



**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA**  
**270 Washington Street, S.W.**  
**Atlanta, Georgia 30334**

**BOARD OF REGENTS MEETING AGENDA**  
**Tuesday, October 14, 2008**

<u>Approximate Times</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
<b>9:30 AM</b> Room 7019	<b>1</b>	Executive & Compensation Committee Meeting	Chairman Richard Tucker
<b>11:00 AM</b>	<b>2</b>	Executive Session	
<b>12:00 PM</b> Room 7010	<b>3</b>	Board Luncheon	
<b>1:00 PM</b> Room 7007	<b>4</b>	Call to Order	Chairman Richard Tucker
	<b>5</b>	Invocation	Regent Kessel Stelling
	<b>6</b>	Safety Briefing	Ms. Sandra Neuse
	<b>7</b>	Attendance Report	Secretary Burns Newsome
	<b>8</b>	Approval of August Minutes	Chairman Richard Tucker
	<b>9</b>	Recognition of Guests	Mr. Tom Daniel
	<b>10</b>	Recognition of Customer Service Winners	Ms. Deborah Scott
	<b>11</b>	Committee of the Whole: Finance & Business Operations	Regent Willis Potts Ms. Usha Ramachandran
<b>2:20 PM</b> 1 <sup>st</sup> Floor Training Rm		<u>Track I Committee Meetings</u>	
Room 1-101	<b>12</b>	Academic Affairs	Regent James Bishop
Room 1-101	<b>13</b>	Organization & Law	Regent Kenneth Bernard
<b>2:20 PM</b>		<u>Track II Committee Meetings</u>	
Room 7007	<b>14</b>	Finance & Business Operations	Regent Willis Potts
Room 7007	<b>15</b>	Internal Audit	Regent Felton Jenkins
Room 7007	<b>16</b>	Real Estate & Facilities	Regent Benjamin Tarbutton

**BOARD OF REGENTS MEETING AGENDA**  
**Wednesday, October 15, 2008**

<u>Approximate Times</u>	<u>Tab</u>	<u>Agenda Item</u>	<u>Presenter</u>
<b>7:30 AM</b> Room 5158	<b>17</b>	Medical Education Expansion Committee Meeting	Regent James Bishop
<b>9:00 AM</b> Room 7007	<b>18</b>	Call to Order	Chairman Richard Tucker
	<b>19</b>	Invocation	Regent Kessel Stelling
	<b>20</b>	Safety Briefing	Chief Bruce Holmes
	<b>21</b>	Attendance Report	Secretary Burns Newsome
	<b>22</b>	Remarks from the Chancellor	Chancellor Erroll Davis
	<b>23</b>	Committee of the Whole: Strategic Planning	Regent Robert Hatcher Ms. Shelley Nickel Dr. Daniel Kaufman
	<b>9:50 AM</b> Room 7007	<b>24</b>	Committee Reports: A. Executive & Compensation B. Academic Affairs C. Finance & Business Operations D. Internal Audit E. Medical Education Expansion F. Organization & Law G. Real Estate & Facilities H. Strategic Planning
<b>25</b>		Unfinished Business	Chairman Richard Tucker
<b>26</b>		New Business	Chairman Richard Tucker
<b>27</b>		Petitions and Communications	Secretary Burns Newsome
<b>28</b>		Executive Session	Chairman Richard Tucker
<b>29</b>		Adjournment	Chairman Richard Tucker

# AGENDA

## EXECUTIVE AND COMPENSATION COMMITTEE

October 14, 2008

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| 3. | Paper Reduction Strategies | 3 |
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## **AGENDA**

### **EXECUTIVE AND COMPENSATION COMMITTEE**

**October 14, 2008**

**1. Information Item: Regents' Retreat**

The Committee will discuss possible agenda items and dates for the Board's upcoming retreat.

2. **Information Item: Away Meeting Rotation**

The Committee will discuss a new proposed rotation for the Board meetings held on campuses.

**3. Information Item: Paper Reduction Strategies**

Senior Staff will brief the Committee on paper reduction strategies being proposed and/or implemented at the University System Office.

**4. Executive Session: Personnel Matters and Possible Real Property Acquisitions**

The Committee will meet in Executive Session on Tuesday, October 14, 2008 to discuss personnel matters and possible real property acquisitions. Materials will be distributed in Executive Session.

# AGENDA

## COMMITTEE ON ACADEMIC AFFAIRS

October 14, 2008

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## COMMITTEE ON ACADEMIC AFFAIRS

### PRIMARY POINTS / SUMMARIES

October 14, 2008

Below are summaries of reports and updates to be presented to the Committee on Academic Affairs as well recommended approvals specifically concerning new programs. Details concerning each item can be found on successive pages within this document. The Office of Academic Affairs recommends the approval of each item.

#### I. Consent Items

**1. Revisions to The Policy Manual, Section 800: Personnel**

Revisions to The Policy Manual, Section 800: Personnel encompass substantive and editorial changes that reflect prescriptive guidelines for campus recommendations with regard to recruitment and appointment, rank, evaluation of faculty, criteria for promotion, criteria for tenure, exemptions for Georgia Gwinnett College, data gathering on faculty appointments, notice of non-reappointment, the types of contracts used, and the award of emeritus status.

**2. Establishment of a Bachelor of Science in Education in Early Childhood Education/Special Education, College of Coastal Georgia**

The College of Coastal Georgia requests approval to establish a Bachelor of Science in Education in Early Childhood Education/Special Education as part of its revised mission and inclusion in the state college sector. The institution has identified early childhood education as an area of specific, targeted workforce need in the area and plans to increase the number of teachers certified at this level.

**3. Establishment of a Bachelor of Science in Middle Grades Education, College of Coastal Georgia**

In conjunction with an early childhood program, the College of Coastal Georgia requests approval to establish a Bachelor of Science in Middle Grades Education in an effort to increase the number of teachers with specialization in mathematics, science, social studies, and language arts. The program was developed to address the attrition of current teachers in the workforce and to plan for teachers who are within retirement in surrounding counties.

## COMMITTEE ON ACADEMIC AFFAIRS

### PRIMARY POINTS / SUMMARIES

October 14, 2008

**4. Establishment of a Bachelor of Science in Nursing (Generic and RN to BSN Completion), College of Coastal Georgia**

The third of four baccalaureate proposals, the Bachelor of Science in Nursing is requested for approval by the College of Coastal Georgia. The program will provide students with both a traditional baccalaureate nursing as well as RN to BSN completion options. The nursing options were developed to meet a regional need for additional nurses in the area. The program builds upon the institution's successful associate-level degree program and has followed standards established by the National League for Nursing Accrediting Commission and the Georgia Board of Nursing.

**5. Establishment of a Bachelor of Business Administration in General Business, College of Coastal Georgia**

The final program in the series of baccalaureates, a Bachelor of Business Administration in General Business is proposed by the College of Coastal Georgia in an effort to meet demands expressed through surveys of the business community. Industries in the area that could employ graduates of the program based on company personnel needs include tourism and hospitality, water transportation, freight transportation. The program includes upper-level courses encompassing economics, management, marketing, and finance.

**6. Establishment of a Bachelor of Arts and Bachelor of Science in Rural Studies, Abraham Baldwin Agricultural College**

Abraham Baldwin Agricultural College seeks approval to establish Bachelor of Arts and Bachelor of Science degrees in Rural Studies. The niche major area focuses on the rural aspects of Georgia. Graduates of the program will gain specialized knowledge of rural communities and be prepared to work as regional planners, community specialists, and within the administration of rural development centers.

**7. Establishment of a Bachelor of Science with a Major in Computer Science, Clayton State University**

Clayton State University seeks approval to establish a Bachelor of Science with a major in Computer Science. The program will use computer game design and programming while teaching students the fundamentals required to solve complex problems and develop algorithmic solutions for computing.

## COMMITTEE ON ACADEMIC AFFAIRS

### PRIMARY POINTS / SUMMARIES

October 14, 2008

- 8. Establishment of Master of Arts in Teaching with majors in English and Mathematics with Secondary Teacher Certification, Clayton State University**  
Clayton State University has submitted a Master of Arts in Teaching with majors in English and mathematics with secondary teacher certification for approval. The Master of Arts in Teaching was developed in response to the call for more certified teachers in the areas of mathematics and English. The program provides an alternative route for initial certification for students who currently hold a bachelor's degree, but do not hold a teaching certification.
- 9. Establishment of a Master of Science in Biotechnology, Fort Valley State University**  
In keeping with the Georgia Office of Economic Development's emphasis on biotechnology in the state, Fort Valley State University has submitted a Master of Science in Biotechnology for recommendation and approval. The program would increase the number of students at the graduate level underrepresented in sciences education and prepare students for employment in biotechnology-related areas such as nanobiotechnology, plant and cell biotechnology, environmental technology, and molecular biology. Graduates of the program would be prepared for employment within approximately 270 biosciences companies in Georgia.
- 10. Establishment of Specific External Degree Programs, Fort Valley State University**  
Fort Valley State University seeks approval to establish specific external degree programs primarily at its Warner Robins Center with a few programs to be offered online. Graduate programs offered at the Warner Robins Center are part of a weekend college option designed to improve access and opportunities for students interested in master's degrees. Select undergraduate programs are offered in an effort to expand opportunities to those students who are unable to attend classes on the home campus.
- 11. Establishment of a Bachelor of Fine Arts in Design and Technology for Theatre, Gainesville State College**  
Gainesville State College seeks to offer a Bachelor of Fine Arts in Design and Technology for Theatre. The program was developed to meet the needs of the technical employee needed to manage live productions. The program seeks to provide graduates with training in design and technical theatre from concept to actual production. The program, if approved, would be the fourth baccalaureate program for the institution.

## COMMITTEE ON ACADEMIC AFFAIRS

### PRIMARY POINTS / SUMMARIES

October 14, 2008

- 12. Establishment of a Doctor of Philosophy with a Major in Plant Breeding, Genetics & Genomics, University of Georgia**  
The University of Georgia seeks to establish a Doctor of Philosophy with a major in Plant Breeding, Genetics & Genomics. The doctoral program builds upon the institution's expertise and research in the area of crop and soil research. The research emphasis of the program is aligned with needs as expressed by the U. S. Department of Agriculture and other companies that focus on plant breeding under controlled conditions.
- 13. Establishment of a Master of Natural Resources, University of Georgia**  
The University of Georgia seeks to establish a Master of Natural Resources in an effort to clearly differentiate natural resources planning from forestry. The program will focus on opportunities associated with public and private lands concerning conservation, resource use and supply, reaction, green space, and wildlife habitat.
- 14. Establishment of a Master of Arts in International Affairs, North Georgia College & State University**  
North Georgia College & State University seeks approval to establish a Master of Arts in International Affairs. The program was developed to prepare civilian and military students with an understanding of world politics and international forum upon which decisions are made in international relations.

## AGENDA

### COMMITTEE ON ACADEMIC AFFAIRS

October 14, 2008

#### 1. Revisions to The Policy Manual, Section 800: Personnel

Recommended: That the Board approve revisions to The Policy Manual, Section 800: Personnel.

Abstract: The following grid provides a brief overview of the changes made to The Policy Manual, Section 800: Personnel.

#### Summary of Changes to Section 800 of The Policy Manual

<u>Section</u>	<u>Reason for Change</u>
802.07.01	Typographical error
802.08.03	Decentralizes oversight of rehire of USG retiree to campus presidents
803.01.01	Correct title for Dr. Herbst's position
803.01.02	Former version did not include minimum expectations for scholarship
803.03 (Note: The section numbering changes after this point. Old numbers have been used for this summary)	More inclusive of which campus administrators should recommend Board committee name corrected
803.0301	More inclusive of which campus administrators should recommend Board committee name corrected
803.03.02	Table column label clarifies institution type Clarifies rank requirement for these positions
803.05	Removes requirement to send notice of renewal All other changes clarify which faculty must be notified and now includes lecturers, senior lecturers, and faculty at Georgia Gwinnett College

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****Summary of Changes to Section 800 of The Policy Manual**

<b><u>Section</u></b>	<b><u>Reason for Change</u></b>
803.07	Title correction for Dr. Herbst's position Clarifies service must be professional and adds areas where service can be done Address research expectations for promotion Adds Master's degree requirement for promotion at state and two-year colleges and specifies type of study required for those without a master's
803.08	Section addresses only criteria for tenure – not promotion. Section Title is changed to reflect content Exempts Georgia Gwinnett College Spells out percent Specifies the rank required to be eligible for tenure Adds requirement for data reporting
803.08.03	Removes requirement to send notice to renew to non-tenure track personnel as well Includes laboratory as a place where academic professionals can work with faculty Clarifies when notice of non-reappointment must be made
803.10.03	Includes limited term personnel
803.12	Identifies types of contracts that can be used, including Georgia Gwinnett College, and removes contract forms from Policy Manual. Directs reader to Academic Affairs Handbook where forms will be included
803.14	Includes option to award emeritus status to faculty who die prior to retirement, but still meet same criteria for retired faculty

The policy sections with changes can be found on successive pages. Policy 800: Personnel, as a whole, is not included, but rather, only sections that have undergone revisions are displayed in their entirety. Please note that the strikethrough texts represent deletions from the current version, and the bold, highlighted texts represent additions.



**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**802.07 LEAVE**

**802.07.01 VACATION/ANNUAL LEAVE**

A. Regular Employee

A regular employee, as defined in Business Procedures Manual (BPM), Volume 3A Revised, who works one-half time or more shall earn paid vacation/annual leave. A full-time regular employee shall be entitled to vacation/annual leave earned at the rate of:

1. one and one-fourth working days per month (10 hours) for each of the first five years of continuous employment;
2. one and one-half working days per month (12 hours) for each of the next five years of continuous employment; and
3. one and three-fourths working days per month (14 hours) for each year after the completion of ten years of continuous employment.

The accrual rate of vacation/annual leave for an hourly employee will be based upon his/her standard work commitment. The use of approved vacation/annual leave shall be recorded on institutional leave records.

A regular employee who works one-half time or more but less ~~that~~ **than** full-time shall accrue vacation/annual leave prorated on the basis of full-time employment. An employee who is employed less than one-half time shall not be eligible to accrue vacation/annual leave.

B. Temporary Employee

A temporary employee, as defined in Business Procedures Manual (BPM), Volume 3A Revised, is not eligible to accrue vacation/annual leave.

C. Faculty and Administrative Officers

The Policy Manual defines a member of the faculty and an administrative officer in Sections 302.01, 302.02, and 302.03.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

A full-time faculty member employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. All working days during the fiscal year shall be counted; absences during academic calendar breaks shall be recorded as vacation; and all vacation days shall be recorded on institutional leave records.

A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month. The use of approved vacation/annual leave shall be recorded on institutional leave records.

- B. An individual who has retired from another State of Georgia sponsored retirement plan may not count such retirement service toward meeting the eligibility criteria for retirement from the University System of Georgia (BR Minutes, October 2002).

**802.08.03 EMPLOYMENT BEYOND RETIREMENT**

~~When a~~ **An individual who has retired** retires from the University System of Georgia and is receiving benefits from the Teachers Retirement System, the Employees Retirement System, or the Regent's Retirement Plan, **may be eligible for reemployment on a part-time basis.** ~~he/she shall not be reemployed by the University System, without the prior approval of the Board of Regents. When an employee has retired from the University System of Georgia, he/she may be reemployed~~ **Reemployment of USG retirees** by the University System of Georgia **must fall** under the following conditions:

- A. The reemployment of a University System of Georgia retiree must be approved by the **hiring institution's president. Institutions must submit a copy of their hiring and approval procedures to rehire USG retirees to the Office of Faculty Affairs.** ~~Board of Regents;~~
- B. A rehired retiree must have a minimum break of **at least** one month between the effective date of his/her retirement and the effective date of his/her reemployment;
- C. The work commitment of a rehired retiree must be less than half-time; i.e., less than **49** ~~50~~%;
- D. The salary that is paid to a rehired retiree must be either:
1. ~~Less than 50~~ **No more than 49**% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired, or;
  2. ~~Less~~ **No more** than ~~50~~ **49**% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensations plan, or, if not applicable, the average compensation of existing or previous incumbents, or,

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

3. Less **No more** than 50 **49**% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer
- E. The salary that is paid to a rehired retiree must be consistent with his/her work commitment (BR Minutes, April 2002; November 2007).

**803 FACULTY POLICIES, ADDITIONAL**

**FACULTY EMPLOYMENT**

**803.01.01 RECRUITMENT AND APPOINTMENT**

Each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to guidelines promulgated by the ~~Senior Vice Chancellor for Academic Affairs.~~ **University System Chief Academic Officer.**

**803.01.02 MINIMUM QUALIFICATIONS FOR EMPLOYMENT**

1. Minimum employment qualifications for all institutions and all academic ranks within these institutions shall be:
  - a. Consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation;
  - b. Evidence of ability as a teacher;
  - c. Evidence of ability and activity **in research, scholarship, and/or creative activity and as a scholar** in all other aspects of duties assigned;
  - d. Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and
  - e. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations.
2. Research and Regional Universities. In addition to "A" above, initial appointees to the associate or full professorial rank should have the terminal degree in the appropriate discipline or equivalent in training, ability, or experience.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

3. State Universities. In addition to "A" above, initial appointees to the full professorial rank should have a terminal degree in the appropriate discipline or the equivalent in training, ability or experience.

**803.032 REGENTS' PROFESSORSHIPS**

Regents' Professorships may be granted by the Board of Regents to outstanding faculty members of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and, in special circumstances approved by the Board, other University System institutions. A Regents' Professorship shall be awarded by the Board only upon the unanimous recommendation of the president, the **chief academic officer**, ~~dean of the graduate school, the administrative dean, the~~ **appropriate** academic dean, and three other members of the faculty to be named by the president, and upon the approval of the Chancellor and the Committee on ~~Education, Research and Extension~~ **Academic Affairs**.

A Regents' Professorship shall be granted by the Board for a period of three years. Consideration of the renewal of the professorship for a second three-year period shall be given by the Board upon recommendation of the president of the institution, the Chancellor, and the Committee on ~~Education~~ **Academic Affairs**. After a period of six years the Regents' Professorship shall automatically become coincidental in term with the regular professorship (BR Minutes, 1946-47, pp. 166-167).

**803.032.01 REGENTS' RESEARCHERS**

Regents' Researcher titles may be granted by the Board of Regents to outstanding full-time principal researchers of the Georgia Institute of Technology, the University of Georgia, the Medical College of Georgia, Georgia State University, and in special circumstances approved by the Board, other University System institutions. The Regents' Researcher title shall be awarded by the Board only upon the unanimous recommendation of the president, the ~~appropriate vice president~~ **chief academic officer**, and three members of the faculty to be named by the president, and upon the approval of the Chancellor and the Committee on ~~Education, Research and Extension~~ **Academic Affairs**.

A Regents' Researcher title shall be granted by the Board for a period of three years. Consideration of the renewal of the title for a second three-year period shall be given by the Board upon recommendation of the president of the institution, the Chancellor, and the Committee on ~~Education, Research and Extension~~ **Academic Affairs**. After a period of six years, the Regents' Researcher title shall automatically become coincidental with the term of his or her employment.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**803.032.02 ESTABLISHMENT OF SPECIAL FACULTY POSITIONS**

Support of Academic Positions from Gifts and Endowments: No endowed chair, professorship or fellowship will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a chair, professorship or fellowship without prior approval by the Board. Recommendations to the Board concerning specially designated academic positions will be made through the Chancellor to the Board. Before the final action of the Board, such recommendations will be referred to the Finance and Business Operations Committee and the Academic Affairs Committee (BR Minutes, August 2007).

The minimum funding levels for each endowed academic position listed below shall be established periodically by the Board upon recommendation by the Chancellor. Institutions may require funds greater than the stated minimum funding levels when developing support for endowed chairs (BR Minutes, August 2007). (The initial recommendations are included below for each position.)

The categories of endowed academic positions shall be described as follows:

Research and  
Regional Universities

State Colleges and Universities  
and ~~Associate Degree~~ **Two-Year** Colleges

Distinguished University Chairs	\$2,000,000		
Distinguished Chairs	\$1,000,000	Distinguished Chairs	\$500,000
Chairs	\$500,000	Chairs	\$300,000
Distinguished Professorships	\$400,000	Distinguished Professorships	\$200,000
Professorships	\$200,000	Professorships	\$100,000
Distinguished Scholar	\$100,000	Distinguished Scholar	\$50,000
Fellowships	\$50,000	Fellowships	\$30,000
Lecture or Seminar Series	\$50,000	Lecture or Seminar Series	\$30,000

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

Specially Designated Faculty Positions Funded By Endowments: The endowed chairs, professorships and fellowships will be established by the Board of Regents upon request of the institutional President and recommendation of the Chancellor only after it is assured and documented that the endowment is properly funded and that the investment strategy of the endowment, wherever held, will meet the continuing demands of the chair, professorship or fellowship (BR Minutes, August 2007). This assurance must address the proper mix of capital growth, income production and liquidity. The institution will pay from its funds such amounts as are necessary to set the salary of the holder at a level commensurate with his or her record, experience, and position in the faculty. The endowment income will be used for salary supplementation and for other professional support of the holder of the endowed position, including assistance in the research of the holder.

The holder of a fellowship shall be a qualified person of ~~any academic~~ **professorial** rank (**professor, associate professor, or assistant professor**), without regard to tenure status. The endowed fellowship will be used to provide temporary support (not to exceed one academic year) of distinguished scholars who are in temporary residence at the institution while participating in planned academic programs; visiting scholars who are in temporary residence at the institution for special academic programs or purposes; institution faculty who have made unique contributions to academic life or to knowledge in their academic discipline; and institution faculty of any academic rank irrespective of tenure status, who have been selected for teaching excellence through procedures established by the institution.

**803.043 INTRASYSTEM RECRUITMENT**

It is recognized as a good practice for University System institutions to employ principal administrators and faculty members from other institutions of the System. When a president wishes to consider for employment a principal administrator or faculty member of another institution in the System, he/she shall notify the president of the employing institution before an offer is being made to the principal administrator or faculty member. When a formal offer is made, the letter shall include a statement to the effect that acceptance can be made only after all contractual obligations have been fulfilled (BR Minutes, August 2007).

**803.054 NOTICE OF EMPLOYMENT AND RESIGNATION**

**The following notification requirements apply to those members of the faculty who have been awarded the ranks of instructor, assistant professor, associate professor, or professor:**

Tenured Faculty: All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty days written notice of their intention to resign to the president of the institution or to his/her authorized representative.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

Nontenured **Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, Professor**: Each year, on or before the dates specified in Regents' tenure regulations, the president of an institution or his/her authorized representative, shall advise, in writing, **all non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), and who are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew.** ~~whether an employment contract for the succeeding academic year will be offered to them. Such written notice~~ **of intent not to renew** shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered.

Notice of intention to renew or not to renew a nontenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

- A. at least three months before the date of termination of an initial one-year contract;
- B. at least six months before the date of termination of a second one-year contract;
- C. at least nine months before the date of termination of a contract after two or more years of service in the institution. ~~This schedule of notification does not apply to persons holding temporary or part-time positions, or persons with courtesy appointments, such as adjunct appointments.~~

**D. This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with courtesy appointments such as adjunct appointments.**

**E. This schedule of notification does not apply to Georgia Gwinnett College (see above).**

**Lecturers and Senior Lecturers:**

- A. Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis.**
- B. Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:**

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

- a. For lecturers with less than three years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
- b. For lecturers with three or more years but less than six years of full-time service, institutions must provide non-reappointment notice at least 30 calendar days prior to the institution's first day of classes in the semester.
- c. For senior lecturers or lecturers with six years or more of full-time service, institutions must provide non-reappointment notice at least 180 calendar days prior to the institution's first day of classes in the semester.

**C. Lecturers or Senior Lecturers who have served for six or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution. The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.**

**D. In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above.**

**Georgia Gwinnett College Faculty: The notice of employment and resignation language noted in Parts A and B of this section does not apply to faculty at Georgia Gwinnett College (GGC). Full-time faculty at GGC are appointed into non-tenure-track positions. GGC faculty members are eligible for renewable contracts, with modified contract notification rights as approved by the Board of Regents effective June 2007. GGC faculty appointments and notification shall be governed by the following policy:**

- A. Each successful GGC faculty appointment will be eligible to receive one of the following contracts upon acceptance of an employment offer authorized by the President. For all initial faculty appointments, the President retains the discretion to determine whether a successful candidate will be offered a one-year standard non-renewable contract or a three-or five-year renewable appointment according to the faculty rank guidelines in Parts D.2 and D.3.
- B. Candidates offered the position of Assistant Professor or below will be eligible to receive either a three-year renewable appointment or a standard one-year non-renewable appointment.



**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**C. Candidates offered the position of Professor or Associate Professor will be eligible to receive either a three- or five-year renewable appointment or a standard one-year non-renewable appointment.**

**D. Contract Expiration Guidance for One-Year Non-Renewable Appointments. A faculty member who is nearing completion of an initial one-year standard non-renewable contract will receive at least three months advance written notice of intent to issue a new contract for the following year or notice of intent to end the employment relationship at contract end. Faculty serving under a second one-year standard non-renewable contract will receive at least six months advance written notice of intent to issue a new contract or intent to end the employment relationship at contract end. Faculty serving under a one-year standard non-renewable contract after two or more years of service to the institution will receive at least nine months notice of intent to issue a new contract or intent to end the employment relationship at contract end.**

**No further requirements other than the written notifications noted herein will be applicable in concluding the employment relationship for a standard non-renewable one-year faculty contract.**

**E. Contract Expiration Three or Five Year Renewable Appointment: A faculty member employed under a three or five year renewable appointment will receive at least nine months written notice prior to the contract expiration in the last year of a renewable appointment term. The notice shall state the President's intent to issue a new renewable appointment for either a three or five year term (based on the faculty member's rank at contract expiration) or an intent to end the employment relationship at the end of the contract.**

**No further requirements other than the nine months written notification in the final appointment year will be applicable in concluding the employment relationship for a three or five year renewable faculty appointment.**

**F. Evaluations and Promotions: Regardless of the length or type of faculty appointment offered, each year all full-time faculty members will receive a faculty performance review.**

**G. Provisional Period for Renewable Contracts: Faculty members serving under an initial three or five year renewable appointment may be required to complete a one time provisional period not to exceed six months. At any time during the initial six months provisional period of a three or five year renewable appointment, a decision can be made to notify a faculty member that a contract will not be forthcoming for the**

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

remaining two or four years respectively, except that written notice must be given at least three months prior to the end of the initial appointment year. Faculty members who have previously served under a non-renewable faculty contract with Georgia Gwinnett College will not be required to serve a provisional period upon acceptance of a renewable appointment.

**H. No further requirements other than the written notification will be applicable in concluding the employment relationship during the provisional period of a renewable appointment.**

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

**803.065 EVALUATION OF FACULTY**

Each institution shall establish definite and stated criteria, consistent with Regents' policies and the statutes of the institution, against which the performance of each faculty member will be evaluated. The evaluation shall occur at least annually and shall follow stated procedures as prescribed by each institution. Each institution, as part of its evaluative procedures, will utilize a written system of faculty evaluations by students, with the improvement of teaching effectiveness as the main focus of these student evaluations. The evaluation procedures may also utilize a written system of peer evaluations, with emphasis placed on the faculty member's professional development. In those cases in which a faculty member's primary responsibilities do not include teaching, the evaluation should focus on excellence in those areas (e.g., research, administration) where the individual's major responsibilities lie. Institutional policies and procedures shall ensure that each faculty member will receive a written report of each evaluation and that the results of the evaluation will be reflected in the faculty member's annual salary recommendations. Institutions will ensure that the individuals responsible for conducting performance evaluations are appropriately trained to carry out such evaluations.

Each institution shall conduct in-depth pre-tenure reviews of all faculty in their third year of progress toward tenure. The criteria established for promotion and tenure, emphasizing excellence in teaching, shall be used as the focus for these reviews. The institution shall develop pre-tenure review policies, as well as any subsequent revisions (BR Minutes, February 2007, 28).

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

Institutions employing graduate teaching and/or laboratory assistants shall develop procedures to (a) provide appropriate training to support and enhance these assistants' teaching effectiveness, (b) conduct regular assessments, based on written procedures and including results of student and faculty evaluations, of each assistant's teaching effectiveness and performance, and (c) assess competency in English and, if needed, provide training in English language proficiency.

Senior administrators shall be evaluated by the administrator's supervisor, using a performance management instrument which emphasizes leadership qualities, management style, planning and organizing capacities, effective communication skills, accountability for diversity efforts and results, and success at meeting goals and objectives. All senior administrators shall be evaluated by their subordinates (one level down) at least once every five years. Evaluation results will be the basis for the senior administrator's development plan.

Each institution shall conduct post-tenure reviews of all tenured faculty members. Each faculty member is to be reviewed five years after the most recent promotion or personnel action, and reviews shall continue at five-year intervals unless interrupted by a further review for promotion. Administrators who have tenure and who may also have some teaching responsibilities will not be subject to post-tenure review as long as a majority of their duties are administrative in nature. At such time as an administrator may return full time to the faculty, she/he will be placed into the post-tenure review cycle and will be evaluated under those guidelines as a faculty member in the fifth year following the return to the faculty and at subsequent five year intervals (BR Minutes, August 2007).

The institution president shall review and approve institutional post-tenure review policies, as well as any subsequent revisions (BR Minutes, February 2007). These institutional policies must conform to the institution's mission and to System procedures for post-tenure review. Institutional policies also shall address cases in which a tenured faculty member's performance is deemed unsatisfactory.

**803.076 CRITERIA FOR PROMOTION**

Each University System institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. These policies will be submitted to the ~~Senior Vice Chancellor for Academic Affairs~~ **University System Chief Academic Officer** for review.

### 1. Revisions to The Policy Manual, Section 800: Personnel (Continued)

Minimum for all three types of institutions in all professorial ranks:

1. Superior teaching.
2. Outstanding **professional** service to the **profession**, institution, **and/or the community**.
3. **Outstanding research, scholarship, creative activity or academic achievement.**
4. Professional growth and development.

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

Research and Regional Universities: In addition to "A" above, promotion to the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

State Universities: In addition to "A" above, promotion to the rank of professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

State and Two-Year Colleges: In addition to "A" above, promotion to the rank of professor requires **a master's degree in the teaching discipline**, or in rare cases ~~at least~~ the equivalent of two years of full-time **graduate or first professional** study beyond the bachelor's degree. Longevity of service is not a guarantee per se of promotion.

### **803.087** TENURE AND CRITERIA FOR PROMOTION **TENURE**

Each institution in the University System **with the exception of Georgia Gwinnett College** shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching faculty. Such policies shall conform to the requirements listed below and shall be reviewed and approved by the University System chief academic officer (BR Minutes, August 2007, 27). The requirements listed below shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies and approved by the Board of Regents, shall be incorporated into the statutes of an institution.

**Criteria for Tenure**

1. Minimum for all three types of institutions in all professorial ranks:

- a. Superior teaching; demonstrating excellence in instruction
- b. Research or academic achievement, as appropriate to the mission
- c. Outstanding service to the institution, profession, or community
- d. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned, setting forth the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be tenured.

2. Research and Regional Universities: In addition to "1" above, tenure at the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

3. State Universities: In addition to "1" above, tenure requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

4. State and Two-Year Colleges: In addition to "1" above, tenure requires at least the equivalent of two years of full-time study beyond the bachelor's degree. Longevity of service is not a guarantee of tenure.

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 **percent** % workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

Normally, ~~o~~ Only assistant professors, associate professors, and professors **are eligible for tenure. Normally, only faculty** who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. However, faculty members holding these professorial ranks who are employed by or on the staff of the Medical College of Georgia (MCG) on less than a full-time basis, and who also hold an appointment at the Veterans Administration Medical Center-Augusta, shall be eligible for promotion and/or the award of tenure by the institutional president (BR Minutes, August 2007, 28). The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two out of three consecutive academic terms. Faculty ~~members~~ with **non-tenure track adjunct** appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments, **such as adjunct appointments.**

Tenure may be awarded, upon approval by the President, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher (BR Minutes, August 2007, 29). The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or part-time service may be permitted, provided, however that an award of credit for the probationary period of an interruption shall be at the discretion of the President. In all cases in which a leave of absence, approved by the President, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three years<sup>1</sup> credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be approved in writing by the President at the time of the initial appointment at the rank of assistant professor or higher. Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases a president may approve an outstanding, distinguished senior faculty member for the award.

Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

Upon approval of the award of tenure to an individual by the president, that individual shall be notified in writing by the president of his/her institution, with a copy of the notification forwarded to the University System chief academic officer (BR Minutes, August 2007, 30).

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

Each institution shall provide data annually to the University System chief academic officer showing the institution's tenure rates by gender and race. **Each institution shall provide official data on faculty and other employees each academic term to the Board of Regents. None of the procedures in Section 803.08 apply to faculty at Georgia Gwinnett College.** (BR Minutes, August 2007, 30).

**803.087.01 PROGRAM MODIFICATION**

As part of its broad constitutional authority to manage the University System of Georgia, the Board of Regents may exercise its authority to modify programs offered by the System generally or at various institutions of the System. Such modification may be a part of a change of institutional mission and may result in discontinuation of programs or reduction in size thereof. A program modification of such magnitude that requires the termination of tenured faculty members will be implemented only after completion of a study, with institutional administrative and faculty participation, by the Chancellor's staff. The Chancellor will report the results of that study to the Board along with recommended guidelines under which program modification will be effected.

**803.098 NON-TENURE TRACK PERSONNEL**

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for submission to and approval by the Chancellor or his/her designee. Subsequent requests for such designations submitted during the budget year must also be approved by the Chancellor or his/her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the institutional president (BR Minutes, August 2007, 32).

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track professional personnel:

1. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.
2. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

3. Notice of intention to ~~renew or~~ not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel. This schedule of notification shall not apply to other professional personnel.
4. Individuals employed in non-tenure track positions may apply on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be effected on a voluntary basis only.

**803.08.01 EMPLOYMENT OF FULL-TIME LECTURERS**

To carry out special instructional functions such as basic skills instruction, universities may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the institution ([BR Minutes, February 2007](#)). Not more than 10% of an institution's FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers (BR Minutes, 1992- 93, p. 188).

**803.08.02 SENIOR LECTURERS**

The title of senior lecturer may be used at the discretion of the universities that employ lecturers. Universities are discouraged from initial hiring at the senior lecturer level. Lecturers who have served for a period of at least six years at the employing university may be considered for promotion to senior lecturer if the university has adopted this title and has clearly stated promotion criteria. Promotion to senior lecturer requires approval by the president and must be reported as a matter of information to the Senior Vice Chancellor for Academics and Fiscal Affairs when promotions for ranked faculty are transmitted to the University System Office. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Senior lecturers are not eligible for the award of tenure (BR Minutes, August 2002).



**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.08.03 ACADEMIC PROFESSIONALS**

Academic Professional titles may be assigned to appropriate positions (as defined below). Institutions are authorized to establish non-tenure track professional positions. Persons in such positions may be involved in duties of a managerial, research, technical, special, career, public service or instructional support nature. Examples of such positions currently existing are Public Service Professional, Research Scientist, Research Associate, Research Engineer, and Research Technologist. The title Academic Professional would be similar to those currently in use (BR Minutes, February, 2007, 31).

Institutions are authorized to establish non-tenure track professional positions, with the approval of the Chancellor. Persons in such positions may be involved in duties of a managerial, research, technical, special, career, public service, or instructional support nature. Examples of such positions currently existing are Public Service Professional, Research Scientist, Research Associate, Research Engineer, and Research Technologist. The title Academic Professional would be similar to those currently in use.

The following stipulations apply to all Academic Professional Positions:

1. The position requires an appropriate terminal degree, or in rare and extraordinary circumstances, qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the institution president (BR Minutes, February 2007, 31).
2. The Academic Professional designation may not be assigned to a position where the teaching and research responsibilities total 50% or more of the total assignment.
3. The position is not a tenure-track position, and the holder of the position is not eligible for consideration for the award of tenure, or for probationary credit toward tenure.

The designation Academic Professional would apply to a variety of academic assignments that call for academic background similar to that of a faculty member with professorial rank, but which are distinctly different from professorial positions. Examples include managing instructional laboratories, assuming academic program management roles not suited for expectations applied to tenure-track faculty members, operating instructional technology support programs, being responsible for general academic advising, assuming professional student counseling center responsibilities, providing specialized skill acquisition training as support for academic programs, and working with tenure-track faculty members in course and curriculum development **and in the laboratory**.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

General categories for Academic Professionals would include:

1. Training and Instructional Support. This includes educational needs assessment, program development and coordination, instructional materials and technology development, delivery of specialized or skill acquisition instruction, and program evaluation. In light of the restriction above, Academic Professionals must be persons whose instructional duties account for less than half of their total time.
2. Technical Assistants. An advisory or operating role which provides specialized knowledge appropriate for program support and development. The activities range from a significant or advisory or operating role to managing a technical support unit to development of organizational structures and function.
3. evaluation. In light of the restriction above, Academic Professionals must be persons whose instructional duties account for less than half of their total time.
4. Technical Assistants. An advisory or operating role which provides specialized knowledge appropriate for program support and development. The activities range from a significant or advisory or operating role to managing a technical support unit to development of organizational structures and function.
5. Specialized Management. This includes supervision of clinical practice or field experience, or providing services or out-of-class educational opportunities for students.

Career ladders may be established for Academic Professionals, using the following titles: Academic Professional Associate, Academic Professional, and Senior Academic Professional (BR Minutes, February 2007, 32).

Reappointment of Academic Professionals ~~would be~~ **is** made annually. Notice of ~~reappointment~~ **and non-reappointment** must be made in a timely manner consistent with Board of Regents policy, **using the three-month, six-month, and nine-month notification schedule depending upon length of service in the position.**

All provisions of Section 803.10 of the Board of Regents' Policy Manual will apply to the employment of Academic Professionals.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.0910 DISCIPLINE AND REMOVAL OF FACULTY MEMBERS**

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution.

**803.0910.01 GROUNDS FOR REMOVAL**

A tenured faculty member, or a non-tenured faculty member, before the end of his/her contract term, may be dismissed for any of the following reasons provided that the institution has complied with procedural due process requirements:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment--or prior thereto if the conviction or admission of guilt was willfully concealed;
2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member's performance of duty or his/her responsibilities to the institution or to his/her profession;
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense;
5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
6. False swearing with respect to official documents filed with the institution;
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
8. Such other grounds for dismissal as may be specified in the Statutes of the institution.

Each institution, as a part of its statutes, may supplement Regents' policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.0910.02 PROCEDURES**

Introduction: These procedures shall apply only to the dismissal of a faculty member with tenure, or a non-tenured faculty member before the end of the term specified in his/her contract.

It is intended that the procedures set forth below shall be considered as minimum standards of due process and shall not be construed as a limitation upon individual standards or procedures, consistent with the Policy Manual and Bylaws of the Board, which an institution of the System may elect to adopt for its own improvement or to make adjustment to its own particular circumstances. Such additional standards or procedures shall be incorporated into the statutes of the institution.

The president may at any time remove any faculty member for cause. Cause or grounds for dismissal are set forth in this Policy Manual and in the approved statutes or bylaws of an institution. Whenever the words "president" or "administration" are used in these procedures, they shall be construed to include the designated representative of the president.

Preliminary Procedures: The dismissal of a tenured faculty member, or a non-tenured faculty member during his/her contract term should be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement.
  2. Informal inquiry by an appropriate faculty committee which may, upon failing to effect an adjustment, advise the president whether dismissal proceedings should be undertaken; its advisory opinion shall not be binding upon the president.
- M. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president. If the president does not approve the report, he should state his reasons in writing to the Committee for response before rendering his final decision. If the Committee concludes that an academic penalty less than dismissal would be more appropriate than dismissal, it may so recommend with supporting reasons. The president may or may not follow the recommendations of the Committee;
- N. After complying with the foregoing procedures, the president shall send an official letter to the faculty member notifying him/her of his/her retention or removal for cause. Such letter shall be delivered to addressee only, with receipt to show to whom and when delivered and address where delivered. The letter shall clearly state any charges which the president has found sustained and shall notify such person that he/she may appeal to the Board of Regents for review. The appeal shall be submitted in writing to the Chancellor within twenty (20) days following the decision of the president. It shall state the decision complained of and the redress desired.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

The Board or a committee of the Board shall investigate the matter thoroughly and render its decision thereon within sixty (60) days from the date of the receipt of the appeal or from the date of any hearing which may be held thereon;

- O. Upon dismissal by the president, the faculty member shall be suspended from employment without pay from the date of the final decision of the president. Should the faculty member be reinstated by action of the Board of Regents, he/she shall be compensated from the date of the suspension.

**803.0910.03 DISMISSAL OF TEMPORARY, LIMITED TERM, OR PART-TIME INSTRUCTIONAL PERSONNEL**

Temporary, limited-term, or part-time personnel serving without a written contract hold their employment at the pleasure of the president, chief academic officer, or their immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice.

**803.0910.04 SUSPENSION FOR VIOLATION OF STATE OR FEDERAL LAWS**

When a faculty member of any institution of the University System is charged with the violation of a state or federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the president.

In the event a faculty member is temporarily suspended, the administration shall immediately convene an ad hoc faculty committee or utilize the services of an appropriate existing faculty committee for the purpose of hearing an appeal by the faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee, which shall render its decision within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article VIII of the Bylaws of the Board of Regents.

**803.101 803.12 FACULTY EMPLOYMENT APPLICATION FORMS**

An employment application form shall be completed by each person formally applying for a faculty position in an institution of the University System. The application must be kept on file at the institution concerned. An applicant will be ineligible for employment if he or she has been convicted of a crime involving moral turpitude, unless the applicant has been pardoned as provided by law.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.112 FACULTY CONTRACT FORMS**

The institutions of the University System shall use the appropriate official contract forms approved by the Board of Regents, which are **contained in the Academic Affairs Handbook** ~~printed on the following pages~~. The institutions of the University System of Georgia should not use the following contracts for full-time temporary, **limited-term**, or part-time faculty. The administrative contract should only be used for ~~faculty-ranked~~ administrators **with professorial rank**. Failure to sign and return such contracts within the time period specified therein may be construed as an abandonment of employment rights.

**Contracts are specified for the following categories of employees at all institutions except Georgia Gwinnett College:**

- A. Fiscal year (twelve month) contract for non-tenured faculty on tenure track and for non-tenure track personnel (to include non-tenure track personnel and lecturers and senior lecturers);**
- B. Fiscal year (twelve month) contract for tenured faculty;**
- C. Academic year contract for tenured faculty;**
- D. Fiscal year (twelve month) contract for tenured personnel holding joint employment at the Veteran's Affairs Medical Center, Augusta and the Medical College of Georgia;**
- E. Contract for administrators with professorial ranks in the following categories: tenured personnel, non-tenured personnel on tenure track and non-tenure track personnel;**
- F. Contract form for faculty at Georgia Gwinnett College: Renewable appointment contract for three (3) or five (5) year terms.**

Any other provision in these policies to the contrary notwithstanding, faculty members who fail to verify or maintain the credentials, degree, certification or license required to teach the subject matter of their contract shall be subject to immediate dismissal for breach of their employment contract.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

~~803.12.01 — FISCAL YEAR NON-TENURED/TRACK CONTRACT  
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
FISCAL YEAR (TWELVE MONTH) EMPLOYMENT CONTRACT FOR  
\_\_\_NON-TENURE TRACK PERSONNEL~~

~~\_\_\_NON-TENURED PERSONNEL ON TENURE TRACK~~

To: \_\_\_\_\_

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as \_\_\_\_\_

(Title)

at the \_\_\_\_\_

(Institution)

The period of your employment is from \_\_\_\_\_ to \_\_\_\_\_

Your salary will be \_\_\_\_\_ and is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period.

Your specific job-related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president.

This agreement is made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and all one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,~~

BY AND ON BEHALF OF: \_\_\_\_\_

(Institution)

By: \_\_\_\_\_

(President)

Date: \_\_\_\_\_

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**CONTRACT ACCEPTANCE**

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of

\_\_\_\_\_  
\_\_\_\_\_  
(Institution)

and acceptance thereof by me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**~~803.12..02 — FISCAL YEAR TENURED CONTRACT~~**  
**~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA~~**  
**~~FISCAL YEAR (TWELVE MONTH) EMPLOYMENT CONTRACT~~**  
**~~\_\_\_ TENURED PERSONNEL~~**

To: \_\_\_\_\_

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as \_\_\_\_\_  
(Title)

at the \_\_\_\_\_  
(Institution)

The period of your employment is from \_\_\_\_\_ to \_\_\_\_\_

Your salary will be \_\_\_\_\_ and is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period.

Your specific job related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president.



**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

This agreement is made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,

BY AND ON BEHALF OF: \_\_\_\_\_  
\_\_\_\_\_  
(Institution)

By: \_\_\_\_\_  
\_\_\_\_\_  
(President)

Date: \_\_\_\_\_  
\_\_\_\_\_

**CONTRACT ACCEPTANCE**

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of

\_\_\_\_\_  
\_\_\_\_\_  
(Institution)

and acceptance thereof by me.

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

**~~803.12.03 — ACADEMIC YEAR NON-TENURED/TRACK CONTRACT~~**

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA~~

~~ACADEMIC YEAR EMPLOYMENT CONTRACT FOR~~

~~\_\_\_\_NON TENURED PERSONNEL~~

~~\_\_\_\_NON-TENURE TRACK PERSONNEL~~

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

To: \_\_\_\_\_

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as \_\_\_\_\_

(Title)

at the \_\_\_\_\_

(Institution)

The period of your employment is for the academic year beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

Your salary for the academic year will be \_\_\_\_\_ and is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period. If your services should be needed beyond your full-time academic year commitment, a separate arrangement will be made with you covering your services.

Your specific job-related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president.

This agreement is made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,**

**BY AND ON BEHALF OF:** \_\_\_\_\_

(Institution)

By: \_\_\_\_\_

(President)

Date: \_\_\_\_\_

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**CONTRACT ACCEPTANCE**

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of

\_\_\_\_\_  
\_\_\_\_\_  
(Institution)

and acceptance thereof by me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**~~803.12.04 — ACADEMIC YEAR TENURED CONTRACT~~**  
**~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA~~**  
**~~ACADEMIC YEAR EMPLOYMENT CONTRACT~~**

~~\_\_\_\_\_TENURED PERSONNEL~~

To: \_\_\_\_\_

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as \_\_\_\_\_

(Title)

at the \_\_\_\_\_  
(Institution)

The period of your employment is for the academic year beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

Your salary for the academic year will be \_\_\_\_\_ and is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period. If your services should be needed beyond your full time academic year commitment, a separate arrangement will be made with you covering your services.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

~~Your specific job related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president.~~

~~This agreement is made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.~~

~~Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.~~

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,~~

~~BY AND ON BEHALF OF: \_\_\_\_\_  
(Institution)~~

~~By: \_\_\_\_\_  
(President)~~

~~Date: \_\_\_\_\_~~

**CONTRACT ACCEPTANCE**

~~I accept the employment described above under the terms set forth. I understand that at the expiration of the terms this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of~~

~~\_\_\_\_\_  
(Institution)~~

~~and acceptance thereof by me.~~

~~Signed: \_\_\_\_\_~~

~~Date: \_\_\_\_\_~~

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

**~~803.12.05 — TENURED PERSONNEL HOLDING JOINT EMPLOYMENT AT THE VETERANS AFFAIRS MEDICAL CENTER AUGUSTA AND THE MEDICAL COLLEGE OF GEORGIA~~**

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA~~

~~FISCAL YEAR (TWELVE MONTH) EMPLOYMENT CONTRACT~~

~~FOR TENURED PERSONNEL~~

To: \_\_\_\_\_

Please be advised that the Board of Regents of the University System of Georgia has approved your employment as \_\_\_\_\_

(Title)

at the Medical College of Georgia.

The effective date of your employment is from \_\_\_\_\_ to \_\_\_\_\_ and is expressly subject to and conditioned upon the provisions of Section 803.09, paragraph 5, of the Policies of the Board of Regents and your continued employment by the Veterans Affairs Medical Center Augusta.

Your salary will be \_\_\_\_\_ and is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period.

Your specific job related duties, responsibilities, and assignments associated with this employment contract are defined elsewhere, are subject to modification as needed, and are determined by the administrative officers of the institution in your reporting line to the president.

This contract is also made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the Bylaws and Policies of the Board of Regents, which are available for your inspection upon request.

Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,~~

BY AND ON BEHALF OF: \_\_\_\_\_

(Institution)

By: \_\_\_\_\_

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

(President)

Date: \_\_\_\_\_

**CONTRACT ACCEPTANCE**

I accept the employment described above under the terms set forth. I understand that at the expiration of the terms this contract I will not be re-employed unless there is a new and separate offer by the Board of Regents on behalf of

\_\_\_\_\_

(Institution)

and acceptance thereof by me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**~~803.12.06 — CONTRACT FOR FACULTY RANKED ADMINISTRATORS~~**

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA~~

~~CONTRACT FOR FACULTY RANKED ADMINISTRATORS~~

~~\_\_\_ TENURED PERSONNEL~~

~~\_\_\_ NONTENURE TRACK PERSONNEL~~

~~\_\_\_ NONTENURED PERSONNEL~~

To: \_\_\_\_\_

Please be advised that your employment as \_\_\_\_\_

(Administrative Title)

is at a salary of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

(Date)

(Date)

Your salary is payable according to the applicable funding sources and the Institution's payroll schedule. For fractional portions of a pay period in which service is rendered, payment of salary will be computed as the fraction of the salary for that payroll period.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

~~Your specific job related duties, responsibilities, and assignments associated with this contract are defined elsewhere, are subject to modification by the institution as needed, and are determined by the administrative officers of the institution in your reporting line to the president. You are not guaranteed to hold your administrative position for the duration of this contract, because you hold your administrative title and position at the pleasure of the President. Your tenure status applies only to your appointment as a faculty member and not to your appointed position as an administrator. Should your administrative position be vacated and, if you are reassigned, your salary may be changed.~~

~~This administrative appointment is made expressly subject to the applicable state and federal laws and to the statutes and regulations of this institution and to the bylaws and policies of the Board of Regents which are available for your inspection upon request.~~

~~Please signify your acceptance of this employment by signing and returning the enclosed original contract and all but one of the copies to \_\_\_\_\_ at this institution within twenty (20) days from this date. Failure to reply within this deadline may void this offer.~~

~~BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA,~~

~~BY AND ON BEHALF OF: \_\_\_\_\_  
(Institution)~~

~~By: \_\_\_\_\_  
(President)~~

~~Date: \_\_\_\_\_~~

**CONTRACT ACCEPTANCE**

~~I agree to perform the administrative duties referenced above under the terms set forth herein.~~

~~Signed: \_\_\_\_\_  
(Employee Signature)~~

~~Date: \_\_\_\_\_~~

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.123 COMPENSATION****803.123.01 SALARIES**

The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee, and the Board will exert its composite influence and best efforts to that end.

**803.123.02 CRITERIA FOR DETERMINING SALARIES**

Consistent with Regents' policy on nondiscrimination and with the approved purpose of the institution, each institution of the University System shall utilize specific criteria for the determination of entry-level salaries for full-time members of the Corps of Instruction employed at the ranks of lecturer, senior lecturer, instructor, assistant professor, associate professor, and professor and for the determination of the extent of salary increases awarded to currently employed full-time faculty members.

1. Each entry-level salary shall be determined on the basis of the specific requirements of the position and the qualifications of the individual employed to fill the position. Position criteria shall include the academic rank, the academic discipline and the nature of the responsibilities to be performed. Criteria related to the qualifications of the individual shall include academic degrees earned, teaching and other relevant experience, research and publication record, academic achievements and honors, and relevant professional achievements or recognitions.
2. Salary increases for full-time teaching faculty shall be awarded on the basis of merit. The criteria for the determination of the extent of such increases shall include teaching ability, completion of significant professional development activities including the attainment of additional academic degrees, promotion in rank, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution. Each institution shall identify specific criteria, consistent with this policy, upon which the determination of the extent of salary increases will be based. The institution shall also identify the methods by which the faculty member's performance will be evaluated for purpose of the determination of salary increases. The criteria and the evaluation methods shall be published in the faculty handbook of instruction (BR Minutes, February 2007, 34).



**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

3. When a fiscal year administrative employee returns to an academic appointment as a faculty member, the salary shall be determined on the same basis as other faculty members with similar rank and experience within the department to which he/she returns or in other similar positions within the institution.

**803.123.03 SUMMER SCHOOL SALARIES**

Payment of compensation to faculty members for full-time employment during the summer session shall be at a rate not to exceed 33-1/3% of their regular nine months compensation for the previous academic year.

**803.123.04 RESEARCH, SATURDAY CLASSES AND OFF-CAMPUS CONTINUING EDUCATION**

Research and Saturday classes will ordinarily be carried by System personnel as part of their normal work load without additional financial compensation. Adequate allowance in time assigned for the extra duties shall be made by a proportionate decrease in the teaching load.

Extra compensation may be paid, however, when all four of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of his/her normal load.
3. The work produces sufficient income to be self-supporting.
4. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's normal duties.

When off-campus services conducted through a continuing education center can be included in the normal work load of an individual, no additional compensation shall be paid. Extra compensation shall be paid when the off-campus service meets the four conditions stated above.

**803.123.05 SALARY SUPPLEMENTS FROM COOPERATIVE ORGANIZATIONS**

No consideration shall be given to salary supplements that may be paid from cooperative organizations or other sources in order that salary supplements will be over and above the regular salary paid with state funds.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)**

A supplemental budget shall be prepared to include supplements to be paid from cooperative organizations or other sources.

The salary to be paid from state funds for summer school employment or for a leave of absence with pay shall be based on the approved salary exclusive of any supplement.

Each faculty or staff member receiving a salary supplement shall be advised that he/she is receiving the salary supplement with information as to the amount and source of funds and that the salary supplement is provided upon the recommendation of the president of the institution.

**803.123.06 EMPLOYMENT OF FACULTY MEMBERS WITH AGENCIES' FUNDS**

Whenever it is desired to employ a person at any institution of the System whose salary is to be paid in whole or in part with funds provided by a person, foundation, organization, or any agency other than a governmental agency, the president of the institution concerned shall recommend to the Board of Regents, through the Chancellor, the employment of the person, with full details of his/her qualifications and the availability of funds for paying his/her salary.

**803.123.07 EMPLOYEE AUDITING OF COURSES**

Employees of an institution of the University System of Georgia may attend classes offered by the same institution without registering as "auditors" and without credit being offered for such attendance. This provision applies to non-credit courses on a space-available basis. Institutions may permit employees to attend job-related continuing education classes, as determined by appropriate supervisory authority, at a reduced rate or without payment of a fee.

**803.134 EMERITUS TITLE**

The institution may confer, at its discretion, the title of "emeritus" on any retired and tenured professor, associate professor, or assistant professor, or ~~Board-approved~~ non-tenure track faculty of equivalent rank, who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System. ~~Also, t~~ The institution may **also** confer, at its discretion, the title of "emeritus" on any retired administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System (BR Minutes, February 2007, 35). **In rare cases, the institution may confer, at its discretion, the title of emeritus on any deceased tenured faculty member who, at their time of death, had 10 years or more of honorable and distinguished service in the University System.** This title may be conferred upon the recommendation of the president of the institution in which the employee has served.

**1. Revisions to The Policy Manual, Section 800: Personnel (Continued)****803.145 FACULTY DEVELOPMENT**

Each University System institution shall establish a faculty development plan which shall emphasize enhancement of scholarship, especially teaching, as a major goal and shall include appropriate educational programs for faculty in each discipline, which programs shall be co-sponsored by the System Academic Committee of the discipline and a hosting institution. Each institution also shall establish a development plan for senior administrators in conjunction with the advice and guidance of the University System Office.

**803.156 WORK IN THE SCHOOLS**

Board of Regents' approval of University System of Georgia institutions to prepare teachers includes the expectation that public colleges and universities with a teacher preparation mission will collaborate with the K-12 schools. University System institutions that prepare teachers will support and reward all faculty who participate significantly in approved teacher preparation efforts and in school improvement through decisions in promotion and tenure, pretenure and posttenure review, annual review and merit pay, workload, recognition, allocation of resources, and other rewards. Participation in teacher preparation and in school improvement may include documented efforts of these faculty in:

- Improving their own teaching so as to model effective teaching practices in courses taken by prospective teachers;
- Contributing scholarship that promotes and improves student learning and achievement in the schools and in the university; and
- Collaborating with public schools to strengthen teaching quality and to increase student learning.

The Chancellor shall issue guidelines, to be published in the Academic Affairs Handbook, which serve to encourage formal institutional recognition and reward for all

2. **Establishment of a Bachelor of Science in Education with a Major in Early Childhood Education/Special Education, College of Coastal Georgia**

**Recommended:** That the Board approve the request of Interim President Valerie Hepburn that the College of Coastal Georgia (“CCG”) be authorized to establish a Bachelor of Science in Education with a major in Early Childhood Education/Special Education, effective October 15, 2008.

**Abstract:** CCG seeks approval to establish a Bachelor of Science in Education with a major in Early Childhood Education/Special Education. The proposed program would begin during academic year 2009 – 2010 in order to meet expressed needs for early childhood education teachers in the coastal Georgia region. Teacher education candidates successfully completing the proposed program will be better prepared to teach all students reading, mathematics, and science as well as be able to communicate with and effectively teach students who do not speak English as a first language. Finally, successful teacher candidates will have a working knowledge of the Georgia Department of Education’s School KEYS improvement program and thus a solid understanding of the new performance based evaluation system used to monitor teacher effectiveness and annual progress. The proposed program will meet standards established by the Georgia Professional Standards Commission and the National Council for Accreditation of Teacher Education.

**Need:** In Georgia, the Professional Standards Commission reported annual attrition rates of teachers who left their positions ranging from 8.1 percent in year 1996 to 9.1 percent in year 2006. Significantly higher percentages of teachers leave the teaching field after the first year of teaching. According to the P-16 Initiative reports, approximately 6.1 percent (n = 2,672) and 10 percent (n = 1, 599) of teachers in the workforce are not fully certified statewide. The need for more fully certified teachers in the region supports the College’s request to prepare early childhood/special education teachers.

**Objectives:** Successful teacher candidates will develop sufficient subject matter knowledge in all areas included on the teaching certificate noting increased coursework in the areas of mathematics, science, and reading. In addition, teacher candidates will use visual literacy technologies as tools for learning and exploring that meet Georgia Technology Standards for Educators as required by the Georgia Professional Standards Commission.

**Curriculum:** The 127-semester hour program requires courses that focus on early childhood education, special education, and literacy and reading education.

**Projected Enrollment:** The institution anticipates enrollments of 40, 50, and 60 students during the first three years of the program.

2. **Establishment of a Bachelor of Science in Education with a Major in Early Childhood Education/Special Education, College of Coastal Georgia (Continued)**

Funding: The program will be supported through the establishment of new courses. Interim President Hepburn has indicated that three additional faculty will be hired to teach full-time and the department will hire an administrative assistant. By academic year 2012, at least one additional faculty member will be hired with early childhood and/or special education expertise. Start-up costs will include the creation of a Teaching and Materials Multimedia Center.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**3. Establishment of a Bachelor of Science in Education with a Major in Middle Grades Education, College of Coastal Georgia**

Recommended: That the Board approve the request of Interim President Valerie Hepburn that the College of Coastal Georgia (“CCG”) be authorized to establish a Bachelor of Science in Education with a major in Middle Grades Education, effective October 15, 2008.

Abstract: CCG seeks approval to establish a Bachelor of Science in Education with a major in Middle Grades Education that would begin during the 2009 – 2010 academic year in response to a critical need for middle grades teachers in Georgia. Teacher education candidates successfully completing the College of Coastal Georgia’s Middle Grades Education program will be certified to teach the new Georgia Performance Standards in middle grades classrooms in two areas of concentration from mathematics, science, social studies, and language arts. Additionally, teacher education candidates will be prepared to communicate with and effectively teach students who do not speak English as a first language. Finally, successful teacher candidates will have a working knowledge of the Georgia Department of Education’s School KEYS improvement program and thus a solid understanding of the new performance based evaluation system used to monitor teacher effectiveness and annual progress. The program will be offered on the College of Coastal Georgia’s home campus with field experiences being completed at public elementary schools in Glynn, Camden, McIntosh, Wayne, Brantley, and Charlton counties.

Need: The Office of P-16 Initiatives reported that Georgia’s teacher education programs produced just over 4,000 new teachers in FY 2007. It is projected that to meet 80% of Georgia’s needs by year 2020, teacher education programs will need to produce approximately 24,000 new teachers annually to meet burgeoning needs. It is noted that 15% of the current teaching workforce in Georgia is over 55 years old. Consequently, more than 17,000 teachers are within the age of retirement throughout the state. The highest percentages, approximately 15 to 24 percent, are found in Glynn, Camden, and Charlton Counties. The closest institution providing a similar program is Armstrong Atlantic State University. In addition, the Georgia Professional Standards Commission reports that in FY 2007, middle grade levels (e.g., grades 6 – 8) were the third greatest areas for which non-renewable certificates were issued.

Objectives: Specific learning objectives of the program include successful teacher candidates demonstrating success in bringing middle grade students from diverse backgrounds to high levels of learning; demonstrating a knowledge base of educational foundations; demonstrating expertise in the content bases for curricula, appropriate uses of technology, and effective pedagogy; and demonstrating a model of positive and effective interpersonal skills interacting with all learners, parents, other educators, and members of the community.

**3. Establishment of a Bachelor of Science in Education with a Major in Middle Grades Education, College of Coastal Georgia (Continued)**

Curriculum: The 126-semester hour program includes major courses involving Middle Grade Schools and Curriculum, Middle Grades Instruction and Assessment, Language Issues in Today's Middle Schools, Classroom Management in Middle Schools, Effective Instruction in Mathematics and Science, Effective Instruction in the Social Sciences and Language Arts; Reading, Writing, and Literature in the Middle School; and Adolescent Psychology. The program includes content courses for concentrations in the following areas: mathematics, science, social science, and English/language arts.

Projected Enrollment: The institution anticipates enrollments of 40, 50, and 60 students during the first three years of the program.

Funding: The program will be supported through the establishment of new courses. Interim President Hepburn has indicated that personnel will be reassigned to specific positions that support the program. At least three additional faculty will be hired to teach full-time in the Department of Education and Teacher Preparation. By year 2012, at least two to three additional faculty members will be hired. Other start-up costs include the creation of a Teaching and Materials Multimedia Center. Additional operating costs will include those associated with the supervision of practica and internship field experiences.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**4. Establishment of a Bachelor of Science in Nursing (Generic and RN to BSN Completion), College of Coastal Georgia**

Recommended: That the Board approve the request of Interim President Valerie Hepburn that the College of Coastal Georgia (“CCG”) be authorized to establish a Bachelor of Science in Nursing (Generic and RN to BSN completion), effective October 15, 2008.

Abstract: CCG seeks approval to establish a Bachelor of Science in Nursing. The program provides educational opportunities for both pre-licensure baccalaureate studies as well as RN to Bachelor of Science in Nursing applicants. The institution proposes two tracks: an accelerated Bachelor of Science in Nursing and an RN to BSN completion program in spring 2010 with implementation of the comprehensive pre-licensure baccalaureate set for fall 2010. The existing associate’s degree will be retained as the institution offers the new baccalaureate nursing program.

The Bachelor of Science in Nursing is a four-year licensure degree that prepares a nurse generalist for practice in the role of professional nurse in a variety of health care settings and specialties. Graduates are then eligible to take the National Council Licensure Examination (“NCLEX” – RN) for Registered Nurses for entry into practice in any state. The RN to Bachelor of Science in Nursing completion program is designed to provide a registered nurse with an associate’s degree or diploma the opportunity to earn a bachelor’s degree in order to enhance their basic education, learn new knowledge and skills, and promote their career progression and mobility. The statewide articulation plan for registered nurses will be the standard for the RN to BSN program progression/requirements.

The programs will conform to standards set by the Georgia Board of Nursing and the National League for Nursing Accrediting Commission (“NLNAC”). The learning goals of the program are congruent with the American Nurses Association Standards of Practice and the Code of Ethics for Nurses with Interpretive Statements.

Need: Growth projections for the twelve-county area of southeastern Georgia show that the population will rise from an estimated 327,185 in year 2005 to 431,307 by year 2030, a 22 percent increase. A regional need exists for additional RNs and for nurses with a baccalaureate degree. CCG suggests that local students who are unable to pursue a bachelor’s degree in nursing either do not reside near an existing four-year institution or face an expensive commute to the closest program located approximately one hour north of Brunswick. Area hospitals, health departments, and long-term care sites are supportive of both programs. In 2007, students in the current Associate of Science in Nursing program, along with those designating pre-nursing or nursing (transfer) as their program of study, accounted for 31% of the total enrollment of associate degree seeking students (n = 1,716) of the college.



**4. Establishment of a Bachelor of Science in Nursing (Generic and RN to BSN Completion), College of Coastal Georgia (Continued)**

As of fall 2008, 29.85% of degree seeking students listed pre-nursing as their area of concentration and 7.66% of the students listed pre-nursing transfer to a Bachelor of Science in Nursing as their declared major (associate degree seeking enrollment = 1, 775 students).

The Georgia Hospital Association reports vacancy rates of 13.3% and these vacant positions grew by more than 25% from years 1999 to 2001. By year 2020, the Federal Health Resources and Services Administration projects Georgia will have a gap between nursing supply and demand of more than 30,000 full-time positions. Projections from the Georgia Department of Labor indicate that the state will need more than 140,000 new and replacement health care workers by year 2010. The Commission for a New Georgia identified healthcare and social assistance as strategic industries for coastal Georgia.

Objectives: A primary institutional objective of the programs is to increase the number of baccalaureate prepared RNs through the pre-licensure baccalaureate program and through the RN to BSN completion program by 20% as well as improve access to the baccalaureate degree option for pre-licensure and registered nurses in the geographic area of southeastern Georgia. Graduates of the programs will be able to provide competent and safe nursing care for individuals, families, and communities; apply knowledge of the health care system to improving nursing practice and health care delivery; practice in a variety of health care settings; and practice based on a synthesis of knowledge from the humanities and behavioral and social sciences in the nursing practice.

Curriculum: The Bachelor of Science in Nursing program (generic) requires 120-semester hours for completion. The RN to Bachelor of Science in Nursing program requires 127-semester hours due to credit hours transferred from the Associate of Science in Nursing program. Thirty-five health care facilities currently provide sites for clinical experiences. These clinical practice sites offer acute, long-term, and community care.

Projected Enrollment: The institution anticipates enrollments of 30, 50, and 85 students during the first three years of the program. Due to the variability in preparation of the incoming class and scheduled implementation of each track, enrollment projections for each track (BSN or RN to BSN) were not provided at this time. Rather, summative projected enrollment figures were provided.

Funding: The program will be supported through establishment of new courses. A new \$13.3 million dollar health sciences building is on the list of year 2010 projected capital construction projects. Interim President Hepburn has provided reverification that funding for the program is available at the institution.

**4. Establishment of a Bachelor of Science in Nursing (Generic and RN to BSN Completion), College of Coastal Georgia (Continued)**

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**5. Establishment of a Bachelor Business Administration in General Business, College of Coastal Georgia**

Recommended: That the Board approve the request of Interim President Valerie Hepburn that the College of Coastal Georgia (“CCG”) be authorized to establish a Bachelor of Business Administration, effective October 15, 2008.

Abstract: CCG seeks approval to establish a Bachelor of Business Administration degree. The proposed Bachelor of Business Administration is part of the institution’s expanded mission to offer limited, workforce specific baccalaureate degrees to meet the needs of individuals in the community. The proposed program will meet the needs of businesses in the region that represent industries inclusive of water transportation, freight transportation, tourism and hospitality, and federal and state government.

Need: The proposed program will provide a stimulus for regional economic development and help to increase the quality of life of citizens in the service area of the college. More than 35 percent of businesses surveyed by the institution indicated that the difficulty in hiring individuals with a baccalaureate business degree hindered their business operations.

Objectives: Graduates of the program will gain the knowledge and skills to explain and apply fundamental accounting and financial management operations to enhance business decision making processes; apply theoretical techniques to analyze markets and discuss economic factors associated with government, business, and consumer environments; formulate appropriate strategies in the context of competitive forces and environmental factors; collect information through the use of various data tools to enhance business problem solving; and articulate the ethical responsibility of business and understand the social consequences of business decisions and activities.

Curriculum: The 120-semester hour program will include upper-level required courses in economics, management, marketing, and other content areas encompassing finance and computer applications for business. Electives complete the program with the offering of such courses as Business Law and Ethics, Principles of Banking, Hospitality Management, Business Logistics and Materials Management, and Principles of Operations and Supply Chain Management.

Projected Enrollment: The institution anticipates conservative cohort enrollments of 35 students per year during the first three years of the program.

**5. Establishment of a Bachelor Business Administration in General Business, College of Coastal Georgia (Continued)**

Funding: The program will be supported through the establishment of new courses. Interim President Hepburn has indicated that new state funds will be needed to offset programmatic costs associated with the hire of at least three new faculty members to support the program. Costs associated with the degree will be covered through a combination of new tuition generation, re-allocation of existing funds, and additional state allocations.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**6. Establishment of a Bachelor of Arts and Bachelor of Science in Rural Studies, Abraham Baldwin Agricultural College**

Recommended: That the Board approve the request of President David C. Bridges that Abraham Baldwin Agricultural College (“ABAC”) be authorized to establish a Bachelor of Arts and Bachelor of Science in Rural Studies, effective October 15, 2008.

Abstract: ABAC seeks approval to establish both Bachelor of Science and Bachelor of Arts degrees in Rural Studies. The niche programs will focus on the rural aspects of Georgia inclusive of its economic, industrial, cultural, social, demographic, and political landscape. The program seeks to educate students on how to best meet the needs of the changing rural environment.

Need: The tracks specific to the degree provide students with options specifically tied to occupational needs in terms of human resources, regional planners, community specialists, extension services, and the administration of rural development centers. Graduates of the program will be prepared for work in government, non-profit, and private sector organizations that deal with rural issues or be prepared to enter graduate programs in such areas as historic preservation, rural sociology, and public administration.

Objectives: The proposed program is designed to meet the following objectives: 1) to develop a program that meets the current and prospective occupational needs of rural communities; and 2) to provide a baccalaureate program that meets the mission and strategic initiatives of ABAC.

Curriculum: Responsibility for the interdisciplinary program will be shared among the Divisions of Agriculture, Business, Humanities, and Social Science. The program will be housed within the Department of Humanities. The curriculum will include four major tracks: agriculture, business, humanities, and social sciences. Students will earn a Bachelor of Arts degree if they choose the humanities or social science track; students will earn a Bachelor of Science degree if they choose the agriculture or business track. The 120-semester hour curriculum includes 48-hours of upper division coursework with a 12-semester hour internship. The internship experience will consist of students grouped into rural development teams that will be assigned to working communities on various areas of rural development.

Projected Enrollment: The institution anticipates steady cohort enrollments of 30, 30, and 30 students during the first three years of the program.

Funding: The program will be supported through existing and new courses. President Bridges has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution’s programmatic schedule of comprehensive program reviews.

**7. Establishment of a Bachelor of Science with a Major in Computer Science, Clayton State University**

Recommended: That the Board approve the request of President Thomas K. Harden that Clayton State University (“CLSU”) be authorized to establish a Bachelor of Science in Computer Science, effective October 15, 2008.

Abstract: CLSU proposes to establish a Bachelor of Science program with a major in Computer Science. The program will provide the foundations of computer science with both theoretical and application driven outcomes. The program will be unique in that it will use computer game design and programming as a theme for teaching students the concepts of programming while providing them marketable skills for careers in the area of computing. CLSU as a goal will work to increase the number of minority and women students in this major as it relates to the institution’s demographic makeup.

Need: The proposed major was developed in response to the need for students with a computer science background for new jobs that have been created in the areas of databases, networking, information systems, e-commerce and web development. Bureau of Statistics data show that computer science and other technologically related areas are among the top ten disciplines in demand in the workplace.

Objectives: After successfully completing the program, a graduate will be able to solve complex and significant problems by formulating algorithmic solutions for computing; express algorithms in a variety of programming languages; demonstrate foundation knowledge in the main subject areas of computer science (e.g., operating systems, databases, networks, graphics, software engineering, game design and implementation, and web technologies); understand ethical responsibilities related to the area of computing and the workplace; and apply computer science knowledge to either post-baccalaureate study or a career field.

Curriculum: The proposed program is designed to prepare graduates for careers where the need for mathematical reasoning, computer-based solutions, and technology enhancements are required. The upper-division computer sciences courses include 36-semester hours of required courses and 6-semester hours of electives which must include such courses as Theory of Computation or Algorithm Design & Analysis. The proposed program is consistent with the Association of Computing Machinery Curriculum Guidelines and the Accreditation Board for Engineering & Technology Criteria for Accrediting Computing Programs.

Projected Enrollment: The institution anticipates conservative enrollments of 15, 25, and 35 students during the first three years of the program. With a focus on gaming, the institution expects that between 10 to 15% of students enrolled in existing certificate programs will be interested in the major.

7. **Establishment of a Bachelor of Science with a Major in Computer Science, Clayton State University (Continued)**

Funding: The program will be supported through some existing and new courses. The College of Information and Mathematical Sciences has sufficient faculty to support the program. President Harden has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**8. Establishment of a Master of Arts in Teaching with Majors in English and Mathematics with Secondary Teacher Certification, Clayton State University**

Recommended: That the Board approve the request of President Thomas K. Harden that Clayton State University (“CSU”) be authorized to establish a Master of Arts in Teaching with majors in English and Mathematics with Secondary Teacher Certification, effective October 15, 2008.

Abstract: CSU seeks approval to establish a Master of Arts in Teaching with Secondary Teacher Certification majors in English and Mathematics. The program will be a means of responding to the state’s request for producing more highly qualified teachers according to the Georgia Teacher Quality Plan, the No Child Left Behind Act, and the Board of Regents P-16 Double the Number, Double the Diversity Plan. The program is designed for individuals who hold a bachelor’s degree in mathematics, English, or related areas and have a provisional teaching certificate in these disciplines. The Professional Standards Commission will allow teacher candidates to student teach with certified teachers in Clayton County. In addition the institution has agreements with at least five other school systems to conduct student teaching.

Need: The program will meet the University’s mission of bringing educational opportunities to the citizens and businesses of the Southern Crescent to contribute to the region’s future development. In 2003, consultation visits were made with superintendents of school systems in Clayton, Fayette, Fulton, Henry, and Spalding counties. All school districts have experienced difficulty in finding qualified high school teachers in English, science, and mathematics. A recent survey of 110 prospective students indicates that 62% would be interested in a M.A.T. program if offered. Among the respondents, 58% expressed an interest in secondary English while 52% would like to concentrate in secondary mathematics.

Objectives: The objectives of the program include the following: 1) to provide an alternative route for initial certification for those who have a bachelor’s degree, but do not hold a teaching certification; and 2) to respond to Georgia’s need for more highly qualified English and mathematics teachers.

Curriculum: The program will consist of content specific courses, professional studies courses, content methods courses, and field-based and clinical experiences. The content and professional education courses will emphasize the use of technology and action research with pupils in diverse school settings. Upon completion of the program, graduates will be awarded the M.A.T. degree with a teaching certification in grades 6 – 12 English or mathematics.

Projected Enrollment: The institution anticipates enrollments of 30, 40, and 50 students during the first three years of the program

Funding: The program will be supported through existing and new courses. President Harden has provided reverification that funding for the program is available at the institution.



**8. Establishment of a Master of Arts in Teaching with Majors in English and Mathematics with Secondary Teacher Certification, Clayton State University (Continued)**

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**9. Establishment of a Master of Science in Biotechnology, Fort Valley State University**

Recommended: That the Board approve the request of President Larry E. Rivers that Fort Valley State University (“FVSU”) be authorized to establish a Master of Science in Biotechnology, effective October 15, 2008.

Abstract: FVSU seeks approval to establish a Master of Science in Biotechnology. The program will be housed within the College of Agriculture and Applied Sciences and the College of Graduate Studies and Extended Education. Biotechnology programs focus on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and other industrial raw materials. The proposed program includes human and physical resources to support outreach and public services through FVSU’s Agricultural Extension Program and the Georgia Extension Service. In addition, the departments will provide specialized undergraduate training for students who wish to concentrate on biotechnology as they complete requirements for a Bachelor of Science in Agriculture degree.

Need: Despite general market concern, the biotech industry finished the year up 9% ahead of the Dow according to the Burrill Biotech Select Index. Approximately 1,500 biotechnology firms have been established in the United States with a market capitalization of over \$411 billion. The proposed program supports current statewide biotechnology economic development efforts. According to the Georgia Office of Economic Development and BioGeorgia, Georgia is home to more than 270 bioscience companies due to an advanced research infrastructure, the availability of educational programs, and a highly skilled workforce.

The bioscience industry in Georgia has an impact on the state’s overall economy in the following ways: 1) bioscience product sales reached \$7 billion in year 2007 with over 160 products currently on the market; 2) from years 2001 to 2005, the bioscience industry grew by 38.4% compared to the national average growth rate of 20%; and 3) state industry bio-related employment grew by 8.5% while the average for all industries in Georgia grew by 1.6%. Employment opportunities exist within the state of Georgia with such companies as Collgard Biopharmaceuticals, AvGenics, Altea Therapeutics, Alterra Bioenergy Resources Corporation, World Paulownia Institute, GeneCure, and Skanska.

Objectives: The overall objectives of the proposed graduate program are to increase the number of students currently underrepresented in the sciences in graduate education; to prepare students for study toward a terminal degree at institutions of higher learning; to enhance scientific knowledge and technical skills along with practical experience to enable employment in government, industrial, and biotechnology-related academic areas; to prepare students for leadership roles in technology through the study of plant biotechnology, cell and molecular biology, industrial biotechnology, nanobiotechnology, food safety, environmental technology, and other specialized concentrations.

**9. Establishment of a Master of Science in Biotechnology, Fort Valley State University (Continued)**

Curriculum: The program will include instruction in bioinformatics, bioinorganic chemistry, industrial microbiology, and biotechnology management and marketing. The curriculum is designed for students to have specialization in one of three study areas: Plant Biotechnology, Animal Biotechnology, and Applied Biotechnology. The 36-semester hour program of study includes thesis research and a non-thesis project option.

Projected Enrollment: The institution anticipates conservative enrollments of 18, 22, and 26 students during the first three years of the program

Funding: The program will be supported through some existing, but a majority of new courses. The institution has the facilities and laboratories to support the program. A ground breaking ceremony was held in May 2008 for a Biotechnology Annex Building and construction is scheduled for fall 2008. Federal funding support has been sought from several agencies including the National Science Foundation, National Institutes of Health, and the U.S. Department of Agriculture. President Rivers has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**10. Establishment of Specific External Degree Programs, Fort Valley State University**

Recommended: That the Board approve the request of President Larry Rivers that Fort Valley State University (“FVSU”) be authorized to establish specific external degree programs, effective October 15, 2008.

Abstract: FVSU seeks approval to establish the following external programs to be at the institution’s Warner Robins Center and in some cases online:

- Bachelor of Science with a major in Computer Information Systems
- Bachelor of Science with a major in Computer Science
- Bachelor of Science in Electronics Engineering Technology
- Bachelor of Social Work
- Bachelor of Business Administration
- Master of Public Health with a major in Environmental Health
- Master of Science with a major in Mental Health Counseling
- Master of Science with a major in Rehabilitation Counseling and Case Management (online)
- Master of Science with a major in Middle Grades Education
- Master of Science with a major in School Counseling

FVSU has planned for the external delivery of these programs and has collaborated with other institutions. Retroactive approval is sought for master’s level programs that have been offered at the institution’s Warner Robins facility for approximately seven years. The master’s level programs are part of the institution’s self-described weekend college option to improve access and opportunities for prospective students interested in master’s level instruction. At least one of the aforementioned programs will be offered in an online format as well as site specific to the Warner Robins facility. The programs will not have an adverse impact on other programs offered in the central Georgia region.

Funding: External delivery of the programs will be supported through existing courses. President Rivers has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution’s programmatic schedule of comprehensive program reviews.

**11. Establishment of a Bachelor of Fine Arts in Design and Technology for Theatre, Gainesville State College**

Recommended: That the Board approve the request of President Martha Nesbitt that Gainesville State College (“GSC”) be authorized to establish a Bachelor of Fine Arts in Design and Technology for Theatre, effective October 15, 2008.

Abstract: GSC seeks approval to establish a Bachelor of Fine Arts in Design and Technology for Theatre. The program was developed in response to an increase in opportunities associated with the entertainment industry in Georgia. The proposed program will provide students with the applied knowledge required to design, build, and control the technology used in various aspects of theatre and film. The curriculum was developed to provide a conservatory experience linked with an undergraduate liberal arts education.

Need: The program was designed to meet the educational employment requirements of workers in theatrical design and the entertainment technology industry. Organizations such as the Gainesville Theatre Alliance, Theatre Wings (a non-profit support organization) Cobb Energy Center, and the Georgia Shakespeare Festival are cited as entertainment venues that provide live theatre productions. According to the proposal, graduates of the program may find employment with regional theatre companies, touring theatre companies, and non-profit theatre companies. Companies and organizations that provided production services are also potential sources of employment for those with training in design and technical theatre. While the existing GSC certificate and associate programs expose students to the basic skills needed to begin work in the entertainment and theatrical design technology industries, there is no coursework currently in place to provide the advanced theory and application needed for graduates to begin employment as more than an entry level laborer.

Objectives: Graduate of the program will be prepared to demonstrate the principles of two-and-three-dimensional design as applied to theatre arts; demonstrate the ability to apply a conceptual approach to production; and demonstrate the collaborative skills necessary to assimilate and produce the roles of playwright, performer, director, and designer in performance.

Curriculum: The 120-semester hour program focuses on application and theory with opportunities to use knowledge and skills gained in live theatrical and studio productions. Major courses include, but are not limited to, Production Management, Directing, Lighting Design, and Advanced Scenic Design. The collaborative nature of The Gainesville Theatre Alliance enables GSC to offer this program. The program will only be offered on the home campus of Gainesville State College.

Projected Enrollment: The institution anticipates conservative enrollments of 55 students during the first three years of the program.

**11. Establishment of a Bachelor of Fine Arts in Design and Technology for Theatre, Gainesville State College (Continued)**

Funding: The program will be supported through existing and new courses. President Nesbitt has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**12. Establishment of a Doctor of Philosophy with a Major in Plant Breeding, Genetics & Genomics, University of Georgia**

Recommended: That the Board approve the request of President Michael F. Adams that the University of Georgia (“UGA”) be authorized to establish a Doctor of Philosophy with a major in Plant Breeding, Genetics & Genomics, effective October 15, 2008.

Abstract: UGA requests approval to establish a Doctor of Philosophy with a major in Plant Breeding, Genetics & Genomics. The program will be housed within the College of Agricultural and Environmental Sciences. Plant Breeding, Genetics, and Genomics is the science of creating new and improved plant varieties that are higher yielding, more disease resistant, nutritious, or simply of greater ornamental value. An infrastructure in plant breeding, genetics and genomics is essential to ensure food security and to limit the environmental damage caused by traditional agriculture. The value of the proposed program can be measured by the success of crop and ornamental varieties developed by faculty and licensed by the UGA Research Foundation, including turfgrass, soybean alfalfa and other forages, pearl millet, wheat, blueberry, canola, vegetables, muscadine, and numerous ornamental species. Royalties arising from plant varieties provided the University with approximately \$3.5 million in fiscal year 2005. Royalty revenue in fiscal year 2006 exceeded \$5 million. The total value of UGA-developed, licensed plant varieties marketed in fiscal year 2006 approaches \$100 million. Royalties from plant varieties represent approximately two-thirds of the intellectual property income generated annually by UGA.

Need: The program will provide for a coherent program of study with a focus on student training in a coordinated manner in an effort to achieve in-state, national, and international visibility in plant breeding, genetics, and genomics. The shortage of students trained in the proposed major has prompted the USDA to name plant breeding, genetics and genomics as a national emphasis area.

Objectives: The objective of the program is to create an interdisciplinary major in Plant Breeding, Genetics and Genomics which will award the Doctor of Philosophy degree. The program is interdisciplinary in terms of faculty specializations (e.g., horticulture and agronomy) and types of crops studied (e.g., turfgrass, peanut, etc.). The program will focus on achieving global food security while minimizing the environmental footprint that occurs during crop production through a decrease in petrochemical inputs and conservation of soil and water resources.

Curriculum: The doctoral program requires that students take an advanced plant breeding course, a plant genetics, biochemical/molecular genetics, graduate level statistics, and research-based plant breeding seminars. Specialization areas within the program consist of Plant Breeding, Genetics and Cytogenetics, Biometry and Bioinformatics, Biochemical and Molecular Genetics, and Plants, Pathogens, and the Environment.

**12. Establishment of a Doctor of Philosophy with a Major in Plant Breeding, Genetics & Genomics, University of Georgia (Continued)**

Field and farm space is available at experiment stations throughout the state. Facilities exist at the National Environmentally Sound Production Agriculture Laboratory in Tifton and at the Center for Miller Plant Sciences Building on the Athens campus.

Projected Enrollment: The institution anticipates conservative, steady enrollments of 15, 15, and 15 students during the first three years of the doctoral program.

Funding: The program will be supported through some existing and new courses. President Adams has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.



**13. Establishment of a Master of Natural Resources, University of Georgia**

Recommended: That the Board approve the request of President Michael F. Adams that the University of Georgia (“UGA”) be authorized to establish a Master of Natural Resources, effective October 15, 2008.

Abstract: UGA seeks approval to establish a Master of Natural Resources degree. The program will be housed under the Daniel B. Warnell School of Forestry and Natural Resources. It was founded in 1906 and is one of the oldest accredited forestry schools in the southeast. The school’s mission is to prepare leaders in the conservation and sustainable management of forests and other natural resources, to discover ways to restore and better use the earth’s natural resources, and to put into practice forestry and natural resources knowledge. Students entering the program will have the opportunity to study in subject areas such as fisheries biology and management, wildlife biology and management, natural resources recreation and tourism, and natural resources/conservation interpretation and education. The degree will provide post-graduate learning experiences for students who seek a career working in the area of natural history interpretation, extension and outreach, development of natural resource materials, natural resources ecology and biology, and other capacities that require skills and abilities in the area of natural resource biology, management, and/or education.

Need: The program will provide a clear differentiation between natural resources planning and forestry. The program will address a need for professionals with expertise in resource use and allocation, including water supply, use and access; the provision and expansion of recreational opportunities on both private and public lands; and issues concerning wildlife habitat and “green space” due to urbanization. The program serves two critical needs: 1) providing non-forestry students with a more suitable avenue for their educational needs and conferring a degree reflective of the student’s area of study; and 2) clarifying and strengthening the institution’s existing forestry program that has served the professional forestry community.

Objectives: The objectives of the program are to provide a non-thesis graduate option that attracts a diversity of student interested in areas of concentration other than forest management, policy, economics, and forest business; to enable graduates to critically assess and apply various environmental interpretation and educational skills, tools, and knowledge to specific issues; and to move non-forestry students to a degree that focuses on natural resources planning.

Curriculum: The degree will require a minimum of 33-semester hours of graduate course work. All students will be required to pass a final oral exam after completing their coursework. Students will receive training in the following core concentration areas: wildlife biology, fisheries biology, natural resource recreation and tourism, conservation education, and soil and water conservation.

**13. Establishment of a Master of Natural Resources, University of Georgia (Continued)**

Projected Enrollment: The institution anticipates conservative enrollments of 12, 14, and 16 students during the first three years of the master's level program.

Funding: The program will be supported through existing and new courses. President Adams has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**14. Establishment of a Master of Arts in International Affairs, North Georgia College & State University**

Recommended: That the Board approve the request of President David Potter that North Georgia College & State University (“NGCSU”) be authorized to establish a Master of Arts in International Affairs, effective October 15, 2008.

Abstract: NGCSU seeks approval to establish a Master of Arts in International Affairs. The program fits the mission and strategic plan of the institution. As the designated military college of Georgia, NGCSU has the additional responsibility of preparing students for positions of military leadership. The proposed degree meets the global leadership development needs of both the civilian and military student populations at NGCSU by providing students with an understanding of the complexities of world politics. The online program was developed as a response to the Department of Defense stating that the program represents a needed field of study.

Need: The Department of Defense issued a memorandum emphasizing a new direction in the education of future military leaders. The new direction centered on the academic fields of international affairs and public policy. After examining existing resources and forming an exploratory group, the field of international affairs was chosen as the primary focus for program development. In an examination of employment trends in the field, the American Political Science Association states that 40% of future academic positions in political science would exist in an international affairs sub-field.

Objectives: Upon completion of the program, students will demonstrate an understanding of the major theories and foundational knowledge pertinent to the international affairs discipline; students will demonstrate an understanding of a particular region of the world or aspect of international relations chosen as their area of concentration; and students will demonstrate the ability to develop and carry out an independent research project pertinent to their chosen concentration area.

Curriculum: The proposed degree consists of required courses that lay a foundation for understanding the advanced academic components in the field of international affairs followed by courses which allow students to specialize in a specific region of the world. The program requires 36-semester hours of study.

Projected Enrollment: The institution anticipates conservative enrollments of 10, 15, and 20 students during the first three years of the master’s level program.

Funding: The program will be supported through existing and new courses. President Potter has provided reverification that funding for the program is available at the institution.

**14. Establishment of a Master of Arts in International Affairs, North Georgia College & State University (Continued)**

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution's programmatic schedule of comprehensive program reviews.

**15. Establishment of the Existing Master of Education in Adult and Career Education as an External Degree, Valdosta State University**

Recommended: That the Board approve the request of President Patrick J. Schloss that Valdosta State University (“VSU”) be authorized to establish the existing Master of Education in Adult and Career Education as an external degree, effective October 15, 2008.

Abstract: VSU seeks approval to establish its existing Master of Education in Adult and Career Education as an external degree. The Department of Adult and Career Education has redesigned the program. The current program has two options that were renamed to the following: Workforce Education and Development and Career and Technical Education. In addition, Adult and Career Education developed a third option for the degree, Business Education and Information Technology. The options are reflective of national trends in the profession and the range of expertise of majors selecting these options.

VSU plans to offer the program online with specific attention placed on the Workforce Education and Training option as well as the Career and Technical Education option. It is anticipated that 50% to 90% of the coursework will be available through distance education online delivery. The third option, Business Education and Information Technology, will be available in an online format as well.

Funding: External delivery of the program will be supported through existing courses. President Schloss has provided reverification that funding for the program is available at the institution.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution’s programmatic schedule of comprehensive program reviews.

**16. Establishment of the Existing Associate of Arts and Associate of Science as External Degrees at 34 Peachtree, Atlanta Metropolitan College**

Recommended: That the Board approve the request of President Gary A. McGaha that Atlanta Metropolitan College (“AMC”) be authorized to establish the existing Associate of Arts and Associate of Science as external degrees at 34 Peachtree, effective October 15, 2008.

Abstract: AMC seeks approval to establish as external degrees its existing Associate of Arts and Associate of Science at the 34 Peachtree Street site. The off-campus site will accommodate six lecture rooms, 25-student capacity each, and one science laboratory. The primary target audience for the proposed off-campus site is the overflow of students resulting from AMC’s main campus increasing enrollment trends. AMC has exceeded the classroom seating capacity of the current external site facility with double-digit enrollment growth. The site is currently undergoing renovations in order to expand space for both Atlanta Metropolitan College and Georgia State University.

Expansion of the site will address AMC’s capacity issues as well as fit with the strategic goal of enhancing access to educational opportunities. AMC projects that the number of courses offered will increase and the institution seeks to offer two associate-level degrees to students in order to further increase their options for degree attainment. The critical objectives that the external site will achieve are: 1) expansion of AMC’s capacity to accommodate a steady increase in enrollment, FTE, and credit hour production, which averaged 12.5%, 16.2%, and 16.8%, respectively over the past three years; and 2) to address the needs of the non-traditional, commuter, college student who is seeking an economically feasible public transportation means to attend college and who does not immediately have the level of pre-college preparation to be admitted to a research institution.

Need: Enrollment increases have caused capacity deficiencies that AMC has addressed with this proposal. With its main campus capacity of 1,910 students, AMC has exceeded capacity by 10%. The following AMC initiatives have led to this growth: 1) increased advertising and marketing efforts have raised public awareness of AMC, its services, and flexible course offerings; 2) AMC is within close proximity to high population growth regions; and 3) increased job re-training demands, coupled with a revision to admission requirements at the two-year college level (e.g., removal of the SAT requirement), have contributed to enrollment increases.

Projected Enrollment: The institution anticipates enrollments of between 75 to 150 students at the external site.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution’s programmatic schedule of comprehensive program reviews.

**17. Establishment of the Existing Associate of Arts as an External Degree in Gilmer County, Dalton State College**

Recommended: That the Board approve the request of President John O. Schwenn that Dalton State College (“DSC”) be authorized to establish the existing Associate of Arts as an external degree in Gilmer County, effective October 15, 2008.

Abstract: DSC seeks approval to establish its Associate of Arts degree in Gilmer County. DSC has offered courses in Gilmer County for several years. Recently the institution was invited by city leaders to offer additional courses in the area at a former library building off the town square in Ellijay. The facility is currently undergoing renovations and could accommodate eight classrooms with offices for faculty and staff. Approximately 175 students attend DSC from Pickens, Fannin, and Gilmer counties. There are no other public higher education facilities in the area. DSC seeks approval to offer the existing Associate of Arts degree in an effort to meet capacity in the area and provide options for students inclusive of attainment of the general studies degree.

Assessment: The Office of Academic Affairs will work with the institution to measure the success and continued effectiveness of the proposed program. The program will be reviewed in concert with the institution’s programmatic schedule of comprehensive program reviews.

**18. Establishment of the B. J. and Dicksie Bandy Chair in History, Dalton State College**

Recommended: That the Board approve the request of President John O. Schwenn that Dalton State College (“DSC”) be authorized to establish the B. J. and Dicksie Bandy Chair in History, effective October 15, 2008.

Abstract: DSC requests approval to establish the B. J. and Dicksie Bandy Chair in History. The Dalton State College Foundation completed its first capital campaign, in which approximately \$21.2 million in pledges and gifts exceeded the initial goal of \$16.4 million. An objective of the campaign was to establish a Center for the History and Culture of Northwest Georgia, to serve as a repository and research facility for appropriate artifacts, manuscripts, and printed materials and as a venue for lectures, seminars, and other educational activities. A generous benefactor pledged \$2 million, of which \$1 million is designated to endow a faculty chair in history or a related discipline for the Center’s director. Funds to underwrite faculty development are on deposit with the Dalton State College Foundation. In addition to managing the operation of the Center, the holder of the Bandy Chair will also teach a limited number of courses in his or her specialty as it relates to the Northwest Georgia region. The funds on deposit exceed the \$300,000 minimum requirement for the position of chair at the university, state college, and two-year college levels.



**19. Establishment of the Hightower Professorship in Engineering, Georgia Institute of Technology**

Recommended: That the Board approve the request of Interim President Gary B. Schuster that the Georgia Institute of Technology (“GIT”) be authorized to establish the Hightower Professorship in Engineering, effective October 15, 2008.

Abstract: GIT requests approval to establish the Hightower Professorship in Engineering. As of the last available Georgia Tech Foundation report, the funds available to support this professorship totaled \$1,090,917. The funds on deposit exceed the \$200,000 minimum requirement for professorships at the research and regional university levels. The professorship will be used to enhance the College of Engineering’s ability to attract and retain leading faculty.

Biosketch: The professorship was developed based on the philanthropy of Mr. Neil Hightower. The donor received his bachelor’s degree in textiles from the institution in 1963 and completed the Program for Management Development at Harvard’s Business School in 1974. After graduating from GIT, he served as an infantry officer for two years in the U.S. Army, where he completed paratrooper training. He joined Thomaston Mills in 1965 as a cost accountant and after assuming various management positions, he was elected president and CEO in 1986, serving in that position until retiring in 2001. In 2002, Mr. Hightower joined Werner International, an international textile consulting business, working two years as Vice President of North America operations. During his business career, he served on the Board of Directors of the C&S Bank of Thomaston, Nations Bank of Georgia, and Thomaston Mills. He was president of the Georgia Textile Manufacturing Association from 1987 – 1988 and president of the American Textile Manufacturers Institute from 1990 – 1991. Mr. Hightower is currently president of Community Enterprises, a non-profit private foundation.

**20. Establishment of the Hightower Chair in Biopolymers, Georgia Institute of Technology**

Recommended: That the Board approve the request of Interim President Gary B. Schuster that the Georgia Institute of Technology (“GIT”) be authorized to establish the Hightower Chair in Biopolymers, effective October 15, 2008.

Abstract: GIT requests approval to establish the Hightower Chair in Biopolymers. As of the last available Georgia Tech Foundation report, the funds available to support this chair totaled \$1,525,592. The chair will be used to provide a focal point within the School of Polymer, Textile and Fiber Engineering for research and teaching in the field of biopolymers. The Hightower Chair is expected to foster interactions among researchers and educators across the institute who are involved with polymeric materials. The funds on deposit exceed the \$500,000 minimum requirement for chairs at the research and regional university levels.

**21. Administrative and Academic Appointments and Personnel Actions, Various System Institutions**

The administrative and academic appointments are reviewed by the Chair of the Committee on Academic Affairs.

**22. Revision of the Thomas M. Kirbo Professorship to the Charles H. Kirbo Chair, University of Georgia**

Recommended: That the Board approve the request of President Michael F. Adams that the University of Georgia (“UGA”) be authorized to revise the existing Thomas M. Kirbo Professorship to the Charles H. Kirbo Chair, effective October 15, 2008.

Abstract: UGA requests approval to change the name of the Thomas M. Kirbo Professorship in the School of Law to the Charles H. Kirbo Chair. In 1985 the School of Law established the Charles H. Kirbo Professorship. The fund was endowed with gifts from the Thomas M. and Irene Kirbo Trust. The contributed value of the fund is now over \$1 million. The purpose of the fund has been to provide a salary supplement sufficient for the School of Law to attract and retain a professor of the highest competence and distinction. Funds have also been used to support costs related to professional travel, research assistance, and secretarial assistance to the faculty member. The funds on deposit exceed the \$500,000 minimum requirement for chairs at the research and regional university levels.

Biosketch: Charles H. Kirbo was a partner with the Atlanta law firm King and Spalding, practicing primarily as a trial lawyer. He served as advisor to President Jimmy Carter during his terms in office as Governor and President. Mr. Kirbo graduated from the University of Georgia Law School with an LL.B. degree in 1939. Charles’ brother, Bruce W. Kirbo earned a J.D. degree from the University of Georgia School of Law in 1951. During his distinguished career, Bruce served as a member of the board of governors and other committees of the State Bar, as a special master for the Supreme Court of Georgia, as well as a member of the School of Law’s Board of Visitors. Bruce led the Thomas M. and Irene Kirbo Trust and was the driving force behind the creation of this endowed fund.

**23. Approval of Degree Waivers for Programs with Teacher Certification, Columbus State University**

Recommended: That the Board approve the request of President Timothy S. Mescon that Columbus State University (“CSU”) be authorized for a waiver to degree credit hour length for the programs with teacher certification, effective October 15, 2008.

Abstract: CSU seeks approval for a waiver to degree credit-hour length associated with the following programs:

- Bachelor of Arts with a major in English with Teacher Certification (129 sch.)
- Bachelor of Arts with a major in Biology with Teacher Certification (127 sch.)
- Bachelor of Arts with a major in Chemistry with Teacher Certification (129 sch.)
- Bachelor of Science with a major in Geology with Teacher Certification (126 sch.)
- Bachelor of Arts with a major in Mathematics with Teacher Certification (128 sch.)
- Bachelor of Arts with a major in History with Teacher Certification (129 sch.)

In keeping with the revised curriculum to offer the teacher certification option, program requirements exceed the 120-semester hour maxima for undergraduate programs. To that end, the institution requests that the aforementioned programs be approved for waivers to degree credit-hour length.

**24. Approval of a Degree Waiver for the Bachelor of Science in Mechanical Engineering Technology, Georgia Southern University**

Recommended: That the Board approve the request of President Bruce F. Grube that Georgia Southern University (“GSOU”) be authorized for a waiver to degree credit hour length for the existing Bachelor of Science in Mechanical Engineering Technology, effective October 15, 2008.

Abstract: GSOU requests approval for a waiver to degree credit-hour length in order to offer the Bachelor of Science in Mechanical Engineering Technology at 134-semester hours. The institution has added two emphasis areas to the program: Materials Processing and Engineering Management and Mechatronics. In each case, nine hours of upper-level Mechanical Engineering Technology electives are limited to a list of appropriate technical emphasis electives.

**25. Establishment of the Five-year Bachelor of Science/Master of Science in Computational Media – Digital Media, Georgia Institute of Technology**

Recommended: That the Board approve the request of Interim President Gary B. Schuster that Georgia Institute of Technology (“GIT”) be authorized to establish a five-year Bachelor of Science/Master of Science in Computational Media – Digital Media, effective October 15, 2008.

Abstract: GIT seeks approval to establish a five-year Bachelor of Science/Master of Science in Computational Media – Digital Media. The program arrangement incorporates the established Bachelor of Science in Computational Media and the Master of Science in Digital Media into a single five-year dual degree program in which graduates will earn both degrees. Graduates of the program will be able to design effective and compelling digital artifacts for information transfer, expression and communication; understand and apply the principles of computing that serve as enabling technologies for this digital medium; understand and discuss the historical and cultural forces that have brought about this new digital medium; and provide leadership for design teams in media convergence fields.

The institution has observed that students are already moving from one degree to the other upon completion of studies for a specific program. Depending on their subspecialties, students graduating from the proposed program could find job opportunities in interactive games design, film and digital special effects, and culturally-informed program design. The program will allow students to move directly from the computational media program into the digital media program while incorporating computational media courses. The program arrangement offers time and money savings to the student. To enter the accelerated program, student candidates must apply to the School of Literature, Communication and Culture after the completion of 75-semester credit hours, including transfer and advanced placement credits. The candidate must have shown appropriate progress in the undergraduate degree program and attained a grade point average of 3.5 or higher. That grade point average must be maintained for the student to take graduate courses.

**26. Information Item: Program Review**

Abstract: The Chief of Staff for Academic Affairs, Dr. Melinda Spencer, will provide an update on the processes associated with program review for both new programs and the follow-up assessment commonly referred to as comprehensive program review.



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## COMMITTEE ON ORGANIZATION AND LAW

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## COMMITTEE ON ORGANIZATION AND LAW

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### 1. Policy Manual Revisions

Recommendation: That the Board consent to amending The Policy Manual to reflect a direct reference to the “Human Resources Administrative Practice Manual” in place of “Business Procedures Manual” where mentioned. It is also recommended that The Policy Manual be amended to reflect the Department of Technical and Adult Education’s (“DTAE”) name change to Technical College System of Georgia (“TCSG”). Each section of the Policy Manual for which these change would apply is listed below:

Change Business Procedures Manual to Human Resources Administrative Practice Manual

- a. Section 104
- b. Section 702.2
- c. Section 706
- d. Section 801.02
- e. Section 802.07.01
- f. Section 804

Change Department of Technical and Adult Education to Technical College System of Georgia

- g. Section 303.05
- h. Section 404.02.02

*NOTE: The full policy may not be cited in some sections.*

### SECTION 104 TREASURER

The Treasurer shall provide the Chancellor and members of the Committee on Finance and Business Operations with any information that will be helpful in preparing recommendations for the Board on the allocation of state funds. He/she shall assemble financial data that may be used as a basis for requests to the Governor and General Assembly for appropriations for the support of the University System and its institutions. The Treasurer shall see that the institutions in the University System establish and maintain uniform and effective procedures of accounting, budgetary control, internal checks and audits, inventory controls, and business practices and shall advise institutions on all problems of a fiscal or business nature. The Treasurer shall assist each institution in preparing a ~~manual of business procedures~~ **Human Resources Administrative Practice Manual** to be followed by that institution and shall assist institutions in developing policies governing terms and conditions of employment of classified personnel. Such policies shall include regulations regarding salaries and wages paid to various types of employees, job classification and merit plans, promotions, sick leaves, vacations, insurance and retirement.

**1. Policy Manual Revisions (continued)**

**SECTION 700 FINANCE AND BUSINESS**

**702.02 AUXILIARY ENTERPRISES REVENUES AND EXPENDITURES**

Accounting records for auxiliary enterprises will be maintained on the full accrual basis; therefore, funded depreciation will be required for all auxiliary enterprise service equipment, buildings, infrastructure and facilities, and other improvements. The reserve for depreciation will be used for repair and replacement of auxiliary assets according to guidelines provided in the ~~Business Procedures Manual~~ **Human Resources Administrative Practice Manual**. The funds collected will be left with the institutions. (BR Minutes, February, 2007).

**SECTION 706 TRAVEL**

From time to time the Board of Regents will develop and approve new travel regulations. Such regulations will be published and distributed periodically to the various operating units as part of its ~~Business Procedures Manual, Volume 3A~~ **Human Resources Administrative Practice Manual**, and shall constitute the official Policy of the Board governing travel by University System employees (BR Minutes, 1980-81, pp. 55-59).

**SECTION 800 PERSONNEL**

**801.02 CLASSIFIED PERSONNEL**

Classified employees shall consist of professional and administrative personnel and staff as defined in the Board's ~~Business Procedures Manual, Volume 3A~~ **Human Resources Administrative Practice Manual**.

**802.07 LEAVE**

**802.07.01 VACATION/ANNUAL LEAVE**

**A. Regular Employee**

A regular employee, as defined in ~~Business Procedures Manual (BPM), Volume 3A Revised,~~ **the Human Resources Administrative Practice Manual** who works one-half time or more shall earn paid vacation/annual leave. A full-time regular employee shall be entitled to vacation/annual leave earned at the rate of:

**B. Temporary Employee**

A temporary employee, as defined in ~~Business Procedures Manual (BPM), Volume 3A Revised~~ **the Human Resources Administrative Practice Manual**, is not eligible to accrue vacation/annual leave.

1. **Policy Manual Revisions (continued)**

804 CLASSIFIED PERSONNEL POLICIES

All employees of the University System, except faculty and students, are subject to, and governed by the provisions of the Board of Regents' ~~Business Procedures Manual, Vol. 3A, as adopted by the Board of Regents on September 16, 1970, and as subsequently amended~~ **Human Resources Administrative Practice Manual**.

**SECTION 300 ACADEMIC AFFAIRS**

303.05 COLLABORATION BETWEEN THE UNIVERSITY SYSTEM OF GEORGIA AND THE ~~DEPARTMENT OF TECHNICAL AND ADULT EDUCATION (DTAE)~~ **TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG)**

2. Each system retains a distinctive mission of its own.

The mission of the ~~Department of Technical and Adult Education (DTAE)~~ **Technical College System of Georgia (TCSG)** is to contribute to the economic and workforce development of Georgia by providing quality adult literacy education, continuing education, customized business and industry training, and technical and occupational education at the certificate, diploma, and associate degree levels.

In keeping with their different missions, the programs offered through the ~~DTAE~~ **TCSG** are designed to prepare students for specific and immediately productive occupations and jobs, whereas University System programs are designed to maximize long-term civic leadership and career advancement for middle managers, executives, and practitioners of the traditional professions (e.g., medicine, law, teaching, and engineering).

All policies governing the relationships between the two systems will derive from the principles of serving student needs, maintaining mission distinctiveness, and expanding collaborations. They will therefore follow these general policy directives:

3. Where the ~~DTAE~~ **TCSG** and the University System both have institutions in the same community, the ~~DTAE~~ **TCSG** institution will provide job-entry occupational instruction (including certificates, diplomas, and associate degrees designed primarily for immediate job entry rather than preparation for a baccalaureate degree), unless the two institutions mutually agree that a particular occupational program is best offered at the University System institution because of an established programmatic strength or because the program provides a foundation for baccalaureate study, or that it should be offered at both institutions because of particularly pressing state needs (e.g, in allied health fields).

### 1. Policy Manual Revisions (continued)

Where both systems share institutions in the same community and the ~~DTAE~~ **TCSG** offers an Associate of Applied Technology degree but it is not involved in a cooperative Associate of Applied Sciences degree, the ~~DTAE~~ **TCSG** institution will cross-list the core curriculum courses offered by the University System institution. The University System will be the only system to offer liberal arts general education courses. The essential skills courses in English and mathematics may be taught by both the University System and ~~DTAE~~ **TCSG**.

4. Where both systems have institutions in the same community, they will encourage cooperative Associate of Applied Science (AAS) degree programs that prepare both for immediate occupational employment and for baccalaureate study. ~~DTAE~~ **TCSG** students in such programs will not be required to complete more general education than the minimum standards set by the Southern Association of Colleges and Schools for credits to be taught by the degree-granting institution, unless professional accreditation standards for the particular program require additional related academic studies.

As needed to serve students, cooperative AAS programs shall be developed jointly by ~~DTAE~~ **TCSG** and University System of Georgia institutions. The number of hours of general education required for AAS cooperative degrees shall range from 21 to 24 semester credit hours but shall normally be no less than 21 semester credit hours or 25% of the total degree requirements, whichever is greater (not including institutional health and physical education and military science requirements). However, programs having specialized accreditation and/or licensure criteria may require a higher number of general education hours. All current and future programs will be reviewed for compliance with this guideline.

5. Apart from cooperative programs and essential skills courses in English and mathematics, there will not be an automatic assumption that general education courses will transfer from ~~DTAE~~ **TCSG** institutions to University System institutions. Each system will encourage its institutions to avoid unnecessary duplication by evaluating additional courses and programs in the other system for cross-listing or transfer on a case-by-case basis (i.e., course by course, depending on the student's program).

Institutions of the University System of Georgia will accept the following core courses for transfer from ~~DTAE~~ **TCSG** institutions accredited by the Commission on Colleges of the Southern Association of Colleges and Schools:

Introduction to Mathematical Modeling - MATH 1101 (USG)/MAT 190 (~~DTAE~~ **TCSG**)  
 College Algebra - MATH 1111 (USG)/MAT 191 (~~DTAE~~ **TCSG**)  
 Pre-calculus - MATH 1113 (USG)/MAT 194 (~~DTAE~~ **TCSG**)  
 Composition I - ENGL 1101 (USG)/ENG 191 (~~DTAE~~ **TCSG**)  
 Composition II - ENGL 1102 (USG)/ENG 193 (~~DTAE~~ **TCSG**)

**1. Policy Manual Revisions (continued)**

This agreement is effective for students who enroll in English and mathematics courses beginning January 2002 and who have met the requirements, including the minimum test score requirements agreed to by ~~DTAE~~ **TCSG** and the University System, for exemption or exit from developmental studies/learning support.

7. Where a community has significant, documented need for new ~~DTAE~~ **TCSG** or University System services, the two systems will work cooperatively to meet those needs.

Nearby institutions should inform one another of programmatic initiatives prior to submitting them for governing board approval.

8. In communities currently being served for occupational programs by a jointly funded vocational division at a University System institution (i.e., at Bainbridge College, College of Coastal Georgia, Clayton College & State University, and Dalton State College), the two systems will continue jointly to support and enhance those programs. Furthermore, the ~~DTAE~~ **TCSG** will not establish new institutions or branches in the primary service area of these four colleges, since the occupational program needs are being met collaboratively.

In the service area of the four University System institutions with vocational divisions, those institutions will provide all ~~DTAE~~ **TCSG**-related services.

9. Any existing technical college that is not currently, but wishes to be, within a state system should first apply to the ~~DTAE~~ **TCSG** system.
10. Wherever feasible and cost-effective, the ~~DTAE~~ **TCSG** and the Board of Regents encourage institutions to share facilities.
11. The ~~DTAE~~ **TCSG** and the University System will embark on a joint feasibility study toward developing information matrices on all course transfer agreements, to be continuously updated and made computer-accessible to students.
12. The ~~DTAE~~ **TCSG** and the University System will establish a small joint council consisting of senior administrators from both systems and from their institutions. This council will develop the specific details of implementation, monitor the terms of this agreement, and proactively seek areas of collaboration.

The ~~Department of Technical and Adult Education~~ **Technical College System of Georgia** and the University System of Georgia will jointly undertake the collection of data on student experience and success in moving between the two systems (BR Minutes, December 1994, p. 26).

**1. Policy Manual Revisions (continued)****SECTION 400 STUDENT AFFAIRS****402.0202 ADMISSION OF STUDENTS TO CERTIFICATE PROGRAMS AT DESIGNATED VOCATIONAL DIVISIONS**

Students admitted to vocational divisions at Bainbridge College, Clayton College & State University, College of Coastal Georgia, and Dalton State College are not required to meet the CPC and FI standards for regular or Limited Admissions; however, they are required to meet the admissions standards established by the ~~Department of Technical and Adult Education~~ **Technical College System of Georgia (TCSG)** for the same or similar programs, and they must meet prerequisite requirements for Core Curriculum courses. A student seeking admission to a transfer program must meet the requirements for freshman or transfer admissions.

**402.0101 FRESHMAN REQUIREMENTS**

Students who enter under the Limited Admissions category (including Presidential Exceptions) must make up any Required High School Curriculum units deficiencies in accordance with University System procedures. They must also be screened, as applicable, for placement in LS courses using a placement test administered by a University System institution and must meet University System criteria for exemption or exit of learning support in reading, English, and mathematics. (For students transferring from a Commission on Colleges ["COC"]-accredited ~~DTAE~~ **TCSG** technical college, comparable scores from the ~~DTAE~~ **TCSG** technical college may be used according to guidelines issued by the University System chief academic officer.

**402.0103 NON-TRADITIONAL FRESHMEN**

All non-traditional freshmen must be screened for placement in learning support courses using a placement test administered by a University System institution and must meet University System criteria for exemption or exit of learning support in reading, English, and mathematics. (For students transferring from a Commission on Colleges (COC)-accredited ~~DTAE~~ **TCSG** college, comparable scores from the ~~DTAE~~ **TCSG** college may be used according to guidelines issued by the Senior Vice Chancellor for Academics and Fiscal Affairs.) As an alternative, an institution may allow non-traditional freshmen who have within the past seven years posted SAT scores of at least 500 in both Verbal/Critical Reading and Mathematics or ACT scores of at least 21 on both English and Mathematics to exempt the placement test.

2. **Revision of the Policy Manual, Section 802.01: Equal Employment Opportunity**

Recommendation: That the Board Policy on Equal Employment Opportunity be amended to include protections for veterans.

*Current Policy with Revisions*

802.01 EQUAL EMPLOYMENT OPPORTUNITY

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, 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 the Board of Regents of the University System of Georgia or any of its several institutions now in existence or hereafter established (BR Minutes, 1969-70, p. 154; 1979-80, p. 15). Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University System.



3. **Approval of the Georgia State University Mutual Aid Agreement with the DeKalb County Sheriff's Department**

Recommended: That the Board approve the following mutual aid agreement between Georgia State University and the DeKalb County Sheriff's Department, effective October 15, 2008.

Background: Georgia State University has reached an agreement with the DeKalb County Sheriff's Department to provide for the rendering of extraterritorial assistance as defined in Georgia Code 36-69-2 (local emergency) and under the conditions established in Georgia Code 36-69-3 (extraterritorial cooperation and assistance to local law enforcement agencies or fire departments; commander of operations). The mutual aid agreement follows a statutory format and has been approved by the Office of Legal Affairs.

4. **Approval of the Southern Polytechnic State University Mutual Aid Agreement with the Cobb County Board of Health**

Recommended: That the Board approve the following mutual aid agreement between Southern Polytechnic State University and the Cobb County Board of Health, effective October 15, 2008.

Background: Southern Polytechnic State University has reached an agreement with the Cobb County Board of Health to provide for the rendering of extraterritorial assistance as defined in Georgia Code 36-69-2 (local emergency) and under the conditions established in Georgia Code 36-69-3 (extraterritorial cooperation and assistance to local law enforcement agencies or fire departments; commander of operations). The mutual aid agreement follows a statutory format and has been approved by the Office of Legal Affairs.

**5. Applications for Review**

Applications for review are appeals made to the Board of Regents pursuant to Article VIII of The Bylaws. They are usually personnel matters and issues of academic status, which are discussed in Executive Session.

**6. Information Item: Litigation Matters**

The Vice Chancellor for Legal Affairs will provide the committee with information regarding litigation trends.

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### COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

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## AGENDA

### COMMITTEE ON FINANCE AND BUSINESS OPERATIONS

October 14, 2008

1. **Fiscal Year 2009 Budget Reduction (To Be Addressed By Committee of the Whole)**

Recommended: That the Board approve a 6% reduction to the Fiscal Year 2009 state funds budget at all institutions as listed in Appendix I.

Background: As a result of the slowing economy, the Governor's Office of Planning and Budget directed state agencies to submit reduction plans of 6%, 8%, and 10%. Accordingly, budget reduction plans were developed at the 6%, 8% and 10% levels for the University System as a whole. The Board approved the USG reduction plan at the August meeting. Of the three levels of reduction, 6% is the minimum, and therefore, the System is taking action to meet this cut. A reduction of 10% is recommended for the system office.

All institutions submitted budget reduction plans at 5%. To provide additional tools to help institutions meet the budget reductions at the 6% level, in August the Board also approved capping the indemnity plan premium for the employer share of health insurance to the level of the preferred provider organization ("PPO") plan. The change was made possible by an expanded PPO network that offers similar coverage as the current indemnity plan. The amount of assistance this action will provide to each institution will vary depending on the number of employees enrolled in the indemnity plan. The savings from capping the indemnity plan premiums will help institutions offset a portion of their budget reduction.

**2. Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers**

Recommended: That the Board approve revisions to The Policy Manual, Section 704.041, Out-of-State Tuition Waivers, effective January 1, 2009.

Background and Rationale: The Georgia Department of Audits and Accounts conducted a review of the Board of Regents Policy 704.041 on Out-of-State Tuition Waivers last year that resulted in several findings. The proposed revisions are based on the recommendations for changes in language and practice.

Here is a summary of the proposed changes and the rationale:

***Waiver E – Full-Time School Employees***

**Rationale** – Department of Technical and Adult Education received approval to change its name to Technical College System of Georgia. Policy updated to reflect the updated name.

***Waiver I – Border County Residents***

**Rationale** – As a result of a recent tuition classification audit by the State it became apparent that the Board of Regents needed to formulate guidelines requiring institutions to petition for permission to award Border waivers. This change will require institutions to seek, in addition to permission to offer the program, authorization to offer border waivers for students enrolling in said programs. Petitions should include the rationale for requesting the approval, the name of the program, the location of the program, and the name of the out-of-state counties from which students must reside in order to receive the waiver. Petitions must be approved by the Office of the Chief of Staff prior to awarding any waivers. The Office of Student Affairs will maintain a list of approved institutions, programs and locations as part of the tuition classification documentation.

***Waiver J – National Guard Members***

**Rationale** – The original intent of the National Guard waiver was to make a waiver available to the “weekend warrior”. Since this is a role filled by the members of the Georgia Reserves, the policy clarifies that the national guard waiver includes reservists.

***Waiver M – Students in Pilot Programs***

**Rationale** – There is no documentation on the criteria for awarding this waiver and based on a review of the data this waiver has never been used. This waiver is being deleted.

2. **Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

***Waiver O – Domestic Exchange Program Participants***

**Rationale** – The Domestic Exchange Program Participants waiver has been updated to provide domestic exchange participants with the same benefit as international exchange program participants.

***Waiver P – Economic Advantage***

**Rationale** – The Economic Advantage waiver has been updated to clarify the requirement that evidence be provided documenting that a student, or a dependent student’s parent, spouse or U.S. court-appointed legal guardian has taken legally permissible steps toward establishing legal permanent residence in the United States. The change includes adding the requirement that evidence be provided documenting that the independent student, or the dependent student’s parent, spouse or U.S. court-appointed legal guardian is in possession of a valid employment-related non-immigrant visa and be currently employed by a business in the state of Georgia.

***Waiver Q – Recently Separated Military Service Personnel***

**Rationale** – In an effort to sufficiently service the families of members of the United States Armed Forces, the Recently Separated Military Service Personnel waiver has been expanded to include the spouses and dependent children of the recently separated member of the U.S. military. Currently, this waiver may only be utilized by the recently separated member of the U.S. military.

***Waiver R – Nonresident Student***

**Rationale** – The Nonresident Student Waiver has been updated to remove the requirement that an independent student applying for the waiver based on marriage to a spouse with Georgia domicile be married for a period of 12 months preceding the first day of classes. The waiver no longer requires that the marriage has been in existence for a minimum amount of time. In addition, the change helps clarify the requirements for independent and dependent students.

**New Waivers**

***Waiver S – Vocational Rehabilitation***

**Rationale** – The Vocational Rehabilitation Waiver has been created to comply with an agreement between the University System of Georgia and the Georgia Department of Labor. The agreement allows the University System of Georgia to make the in-state tuition rate available to those individuals referred to an institution by the Vocational Rehabilitation Program.



**2. Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

Understandings: The proposed policy, section 704.041: Out-of-State Tuition Waivers, constitutes significant changes to the policy. Proposed revisions follow. Please note that the strikethrough text represent deletions from the current version, and the bold, highlighted text represent additions.

**Current Policy****704.041 OUT-OF-STATE TUITION WAIVERS**

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).
- H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted, shall not exceed the number assigned below at any one point in time:

2. **Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
Medical College of Georgia	20

- I. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
- J. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
- K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- M. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
- N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
- O. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
- P. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a dependent or independent student who can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. This waiver will expire 12 months from the date the waiver was granted.

**2. Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

As of the first day of classes for the term, an economic advantage waiver may be granted to a student possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for reasons other than enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken all legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Students currently receiving a waiver who are dependents of a parent or spouse possessing a valid employment-sponsored visa may continue to receive the waiver as long as they can demonstrate continued efforts to pursue an adjustment of status to U.S. legal permanent resident (BR Minutes, June 2006).

- Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year (BR Minutes, June 2004).
- R. Nonresident Student. As of the first day of classes for the term, a nonresident student whose parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student can provide clear evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian (BR Minutes, June 2006).

**2. Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

**Revised Policy**

**704.041 OUT-OF-STATE TUITION WAIVERS**

- A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
- B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
- C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
- D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).
- E. Full-Time School Employees. Full-time employees in the public schools of Georgia or ~~the Department of Technical and Adult Education~~ **Technical College System of Georgia**, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).
- F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
- G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, February 2004).
- H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted, shall not exceed the number assigned below at any one point in time:

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
Medical College of Georgia	20

**2. Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

- I. ~~Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.~~ **Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents and for which the offering institution has been granted permission to award Border County waivers.**
- J. **Georgia** National Guard members **and U.S. Military Reservists.** ~~Full-time~~ **Active** members of the Georgia National Guard, **stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children.**
- K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
- L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
- M. Students in Pilot Programs. ~~Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.~~ **Terminated October 2008.**
- N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.
- O. ~~Direct Exchange Program~~ Students **International and Domestic Exchange Programs** Any ~~international~~ student who enrolls in a University System institution as a participant in an **international or domestic** direct exchange program that provides reciprocal benefits to University System students.
- P. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a **U.S. citizen or U.S. legal permanent resident who is** a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed **legal** guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. **For U.S. citizens or U.S. legal permanent residents,** this waiver will expire 12 months from the date the waiver was granted.

As of the first day of classes for the term, an economic advantage waiver may be granted to **an** student independent **non-citizen** possessing a valid employment-related visa status who can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state must be for **employment**

2. **Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

**reasons and not for the purpose of** ~~other than reasons other than~~ enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken ~~all~~ legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. **Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia.**

**A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, ~~or~~ spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court-appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia. (BR Minutes, June 2006). (BR Minutes, October 2008.)**

- Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. **This waiver may also be granted to their spouses and dependent children.** This waiver may be granted for not more than one year ~~(BR Minutes, June 2004).~~ **(BR Minutes, October 2008)**
- R. Nonresident Student. As of the first day of classes for the term, a nonresident student ~~whose~~ **can be considered for this waiver under the following conditions:**  
**Dependent Student. If the parent, spouse, or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months so long as the student and the student can provide clear and legal evidence showing the relationship to the parent, spouse, or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Under Georgia code legal guardianship must be established prior to the student's 18<sup>th</sup> birthday.**

2. **Revision to The Policy Manual 704.041: Out-Of-State Tuition Waivers (Continued)**

**Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled.**

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, **spouse** or U.S. court-appointed legal guardian (BR Minutes, June 2006).

S. **Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor.**

**3. Information Item: Fiscal Year 2008 Budget to Actuals**

The Vice Chancellor for Fiscal Affairs, Usha Ramachandran, will present the University System of Georgia's budget-based financial report for fiscal Year 2008.



**4. Information Item: Changes in the Financial Markets**

The Vice Chancellor for Fiscal Affairs, Usha Ramachandran, will provide an update on how the recent changes in the financial markets affect the University System of Georgia.

APPENDIX I					
Board of Regents - University System of Georgia					
FY 2009 Budget Reduction at 6%					
	State Appropriation	Special Funding Initiative	Research Consortium	FY 2009 Total Appropriation	Reduction @ 6%
Georgia Institute of Technology	\$ 253,504,540	\$ 649,361	\$ 9,009,794	\$ 263,163,695	\$ (15,789,822)
Georgia State University	\$ 225,648,503	\$ 151,589	\$ 184,929	\$ 225,985,021	\$ (13,559,101)
Medical College of Georgia	\$ 157,817,259	\$ 13,414,114	\$ -	\$ 171,231,373	\$ (9,973,882)
University of Georgia	\$ 397,804,761	\$ 1,758,240	\$ 1,293,553	\$ 400,856,554	\$ (24,051,393)
Georgia Southern University	\$ 98,925,789	\$ 673,104	\$ 455,883	\$ 100,054,776	\$ (6,003,287)
Valdosta State University	\$ 57,101,844	\$ 33,382	\$ -	\$ 57,135,226	\$ (3,428,114)
Albany State University	\$ 24,144,633	\$ 461,802	\$ -	\$ 24,606,435	\$ (1,476,386)
Armstrong Atlantic State University	\$ 35,077,201	\$ 245,913	\$ 624,633	\$ 35,947,747	\$ (2,156,865)
Augusta State University	\$ 31,230,056	\$ 17,180	\$ -	\$ 31,247,236	\$ (1,874,834)
Clayton State University	\$ 27,402,049	\$ 374,946	\$ -	\$ 27,776,995	\$ (1,666,620)
Columbus State University	\$ 40,409,772	\$ 26,882	\$ -	\$ 40,436,654	\$ (2,426,199)
Fort Valley State University	\$ 22,628,089	\$ 1,905,865	\$ -	\$ 24,533,954	\$ (1,472,037)
Georgia College & State University	\$ 35,268,848	\$ 1,442,749	\$ -	\$ 36,711,597	\$ (2,202,696)
Georgia Southwestern State University	\$ 14,077,314	\$ 23,289	\$ -	\$ 14,100,603	\$ (846,036)
Kennesaw State University	\$ 91,637,811	\$ 46,039	\$ 282,984	\$ 91,966,834	\$ (5,518,010)
North Georgia College & State University	\$ 27,650,693	\$ 682,398	\$ -	\$ 28,333,091	\$ (1,699,985)
Savannah State University	\$ 21,214,328	\$ 473,804	\$ -	\$ 21,688,132	\$ (1,301,288)
Southern Polytechnic State University	\$ 24,485,518	\$ 10,613	\$ 113,576	\$ 24,609,707	\$ (1,476,582)
University of West Georgia	\$ 52,978,423	\$ 85,935	\$ -	\$ 53,064,358	\$ (3,183,861)
Abraham Baldwin Agricultural College	\$ 15,787,373	\$ 21,868	\$ -	\$ 15,809,241	\$ (948,554)
College of Coastal Georgia	\$ 11,864,739	\$ 17,683	\$ -	\$ 11,882,422	\$ (712,945)
Dalton State College	\$ 15,402,361	\$ 7,213	\$ -	\$ 15,409,574	\$ (924,574)
Gainesville State College	\$ 21,890,031	\$ 10,278	\$ -	\$ 21,900,309	\$ (1,314,019)
Georgia Gwinnett College	\$ 12,382,488	\$ 17,628,974	\$ -	\$ 30,011,462	\$ (1,800,688)
Gordon College	\$ 13,495,559	\$ 18,359	\$ -	\$ 13,513,918	\$ (810,835)
Macon State College	\$ 23,226,470	\$ 460,684	\$ -	\$ 23,687,154	\$ (1,421,229)
Middle Georgia College	\$ 18,882,479	\$ 531,231	\$ -	\$ 19,413,710	\$ (1,164,823)
Atlanta Metropolitan College	\$ 8,943,743	\$ 6,485	\$ -	\$ 8,950,228	\$ (537,014)
Bainbridge College	\$ 10,105,862	\$ 3,650	\$ -	\$ 10,109,512	\$ (606,571)
Darton College	\$ 17,494,481	\$ 29,673	\$ -	\$ 17,524,154	\$ (1,051,449)
East Georgia College	\$ 6,603,804	\$ 746,488	\$ -	\$ 7,350,292	\$ (441,018)
Georgia Highlands College	\$ 16,113,231	\$ 24,898	\$ -	\$ 16,138,129	\$ (968,288)
Georgia Perimeter College	\$ 67,346,376	\$ 21,847	\$ -	\$ 67,368,223	\$ (4,042,093)
South Georgia College	\$ 8,482,081	\$ 4,029	\$ -	\$ 8,486,110	\$ (509,167)
Waycross College	\$ 4,629,025	\$ 7,554	\$ -	\$ 4,636,579	\$ (278,195)
Office of Information & Instructional Technology	\$ 41,148,980	\$ 4,135,451	\$ -	\$ 45,284,431	\$ (2,717,066)
<b>Regents Central Office-A &amp; B @ 10%</b>	<b>\$ 15,936,959</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,936,959</b>	<b>\$ (1,593,696)</b>
Skidaway Institute of Oceanography-A	\$ 1,098,686	\$ -	\$ -	\$ 1,098,686	\$ (65,921)
System Services & Initiatives	\$ 7,641,229	\$ 6,467,357		\$ 14,108,586	\$ (846,515)
Legislative Adjustments: Braille books, sports for students with disabilities, Washington internships	\$ 1,073,080	\$ 45,000		\$ 1,118,080	\$ (1,118,080)
Other research consortium	\$ -	\$ -	\$ 20,218,643	\$ 20,218,643	\$ (1,168,119)
<b>Total state funds and reduction at 6%</b>	<b>\$ 1,978,556,468</b>	<b>\$ 52,665,927</b>	<b>\$ 32,183,995</b>	<b>\$ 2,063,406,390</b>	<b>\$ (125,147,857)</b>
<b>Total state appropriation</b>	<b>\$ 1,978,556,468</b>	<b>\$ 52,665,927</b>	<b>\$ 32,183,995</b>	<b>\$ 2,063,406,390</b>	<b>\$ (126,265,937)</b>
<b>Total B-Units (on next page)</b>	<b>\$ 165,815,159</b>			<b>\$ 165,815,159</b>	<b>\$ (9,948,908)</b>
<b>System Total</b>	<b>\$ 2,144,371,627</b>	<b>\$ 52,665,927</b>	<b>\$ 32,183,995</b>	<b>\$ 2,229,221,549</b>	<b>\$ (136,214,845)</b>

Note: GPTV, Georgia Military College, Georgia Cancer Coalition, Athens-Tifton Vet Labs, and MCG Health Inc. are not reflected in the above totals.

<b>APPENDIX I</b>			
<b>BOARD OF REGENTS - UNIVERSITY SYSTEM OF GEORGIA</b>			
<b>OTHER ORGANIZED ACTIVITIES</b>			
<b>FY 2009 Budget Reduction @ 6%</b>			
		FY 2009 Original State Appropriation	6% Reduction Amount
<b>OTHER ORGANIZED ACTIVITY</b>			
<b>Georgia Institute of Technology</b>			
Adv. Tech. Dev. Ctr./Econ. Dev. Institute		17,891,736	(1,073,504)
Georgia Tech Research Institute		8,052,902	(483,174)
<b>Medical College of Georgia</b>			
Student Education Enrichment Program (SEEP)		322,377	(19,343)
<b>Georgia Public Libraries</b>			
		<b>41,748,655</b>	<b>(2,504,919)</b>
<b>Regents Central Office - Other</b>			
SREB Payment		1,232,350	(73,941)
<b>Skidaway Institute of Oceanography</b>			
		<b>1,756,972</b>	<b>(105,418)</b>
<b>University of Georgia</b>			
Agricultural Experiment Station		45,245,958	(2,714,757)
Cooperative Extension Service		37,835,396	(2,270,124)
Forestry Cooperative Extension		715,890	(42,953)
Forestry Research		3,410,980	(204,659)
Marine Extension Service		1,628,349	(97,701)
Marine Institute		994,601	(59,676)
Office of Minority Business Enterprise		906,390	(54,383)
Veterinary Medicine Experiment Station		3,504,264	(210,256)
Veterinary Medicine Teaching Hospital		568,339	(34,100)
<b>TOTAL REDUCTION AMOUNT</b>		<b>165,815,159</b>	<b>(9,948,908)</b>
Excludes GPTV, Georgia Military College, Athens-Tifton Vet Lab, Georgia Cancer Coalition & MCG Health Inc.			

**AGENDA**  
**INTERNAL AUDIT COMMITTEE**

**October 14, 2008**

<b><u>Agenda Item</u></b>	<b><u>Page No.</u></b>
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**APPROVAL ITEM**

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**INFORMATION ITEM**

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| 2. Ethics Hotline Reporting – First Eight Months | 4 |
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## AGENDA

### INTERNAL AUDIT COMMITTEE

October 14, 2008

1. **Revision of The Policy Manual, Section 802.20: University System of Georgia Ethics Policy**

Recommended: That the Board amend The Policy Manual by adding Policy 802.20 (“University System of Georgia Ethics Policy”).

Background: Various federal regulations and guidelines require that organizations develop a code of conduct and the associated procedures to prevent and detect criminal misconduct. For example, § 8B2.1 of the 2007 Federal Sentencing Guidelines “minimally require” that an organization “establish standards and procedures to prevent and detect criminal conduct.” Subpart 3.1002 of the Federal Acquisition Regulations requires government contractors to “have a written code of business ethics and conduct.” O.C.G.A. § 50-5-83 requires employees with purchasing cards to sign an ethical behavior agreement. Finally, adoption of and adherence to a organizational code of conduct is considered a best practice among both private and public institutions.

To this end, Chancellor Davis charged the Chief Audit Officer & Associate Vice Chancellor for Internal Audit, Ronald B. Stark, with the responsibility for drafting a “University System of Georgia Ethics Policy.” Mr. Stark chaired a committee comprised of representatives from administration, faculty, and staff to include multiple institutions and the University System Office. The members of the Committee unanimously recommended adoption of the Ethics Policy.

The Ethics Policy is comprised of a “Statement of Core Values” document and a “Code of Conduct” document. The key elements from these two documents are reproduced below for adoption as BOR Policy. However, the entire “University System of Georgia Ethics Policy” includes the key elements below and various explanatory notes and guidance. The entire “University System of Georgia Ethics Policy” will be available as a link from within the Board of Regents Policy Manual.

It is therefore recommended that Policy 802.20 be adopted as follows:

The University System of Georgia (USG) is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment, and dedication to public service from all USG employees to include Faculty, Staff, Administrators and others employed by or acting on behalf of the USG or one of the USG institutions. While the USG affirms each person’s accountability for individual actions, it also recognizes

**1. Revision of The Policy Manual, Section 802.20: University System of Georgia Ethics Policy (Continued)**

that the shared mission and the shared enterprise of its institutions require a shared set of core values to which each employee must be held accountable. Furthermore, the USG acknowledges that an organizational culture grounded in trust is essential to supporting these core values. The following core values and Code of Conduct are intended to build, maintain and protect that trust, recognizing that each employee is responsible for doing his/her part by upholding the highest standards of competence and character. In regard to these shared core values, the USG pledges its commitment to:

- I. Integrity – We will be honest, fair, impartial, and unbiased in our dealings both with and on behalf of the USG.
- II. Excellence – We will perform our duties to foster a culture of excellence and high quality in everything we do.
- III. Accountability – We firmly believe that education, in the form of scholarship, research, teaching, service, and developing others, is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.
- IV. Respect – We recognize the inherent dignity and rights of every person and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion, and decency.

Every USG employee is required to adhere to the underlying core values contained in the USG Statement of Ethical Values – Integrity · Excellence · Accountability · Respect – that form and guide the daily work of the organization. The USG recognizes that each employee attempts to live by his or her own values, beliefs, and ethical decision-making processes. The purpose of this document is to guide USG employees in applying the underlying USG core values to the decisions and choices that we make in the course of our everyday endeavors. Each USG institution must ensure that institutional ethics policies are consistent with the USG Code of Conduct.

The Code of Conduct applies to all USG employees to include Faculty, Staff, Administrators and others employed by or acting on behalf of the USG or one of the USG institutions to include volunteers, vendors, contractors, etc. Violations of the Code of Conduct may result in disciplinary action.

**Code of Conduct**

- I. Uphold the highest standards of intellectual honesty and integrity in the conduct of education, research, service, and grants.
- II. Act as good stewards of the resources and information entrusted to your care.

1. **Revision of The Policy Manual, Section 802.20: University System of Georgia Ethics Policy (Continued)**

- III. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.
- IV. Treat fellow employees, students, and the public with dignity and respect.
- V. Refrain from discriminating against, harassing, or threatening others.
- VI. Comply with applicable laws, rules, regulations, and professional standards.
- VII. Respect the intellectual property rights of others.
- VIII. Avoid improper political activities as defined in law and BOR Policy.
- IX. Protect human health and safety and the environment in all USG operations and activities.
- X. Report wrongdoing to the proper authorities, refrain from retaliating against those who do report violations, and cooperate fully with authorized investigations.
- XI. Disclose and avoid improper conflicts of interest.
- XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or BOR policy.
- XIII. Do not use your position or authority to improperly advance the interests of a friend or relative.

2. **Ethics Hotline Reporting – First Eight Months**

In February 2007, the Chief Audit Officer and Associate Vice Chancellor, Ronald B. Stark, discussed the implementation of a Systemwide ethics hotline. On January 1, 2008 the hotline became effective. As of September 15, 2008, there have been 211 reports filed with the hotline. Mr. Stark will discuss the types of hotline calls and the status of these calls.



## AGENDA

### COMMITTEE ON REAL ESTATE AND FACILITIES

October 14, 2008

**Agenda Item** **Page No.**

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#### CONSENT ITEMS

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3. Authorization of Project and Appointment of Architectural Firm, Project No. J-143, Health Sciences Building, College of Coastal Georgia 3
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6. Authorization of Project Budget Modification, Project No. BR-30-0801, Women's Softball Complex, Georgia Institute of Technology 6
7. Authorization of Project Budget Modification and Appointment of Architectural Firm, Project No. J-139, Nursing and Allied Health Science Building, Gordon College 7
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9. Appointment of Architectural Firm, Project No. J-140, Renovation of the Hinman Building, Georgia Institute of Technology 9
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## AGENDA

### COMMITTEE ON REAL ESTATE AND FACILITIES

October 14, 2008

<u>Agenda Item</u>	<u>Page No.</u>
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**AGENDA**

**COMMITTEE ON REAL ESTATE AND FACILITIES**

**October 14, 2008**

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## AGENDA

### COMMITTEE ON REAL ESTATE AND FACILITIES

October 14, 2008

1. **Authorization of Project No. BR-40-0901, Renovation of Third Floor, Hamilton Wing of R & E Building, Medical College of Georgia**

Recommended: That the Board authorize Project No. BR-40-0901, Renovation of Third Floor, Hamilton Wing of R & E Building, Medical College of Georgia, ("MCG") with a total project budget of \$5,925,000 to be funded from MCG Institutional funds.

Understandings: This 15,200-square-foot renovation of existing laboratory and office space will create an open laboratory area, electronic laboratory, small rodent observation/recording rooms, offices and conference space.

The walkway between the Hamilton Wing of R & E Building and Sanders R & E Building will be enclosed to provide a break area and the addition of an elevator. Building systems will also be upgraded.

The estimated construction cost for this project is \$4,727,000.

The project is consistent with MCG's master plan.

If authorized by the Board, the University System Office staff and MCG will proceed with design and construction of the project in accordance with Board of Regents procedures.

**2. Authorization of Project and Appointment of Architectural Firm, Project No. J-141, Renovation of Tift/Lewis/ Herring Halls, Abraham Baldwin Agricultural College**

Recommended: That the Board authorize Project No. J-141, Renovation of Tift/Lewis/ Herring Halls, Abraham Baldwin Agricultural College (“ABAC”), with a total project budget of \$15.3 million to be funded by State General Obligation Bonds and private sources.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: The three original buildings on the campus’ front circle, Tift, Lewis and Herring Halls, constructed in 1906-1908, will be renovated. Tift Hall, the center building served as the main administration building until it was vacated in 2007. Lewis and Herring Halls served as dormitories until they were vacated in 1985. After renovation the buildings will house ABAC’s welcome and information center, the College’s senior administrative staff and admissions, and key programs.

Funding for the project will be in phases from State General Obligation Bonds and private sources. The project can be built in stand-alone phases. Fiscal Year 2009 Capital Project Funding of \$6.0 million for Phase 1 will include the Front Campus Sector Plan, and design and construction for at least one of the three historic buildings.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost	\$15,300,000
Construction Cost (Stated Cost Limitation)	\$11,300,000

Number of architectural firms that applied for this commission: 23

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**3. Authorization of Project and Appointment of Architectural Firm, Project No. J-143, Health Sciences Building, College of Coastal Georgia**

Recommended: That the Board authorize Project No. J-143, Health Sciences Building, College of Coastal Georgia (“CCG”), with a total project budget of \$15.8 million to be funded by State General Obligation Bonds.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: This approximately 50,000-square-foot Health Sciences Building will provide new space for labs, classrooms and offices for Registered Nursing and other Health Sciences programs.

Funding for project design will be from Fiscal Year 2009 State General Obligation Bonds.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost:	\$15,800,000
Construction Cost (Stated Cost Limitation)	\$11,825,000

Number of architectural firms that applied for this commission: 34

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**4. Authorization of Project and Appointment of Architectural Firm, Project No. J-147, Teacher Education Building, Macon State College**

Recommended: That the Board authorize Project No. J-147, Teacher Education Building, Macon State College (“MSC”), with a total project budget of \$25.4 million to be funded by State General Obligation Bonds.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: The approximately 80,000-square-foot Teacher Education Building will include classrooms, instructional laboratories, a media resource center with production capabilities, an auditorium and offices for faculty and staff. Demolition of approximately 20,000 square feet of existing facilities is also anticipated. This program directly supports the University System of Georgia strategic goal of “creating a more educated Georgia”. In order to continue MSC’s mission as an access institution and to serve the needs of its students at its current high level the need for this building is the institution’s top priority.

The project design will be funded from Fiscal Year 2009 State General Obligation Bonds.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Total Project Cost:	\$25,400,000
Construction Cost (Stated Cost Limitation)	\$18,011,983

Number of architectural firms that applied for this commission: 42

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**5. Authorization of Project Budget Modification, Project No. BR-10-0612, Student Learning Center, Griffin Campus, University of Georgia**

Recommended: That the Board modify the budget of Project No. BR-10-0612, Student Learning Center, Griffin Campus, University of Georgia (“UGA”), to increase the total project budget from \$10,000,000 to \$10,333,000.

Understandings: The Student Learning Center project approved by the Board in April 2006 is in construction. This budget modification will provide for the reinstatement of building design elements that were initially value engineered out of the project. The SCL will increase from \$7,858,445 to \$8,191,445.

Funding of this cost increase will be from Spalding County SPLOST Funds.

	<u>April 2006</u>	<u>Now</u>
Total Project Cost	\$10,000,000	\$10,333,000
Construction Cost (Stated Cost Limitation)	\$7,858,445	\$8,191,445



**6. Authorization of Project Budget Modification, Project No. BR-30-0801, Women’s Softball Complex, Georgia Institute of Technology**

Recommended: That the Board modify the budget of Project No. BR-30-0801, Women’s Softball Complex, Georgia Institute of Technology (“GIT”), to increase the total project budget from \$5 million to \$6 million.

Understandings: The Women’s Softball Complex project, approved by the Board in October 2007, is in construction. Unanticipated electrical and communication utilities and a sanitary sewer line require relocation. Also, the addition of a 42,000 gallon cistern will make the landscaping self-sustaining. GIT is pursuing LEED Silver certification for the project.

Funding of this project (including the cost increase of \$1 million) will be Georgia Tech Foundation funds.

	<u>October 2007</u>	<u>Now</u>
Total Project Cost	\$5,000,000	\$6,000,000
Construction Cost (Stated Cost Limitation)	\$3,500,000	\$4,750,000

**7. Authorization of Project Budget Modification and Appointment of Architectural Firm, Project No. J-139, Nursing and Allied Health Science Building, Gordon College**

Recommended: That the Board modify the August 2007 authorization of Project No. J-139, Nursing and Allied Health Science Building, Gordon College (“GC”), to increase the total project budget from \$14,400,000 to \$14,800,000 to be funded from Fiscal Year 2009 State General Obligation Bonds.

Recommended further: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Understandings: This project was authorized by the Board in August 2007. A program management firm was appointed by the Board in August 2008. This budget modification will increase loose equipment funding from \$1,200,000 to \$1,400,000.

	<u>August 2007</u>	<u>Now</u>
Total Project Cost	\$14,400,000	\$14,800,000
Construction Cost (Stated Cost Limitation)	\$11,000,000	\$11,000,000

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

Number of architectural firms that applied for this commission: 43

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**8. Appointment of Architectural Firm, Project No. J-145, Academic Facility, Gainesville State College**

Recommended: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

**Project No. J-145, Academic Facility, Gainesville State College**

Project Description: This project was authorized by the Board in June 2008. A program management firm was appointed by the Board in August 2008. Gainesville State College intends to construct a 130,000-square-foot Academic Facility on their Gainesville Campus.

The project design will be funded from 2008A State General Obligation Bonds

Total Project Cost:	\$37,500,000
Construction Cost (Stated Cost Limitation)	\$27,000,000

Number of architectural firms that applied for this commission: 32

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**9. Appointment of Architectural Firm, Project No. J-140, Renovation of the Hinman Building, Georgia Institute of Technology**

Recommended: That the Board appoint the first-named architectural firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Following public advertisement, a qualifications-based selection process for an architectural firm was held in accordance with Board of Regents procedures. The following recommendation is made:

**Project No. J-140, Hinman Technology Building Renovation, Georgia Institute of Technology**

Project Description: This project was authorized by the Board in August 2008. The historic Hinman Research Building was originally constructed in 1939 as a Public Works Administration project on the Georgia Institute of Technology (“GIT”) campus. This complete building renovation will provide 44,000 square feet of classroom and instructional space for GIT’s College of Architecture. The renovation will include a new mezzanine level within the high-bay space of the building; window rehabilitation, roof replacement, exterior renovation, new mechanical, electrical, communication, plumbing, and fire protection systems, new elevator, and complete interior renovation.

Funding of this project will be \$6.4 million in Fiscal Year 2009 State General Obligation Bond Funds and \$7.1 million in GIT funding.

Total Project Cost	\$13,500,000
Construction Cost (Stated Cost Limitation)	\$10,000,000

Number of architectural firms that applied for this commission: 20

Recommended architectural firms in rank order:

- 1)
- 2)
- 3)

**10. Appointment of Construction Management Firm, Project No. BR-30-0901, Alexander Memorial Coliseum Basketball Practice Facility Renovation, Georgia Institute of Technology**

Recommended: That the Board appoint the first-named construction management firm listed below for the identified project and authorize the execution of a contract with the identified firm. Should it not be possible to execute a contract with the top-ranked firm, staff will then attempt to execute a contract with the other listed firms in rank order.

Following public advertisement, a qualifications-based selection process for a construction management firm was held in accordance with Board of Regents procedures. The following recommendation is made:

**Project No. BR-30-0901, Alexander Memorial Coliseum Basketball Practice Facility Renovation, Georgia Institute of Technology**

Project Description: This project was authorized by the Board in August 2008. The project will renovate and expand 5,800 square feet of Alexander Memorial Coliseum to provide a 22,000-square-foot multi-purpose practice facility to provide comparable training facilities, including space for training, strength conditioning, video, and discussion areas, for both the men's and women's varsity basketball programs at Georgia Institute of Technology.

The project will be funded from Georgia Tech Athletic Association funds.

Total Project Cost	\$8,100,000
Construction Cost (Stated Cost Limitation)	\$5,500,000

Number of construction management firms that applied for this commission: 13

Recommended construction management firms in rank order:

- 1)
- 2)
- 3)

**11. Rental Agreement, 600 College Drive, Dalton, Dalton State College**

Recommended: That the Board authorize the execution of a rental agreement between Dalton State College Foundation, Inc. (the “Foundation”), Landlord, and the Board of Regents, Tenant, for approximately 272 beds of apartment style housing on 10.9 acres located at 600 College Drive, Dalton, for the period July 1, 2009, through June 30, 2010, at a monthly rent of \$26,758 (\$321,096 per year) with options to renew on a year-to-year basis for four consecutive one year periods at the same rent rate, for the use of Dalton State College (“DSC”).

Recommended further: That the terms of this rental agreement be subject to review and legal approval of the Office of the Attorney General.

Understandings: 600 College Drive, also known as the Wood Valley Apartments, is identified as a strategic acquisition in the DSC master plan. A May 2008 student housing market study indicated a need for student housing.

The Foundation has acquired this strategic property. In the short term, use as student housing will establish student housing and support the need to develop additional student housing as a public-private venture.

The Wood Valley Apartments contains a total of 136 rental units including 24 one bedroom (2 beds)/one bath units, 80 two bedroom (2 beds)/one bath units and 16 three bedroom (4 beds)/2 bath units.

Operating expenses, including electricity, gas, water/sewage, maintenance, trash removal, landscape and cable/internet are estimated to be \$483,504 per year annualized.

**12. Amendment to Rental Agreement, 34 Peachtree Street, Atlanta, Georgia State University**

Recommend: That the Board authorize the execution of an amendment to the rental agreement between Peachtree Financial Associates, LLC, Landlord, and the Board of Regents, Tenant, for an additional 13,995 square feet (a total of 80,247 square feet) at 34 Peachtree Street, Atlanta, through June 30, 2009, at a monthly rent of \$21,867.19 (\$262,406.25 per year annualized/ \$18.75 per square foot per year) with options to renew Suite 1700 on a year-to-year basis for four consecutive one-year periods and with options to renew Suite 500 on a year-to-year basis for five consecutive one-year periods, with rent increasing 4% per year for the use of Georgia State University (“GSU”).

Recommend further: That the terms of this amendment to the rental agreement be subject to review and legal approval of the Office of the Attorney General.

Understandings: In November 2002, the Board approved renting 22,084 square feet in this facility. In March 2005, the Board approved renting an additional 11,042 square feet. In August 2006, the Board approved renting an additional 11,042 square feet. In February 2008, the Board approved renting an additional 22,168 square feet.

Suite 1700 contains 2,913 square feet and will be used as office space for GSU’s College of Health and Human Sciences Center for Healthy Development in support of the mission of GSU. Suite 500 contains 11,042 square feet and will be subleased from GSU to Atlanta Metropolitan College (“AMC”) for classrooms and support space to establish a presence in downtown Atlanta to better serve AMC students in support of the mission of AMC.

All operating expenses are included in the rent rate.

If this agreement is terminated prior to exercising the last option period then an additional premature termination payment will be due to the Landlord. For Suite 500 this payment would be \$321,199.45 during the initial term decreasing each year to \$80,416.45 if the last option period is not exercised. For Suite 1700, this payment would be \$30,829.12 during the initial term decreasing each year to \$9,137.42 if the last option period is not exercised.

All other terms of the rental agreement approved by the Board in November 2002 and amended by the Board in March 2005, August 2006 and February 2008 remain the same.

**13. Non-exclusive Easement, City of Douglas, South Georgia College**

Recommended: That the Board declare an approximately 0.93 acre tract of unimproved real property located on the campus of South Georgia College (“SGC”), to be no longer advantageously useful to SGC or other units of the University System of Georgia but only to the extent and for the purpose of granting a non-exclusive easement to the City of Douglas (the “City”) for the operation and maintenance of an eight inch sewer main.

Recommended further: That the Board authorize the execution of a non-exclusive easement with the City for the above-referenced tract of real property.

Recommended further: That the Board declare an approximately 1.39 acre tract of unimproved real property located on the campus of SGC to be no longer advantageously useful to SGC or other units of the University System of Georgia but only to the extent and for the purpose of granting a temporary construction easement to the City for the construction and installation of an eight inch sewer main.

Recommended further: That the Board authorize the execution of a temporary construction easement with the City for the above-referenced tract of real property.

Recommended further: That the terms of this non-exclusive easement and this temporary construction easement be subject to review and legal approval by the Office of the Attorney General.

Understandings: In 2000, the Board acquired a former railroad right of way from the Central of Georgia Railroad. This eight inch sewer main, which will serve the City, will be within this former railroad right of way and will enhance the drainage infrastructure of SGC and support further growth on the southern part of the SGC campus.

Consideration for granting this non-exclusive easement is the increased capacity that will support the future growth of SGC.



**14. Ground Lease and Rental Agreement, Student Center, Darton College**

Recommended: That the Board declare an approximately 1.04 acre tract of unimproved real property on the campus of Darton College (“DC”), no longer advantageously useful to DC or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a student center containing approximately 55,399 square feet and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 1.04 acres of real property on the campus of DC for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a student center.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above-referenced student center for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the student center but not earlier than January 1, 2010, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011 at a rent not to exceed \$1,400,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented the proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007 the Board authorized the GHEFA projects and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects.

In April 2008, the Board approved a \$100 per semester student fee for DC for a student center.

**14. Ground Lease and Rental Agreement, Student Center, Darton College (Continued)**

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction in November 2008. Construction is expected to be complete in January 2010 to allow immediate occupancy by DC.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**15. Ground Lease and Rental Agreement, Parking Deck, Dalton State College**

Recommended: That the Board declare an approximately 1.07 acre tract of unimproved real property on the campus of Dalton State College (“DSC”), no longer advantageously useful to DSC or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a parking deck containing approximately 400 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 1.07 acres of real property on the campus of DSC for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a parking deck containing approximately 400 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced parking deck and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the parking deck but not earlier than August 1, 2009, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$600,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

In April 2008, the Board approved a \$65 per semester student fee for DSC to support this parking deck project.

**15. Ground Lease and Rental Agreement, Parking Deck, Dalton State College (Continued)**

The anticipated schedule is for GHEFA to have a bond closing by the end of November, 2008 and the LLC will commence construction of the parking deck in November, 2008. Construction is expected to be complete in July 2009 to allow occupancy by DSC at the beginning of Fall Semester 2009.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**16. Demolition, Ground Lease and Rental Agreement, Student Center/Stadium, Fort Valley State University**

Recommended: That the Board declare an approximately 2.798 acre tract of real property on the campus of Fort Valley State University (“FVSU”), no longer advantageously useful to FVSU or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a student center containing approximately 26,257 square feet, 10,000 seat stadium with press box, rest rooms, concession stands, associated spaces and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 2.798 acres of real property on the campus of FVSU for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a student center containing approximately 26,257 square feet, 10,000 seat stadium with press box, rest rooms, concession stands, associated spaces and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced student center/stadium and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the student center/stadium but not earlier than August 1, 2009, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$1,200,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Recommended further: That the Board declare the football stadium on the campus of FVSU to be no longer advantageously useful to FVSU or other units of the University System of Georgia and authorize the demolition and removal.

Recommended further: That the Board request the Governor to issue an Executive Order authorizing the demolition and removal of the football stadium from the campus of FVSU.

**16. Demolition, Ground Lease and Rental Agreement, Student Center/Stadium, Fort Valley State University (Continued)**

Recommended further: That the demolition and removal of this building be subject to conducting a hazardous materials survey and assessment to identify the presence of asbestos containing materials or other hazardous materials in the building and completion of any associated abatement, management, and/or disposal measures prior to or during demolition to ensure compliance with environmental regulation.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

In April 2008, the Board approved a \$100 per semester student fee for FVSU to support this student center/stadium project.

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction of the student center/stadium in November 2008. Construction is expected to be complete in August 2009 on the stadium and student center to allow occupancy by FVSU at the beginning of Fall Semester 2009.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**17. Ground Lease and Rental Agreement, Student Housing, Georgia State University**

Recommended: That the Board declare an approximately 0.474 acre tract of unimproved real property on the campus of Georgia State University (“GSU”), no longer advantageously useful to GSU or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing student housing facilities containing approximately 334 student housing beds and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 0.474 acre of real property on the campus of GSU for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing student housing facilities containing approximately 334 student housing beds and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced student housing facilities and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the student housing facilities but not earlier than August 1, 2009, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$1,450,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the Board authorize the execution of a site license between the LLC, Licensee, and the Board of Regents, to allow early site access to mobilize and install erosion control, commence site work including clearing and grading, install access roads, install building foundation system, and relocate utilities.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In October 1997, the Board passed a student housing policy that requires the preparation of a comprehensive plan for student housing together with a financial plan to support housing program objectives. GSU has developed a comprehensive housing plan that is consistent with the policy. The housing market study contained in the comprehensive housing plan indicates demand to support this housing.

**17. Ground Lease and Rental Agreement, Student Housing, Georgia State University  
(Continued)**

In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction of foundations under the site license in October 2008. Construction of the student housing facilities is expected to be complete in July 2009 to allow occupancy by GSU at the beginning of Fall Semester 2009.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.



**18. Ground Lease and Rental Agreement, Parking Deck, Southern Polytechnic State University**

Recommended: That the Board declare an approximately 1.667 acre tract of unimproved real property on the campus of Southern Polytechnic State University (“SPSU”), no longer advantageously useful to SPSU or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a parking deck containing approximately 863 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 1.667 acres of real property on the campus of SPSU for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a parking deck containing approximately 863 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced student housing facilities and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the parking deck but not earlier than August 1, 2009, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$1,100,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

In April 2008, the Board approved a \$50 per semester student fee for SPSU to support this parking deck project. SPSU plans to request an increase in the parking deck fee to \$75 per semester beginning in fall of 2009.

**18. Ground Lease and Rental Agreement, Parking Deck, Southern Polytechnic State University (Continued)**

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction of the parking deck in November 2008. Construction is expected to be complete in August 2009 to allow occupancy by SPSU during Fall Semester 2009.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**19. Ground Lease and Rental Agreement, Theater/Bookstore, Georgia College & State University**

Recommended: That the Board declare an approximately 0.326 acre tract of improved real property on the campus of Georgia College & State University (“GCSU”), no longer advantageously useful to GCSU or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a bookstore and black box theater containing approximately 21,985 square feet and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 0.326 acre of real property on the campus of GCSU for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a bookstore and black box theater containing approximately 21,985 square feet and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced bookstore facility and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the theater/bookstore but not earlier than February 1, 2010, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$600,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction of the theater/bookstore in November 2008. Construction is expected to be complete in February 2010 to allow occupancy by GCSU in Spring Semester 2010.

**19. Ground Lease and Rental Agreement, Theater/Bookstore, Georgia College & State University (Continued)**

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**20. Ground Lease and Rental Agreement, Parking Deck, Gainesville State College**

Recommended: That the Board declare an approximately 2.18 acre tract of unimproved real property on the campus of Gainesville State College (“GSC”), no longer advantageously useful to GSC or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to the USG Real Estate Foundation I, LLC, (the “LLC”) for the purpose of providing a parking deck containing approximately 382 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a ground lease, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 2.18 acres of real property on the campus of GSC for a period ending June 30, 2041 (including a construction period of not more than two years), with an option to renew for up to an additional five years should there be debt outstanding at the end of the original ground lease term, for the purpose of providing a parking deck containing approximately 382 parking spaces and site amenities.

Recommended further: That the Board authorize the execution of a rental agreement between the LLC, Landlord, and the Board of Regents, Tenant, for the above referenced parking deck and site amenities for the period commencing on the first day of the first month after the LLC obtains a certificate of occupancy for the parking deck but not earlier than August 1, 2009, and ending June 30, 2010, at no rent with the option to renew for the period July 1, 2010 through June 30, 2011, at a rent not to exceed \$450,000 per year annualized with further options to renew on a year-to-year basis for up to 30 consecutive one-year periods (the last such period ending no later than June 30, 2041), with rent increasing no more than 3% for each option period exercised.

Recommended further: That the terms of these agreements be subject to review and legal approval of the Office of the Attorney General.

Understandings: In August 2007, the Vice Chancellor for Facilities, Linda M. Daniels, presented proposed list of Georgia Higher Education Facilities Authority (“GHEFA”) projects. In October 2007, the Board authorized the list of projects for the GHEFA program and appointed a program management firm. In August 2008, the Board amended the project authorization for the GHEFA projects to update the scope and cost of the projects.

In April 2008, the Board approved a \$35 per semester student fee for GSC to support this parking deck project.

The anticipated schedule is for GHEFA to have a bond closing by the end of November 2008 and the LLC will commence construction of the parking deck in November 2008 construction is

20. **Ground Lease and Rental Agreement, Parking Deck, Gainesville State College**  
**(Continued)**

expected to be complete in July 2009 to allow occupancy by GSC at the beginning of Fall Semester 2009.

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**21. Ground Lease Agreement, Fraternity Housing, University of Georgia**

Recommended: That the Board declare an approximately 5.28 acre tract of improved real property located on River Road, Athens, on the campus of the University of Georgia (“UGA”), to be no longer advantageously useful to UGA or other units of the University System of Georgia but only to the extent and for the purpose of allowing this real property to be ground leased to UGAREF Fraternity Row, LLC (the “LLC”) for the purpose of providing student housing for fraternal organizations recognized by UGA.

Recommended further: That the Board authorize the execution of ground leases, including necessary access, use, and construction easements and encroachments, between the Board of Regents, Lessor, and the LLC, Lessee, for the above-referenced approximately 5.28 acres of real property on the campus of UGA for a period not to exceed 32 years (not to exceed 30 years from the date the LLC obtains a certificate of occupancy for the student housing and providing a construction period of not more than two years) for the purpose of providing student housing for fraternal organizations recognized by UGA.

Recommended further: That the terms of this agreement be subject to review and legal approval of the Office of the Attorney General.

Understandings: In October 2007, the Assistant Vice Chancellor of Facilities, Peter J. Hickey, and the Executive Director of Real Estate Ventures, Marty Nance, presented an information item concerning the need to develop student housing on River Road for fraternal organizations recognized by UGA. This student housing will allow for the relocation of fraternal organizations currently on land identified in the UGA master plan for academic facilities.

This ground lease is the first step for this student housing development. *Further action by the Board will be required to effectuate the transaction, possibly including additional ground leases, sub-ground leases, rental agreements as tenant and landlord, and other agreements as determined are necessary.*

At the end of the term of the ground lease, the real property, all improvements, and any accumulated capital reserves will become the property of the Board of Regents.

**22. Demolition of Building, Odum Farmhouse, Danielsville, University of Georgia**

Recommended: That the Board declare the Odum Farmhouse, Building #6450, 1222 Wesley Chapel Road, Danielsville, to be no longer advantageously useful to the University of Georgia (“UGA”) or other units of the University System of Georgia and authorize demolition and removal of this building.

Recommended further: That the Board request the Governor to issue an Executive Order authorizing the demolition and removal of this building.

Recommended further: That demolition and removal of this building be subject to adequate mitigation of all adverse environmental impacts.

Understandings: The 1,847-square-foot Odum Farmhouse, constructed in 1900, is a single story wood framed farmhouse in poor condition. The UGA master plan identified this building for demolition.

As required by the Georgia Environmental Policy Act and the appropriate State Stewardship review, the Georgia Historic Preservation Division has reviewed this proposed project and concurred that alternatives to demolition have been considered and are not feasible.

A hazardous materials survey and assessment has been conducted and has identified recommendations for the proper management and disposal of asbestos-containing materials, lead based paint, and other hazardous materials during demolition to ensure compliance with environmental regulations.

The site will be used as a grassed entrance to the property.



**23. Executive Session**

The Committee will meet in Executive Session on October 14, 2008 to discuss possible real property acquisition. Materials will be handed out in Executive Session.

**24. Information Item: Public-Private Ventures and GHEFA Update**

The Vice Chancellor for Facilities, Linda M. Daniels, the Associate Vice Chancellor for Facilities, Peter Hickey, and the Executive Director of Real Estate Ventures, Marty Nance, will provide an update on the Board's Public-Private Venture ("PPV") program and Georgia Higher Education Facilities Authority ("GHEFA") program and will present an update on a number of proposed PPV and GHEFA projects currently in the planning stages. The projects include the following:

**PPV**

- a. Armstrong Atlantic State University – Student Housing
- b. Georgia Gwinnett College – Student Center
- c. Georgia Southwestern State University – Student Housing
- d. South Georgia College – Student Housing
- e. University of Georgia – East Campus Housing
- f. University of Georgia – Parking Decks
- g. North Georgia College & State University – Student Housing

**GHEFA**

- a. Bainbridge College – Recreation Center & Student Center
- b. Columbus State University – Recreation Center
- c. Southern Polytechnic State University – Student Housing

**25. Information Item: Cordele Center, Darton College**

The Vice Chancellor for Facilities, Linda M. Daniels, will provide information about a proposed new facility for the Darton College Cordele Center (the “Center”). Since 2002, Darton College (“DC”) has taught courses in a 12,000-square-foot former industrial facility that was adapted for instructional use. In August 2008, the Board authorized DC to establish the Center and offer external degrees.

The Cordele community (led by the Cordele-Crisp Chamber of Commerce and the Crisp County Cordele Industrial Development Authority) (the “Community”) is proposing to acquire property and develop a new instructional facility for the Center that will be gifted to the Board. An approximately five acre site has been preliminarily identified in downtown Cordele. This site is well located and configured for an initial development of a 20,000 to 30,000-square-foot building and associated parking. The initial phase cost effectively serves a minimum headcount enrollment of 750-800 students. If needed, this site can cost effectively meet the needs of future expansion for a baseline capacity of 1,200 students.

The Community has been a robust partner through strong advocacy of a University System of Georgia instructional presence and ongoing subsidy of DC’s operations. The support proposed for the new Center includes an anticipated target capital investment of over \$5 million, including a United States Department of Agriculture (“USDA”) grant and other federal and local government sources. Although the project will be initiated and managed by the Community, the University System Office staff and DC will provide support for programming, design, and delivery, in a collaborative process resembling our Public-Private Venture program.

Action by the Board will be required to facilitate development of the facility and accept this gift of property.

**AGENDA**

**COMMITTEE OF THE WHOLE: STRATEGIC PLANNING**

**October 15, 2008**

**Agenda Item** **Page No.**

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**INFORMATION ITEM**

1. Goal Two – Creating Enrollment Capacity: Update on Georgia Gwinnett College

## AGENDA

### COMMITTEE OF THE WHOLE: STRATEGIC PLANNING

October 15, 2008

1. **Goal Two – Creating Enrollment Capacity: Update on Georgia Gwinnett College**

Georgia Gwinnett College (“GGC”) was the nation’s first four-year public college created in the twenty-first century and the first four-year college created in the University System of Georgia in more than 100 years. The System’s thirty-fifth institution was built upon the work of the Gwinnett University Center, which was established in 1987 to provide University System access in Gwinnett County mainly through Georgia Perimeter College, which offered associate degrees, and the University of Georgia, which offered bachelor’s and graduate programs.

In March 2005, the Georgia General Assembly passed SR 33 establishing a new college in Gwinnett County. In November 2005, the Board of Regents approved the first seven baccalaureate programs to be offered by the institution, and on August 18, 2006, GGC opened its doors to its first class of 120 juniors. In fall 2007, the college accepted its first freshman class. GGC’s fall 2008 enrollment is 1,576, and by 2010, its enrollment is expected to be approximately 8,000 students.

At this meeting, founding President Daniel J. Kaufman will update the Board of Regents on activities at the college, including its candidacy for accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, and will discuss how the institution continues to create enrollment capacity in the University System of Georgia.