

# UGA Department of Dance

## POLICIES, PROCEDURES and RESOURCE GUIDE

(2009, revised & updated 2014)

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# UGA Department of Dance

## POLICIES, PROCEDURES and RESOURCE GUIDE

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### A. GENERAL DEPARTMENT INFORMATION

#### A.1. ACADEMIC CALENDAR

See Office of the Registrar website for Academic Calendar and Key Dates. The website is [www.reg.uga.edu](http://www.reg.uga.edu).

#### A.2. BULLETIN BOARDS

There are several bulletin boards available for posting announcements, memos and performance company materials. Please check these boards and update as needed.

- a. Dance Flyers & Information - large bulletin board in the hallway near the soda machines
- b. Spring Dance Concert – large bulletin board next to west entrance doors
- c. Information for Dance Majors & Minors - large bulletin board to right of entrance to Carver Dance Studio (272)
- d. Ballet Ensemble Performance Company – large bulletin board to the left of the CORE bulletin board
- e. CORE Concert Dance Company – large bulletin board to the left of the CORE costume closet
- f. Guest Artist bulletin board – next to faculty office (268)
- g. Technical Director bulletin board – on Tech Director’s office door
- h. Faculty offices bulletin board – upstairs on second floor, at the top of the stairway, next to faculty office
- i. Mailroom bulletin board – to right of mail boxes
- j. Green Room bulletin board – in performance dressing room

#### A.3. BUSINESS CARDS

The Department does not supply or pay for business cards. Business cards with UGA logo may be purchased individually.

#### A.4. BUSINESS HOURS

School Year (Aug.-May): 9:00am-5:00pm, Monday-Friday. Summer hours will vary.

Requests for services cannot extend beyond these hours. The staff are not available before 9:00 am or after 5:00 pm, unless by prior arrangement. Normally, the Business Manager is available by 9:30 am. The mailroom is unlocked by 9:30 am and locked at 5:00 pm each day, so please plan accordingly. Staff have the right to refuse to do work that requires overtime.

The University will be closed each year on the following days: New Year's Day, Dr. Martin Luther King Day, U.S. Independence Day, Labor Day, Thanksgiving, Christmas.

#### **A.5. CLASS VISITS**

Dance classes are open to visitation by prospective students, study abroad coordinators or any other outside visitors. All dance technique classes are open for visitation, however it is important to notify the instructor whenever possible. Faculty may exercise professional prerogative about visitations to dance theory classes.

#### **A.6. CLASSROOM/STUDIOS - SCHEDULING & RESERVATIONS**

Classrooms and dance studios are scheduled by the Business Manager and sometimes require permission of the Department Head (for organizations outside of the department). Faculty may be consulted when necessary. Generally, rooms are assigned based on class size. To make room reservations for special classes, tests, etc., faculty should see the Business Manager in advance of the needed date and time to check on availability.

Room reservations for final exams are handled by the Business Manager. Usually, exams are held in the same rooms as assigned for the course during the semester. The time of exams is predetermined by the University and cannot be altered per University Policy.

#### **A.7. COURSE DESCRIPTIONS**

Faculty are expected to keep course descriptions current for the UGA Bulletin and the Dance Student Handbook. Any significant changes in the course content and descriptions will need to have the discussion and vote of approval by the entire faculty. Any minor editorial changes may be made without the vote of the entire faculty. All changes must be submitted to the Department Head and the Business Manager to be processed for the Franklin College and University Curriculum Committees for the University catalogue and the Dance Student Handbook.

#### **A.8. DANCE FACILITIES**

##### **Care of Facilities**

In order to keep our facility clean and hazard-free, please do not allow students to eat or drink in classrooms, dance studios or near the computers in the media center. Water bottles in the dance studios are acceptable. Please remind students of this policy. Students may eat in the Green Room area and in other appropriate "lounge" type areas.

##### **Locking Equipment and Studios**

It is each faculty member's responsibility to lock the audio/video and technology equipment up after use in each studio. Faculty members who teach the last class of the day in any given studio, are responsible for locking that studio at the end of the day.

Faculty using the dance studios for rehearsals after the last class of the day will need to unlock the doors for the rehearsal and are required to lock up the studio at the end of the rehearsal. Keeping our studios locked is the best way to keep our equipment safe.

### **Use of Facilities**

All of the dance facilities including the dance studios, classrooms and the dance theatre are shared and used by all faculty. Room assignments are made by the Department Head and the Business Manager (see A.6). Requests for specific room assignments are considered and will be honored whenever possible. Students are not allowed to open windows in the building, particularly in the studios. Faculty who open windows during classes must be sure that the windows are closed when leaving the studio.

The use of the Dance Theatre will be scheduled to provide equal opportunity to use the space, as much as possible, for all faculty. A general schedule of the theatre will be made at the beginning of the fall semester and will be enforced to provide access for all faculty. Slight modifications may be made to accommodate guest lectures and presentations.

The use of the theatrical equipment is expensive to use and replace, so availability is limited. Faculty should make careful plans regarding the use of the theatre equipment.

### **Policies for Audio-Visual Equipment in Dance Studios**

On September 5, 2008, the Dance Faculty approved the following policies for the use of the audio-visual equipment in the dance studios.

1. No students may use any Dance Department equipment, including sound equipment, in the dance studios without a faculty member in attendance.
2. Faculty may not give students keys to the studio equipment for the weekends or at any time without a faculty member present.
3. There is only one key for the "Black Box" in studio 274, and it MUST be kept on the nail provided in the music cabinet for everyone to use.
4. The "Black Box" projection equipment, video, sound or any other smart classroom equipment cannot be used without faculty or staff in attendance.

### **A.9. DEPARTMENT CALENDAR**

The Department Calendar is created by the faculty and finalized prior to the beginning of every fall semester. It is extremely important that important dates such as performance dates and audition dates are accurate by the first day of classes in the fall, as the Calendar will be given to students on the first day of classes, as well as the Calendar Card mailing during the first week of school.

Any additional special events not listed on the August calendar, must be cleared by the Department Head and studio/classroom space approval verified by the Business Manager. These additions can be added to the department calendar by sending the details via email to [bjp@uga.edu](mailto:bjp@uga.edu). The information will be forwarded to all faculty. The official departmental calendar resides on the department's website.

#### **A.10. DEPARTMENT STAFF**

The department staff are Betty Prickett, Business Manager and Christopher Fleming, Technical Director; the staff report to the Department Head. These staff personnel assist both the department and the faculty. Faculty members may not monopolize the time of any staff person to the extent of rendering them unable to complete their respective jobs. The Technical Director will work with the entire faculty in preparing a production schedule to ensure that time is allocated for regular job assignments as well as production assignments.

#### **A.11. ELECTRONIC MAIL (E-MAIL)**

All Professors, Lecturers and Staff are offered the use of their own personal email account. This is a free service provided by the University and subject to State and Federal Open Records laws. Go to [www.ugamail.uga.edu](http://www.ugamail.uga.edu) to set up your account.

Most departmental, college and university communications, memos, etc. are transmitted electronically. All employees must have a registered University email address and utilize the email service at least several times every week. All employees are responsible for checking email for important information.

#### **A.12. EMPLOYEE CONDUCT**

All faculty and staff are employees of the State of Georgia and as such are expected to conduct themselves in a professional and appropriate manner. Unprofessional behavior reflects poorly on the Department, Franklin College and the University of Georgia. Any acts of unprofessional behavior should be reported to the Department Head and/or to the Office of Human Resources. See [E.22](#) and <http://www.uga.edu/safeandsecure/workplace.html>.

#### **A.13. FACULTY AND STAFF ABSENCES**

The university requires that every absence by faculty and staff must have a completed form as appropriate to the absence (**Leave Request, Request for Authority to Travel**, etc.). Forms are available in the mailroom on the countertop to the left of the copy machine and some forms now are online only. Faculty and staff employees must be report absences and turn in forms to the Business Manager as early as possible.

- a. **Leave Request Forms** (for any other absences) should be filled out and submitted to the Business Manager as soon as possible prior to absence for planned absences and within 2 days when returning from work after illness or emergency.
- b. Employee **Request for Authority to Travel** forms must be filled out online and turned in to the Dean's Office at least three weeks prior to travel.

#### **STAFF LEAVE TIME**

Staff employees have annual leave and sick leave time. Staff may take the annual leave at times agreed upon with the Department Head.



## **FACULTY LEAVE TIME**

Faculty do not accrue annual leave. Faculty may use professional travel leave, Family Medical Leave Act (FMLA), or personal leave when needed. See also [A.24](#) for website for FMLA information and forms.

## **A.14. FRIENDS OF DANCE**

The Friends of Dance refers to individuals who support the Department of Dance primarily through donations. In the past, the Friends of Dance funds have supported Dance Department productions and provide funds for receptions at each departmental performance. These funds exist through the generous donations from individuals. Donations can be made by personal check or online. All gifts are tax deductible. If you do not already contribute, please consider making regular contributions to the Friends of Dance Fund. Payments by personal check (payable to "The UGA Foundation") can be sent to the following address: Betty Prickett, Business Manager, Department of Dance, University of Georgia, 263 Dance Bldg., 325 Sanford Dr., Athens, GA 30602-3653.

## **A.15. GRANTS and GUEST ARTISTS FUNDS**

Faculty are strongly encouraged to apply for grant funding, both internal and external, for research projects, guest artists, teaching projects, faculty development, etc. The University of Georgia supports a variety of grant opportunities for faculty, including grants and fellowships through the Willson Center for Humanities and Arts, and year by year initiatives from the Provost and Franklin College. Yearly initiatives are announced to the faculty email listserv.

## **GUEST ARTIST FUNDS**

Up until 2012, the Department of Dance has two sources for funding guest artists - the Departmental Guest Artist Fund and the *Virginia Carver Guest Artist Fund* Endowment. These funds were depleted during the economic crisis of 2008 and are currently rebuilding. When funds are available, they are directed to visiting artists and guest artists for the department. Faculty should submit a brief written proposal with the following information:

- 1) name of the artist, 2) brief biography, 3) rationale for inviting the artist to campus, and 4) a brief statement about the activities of the artist while on campus.

**Faculty are strongly encouraged to apply for grants** from Willson Center for Humanities and Arts. As the departmental funds are very limited, faculty should not rely solely on funding from the department. These funds are for guest artists and are not intended to provide funding for substitute teachers.

## **A.16. IT TECHNICAL SUPPORT**

The Department of Dance has an annual contract with the Franklin College ITS for computer and technology support within the department. The IT staff will be available to assist faculty and staff with IT problems. Faculty may submit a online request for IT assistance at <https://www.citp.uga.edu/helpdesk/dance/>

According to UGA policy and Georgia Legislature House Bill #1113 (see [Appendix 9](#)), the IT staff only support the maintenance of university computers and equipment. IT staff are not permitted to work on personal laptops, cellular phones, printers or other personal equipment.

“State employees may only support state-owned equipment. Personally owned equipment is not covered by UGA risk management, and as per HB 1113, state resources (including personnel) may not be used for personal gain.”

The Technical Director in Dance may also assist with some equipment and technology problems, however computer assistance is not the main job responsibility of the Technical Director.

In order to assure that problems are attended to, it is best to put in a work order request to the IT Helpdesk at <https://www.eits.helpdesk.uga.edu>. This ensures that the work request has been placed and can be followed up for completion.

#### **A.17. LEAVE REQUEST (sick leave, annual leave, personal leave)**

Every employee of the university must fill out, sign and submit a Leave Request Form for approval if they need to be away from their job. Forms can be found online at: [www.busfin.uga.edu/forms/leave.pdf](http://www.busfin.uga.edu/forms/leave.pdf)

#### **A.18. MAIL BOXES**

All Faculty, Staff and Temporary Instructors, and student workers have mailboxes in the mailroom (Dance Building, room 264). Each box is labeled, with names ABOVE the boxes. Be sure to tell students of the label placement to ensure they find the right box. All mail is put into the boxes unless they are full, the item is oversized, or of enough value to warrant being kept in room 263 until it can be picked up. At such time, a notice will be placed in the owner's box letting him/her know of the package. As this is an open area, be careful about placing valuable items in these boxes. Small equipment and other things have been stolen from these boxes.

#### **A.19. OFFICE HOURS**

Office hours for every Faculty and Staff member should be posted on each individual office door. Efforts will be made to put the individual office hours on the Departmental website. Please be sure to fill out your schedule cards, including your office hours, at the beginning of every semester to the Business Manager. Send designated office hours to [bjp@uga.edu](mailto:bjp@uga.edu).

#### **A.20. OFFICE SUPPLIES**

Basic office supplies may be requested from the Business Manager. Due to the current economic situation and the severe financial cutbacks, it is necessary for the Department of Dance to cut back on the supplies that we use. The supplies will be replenished at the beginning of the academic year. When the supply of pens, paper, etc. runs out, no more can be purchased until the next academic year.

### **A.21. ONLINE STUDENT EVALUATIONS**

The Department of Dance now uses online evaluations. All faculty must be evaluated by their students in all classes at the end of each semester. Please note the University policy that evaluations must not be given during final exams. If faculty would like to give paper evaluations for Fall 2009, they may do so.

### **A.22. PAY DATES**

Faculty and Instructors are paid on the last working day of each month, except in December and May. There will be ten checks for the academic year beginning in August. Staff are paid on the last working day of each month for twelve months.

### **A.23. PAYROLL ADVISEMENT VIA E-MAIL**

Employees that have their paychecks direct deposited also have the option to receive the check stubs via a secured, encrypted email attachment. This state-of-the-art process is a quicker, much more efficient, and more secure method for employees to receive notification of payroll deposits. The form (e-stub advisement) can be found on our forms page or on the payroll website. See the Finance and Administration website: [www.busfin.uga.edu/payroll](http://www.busfin.uga.edu/payroll)

### **A.24. POSTERS ON WALLS**

Permission must be acquired to affix posters to walls in public areas in the Dance Building, in accordance with UGA policies. Posters may be affixed in individual offices, on office doors and on appropriate bulletin boards.

### **A.25. PROFESSIONAL DEVELOPMENT**

All faculty and staff are encouraged and supported in professional development activities. Active participation in workshops, seminars, training sessions and other formally organized events and activities intended for professional development are important for continued development in the workplace. Many opportunities for professional development and training are offered on campus, particularly for staff, some of which are required and some are optional. The department supports participation in these sessions. Permission to be away from campus must be requested and approved by the department head. If classes are missed, faculty are responsible for having their classes covered while away.

### **A.26. RESOURCES FOR FACULTY AND STAFF**

#### **Bookstore Textbook Orders**

<http://www.bkstr.com/Home/10001-10210-1?demoKey=d>

#### **Academic Calendar**

<http://bulletin.uga.edu/bulletin/univ/calendar.html>

**Class Schedules**

<https://www.reg.uga.edu/schedule-of-classes>

**Dispute Resolution Policy**

[www.uga.edu/legal/pdfs/Dispute.pdf](http://www.uga.edu/legal/pdfs/Dispute.pdf)

**UGA Administrative Forms**

<http://www.busfin.uga.edu/forms/>

**Galileo Interconnected Libraries (GIL)**

<https://gil.uga.edu/>

**Grade Rolls Online**

<https://db.uga.edu/classrolls/>

**Open Records Law**

<http://www.uga.edu/legal/pdfs/openrecords.pdf>

**Right to Know Plan**

<http://www.policies.uga.edu/FA/nodes/view/675/Right-to-Know>

**Sexual Harassment**

<http://www.uga.edu/eoo/pdfs/NDAH.pdf>

**Violence in the Workplace**

<http://www.uga.edu/safeandsecure/workplace.html>

**From the Human Resources website, information for:**

<http://www.hr.uga.edu/employees>

- Classified Performance Evaluation Form
- Disability Services & Accommodations
- Employee Assistance & Counseling Resources
- Employee Exit Checklists
- Employee Exit Questionnaire
- Family & Medical Leave Act (FMLA)
- Guide to Progressive Discipline
- UGA Dispute Resolution Process
- UGA Grievance & Disciplinary Review Process
- UGA Non-discrimination & Anti-harassment Policy
- UGA Policy on Alcohol and Other Drugs
- Workplace posters
- Workplace Violence Policy
- Controlled Substance & Alcohol Testing Policy

**A.27. SENDING MAIL**

All Faculty and Instructors have the use of the departmental postage to mail work-related items. These should be addressed and put in the mailbox designated for

Outgoing mail. Pick-up and delivery of mail is once a day at approximately 2:00pm during the work week. Everyone is allowed to send campus mail. Place items in the box for campus mail. Campus envelopes of various sizes can be found at the reception area. Personal mail, if already stamped, can be sent via US mail through the department and placed in the box designated for US mail. Bulk mailing services are available through the Business Manager, but must receive authorization from the Department Head.

#### **A.28. SMOKE-FREE BUILDING POLICY**

The Dance Building is a smoke-free building. See UGA Smoking Policy in [E.15](#).

#### **A.29. STUDENT HANDBOOK**

Dance Faculty are responsible for updating the Student Handbook annually, making revisions and changes as necessary. Any changes, revisions and/or corrections should be turned into the Business Manager by **August 1<sup>st</sup>**. No changes will be included after the WEDNESDAY prior to the beginning of classes.

#### **A.30. SUMMER RESPONSIBILITIES**

The Staff of the department will be at work during the summer, except for scheduled annual leave. In general, faculty are not required to keep any office hours or be on campus during the summer months, unless teaching summer school. However, it is expected that faculty will be available by email or telephone during the summer months and are responsible to take care of any faculty business that may require attention during the summer. Faculty may be called upon to work on departmental projects that have pending deadlines and were not completed during the regular academic year.

#### **A.31. TRAVEL ABROAD WITH STUDENTS**

Faculty wishing to take students abroad for short-term performance and/or study must adhere to the Franklin College and Office of International Education Guidelines. Contact the Associate Dean for International and Multidisciplinary Programs in the Franklin College for more information. [nfallows@uga.edu](mailto:nfallows@uga.edu)

Faculty who are interested in creating study abroad programs must work directly with the Office of International Education, the department head, and the dance faculty.

#### **A.32. WORKPLACE ENVIRONMENT**

In order to maintain a positive, productive and effective working and learning environment, faculty and staff must make every effort to conduct themselves with professionalism at all times. Faculty and staff are expected to avoid complaining and derogatory remarks, which undermine the atmosphere and working conditions in the departmental workplace. Persistent complaining about departmental issues and derogatory or disparaging remarks towards other faculty, staff and/or students should be avoided, particularly in front of or directed to students. Incidents needing attention to resolve issues that negatively impact the working and learning environment should be reported to the department head and/or the Office of Human Resources.

## B. DEPARTMENTAL EQUIPMENT – Office and Instructional

### B.1. COPY MACHINE

Faculty, Temporary Instructors and Staff have access codes that allow to make photo copies. No personal copies or copyright materials are authorized on the departmental copier. Faculty are encouraged to post required course materials online. Should paper copies be needed, photocopies will have to be limited. The Department will supply a limited number of reams of paper for each semester and when the paper supply is exhausted, individuals will have to supply their own paper.

Faculty may ask student work-study personnel to make large quantity of copies if needed. Please try to give at least 24 hours notice for large volume copying jobs.

### B.2. FAX MACHINE

The fax machine is located in room 264. The fax number is 706-542-4084.

#### Receiving Faxes

All Faculty and Staff may receive faxes. Give the sender the above fax number.

#### Sending Faxes

Local: All Faculty and Staff may send local faxes.

Long distance: Faculty may send long distance and international faxes using their phone codes. Instructors must get permission from the Business Manager or Department Head to send a long distance fax.

#### Instructions

**On-campus faxes:** Place papers face down with the tops first into machine; push the “hook” button, dial 2 followed by the last four digits of the number; press the gray “send” key to begin transmission. A confirmation report will be printed automatically after the transmission.

**Local faxes:** Arrange pages; push the “hook” button, dial 9 followed by the 7 digit local number; press the gray “send” key.

**Long distance faxes:** Arrange papers; push the “hook” button, dial 9 followed by the area code and number; wait for tone; enter long distance access code; press gray send key.

**Overseas faxes:** Ask for assistance from the Business Manager.

### B.3. INSTRUCTIONAL EQUIPMENT

All dance classrooms and studios (304, 267, 269, 272, 274) are equipped with instructional technology. The following items are available to be checked out for instructional use: Cameras, Slide projectors, Overhead projectors. See or email the Technical Director ([cjf@uga.edu](mailto:cjf@uga.edu)) to check out these items.

## **B.4. MEDIA CENTER**

The media center contains computers and various software for word processing, spread sheets, presentations, scanning, video and sound editing, etc. The center is available only to the faculty, instructors and students of this department.

### **Hours**

The media center is available 24 hours a day, however the Dance Building is locked at 10:00pm Monday to Friday and is locked on the weekends.

### **Access**

Entrance to the media center is on the second floor of the Dance Building. Priority use for computers should be given to those preparing class instructional material. Do not eat or drink around the computers.

Please be considerate of others who are working in and around the center by maintaining a quiet work setting. Assistance from the Technical Director when he is available and from the computer support staff on Wednesdays from 1:00 pm-5:00 pm.

## **B.5. TYPEWRITER**

One typewriter is located in the mailroom on the counter on the right side of the room upon entering the room.

# **C. TEACHING RELATED**

## **C.1. ADVISING**

All faculty have advising assignments. At the present time, each faculty member advises approximately, 6-8 dance majors. As the numbers of dance majors increases, this number will increase proportionally. Faculty are expected to assist students in planning the program of study for completing the degree in dance and making sure that students take the appropriate courses in the correct rotational cycle. Some problems in advising may arise and be brought to the entire dance faculty for consideration. Departmental information and policies for students are contained in the Department of Dance Student Handbook and students are responsible for being cognizant of that information.

## **C.2. AREA COORDINATORS IN DANCE – Faculty Assignments**

Area coordinator assignments require producing reports, outlines, revisions, reviews and other written documents. In some instances, but not all instances, these reports and outlines may be reviewed and modified by the faculty. Also see [D.3](#).

At the present time there are six area coordinators: [Ballet](#), [Contemporary Dance](#), [Jazz](#), [Teacher Certification & YCL](#), [Summer Advising](#), [Recruitment & Auditions](#). The responsibilities of each are outline below with respect to the current assignments. The

area coordinator responsibilities are listed in alphabetical order first; then according to tenured faculty assignments, followed by non-tenure track faculty assignments.

#### Ballet Coordinator

- organize level placement in ballet for prospective majors at biannual auditions
- organize level placement in ballet at the annual placement audition in August
- recruitment of male dancers to assist in the *Pas de Deux* class, usually offered every spring semester
- in charge of recruitment of accompanists for ballet technique classes
- oversee, in conjunction with other ballet faculty, curricular changes in ballet
- prepare (create, write, revise, etc.) documents regarding the ballet area
- create schedule for adjudicators for juries
- attends to issues in the ballet area

#### Contemporary Dance Coordinator

- organize level placement in contemporary dance for prospective majors at biannual auditions
- organize level placement in contemporary dance at the annual placement audition in August
- oversee the senior choreographic projects
- oversee, in conjunction with other contemporary dance faculty, curricular changes in contemporary dance
- prepare (create, write, revise, etc.) documents regarding the contemporary area
- attends to issues in the contemporary dance area

#### Jazz Coordinator

- organize level placement in jazz for prospective majors at biannual auditions
- organize level placement in jazz at the annual placement audition in August
- prepare (create, write, revise, etc.) documents regarding the jazz area when required
- attend to issues in the jazz area

#### Teacher Certification Coordinator & YCL

- oversee the YCL choreographic labs and projects
- in charge of recruitment of accompanist for contemporary dance classes
- maintain and update documents, as needed for NCATE certification
- oversee certification students, including course work and observe teaching

#### Summer Advising Coordinator

- work with the registrar's office to contact students who have been 1) accepted at UGA and had successful dance audition, and 2) those who had successful dance audition in dance, but not accepted by UGA
- create and send a letter for each of these two categories of students
- letter to students accepted in dance includes preliminary summer advising
- follows up with any questions by incoming students

#### Recruitment and Auditions Coordinator

- respond to emails, phone calls and other questions from prospective students
- meet with prospective students and parents by advanced arrangement
- organize audition days format and schedule
- organize luncheon for auditionees
- write audition follow-up letters and scholarship letters to auditionees
- work with registrar's office regarding potential "presidential admittance"



### **C.3. CHANGE OF GRADE**

The e-Grade Change System is available at: <https://apps.reg.uga.edu/GradeChange/> along with video tutorials and FAQ's.

### **C.4. COURSE SYLLABI**

The University of Georgia **requires** Faculty and Instructors to post course syllabi at [syllabus.uga.edu](http://syllabus.uga.edu) every semester. Dance Faculty and Instructors are also required to submit an electronic copy of their course syllabi to the Business Manager at the beginning of each semester.

According to UGA guidelines, all syllabi should contain course objectives. From the UGA curriculum website, [www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf](http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf) :

Faculty are responsible for providing each student in a course with a copy of the class syllabus. In addition to the information as it appears in the master syllabus, the class syllabus will include information for the specific teacher and body of students.

A master course syllabus must be on file in the Office of the Vice President for Instruction for each approved course. Elements of a master syllabus include:

- a. Course title and number as they appear on the course application.
- b. Course description as it appears on the course application.
- c. Prerequisites, co-requisites, and cross-listings for the course.
- d. Course objectives or expected learning outcomes for students of the course.
- e. Topical outline for the course.
- f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest. The syllabus must include this statement:

*As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: [www.uga.edu/honesty](http://www.uga.edu/honesty). Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.*

- g. The syllabus must [also] include this statement:

*The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.*

### **C.5. COVERING CLASSES WHILE AWAY ON PROFESSIONAL TRAVEL**

Faculty are expected to make arrangements to have their classes covered, as indicated on the Request for Authority to Travel Form, which must be submitted and approved prior to the travel dates. See [D.17](#).

It is each faculty member's responsibility to arrange, and if necessary, pay for, covering of classes when away from teaching. The Department of Dance is not responsible to pay for substitute teachers for faculty who are traveling or are otherwise unable to

teach their courses. The department head will consider applications for guest instructors who may be appropriate for guest artist funding. All substitute instructors must be approved by the department head.

There are several ways to cover classes while away:

1. "Exchange" with other dance faculty members to cover classes for one another.
2. Write a WCHA lecturer grant to bring in a guest artist/teacher. (If awarded, the faculty member will be responsible for all arrangements for the guest.)
3. Apply for Departmental guest artist funds to bring in a guest artist who will offer a variety of classes in the department and arrange for that guest to be involved with other classes in addition to the classes being covered while away. Guest instructors must have appropriate professional qualifications and/or degrees.
4. Find local professionals with appropriate professional qualifications, experience and/or degrees, other UGA faculty and/or appropriate UGA graduate students (doctoral students are preferable) to be guest speakers and/or presenters for classes while away.

## **C.6. CURRICULUM and COURSE DESCRIPTIONS**

Revisions of the curriculum are necessary to keep the dance curriculum current, informed, appropriate and in compliance with the NASD standards. All faculty are expected to participate in curriculum development, revisions, restructuring and redesign when necessary.

Faculty are responsible for updating course descriptions and after approval by the faculty any changes will be sent to the Franklin College and University Curriculum committees for approval. This process is required for any changes to the university bulletin and CAPA listings, as well as the course listings and information in the Department of Dance Student Handbook.

## **C.7. DANCE ACCOMPANISTS**

The Department of Dance makes every effort to support dance technique classes with musical accompanist. Some area coordinators have the responsibility to search for accompanists for dance major technique classes. When a prospective accompanist for dance major technique classes is found, it is up to the specific area coordinators to audition the prospective accompanist to determine if the person is an acceptably accomplished musician whose skills are sufficient to accompany dance technique classes. If the audition is favorable, then the coordinator will notify the department head who will follow-up with details of employment.

## **C.8. DROP-ADD**

Please keep up-to-date on the Drop-Add period for each semester. The Drop-Add period is usually listed on the Department Calendar and can also be found at [www.reg.uga.edu](http://www.reg.uga.edu). Students are responsible for obtaining the LATE ADD form from the

registrar's office. The Department will provide forms only in cases where a class meets for the first time or company auditions are after the Drop/Add period. If students ask if they can add classes, please advise them attend the class to ensure that the class is within the enrollment limits. Please do not promise students access to courses, nor turn them away, until enrollment counts become final.

### **C.9. EQUIPMENT REQUESTS**

The department equipment list supports requests that are needed. Some of these requests are appropriate for the Student Technology Fees (see C.13) and others are not. Other equipment is funded from other sources within the Franklin College. Faculty are responsible for submitting requests for equipment to the department head. The Department Head will send out a request, usually in the late summer or early fall, upon receipt of the call for equipment requests from the Dean's Office. The departmental equipment request list is maintained and updated throughout the year, so it is important for faculty to submit requests as needed.

### **C.10. FINAL EXAMINATIONS and DANCE JURIES**

University policies state that final exams must be given for all undergraduate classes. Final exams are to be administered during the official exam schedule, per the UGA Schedule of Classes. Final exams must not be administered during the last week of class.

In the Department of Dance, the dance juries, final exam/evaluation of students in technique class, are schedule by the faculty and put on the Department Calendar. Faculty may also put the jury dates on their course syllabi.

For further information, see the UGA Schedule of Classes, or the following:  
[www.uga.edu/schedule-of-classes](http://www.uga.edu/schedule-of-classes)

#### **Final Examination Schedule Conflicts**

See the [Curriculum Systems website](#).

### **C.11. GRADE APPEALS**

Appeals may be made by students in any class in the Department. Students must first speak with their instructor before initiating further action. The appeal must take the form of a detailed, written letter to the Department Head. The Department Head will appoint a three member committee to review the appeal. The committee reports to the head with a recommendation. See also F.2, [Franklin College of Arts and Sciences Bylaws](#).

### **C.12. GRADE OF INCOMPLETE**

When an instructor assigns a grade of "Incomplete" for a course, generally, it is up to the instructor and student to resolve the solution for completing the work missed. After the work is completed, the instructor must fill out the Change of Grade form and submit it to the Department Head for approval.

### **C.13. GRADE/ROLL BOOKS**

Grade Roll Books will be available for all faculty. Faculty who leave the University should, for bureaucratic reasons, hand in their grade book(s) to the Department Head.

### **C.14. INSTRUCTIONAL EQUIPMENT RESOURCES – STUDENT TECHNOLOGY FEES, LAB FEES & OTHER EQUIPMENT FUNDING SOURCES**

#### **Student Technology Fees**

Faculty are responsible for submitting requests for instructional equipment appropriate for Student Technology Fees, to the department head. Student Tech Fees have very specific requirements and restrictions, and requires important justification. The Department Head will send out a request, usually in the fall, upon receipt of the call for Student Technology Fees Equipment Requests from the Dean's Office and will forward the form for Student Tech Fees to faculty who have indicated that they wish to make requests. The departmental equipment request list is maintained and updated throughout the year, so it is important for faculty to submit requests as needed. Not all equipment is appropriate for the Student Technology Fees.

#### **Equipment from Lab Fees**

Students enrolled in dance courses are charged lab fees for items needed in the teaching of those courses, which are consumable by the students. The lab fees have very specific and restricted guidelines for use and not all teaching or technical equipment is allowable under the guidelines. Check with the Business Manager to determine if specific requests are allowable.

#### **Other Equipment Funding Sources**

The equipment list used for the Student Technology Fees is also the general "Equipment Request List" and **must** be kept current. At various times during the academic year and particularly at the end of the fiscal year, equipment allocations from the Franklin College may be assigned. Items on the "Equipment Request List" will be given consideration for funding, depending upon the amount of the allocation and the cost of the items requested.

### **C.15. LARGE CLASSES**

Faculty members teaching Dance Appreciation and other courses with intentional high enrollment capacity may request limits to the number of students in these large classes. The Franklin College encourages faculty to set higher limits on such courses as Dance Appreciation, making the enrollment limit between 65 to 75 students. Other courses, such as Ballroom Dance may have a 50-student limit, whereas Contemporary Dance Foundations or Jazz Dance Foundations may have a 30 to 35 student limit. Other technique class enrollments may be limited with respect to studio capacity, however, consideration must be made for increased numbers of dance majors.

### **C.16. LIBRARY RESOURCES – UGA Main Library, Dance Library, Department Dance Video Collection**

There are two primary library resources for dance students and faculty: the UGA Main Library and the Dance Library housed in the Dance Building. Faculty may request to have videos and volumes from the Main Library to be held on reserve for student use, or delivered to the Dance Building for faculty use. The Department also has a video library for faculty use and a complete inventory is available from the Technical Director. Main Library Website: [www.libs.uga.edu/faculty/index.html](http://www.libs.uga.edu/faculty/index.html). At the present time, Professor Rebecca Enghauser is the department library liaison and Carla Wilson Buss, at [cbuss@uga.edu](mailto:cbuss@uga.edu), the library contact person for information and acquisition requests.

### **C.17. STUDENT EVALUATIONS**

Student evaluations are now done online. All faculty must be evaluated by their students in all classes at the end of each semester. Please note that the University policy states that evaluations must not be given during final exams. If faculty would like to give paper evaluations they may do so. See [A.20](#).

### **C.18. STUDENT ID NUMBERS**

The University of Georgia has eliminated the use of Social Security Numbers as a means of identifying members of the UGA community. The primary identifier number is now the “810 number”, also called the CAN. This is a nine-digit portion of the UGA ID Card number that begins with 810. See [Appendix 8](#) for further details.

### **C.19. STUDENT WITHDRAWAL FROM COURSES**

It is mandatory that you obtain a UGA email address in order to process the withdrawals and you must refer to your email at least once a week. If the student initiates the withdrawal in the e-withdrawal system, the instructor will receive a notice of the withdrawal the following day. The date of last attendance will be pre-filled with the date the student processed the withdrawal. Withdrawals after mid-point must be screened by Student Affairs. Student Affairs will discuss the repercussions of withdrawing after midpoint.

If Student Affairs approves the withdrawal for health or emergency reasons, a grade of W can be assigned. If Student Affairs doesn't approve the withdrawal and the student still wants to withdraw, the grade option is a WF grade. However, if the instructor determines that the student's last date of attendance was prior to mid-point, a W grade may be assigned in the following manner:

- Withdrawals. The e-withdrawal notice the instructor receives will have the date of last attendance pre-filled with the date the withdrawal was initiated. The instructor may overstrike that date with the actual date of last attendance.

- University Withdrawals<sup>§</sup>. Student Affairs will enter the Official Withdrawal date as a date prior to midpoint. This is required by regulations governing percentage refunds granted for complete withdrawals.

<sup>§</sup>University Withdrawals do not allow the instructor to change the Official Withdrawal date. Instructor initiated withdrawals can be processed after midpoint up until grade rolls are printed.

The Business Manager will enter the withdrawal date and grade. The "Instructor Initiated Withdrawal" forms are located at the reception area. See [Appendix 10](#). If the date of last attendance is prior to midpoint, the grade of W is allowed. If the date of last attendance is after midpoint, Student Affairs must approve the withdrawal before a grade of W can be assigned. Otherwise, a grade of WF is the only option. For additional information on withdrawals: [www.reg.uga.edu/lpolicies/withdrawals](http://www.reg.uga.edu/lpolicies/withdrawals)

## C.20. SUMMER TEACHING

Summer teaching is available on a limited basis, but is not guaranteed. Faculty should indicate interest/request for summer teaching in writing with justification, to the Department Head. If supported, the Department Head will send the request to the Dean's Office. The final decision about course offerings for the summer is at the discretion of the Dean's Office. There are college and university enrollment requirements for summer course. The Dean's Office will cancel under enrolled courses. The usual requirements are 10 students for undergraduate courses. This requirement may be amended by the Dean's Office.

## D. FACULTY INFORMATION

### D.1. ABSENCES

Faculty are expected to be on time and present to teach all of the assigned classes for the semester. In the event of an absence from teaching, faculty must report absences as early as possible to the Business Manager. Every absence has an appropriate form (**Leave Request**, **Employee Request for Authority to Travel**, etc.). Forms are online and leave request forms are also available in the mailroom on the countertop to the left of the copy machine.

- a. **Leave Request Forms** (for any other absences) should be filled out and submitted to the Business Manager as soon as possible prior to absence for planned absences and within 2 days when returning from work after illness or emergency.
- b. **Employee Request for Authority to Travel** forms must be filled out online and turned in to the Dean's Office at least three weeks prior to travel.

Faculty may use professional travel leave, Family Medical Leave Act (FMLA) or personal leave when needed. Faculty are responsible for contacting the Business Manager or the department head as soon as possible regarding absence from classes, so that appropriate action can be taken to cover the classes. Also discussed in [D.6](#).

## **D.2. ACADEMIC RESOURCES**

Academic Resources including Office of the Registrar, UGA Bulletin, Student Learning Center, Honors Program, MyUGA, OASIS, WebCT/eLC, Tutorial Program, Learning Center, Academic Enhancement Satellite Office, Freshman College Summer Experience, Undergraduate Academic Advising, Career Center, University Testing Services, Multicultural Services and Programs, Disability Resource Center, Learning Disabilities Center, Writing Center, Bioscience Learning Center, Chemistry Learning Center, Center for Teaching and Learning, and Project Promote are listed and discussed on the following UGA website - [www.uga.edu/academics/resources.html](http://www.uga.edu/academics/resources.html).

WebCT will be replaced by eLearning Commons (eLC) completely by January 2010. eLC is a new online learning environment for posting class materials, communicating with students, and managing tests. For more information and questions, contact [elc@uga.edu](mailto:elc@uga.edu). Also see [E.2](#).

## **D.3. ANNUAL CONTRACTS**

In late June or early July of every year, annual contracts and salary sheets will be sent to the regular faculty. Faculty must sign and return contracts as indicated in the accompanying letter. All contracts should be returned to the Business Manager. Failure to sign and return the contract as stipulated will indicate a refusal to continue that contract.

Lecturers will receive a contract letter stating the assigned salary and are also required to sign and return the contract letter by the date stipulated in the letter.

## **D.4. APPOINTMENT, PROMOTION and TENURE**

The appointment, promotion and tenure process is outlined by the [UGA Guidelines for Appointment, Promotion and Tenure](#), the [Franklin College Bylaws](#) and the [Department of Dance Guidelines for Promotion and Tenure](#). See websites listed in [D.2](#) and documents included in [Appendix 1](#).

## **D.5. COVERING CLASSES WHILE AWAY**

### **planned and unplanned absences from teaching**

#### **Covering Planned Absences from Teaching - professional travel &/or leave**

Professional travel, faculty development assignment leaves, fellowships and other leaves which are approved well in advance of the travel period, must have the coverage of classes planned in advance. The **Request for Authority to Travel** Form must be submitted and approved for all professional travel. The method for covering classes while away is required to be listed on the form.

It is the responsibility of the faculty member to ensure that all classes missed will be covered. There are several ways that covering classes may be accomplished: (1) "exchanges" with other dance faculty members to cover classes for one another; (2) if you know far enough in advance about the travel, consider writing a WCHA lecturer

grant to bring in a guest artist/teacher; 3) if you were not successful for a WCHA grant and you have a guest artist/teacher in mind who can cover a variety of classes, you may submit a request for Carver Guest Artist Funds; 4) if the substitute teacher is only able to cover the individual faculty classes to be missed, faculty may have to pay the substitute personally. The Department nor the University is responsible for paying faculty salaries and substitute teacher fees.

#### **Covering Unplanned Absences from Teaching - (illness, personal leave, etc.)**

For unplanned absences such as illness, unplanned personal leave or other emergencies, faculty are responsible for contacting the Business Manager in Dance or the department head as soon as possible so that immediate steps can be taken to cover the classes missed. Forms for absences other than professional travel should be filled out and submitted within 2 days of returning to teaching. Also see [C.5](#).

### **D.6. DEPARTMENTAL ASSIGNMENTS FOR FULL-TIME FACULTY**

Departmental assignments for full-time faculty include Area Coordinator assignments (see [C.2](#); [F.1, Article III, Section 1](#)), departmental committee assignments (see [F.1, Article V, Section II](#)) and other assignments as needed for the regular functioning of the Department of Dance. Among the variety of tasks required of area coordinator assignments are:

- (1) assessing prospective students skills in auditions and placement classes;
- (2) developing, creating and producing reports, outlines, revisions and other written assignments in an accurate, well-presented and timely manner;
- (3) participating in feedback, assessment and evaluation panels for student choreography and research presentations; and
- (4) attending to the needs of the specific area (ballet, contemporary dance, jazz dance, teacher certification, summer advising, recruitment and auditions) in curricular matters - including securing accompanists for technique classes, recruiting students for specialized classes, and maintaining contact with students such as for teaching certification, auditions and summer advising. Other assignments may be made by the department head. Also see [C.2](#).

### **D.7. FACULTY DEVELOPMENT ASSIGNMENT (LEAVE)**

Tenured faculty in the Franklin College whose appointment has lasted at least twelve full semesters (excluding summers) may apply for a faculty development assignment (FDA). A faculty development assignment is not an entitlement. A request for such an assignment requires a demonstrated plan to pursue scholarly efforts, plus a strong record of scholarship. FDAs will be awarded on a competitive basis to faculty who are

active, productive scholars who propose a research plan they will pursue while on assignment. Scholarship and research include creative work and scholarship of teaching. See the Franklin College website, [www.franklin.uga.edu/fac\\_staff/policies\\_procedures/Faculty\\_Development\\_Leave\\_Policy.pdf](http://www.franklin.uga.edu/fac_staff/policies_procedures/Faculty_Development_Leave_Policy.pdf)



## **D.8. FACULTY OFFICE HOURS**

All teaching faculty are required to hold weekly office hours during the regular academic year (August – May) and ensure that the information is provided to students. Office hour information will be given to the Business Manager and should be posted on office doors. Faculty may also put office hours on course syllabi.

## **D.9. PROFESSIONAL DEVELOPMENT FOR FACULTY**

The Department of Dance encourages and supports professional development activities for all faculty. Active participation in workshops, seminars, training sessions and other formally organized events and activities intended for professional development are important to strengthen and develop skills and expand the base of knowledge. Professional development can be in the areas of teaching and/or research or may be in other areas for broadening the base of knowledge and developing new skills related to teaching and/or research. Also see [D.8](#).

## **D.10. POST-TENURE REVIEW**

The UGA Guidelines for Appointment, Promotion and Tenure, the Franklin College Bylaws and the Department of Dance all outline the Post-Tenure Review process. See [E. 13](#) and [Appendices 2 and 3](#).

## **D.11. RESEARCH GRANTS**

**Faculty are strongly encouraged to apply for grant funding**, both internal and external, for research projects, guest artists, teaching projects, faculty development, etc. The University of Georgia supports a variety of grant opportunities for faculty, including grants and fellowships through the Willson Center for Humanities and Arts (see [D.16](#).) and year by year initiatives from the Provost and Franklin College. Yearly initiatives are announced to the faculty email listserv.

The UGA Office of the Vice President for Research offers many opportunities to search for external grants as well as assistance in grant writing; check resources at [www.ovpr.uga.edu](http://www.ovpr.uga.edu). This website and office provides assistance in finding funding, developing/submitting proposals, developing a research program, finding expertise, and forms and policies. OVPR also offers “Research 101 for New Faculty: Resources to help you start your research program at UGA, including how to find research funding”.

## **D.12. STATURE IN THE PROFESSION**

Tenured and tenure-track faculty are expected to establish and maintain professional stature in their respective areas of dance. As is stated in the *UGA Guidelines for Appointment, Promotion and Tenure*:

Assistant Professor - “is the primary entry-level position for employment as a faculty member at the University . . . should show promise of moving toward excellence in the criteria appropriate to their work assignments.”

Associate Professor - “must show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level.”

Professors- “Unless the candidates' assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature.”

### **D.13. TEACHING ASSIGNMENTS and SCHEDULES**

Department Head will assign teaching schedules in accordance with the individual areas of expertise and the needs of the Department. Outside of technique, other areas of expertise may overlap and/or a faculty member may be required to develop and teach a new course preparation particularly in the dance theory courses. Faculty may meet with the Department Head to discuss teaching assignments and schedules.

### **D.14. TRAVEL FUNDS FOR PROFESSIONAL TRAVEL**

The Franklin College of Arts and Sciences provides travel funds for faculty to use for professional travel, when the funding is available. Other travel funds, particularly for international travel, may be available through a competitive funding process from the Office of the Vice President for Research at [www.ovpr.uga.edu](http://www.ovpr.uga.edu) and the Provost's International Travel Funds. Forms can be found at:

[http://provost.uga.edu/documents/fy15\\_provost\\_internationaltravel\\_funds\\_request\\_form.pdf](http://provost.uga.edu/documents/fy15_provost_internationaltravel_funds_request_form.pdf).

Generally, there are no departmental travel funds for faculty professional travel.

Faculty member who do not use their Arts and Sciences Creative funds for productions, may submit a request to the department head to use these funds for travel.

### **D.15. TRAVEL REQUEST FORMS FOR PROFESSIONAL TRAVEL**

Faculty (all Assistant Professors, Associate Professors, Professors, and Lecturers) and temporary instructors must submit the Employee **Request for Authority to Travel on Official University Business** forms to the Business Manager for any work/research related trips they plan on taking. The University and Franklin College require that these forms be submitted at least three weeks in advance for domestic trips and six weeks in advance for international trips. Forms must be signed by the Department Head in order to be submitted to the Dean's Office. These forms can be found online at [www.busfin.uga.edu/forms](http://www.busfin.uga.edu/forms); type in the key word "travel". See also [Appendix 10](#).

If travel support is awarded, the original receipts should be submitted as soon as possible upon return from the trip. Please organize receipts, attach a list of expenses and submit everything at one time. Faculty and Instructors are to submit requests for reimbursement to the Business Manager in Dance Building 263.

Faculty and Instructors receiving an invitation or acceptance to present a paper at an international conference may apply for the **Foreign Travel Assistance Program** of the Office of the Vice President for Research to apply for support. Application forms are available or at the following web site for the Vice President for Research:

<http://www.ovpr.uga.edu/iga/grants>. See also [Appendix 10, Sample Forms](#).

See the Resources for Faculty and Staff ([A.24](#)) for other important links.

## **D.16. WILLSON CENTER FOR HUMANITIES AND ARTS**

The Willson Center for Humanities and Arts, a unit of The University of Georgia Office of the Vice President for Research, provides funding opportunities for UGA faculty in research, publication subvention, distinguished lecturers/artists, department-invited lecturers, conference/performance and other programs, through competitive grants. Dance Faculty are strongly encouraged to write and apply for WCHA grants.

From the WCHA website:

The **Jane and Harry Willson Center for Humanities and Arts** promotes scholarly inquiry and creative activity in the humanities and the arts by supporting faculty research grants, lectures, symposia, publications, visiting scholars, visiting artists, and public conferences, exhibitions, and performances. The Willson Center is a unit of the Office of the Vice President for Research.

The humanities encompass philosophical, historical, social, ethical, legal, aesthetic, religious, linguistic, and ideological investigations of our world. Humanistic research includes many kinds of scholarship, such as history, criticism, theory, interpretation, and translation. The arts may be understood as the expression of human experience in various modes, such as literature, theater, music, dance, film, painting, printmaking, sculpture, and design.

The Willson Center awards grants through competitions. Applications are available online at <http://www.willson.uga.edu>

## **E. UNIVERSITY POLICIES**

### **E.1. ACADEMIC HONESTY (A CULTURE OF HONESTY)**

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University Community. A policy on academic honesty has been developed to serve these goals. All members of the academic community are responsible for knowing the policy and procedures on academic honesty. See [www.ovpi.uga.edu/academic-honesty/academic-honesty-policy](http://www.ovpi.uga.edu/academic-honesty/academic-honesty-policy) for the entire culture of honesty policy.

From the curriculum website, all course syllabi must include this statement about academic honesty:

*As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at [www.ovpi.uga.edu/academic-honesty/academic-honesty-policy](http://www.ovpi.uga.edu/academic-honesty/academic-honesty-policy). Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.*

More information can be found at [www.ovpi.uga.edu/academic-honesty/academic-honesty-policy](http://www.ovpi.uga.edu/academic-honesty/academic-honesty-policy)

## **E.2. ACADEMIC RESOURCES**

Academic Resources including Office of the Registrar, UGA Bulletin, Student Learning Center, Honors Program, MyUGA, ATHENA/BANNER, WebCT (newly revised), Tutorial Program, Learning Center, Academic Enhancement Satellite Office, Freshman College Summer Experience, Undergraduate Academic Advising, Career Center, University Testing Services, Multicultural Services and Programs, Disability Resource Center, Learning Disabilities Center, Writing Center, Bioscience Learning Center, Chemistry Learning Center, Center for Teaching and Learning, and Project Promote are listed and discussed on the following UGA website - [www.uga.edu/academics/resources.html](http://www.uga.edu/academics/resources.html).

## **E.3. ALCOHOLIC BEVERAGES SERVED OR PROVIDED AT UNIVERSITY EVENTS**

See the Provost's website at [provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/5-facilities-and-other-policies/501-use-of-campus-space-/501-3-guidelines-concerning-university-events-where-alcoholic-beverages-are-served-or-provided/](http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/5-facilities-and-other-policies/501-use-of-campus-space-/501-3-guidelines-concerning-university-events-where-alcoholic-beverages-are-served-or-provided/)

## **E.4. BOARD OF REGENTS IMMUNIZATION POLICY**

University System Board of Regents policy requires that all new students submit proof of immunization against measles, mumps, and rubella (MMR) prior to attending classes. At the University of Georgia, this documentation must be received and verified prior to registration for classes.

Exceptions are made for students who have religious objections and students who physicians have certified that they cannot be immunized because of medical reasons. Exemptions may also be made for students who receive instruction solely via a medium which does not require physical attendance on either a University System campus or an off campus site. The latter exemption is void should the student register for classes physical attendance on either a University System campus or an off campus site.

In recent years there have been an increasing number of requests from faculty to exempt students from this requirement for other reasons. Most often the exception is requested because the student arrives on campus without the necessary documentation showing proof of immunization.

The University Health Center, which is charged with accountability for implementation of this policy, is requesting that faculty who work with special student populations during the admissions process stress the importance of meeting the immunization requirements prior to arriving on campus. Hopefully, this will help to ensure the student is ready to complete the registration process upon arrival on campus. In those instances where it has not been possible for the student to meet this requirement prior to arrival on campus, the health center will assist the student by administering the MMR vaccine or performing a blood titer to verify immunity. Rather than calling the health center to request an exception, please advise the student to come to the health center patient registration desk located in the main lobby for assistance in meeting this

requirement. Health center staff are available to assist students with this process Monday-Friday from 8:00 am-5:00 pm.

Thank you for your assistance in helping students meet this Board of Regents requirement. Should additional information be needed, you may call Melanie Gibson, Medical Records Manager, at 542-8618.

### **E.5. BOMB THREATS**

See the UGA Safe and Secure website, [www.uga.edu/safeandsecure/bomb.html](http://www.uga.edu/safeandsecure/bomb.html), and Appendix 7.

### **E.6. CELLULAR PHONES**

Cellular phones are common in the University community. The State government is concerned about the high volume of cellular phone usage by individuals in state agencies that are paying for the charges through a state budget. We have been asked to formulate a policy that will insure that use of cellular phones in the Franklin College meets state requirements. To conserve operating resources, the Franklin College does not approve the purchase of cellular phone services with state funds, except in the rare instances when cellular phone usage is necessary for the safety of faculty or students (as on a field trip). Departments may purchase cellular services using Foundation funds or grant revenues, providing that the funds or grants allow such expenditures. When asking to authorize the purchase of a cellular phone, be certain that you are personally comfortable with the reasons for its issuance, and that they are consistent with the reasons specified on the attached list. Write a short memo citing the reasons on the attached list in support of the cellular phone you wish to authorize. We will respond with a decision on your request.

### **E.7. EMERGENCY PREPAREDNESS**

UGA Office of Security Preparedness <http://www.prepare.uga.edu/EE/> and UGAAI/ert <http://www.ugaalert.uga.edu> provide current information on campus and national alert status. It will also provide links to various related University, State and Federal security preparedness information. Faculty, staff and students may also contact OSP by calling (706) 542-5845.

#### **University Police Department**

[www.police.uga.edu](http://www.police.uga.edu)

#### **Anthrax Fact Sheet**

[www.cdph.ca.gov/HealthInfo/discond/Documents/Anthrax.pdf](http://www.cdph.ca.gov/HealthInfo/discond/Documents/Anthrax.pdf)

#### **Mail Handling**

[www.busfin.uga.edu/mail](http://www.busfin.uga.edu/mail)

#### **"Safe and Secure" Guide**

[www.uga.edu/safeandsecure](http://www.uga.edu/safeandsecure)

### **E.8. CONSULTING AND OUTSIDE ACTIVITIES POLICIES**

From the Franklin College website:

“The University of Georgia and the Franklin College of Arts and Sciences recognize that appropriate consulting activities may be mutually beneficial to the faculty

and to the university. The benefits include: enhancing the knowledge, expertise and experience of the faculty; assisting in maintaining knowledge of practice and applications; opening and expanding contact and communication with other institutions, organizations, industry, governmental agencies and other clients; and fostering public service activities otherwise unavailable. Thus, appropriate consulting activities constitute enrichment and continuing education activities, which enhance the professional development and reputation of faculty. This, in turn, may result in improved teaching, research, and service. Hence, reasonable participation in consulting is encouraged within the parameters identified in Section 802.16 of the Board of Regents Policy Manual and Article X, Sections 7 and 8 of the University of Georgia Statutes. Although consulting may make faculty better scholars and teachers, the consulting process has in it the potential for diversion of faculty from their primary activities and responsibilities. The basic principle of this policy statement, therefore, is that there are limitations upon Franklin College faculty members who undertake consulting. The purpose of this policy is to state these limits and the reasons for them.”

For further information, see the Franklin College website  
[www.franklin.uga.edu/faculty\\_staff/policies\\_procedures/consult.php](http://www.franklin.uga.edu/faculty_staff/policies_procedures/consult.php)

#### **E.9. COURSE BANKING AND TEACHING REPLACEMENT UNITS**

The Department of Dance does not currently have a course banking option as described in the Policies and Procedures section on the Franklin College website for Faculty Leave of Absence Policy.

#### **E.10. DISPUTE RESOLUTION POLICY**

See Legal Affairs website, [www.uga.edu/legal/pdfs/Dispute.pdf](http://www.uga.edu/legal/pdfs/Dispute.pdf).

#### **E.11. FINAL EXAMINATIONS**

University policies state that final exams must be given for all undergraduate classes. Final exams are to be administered during the official exam schedule, per the UGA Schedule of Classes. Final exams must not be administered during the last week of class. For further information, see the UGA Schedule of Classes, or the following:  
[www.bulletin.uga.edu/bulletin/ind/finalexam.html](http://www.bulletin.uga.edu/bulletin/ind/finalexam.html)

#### **Final Examination Schedule Conflicts**

See the Curriculum Systems website,  
[www.curriculumsystems.uga.edu/FinalExamConflicts/FinalExamConflict.html](http://www.curriculumsystems.uga.edu/FinalExamConflicts/FinalExamConflict.html)

#### **E.12. HEALTH AND SAFETY CONCERNS OF FACULTY AND STAFF**

The University of Georgia affirms the importance of the health and safety of all personnel. It is therefore essential that well-defined and publicized guidelines are observed for the prompt resolution of health and safety concerns raised by faculty and staff. The principal operating policy is that resolution of and response to health and

safety concerns should be at the closet possible administrative level to the concerned faculty and staff. Administrative steps to be taken are as follows:

Each school, college, division and other major University units will develop an orderly and timely process for faculty and staff to report health and safety concerns through their respective administrative structures.

A health or safety concern of faculty and staff should be reported in writing to the University administrator directly responsible for the program or space affected. Depending upon the operating policy of the particular major University unit, the administrator might be a department head, a director, a dean (or designee) or a vice president (or designee). The administrator will attempt to resolve the concern if it is within hi/her wherewithal to do so. If the health or safety concerns cannot be resolved within the department or division, school or college or other major University unit, the responsible coordinator should contact the Environmental Safety Division and/or Physical Plant, as appropriate. If the concern cannot be resolved with the technical assistance of either the Environmental Safety Division and/or Physical Plant, it should be referred to the next administrative level.

Resolution, or concrete plans for resolution, of health and safety concerns should be completed within 30 days from the time a concern is initially expressed by faculty or staff. That information should also be reported in writing to the employee who raised the issue. Administrative heads of schools, colleges, divisions and other major University units should include in their statement of operating policy a provision for assuring this timely response.

### **SEXUAL ASSAULT INFORMATION AND RESOURCES**

Members of the UGA community – faculty, staff, and students – who have been impacted by relationship, sexual violence, or other physical assault, have several resources for assistance the UGA campus and in Athens.

While faculty may provide guidance to students on these issues, as per federal law, if a student discusses a sexual assault with a faculty member, faculty are required to disclose the victim’s name and any information provided about the assault to the Equal Opportunity Office. The Relationship and Sexual Violence Prevention (RSVP) office provides free and confidential services. RSVP is located on the first floor of the University Health Center and has trained advocates who can provide crisis intervention and support, safety planning, medical and legal accompaniment, as well as academic and housing accommodations. To report an experience to law enforcement, the UGA Police can be reached in an emergency at 911 and also at a non-emergency number (see below). Athens-Clarke County Police are available off-campus in an emergency at 911 and at a non-emergency as well (see below). To report an experience to the University of Georgia, the Title IX division of the Equal Opportunity Office is located in room 119 of the Holmes-Hunter Building and can be reached by phone at or by email (see below).

RSVP  
706.542.8690  
[www.uhs.uga.edu/rsvp](http://www.uhs.uga.edu/rsvp)

UGA Police  
706.542.5813  
<http://www.police.uga.edu>

UGA Equal Opportunity Office  
706.542.7912  
<https://eoo.uga.edu/>  
ugaeeoo@uga.edu

Athens Police  
706.542.2200

### **UGA's Sexual Assault Response Team (SART) Protocol**

Presented by UGA's Equal Opportunity Office/Title IX Coordinator, this program will discuss UGA's Sexual Assault Response Team (SART) Protocol for appropriately responding to disclosures of sexual misconduct, including sexual violence and sexual assault, by students or other University community members. Issues addressed in the SART Protocol include: manners of responding that support a survivor in the disclosure and recovery process, available resources on campus and in the greater community for sexual assault survivors, addressing safety and medical concerns of survivors, which University employees have confidentiality and which do not, identification of mandatory reporters and the information they are required to disclose, and options for investigation by law enforcement and/or the Equal Opportunity Office/Title IX Coordinator. This program is also available to individual departments and units upon request by contacting the Equal Opportunity Office/Title IX Coordinator at (706) 542-7912.

### **E.13. POST-TENURE REVIEW**

The Department of Dance follows the post-tenure review guidelines as outlined in the *UGA Guidelines for Appointment, Tenure and Promotion* and the Department of Dance Guidelines on Post-Tenure Review.

The schedule for post-tenure review is generally every five years after receiving tenure and every fifth year thereafter; also, every fifth year after promotion. In the event of several faculty reaching the five year mark in the same year, the schedule of reviews will be made in conjunction with the Senior Associate Dean of the College of Arts and Sciences. See also [www.provost.uga.edu/index.php/policies-procedures/appt-promotion-tenure/policy-for-review-of-tenured-faculty/](http://www.provost.uga.edu/index.php/policies-procedures/appt-promotion-tenure/policy-for-review-of-tenured-faculty/)

### **E.14. SECURE UGA**

From the SecureUGA website - <https://secure.uga.edu/>

UGA has implemented a risk management model called SecureUGA. This model is a role-based security training and accountability model in which every individual, regardless of position, has a responsibility to protect our sensitive and critical data.

SecureUGA is comprised of three components: policy and procedures, technology, and people. Policy sets the foundation to guide our process and action. Technological enhancements will build strong systems and infrastructure. The third and most important component, people, will be addressed via awareness, training, and education. Faculty and staff will be required to view a set of brief, self-paced presentations accessible via the Internet. Participation will be tracked and reported to unit and department leadership.

Also see <https://infosec.uga.edu/rolebased/awareness/main2.php>



### **E.15. SMOKE-FREE POLICY AT UGA**

The following is the UGA Policy on Smoking:

To comply with the “Georgia Smokefree Air Act of 2005,” the University of Georgia is designated a smoke-free place of employment. The UGA smoking policy applies to all faculty, staff, students, and visitors, and observance and enforcement are the responsibility of the entire campus. The policy may be found in the Administrative Policies & Procedures Manual <http://provost.uga.edu/index.php/policies-procedures/academic/academic-affairs/3-classroom-management/302-prohibitions-in-classrooms/302-3-smoke-free-environment/> and has been revised as follows:

Smoking of any material is prohibited in all University of Georgia facilities, including, but not limited to, hallways, classrooms, residence halls, laboratories, offices, restrooms, seminar/meeting rooms, enclosed athletic facilities, performance halls, and all other spaces in University-owned or leased buildings. Smoking is also prohibited in any outside areas adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to adversely affect the environment of those entering or exiting the facility.

The highest-ranking administrator in each University building may establish a designated smoking area. The smoking area shall be located in a non-work area, where no employee, as part of his or her work responsibilities, shall be required to enter. (Per Georgia Smoke Free Air Act of 2005, Title 31, Chapter 12A, Official Georgia Code.)

### **E.16. STATE BUSINESS TRANSACTION DISCLOSURE REPORT**

See the USG website, [http://www.usg.edu/legal/documents/bus\\_transact.pdf](http://www.usg.edu/legal/documents/bus_transact.pdf)

### **E.17. STUDENT TRAVEL**

Student organizations registered with Students Affairs are may be eligible for travel funds from the Office of Student Affairs. In the past, through the auspices of YCS, students have received travel funding for travel to American College Dance Festival Association Regional Conferences. Student travel in groups and with a faculty member(s), requires that appropriate forms be submitted (see [Appendix 10](#)). Additionally, if the travel is to be aboard, then the appropriate procedures need to be followed (see [A. 28](#)). Contact the Associate Dean for International and Multidisciplinary Programs in the Franklin College for more information. [nfallows@uga.edu](mailto:nfallows@uga.edu)

### **E.18. STUDENTS WITH DISABILITIES**

With 1,500 students registered with the Disability Resource Center at UGA, awareness of disability related issues in higher education is of great importance. Outstanding staff, resources, and services are available to assist UGA faculty via the Disability Resource Center at <http://drc.uga.edu>. The Center for Teaching offers workshops aimed to

inform participants about why students receive accommodations, how to implement accommodation in the classroom, and how to keep every student in mind when designing a course. Staff members from the Disability Resource Center lead participants to offer a fuller understanding of how to assist students with disabilities at UGA.

The University of Georgia Policy on Course Substitution and Course Modification for Students with Disabilities can be found at [www.drc.uga.edu](http://www.drc.uga.edu)

For books on tape, visit this website: [www.coe.uga.edu/ldcenter/services/books](http://www.coe.uga.edu/ldcenter/services/books)

## **E.19. TENURE AND PROMOTION**

Each faculty member is responsible for thoroughly acquainting herself or himself with the both the University and Department guidelines, policies, and procedures for promotion and tenure. In addition, every faculty member is responsible for maintaining current awareness of the policies and procedures, for the defining the trajectory of their careers, and to pursue advancement as outlined in the guidelines. Faculty are provided with hard copies of the guidelines whenever significant changes are made and new editions are printed. Please explore the following links for Appointment, Promotion, and Tenure Documents:

### **Appointment, Promotion and Tenure, Vice President for Academic Affairs:**

#### **Guidelines for Awarding Tenure upon Appointment**

[www.uga.edu/provost/polproc/apt/gatua.html](http://www.uga.edu/provost/polproc/apt/gatua.html)

#### **Administrative Guidelines**

[www.uga.edu/provost/polproc/apt/ag.html](http://www.uga.edu/provost/polproc/apt/ag.html)

#### **Guidelines for Appointment and Promotion of Academic Professionals**

[www.uga.edu/provost/polproc/apt/gapap.html](http://www.uga.edu/provost/polproc/apt/gapap.html)

#### **Revisions to the Board of Regents Policy Manual-Tenure**

[www.uga.edu/provost/polproc/apt/revten.html](http://www.uga.edu/provost/polproc/apt/revten.html)

#### **Frequently Asked Questions**

[www.uga.edu/provost/polproc/apt/ptq&a.html](http://www.uga.edu/provost/polproc/apt/ptq&a.html)

#### **Tenure/Promotion Dossier Checklist**

[www.uga.edu/provost/polproc/apt/ptchklist.pdf](http://www.uga.edu/provost/polproc/apt/ptchklist.pdf)

#### **Guidelines on Renewal of Lecturers Who Have Completed Six or More Years**

[www.uga.edu/provost/polproc/lecture.html](http://www.uga.edu/provost/polproc/lecture.html)

## **General Summary**

In all matters related to promotion and tenure, the Department of Dance will follow and adhere to the University of Georgia Guidelines for Appointment, Promotion and Tenure (revised Spring 2008). The guidelines and criteria that follow provide specific information on how promotion and tenure will be handled in the Department of Dance, and on the criteria approved by the faculty for promotion and tenure in the Department. Issues not addressed in this document can be answered by resort to the Guidelines.

Responsibilities of Faculty in the Department of Dance are assigned in 3 areas: 1) Teaching; 2) Research; 3) Service to the Department and the University, the profession and society.

## **Advisement**

At the time of appointment, a new faculty member will be given a copy of the university and departmental documents about the requirements for promotion and tenure. He or she will sign a letter indicating receipt and understanding of these.

## **E.20. THIRD YEAR REVIEW**

See the *University of Georgia Guidelines for Appointment, Promotion and Tenure* website and the *Department of Dance Guidelines for Promotion and Tenure*.

## **E.21. TRAVEL POLICY**

### **Expenditure Control**

[www.busfin.uga.edu/expend\\_control](http://www.busfin.uga.edu/expend_control)

### **Travel Agencies**

[www.busfin.uga.edu/expend\\_control/travel\\_agencies.html](http://www.busfin.uga.edu/expend_control/travel_agencies.html)

### **Travel Regulations**

[www.busfin.uga.edu/expend\\_control/travel\\_regs.html](http://www.busfin.uga.edu/expend_control/travel_regs.html)

### **Travel Requests**

Faculty and temporary instructors must submit a copy of the **Request for Authority to Travel** forms to the Business Manager for any work/research related trips they plan on taking three weeks in advance for domestic trips or six weeks in advance for international trips. These forms are necessary for financial reimbursement.

If travel support is awarded, the original receipts should be submitted to the Business Manager as soon as possible upon return from your trip. Faculty, Lecturers and Temporary Instructors are to submit requests for reimbursement to the Business Manager.

In addition, Temporary Instructors must fill out an "Absence Request" form to be signed by the Head of the Department and submit two copies at least one week in advance.

Temporary Instructors should discuss the possibility of missing the class(es) with the Department Head before filling out the form.

Faculty receiving an invitation or acceptance to present a paper at an international conference may submit an application for the **Foreign Travel Assistance Program** of the Office of the Vice President for Research to apply for support. Application forms are available at the following web site for the Vice President for Research:  
<http://www.ovpr.uga.edu/iga/grants>.

## **E.22. UNIVERSITY AWARDS AND GRANTS**

See the UGA Provost's Awards, Recognitions and Grants website; the Center for Teaching & Learning Research Awards and Grants Programs website, and the Franklin College website.

## **E.23. VIOLENCE IN THE WORKPLACE**

From the UGA Safe and Secure website:

“The University of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the University mission of teaching, research and public service. The University reaffirms the basic right of employees to a safe and humane working environment. Every employee will be treated at all times with dignity, respect and fairness.

### **PROHIBITED CONDUCT**

The University will not tolerate any type of workplace violence committed by or against employees. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting.”

## **E.24. WEATHER CLOSING PROCEDURES**

This is to remind and update everyone regarding procedures when winter weather causes the University to close. Please be aware that in case of winter weather, the University is either open or closed for everyone—faculty, staff and students—as such weather-related closings are done in the interest of public safety. Such decisions are not based on weather forecasts, but rather on developing conditions which may lead to icing on roadways.

By policy, the University makes one of three announcements:

- UGA is open and operating on a regular schedule;
- UGA is closed;
- UGA will delay opening until a specific time.

Please do not be confused if some media ad lib that "UGA has cancelled classes." Winter weather closing announcements apply to all faculty, staff and students except those personnel previously designated by their supervisor to report in case of inclement weather, such as in Public Safety, Physical Plant, Housing and Food Services.

Up-to-date information is delivered to Athens radio stations as follows:

On the AM dial: 960 and 1340

On the FM dial: 88.9, 90.5, 91.7, 97.9, 102.1, 103.7, and 106.1

Information is posted on University Cable Channel 15, which also is carried on Clarke/Oconee Charter cable channel 15. You may also get it from the UGA home page, [www.uga.edu](http://www.uga.edu), and more detailed information on the UGA Today website, [www.uga.edu/news](http://www.uga.edu/news). An all-campus email such as the one you are reading now is sent, although due to volume its delivery may not be immediate.

Winter weather in this area generally develops overnight, and every attempt is made to notify media by 6:30 am. Athens radio stations are used primarily, because they can give priority to UGA announcements where Atlanta stations cannot. Atlanta radio and TV stations which have requested to receive UGA closing announcements are also notified. If the weather develops during the work/school day, the same procedures above are used, as well as notice being made to the office of each vice president and dean.

You are urged to use the above means of learning this information. Please do not telephone the UGA police, other campus offices, or the news media. During developing snow events, we have in the past experienced a slowing or complete failure of the telephone system because of volume. The phone lines should be left open for priority messages.

Sometimes weather conditions are such that closings occur two or more days in a row. In such cases, this procedure is followed for each day, with an announcement being made each morning by 6:30 am.

## F. DEPARTMENT STRUCTURE and BYLAWS

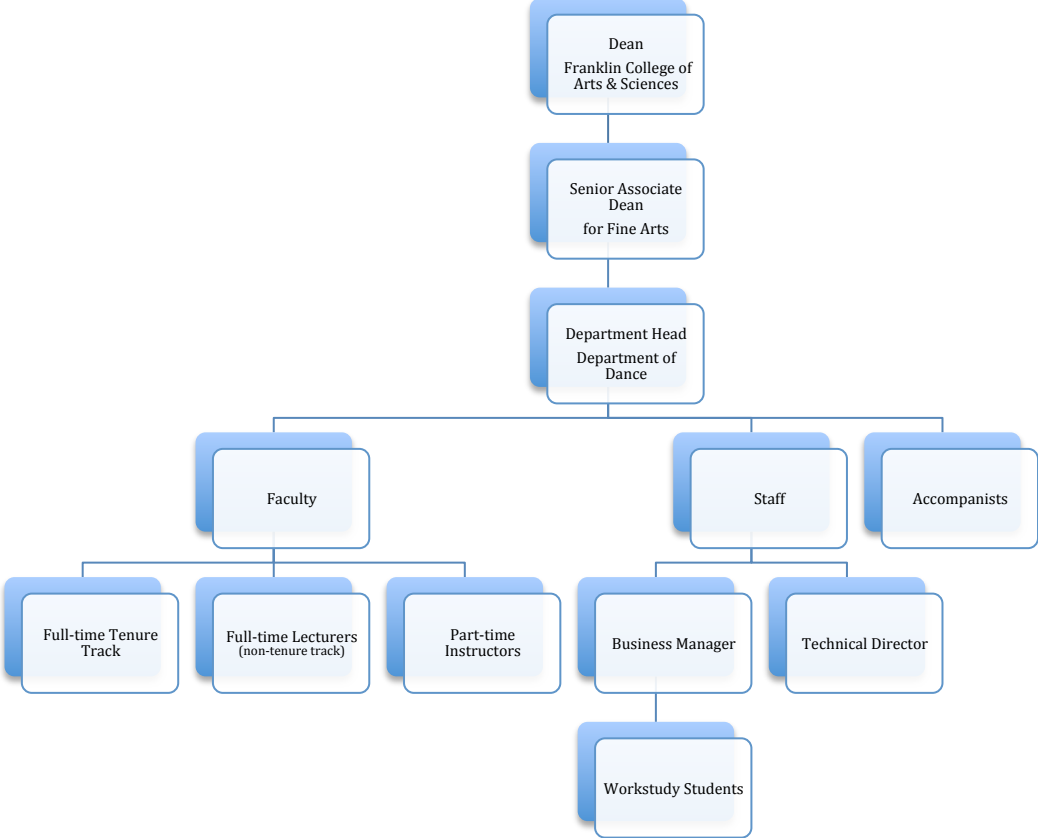
### DEPARTMENTAL STRUCTURE

These structures are expressly subject to

- the *Bylaws of the Franklin College of Arts and Sciences (AS)*,
- the *Bylaws of the University of Georgia Graduate Faculty (GF)*,
- the *Statutes of the University of Georgia (Statutes)*,
- the *Bylaws of the University Council of the University of Georgia (UC)*,
- the *University of Georgia Guidelines for Appointment, Promotion, and Tenure*,
- the *Policies of the Board of Regents*.

In case of any divergence from or conflict with these, the bylaws or policies of the higher level shall prevail.

# ORGANIZATIONAL CHART



## **DEPARTMENT OF DANCE BYLAWS**

### **DEPARTMENT OF DANCE BYLAWS** **approved by the Dance Faculty October 2009**

#### **ARTICLE I. THE DEPARTMENT**

##### **Section 1: Unit of the Franklin College of Arts & Sciences**

The Department of Dance is a unit of the Franklin College of Arts and Sciences, which in turn is a unit of the University of Georgia, the oldest of several institutions of higher education which compose the University System of Georgia, subject to the jurisdiction of the Board of Regents.

##### **Section 2: Statement of Purpose**

The Department's mission is to engage in instruction, research, and service in dance performance, literature, and culture.

##### **Section 3: Responsibilities**

Subject to the direction of the faculty of the Franklin College of Arts and Sciences, the faculty of the Department of Dance shall be responsible for the programs of study offered by the department, and shall have power to determine such matters as do not affect relations with other departments (cf. Statutes, Article IX, Section 4).

#### **ARTICLE II. THE DEPARTMENT HEAD**

##### **Section 1: Appointment**

The Head of a department shall be recommended for appointment in accordance with the Regents Policy after the Dean of a school or college has consulted with the faculty of the department. Such consultation shall include a vote of the faculty of the department, the results of which shall be forwarded with the Dean's recommendation (Statutes, Article IX, Section 5). The specific procedures for this consultation are outlined in the Bylaws of the Franklin College of Arts and Sciences (Article IV, Section 1). A Department Head shall hold office at the pleasure of the President (Statutes, Article IX, Section 5).

##### **Section 2: Review and Removal**

The Head shall be evaluated by the faculty of the department at least every three years; the evaluation shall be conducted by the Dean who shall notify the President of the results for consideration in the overall evaluation of the Head's performance (Statutes, Article IX, Section 5). The specific procedures for review and removal the Head are outlined in the Bylaws of the Franklin College of Arts and Sciences (Article IV, Section 2).

### **Section 3: Duties**

- (a) The Head shall have general direction of the work of the department. The Head shall formulate and recommend proposed policies for the department and present them to the faculty of the department for consideration. The Head shall administer the rules and regulations enacted by the faculty of the department. The Head is charged with the responsibility for the execution of departmental, University, and Regents policies insofar as they affect the work of the department.
- (b) The Head shall be the representative of the department in all official communications with the President, the Vice Presidents, the Deans, and other officers of the University, and also in all departmental communications with students.
- (c) The Head shall be responsible for the quality of the instruction, research, and service programs conducted in the department.
- (d) The Head shall make teaching assignments within the department and maintain insofar as possible an equitable and mutually agreeable distribution of courses and sections.
- (e) The Head shall, after consultation with the appropriate members of the department, recommend appointments, reappointments and promotions.
- (g) The Head shall be responsible for the expenditure of departmental funds and the care and use of departmental property.
- (h) The Head shall report annually to the Dean of the College of Arts and Sciences on the teaching, research, and service programs of the department. These reports shall include assessments of the performance of faculty members in the department, giving special attention to qualities of teaching excellence exhibited by faculty members (Statutes. Article IX, Section 5).
- (i) If the Department Head is away from campus for an extended period of time, the Senior Associate Dean and the Dean of Franklin College will determine if a replacement is necessary and will take appropriate action.

## **ARTICLE III. AREA COORDINATORS & FACULTY SENATORS**

### **Section 1: Area Coordinators**

- (a) Appointment. The Area Coordinators are appointed by the Head. The Coordinators serve at the discretion of the Department Head. Coordinators are in technique areas (ballet, contemporary dance, jazz dance), teaching certification, summer advising and recruitment/auditions coordinators. Appointments are usually continuous, however changes may be made by the Department Head when necessary.
- (b) Duties
  - 1. The Coordinators will participate in every fall semester placement audition with tenured and tenure-track faculty.



2. The Coordinators will participate in the departmental auditions every fall and spring semester to select the potential dance majors.
3. Other duties vary according to the specific area.
4. As an administrative assignment, the job also requires developing and producing reports, outlines, revisions, reviews and other written work assigned by the department head. Some of these reports and outlines may be reviewed and modified by the faculty.
5. Area coordinators' should have input and recommendations about their specific areas.
6. The area coordinators' shall arrange meetings with other faculty of the area as needed.

## **Section 2: Faculty Senate Assignment**

### Faculty Senators

Senators to the Faculty Senate of the Franklin College of Arts & Sciences

- (a) Selection. The Department of Dance elects a senator to serve in the Faculty Senate of the Franklin College of Arts and Sciences. Whenever the three-year term of a senator is due to expire the following September, the Department Head will call for faculty to nominate, self-nominate and/or invite faculty participation.
- (b) Duties. To represent the Department in the Senate of the Franklin College of Arts and Sciences and to report to the faculty (cf. AS, Article II, Section I).

## **ARTICLE IV. REGULAR FACULTY**

### **Section 1: Members**

In alignment with the UGA Guidelines, the faculty of the Department of Dance shall consist of all professors, associate professors, assistant professors, instructors, and lecturers employed to do work of an instructional, research, and/or service nature in the department who are paid in whole or in part from the budget of the Department (Statutes, Article IX, Section 2). Appointments, promotion and tenure of faculty shall be carried out according to the procedures in the University of Georgia Guidelines for Appointment, Promotion and Tenure and in the Statutes of the University of Georgia (Article X, Sections 1, 3 and 4). The policies governing academic freedom, conflict of interests, outside activities, leaves of absence, employment and resignation, suspension, and dismissal of faculty members are found in the Statutes of the University of Georgia (Article X, Sections 5-12).

### **Section 2: Meetings**

- (a) Meeting Times. The Department Head will create a schedule of faculty meetings at the beginning of each semester. At all meetings of the departmental faculty, the head of the department shall be the presiding officer (Statutes, Article IX, Section 3). The time and place of regular or special meetings shall be determined by Head, who will notify each member of the Faculty approximately one week in advance of the meeting.

- (b) Agenda. Faculty members should forward to the Head, items to be placed on the agenda. The agenda for the meeting shall be determined by the Head and distributed to faculty members prior to the meeting along with pertinent information on items the Faculty will discuss. Late additions to the agenda will only be accepted in exceptional circumstances. The Head reserves the right to convene faculty meetings in emergency situations. (cf. UC, Part IV, Section V,D).
- (c) Visitors. Visitors are allowed by invitation of the Head or by faculty consensus.
- (d) Quorum. A simple majority of the voting members of the Faculty shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Faculty may not conduct business if a quorum is called and found lacking (cf. UC, Part IV, Section V, F; Robert's Rules of Order 90-91).
- (e) Faculty members are expected to attend all faculty meetings, except in cases of approved professional travel or emergencies.
- (e) Voting
- Voting by members present. Voting on motions shall be by faculty, as defined by the Faculty Senate of the Franklin College of Arts and Sciences. Such voting shall be conducted by voice vote, a show of hands, or by written ballot. A vote will be taken by written ballot if any faculty member requests this procedure. The Secretary is responsible for counting and reporting the record of the vote in the minutes.
  - Proxy voting. Following the AAUP guidelines, proxy votes will not be allowed.
  - Absentee voting. Absentee balloting is permitted when a) the vote is not based on review of specific materials, or when b) the vote is based on specific materials, provided these materials are made available prior to the meeting. Absentee balloting is not permitted when the vote is based on specific materials, which are made available only at the meeting.
- (f) Minutes. A record of all actions should be taken at each meeting of the Faculty and a copy of the minutes to be should kept on file in the Departmental Office. The minutes shall include the names of all faculty members present and the names of the authors of any motions that receive a second. University policy allows for recording devices to supplement the secretary's minutes only when a majority vote of the faculty authorizes this procedure. Recordings will be erased after they are no longer needed for writing the minutes. Minutes will be distributed by email to all faculty.
- (g) Parliamentary Procedure. The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Department in all cases where they are not inconsistent with these bylaws and any special rules of order the Department may adopt (cf. Robert's Rules of Order 104; UC, Part IV, Section V, J)

## **ARTICLE V: COMMITTEES**

### **Section 1: Basic Charge to Standing Committees**

- (a) Each committee shall review in its area established policies and their administration and offer such recommendations as seem necessary (UC, Part II).
- (b) Each standing committee shall meet whenever requests by the Head or any faculty

member warrant such a meeting.

- (c) The committees are not required to keep minutes or to distribute them to the Faculty.
- (d) Recommendations of the committees which need faculty approval shall be submitted to the Head for inclusion on the agenda at faculty meetings (cf. UC, Part II).

## **Section 2: Standing Committees**

In the Department of Dance, most of the committees are committees of the whole as the number of department faculty is seven - five tenured/tenure track and two non-tenure track faculty. In some cases, **committee work may be on a rotational basis.**

- (a) Calendar Committee
- (b) Curriculum Committee
- (c) A.B. Evaluation Committee (presentation and research paper)
- (d) B.F.A. Evaluation Committee (choreography presentation evaluation & oral examination)
- (e) Auditions Committee
- (f) Scholarship Committee
- (g) YCS Choreography Feedback Committee
- (h) Senior Choreography Feedback Committee
- (i) Search/Hiring Committee. The duties of the appointed members of the Hiring Committee are to assure that the department's needs for temporary instructors are met. They advertise positions, screen applications, interview candidates, and make recommendations for hiring to the Head.
- (j) Undergraduate Outcomes Assessment Committee. The appointed members of the Undergraduate Outcomes Assessment Committee are responsible for constructing and administering quantitative and qualitative evaluations and measurements of the department's undergraduate programs.
- (k) Tenure, promotion and post-tenure review committees. Tenured dance faculty members serve on the tenure committee of tenure-track dance faculty. Only full professors in the department may serve on promotions to full professor. All tenure, promotion and post-tenure review committees require that a faculty member of the department must serve on the committee. See [University Guidelines for Appointment, Promotion and Tenure](http://www.uga.edu/provost/polproc/apt/main.html), [www.uga.edu/provost/polproc/apt/main.html](http://www.uga.edu/provost/polproc/apt/main.html) as listed in E.18

## **Section 3: Other Committees**

The Head, or the Faculty by a majority vote, may authorize the establishment of additional standing or ad hoc committees for any purpose falling under the jurisdiction of the department (cf. AS, Article III, Section VI).

## **ARTICLE VI: AMENDMENTS TO THE BYLAWS**

The Departmental Faculty shall have the power to alter, repeal, or amend these bylaws, or to adopt new bylaws. Copies of proposed amendments or proposed new bylaws shall be discussed and sent to all voting faculty members. The number of votes

needed for passage shall be a simple majority of those eligible to vote. The vote shall be conducted during the academic year only.

## **G. FRANKLIN COLLEGE OF ARTS AND SCIENCES BYLAWS**

### **FRANKLIN COLLEGE OF ARTS AND SCIENCES BYLAWS**

See the Franklin College website, [www.franklin.uga.edu/fac\\_staff/govern/bylaws.htm](http://www.franklin.uga.edu/fac_staff/govern/bylaws.htm).

## **H. APPENDICES**

See following pages.

Appendix 1. Department of Dance Guidelines and Policies for Promotion and Tenure

Appendix 2. Department of Dance Guidelines and Criteria for Post-Tenure Review