Resources , 667-4753

Section 4: Student Affairs

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Section 4.1: Alcohol and Drug Policy Statement

The purpose of the Alcohol and Drug Policy is to uphold local, state and federal laws and to help create a safer campus. Augusta State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol and distributes this document as a part of the University's compliance with the Drug Free Schools and Communities Act Amendments of 1989. Effective April 1, 1991, the serving or consumption of alcoholic beverages by all students, employees, alumni, and guests on all ASU campuses was prohibited at all events/functions that are university affiliated, and any activity sponsored by organizations associated with ASU except by prior approval of the President. Individuals and groups are accountable for their choices and behavior. Campus advertising of products and services related to alcohol is prohibited (vendor policy available in Vice President for Business Operations Office). ASU is considered a Drug Free Campus and Workplace.

Student Misconduct

The Drug-Free Post-Secondary Education Act of 1990 provides for mandatory suspension of individual students committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. It applies to students enrolled in courses for academic credit.

Violations and offenses of the laws regarding drugs and alcohol will be prosecuted on

campus through the judicial process found in the Student Code of Conduct. Additionally, students will face criminal prosecution through the Augusta State University Public Safety Department and local law enforcement authorities. This prosecution will proceed under Georgia and/or federal law according to the appropriate statutes and sanctions. Students and employees found to be in violation of this policy will be held accountable for their actions and will face disciplinary action and/or legal prosecution. Students and employees may also be held accountable for allowing or soliciting violations of the standards of conduct by their guests. University sanctions imposed on those found guilty may include probation, loss of privileges, restitution, suspension, dismissal or expulsion. Disciplinary sanctions for students convicted of a felony or misdemeanor offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs, may include the forfeiture of academic credit and possible temporary or permanent suspension or expulsion from the institution. In addition, a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be eligible to receive any grant, loan or work study assistance. For more information, contact the Financial Aid Office.

Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents' Policy and Georgia law.

Employee Misconduct

According to Board of Regents' policy, no employee of Augusta State University may engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. If an employee is convicted of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Human Resources Office within five working days after the conviction. Failure to comply with any part of this policy may result in disciplinary action, including termination of employment. State law provides that any employee, including faculty and staff of the University, with a criminal drug conviction will be suspended for at least two months and required to undergo a University-approved drug abuse treatment and education program before reinstatement. Upon a second conviction, the employee will be terminated and made ineligible for any state employment for five years. In some cases, an employee may be terminated as a result of the first conviction.

Board of Regents policy permits an employee to maintain employment for up to one year if the employee discloses to his/her employer that he/she is using drugs prior to an arrest for a drug offense and agrees to receive treatment. Retention of such employee is conditioned upon satisfactory completion of the treatment program. The employee's job may be restructured however. This provision does not affect any disciplinary action for criminal conviction or drug-related misconduct on the job. In addition to the sanctions outlined below, employees convicted of drug-related offenses are subject to civil penalties. Such penalties may include suspension or revocation of professional and occupational licenses, restriction from public employment for up to five years, denial of retirement benefits, and denial of state-sponsored loans and mortgages. Workers' compensation benefits will also be denied in certain instances where alcohol or other drugs are a cause of injury.

Criminal Sanctions

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs or possession of an open container of alcohol while operating a motor vehicle is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment of these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, forfeiture of motor vehicles and mandatory loss of one's driver's license.

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or minimum fine of \$1,000 for a first conviction, imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture of substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal

benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

As required by Federal regulations, you may review the following pages detailing Federal penalties for drug trafficking and state sanctions for unlawful possession or distribution of illicit drugs.

- Federal Trafficking Penalties – Marijuana
- Federal Trafficking Penalties
- Georgia State Drug Law Summary

Violations occurring within a Drug Free Zone (on or within 1,000 feet of any ASU campus) may carry enhanced penalties. Specific information about these penalties is available from the Public Safety Office on the Walton Way campus.

HEALTH RISKS ASSOCIATED WITH ALCOHOL OR OTHER DRUG USE

Misuse of alcohol and other drugs can result in, or make worse, a number of personal, relationship, physical or legal problems. Such use may result in: impaired judgment and coordination, making driving dangerous; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy, sexually transmitted disease (including AIDS), or sexual assault; and serious injury or death. Women should be aware that they are more likely to become intoxicated faster and stay intoxicated longer than a man of the same weight, with the same drinking history, ingesting the same amount of alcohol. Intoxicated women are often perceived by men as more interested in sex than they really are and as easy targets for sexual aggression. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research has also shown that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. Men should be aware that excessive alcohol consumption can cause problems with impotence. In addition, men who are intoxicated in sexual situations also run a risk of committing sexual assault. Every year thousands of people are treated in hospitals for drug-related accidents and mental and physical illness. Use of alcohol and other drugs is also common when suicides occur. Additionally, the long-term use of alcohol

or other drugs may set up habitual patterns that can lead to psychological and physical addiction. Cocaine, crack and heroin, for example, are highly addictive and physically dangerous. Use of these may result in coma and/or death. Marijuana users may impair or reduce their short term memory/comprehension, reduce coordination/energy level and often have a lowered immune system and are at an increased risk for lung cancer.

To learn of additional health risks associated with the use of alcohol or other drugs, contact the Counseling and Testing Center or view the chart below.

- Controlled Substances Uses & Effects

SMOKING POLICY AND HEALTH RISKS

Smoking is prohibited in all campus buildings and in any state automobiles, trucks or enclosed golf carts. Smoking is permitted only in officially designated smoking shelters or outside of all buildings, except within 25 feet of building entrances. The definition of a building entrance includes doorway, steps, fire escape, exterior chair lift & the immediate clear passage to the same.

Lung cancer is the leading cause of cancer death for both men and women & is also the most preventable cancer. Smoking tobacco – whether cigarettes, cigars or pipes – accounts for 87% of lung cancers. Until tobacco use is sharply decreased, lung cancer will continue to be the number one cause of cancer death in the U.S., killing more than 150,000 Americans every year.

EDUCATION AND TREATMENT RESOURCES

ON-CAMPUS:

All undergraduate students of Augusta State University are required to complete Wellness 1000, which includes an education segment on alcohol and other drugs. In addition, faculty, staff and students are regularly exposed to alcohol and other drug prevention and education programs hosted by various Student Affairs offices & the Alcohol and other Drug Task Force. The Athletic Department also provides substance abuse education and a drug-screening program for student-athletes. Individual counseling for students and employees with problems of drug and alcohol abuse is available in the Counseling and Testing Center on the Augusta State University campus. Call [706-737-1471](tel:706-737-1471) to make an appointment. If additional services beyond the scope of the Counseling Center appear necessary, referrals will be made.

OFF-CAMPUS:

In addition to the ASU Counseling and Testing Center, there are other resources listed in the telephone directory for students or employees desiring help with alcohol and drug use/abuse problems. Refer to the "Alcoholism Information & Treatment Centers" and "Drug Abuse & Addiction Information & Treatment" sections in the yellow pages.

LOCAL RESOURCES:

Aiken Center Addiction Services	(803)649-1900
Al Anon Information Center	(706)738-7984
Alcoholics Anonymous-Augusta	(706)860-8331
Alcoholics Anonymous-North Augusta	(803)279-1060
Aurora Pavilion Behavioral Health Services	1-800-273-7911 or (803)641-5900
Serenity Behavioral Health Systems	(800)715-4225

HELP LINES:

Community Mental Health Crisis Line	(706)826-1802
Drug Helpline	1-800-662-HELP
Georgia Drug Abuse Helpline	1-800-338-6745
Georgia Tobacco Quit Line	1-877-270-STOP
Narcotics Anonymous Helpline	(706)855-2419
24 Hour Addictions Referral Network	1-800-577-4714

Concerns, suggestions or questions about this document should be submitted to the Alcohol and Drug Task Force via the Dean of Students Office, (706)737-1411.

Excerpted from ASU Faculty Manual, Fall 2010

Section 4.2: Smoking Policy Statement

The specific provisions of the policy are as follows:

1. Smoking is prohibited in all campus buildings.
2. Smoking is prohibited in all state automobiles, trucks, and enclosed golf carts.

3. Smoking is permitted outside of all buildings, except at building entrances. The definition of a building entrance includes doorway, steps, fire escape, exterior chair lift & the immediate clear passage to the same.
4. Smoking is permitted in any officially designated smoking shelter.

Excerpted from ASU Faculty Manual, Fall 2010

Section 4.3: Ethical and Legal Use of Computing Resources

Ethical and Legal Use of Software

Augusta State University supports the work of EDUCOM, a non-profit consortium of over 400 colleges and universities committed to the use and management of information technology in higher education, and ADAPSO, the computer software and services industry association. This work is outlined in their brochure *Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community*.

Quoting from this document:

1. Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.
2. Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.
3. Unauthorized copying of software can deprive developers of a fair return for their work, increase prices, reduce the level of future support and enhancement, and inhibit the development of new software products.

Respect for intellectual work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases, and code.

It is expected that each employee and student of Augusta State University will follow and support the above principle.

Email Policy

Electronic mail (email) is an official method of communication at Augusta State University, delivering information in a convenient, timely, cost-effective and environmentally sensitive manner. It is the policy of this institution that:

- all students, faculty and applicable personnel have access to email, and
- the university may send official communications via email and electronic mailing lists.

Student Email

All students registered for classes at Augusta State University are provided an email account through their access to the ASU Campus Pipeline system. The University may use this email account to send communications to the student body. Student email addresses will be recorded in the University's electronic directories and records. Students are responsible for reading official University email no less than twice a week.

Privacy Issues

While email is personalized and relatively confidential, there is no guarantee of absolute privacy in a computer system. Computer users should be aware that the Georgia Open Records Act applies to records stored in computers as well as on paper. Recent rulings indicate that the public has a right to review any documents created on email by government officials and that companies who own the media on which email is implemented have the right to read that email.

Federal and state law may require the university to examine email under some circumstances including provision of messages to outside agencies. However, employees of the Office of Information Technology Services at Augusta State University are prohibited from accessing information for which they have no job-related "need to know." They are also expected to maintain the strictest confidentiality regarding any information obtained during the course of fulfilling their job function.

Appropriate Use of Email

All use of email will be consistent with other university policies, including the Augusta State University computer and network usage policy. Policies concerning

acceptable use of information technology resources can be found on the Information Technology Services website (<http://www.aug.edu/its//policies.html>).

Email is not appropriate for transmitting:

- sensitive or confidential information,
- obscene material,
- chain letters or “mail bombs”,
- hoaxes, scams, false warnings, or
- mass mailings.

Misuse of Augusta State University email is subject to penalty including, but not limited to, suspension from email use, banning from email use, suspension from Augusta State University, or expulsion from Augusta State University.

Legal Issues

All use of email will be consistent with local, state, and federal law including laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

Changes to this policy will be authorized by approval of the Faculty Policies Committee. Questions or comments about this policy should be directed to the Vice President for Academic Affairs.

Computer Security Policy and Ethical Use Statement

Augusta State University maintains computing resources designed specifically to support instruction and to provide academic and administrative support for its students, faculty, and staff. The use of these resources is a privilege not a right. Abuse of this privilege can lead to denial of access, expulsion through the institution’s disciplinary procedures, and/or prosecution to the fullest extent of the law.

The Georgia Computer Systems Protection Act of 1991 provides for criminal liability and penalties for violations. Penalties for computer-related crimes include fines up to \$50,000 and imprisonment up to fifteen years.

Abuse of computing resources includes copyright violations; unauthorized access;

invasion of privacy; use for individual profit; intentional waste; vandalism; manipulation of data or programs for deliberate sabotage; destruction of data, programs, or hardware; theft; computer trespass; computer forgery; and computer password disclosure.

At the most general level, the principles of responsible and ethical behavior in regard to computing are not different from those related to other aspects of work and class behavior.

Section 4.5 ADA Grievance Policy

ADA Grievance Policy

Augusta State University has adopted an internal grievance procedure providing for prompt and equitable resolution of student complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” under any programs or activities sponsored by a public entity.

The student should make every good faith effort to address their specific complaint directly with the faculty member who is involved with the initial problem before filing a formal grievance. If this is unsuccessful, the student may issue a written complaint to the faculty/staff member and their immediate supervisor. The complaint should contain a specifically alleged ADA violation and should, in detail, explain how the student feels that his/her ADA rights have been violated.

The faculty/staff members and the corresponding department heads who receive an ADA complaint should make every attempt to resolve the matter, if possible, and issue a written response to the student complainant within ten (10) working days. This written response should be undersigned by the head of the department under which the faculty/staff member is employed. ADA complaints should be filed with the appropriate parties in the following manner:

The Office of Disability Services Complaints relating to direct services received through the office of Disability Services should be submitted to the Director of Testing and Disability Services in the office of Disability Services within ten (10) days of the alleged violation. Students must be formally registered with the office of Disability Services before a complaint can be filed with this office. All students with a

documented disability may register for services by completing the initial intake session.

Admissions

Student ADA complaints relating to the office of Admissions should be submitted to the Director of Admissions within ten (10) days of the alleged act. If a prospective student believes that a requirement for admission has a disproportionately adverse effect upon him/her, based on their disability, the prospective student may submit a written request for reconsideration to the Director of Admissions.

Faculty/Staff

ADA complaints directly related to teaching faculty members should be submitted to the faculty member within ten (10) days of the alleged violation. Each department has a department head who supervises faculty members. The name of the current department head can be discovered by simply contacting the department.

Physical Campus Accessibility

If a student has a complaint relating to the physical accessibility of the campus, this complaint needs to be directed to the Director of Campus Facilities Planning within ten (10) days after the accessibility issue is noticed. The Director of the Physical Plant supervises the Facilities Planning Director.

Student Employment

Employment related student ADA complaints need to be filed with the Student Employment Manager immediately after the occurrence of the alleged violation. The Director of Financial Aid supervises the Student Employment Manager.

General Complaint Appeals Procedures

If the student is still dissatisfied with the previous attempts to mediate their complaint, they have a right to issue a formal complaint to the presiding Dean of Students, who has been designated to coordinate ADA compliance efforts. A complaint should be filed in writing and must contain the name and address and telephone number (if available) of the person filing it. A brief description of the specific alleged ADA violation of the regulations must be contained in the complaint.

A formal appeal to the Dean of Students may be filed immediately after the complainant receives the decision from the appropriate department. Appeals to the Dean of Students must be filed and received at least within five (5) days of the students receipt of the response letter from the appropriate department. A formal letter of appeal must be written and filed with the Dean of Students. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Dean of Students, except in cases where the complaint is against the Dean of Students. In this instance, the investigation shall be conducted by the ADA Grievance Committee. These rules contemplate informal but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint.

A third appeal may then be filed with the ADA Grievance Committee within five (5) days of the receipt of a decision from the Dean of Students. The ADA Grievance Committee shall consist of two faculty members who are not involved with the present complaint, and two students. At least one member of the ADA Grievance Committee should be an individual with a disability receipt of a decision from the Dean of Students.

The ADA Grievance Committee shall consist of two faculty members who are not involved with the present complaint, and two students. At least one member of the ADA Grievance Committee should be an individual with a disability. A written determination as to the validity of the complaint and a description of the resolution, if any, should be issued by the Dean of Students and a copy forwarded to the complainant within ten (10) working days after its filing (unless both the complainant and the Dean agree to extend the deadline for an additional time which is not to exceed five (5) additional working days). The Dean of Students shall maintain the files and records of Augusta State University relating to the complaints filed.

A written appeal of the decision of the ADA Grievance Committee may be made to the President of the University within five (5) days. The appeal to the President must include

- (a) the specific alleged ADA violation
- (b) a specific statement of how the complainants rights have been violated by the actions of the university in dealing with the grievance and
- (c) a specific statement of what the complainant is seeking that they did not receive. Should the President agree to hear the appeal, his decision will be final. If the President concurs with the previous decision or does not choose to

hear the matter, then the decision of the ADA Grievance Committee will be final. The complainant will be sent a written decision from the president or their appointed representative within ten (10) working days.

Specific Appeals Procedures

Related to Course, Academic or Degree Requirement Waivers Decisions related to general academic or degree requirements waivers or substitutions are made in accordance to standards established by the Board of Regents of the University System of Georgia. Academic and degree requirement waivers are initially reviewed by the Director of Testing and Disability Services. In order to request a waiver, the student should submit a written request for a course, academic or degree requirement to the Disability Services Director. The Director of Testing and Disability Services should submit a written response within ten (10) days after receiving a written request for review from the student.

If the student is still dissatisfied a more formal appeal can be made to the Vice President of Academic Affairs within five (5) days of the denial from the Director of Testing and Disability Services. Because of the nature of academic and degree requirement waivers, appeals related to degree or academic substitutions should be made in writing and directed to the Vice President for Academic Affairs. All appeals to the Vice President for Academic Affairs should be submitted in writing. A formal written opinion from the Vice President for Academic Affairs should be submitted within ten (10) days after receiving a written complaint from a student. In these cases a final appeal can be made to the President of the University. The President of the University may concur with the decision of the Vice President of Academic Affairs, or make an independent decision relating to the complaint. Remedies for resolution may be included in the President's decision.

The President of the University should issue a final written decision of this appeal within ten (10) days. The President's decision on ADA matters relating to academic degree requirements of waivers shall be final.

The Appeals Process in General

The rights of a person to a prompt and equitable solution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other

remedies. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Augusta State University complies with the ADA and implementing regulations.

Section 4.5 Sexual Harassment Policy

Definition of Sexual Harassment

Sexual harassment is a form of discrimination which is prohibited by law. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature, which creates an unproductive or offensive, hostile, or intimidating working or learning environment and which has a harmful effect on an individual. Federal law provides that it shall be an unlawful discriminatory practice for an employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against a person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of sex violates federal law. Sexual harassment of employees or students in the University System of Georgia is prohibited (Section 8.2.16 of Board of Regents Policy) and shall subject the offender to dismissal or other penalties in compliance with procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are inappropriate in the university environment. Such conduct constitutes sexual harassment when the Sexual Harassment Committee confirms that the conduct constitutes sexual harassment and when the offended party perceives the conduct to have the same effect as described in #1, #2 or #3 below:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment may include but are not limited to:

- inappropriate comments of a sexual nature including remarks about a person's clothing, body, sexual activity, experience, or orientation;

- inappropriate letters, notes, or other written materials;
- inappropriate sexually explicit statements, questions, jokes, or anecdotes;
- suggestive or insulting sounds;
- suggestive or obscene gestures;
- inappropriately displaying sexually oriented materials such as photographs, videos, computer images, graphics, cartoons, or drawings. It should be noted that sexually explicit materials may at times be appropriately used in academic settings.
- inappropriate touching, patting, hugging, or brushing against a person's body;
- attempted or actual kissing or fondling;
- inappropriate invitations or propositions for sexual activity.

This pattern of conduct creates a hostile environment when the conduct unreasonably interferes with a person's work or academic environment. A single remark is not likely to be considered sexual harassment.

Scope of Policy

It is important to note that, under this definition of sexual harassment, it is not necessary that physical harassment occur or be threatened or intended. It is also important to note that conduct of this type can result from a lack of awareness of the offended person's sensitivities or from an attitude of general indifference toward the sensitivities of others.

If lack of awareness or insensitivity is a factor, the most immediate solution to sexual harassment might well be that the offended party advises the other party that he/she finds the other party's conduct (touching, language, graphics, etc.) to be offensive (intimidating, hostile, etc.) and asks that the other party refrain from this conduct. Offensive conduct is a basis for complaint even where no conditions regarding employment or academic standing have been implied or expressed.

This policy is intended to cover sexual harassment by peers or by persons at different levels of authority in the work or study environment (for example, faculty-faculty, staff-staff, student-student, student-faculty, faculty-student harassment, etc.) This policy applies only to sexual harassment. Those who feel they have been harassed or discriminated against for other reasons, such as gender or race, should avail themselves of other grievance procedures (see appropriate grievance procedures). More severe behaviors, such as stalking or threats to physical safety, should be reported to Public Safety or the police.

Section 4.7 Procedures Concerning Email

Information Technology Services

Contact Information Technology Services immediately if:

- you are bothered by uninvited email and have asked the sender to cease yet the email persists;
- you require specific instructions about or assistance with email accounts.

Helpdesk services for students are also available from Information Technology Services.

Student Use of Email

The following procedures apply to student email accounts:

1. Students are expected to check their Augusta State University official email no less than twice per week;
2. Faculty may require students to check their email more frequently than twice per week;
3. Faculty may also require students to subscribe to university provided electronic mailing lists or other lists related to their coursework;

Please see section 1030.2 of the Faculty Manual for Email Policy

Submitted by Jeff Heck
May 10, 2011

Section 5: Public Safety

Section 5.1: Guidelines for Peaceful Assembly on Campus

Augusta State University acknowledges the rights of faculty, staff, students, and others to spontaneous or planned peaceful assemblies, rallies, demonstrations, or gatherings on campus. At such gatherings, the University requires that the rights and privileges of all persons be respected and that there will be no endangerments to health or safety. The University may ensure that these gatherings in no way disrupt the normal conduct of University affairs or endanger University property. Peaceful assembly may be held in any outdoor area on campus except in any location that interferes with University functions or violates BOR policies or violates local safety ordinances (e.g. Fire Marshal regulations).

The University recognizes the freedoms of speech guaranteed by the United States Constitution.

These freedoms do not include advocacy of the following:

1. The violent overthrow of our local, state, or federal government,
2. The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property,
3. The forcible disruption or impairment of, or interference with the Institution's regularly scheduled classes or other educational functions,
4. The physical harm, coercion, intimidation, harassment, or other invasion of lawful rights of the Institution's officials, faculty members, staff, or students;
or
5. Any other campus disorder of a violent nature. Advocacy of these items are in violation of this policy and are subject to sanctions specified below. Peaceful assembly must comply with The University System of Georgia Policy Manual Section 11.2 on disruptive behavior: Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).

http://www.usg.edu/policymanual/section11/policy/11.2_disruptive_behavior/

Signs of paper or cardboard are encouraged. Chalking (sidewalk chalk) is allowed on concrete ground surfaces (not on paving stones or walls) and must be at least 10 feet away from any entrance. For public safety concerns, the following objects are not allowed: wire, rope, sticks, chains, and / or any object that might injure oneself or others. Demonstrations using amplified sound are only permitted in the area to the west of the south

entrance of Washington Hall, in the area to the north of the Science building and east of Allgood Hall, in the area around the University flagpole, and in other locations approved by the University President or his designee. Sound levels are not to exceed 80 decibels at any point. The University will closely monitor the sound level to ensure amplified sound will in no way disrupt the normal conduct of University Business. Amplified sound is permitted between the hours of 8 am and 10 pm in order to comply with local ordinances. Groups are encouraged to coordinate planning with the Director of Public Safety and/or the Dean of Students in advance of the event. University assistance (from staff, public safety officers, or media services personnel) may be available with sufficient advance coordination. The assistance of the University police may be required to help with safety, traffic, or crowds. A planned event is the responsibility of the sponsoring individual organization and must be coordinated in advance. Planned events will be scheduled based on the University's ability to safely support the event. The sponsoring individual or group must assume responsibility for compliance with all state and local laws and University policies. Participants in any event failing to comply with this policy are subject to sanctions which may include immediate removal from the University property, suspension, arrest under applicable state and local laws, and possible termination of employment.

Excerpted from ASU Faculty Manual, Fall 2010

Section 5.2: First Aid

For first aid emergencies, dial Extension 2911 on campus or dial 911 if off-campus or using a cell phone. *Excerpted from ASU Faculty Manual, Fall 2010*

Section 5.3: Accident and Injury Reports

Accident reports must be submitted to the Public Safety Department by the supervisor or faculty member involved as soon as possible. All accidents should be reported.

Excerpted from ASU Faculty Manual, Fall 2010

Section 5.4: Automated Defibrillators

Purpose

An AED is a portable electronic device that analyzes the heart's electrical rhythm and if necessary prompts you to deliver a shock to a person in sudden cardiac arrest. If a person is unconscious and not breathing, use an AED as soon as available in conjunction with CPR. AEDs can be used on anyone in cardiac arrest, including children and infants.

Campus AED Coordinator

The Campus CPR/AED/First Aid Coordinator is a certified Instructor through American Red Cross and the American Heart Association. The coordinator will provide Campus training throughout the year which is posted on the Continuing Education webpage.

Campus AED Coordinator

Officer Paula S. Owens

Contact Number

[706 737-1401](tel:7067371401)

Email Address

powens3@aug.edu

Locations

The University Police Officers are first responders and are equipped and trained to handle first aid and emergency related calls for service. You can contact the University Police Department by calling [706-737-1401](tel:7067371401) or call your local emergency number 911.

- Allgood Hall 1st floor lobby.
- Payne Hall 1st floor lobby.
- Fanning Hall 1st floor stairwell.
- Fine Arts Center 1st floor lobby.
- Performing Arts Theatre 1st floor lobby.

- University Hall 1st floor lobby.
- Science Hall 1st floor lobby.
- University Police Department 1st floor lobby.
- University Police Department patrol vehicle.
- Reese Library 1st floor lobby.
- JSAC fitness room 2nd floor.
- Christenberry Fieldhouse 1st floor basketball court.
- Christenberry Fieldhouse 2nd floor lobby.

The four links of the Cardiac Chain of Survival are:

- Early recognition and early access to the EMS system.
- Early CPR.
- Early defibrillation.
- Early advanced medical care.

Regular Maintenance, Self-Test

See user's Guide for a complete maintenance schedule.

- Check the status indicator
- Ensure all supplies, accessories, and spares are present and current.
- Inspect the unit's case and connectors for signs of damage.

*Submitted by Jasper Cooke
Director of Public Safety
May 2011*

Section 5.6: Parking Rules and Regulations

For Parking Assistance call (706)729-2090.

Student, Faculty, and Staff

All motorized vehicles parked on the ASU campus must display a current parking decal which should be properly displayed on the vehicle's rear view mirror. Students, Faculty, and Staff are not authorized to park in VISITOR spaces; these are reserved for off campus visitors. Decals on motorcycles/scooters should

be affixed to a front fork or to the rear of the bike where it is visible.

Motorcycles/scooters must park in spaces designated for motorcycles. Bicycles do not require a decal for parking. Should you desire, however, its description and serial number can be recorded. Bicycles must be parked in bicycle racks and a lock is recommended to deter possible theft. For safety and liability reasons, no skateboarding or rollerblading on sidewalks, walkways and/or in or around campus buildings will not be allowed.

All vehicles illegally parked are subject to be issued a citation. This includes parking on yellow curbs, on the grass, next to fire hydrant, or in handicap spaces without the proper handicap decal displayed. Motorcycles will also be cited for parking near building entrances, on the grass or areas not designated a motorcycle parking space. Overflow parking spaces are located in St. Mary's Catholic Church, First Southern Methodist Church, Adas Yeshurun Synagogue, and Trinity on the Hill Methodist Church.

Decals

Decals may be obtained at the Public Safety Office Monday through Friday (see hours listed on parking web page at http://www.aug.edu/public_safety/parkingintropage.html). A current parking decal must be displayed by the end of the first week of the semester. Replacement and second decals and can be obtained for a fee.

Temporary decals are issued free of charge to students, staff, and faculty who have previously purchased a current decal. Temporary decals are limited to a two-week period. A note affixed to the vehicle is not accepted as a temporary decal. Part time faculty, staff, work-study, student assistant, transient, graduate and alumni students who are attending classes are required to obtain a current parking decal (not a temporary decal). Parking lots and spaces are designated for students or faculty/staff parking and vehicles therein must display the appropriate, valid decal. Students may park in faculty/staff lots between the hours of 4:30 p.m. until 6:30 a.m. Students may not park in visitor spaces.

Handicap Decals

To use handicap parking on campus, you must have a valid ASU decal and valid handicap plate and permits issued by the State in your name. Applications for State handicap decals are available in the Public Safety Office.

Visitors

Visitors must stop at the Public Safety Office to obtain a current visitor decal before parking on campus.

Student Appeals

Citations may be appealed to the Student Government Judicial Cabinet within five (5) business days inclusive of the date of the citation or the right to appeal is forfeited. Citations must be paid prior to appealing. Appeal forms are also available in the Public Safety Office. For procedural questions contact the Student Judicial Cabinet at 706-737-1608.

Towing and Immobilization

Individuals who have received three citations and have neglected to respond either by appeal or payment will be placed on a tow/immobilization list. A fourth citation may result in the vehicle being towed or immobilized by a car boot. All fines including a boot removal fee must be paid before a vehicle is released. In addition, a vehicle may be towed if it presents a traffic safety hazard. ASU assumes no responsibility for damage as a result of vehicle being towed. The owner of the vehicle will be responsible for the towing expenses.

Accidents

The driver (s) involved in any accidents on campus resulting in the injury to, or death of, or damage to any property of another shall immediately stop their vehicle at the scene of the accident. The persons involved should remain at the scene of the accident until an officer arrives and completes their investigation. Drivers must present the officer (s) with valid proof of insurance and driver's license.

Speed Limits/Traffic

Posted speed limits must be observed: Parking lots speed limit 10 mph and all other areas 15 mph. Pedestrians have the right of way and caution must be exercised at all times while driving on campus.

Violation	FINE
Handicap Access or Space	75.00
Fire Lane or Within 5' of the Hydrant	75.00
Boot Fine	50.00
Failure to Display Current Decal	25.00

Service Area	25.00
Yellow Curb or Lines	25.00
Roadway	25.00
Visitor Space	25.00
Faculty/Staff Space	25.00
Improperly Parked in Space	25.00
Other (Specify)	25.00
Warning Notice	(No Fine)

*Submitted by Jasper Cooke
Director of Public Safety
May 2011*

Section 6: Research

6.1 Conflict of Interest Policy

Because of the diverse nature of activities of Augusta State University faculty, it is important to maintain a policy which assures the proper disclosure and review of circumstances in which conflicts of interest may arise. Such situations include any extramural activity, commitment, or interest that might compromise or conflict with the proper discharge of normal responsibilities of an Augusta State University faculty member.

Proper disclosure begins with a written request, through the proper channels, of permission from the President of the University, or the President's designee, to engage in external activity, as required by Board of Regents policy (8.2.15.1, 8.2.15.2).

This request must include all information pertinent to a potential conflict of interest, including:

- Any external professional activities related to responsibilities, in which the individual is a principal, consultant, or employee.
- Any significant financial ties (except for small holdings of common stock or other securities) with a supplier of equipment, resources, or services for work being performed.
- Any significant financial ties with any firm having commercial interest in a product which the individual is involved in evaluating or developing.
- Any significant financial ties with firms which might reasonably be perceived to affect the research or other normal employment responsibilities of the individual.

For the purposes described above, significant financial ties shall be defined as the holding of a financial interest of 10 percent equity or more in a publicly or privately held corporation or other business entity; and/or earning or compensation in the amount of \$5,000 or more in the preceding 24 months, or during the period of a project.

The disclosed ties identified above must include any involvement by immediate family members or business associates.

The President or the President's designee should review such requests and determine whether actual or potential conflicts of interest exist. If so, and if

agreement with the individual on suitable modifications of the arrangement cannot be reached, the President or the President's designee can deny final approval of the proposed activity, or notify the granting agency (where a grant proposal is involved) that significant conflicts have been determined to exist.

Excerpted from ASU Faculty Manual, Fall 2010

6.2.1 Submission Procedures

The Grants Office assists the faculty and administrators of Augusta State University in seeking funds for research, service or instruction. Faculty and administrators are highly encouraged to contact the Director to discuss a potential project or grant application. Contacting the Grants Office early in the process will allow us to provide you the highest level of service to make your proposal even more competitive and to lower the frustration that can occur while preparing a proposal and the associated budget and budget narrative.

Write the Proposal

All proposals to external funding sources for research and sponsored programs submitted by Augusta State University faculty and administrators are routed through the Grants Office. All project directors should obtain preliminary, informal approval of each project from the Department Head or Chair and Dean. Faculty and administrators are welcomed and encouraged to contact the Grants Director to discuss ideas, opportunities, questions, or for assistance in project proposal development and planning. The Grants Office will help to ensure that the submitted proposal is in compliance with application guidelines.

The Grants Director will review the submission guidelines to:

- ensure eligibility;
- highlight all details and required attachments;
- assist in providing historical background, and demographic information as needed;
- read and edit the submission for compliance with guidelines;
- complete and/or obtain signatures on applications as needed;
- ensure all guidelines have been addressed in the proposal, budget, budget narrative and other associated forms.

The Grants Office Drafts or Reviews Project Budgets

The Principal Investigator/Project Director (PI/PD) should prepare an initial budget.

The Grants Director will help to develop the budget so as to ensure the proposal includes all proper costs and rates and follows the budget guidelines. The Director will assist in securing matching funds or developing match or cost sharing resources, if needed. In most cases, it will be the responsibility of the PI/PD to locate matching funds. (For assistance with preparing the budget please call the Grants Office well in advance of the submission date.)

The Principal Investigator/Project Director, with collaborators or key personnel, drafts the narrative segment of the proposal

The narrative is written according to the application guidelines in regard to margins, font size and type, number of pages, and organization of information. The Grants Director will assist in completing cover pages, certifications, assurances, or other documents required for the submission process. The Director will also assist with writing and collecting support letters.

The Principal Investigator or Project Director completes the Internal Approval to Submit Form. This form can be found at: <http://www.aug.edu/grants/forms.htm>

With help from the Grants Office, the PI/PD completes the Internal Approval to Submit Form. The PI/PD signs the form and obtains the appropriate signatures of the Department Chair and Dean on the form. Please attach the project budget and narrative to the form so the Chair and the Dean can review them for approval. The form, along with the project budget and narrative should then be submitted to the Grants Office to obtain approval signatures from the VPAA and the VPBO. This form **MUST** be signed by the PI/PD, Chair, Dean, VPAA and VPBO **BEFORE** the proposal is submitted. This step should take place several days before the due date of the proposal. The VPAA and VPBO approve all proposals prior to submission regardless of budget amount.

This is an internal form, but is necessary to ensure:

- Compliance with ASU's Strategic Plan, mission and goals;
- Viable source of matching funds or cost sharing;
- Faculty release or replacement costs are approved;
- PI/PD and ASU's overall ability to implement the project

Accounting requirements

The Vice Presidents may perform an expedited review when:

- The amount of the proposal budget is \$1,000 or less, or
- The budget does not include faculty release or replacement costs.

The Grants Director may require the PI/PD to make changes to the proposal and/or budget before submission is approved or submitted. It is important to include the Grants Office Director as early in the proposal process as possible.

The signed Internal Proposal Approval Form serves as documentation of approval to submit the proposal. The signature of the appropriate department chair(s) and dean(s) indicates approval of the budget. The signatures of the Vice Presidents indicate approval by the University.

Any external funding application forms requiring an authorized signature from the University are routed through the Grants Office.

The Grants Office will ensure the required forms are routed to the Vice Presidents for signatures. Support letters or other certifications should be coordinated with the Grants Office well in advance of the deadline. In the absence of one of the Vice Presidents, the Associate Vice President of Academic Affairs will sign the form.

The Grants Office is available to make copies, collate, and mail all proposals hard copy proposals. The Office will process all electronic submissions as well. The Grants Office maintains all passwords and institutional information required for electronic submissions. Be sure to contact the Grants Office well in advance of an electronic submission to ensure proper registration and procedures are followed. (Hard copies of electronic submissions are required for record keeping.)

The Grants Office wants to expedite the proposal process. Let us know how we can help!

Section 7: Finance and Business

7.01 Bookstore

A. Book Store Guidelines

The Augusta State University Bookstore is an institutionally owned and operated facility with the purpose of providing students with necessary textbooks and supplies. The bookstore also supplies non-essential items such as magazines, trade books, gift items and clothing in order to enrich the students' experience. The bookstore is required to operate in a self-sustaining manner while generating a 5 percent replacement reserve each year. The bookstore accepts cash, checks or charge cards for all purchases; the bookstore does not maintain charge accounts for individuals.

B. Textbook Services

Department chairs are responsible for coordinating the ordering of textbooks from the Bookstore. Administrators should give all faculty sufficient time to prepare text requisitions in order to meet the due dates for requisitions (printed on the Textbook Requisition Form Cover Letter as well as the "Important Dates for Academic Administrators" calendar). Department chairs should ensure that all texts are ordered and the information on the form is complete and accurate. Department chairs are in the best position to verify course number and location, expected enrollment and textbook edition to simplify ordering and minimize confusion.

Faculty members should submit all textbook requests on the Textbook Requisition Form to their department chairs, who will in turn forward the requisition to the bookstore. If a faculty member agrees to assume teaching a course which was previously assigned to someone else for that semester, the faculty member will also agree to use the textbooks which were previously ordered for that course. Requisitions do not extend beyond the semester for which they are submitted; if the bookstore does not receive a requisition for a particular title, the assumption is the text is no longer in use and should be returned to the publisher if possible. The bookstore begins returning unsold overstock of textbooks during the fifth week of each semester. Students should be encouraged to make their purchases before those times.

The bookstore should be notified immediately if a class size is increased, a section added or if the class is canceled. These changes are the most common reason for the

bookstore not being able to supply a particular text. Prompt communication of out-of-stock situations speed the reorder of texts for students.

The printing or duplicating of materials for classes must be initiated well in advance. The faculty will need to provide the bookstore with complete copyright clearance for custom publishing service. The bookstore must handle all sales since it is authorized to collect cash, pay sales tax and account for sales.

A notification will be sent to the instructor if the book ordered is temporarily out of stock, out of print, or if for any other reason the book cannot be obtained or will be delayed. The instructor should immediately fill out the bottom half of the sheet stating whether he or she wishes to use the books when they arrive, cancel the order, or prefers to choose another text. Return the completed form to the bookstore.

C. Desk Copies

It is the responsibility of the faculty member to order a desk copy of each textbook s/he adopts. This order is best done at the same time the textbook order is approved by the department chairman. The bookstore provides both Desk Copy Request Forms and Publishers address to all departments. Check with the departmental secretary for these forms.

Should your desk copy not arrive from the publisher in time for class, faculty may obtain a text from the bookstore. First check with your chairman for departmental policy on obtaining desk copies. The bookstore will charge your department for the desk copy when it is picked up. Upon receipt of an identical copy in new condition, the bookstore will cancel the charge. The bookstore will not accept books stamped "Professional Copy–Not for Resale" or any other promotional copies with chapters or pages missing.

All desk copies not replaced with identical texts by the end of each semester will be charged to the departments' budget.

D. Customer Return Policy

The bookstore offers refunds or adjustments as a courtesy to those students who have changed classes. All requests for refunds or adjustments must be accompanied by a cash register receipt. New textbooks are eligible for a full refund or exchange up to two weeks from the first day of class. Books must be in mint condition with no writing or marks of any kind. All books bought with shrink-wrap must be returned

with shrink-wrap intact for a full refund. Defective books will be replaced without charge.

E. Used Books

The most practical way to reduce students' cost of textbooks is to increase the quantity of used books available. The bookstore obtains as many used books as possible from our students as well as wholesalers. We will avoid buying back lab manuals or workbooks unless they are clean and unused by the student.

Faculty can help by using the same textbook for several semesters; this can save many students a large percent of their textbook costs.

F. Faculty Discounts

Faculty members and their dependents are given a 10% discount on all purchases from the supply area of \$2.00 or more.

7.02 Cash Handling and Deposit Transmittal Procedures

The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls are also designed to protect employees from inappropriate charges of mishandling funds by defining his/her responsibilities in the cash handling process. Included in the definition of cash are the following: coin, currency, checks, money orders, credit cards, accounts receivable charges, electronic funds transfers, and all cash equivalents (campus cards, gift cards, parking tickets and stamps).

Effective February 15, 2011, in addition to the general guidelines provided by the Business Office, each department that accepts cash must develop cash handling procedures for their unique environment, and submit them to the Manger, Student Accounts and A/R in the Business Office for approval. At a minimum, these procedures should be reviewed annually by the chair and/or department head to determine if any procedural changes have occurred. If changes have occurred, the procedures should be updated and submitted to the Manger, Student Accounts and A/R in the Business Office for approval.

Monies can be received in person and/or the mail. Endorse all checks immediately upon receipt with a restrictive endorsement. Secure cash at all times. Provide a

receipt immediately to every person paying in person. Enter each transaction into a cash register, point of sale system, Banner AR System, or a three part receipt book. It is recommended that the deposit be prepared by someone other than the cashier/s. At the end of the shift count the cash and give it, along with any supporting documentation (cash register tapes, etc.) to the person responsible for deposit verification and preparation.

Departments with “cash” cashier sessions in Banner are to close the Banner sessions daily. The Cashier Review Report (TGACREV) and the deposit should be transmitted to the Business Office the same day, but no later than the next business day. If this is not done, it causes a reconciliation problem. Once the session is closed, it is automatically fed to the general ledger. An out of balance condition remains on the general ledger until the report is brought to the Business Office and posted. Repeated failure to bring the report as requested will cause a department to lose their Banner “cash” cashiering authorization.

Monies should be received in an area that provides a separation/protective barrier between the cashier and the person making the payment. Cash should immediately be secured out of public view. Example: a cash drawer.

Sequentially numbered receipt books are issued by the Business Office. When requesting a receipt book, proof of identity will be required. When receipting from a receipt book, the receipts should be allocated as follows:

- White copy is given to the person from whom money is received
- Yellow copy is brought to the Business Office with the deposit
- Pink copy remains in the receipt book for audit purposes

All receipts must be accounted for by the department. When all the receipts have been used in a given book, the book should be returned to the Business Office. The Business Office will review and retain the receipt books for audit purposes.

Checks should be endorsed immediately upon receipt with a restrictive endorsement that is provided by the Business Office. This should be done with in person payments and checks received through the mail. It is the responsibility of the department receiving the check to ensure that the check meets the following criteria:

- The check is made payable to Augusta State University
- The check is dated the day of receipt or transaction date.
 - **Note:** We do not accept post dated checks.

- The dollar amount and written amount on the check are consistent and correct.
- The **check is a single party and is signed by the account holder.**
 - **Note:** We do not accept two party checks.
- The check is drawn against a bank registered within the United States.
 - **Note:** We do not accept checks drawn on foreign banks.

If bank fees are incurred due to any of the reasons listed above, the department may be held responsible for the charges.

.All funds received (i.e., cash, check, credit card transactions, etc.) must be brought to the Business Office within two working days of receipt. Currency receipts must be brought to the Business Office the day it is received unless the department has an approved fire resistant safe. At no time should ASU funds be taken off campus. If the receiving department does not have access to a safe, funds received outside normal business hours must be taken to Public Safety and kept in their safe until the following work day.

The department receiving the funds is responsible for the safe delivery of deposits to the Business Office. You are advised to request the services of a Public Safety Officer when transporting deposits to the Business Office. Do not send deposits to the Business Office via campus mail.

Cashiers are located on the first floor of Fanning Hall and are available to accept deposits Monday through Friday from 8:00 am to 3:00 pm. Deposits will not be accepted after 3:00 pm.

Each deposit must be accompanied by an original Deposit Transmittal Form plus one duplicate copy. Cashiers will not accept a deposit without a complete Deposit Transmittal Form. A sample Deposit Transmittal Form is located on the Business Office website for your convenience. The Deposit Transmittal Form must be printed or typed and include the following information:

- Name of Department Initiating the Deposit
- Deposit Date
- Receipt Date(s)
- Breakdown of Total Currency, Coins, Checks, and Credit Card Transactions
- Account Posting Information or Banner Detail Code for the Deposit
 - Account posting information should include the applicable Account, Fund, Department, Class, Program, and Project/Grant ID.

- Total Deposit Amount
- Attach Student Account Detail Report for all JAGCard Transactions
- Signature of Individual Preparing the Deposit Transmittal Form

The Deposit Transmittal Form provides information to ensure that the deposit is posted to the correct account(s). It is the responsibility of each department to maintain their own supply of Deposit Transmittal Forms.

- When a deposit is presented by the department's representative, the cashier will confirm that the funds for deposit match the Deposit Transmittal Form. Once verified, the cashier will post the deposit and issue a computer generated receipt. If the cashier is unable to post the deposit immediately, the duplicate Deposit Transmittal Form will be dated, validated by the cashier's signature, and given to the department's representative. A computer generated receipt will be sent to the department by the end of the next business day.
- Any discrepancy between the Deposit Transmittal Form and the total funds presented to the cashier must be reconciled immediately by the department's representative. The cashier will be happy to provide assistance. Any discrepancies that cannot be reconciled will be reported to the Accounts Receivable Manager and the department chair or director. Shortages that cannot be reconciled may be reported to the Director of Financial Services.
- In addition to cash and single party checks as stipulated above, the University accepts payments via MasterCard, Visa, Discover Card, JAGCard, TouchNet ACH, and the Higher One Card. If any other card or electronic payment is accepted by the department, the department may be held responsible for any banking fees incurred and will be responsible for notifying the payee that payment is still owed.
- Credit card transactions are confirmed electronically through the appropriate credit card reporting agency. Credit card transactions must be included and reported on the Deposit Transmittal Form within two days from the transaction date. The Business Office maintains a log of departmental deposits by receipt number to ensure that deposits are being made for all transactions in a timely manner.
- All requests for credit card accounts must be approved by the Business Office. Applicable credit card fees will be charged to the receipting

department on a monthly basis. To reduce credit card fees, please be aware of the following:

- Swipe the card using a credit card terminal or authorized credit card reporting system whenever possible. Note: Transactions processed by manual key entry (i.e., web orders, telephone orders, mail orders, etc.) incur higher banking discount and interchange fees.
- Whenever possible, verify and obtain the signature of the credit card holder on the department receipt copy. This reduces banking fees and validates the credit card transaction.
- Use extreme caution when handling credit card transactions to ensure the confidentiality of the credit card holder's information. Identity theft is a major problem for everyone. Note: The customer copy should not list the entire credit card number.
- All hardware and/or software used to support credit card transactions must be approved by the Business Office. IT Services should be consulted to ensure compatibility with existing software. Each department is responsible for the confidentiality and security of credit card and other financial data. Confidential financial data and equipment should be handled in a secure environment and never be transported physically or electronically off University property.

The handling of confidential financial data is governed by both state and federal law. Failure or abuse of confidential financial data could result in employment disciplinary action and/or criminal charges. Any loss or improper use of confidential financial data (i.e., credit card receipts, credit card account numbers, names, address, etc.) must be reported immediately to the Business Office. If you have any questions or concerns regarding the handling and/or disclosure of financial data, please contact the Business Office.

- All financial transactions are subject to Board of Regents, University System Office, Internal Audit Department review and State Department of Audit requirements. It is the responsibility of each department to reconcile departmental budgets on a monthly basis to confirm that all deposits have been posted correctly.
- **Repeated abuse of the Cash Receipting Procedures listed above will be reported to the University's Chief Business Office and could result in the suspension of the department's cash receipting privileges.**

Revised February 2011

7.03 Petty Cash Reimbursement Procedure

1. Requisitions are to be entered or Purchasing Cards used when paying for purchases. If a Purchasing Card is not available and the purchase is \$25.00 or less, you may make the purchase and receive petty cash reimbursement at the Business office. In rare instances, the Director of Financial Services may grant approval for reimbursement from the petty cash fund, for a purchase that exceeds \$25.00. Request for approval **MUST** be obtained **BEFORE** the purchase is made, or petty cash reimbursement will be refused. **This policy includes ALL Funds, including grants.**
2. **Request for reimbursement should be made at the Business Office within five working days after the date of purchase.**
3. **The original sales receipt is required for reimbursement. The receipt must bear the name of the vendor, date of the purchase, product information, and the signature of the person who is authorized to approve purchases on the account to be charged.**
4. **A cashier in the Business Office will provide a pre-numbered petty cash ticket. The ticket is to be completed and signed by the recipient of the reimbursement. Please note, it is the responsibility of the person requesting the reimbursement, to provide the account number that is to be charged.**
5. **The original copy of the petty cash ticket and the receipt will be retained by the Business Office. The yellow copy is given to the recipient, to be retained by the department for their records.**
6. **FOOD, PARTY SUPPLIES, DECORATIONS, COFFEE POTS, TROPHIES AND OTHER AWARDS, AND GREETING CARDS ARE EXAMPLES OF ITEMS WHICH CANNOT BE PURCHASED WITH STATE FUNDS. THESE ITEMS THEREFORE, CANNOT BE REIMBURSED FROM THE PETTY CASH FUND. GASOLINE AND OTHER TRAVEL-RELATED EXPENSES MUST BE FILED ON A TRAVEL EXPENSE STATEMENT.**

If you have questions, please contact Beth Schwenzfeier at extension 4651.

7.04 Petty Cash Change Funds Procedures

Purpose

This policy establishes procedures and guidelines for petty cash reimbursement through the Business Office as well as departmental use of petty cash and change funds.

Policy

Cash control is necessary to ensure, in part, that Augusta State University is fulfilling its fiduciary responsibility.

Procedures

I. Definitions

- 1. Petty Cash Fund: A set amount of money held by a department and used to make small, incidental purchases of not more than \$25.00.**
- 2. Change Fund: A set amount of money used by a department to make change for customers who are purchasing goods or services.**
- 3. Fiduciary: The department head or budget unit manager who is authorized to approve expenditures from the department's account(s).**
- 4. Custodian: The department employee who is appointed to operate and maintain the fund.**

II. General Guidelines

- 1. Requisitions are to be entered or Purchasing Cards used when paying for purchases. If a Purchasing Card is not available and the purchase is \$25.00 or less, you may make the purchase and receive petty cash reimbursement at the Business Office. In rare instances, the Director of Financial Services may grant approval for reimbursement from the petty cash fund, for a purchase that exceeds \$25.00. Request for approval MUST be obtained BEFORE the purchase is made, or petty cash reimbursement will be refused. This policy includes ALL Funds, including grants.**
- 2. Food, party supplies, decorations, coffee pots, trophies and other awards, and greeting cards are examples of item which cannot be purchased with state funds. Purchase of these items therefore cannot be reimbursed from the petty cash fund.**
- 3. Gasoline and other travel-related expenses must be filed on a Travel Expense Statement.**

III. Reimbursement through the Business Office

- 1. Request for reimbursement should be made at the Business Office within five working days after the date of purchase.**
- 2. The original sales receipt is required for reimbursement. The receipt must bear the name of the vendor, date of the purchase, product information, and the signature of the person who is authorized to approve purchases on the account to be charged.**
- 3. A cashier in the Business Office will provide a pre-numbered petty cash ticket. The ticket is to be completed and signed by the recipient of the reimbursement. Please note, it is the responsibility of the person requesting the reimbursement, to provide the account number that is to be charged.**
- 4. The original copy of the petty cash ticket and the receipt will be retained by the Business Office. The yellow copy is given to the recipient, to be retained by the department for their records.**

IV. Establishment of Departmental Petty Cash or Change Funds

- 1. A completed Request for Petty Cash/Change Fund Form must be completed, and sent to the Director of Financial Services requesting the fund.**
- 2. The persons who will serve as fiduciary and custodian must be designated in advance of the fund being distributed.**
- 3. Assurance of physical safeguards must be in place before the fund is released to the department.**

V. Operation of Departmental Petty Cash or Change Funds

A. Petty Cash Fund

- 1. A departmental petty cash fund may be used to make small incidental purchases (for emergencies and purchases requiring cash) of not more than \$25.00 from a local vendor where the normal route of payment is not cost effective or appropriate.**
- 2. The total of cash and original itemized receipts for purchases in these funds, should remain at the established amount at all times.**
- 3. The fund should be balanced at least weekly, and records kept.**
- 4. This fund should only be used for making purchases. It should never be used for collecting money or making change for sales, paying for services, cashing checks, giving loans, or for travel advances.**

5. **Petty cash funds can be replenished in cash, by submitting a detail spreadsheet of purchases as shown below to the AR Manager in the Business Office, along with original sales receipts. Department**

	Ticket							
Authorization	NO.	Account	Fund	program	Dept	Class	Project	Amount

6. **The fiduciary has sole responsibility for this fund. Any unexplained discrepancies will be resolved through the fiduciary.**

B. Change Fund

1. **The cash in these funds should remain at the established amount at all times.**
2. **The fund should be balanced each day of use, but at least once per week, and records kept.**
3. **This fund should never be used for making purchases, cashing checks, giving loans, or for travel advances.**
4. **The fiduciary has sole responsibility for this fund. Any unexplained discrepancies will be resolved through the fiduciary.**

C. Fund Segregation

Each petty cash fund and each change fund should be segregated from all other cash funds. These funds are intended to stand alone; do not combine them with other cash. The exception is when the fund is used by a cashier.

VI. Maintenance

1. **All petty cash funds should be balanced at least monthly**
2. **All change funds should be balanced each day of use, but at least once per week**
3. **The change fund should remain at the established amount. Any overage or shortage should be reflected in the department's next sales deposit. This is accomplished by either increasing or decreasing the deposit amount by the amount of the shortage or overage. A log should be kept of daily shortages and overages so that when audits are performed, overages and shortages can be reviewed. Chronic overages or shortages are an indicator of possible internal control deficiencies. The custodian is responsible for the operation**

and maintenance of the fund and for reporting any unusual activity to the AR Manager in the Business Office.

4. A back up custodian is recommended for times when the custodian and fiduciary are unavailable. The back up custodian's duties and responsibilities are the same as the custodian's when he or she is unavailable.
5. The fiduciary is responsible for insuring that the funds are physically secure, reporting any unusual activity to the Director of Financial Services, and ultimately has the financial responsibility for them. This includes the fiduciary conducting unannounced counts of the fund.
6. The fiduciary and custodian (back-up when not available) should be the only persons with access to the fund.
7. Any changes to an existing fund (including custodian, fiduciary, location of fund, increase or decrease of amount, etc.) should be submitted to the Business Office, on a Request for Petty Cash/Change Fund Form, with "Established fund" marked.
8. The Director of Financial Services (or her designee), reserve the right to inspect and audit any petty cash or change funds at any time.

VII. Closing Departmental Petty Cash or Change Funds

1. If a departmental petty cash fund or change fund is deemed no longer needed, the fund should be returned to the Business Office Petty Cash Custodian for re-deposit to the petty cash account.
2. All Petty cash Funds and Change Funds are turned in and re-issued at the end of each fiscal year.

Revised May 2007

7.05 Project Accounting Procedures Manual

[Project Accounting Procedures Manual](#)

7.06 Stale Date Check Policies

STALE DATE CHECK POLICIES

A stale date check is defined as a check that has not been cashed and remains outstanding on our bank statement for more than 90 days. When the department is contacted concerning a lost check, please contact the Business Office. We will investigate on your behalf and take the necessary steps to issue a replacement

check. Please do not submit additional requisitions, requests for payment or any other original documents for replacement checks. This could result in duplicate payments.

Stop payments will be placed when checks are reported lost or are stale dated. Please allow 72 hours for issue of replacement checks. Be advised, the payee may incur bank fees if they attempt to cash a check with a stop payment enforce. Stale date checks resulting from failure to contact the payee should be manually voided with funds transferred to an unclaimed property account. Please let the Business Office know when this is the reason for requesting a void transaction. This action is necessary for compliance with Georgia law. Additional details are provided below concerning unclaimed property.

ASU – UNCLAIMED PROPERTY POLICIES

Once per month, the bank statement outstanding check list is reviewed. A letter is sent to each payee with a check over 60 days outstanding. A copy of this letter is forwarded to the department representative responsible for budget review. After 30 days, with no response, a stop payment will be placed on the outstanding check. When the check is over 90 days outstanding, the department representative responsible for budget review will be contacted to see if any additional contact has been made. If no additional contact information is available, the check is manually voided with the funds transferred to an unclaimed property account. The funds will remain in the unclaimed property account held by the University for the term set under the laws of the State of Georgia in the Official Code Sections 44-12-190 through 44-12-235.

In addition to the above, the Business Office reviews all accounting transactions with the potential to become unclaimed property on an annual basis. When property is determined to be unclaimed, the funds will be moved to an unclaimed property account as specified above. A detailed list of unclaimed property transactions is maintained by the Business Office. When notification of lost checks or requests for payment reissues are received by campus personnel, please contact the Business Office. If the transaction has been moved to an unclaimed property account and is still in the possession of the University, payment may be reissued by the University.

Per the Business Procedures Manual, Section 19.2, all unclaimed property should be remitted to the Georgia Department of Revenue annually by November 1. The totals reported will have an effective date as of June 30 and will be reported after

the holding period has lapsed. For unclaimed payroll wages, the holding period is one year from payday. For all other unclaimed property (outstanding accounts payable checks, unclaimed deposits, unclaimed student refunds, unclaimed credit balances on accounts receivable) the holding period is 5 years from last contact date.

The Unclaimed Property Report and remittance will be sent to the Commissioner of Revenue, Georgia Dept. of Revenue including the name, social security #, last known address including zip code, description of the item owed, date the property became payable, demandable or returnable, and the date of the last transaction with the owner with respect to the property. This will be done for each transaction owed for \$50 or more. Amounts owed under \$50 will be reported as an aggregate total. After transactions have been forwarded to the Georgia Department of Revenue, reimbursement should be requested from the Commissioner of Revenue. The State of Georgia maintains a website for individuals to search for unclaimed property. This website is as follows: <http://www.etax.dor.ga.gov/ptd/ucp/index>.

If you have any questions concerning unclaimed property (escheatment) policies and procedures, please contact the Business Office.

Revised: August 11, 2004

7.07 Asset Management Policy & Procedures

Augusta State University is required to adhere to University System of Georgia policies and State of Georgia laws related to the acquisition, disposition, record keeping, and use of assets. It is imperative that all members of our campus community act as good custodians of our campus assets. Please be sure to keep your [Departmental Inventory Custodian](#) apprised of any changes you may make.

Relocation or Surplus of Equipment:

Please complete the Equipment Transfer Request form when moving any equipment or submitting it to the Central Services warehouse for disposal/surplus. You may access the Equipment Transfer Request Form by logging into [MyASU](#), going to Elroy, scrolling down to Employees and selecting the Equipment Transfer Request Form.

Temporary Removal of Equipment:

Property such as portable personal computers (laptops) or similar equipment may only be removed from campus when the purpose is for Augusta State University business. A Temporary Removal of Equipment form must be completed when removing any equipment from campus. [USG Policy 711.9 – Home or Off Campus Use of Equipment for Business Purposes](#). You may access the Temporary Removal of Equipment form by logging into [MyASU](#), going to Elroy, scrolling down to Employees and selecting the Temporary Removal of Equipment Form. If the equipment is an item that you frequently remove from campus, you may create a form that covers the entire year.

Donations:

Please contact Development & Alumni Relations at [706-737-4984](tel:706-737-4984) if any items are donated to your department. [USG Policy 7.4 - Private Donations to USG and Its Institutions](#)

Georgia Law:

Georgia laws pertaining to the disposition of state surplus property can be found in the Official Code of Georgia Annotated, Title 50, Chapter 5, Article 4, Sections 140 – 146. Violations of this code bring serious penalties. Any official, officer or employee of the state who disposes of state property having a value of less than \$200.00 in violation of Code Section 50-5-141 or 50-5-142 shall be guilty of a misdemeanor. If such property has a value of \$200.00 or more, he/she is guilty of a felony and upon conviction, will be punished by imprisonment for not less than one year, or more than five years.”

7.08 Travel Regulations & Procedures

1. General

ASU employees required to travel in the performance of official duties and entitled to reimbursement for expenses must have prior travel authorization from the department head or other designated official. Travel is considered to be authorized when the Business Office receives a completed, signed and approved Travel Authorization Form.

Reimbursement to an individual may cover only those expenses pertaining to that individual. Reimbursement may not include expenses pertaining to another person/employee.

Travel Exceptions for Emergency Personnel

On occasion, agency personnel who are responsible for responding to emergency situations regarding public health and safety are called out after normal working hours and on weekends, or are required to work hours which far exceed the number of hours in a normal work day.

Examples of such emergency situations may include: bioterrorism threats, arson investigations, gas leaks, or prisoner escapes. Given the nature of these jobs and the requirements placed upon such personnel during emergency situations, it may be appropriate for agencies to reimburse emergency personnel for certain meals and mileage incurred by personnel when they are responding to emergency situations.

Employees may also be reimbursed for meals when they are required to be on-site beyond their normal work hours.

ASU's travel policies are governed by the laws of the State of Georgia and the policies of the Board of Regents of the University System of Georgia.

2. Per Diem Allowance for Meals

2.1 Per Diem Allowance for Meals Associated with Overnight Travel within Georgia (General Rules)

Employees traveling overnight may be paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the employee is eligible.

The daily meal limits shown below may be considered as a single daily total:

Number of Meals Reimbursed	Meals Reimbursed	Maximum Allowable Expense (1)
3 meals per day	breakfast/lunch/dinner	\$28.00
2 meals per day	breakfast/lunch	\$13.00
	breakfast/dinner	\$21.00

	lunch/dinner	\$22.00
1 meal per day	breakfast	\$ 6.00
	lunch	\$ 7.00
	dinner	\$15.00

Note 1: (1) Taxes and tips are allowable expenses. However, they should be included in the total expense for the meal.

Employees may only receive per diem for meals occurring while officially on travel status.

Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status *other than* day of departure and the day of return. There are specific instances, however, in which an employee *may be* eligible for the three (3) meal per diem rate on departure/return days, as noted below:

Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00 a.m. – 6:30 a.m.	---	---	---
---	L	D	6:30 a.m. – 11:00 a.m.	B	---	---
---	---	D	11:00 a.m. – 1:30 p.m.	B	---	---
---	---	D	1:30 p.m. – 5:30 p.m.	B	L	---
---	---	---	5:30 p.m. – 7:30 p.m.	B	L	---
---	---	---	7:30 p.m. – 12:00 a.m.	B	L	D

Day of Departure

- **If an employee departs on an overnight trip prior to 6:30 am, the employee is eligible for per diem for breakfast on the day of departure, along with being eligible for lunch and dinner per diem on that day.**
- **If an employee departs on an overnight trip prior to 11:00 am, the employee is eligible for per diem for lunch on the day of departure, along with being eligible for per diem for dinner on that day.**
- **If an employee departs on an overnight trip prior to 5:30 pm, the employee is eligible for per diem for dinner on the day of departure.**

Day of Return

- **If an employee returns from an overnight trip after 6:30 am, the employee is eligible for per diem for breakfast on the day of return.**

- If an employee returns from an overnight trip after 1:30 pm, the employee is eligible for per diem for lunch on the day of return.
- If an employee returns from an overnight trip after 7:30 pm, the employee is eligible for per diem for dinner on the day of return.

2.2 Meals included in Conference Registrations, etc.

If any meal is included as a part of the cost of a conference registration, etc., such meal(s) should not be considered eligible in the calculation of per diem and an employee may not receive per diem for the normally eligible number of meals. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal (\$15, or \$20 for high cost areas). Because most conferences, etc., accommodate a variety of dietary needs/restrictions, employees are expected to participate in such meals.

In rare circumstances, an employee may be unable to participate in a conference meal. In such a case, the employee may request the per diem amount associated with the meal purchased in lieu of that provided. If requesting such reimbursement, a receipt documenting the meal purchase must be attached to the travel expense statement, and a justification for the meal purchase must be indicated on the statement.

2.3 Per Diem Allowance for Meals Associated with Overnight Travel within High Cost Areas in Georgia

In some areas of Georgia, employees may experience high costs that cause the employee to exceed the general meal limits. In recognition of this fact, certain areas, as defined in Section 4.1.7 on page 4-3, have been designated “high cost areas.” As is true with the general meal limits, the daily meal limits for high cost areas may be considered as a single daily total.

When working and spending the night in lodging in the designated high cost areas, the following meal limits apply:

Number of Meals Reimbursed	Meals Reimbursed	Maximum Allowable Expense (1)
3 meals per day	breakfast/lunch/dinner	\$36.00
2 meals per day	breakfast/lunch	\$16.00
	breakfast/dinner	\$27.00
	lunch/dinner	\$29.00

1 meal per day	breakfast	\$ 7.00
	lunch	\$ 9.00
	dinner	\$20.00

Note: Taxes and tips are allowable expenses. However, they should be included in the total expense for the meal.

Employees are considered traveling in high cost areas of Georgia when their official responsibilities must be performed at a location in the high cost area. Employees who are not both working and spending the night in lodging in a designated high cost area are subject to the general meal limits.

High cost areas are limited to the following counties: Chatham, Clayton, Cobb, Coweta, DeKalb, Fayette, Fulton, Glynn, Gwinnett, and Richmond Counties.

2.4 Per Diem Allowance for Meals Associated with Overnight Travel outside Georgia

Employees are considered traveling outside Georgia when their official responsibilities must be performed at an out-of-state location.

Note: Employees who are working in Georgia but spending the night in lodging in another state are not traveling outside Georgia. Travel to points just beyond the state border necessary for the accomplishment of in-state business shall not be construed as out-of-state travel for the purpose of these regulations.

Employees traveling outside Georgia should make every effort to remain within the meal limits prescribed in these travel regulations. However, employees may experience some high cost areas that cause the employee to exceed the authorized meal expenses.

Employees traveling outside of Georgia may receive meal per diem amounts up to the federal per diem rates, at the discretion of the approving agency head or designee.

Note: These meal per diem amounts will not include the \$3 federal “incidentals” allowance.

For the Federal Per Diem rates and meal allowances, use the following links:

- Federal per diem rates for locations within the continental United States: <http://www.gsa.gov/perdiem>
- Breakdown by meal for Federal per diem amounts: <http://www.gsa.gov/mie>
- Federal per diem rates for foreign travel: http://aoprals.state.gov/web920/per_diem.asp

Per diem rates associated with travel to high cost out-of-state areas should be approved by the agency head or his/her designee prior to the trip, in order that the employee might plan meals accordingly.

2.5 Per Diem Allowance for Meals Not Associated with Overnight Travel

Employees who are required to travel for their job and do not stay overnight may be reimbursed for certain meal expenses under the following situations.

- Employees acting as an official representative for their department may receive per diem for meals that are an integral part of a scheduled, official meeting. Per Diem is only authorized, however, if the meeting is with persons outside the employee's department and if the meeting continues during the meal. Employees are not authorized to receive this per diem if they leave the premises of the meeting site.
- Employees may be reimbursed for noon meals that are part of a required registration fee that is paid by the employee.

Note: In this instance, a per diem is not authorized, since the registration fee is the basis for reimbursement.

1. Employees on State business who travel more than thirty (30) miles from home or headquarters on a work assignment, and are away for more than thirteen (13) hours, may receive per diem for the noon meal, even when there is no overnight lodging. In addition to the noon meal, employees who depart prior to 6:30 a.m. are entitled to per diem for breakfast, and employees who return later than 7:30 p.m. are entitled to per diem for dinner. Employees must meet the eligibility requirements outlined above for per diem related to the noon meal before per diem for breakfast and/or dinner will be considered.

Employees who are reimbursed for any of these circumstances are still expected to remain within the authorized meal limits.

Note: Statewide travel regulations *do not* authorize employees to be reimbursed for meals purchased during a “lunch meeting” in which the meal and the meeting are one and the same.

2.6 Required Documentation of Meal Expenses

Receipts for meals are not required, except as discussed in Section 4.3.1, starting on page 4-7. Times of departure (for the day of departure) and return (for the day of return) should be noted on the employee travel expense statement to substantiate meals eligible for payment of per diem. All meals included as a part of conference registration fees, etc., should be noted on travel form. Meal expenses incurred that exceed the authorized per diem amounts due to travel in high cost areas or out-of-state should be itemized separately and explained on the travel expense statement, and are eligible for reimbursement as determined by the approving official.

3. Lodging

Employees who travel more than 50 miles from their home office, residence, or headquarters may be reimbursed for lodging expenses associated with approved overnight travel.

Reimbursement may be made for actual lodging expenses, including state sales taxes, based on reasonable rates as determined by the circumstances of the trip. All lodging claims must be documented by itemized receipts. It is expected that employees will secure reasonable rates by making reservations in advance whenever practical, utilizing minimum rate accommodations, avoiding “deluxe” hotels and motels, and obtaining corporate/government rates whenever possible. Expenses exceeding reasonable rates should be explained on the employee’s travel expense statement.

Employees who stay at a hotel/motel holding a scheduled meeting or seminar may incur lodging expenses in excess of the rates generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting.

When determining in-state limits, the maximum daily rate for lodging is \$98 with the exception of Atlanta and Jekyll Island/Brunswick. Refer to the Federal Per Diem Rate limits for these areas.

Please use the Federal Per Diem Rate limits when determining the maximum allowable amount for lodging out-of-state. If the location you are traveling to is not located on the Federal Per Diem Rate list, the maximum rate for out-of-state is \$98.00 per day.

For the per diem limits, go to: <http://www.gsa.gov/perdiem>

Employees staying at a hotel inside Georgia are required to submit a copy of the tax-exempt form to the hotel at registration. This form exempts state employees from local excise taxes associated with lodging. If the hotel refuses to accept the tax-exempt form at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of his or her stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax and explain the payment as a miscellaneous expense on the travel expense statement. The University will reimburse the employee for the tax if the documentation supporting the travel expense statement includes the dates of lodging and the name, address and telephone number of the hotel. The University will then forward this information to the Travel Regulations Section of the State Accounting Office.

Exemption Form for Local Hotel/Motel Excise Tax:

http://sao.georgia.gov/vgn/images/portal/cit_1210/13/12/65784234hotel-motel_tax_exemption_form.pdf

4. Transportation

4.1 General Provisions

The Legislature in its 2005 special session passed Senate Bill 1 EX, amending OCGA 50-19-7 and tying the mileage reimbursement rate for use of a personal motor vehicle to the rate established by the United States General Services Administration (GSA) pursuant to the Federal Travel Regulations Amendment 2005-01 as of July 1, 2005, or subsequently amended. These GSA rates are based on a determination of the most advantageous form of travel. Advantageous use may be determined based on energy conservation, total cost to the State (including costs of overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers. Documentation of the determination of “advantageous use” should be retained for audit purposes.

Note: For more information, refer to the following links:

- General Services Administration: <http://www.gsa.gov/pov>
- DOAS Vehicle Cost Comparison
Tool: <http://ssl.doas.state.ga.us/vehcostcomp/>

Employees are encouraged to utilize agency-owned vehicles, if available, for travel within the state of Georgia, and when appropriate for travel outside the state. However, if agency-owned vehicles are not available, employees may choose between using DOAS or personal vehicles. Institutions may reimburse employees for the mileage incurred during the employee's use of a personal vehicle.

The mileage reimbursement encompasses all expenses associated with the operation of a personal motor vehicle, with the exception of tolls and parking expenses, which are reimbursed separately.

4.2 Use of Agency-Owned or DOAS Vehicles

Institutions that maintain a fleet of vehicles should establish the necessary policies and procedures consistent with state fleet management policy for employees to request, utilize, and maintain the vehicles. Employees traveling in state-owned vehicles should purchase fuel using the state contracted fuel program credit card at fuel program network fuel stations. If the vehicle should break down while traveling, the institution responsible for maintaining the vehicle will provide for repairs and roadside assistance to the driver.

4.3 Mileage Reimbursement Rates for Use of Personal Vehicles

The following rates should be used for mileage reimbursement for personal vehicles.

Note: Mileage rates are changed only upon notification from the State Accounting Office and the Office of Planning and Budget via the State Accounting Office web site. New rates should not be utilized based solely on GSA updates.

1. **Tier 1 Rate.** When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as determined by the State of Georgia Travel Regulations, currently \$0.51 per mile for automobile and \$0.48 per mile for motorcycle.
2. **Tier 2 Rate.** If a government-owned (institution-owned or DOAS motor pool, for employees in the vicinity of Capitol Hill) vehicle is available, and its use is determined to be most advantageous to the state, OR if it is determined

(through institution policy or otherwise) that a rental vehicle is the recommended method of travel (cost difference exceeds \$25), but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the rate of \$0.19 per mile.

Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. If an employee departs from headquarters, mileage is calculated from headquarters to the destination point. If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, *with a reduction* for normal one-way commuting miles. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, *with a reduction* for normal one-way commuting miles.

Exceptions include:

1. If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with *no* reduction for normal commuting miles.
2. If an employee does not regularly travel to an office (headquarters) outside of his/her residence (i.e., residence is "headquarters"), the requirement to deduct normal commuting miles does not apply.

Employees may also be reimbursed for business miles traveled as follows:

- Miles traveled to pick up additional passengers
- Miles traveled to obtain meals for which employee is eligible for reimbursement
- Miles traveled to multiple work sites

Employees are not entitled to mileage reimbursement for:

- Travel between their place of residence and their official headquarters, or
- Personal mileage incurred while on travel status.

4.4 Air Transportation

Airline transportation expenses will be reimbursed only at the coach rate. Costs must be documented by ticket stub or original itinerary from a travel agent.

Limousine or taxi service will be reimbursed between the individual's departure point and the common carrier's departure point, between the common carrier's arrival point and the individual's lodging or meeting place, and between the lodging and meeting places if at different locations. A point-to-point explanation should be included on the back of the expense statement when claiming expense.

Employees who require air travel should obtain the lowest available airfare to a specified destination, which may include the use of the Internet, a travel agency, or the State airfare contract. The State Purchasing Office of the Department of Administrative Services has contracted with airlines for various travel destinations. Employees should refer to the statewide contract when making travel arrangements. Airfares included in this contract may be accessed on the Internet. You may access this information through the Statewide Travel Regulations.

Many travel agencies now charge small fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs. However, employees are strongly encouraged to use the Internet in order to avoid travel agency fees.

Airline travel reimbursement on federal and federal pass-through sponsored agreements is subject to the requirements found in the Fly America Act, which requires federal employees and others performing U.S. Government financed travel to use U.S. flag carriers for all air travel funded by the U.S. Government unless U.S. carriers are unavailable.

Note: U.S. flag air carrier service is considered available even if:

- A foreign air carrier would be at less cost to the traveler or institution: or,**
- A foreign air carrier would be more convenient to the traveler.**

5. Miscellaneous Expenses

Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of canceled check showing payment. Any part of a registration fee applicable to meal expense should be reported as meal expense and not as a registration fee if the costs can be separately identified.

Expenses for official telephone, telegraph, fax messages and internet usage charges should be explained and claimed in the Miscellaneous section of the Travel Expense Statement.

5.1 Unallowable Expenses

The following expenses are not reimbursable unless specific legal authority has been established:

- Laundry, unless overnight travel exceeds seven (7) consecutive days.
- Tipping for hotel concierge, maid services, etc.;
- Valet services for parking, when self-parking options are available;
- Theater;
- Entertainment;
- Alcoholic beverages;
- Visa/passport fees, if the employee possesses such valid document(s);
- Bank charges for ATM withdrawals.

State Auditor's Comment

The State Auditor has issued the following statement with respect to the reimbursement of travel expenses:

“Obtaining funds by padding of expense accounts is a misappropriation of public funds. A diligent effort should be made by department heads and persons responsible for certifying claims for reimbursements to see that expense accounts submitted are reasonable and accurate, both as to transportation and subsistence, and to cover only expenses actually incurred in traveling in the interest of the State by State employees on travel status. Each and every State employee on travel status should consider seriously the wording of the statement which he or she signs in submitting claim for reimbursement, which reads as follows:

“I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and State mileage in the discharge of my official duties for the State and have not been reimbursed and have not filed nor will I file reimbursement from any other source for said expenses.”

7.09 Approval of Elective Fees and Special Charges

Under BOR policy 7.3.2.2, the president of Augusta State University is authorized to approve elective fees and special charges as they relate to:

Housing Fees , Food Service Fees, Other Elective Fees and Special Charges:

- **Resident hall deposits**
- **Penalty charges**
- **Non-mandatory parking fees and parking fines**
- **Library fines o Laboratory fees**
- **Post office box rentals**
- **Course fees**

Prior to implementation of such fees, Augusta State University is required to report to the chancellor any establishments and adjustments made thereto under procedures established by the USG chief Fiscal officer. In addition to providing notice to the office of the chancellor, ASU shall provide notice of the new fee to its student body.

Approved by C. J. Rychly, T. Rosier, and W. A. Bloodworth on 6/9/2011.

7.10 Campus Vendor Policy

- 1. Board of Regents policy states in 711.02, "Institutions of the University System shall not permit the operation of private business enterprises on their campuses, except as otherwise provided by contract. All business enterprises operated on a campus of an institution of the University System shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution (BR Minutes, 1948-49, pp. 219-20; 1966-67, p. 354)."**
- 2. Business activity shall include any undertaking of an individual or group which encompasses the production, sale, distribution, by sale or gifts, of products or services. The sale and distribution of products and services includes any method of marketing by way of direct selling or indirect selling, including the use of posters, flyers, handouts, or other promotional literature. Sales or Solicitation in direct competition with the auxiliary operations of the university are prohibited.**
- 3. Privately operated for-profit business enterprises will not be allowed access to the campus facilities for the purpose of solicitation, sales or advertising,**

except as permitted by written contract. All contracts must be approved by the Vice President for Business Operations.

4. With private business contracts, it must be clear that the educational interests of the institution will be served through the sharing of proceeds and profits or provision of service to students or employees. In all relationships, the non-profit status of the institution must not be jeopardized.
5. Private business advertising is permitted in approved university student publications. Advertisements in university publications must meet the standards and policies established by the publications. The rights of university student publications under the First Amendment shall not be abridged by any policy contained herein.
6. Advertising of products and services for sale, except for tobacco, alcohol, and sexually explicit material or promotions, is permitted in the following, provided that the advertisements are in good taste:
 - a. Programs for university events.
 - b. Materials and venues related to university sponsored athletic events.
 - c. Promotional materials related to university Auxiliary Service units and their products.
 - d. Other official publications of the university where it is deemed to be in the best interest of the institution.
7. Sponsorships of university activities by private business enterprises are permitted, provided that such sponsorships do not involve the explicit advertising of alcohol, tobacco products, or the promotion of sexually explicit materials.
8. Private business advertising posters, flyers and windshield flyers are prohibited, except as provided by written contract.
9. Newspapers may be sold only through coin-operated vending racks at locations approved by the Office of the Vice President of Business Operations or designee. In addition, newspapers may be given away through totally enclosed vending racks at locations approved by the VPBO or designee.
10. The enforcement of all policies contained herein is the responsibility of the Vice President of Business Operations.

*Submitted by Karl Munsch
May 10, 2011*

Section 8: Personnel

8.1 Equal Employment Opportunity

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Augusta State University or any of the System institutions now in existence or hereafter established.

Excerpted from ASU Faculty Manual, Fall 2010

8.2: Age Criteria

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor and the State of Georgia. Individuals who are retired shall not be employed or offered employment in any capacity without prior approval of the Board of Regents.

The employment of individuals beyond retirement will be considered only upon certification by the employing institution that the individual possesses academic distinction and/or qualifications not otherwise available to the institution, and that the compensation for services will be paid from private funds.

Excerpted from ASU Faculty Manual, Fall 2010

8.3 Background Checks

*Augusta State University
Policy and Procedure for Background Investigations
Effective Date – July 1, 2007*

Purpose

A summary document of Augusta State University's policy and procedure for conducting employment background investigations.

Background Investigation Policy

It shall be a condition of employment with any institution of the University System of Georgia to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- **A state and federal criminal history check covering a minimum of seven (7) years;**
- **A social security number check; and**
- **For all professional, faculty and academic positions, an academic credentials check.**

Offers of employment for sensitive positions may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Sensitive Positions are those that involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the hiring official to require a more extensive background investigation.

An institution of the University System of Georgia may elect to perform reference checks and/or background investigations on part-time, student or temporary employees.

References

Board of Regents Background Investigation Policy and Procedure – July 1, 2007 – attached.

Regents Policy Manual II (B)(2)(d)

Summary:

All new employees of Augusta State University are required to have a satisfactory background investigation prior to beginning work.

All employees of Augusta State University considered for promotion are required to have a satisfactory background investigation prior to promotion. Promotion for this policy is defined as any change to a higher job grade including reclassifications and faculty promotions.

All employees of Augusta State University are required to inform the Director of Human Resources if they are charged with a crime other than a minor traffic offense within 72 hours of becoming aware of the charge. Failure to report being charged may result in appropriate disciplinary action up to and including discharge.

All employees of Augusta State University are required to inform the Director of Human Resources if they are convicted of a crime other than a minor traffic offense within 24 hours of becoming aware of the conviction. Failure to report being convicted may result in appropriate disciplinary action up to and including discharge.

Procedure:

The BOR Background Investigation Policy & Procedure is the controlling document. A synopsis of how Augusta State University implements that document is shown below.

All potential employees who are interviewed on campus, including staff, faculty, students and part time employees, will complete a background investigation questionnaire and release form. (Attached). Additionally, all current employees who are considered for promotion will complete a background investigation questionnaire and release form.

The background investigation questionnaire is kept separate from the application or personnel file. When the hiring manager selects a candidate for hire or promotion, Human Resources sends the questionnaire to Public Safety. Public Safety runs the background investigation and notifies Human Resources by phone followed by written confirmation that the person may work at Augusta State University. The original questionnaire and results of the investigation are kept in Public Safety.

In the event the background investigation reveals one or more felony convictions, the candidate is notified and given three days to contact the Director of Public Safety to discuss the findings and provide an explanation. If no satisfactory

explanation is provided the candidate is ineligible for employment. This would require the termination of an existing employee.

Misdemeanors:

Per the BOR policy misdemeanor convictions reported or found unreported will be reviewed by the Background Investigation Committee (BIC) .Augusta State University's BIC consists of the Director of Public Safety, the Public Safety Captain, the Associate Vice President for Academic Affairs, the Director of Human Resources and a Human Resources Specialist. The BIC will determine if the applicant is ineligible for employment.

BACKGROUND INVESTIGATION POLICY & PROCEDURE

Background Investigation Policy:

It shall be a condition of employment with any institution of the University System of Georgia to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

1. A state and federal criminal history check covering a minimum of seven (7) years;
2. A social security number check; and
3. For all professional, faculty and academic positions, an academic credentials check.

Offers of employment for sensitive positions may be conditional pending the result of a state and federal criminal history check covering more than the minimum of seven (7) years. Sensitive Positions are those that involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the hiring official to require a more extensive background investigation.

An institution of the University System of Georgia may elect to perform reference checks and/or background investigations on part-time, student or temporary employees.

BACKGROUND INVESTIGATION PROCEDURE

Definitions:

Background Investigation – An investigation comprised of a criminal background check (including social security number check and, for positions with access to or responsibility for money, a credit check.), confirmation of credentials and confirmation of employment history.

Background Investigation Committee (BIC) – The administrative committee charged with determining questions of suitability of hire. Each institution of the University System of Georgia shall form such a committee. It is suggested that such committee have a minimum of three members and not more than five members and include a representative from the institution’s Hiring Office, the applicable Hiring Department, the institution’s legal advisor (if on campus) and public safety department.

Consent Form – A form authorizing the institution to conduct a criminal background check. All employment finalists and promotion candidates at the institution are required to sign a Consent Form to be considered for employment with the University.

Hiring Department – The department hiring a new employee (whether internally or externally), or promoting an existing employee.

Hiring Office – The institution’s employment office that handles all new hires at the institution.

Determining Employment Eligibility for Applicants with Criminal History

Only criminal convictions may be considered when determining a candidate’s eligibility for a specific position or employment as a whole. Detention and/or arrest without conviction do not constitute valid grounds for adverse employment decisions and do not play a part in the decision making process. However, if an individual has a criminal case pending, his or her suitability for continued employment will be reviewed upon disposition of the case.

- 1. Felony convictions automatically disqualify an individual for employment with the University System of Georgia (Board of Regents Policy Manual §II (B)(2)(d)).**
- 2. Failing to disclose a criminal conviction history where required in employment application materials will disqualify a candidate for employment with an institution of the University System of Georgia.**
- 3. When determining whether a candidate with disclosed misdemeanor convictions is eligible for employment or promotion, the Background Investigation Committee will consider the specific responsibilities of the position for which the candidate is being considered, the nature, number and gravity of crimes for which the candidate was convicted and the amount of time that has passed since the conviction. A determination of ineligibility for a specific position as the result of a misdemeanor criminal background does not necessarily mean that an individual is ineligible for all employment with the institution and each such determination will be made on a case by case basis.**

Process for Conducting Background Investigation

Notice should be included in all job postings that finalists will be required to submit to a background investigation. The institution shall set guidelines for assigning the cost of performing a background investigation.

The Hiring Department is responsible for confirming the employment history and credentials of an applicant before having the Hiring Office initiate the Background Investigation and before extending an offer of employment. The Hiring Office shall give the Hiring Department all required employment paperwork, including the Consent Forms, to be given to the final candidate. With respect to the promotion of existing employees, the institution shall implement a procedure for obtaining the Consent Form from the employee prior to initiating the Background Investigation.

A conditional offer of employment/promotion may be made at this time. Important: All offers of employment must be made in writing and must include the following statement: "This offer of employment is contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with [the institution], as determined by [the institution] in its sole

discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check.”

Upon receipt of a signed Consent Form of the Hiring Department’s selected candidate, the Hiring Office will initiate the Background Investigation into that candidate. If the top candidate is not hired for the involved position (e.g. felony conviction precludes hiring, other criminal convictions render applicant ineligible for the specific position, candidate does not accept the job offer, etc.), the Hiring Department may select another candidate for the position. If the candidate next selected for the position has already signed the Consent Form, then the Hiring Office will immediately initiate the investigation process. If the next applicant identified as the Hiring Department’s top candidate has not signed a Consent Form, then the Hiring Office will initiate the Background Investigation as soon as the Hiring Department submits a signed Consent Form.

How Criminal Background Check Information is Processed:

Background Investigation reports are submitted directly to the Hiring Office by the entity performing the investigation. The Board of Regents has entered into an agreement with ChoicePoint WorkPlace Solutions, Inc. (“ChoicePoint”) to provide background investigation.

Each institution may elect to utilize ChoicePoint pursuant to this agreement or utilize another vendor selected by the institution. The BIC is responsible for determining the eligibility of the selected candidate for employment with the institution. The Hiring Office should notify the Hiring Department of this determination. The BIC makes its decision about the selected candidate’s eligibility as follows:

1. The Background Investigation report shows no convictions: the selected candidate is eligible for employment.
2. The Background Investigation report shows one or more felony convictions: the selected candidate is ineligible for employment with the institution.
 1. Prior to making this final determination, the Hiring Office must give a pre-adverse action disclosure to the candidate. This pre-adverse action disclosure must include a copy of the candidate’s Background

Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute information in the report. A copy of

“A Summary of Your Rights Under the Fair Credit Reporting Act” must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

2. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.
3. If the candidate successfully shows that s/he has no felony convictions, then the candidate shall be eligible for employment. The Hiring Office will notify the Hiring Department of this determination.
4. If the candidate is unsuccessful in showing no felony convictions, then the candidate is ineligible for employment. An adverse action notice must then be sent to the candidate. This notice must include:
5. the name, address and telephone number of the company that supplied the Background Investigation report;
 1. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and
 2. a notice of the individual’s right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.
 3. The Background Investigation report shows one or more misdemeanor convictions:
 - a. The misdemeanor convictions were all disclosed by the selected candidate in the application materials. The BIC will determine whether the candidate is eligible for the involved position based on the job description and the nature of the crimes for which the candidate was convicted.
 - i. If the BIC determines the candidate is eligible, then the Hiring Office will so notify the Hiring Department.
 - ii. If the BIC determines the candidate is not eligible, then prior to making this final determination, the Hiring Office must give a

pre-adverse action disclosure to the candidate.

1. This pre-adverse action disclosure must include a copy of the candidate's Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute information in the report. A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

2. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.

3. If the candidate successfully shows that s/he does not have the misdemeanor convictions that led the BIC to determine that the candidate was ineligible for employment, then the candidate shall be eligible for employment. The Hiring Office will notify the Hiring Department of this determination.

4. If the candidate is unsuccessful in showing that s/he does not have the misdemeanor convictions that led the BIC to determine that the candidate was ineligible for employment, then the candidate is ineligible for employment.

An adverse action notice must then be sent to the candidate.

This notice must include:

a. the name, address and telephone number of the company that supplied the Background Investigation report;

b. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and

c. a notice of the individual's right to dispute the accuracy and completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.

b. The misdemeanor convictions were not disclosed by the selected candidate in the application materials. The Hiring

Office will notify the candidate in writing that the Background Investigation revealed misdemeanor convictions not disclosed in his/her application materials and that s/he will be removed from consideration for the involved position due to misrepresentation and falsifying application materials unless s/he contacts the Hiring Office and corrects any inaccuracies contained in the report within a minimum of three (3) days. This notification will be accompanied by a pre-adverse action disclosure

i. The pre-adverse disclosure must include a copy of the candidate's Background Investigation report, together with the name, address and telephone number of the company that conducted the Background Investigation, and information on how to dispute the information in the report. A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" must also be provided to the candidate. This summary will be typically provided by the company performing the Background Investigation.

ii. The candidate must be given an opportunity (a minimum of three days) to provide an explanation in writing of the circumstances surrounding the results of the Background Investigation, including any mitigating factors, and have this explanation considered prior to the finalization of the hiring decision.

iii. If the candidate successfully shows that s/he has no misdemeanor conviction, then the candidate shall be eligible for employment. The Hiring Office will notify the Hiring Department of this determination.

iv. If the candidate is unsuccessful in showing no misdemeanor convictions, then the candidate is ineligible for employment due to misrepresentation and falsifying application materials. An adverse action notice must then be sent to the candidate. This notice must include:

- 1. the name, address and telephone number of the company that supplied the Background Investigation report;**
- 2. a statement that the company that supplied the Background Investigation report did not make the decision to take the adverse action and cannot give specific reasons for it; and**
- 3. a notice of the individual's right to dispute the accuracy and**

completeness of any information the company furnished in the Background Investigation report and the right of the individual to obtain an additional free report from the company upon request within sixty days.

Maintenance of Background Investigation Reports

Background Investigation reports should be delivered directly to the Hiring Office by the entity performing the investigation. The report will remain with the Hiring Office until the determination on employment eligibility has been made and then stored segregated from the employee's personnel file. The report itself is not provided to nor maintained by the Hiring Department.

Reports on all non-successful applicants must be discarded in accordance with USG Record Retention Guidelines.

A copy of his or her report shall be given to each applicant.

Arrests and Convictions

Any current employee who charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Hiring Office within 72 hours of the employee becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. The Hiring Office shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge.

Any current employee who is convicted of a crime (other than a minor traffic offense) shall report such conviction to the Hiring Office within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. The BIC shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status. The BIC shall review the crime utilizing the same standards as it applies in reviewing crimes committed by a candidate for employment but may consider other factors, including the length of employment of the employee and performance reviews.

Questions

The Legal Affairs Department is prepared to assist you with any questions on this procedure

8.4 Alcohol and Drug Policy Statement

The purpose of the Alcohol and Drug Policy is to uphold local, state and federal laws and to help create a safer campus. Augusta State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol and distributes this document as a part of the University's compliance with the Drug Free Schools and Communities Act Amendments of 1989. Effective April 1, 1991, the serving or consumption of alcoholic beverages by all students, employees, alumni, and guests on all ASU campuses was prohibited at all events/functions that are university affiliated, and any activity sponsored by organizations associated with ASU except by prior approval of the President. Individuals and groups are accountable for their choices and behavior. Campus advertising of products and services related to alcohol is prohibited (vendor policy available in Vice President for Business Operations Office). ASU is considered a Drug Free Campus and Workplace.

STUDENT MISCONDUCT

The Drug-Free Post-Secondary Education Act of 1990 provides for mandatory suspension of individual students committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. It applies to students enrolled in courses for academic credit.

Violations and offenses of the laws regarding drugs and alcohol will be prosecuted on campus through the judicial process found in the Student Code of Conduct. Additionally, students will face criminal prosecution through the Augusta State University Public Safety Department and local law enforcement authorities. This prosecution will proceed under Georgia and/or federal law according to the appropriate statutes and sanctions. Students and employees found to be in violation of this policy will be held accountable for their actions and will face disciplinary action and/or legal prosecution. Students and employees may also be held accountable for allowing or soliciting violations of the standards of conduct by their guests. University sanctions imposed on those found guilty may include probation, loss of privileges, restitution, suspension, dismissal or expulsion. Disciplinary sanctions for students convicted of a felony or misdemeanor offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs, may include the

forfeiture of academic credit and possible temporary or permanent suspension or expulsion from the institution. In addition, a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be eligible to receive any grant, loan or work study assistance. For more information, contact the Financial Aid Office.

Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents' Policy and Georgia law.

EMPLOYEE MISCONDUCT

According to Board of Regents' policy, no employee of Augusta State University may engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. If an employee is convicted of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Human Resources Office within five working days after the conviction. Failure to comply with any part of this policy may result in disciplinary action, including termination of employment. State law provides that any employee, including faculty and staff of the University, with a criminal drug conviction will be suspended for at least two months and required to undergo a University-approved drug abuse treatment and education program before reinstatement. Upon a second conviction, the employee will be terminated and made ineligible for any state employment for five years. In some cases, an employee may be terminated as a result of the first conviction.

Board of Regents policy permits an employee to maintain employment for up to one year if the employee discloses to his/her employer that he/she is using drugs prior to an arrest for a drug offense and agrees to receive treatment. Retention of such employee is conditioned upon satisfactory completion of the treatment program. The employee's job may be restructured however. This provision does not affect any disciplinary action for criminal conviction or drug-related misconduct on the job. In addition to the sanctions outlined below, employees convicted of drug-related offenses are subject to civil penalties. Such penalties may include suspension or revocation of professional and occupational licenses, restriction from public employment for up to five years, denial of retirement benefits, and denial of state-sponsored loans and mortgages. Workers' compensation benefits

will also be denied in certain instances where alcohol or other drugs are a cause of injury.

CRIMINAL SANCTIONS

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs or possession of an open container of alcohol while operating a motor vehicle is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment of these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, forfeiture of motor vehicles and mandatory loss of one's driver's license.

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or minimum fine of \$1,000 for a first conviction, imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture of substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

As required by Federal regulations, you may review the following pages detailing Federal penalties for drug trafficking and state sanctions for unlawful possession or distribution of illicit drugs.

- **Federal Trafficking Penalties – Marijuana**

- **Federal Trafficking Penalties**
- **Georgia State Drug Law Summary**

Violations occurring within a Drug Free Zone (on or within 1,000 feet of any ASU campus) may carry enhanced penalties. Specific information about these penalties is available from the Public Safety Office on the Walton Way campus.

HEALTH RISKS ASSOCIATED WITH ALCOHOL OR OTHER DRUG USE

Misuse of alcohol and other drugs can result in, or make worse, a number of personal, relationship, physical or legal problems. Such use may result in: impaired judgment and coordination, making driving dangerous; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy, sexually transmitted disease (including AIDS), or sexual assault; and serious injury or death. Women should be aware that they are more likely to become intoxicated faster and stay intoxicated longer than a man of the same weight, with the same drinking history, ingesting the same amount of alcohol. Intoxicated women are often perceived by men as more interested in sex than they really are and as easy targets for sexual aggression. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research has also shown that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. Men should be aware that excessive alcohol consumption can cause problems with impotence. In addition, men who are intoxicated in sexual situations also run a risk of committing sexual assault. Every year thousands of people are treated in hospitals for drug-related accidents and mental and physical illness. Use of alcohol and other drugs is also common when suicides occur. Additionally, the long-term use of alcohol or other drugs may set up habitual patterns that can lead to psychological and physical addiction. Cocaine, crack and heroin, for example, are highly addictive and physically dangerous. Use of these may result in coma and/or death. Marijuana users may impair or reduce their short term memory/comprehension, reduce coordination/energy level and often have a lowered immune system and are at an increased risk for lung cancer.

To learn of additional health risks associated with the use of alcohol or other drugs, contact the Counseling and Testing Center or view the chart below.

- **Controlled Substances Uses & Effects**

SMOKING POLICY AND HEALTH RISKS

Smoking is prohibited in all campus buildings and in any state automobiles, trucks or enclosed golf carts. Smoking is permitted only in officially designated smoking shelters or outside of all buildings, except within 25 feet of building entrances. The definition of a building entrance includes doorway, steps, fire escape, exterior chair lift & the immediate clear passage to the same.

Lung cancer is the leading cause of cancer death for both men and women & is also the most preventable cancer. Smoking tobacco – whether cigarettes, cigars or pipes – accounts for 87% of lung cancers. Until tobacco use is sharply decreased, lung cancer will continue to be the number one cause of cancer death in the U.S., killing more than 150,000 Americans every year.

EDUCATION AND TREATMENT RESOURCES ON-CAMPUS

All undergraduate students of Augusta State University are required to complete Wellness 1000, which includes an education segment on alcohol and other drugs. In addition, faculty, staff and students are regularly exposed to alcohol and other drug prevention and education programs hosted by various Student Affairs offices & the Alcohol and other Drug Task Force. The Athletic Department also provides substance abuse education and a drug-screening program for student-athletes. Individual counseling for students and employees with problems of drug and alcohol abuse is available in the Counseling and Testing Center on the Augusta State University campus. Call [706-737-1471](tel:706-737-1471) to make an appointment. If additional services beyond the scope of the Counseling Center appear necessary, referrals will be made.

OFF-CAMPUS:

In addition to the ASU Counseling and Testing Center, there are other resources listed in the telephone directory for students or employees desiring help with alcohol and drug use/abuse problems. Refer to the “Alcoholism Information & Treatment Centers” and “Drug Abuse & Addiction Information & Treatment” sections in the yellow pages.

LOCAL RESOURCES:

Aiken Center Addiction Services	(803)649-1900
Al Anon Information Center	(706)738-7984
Alcoholics Anonymous-Augusta	(706)860-8331
Alcoholics Anonymous-North Augusta	(803)279-1060
Aurora Pavilion Behavioral Health Services	1-800-273-7911 or (803)641-5900
Serenity Behavioral Health Systems	(800)715-4225

HELP LINES:

Community Mental Health Crisis Line	(706)826-1802
Drug Helpline	1-800-662-HELP
Georgia Drug Abuse Helpline	1-800-338-6745
Georgia Tobacco Quit Line	1-877-270-STOP
Narcotics Anonymous Helpline	(706)855-2419
24 Hour Addictions Referral Network	1-800-577-4714

Concerns, suggestions or questions about this document should be submitted to the Alcohol and Drug Task Force via the Dean of Students Office, (706)737-1411.

Excerpted from ASU Faculty Manual, Fall 2010

8.5 Smoking Policy Statement

The specific provisions of the policy are as follows:

- 1. Smoking is prohibited in all campus buildings.**
- 2. Smoking is prohibited in all state automobiles, trucks, and enclosed golf carts.**
- 3. Smoking is permitted outside of all buildings, except at building entrances. The definition of a building entrance includes doorway, steps, fire escape, exterior chair lift & the immediate clear passage to the same.**
- 4. Smoking is permitted in any officially designated smoking shelter.**

Excerpted from ASU Faculty Manual, Fall 2010

8.6 Ethical and Legal Use of Computing Resources

Augusta State University supports the work of EDUCOM, a non-profit consortium of over 400 colleges and universities committed to the use and management of information technology in higher education, and ADAPSO, the computer software and services industry association. This work is outlined in their brochure Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.

Quoting from this document:

- 1. Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.**
- 2. Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.**
- 3. Unauthorized copying of software can deprive developers of a fair return for their work, increase prices, reduce the level of future support and enhancement, and inhibit the development of new software products.**

Respect for intellectual work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases, and code.

It is expected that each employee and student of Augusta State University will follow and support the above principle.

Email Policy

Electronic mail (email) is an official method of communication at Augusta State University, delivering information in a convenient, timely, cost-effective and environmentally sensitive manner. It is the policy of this institution that:

- all students, faculty and applicable personnel have access to email, and**

- the university may send official communications via email and electronic mailing lists.

Student Email

All students registered for classes at Augusta State University are provided an email account through their access to the ASU Campus Pipeline system. The University may use this email account to send communications to the student body. Student email addresses will be recorded in the University's electronic directories and records. Students are responsible for reading official University email no less than twice a week.

Privacy Issues

While email is personalized and relatively confidential, there is no guarantee of absolute privacy in a computer system. Computer users should be aware that the Georgia Open Records Act applies to records stored in computers as well as on paper. Recent rulings indicate that the public has a right to review any documents created on email by government officials and that companies who own the media on which email is implemented have the right to read that email.

Federal and state law may require the university to examine email under some circumstances including provision of messages to outside agencies. However, employees of the Office of Information Technology Services at Augusta State University are prohibited from accessing information for which they have no job-related "need to know." They are also expected to maintain the strictest confidentiality regarding any information obtained during the course of fulfilling their job function.

Appropriate Use of Email

All use of email will be consistent with other university policies, including the Augusta State University computer and network usage policy. Policies concerning acceptable use of information technology resources can be found on the Information Technology Services website (<http://www.aug.edu/its//policies.html>).

Email is not appropriate for transmitting:

- sensitive or confidential information,
- obscene material,

- chain letters or “mail bombs”,
- hoaxes, scams, false warnings, or
- mass mailings.

Misuse of Augusta State University email is subject to penalty including, but not limited to, suspension from email use, banning from email use, suspension from Augusta State University, or expulsion from Augusta State University.

Legal Issues

All use of email will be consistent with local, state, and federal law including laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

Changes to this policy will be authorized by approval of the Faculty Policies Committee. Questions or comments about this policy should be directed to the Vice President for Academic Affairs.

Computer Security Policy and Ethical Use Statement

Augusta State University maintains computing resources designed specifically to support instruction and to provide academic and administrative support for its students, faculty, and staff. The use of these resources is a privilege not a right. Abuse of this privilege can lead to denial of access, expulsion through the institution’s disciplinary procedures, and/or prosecution to the fullest extent of the law.

The Georgia Computer Systems Protection Act of 1991 provides for criminal liability and penalties for violations. Penalties for computer-related crimes include fines up to \$50,000 and imprisonment up to fifteen years.

Abuse of computing resources includes copyright violations; unauthorized access; invasion of privacy; use for individual profit; intentional waste; vandalism; manipulation of data or programs for deliberate sabotage; destruction of data, programs, or hardware; theft; computer trespass; computer forgery; and computer password disclosure.

At the most general level, the principles of responsible and ethical behavior in regard to computing are not different from those related to other aspects of work and class behavior.

Excerpted from ASU Faculty Manual, Fall 2010

8.7 Sexual Harassment Policy

(Approved by faculty, April, 2003)

Definition of Sexual Harassment

Sexual harassment is a form of discrimination which is prohibited by law. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature, which creates an unproductive or offensive, hostile, or intimidating working or learning environment and which has a harmful effect on an individual. Federal law provides that it shall be an unlawful discriminatory practice for an employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against a person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of sex violates federal law. Sexual harassment of employees or students in the University System of Georgia is prohibited (Section 8.2.16 of Board of Regents Policy) and shall subject the offender to dismissal or other penalties in compliance with procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are inappropriate in the university environment. Such conduct constitutes sexual harassment when the Sexual Harassment Committee confirms that the conduct constitutes sexual harassment and when the offended party perceives the conduct to have the same effect as described in #1, #2 or #3 below:

- 1. Submission to such conduct is made explicitly or implicitly a term or condition of a individual's employment or academic standing; or**
- 2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or**

3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment may include but are not limited to:

- inappropriate comments of a sexual nature including remarks about a person's clothing, body, sexual activity, experience, or orientation;
- inappropriate letters, notes, or other written materials;
- inappropriate sexually explicit statements, questions, jokes, or anecdotes;
- suggestive or insulting sounds;
- suggestive or obscene gestures;
- inappropriately displaying sexually oriented materials such as photographs, videos, computer images, graphics, cartoons, or drawings. It should be noted that sexually explicit materials may at times be appropriately used in academic settings.
- inappropriate touching, patting, hugging, or brushing against a person's body;
- attempted or actual kissing or fondling;
- inappropriate invitations or propositions for sexual activity.

This pattern of conduct creates a hostile environment when the conduct unreasonably interferes with a person's work or academic environment. A single remark is not likely to be considered sexual harassment.

Scope of Policy

It is important to note that, under this definition of sexual harassment, it is not necessary that physical harassment occur or be threatened or intended. It is also important to note that conduct of this type can result from a lack of awareness of the offended person's sensitivities or from an attitude of general indifference toward the sensitivities of others.

If lack of awareness or insensitivity is a factor, the most immediate solution to sexual harassment might well be that the offended party advises the other party that he/she finds the other party's conduct (touching, language, graphics, etc.) to be offensive (intimidating, hostile, etc.) and asks that the other party refrain from this conduct. Offensive conduct is a basis for complaint even where no conditions regarding employment or academic standing have been implied or expressed.

This policy is intended to cover sexual harassment by peers or by persons at different levels of authority in the work or study environment (for example, faculty-faculty, staff-staff, student-student, student-faculty, faculty-student harassment, etc.) This policy applies only to sexual harassment. Those who feel they have been harassed or discriminated against for other reasons, such as gender or race, should avail themselves of other grievance procedures (see appropriate grievance procedures). More severe behaviors, such as stalking or threats to physical safety, should be reported to Public Safety or the police.

Retaliation Policy

Retaliation against an individual for reporting sexual harassment or for participating in an investigation is prohibited. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the sexual harassment allegation. Examples of retaliatory actions may include but are not limited to punitive uses of:

- **grades;**
- **performance evaluations;**
- **employee action (e.g., termination, transfer, or demotion);**
- **scheduling;**
- **resource allocation;**
- **work assignments.**

Consensual Relationships

Consensual romantic or sexual relationships between supervisor and employee or between faculty and their students are strongly discouraged. No person involved in a consensual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. In the event of an allegation of sexual harassment, the University will be less sympathetic to a defense based upon consent when the facts establish that a professional power differential existed within the relationship.

False Allegations

It is a violation of this policy for anyone knowingly to make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not equivalent

to a false allegation. Those who are falsely accused may avail themselves of other grievance procedures (see appropriate grievance procedures).

Processing of Complaints

Alleged incidents of sexual harassment should be promptly reported. The complainant may choose to file the initial complaint with any chair, administrator, or member of the Sexual Harassment Committee. All complaints consistent with the definitions of sexual harassment herein should be forwarded to and processed by the Sexual Harassment Committee. It should be noted that immediate supervisors, instructors, members of the Sexual Harassment Committee, etc., who are considered to be the offending party in a sexual harassment complaint may be bypassed in processing a complaint.

The names of the members of the Sexual Harassment Committee are listed on the annual Augusta State University Statement on Sexual Harassment, which is posted on central bulletin boards throughout the campus and on this University web site. Names and copies of the policy are also available through the following departments:

- Human Resources (Katherine and Pickens Street)
- Student Activities (Jaguar Student Activities Center)
- Vice President for Academic Affairs (Bellevue Hall)
- Vice President for Business and Student Services (Fanning Hall)
- Dean of Students (Bellevue Hall)

The complainant will be advised about both the informal and formal steps that can be taken to redress the situation. All allegations of sexual harassment will be investigated promptly and thoroughly by the Sexual Harassment Committee. NOTE: This Policy is consistent with Board of Regents Personnel Policy 802.18 and Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Legal actions for claims of sexual harassment may also be taken under Title IX and Executive Order 11246.

The committee will use its best efforts to keep complaints and reviews of complaints confidential. Only proper authorities will be advised of the situation. Any complaint, informal or formal, received by a member of the Sexual Harassment Committee will be reviewed by the entire committee and will be considered confidential.

Informal Grievance Procedure

It is advantageous to all members of the University community for allegations of sexual harassment to be resolved promptly and to the satisfaction of all involved parties. Individuals seeking resolution of a sexual harassment complaint may first seek to pursue informal procedures through the Sexual Harassment Committee. As part of the informal step, the Sexual Harassment Committee will undertake an independent informal investigation of the incident.

Informal procedures may include but are not limited to:

- 1. A discussion between the complainant and one or more authorized officials;**
- 2. A discussion with the person against whom the complaint is made;**
- 3. A discussion with the supervisor(s) of the person against whom the complaint is made; or**
- 4. A discussion between the person against whom the complaint is made and an authorized official.**

If the complaint can be resolved informally in a manner that is agreeable to both the complainant and the respondent, the Chair of the Sexual Harassment Committee shall summarize the resolution of the complaint in a written report and provide a copy of the summary to the complainant and the respondent. If it is the finding of the Committee during the informal grievance procedure that the respondent should be exonerated of any complaints, this finding shall be clearly stated in the summary. Within ten (10) working days of the agreement between complainant and respondent, the Chair will send the summary and any written documents submitted or developed during the proceedings to the President's Office for permanent filing. At the discretion of the Committee, copies of the summary may also be sent to any supervisor or other person who was involved in the informal resolution.

If the complaint cannot be resolved informally, the Chair of the Sexual Harassment Committee will notify the complainant that he or she may file a formal grievance; the Chair will also inform the respondent that such notification has been given. Within ten (10) working days after notifying the complainant, the Chair shall send a written summary of the committee's efforts and any written documents submitted or developed during the proceedings to the President's Office for permanent filing. If it is the finding of the Committee during the informal grievance procedures that even in a case where a complaint cannot be resolved informally the respondent should be exonerated of any complaints, this finding shall be clearly stated in the

summary. At the committee's discretion, copies of the summary may be sent to any person who was involved in efforts to reach an informal resolution.

Formal Grievance Procedure

If a complaint cannot be resolved informally or if the complainant wishes to bypass the informal procedure, the formal grievance procedure may be initiated.

- 1. The complainant will submit a statement of a grievance to the Chair of the Sexual Harassment Committee which shall include a written statement of the alleged incident and the relief desired.**
- 2. The Sexual Harassment Committee will provide a copy of the complaint and the requested relief to the respondent. The respondent shall respond in writing to the Sexual Harassment Committee within ten (10) working days following the receipt of the complaint. The respondent's reply will be provided to the complainant. If the matter is not resolved through the exchange of correspondence, the complaint may proceed to the next step.**
- 3. The Sexual Harassment Committee will ordinarily arrange a meeting between the complainant and the respondent within ten (10) working days after receipt of the respondent's reply in Step 2 above. This meeting will be chaired by the Chair of the Sexual Harassment Committee and attended by members of the Sexual Harassment Committee. The purpose of this meeting is to attempt to reach a mutually agreeable resolution of the complaint. Both the complainant and the respondent may be accompanied by a non-participating advisor. If the outcome of this meeting is not satisfactory, the complaint may proceed to the next step.**
- 4. The Sexual Harassment Committee will undertake an independent investigation of the incident. The procedures for this investigation will include the following:**
 - A. The complainant will be afforded the opportunity to file another statement, setting forth in detail the alleged incidents of sexual harassment, any supporting documentation, and the relief desired;**
 - B. The Sexual Harassment Committee will invite statements from witnesses suggested by the complainant;**
 - C. The respondent will be afforded the opportunity to file another statement after reviewing the written statement of the complainant; and**
 - D. The Sexual Harassment Committee or other authorized individual will invite statements from witnesses suggested by the respondent.**

5. Within ten (10) working days after concluding the proceedings, the chair of the Sexual Harassment Committee shall prepare a written report that summarizes the Committee's proceedings, findings, and any recommendations for action to be taken by the University. The findings may range from exoneration of the respondent to substantiation of all complaints. Copies of the summary shall be sent to the complainant and the respondent. At the committee's discretion, copies of the summary may be sent to any person(s) involved in formal grievance proceedings and to any university official(s) in the chain of supervision above the respondent. Within ten (10) working days after the conclusion of the Committee's work, the summary and any written documents submitted or developed during the proceedings will be sent to the President's Office for permanent filing.
6. If a complaint against an employee is substantiated, the Chair of the Sexual Harassment Committee will communicate its proposed resolution or recommendations for action to the appropriate university official(s), ordinarily including the respondent's immediate supervisor or department chair and the chain of supervision above the immediate supervisor. If a complaint against a student is substantiated, the Chair of the Sexual Harassment Committee will communicate its proposed resolution or recommendations for action to the Dean of Students. In cases of a substantiated complaint against the President, the communication, along with the summary of the committee's work and any written documents submitted or developed during the proceedings, shall be sent to the Chancellor of the University System.
7. If the proposed resolution or recommendation is not satisfactory to the complainant or the respondent, either party may, within ten (10) working days of the receipt of communication from the Committee, submit a written request for a review by the President. The request must explain and substantiate the grounds for a review. Denial of due process is an acceptable reason for review. Ordinarily within ten (10) working days after receiving a request for review, the President shall either accept or deny the request. If the request for review is accepted, the President may appoint an ad hoc committee to conduct the review and shall communicate the results of the review ordinarily within twenty (20) working days after granting the request for a review. Under ordinary circumstances, the results of the review shall constitute final institutional action in the case.

Sexual Harassment Committee Members

- [Rebecca Rogers](#)(chair), Department of Psychology, 667-4613
- [Mary-Jane Anderson – Wiley](#), Educational Leadership, Counseling and Special Education, 667-4497
- [Dalton Brannen](#), College of Business Administration, 737-1560
- [Susan Ennis](#), Business Office, 667-4150

Consultants (non-voting)

- [Joyce Jones](#), Vice President for Student Services and Dean of Students 737-1411
- [Walt Alexanderson](#), Director of Human Resources , 667-4753

8.8 Hiring Procedures

Revised June 28, 2010

A. Recruitment Preparation

The filling of all vacancies must be approved by the appropriate Vice President, the Budget Office, and the President using the Request to Fill a Critical Vacancy Form found on the Human Resources web page, www.aug.edu/humanresources, under Human Resources Forms.

Augusta State recognizes that some positions should be filled through intra department promotions, some through posting for internal candidates only and some open to everyone. The decision as to which method is appropriate is made by the hiring manager with agreement from the next level of supervision and Human Resources.

To initiate the process for filling a classified or professional staff position, the hiring manager should forward an original Personnel Action Request (PAR) Form to Human Resources. The form and instructions may be found on the Human Resources web page, www.aug.edu/humanresources, under Human Resources Forms. The request must be prepared in conjunction with a current job description which outlines the minimum qualifications required, physical demands, and essential functions of the position. All new positions must have a current approved job description attached to the PAR employment request. The hiring

manager should also include a short paragraph describing the major requirements or preferences that will be used on the job posting.

B. Recruitment Process

Augusta State University will accept completed applications or resumes for consideration. All applications and resumes must be for a specific posted position. Applications and resumes will not be accepted unless a specific posted job is referenced.

- **Augusta State University requires that all applications and resumes for regular classified or professional staff positions be processed for employment consideration through Human Resources.**
- **Individuals who contact departments directly must be referred to Human Resources to be considered in the employment process.**
- **For positions which will be posted, the information provided is reviewed by Human Resources for consistency. The position is then posted on the Human Resources web page. The “Employment Opportunities” listing is mailed once per week, if changed, to the Georgia Department of Labor, Goodwill Job Connection, and Army Community Services – Fort Gordon. Positions are posted for ten working days. If sufficient applications are not received, the position can be reposted as necessary. Applications and resumes are not accepted after the ten working day period unless the job is reposted.**
- **The hiring manager receives a “Thank you for posting your job” e-mail from Human Resources that details the entire hiring process.**
- **Position vacancies may also be advertised in local or regional newspapers or national publications at the expense of the hiring department. All arrangements for ads must be made through the Human Resources Recruiter. Ads must be approved by Human Resources to insure uniformity and inclusion of appropriate Affirmative Action Statements.**
- **Current employees who wish to apply for a posted position must provide Human Resources with an application or resume.**

C. Evaluation of Candidates

- **The Human Resources Recruiter evaluates all applications received based on stated job-related experience, skills, education, and training according to job description criteria. The Human Resources Recruiter will refer qualified applications to the department where the vacancy exists. The Human**

Resources Recruiter and the interviewing supervisor will review the applications sent from Human Resources and select the most suitable (minimum of three) qualified candidates for campus interviews. Selected candidates will be contacted by Human Resources to arrange an interview, which will be coordinated with the schedule of the interviewing supervisor.

- The Human Resources Recruiter will meet first with each selected candidate to gather information, review their background experience and to share the job description to determine if the applicant can perform the duties and responsibilities of the position with or without accommodation and discuss benefits and pay range. If a candidate meets or exceeds minimal qualifications for the position, he/she will proceed with the scheduled departmental interview. When it is determined that the candidate is not minimally qualified or elects to withdraw from consideration, the department supervisor will be immediately notified.
- Departmental interviews must not be promised or scheduled until the applicant is processed through Human Resources, because applicants may not always meet minimum qualifications listed on their applications. Employment procedures must be consistent for all applicants.
- The departmental interviewer or department screening committees, if used, should formulate a list of appropriate questions to ask each candidate. Questions or interview procedures must be consistently applied to all candidates. (Copies of permissible pre-employment questions can be obtained from Human Resources to include guidelines from ADA related questions.)

D. Selection of Candidate

- After meeting the posting and interviewing requirements of this policy, the hiring manager should make a decision to hire or a decision to repost the position. If necessary, the Human Resources Recruiter will process references of the top candidates upon request of the interviewing department. Usually character references, co-workers, previous employers (but not current employers unless otherwise agreed) will be verified. The Human Resources Recruiter will notify the hiring supervisor of the findings.
- When a departmental screening committee is used, the committee should not make a recommendation until after all campus interviews are completed. The hiring supervisor will make the final decision.
- When a candidate has been selected, the Human Resources Recruiter will complete a background check on the selected candidate following the ASU

background check procedure. Failure to have a background check acceptable under the ASU policy will disqualify the candidate.

- For positions requiring a P-Card or cash handling, a candidate must successfully pass a credit check.
- Upon notification of the background clearing, the Human Resources Recruiter, on behalf of ASU, will make the official employment offer to the desired candidate. The Human Resources Recruiter will advise the candidate of the salary, date, time, and place to report and documents required to satisfy Federal eligibility requirements to work in the United States. A letter will be mailed to confirm the offer.
- The hiring supervisor will be advised by the Human Resources Recruiter of the candidate's decision to accept or decline the position. When an offer is rejected, an offer may be extended to the next best qualified applicant.
- All unsuccessful candidates who have interviewed on campus will receive a letter explaining that the position has been filled by the person best qualified for the position based on job related requirements.

8.8.1 Policy Regarding Payment of Relocation Expenses for New Appointments

Originally Issued: December 2011

Statement of Policy

The university can offer to assist new employees with relocation expenses only under the following conditions:

1. The new employee must be someone appointed as an administrative officer at the level of dean or director (or higher) except in special circumstances where the president waives this restriction.
2. The amount of payment or reimbursement must be stated in the *original* letter offering the appointment.
3. The amount to be offered for relocation expenses must be approved *prior to offering the appointment* by both the vice president with supervisory responsibilities over the new employee and the chief business officer of the university or the CBO's delegate for this purpose. The maximum amount that can be offered is \$3,000 except in special circumstances where an exception has been approved by the president

Those responsible for negotiating with prospective new administrative officers or faculty members must be knowledgeable about university system, state, and IRS regulations regarding reimbursement or payment of relocation expenses. These regulations are summarized in the university document entitled “Detailed Relocation Expense Procedures” which is available in the Office of Human Resources and the office of each vice president.

Reason for Policy

This policy outlines guidelines in accordance with Board of Regents policy, Augusta State University policies, the State of Georgia code, Internal Revenue Code provisions and Internal Revenue Service (IRS) regulations for reimbursement to employees for relocation expenses and payment of relocation related expenses directly to vendors. Reimbursements and direct payments must comply with state and federal regulations.

Entities Affected By This Policy

All units of Augusta State University are covered by this policy. Human Resources, the Business Office and Vice Presidents’ Offices have specific roles under this policy.

Who Should Read This Policy

Anyone involved in the appointment of administrative officers of the university should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Human Resources	706-737-1763	http://www.aug.edu/hr/
Business Office	706-737-1767	http://www.aug.edu/business_office/

Relocation Expenses for New Appointments

Related Documents

University System Policy http://www.usg.edu/hr/manual/relocation_expenses/

Detailed Relocation Expense Procedures (Attachment A)

Relocation Expense Authority (REA) (Attachment B)

Relocation Expense Agreement (Attachment C)

Employee Request for Reimbursement of Expenses (Attachment D)

Definitions (Attachment E)

8.9 Diversity Policy

Augusta State University is an Equal Employment Opportunity employer. Board of Regents and institutional policies prohibit discrimination based on race, creed, color, national origin, sex, age, veteran status, or handicap. The equal employment opportunity program is exhibited in personnel actions as follows:

- **The recruiting, hiring, and promoting of employees in all job classifications shall continue to be accomplished without regard to race, creed, color, national origin, sex, age, veteran status, or handicap;**
- **Employment decisions shall continue to be based upon an individual's qualifications, experience, and abilities for the position being filled;**
- **Promotion decisions shall continue to be made on the individual's qualifications, performance, and accomplishments as related to the requirements of the position under consideration;**
- **All other personnel actions such as compensation, benefits, transfers, and institutional sponsored training shall continue to be administered without regard to race, creed, color, national origin, sex, age, veteran status, or handicap.**

Excerpted from Employee Handbook, January 2001

Section 9: Facilities

9.1 Facility Reservations

If you want to reserve a building or other facility the [facility reservations](#) form must be completed. Also, you must agree to the [facilities Usage Policy](#). If you have any questions or need help contact the Physical plant at (706) 737-1593.

9.2 Campus Facility Master Plan Review Process

9.2.1 Purpose. The process documented here identifies how the university's Campus Master Plan is developed and refined over time, with a focus on how the faculty and staff provide necessary input into the future planning to ensure support the university's mission.

9.2.2 General. The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support service, and other mission-related activities. The Campus Master Plan is maintained by the Assistant Vice President for Campus Development. The Campus Master Plan is a Board of Regents' required document that captures the current and future needs of the university with regard to facilities, projected student enrollment, and degrees offered. It is updated periodically, as needed. Typically, the university hires a consultant with expertise in long range planning for universities to lead this update. Periodically, during the development process, meetings with the campus leadership, faculty, staff, students, and local representatives will meet to review the program to provide input or become better informed of the status of the future university. The process highlights the importance of consideration of enrollment, faculty, staff, academic programs, infrastructure, building renovations, new construction, technology and equipment in the process for monitoring and periodic updates of the plan.

9.2.3 Governing Entities. There are three primary governing entities for the institution that oversee the development and updates to long range planning for the university. A brief description of each follows:

9.2.3.1 President's Cabinet (all the VP and senior members of the Faculty and Staff, including key Directors).

9.2.3.2 Building Advisory Team (BAT) (includes the President's cabinet, plus additional members of the faculty and staff who possess the experience and/or particular expertise for the institution).

9.2.3.3 Facility and Space Team (FAST) (includes VP for Academic Affairs, VP for Student Services and Dean of Students, VP for Business Operations, and AVP for Campus Development, with other key leaders as required, who provide input in the efforts on reallocation of space when required).

9.2.4 Implementation.

9.2.4.1 President's Cabinet meets approximately every 2 weeks for 90 minutes during the academic year, less frequently during the summer months. On occasion, key elements of facility requirements are discussed in this forum. These discussions address adequacy of existing facilities, provide significant updates on key facility projects, identify new opportunities for the institution to consider, and more. These discussions are typically general in nature, with specific details deferred to other meetings, like the Building Advisory Team meetings.

9.2.4.2 Building Advisory Team meetings are held approximately bimonthly or as required. Detailed discussions with the leadership take place to gather input, review draft plans, harness input on priorities, discuss alternatives and options, and more on all major projects and future upgrades to buildings and facilities. Additional faculty and staff may be invited to the meetings, based on the subjects to be discussed. The Assistant Vice President for Campus Development leads this effort.

9.2.4.3 Facility and Space Teams meets less frequently than other teams. They meet when space issues arise and consideration for reallocation of space is needed.

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Section 11: Information Technology

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- [12.6 Confidentiality Policy and Procedures for Law Enforcement Visits and Court Orders](#)
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Section: 100: Miscellaneous

Section: 100.1 - Responding to a Written Inquiry, Complaint or Concern from the General Public

There may be occasion when a member of the public initiates an inquiry, registers a complaint or raises a concern about the university. The university welcomes such interest from the public it serves. As a public university, Augusta State University is committed to being open and responsive in a timely, positive manner.

The following steps should be taken by staff when a written inquiry, complaint or concern is received:

- 1. ASSESS THE SERIOUSNESS OF THE MATTER**
Act to resolve the situation immediately whenever possible.
- 2. RESOLVE BRINGING IN THE APPROPRIATE PARTIES**
When necessary, refer the situation to someone within the university community who can more appropriately respond.
- 3. ALERT THE OFFICE OF THE PRESIDENT AS CIRCUMSTANCES WARRANT**
Keep the University President informed.

The person responsible for responding to a written inquiry, complaint or concern should create a file at the time written notice is received. Each step taken should be well documented. Upon closure of the matter, the file should be forwarded to the Office of Public Relations for retention. Generally, records of this nature should be retained for five years (Reference Records Management, University System of Georgia, Section A, Administrative and Finance (16))

Note: The procedures for handling complaints and/or grievances from members of the university community are listed in the respective handbooks for faculty, staff, or students. If the complaint concerns a perceived ethical violation, it should be directed immediately to the internal auditor for review.

April 26, 2010

Approved by Dr. Bloodworth, May 3, 2010