

# PART-TIME FACULTY HANDBOOK



**DARTON**  
**COLLEGE**

2400 Gillionville Road  
Albany, Georgia 31707

Revised 8/2011

## SELECTED TELEPHONE NUMBERS

All campus numbers are preceded by 317 when calling from an off campus phone.

Advising Center .....	6738
Admissions.....	6740
Allied Health Division .....	6900
Bookstore .....	6755
Business Division.....	7001
Business Division Online Support Specialist .....	6319
Career Development Center.....	6865
Computer Lab .....	6754
Continuing Education .....	6730
Cordele Center .....	6552
Counseling Center.....	6734
Disabled Student Services.....	6867
Evening Operations.....	6944
Financial Aid.....	6746
Humanities Division .....	6850
Humanities Division Online Support Specialist .....	6928
Learning Support Division.....	6870
Learning Support Mathematics Lab.....	6881
Learning Support Reading Lab .....	6879
Learning Support Writing Lab.....	6880
Library (Circulation).....	6766
Office of Information Technology .....	6704
Online Learning Coordinator .....	6732
Multimedia/ITDL.....	6923
Minority Advising Programs .....	6925
Nursing Division.....	6557
Physical Education Department.....	6558
Police (7:30 a.m. – 10:30 p.m. M-Sat.).....	6316
Police Cell Phone (nights, weekends, holidays) 344-2029/344-7646	
President.....	6705
Registrar .....	6742
Regents' Preparation Services .....	6880/6983/6984
Science/Math Division.....	6830
Science/Math Division Online Support Specialist.....	6769
Social Science Division .....	6560
Social Science Division Online Support Specialist .....	6319
Special Programs .....	6726
Student Activities.....	6750
Vice President for Academic Affairs.....	6710
Vice President for Student Affairs .....	6728

Go to the Darton College home page, [www.darton.edu](http://www.darton.edu), Faculty & Staff, [Part-Time Faculty & Staff Resources](#), for additional information not listed here.

## **ACQUAINTANCE WITH THE COLLEGE**

Darton College is a community college that offers two-year degrees in transfer and career programs. Graduates of transfer programs continue their studies at four-year colleges or universities, while graduates of career programs generally enter the work force upon receiving their two-year degrees. One-year certificate programs are also offered. Darton College offers 31 degree programs fully online and 15 certificate programs fully online. Approximately one half of the students enrolled at Darton College are traditional students just out of high school. Non-traditional students, who have been out of high school for five years or more, make up the rest of the student body. The Darton College Mission Statement is included in the [Appendix A](#).

## **MENTORS**

Prior to the first semester of teaching, each part-time faculty member is assigned a mentor, with whom the instructor should feel free to keep in touch. The part-time faculty member may wish to observe the mentor's classes and the mentor may observe the classes of the part-time faculty member. Assuming a continuing relationship with the College, the mentor assignment is intended for one academic year.

The process for new online part-time faculty members is slightly different than for traditional teachers. Online Lead Faculty members coach new online teachers in the use of the course content. Additionally, the Online Lead Faculty members serve as a primary point person for new online faculty members. Online faculty may participate in virtual round-table discussions of their teaching utilizing contemporary technology to support geographically dispersed faculty members.

## **STUDENT EVALUATIONS OF FACULTY**

Students will evaluate all faculty members in all classes every semester. The results of these evaluations will be available online once they are completed. You will receive an email with instructions on how to review them. Moreover, part-time faculty members can expect periodic visits to their classrooms by division deans and/or program coordinators or other designated personnel. Following a visit, the instructor and visitor will meet for an evaluation conference. Faculty members are always welcome to request a discussion of their course evaluations with the division dean.

## **RECORD OF COURSE EVALUATIONS**

A copy of the course syllabus, final exam, grades and how final averages were computed, must be turned in to the division dean prior to the end of the semester. Online faculty must record this information within the course management system (WebCT Vista). If online exams are proctored paper exams you must provide the division with an electronic copy of them.

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## **I. ORGANIZATION**

In order to meet the various educational needs of the community, Darton College offers credit and non-credit courses during day and evening hours. The usual class day at Darton College begins at 7:00 a.m. and ends at 10:45 p.m. Evening courses carrying three credit hours may meet one or two evenings a week. Any course appearing in the Darton College Catalog may be offered during the evening, subject to student demand. Limited selections of courses are offered on Saturday.

An office for Evening Operations is located in E106. An evening supervisor is on duty from 5:00 p.m. to 10:00 p.m., Monday through Thursday. He/she is responsible for all routine and emergency needs that arise. A primary function of Evening Operations is to serve as a communication link among evening faculty, evening students, and other administrative offices.

For information after 5:00 p.m., faculty and students should contact Evening Operations at 317-6944. The evening supervisors can become the channel of communication between the part-time instructor and various Darton offices if the instructor cannot come to the campus during daytime working hours.

## **II. COLLEGE SERVICES**

### **A. ADVISING CENTER**

The purpose of the Advising Center is to provide ongoing advising and registration for all first-time and readmitted Darton College students. Student success advisors work through detailed intake and evaluation forms with each student before planning an initial schedule and placing it into the Banner system. After registration, students are assigned division advisors. The only exceptions are for Nursing and Allied Health students, who are sent to their appropriate divisions for first-time registration, and non-learning support undecided majors, who are advised continuously by the Center until they have completed 20 credit hours. First-time and readmitted students may also come to the Advising Center for schedule adjustments.

### **B. MATH CENTER**

Located in B-222, the purpose of the Math Center is to provide additional support and tutoring for regular mathematics classes. It is also a place students can come to work on projects or homework in groups. The Center is available to all Darton students. There is also an Online Math Center, which is available through a link in all online math classes' GeorgiaVIEW. It can also be found through a direct link found on the [Math Center webpage](#), located on the Science and Math Division webpage.

### **C. WRITING CENTER**

Located in C-143, the purpose of the Writing Center is to provide additional support and tutoring for writing assignments (research papers, essays, etc.) in any discipline. The Center is available free of charge to all Darton students. Students unable to visit the on campus Writing Center may use the Online [Writing Center](#) by emailing assignments and questions to [laura.shirley@darton.edu](mailto:laura.shirley@darton.edu).

### **D. TESTING SERVICES**

The Testing Center is located in building G, next to the library. Call 317-6735 for information on what tests are administered and if there are any applicable fees. Information about proctored testing for students at a distance can be found on the Testing Center website at <http://www.darton.edu/current/testing/>

### **E. CAREER DEVELOPMENT CENTER**

The Career Development Center (CDC) is located upstairs in the Student Center in room C228. The phone number is 317-6449. The Center is designed to aid students in making fundamental decisions about the uses of education in their careers and life goals. The counselors provide students with interest and personality inventories, individual

counseling sessions, computer systems and workshops on topics ranging from resume writing to job interview skills.

The Center maintains a library with career information on the nature of the work, entry-level requirements, future job trends, salary ranges, and prospects for advancement in more than 5,000 career areas. Information for students planning to transfer to 4-year institutions is also available.

The Career Development Center also maintains a current listing of job openings to assist students in locating opportunities for part-time and full-time employment.

## **F. COUNSELING CENTER AND STUDY SKILLS ASSISTANCE**

Students may receive limited individual counseling and study skills assistance from experienced counselors and through numerous workshops. These services are available to Darton College students free of charge. The scope of services the Counseling Center provides includes crisis intervention, short-term individual counseling for any academic/nonacademic problem that is interfering with a student's ability to succeed, as well as case management and referral to off-campus resources. The Counseling Center is on the second floor of the Student Center in room C-217. Students are urged to stop by or call 317-6734 or 317-6865 for an appointment. The Counseling Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday, and evenings by appointment. Summer hours may vary.

The Peer Tutoring Center in room C-227 can be reached by calling 317-6738. It provides free tutorial services. Students are encouraged to utilize these services.

I want you to be successful in this course. When you have questions about course content and need assistance, begin taking the following steps as soon as possible:

### **CHAIN OF HELP**

First: Contact me by e-mail or phone or see me during my office hours.

Second: Spend at least 10 hours working in the appropriate lab or center. (This step is not required for courses with no corresponding lab or center.)

Third: See me to complete a form to request a tutor. Tutors will be assigned only to students who have written documentation they have completed the first two steps.

## **G. LEARNING SUPPORT SERVICES**

Mathematics, Reading, and Writing Laboratories are located on the second floor of the McKnight Building (F-building). Their support services are offered free of charge to students enrolled in credit classes. Lab directors and assistants give students individual help. The labs are open both day and evening for the convenience of all Darton College students enrolled in learning support courses. For more information contact the director of the Math Lab at 317-6881, the director of the Writing Lab at 317-6880, or the director of the Reading Lab at 317-6879.

## **H. REGENTS' TEST EXEMPTION AND THE INTENSIVE COMPOSITION AND READING REVIEW WORKSHOP**

Beginning with the summer 2011 semester, Darton College students seeking a degree no longer have to take the Regents' Test in order to graduate. Darton College was granted Regents' Test exemption status; this means that the skills measured by the Regents' Test are measured within the core curriculum. Specifically, at Darton College, a student is considered to have met the Regents' testing requirements by earning a grade of C or better in both ENGL 1101 and ENGL 1102.

A student who takes ENGL 1101 and/or ENGL 1102, and does not earn a C or better, is required to re-enroll in the class the following semester. The student will also be required to complete the Intensive Composition and Reading Review workshop concurrently with the repeated ENGL 1101/ENGL 1102 course.

Students taking the ICRR may receive assistance and tutoring by working with the Writing Center in C-143 and/or by attending the Writing and Reading "drop-in" workshops that are held throughout the semester. Dates and times for these workshops will be announced in ENGL 1101/ENGL 1102 classes each semester. For more information, contact Steve Preston at 317-6983.

## **I. FINANCIAL AID**

Students needing financial aid should be referred to the Financial Aid Office, located on the first floor of the B. R. Tilley Academic Services Building (K-building).

## **J. MINORITY ADVISING PROGRAM**

The Minority Advising Program (MAP), which can be reached by calling 317-6925, offers students a variety of academic and personal support services. MAP promotes academic achievement and encourages student persistence. The primary goal of the program is to ensure that the college experience is a positive one for minority students at Darton. The MAP advisor serves as a liaison between minority students and the administration. Services offered through MAP include study skills workshops, supplemental academic advising and career counseling, personal counseling, single parent program, minority mentor program, and cultural enrichment programs. The MAP office in room C-220, on the second floor of the Student Center, operates Monday-Friday, 8:00 a.m. until 5:00 p.m., though summer hours may vary. In addition, students may schedule individual evening appointments.

## **K. DISABILITY SERVICES**

The Disability Services office in room C-224, which can be reached by calling 317-6867, arranges classroom and program access, as well as linking students who have a disability with the following services: assistive technology, readers, interpreters, individualized

testing, counseling, University System assessments, coping skills assistance, transcription, and text enlargement.

Upon the student's request, the Disability Services Coordinator will work with instructors to devise reasonable classroom and testing accommodations. Based on the specific nature of each student's documented disability, these may include such adjustments as special seating, note takers, enlarged class notes, separate testing, extended test time, or alternative testing formats.

Faculty members are encouraged to contact the Disability Services office for assistance with accommodations for students with disabilities. Faculty may also refer students that they feel may need diagnosis of, or assistance with, a disability. The following disability statement must be included in all syllabi:

**In compliance with the Americans Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, Darton College will honor requests for reasonable accommodations made by individuals with documented disabilities. Students must self disclose their disability to the Disability Services office before academic accommodations can be implemented.**

Rules of conduct and attendance policies apply to all students regardless of disabilities.

#### **L. COLLEGE SPONSORED TRIPS**

College student groups are allowed to take field trips for sufficient reason. All sponsors of such trips must follow the procedure described:

1. Clear the trip with immediate supervisor, Vice President for Academic Affairs, and Dean of Students.
2. Determine that the trip does not conflict with other college functions.
3. Make provision for adequate transportation, housing, and food.
4. Provide adequate supervision.
5. Provide an itinerary of the trip. If the trip involves a night class, give the Evening Supervisor an itinerary.
6. Provide faculty with a list of all students making the trip on an I-4 form. The sponsor is strongly encouraged to submit the completed I-4 form at least ten academic days before the trip, if possible. This form is available in SharePoint under DC Forms.
7. Students should make arrangements with faculty about making up class assignments, exams, etc.

It should be accepted by all faculty that students who are absent from class because of authorized student activities, especially those in which they are representing the College publicly, are not to be considered or treated as delinquent and should be given every consideration in making up class assignments, examinations, etc.

## **M. MAIL SERVICE**

Each semester, divisions will provide mailboxes for part-time faculty members. Packages for part-time evening faculty should be picked up before 5:00 p.m. or arrangements made with the Evening Supervisor to pick up the package and hold it in that office. There is no access to the mailroom in the evenings.

## **N. EMAIL**

Part-time faculty email accounts will be requested by your division dean. These requests are forwarded to the Office of Information Technology.

Email accounts may be checked in any Computer Lab or Computer Classroom. **All part-time instructors also have access to email whether on or off campus via the Darton College website. To access the email system, go to the website at <http://www.darton.edu>. From the home page, click the button labeled “Faculty and Staff”. On the Faculty and Staff page, click the link for Email & Sharepoint Access.** New faculty members are also assigned a MyDC email account when they receive access to MyDC. They are encouraged to log into their MyDC account and forward that email to the regular Darton email account. Students use MyDC email and do not have Darton regular email accounts. Therefore, to save logging into two email accounts, faculty can forward their MyDC email to their Darton email address. The MyDC account ends with @mail.darton.edu while the regular email address ends with @darton.edu.

Faculty members are asked to check their Darton email address on a regular basis, at least once a day, Monday through Friday.

## **O. PHOTOCOPYING SERVICES**

Copiers are available for reproducing materials relating to the operations of the College. Policies regarding use of copiers should be discussed with your division dean. Instructors may use copiers in division offices.

## **P. LOST AND FOUND**

Check with the division secretary or campus police.

## **Q. BOOKSTORE**

The bookstore is located diagonal to the Allied Health and Community Services building (J-building) in two trailers. Cash, check, VISA, and MasterCard are accepted for all personal purchases of books and supplies sold by the Bookstore.

Textbooks ordered for classes being taught each semester should be directed to the appropriate division dean. Any additions/deletions of textbooks must be approved by the division dean before they become effective. A complete listing of textbooks and required learning materials is located on the bookstore website at [Darton College Bookstore](#).

**Bookstore Hours (Fall and Spring):**

Monday & Tuesday	9 a.m. – 7 p.m.
Wednesday – Friday	9 a.m. – 5 p.m.

**Bookstore Hours (Summer):**

Monday through Thursday	9 a.m. – 5 p.m.
Friday, Saturday, and Sunday	Closed

Extended hours are available at the beginning of each semester.

**R. FITNESS CENTER**

Part-time faculty members currently teaching or who have taught within the last two semesters are eligible to use the Darton College Fitness Center. Participants interested in using the Fitness Center must complete an education/orientation session.

**Fitness Center Hours:**

Monday & Wednesday	12 p.m. – 9 p.m.
Tuesday & Thursday	8 a.m. – 9 p.m.
Friday	12 p.m. – 7:30 p.m.
Saturday	9 a.m. – 12 p.m.

Hours are subject to change during breaks and during the summer semester.

**Walking Track:**

Monday – Thursday	7 a.m. – 9 p.m.
Friday	7 a.m. – 7:30 p.m.
Saturday	9 a.m. – 12 p.m.

**Pool:**

Monday - Thursday	8 a.m. – 8 p.m.
Friday	8 a.m. – 7:30 p.m.
Saturday	9 a.m. – 12 p.m.

For more information call 317-6902.

### III. COLLEGE REGULATIONS, POLICIES, AND PRACTICES

#### A. OFFICIAL HOURS

##### Administrative Offices

*Fall & Spring*

M-F 8:00 a.m. – 5:00 p.m.

*Summer*

M-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

##### Admissions & Financial Aid Offices

*Fall & Spring*

M-T 8:00 a.m. – 6:00 p.m.

W-F 8:00 a.m. – 5:00 p.m.

*Summer*

M-T 7:30 a.m. – 6:00 p.m.

W-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

##### Bookstore

*Fall & Spring*

M-T 9:00 a.m. – 7:00 p.m.

W-F 9:00 a.m. – 5:00 p.m.

*Summer*

M-R 9:00 a.m. – 5:00 p.m.

F Closed

Hours vary during registration

##### Computer Lab

*Fall & Spring*

M-R 8:00 a.m. – 10:00 p.m.

F 8:00 a.m. – 7:00 p.m.

Sun 1:00 p.m. – 9:00 p.m.

*Summer*

M-R 8:00 a.m. – 10:00 p.m.

F 8:00 a.m. – 11:30 a.m.

Sun 1:00 p.m. – 9:00 p.m.

##### Evening Operations

M-R 5:00 p.m. – 10:00 p.m.

##### Learning Support Labs

*Fall & Spring*

M-R 7:30 a.m. – 9:00 p.m.

F 7:30 a.m. – 5:00 p.m.

*Summer*

Writing & Reading Labs

M-R 7:30 a.m. – 8:00 p.m.

Math Lab

M-R 7:30 a.m. – 9:00 p.m.

F 7:30 a.m. – 11:30 a.m.

##### Library

*Fall & Spring*

M-R 7:30 a.m. – 9:00 p.m.

F 7:30 a.m. – 5:00 p.m.

Sun 2:00 p.m. – 6:00 p.m.

*Summer*

M-R 7:30 a.m. – 9:00 p.m.

F 7:30 a.m. – 11:30 a.m.

Sun 2:00 p.m. – 6:00 p.m.

*Breaks*

M-F 8:00 a.m. – 5:00 p.m.

##### Math Center

*Fall & Spring*

M-F 8:00 a.m. – 5:00 p.m.

*Summer*

M-R 7:30 a.m. – 5:30 p.m.

F 7:30 a.m. – 11:30 a.m.

##### Writing Center

*Fall & Spring*

M-R 9:00 a.m. – 6:00 p.m.

F 9:00 a.m. – 5:00 p.m.

*Summer*

M-R 9:00 a.m. – 6:00 p.m.

F 8:00 a.m. – 11:30 a.m.

## **Food Services**

### **Beginning of fall term**

Dining available beginning Tuesday, August 16, 2011 at 4:45 p.m.

### **Monday – Friday**

OPEN: 7:30 AM – 7:45 PM

DINNER: 4:45 PM – 7:45 PM

### **Saturday and Sunday**

OPEN: 11:00 AM – 7:45 PM

DINNER: 4:45 PM – 7:45 PM

### **Thanksgiving Holiday**

Closed November 23-27, 2011 for Thanksgiving. Will open for Dinner Sunday, November 27, 2011.

### **End of fall term**

Fall meal plan ends on Tuesday, December 13, 2011 after dinner at 7:45 PM

### **Beginning of spring term**

Spring meal plan begins on Tuesday, January 3, 2012 with dinner at 4:45 PM

### **Spring Break**

Closed Saturday 3/31 through lunch Sunday, 4/8 - Sunday, 4/8 will be open for dinner at 4:45 PM.

### **End of spring term**

Spring meal plan ends on Thursday, May 3, 2012 with dinner at 7:45 PM

Hours may change without notice.

## **B. ACCESS TO STUDENT RECORDS**

Each instructor has access to a student's permanent record. Confidentiality is mandatory, as determined by the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student education records. For more information you can visit the [U.S. Department of Education](http://www.ed.gov). Grades and attendance may not be discussed even with the student's parents or spouse except under special circumstances. For clarification, call the Office of Records at 317-6742.

## **C. GRADING SYSTEM**

The grading system as found in the *Darton College Catalog* will be used in assigning final grades. Each instructor is free to develop his unique grading approach during the semester and then convert it into the College system at the time for assigning final grades. Francis

Carr, Registrar, will send an email near the end of each semester reminding faculty about the process for submitting final grades. The most recent instructions are included in [Appendix C](#).

Faculty members have the responsibility to evaluate students academically without prejudice or caprice. Faculty members should examine the methods for assigning final grades and convey the standards to the students. This information must be included in the course syllabus and distributed to the students at the first class meeting.

If, for any reason, it becomes necessary to change a student's grade, the instructor will change the grade in SharePoint, available under the Faculty/Staff menu on Darton's homepage, then under Email & SharePoint Access.

#### **D. GRADE REPORTING**

**BEFORE THE LAST DAY TO DROP A COURSE WITHOUT A PENALTY (PRINTED IN THE SEMESTER SCHEDULE), EACH INSTRUCTOR MUST PROVIDE HIS/HER STUDENTS WITH THEIR GRADE STANDING. IF THE INSTRUCTOR CHOOSES TO POST GRADES, STUDENT ANONYMITY MUST BE OBSERVED. THE INSTRUCTOR SHOULD CHOOSE A METHOD BY WHICH STUDENTS CANNOT BE PUBLICLY IDENTIFIED (DO NOT, FOR EXAMPLE, USE SOCIAL SECURITY NUMBERS OR STUDENT ID NUMBERS).**

Each semester the Registrar publishes a date and time by which all final grades must be turned in. This is usually by noon on the day following the last day of final exams. Part-time and full-time faculty must turn in their grades by this deadline. All grades must be completed via the Web. See [Appendix C](#) for complete instructions. Grade books or computerized hard copy must be turned in to division deans at the end of each semester. After you enter your grades on the Web, log out and log back in to make sure your grades were submitted. Signed, hard copy grades are no longer submitted to the Registrar's Office *unless* you have a student who attended class but was not on the class roll. Please enter their name and grade on the form, sign it, and submit a copy to the Registrar's office.

You must use Internet Explorer to be able to print your grades.

#### **E. COURSE SYLLABI AND CLASS ORIENTATION OF STUDENTS**

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as a guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities. See [Appendix D](#) for complete syllabi requirements. The complete syllabi requirements state that instructors should include a

statement about the Writing Across the Curriculum policy. That policy is available in section [V-D](#).

If a conflict occurs between a student and a faculty member, the division dean and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus must be provided to the Office of the division dean prior to the first class meeting. See your Division for syllabi format. All online courses must have the syllabus posted in the course for the duration of the term. Online faculty members do not need to submit a copy of their syllabus to the division dean as it is posted and archived within their online course in WebCT Vista.

## **F. STUDENT ATTENDANCE**

Students are expected to attend all classes for which they are registered. Each instructor at Darton College must have a class attendance policy. Each online instructor must have an attendance policy as part of their syllabus or course information. Active participation in online courses is expected. It is recommended that students log into the class at least four times weekly. This policy must have the approval of the division dean. If the attendance policy will be used as a factor in determining students' grades, it must be explained to the students in writing at the beginning of the semester. It is the student's responsibility to know the policy for each of his/her classes and abide by it. When it becomes apparent that a student's absenteeism could result in failure, the instructor should advise the student of the excessive absences. Additionally, the instructor should report poor attendance as an issue as part of Darton's Early Alert system, which checks student progress at 2, 4 and 8 week intervals during the semester. Progress reports from these checks will be sent to the students' advisors for additional follow-up.

Certain agencies require certification of satisfactory attendance. Each instructor should be prepared, at any time, to report the number of absences accumulated by each of his/her students. Instructors will be asked to verify their class rosters by the Office of the Registrar. See [Appendix E](#) for enrollment verification instructions.

## **G. NO SHOW/FACULTY WITHDRAWAL POLICY**

The No Show/Faculty Withdrawal Policy has been implemented to improve class attendance. During the one-week period immediately following the first day of class, each faculty member notifies the Office of the Registrar of those students on the class roster who have never attended class or logged into their online course. The students will be dropped and the course will not appear on the students' permanent academic records.

Up until the semester midterm or "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to attend and the student will receive a

grade of W on their academic record. After midterm or “last day to drop without academic penalty,” faculty can continue to withdraw any student who has ceased to attend; however, the student will receive a grade of WF on their academic record.

The Office of the Registrar notifies students of faculty withdrawal actions. The Office of Financial Aid is also notified.

The student is responsible for understanding that withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.

## **H. GUEST SPEAKERS AND RESOURCE PERSONS**

Darton College encourages the use of resource persons. The division dean must be advised prior to the appearance of an outside class visitor. Online teachers can invite appropriate guest speakers in their classes. Contact the WebCT administrator David Evarts at 229-317-6948 or the Multimedia Lab to request access for a short-term guest in your online class.

## **I. FACULTY LIABILITY**

Faculty members can be held responsible for injuries to students incurred while participating in classroom or other college activities if negligence can be proved. Faculty should take precautions to prevent injuries and should warn students of any dangers involved in the activity.

## **J. COMPUTER USE POLICY**

Darton College has a computer use policy which outlines the guidelines that must be followed. This policy is included in [Appendix F](#). Please review these guidelines to become familiar with the policy.

## **K. OBSTRUCTIVE OR DISRUPTIVE ACTIVITIES (See Student Handbook)**

Any student, faculty member, or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, or public service activity, or any other activity authorized to be discharged or held on the Darton College campus or any campus of the University System of Georgia, is considered by the Board of Regents to have committed an act of gross irresponsibility and will be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

## L. STUDENT CONDUCT (See Student Handbook)

Instructors have the responsibility to assist in upholding the Student Code of Conduct. When an instructor observes a violation of the Code, he should investigate and report to the division dean. If it is warranted, the results of this investigation should be reported in writing to the Dean of Students.

Ordinarily, disruptive classroom behavior is not a problem in a college setting. However, should a student's classroom behavior be disruptive, the following policy applies:

1. If a student's conduct interferes with or disrupts the orderly class process, the instructor should promptly advise the student to cease the misbehavior. If the disruptive behavior continues, the instructor may ask the student to leave the class and to schedule a private conference with the instructor prior to returning to the class. The instructor may also refer the matter to the Vice President for Student Affairs for appropriate disciplinary action.
2. If the student refuses to leave the classroom and continues his/her disruptive behavior, the instructor may discontinue the class session, inform the student not to return to class without the instructor's permission, and report the incident in writing to the Vice President for Student Affairs. Such a report should include dates, times, action, names of persons involved, and names of witnesses. The Vice President for Student Affairs then pursues the matter with the Vice President for Academic Affairs and through the student disciplinary procedure if necessary. Appropriate punishment will be determined through this grievance procedure. Faculty cannot award failing grades, cannot lower grades, and cannot permanently remove a student from a class for misconduct.
3. If, when the class next convenes, the student attempts to return to class without the prior permission of the instructor, the instructor may deny the student access to the class. If the student interferes with or disrupts the orderly class process and/or refuses to leave the classroom when requested by the instructor, the instructor may obtain the assistance of campus police officers to remove the student from the class and prevent return to that class. The instructor will inform the Vice President for Student Affairs of the incident without delay, (317-6728) or Evening Supervisor (317-6944).
4. If disciplinary problems occur during evening classes, the instructor should notify the Evening Supervisor. The Evening Supervisor will handle the problem and, if necessary, obtain the assistance of campus police officers to remove the student from the class and take such other action against the student as may be indicated.
5. It is college policy that no pets, unenrolled or unauthorized persons, or other friendly but distracting elements be brought into classrooms, library, or any other service area of the college unless specifically requested or authorized by the instructor or person in charge of the activity area. Children under the age of 12 must be accompanied by a responsible adult when visiting Darton College.

## M. EMERGENCIES

Anyone observing emergencies during the day should contact the division dean, the Dean of Students, or a Darton College police officer.

In the event of a **fire** alarm (a loud, raucous intermittent noise), instructors should evacuate the building. Diagrams of fire evacuation routes are posted in the halls of every building. Each faculty member should know the evacuation route from every classroom in which he or she teaches.

When the school is under a **tornado watch**, the message will be delivered to each instructor in the classroom. In the event of a tornado warning (a bell that rings for at least three minutes), instructors should lead their classes to approved areas of the building. Diagrams of relatively safe areas are posted in the halls of all buildings. Each faculty member should know the safe areas nearest each classroom in which he or she teaches.

An instructor who **observes an emergency** should report immediately to the division dean, Dean of Students, or police officer (phone: 317-6316, cell phone 344-2029 or 376-2700). If this cannot be done in a timely fashion, the instructor should call Emergency Services at 911.

### Evening Emergencies

Instructors who do not have ready access to telephones can reach the Evening Supervisor or on-duty police officer by asking for assistance at the following sites:

1. The Evening Operations Center in E106 (317-6944)
2. Any of the Learning Support labs on the second floor of the McKnight Building (J-Building) (6879, 6880, 6881)
3. The library (6766)

The Math Lab, Reading Lab, Writing Lab, and Library are open until 9:00 p.m. during the Fall and Spring semesters. Check their schedule for weekend, summer, and break schedules. Each instructor should be aware of these locations.

### Late Evening Emergencies

If an emergency occurs after 9:00 p.m., the instructor may call the cell phone of the police officer on duty at 376-2700 or 344-2029. If this does not work you should call Emergency Services at 911.

## N. PURCHASING

Requests for all classroom/teaching supplies and materials must be processed through the division dean.

## **IV. PERSONNEL POLICIES**

### **A. PAYROLL**

All part time faculty members are paid as stated in the Memorandum of Understanding, which is issued for each semester and/or “A” and “B” terms. Call the Payroll Office if you have questions.

Part-time faculty for Fall Semester teaching full-term class(es) are paid

- September 30
- October 31
- November 30
- December 15 (approximately)

Part-time faculty for Spring Semester teaching full-term class(es) are paid

- February 29
- March 30
- April 30
- May 15 (approximately)

Payments for A-Term class(es)

- Fall Semester
  - September 30
  - October 31
- Spring Semester
  - February 29
  - March 30

Payments for B-Term class(es)

- Fall Semester
  - November 30
  - December 15 (approximately)
- Spring Semester
  - March 30
  - April 30

Summer Semester paychecks are paid the last workday in June and in July.

### **B. HOLIDAYS**

See the [attached calendar](#) for Fall, 2011, Spring, 2012, Summer, 2012, and Fall 2012.

### **C. PARKING PERMITS**

Parking stickers that allow part-time faculty to park in faculty-staff designated areas may be obtained from the Payroll Office.

## **V. INSTRUCTIONAL PROGRAM**

### **A. ACADEMIC FREEDOM**

The faculty and administration of Darton College are dedicated to creating and maintaining an environment in which the search for truth and a spirit of free inquiry are its essence. In order to achieve and to preserve an environment of the sort to which the College aspires, each individual within the College community must observe principles that are basic to a democratic society.

Faculty members at Darton College will be free to present and discuss their subjects in the classroom as they understand them to be the truth. They will be free to pursue the truth through research and to publish their findings, subject to the satisfactory performance of their other duties as faculty members. However, members of the faculty will be responsible for familiarizing themselves with and upholding the policies, rules, and regulations of the College and the Board of Regents of the University System of Georgia.

### **B. STUDENT FREEDOM OF EXPRESSION**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course of study.

### **C. SECURITY OF STUDENT VIEWS**

Information about student views, beliefs, and political associations which professors acquire in the course of their work should be considered confidential. Judgments of ability and character may be provided normally with the knowledge and consent of the student.

### **D. WRITING ACROSS THE CURRICULUM POLICY**

Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton College is committed to ensuring that students who attend Darton College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate **Writing Across the Curriculum** as a required component in each course. Every syllabus for each course taught, including online courses, must have a writing assignment. Instructors are free to choose how the writing component will be incorporated and are also free to make individual decisions about how the assignment will be graded and what percentage the assignment(s) will count with regard to the final grade of a student. One of the annual surveys conducted by the General Education Assessment Committee will address the familiarity of faculty with the writing across the curriculum policy. Examples of ways to incorporate writing across the curriculum include but are not limited to summaries of articles, essays, responses to discussions, speech outlines, lab reports, research papers,

character analysis, and behavioral observations.

### **E. SEXUAL HARASSMENT**

Sexual harassment of employees or students in the University System is prohibited and will subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment under the following conditions:

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

Instructors who observe what they believe to be sexual harassment or who consider themselves the victims of sexual harassment should see the division dean or the Vice President for Academic Affairs. For further information see the Faculty Handbook, Section IV, page 60.

### **F. ADMISSION OF STUDENTS TO CLASS**

Only students who have officially enrolled for a course may be admitted to that course. After classes have begun, the student may drop and add courses through the Registrar's Office. After the last day to add classes, no student may be admitted to a class except as approved by the division dean. Frances Carr, Registrar, will email timely reminders to faculty to verify their official class rosters. It is very important that all faculty verify their official class roster, especially because it is the online teacher's responsibility to utilize WebCT's function to deny access to the WebCT courses to any student who does not appear on the official class roster. The teacher should notify students who are in the WebCT class but NOT on the official class roster. Those students need to check with the Registrar's office to resolve any possible issues with enrollment.

Any question involving the admission or withdrawal of a particular student would be referred to the Registrar's Office.

### **G. ORIENTATION OF STUDENTS TO CLASS**

Students have a right to know what is expected of them in a class. A course syllabus must be presented to students **on the first day of class** and must have prior approval by the division dean. The syllabus must include at least the following: topics to be covered,

grading system, attendance/absence policy, class objectives, examinations and their individual weight, and extra class assignments. See [Appendix D](#) for additional syllabi requirements. All online classes must have the syllabus posted prior to the first day of each semester.

## **H. FACULTY-STUDENT CONTACT**

Part-time faculty members must be available for student conferences, as needed. Some may choose to share home/office telephone numbers. Others may elect to come before class or stay after class. Instructors should discuss their contact policy during the first class session. Online instructors are encouraged to utilize chat, Wimba, telephone, and email for communicating with students.

## **I. SOME SUGGESTIONS FOR THE FIRST CLASS MEETING**

1. Prepare. Your presentation of material, as well as your appearance and personality will set the tone for your class.
2. Be in the room early to see about the physical comforts of the facility. This can help you set the tone of a friendly classroom atmosphere.
3. Write your name and the course prefix, number and title on the board so that students can be sure that they are in the correct class.
4. Circulate a paper and have students sign their names. Address them by name if you can.
5. Tell a few highlights about yourself; you may ask the students to introduce themselves also.
6. Provide an opportunity for students to learn the names of other class members.
7. Get students involved in the information about course objectives, textbook(s), methods of instruction, attendance, materials, testing, grading, and college regulations (parking, smoking – Darton College is a tobacco-free campus, food and drink, breaks, etc.)
8. Mix with the students during the break. Stay a little while after class. Just a smile communicates.
9. Summarize your class session, preview the next sessions, and make specific assignments.
10. Show enthusiasm and treat students as you want to be treated.
11. Plan activities to fit the time. Do not release a class early.

## **J. FACULTY ATTENDANCE AND ABSENCE FROM CLASS**

Since instruction is the primary purpose of Darton College, sound professional ethics require that instructors be present, on time, and prepared for all classes and activities for which they are responsible. The Board of Regents recognizes neither personal leave nor vacation time during class time without the approval of the President. Any instructor who wishes to be away for any reason other than illness should discuss the matter with the

division dean as early as possible to determine the validity of the request and to arrange for the meeting of the class. Any alterations in the class schedule or meeting place must be reported in advance to the division dean.

Any instructor who becomes ill should immediately get in touch with the division dean who will arrange for someone to meet his/her class. Online faculty need to have a Plan B in case of an emergency that prevents them from teaching their online class. Tell a family member to contact your division dean in case of an emergency that prevents you from teaching your class. In the event the division dean is not available, the Vice President for Academic Affairs should be notified. An evening instructor who at the last minute becomes unable to meet his/her class should contact the Office of Evening Operations. Online faculty are expected to be active in their online class. There is a direct correlation between teacher/student engagement, active learning, and retention/success for online students.

#### **K. DISMISSAL OF CLASSES**

Students are expected to attend all classes for the entire time they are scheduled to meet. Therefore, other than for midpoint breaks allowed during evening classes, instructors should plan lessons to fill the entire designated period. An instructor wishing to dismiss class for an entire period must first secure the approval of the division dean. The Office of Evening Operations should also be informed when a night class is to be dismissed.

#### **L. CLASSROOM CONDITIONS**

Instructors should expect to find their classrooms neat, comfortable, and ready to use. Problems with noise, lighting, temperature, spills, overcrowding, etc. should be reported to the division dean or to the Evening Supervisor. Instructors should allow no eating or drinking in the classrooms. Before leaving, instructors should make sure that all dry erase boards are erased and desks replaced if for some reason a special seating arrangement was used during class activities.

#### **M. NO TEST/NO STUDENT ACTIVITIES POLICY**

Darton College adopted a policy (Academic Committee, June 3, 1974) to eliminate giving tests in academic courses and to eliminate scheduling student activities during the three (3) calendar days prior to final exams each semester. Due to the nature of the following areas, the policy does not include (1) physical education, (2) applied music skill tests, (3) makeup tests, and (4) National League for Nursing Examinations.

#### **N. TEXTBOOKS**

The final determination concerning use of textbooks, including number needed, is the responsibility of the division dean who will forward orders to the Bookstore manager for purchase. All textbooks adopted for classroom use will be ordered through the College Bookstore.

#### **O. EXAMINATIONS**

The number of examinations, quizzes, or tests is not specified by College policies. Several tests should be scheduled throughout the semester to give a fair and complete evaluation of the students. Sufficient testing should be done prior to mid-semester so that a student knows where he or she stands. **No exams or quizzes may be administered to the students three (3) calendar days prior to the first day of scheduled final exams. A final exam is given at the scheduled time unless exemptions are approved in writing by the division dean.** Online teachers need to schedule final exams that ensure they can submit final grades before the deadline determined by the Registrar's office.

Security of tests should be maintained by keeping copies in locked cabinets when they are not under surveillance of the faculty secretary or the instructor involved.

A single copy of each final exam must be turned in to the division dean at the end of each semester. This does not apply to online courses as the test is archived in the WebCT course unless proctored exams are utilized.

The makeup of announced tests is left to the discretion of the instructor. Students will not be permitted to take final exams at a time other than the regularly scheduled time unless they have the permission of the instructor and division dean.

## **P. SPECIAL TESTING ARRANGEMENTS**

Students who are learning or physically disabled may request special testing accommodations through the Disability Services Office.

Students who speak English as a second language may request special testing accommodations from the instructor. The instructor should discuss the proposed arrangements with the division dean.

## **Q. FACULTY EVALUATION BY STUDENTS**

All faculty members are evaluated by their students for each class in every semester. This process is now completed online. Each part-time faculty member is given an opportunity to go over the evaluation with the division dean. Notice of the evaluation and instructions for administering it will be circulated during the semester.

The division dean or his or her designee will visit the part-time faculty's class during the first semester as part of the evaluation procedures to determine teaching effectiveness. These visits may be repeated during subsequent semesters as part of a continuing evaluation process.

## **R. FACULTY SECRETARIES**

These individuals are under the direct supervision of the division dean.

Part-time faculty should check with their individual divisions to see what support services are provided by their divisions.

## **VI. LIBRARY/LEARNING RESOURCES CENTER**

### **A. LIBRARY SERVICES AND ACTIVITIES**

The objective of the Library-Learning Resources Center is to support, extend and enrich the Programs of Darton College. Part-time faculty are encouraged to utilize all Resource Center services and materials, including library tours and library instruction. The library homepage URL is <http://www.darton.edu/~dclib/>.

### **B. GALILEO**

GALILEO, the electronic portion of the Chancellor's statewide library initiative, is available to Darton College Library users. GALILEO combines all the library resources within the University System of Georgia, and makes them available to each individual library. GALILEO (Georgia Library Learning Online) can be accessed through the GALILEO workstations in the library or any workstation using a web browser such as Internet Explorer. GALILEO can be accessed from off campus with a password. You may get the password from the circulation desk. Passwords will not be given out over the phone. The password changes each semester. Passwords are also available online through library patron accounts.

Through GALILEO, patrons gain access to University System library catalogs, full text articles in core curriculum journals, periodical indexes (e.g. Readers Guide, Periodical Abstracts, Humanities Index, etc.), and various reference resources, such as encyclopedias. Newspaper and Dissertation abstracts, Georgia census data and Georgia state publications are just a few of the over 120 different databases available in GALILEO.

In addition to GALILEO, the statewide library initiative has funded three-day UPS service between University System libraries to support faster turnaround time for hard copy interlibrary loans. There is also a cooperative agreement among University System libraries to fax items when possible for increased turnaround time with periodical interlibrary loan requests.

The library collection can be accessed through GIL (GALILEO Interconnected Libraries). GIL is an extension of GALILEO. It's a gateway to information resources held at Darton College and in the University System of Georgia Libraries. The URL for GIL is <http://gil.darton.edu/>

### **C. SERVICES, ACTIVITIES, RESOURCES**

The library welcomes and encourages suggestions by part-time faculty on books, periodicals and media/non-print materials for purchase. Submit acquisition requests for books to the Acquisitions Librarian at 317-6760; periodicals to the Serials Librarian at 317-

6933; and media/non-print materials to the Director at 317-6760. An online form is available for acquisition suggestions at:

<http://www.darton.edu/~dclib/forms2007/suggestions-intro.php>

Library instruction for your class or yourself can be scheduled by contacting the Circulation Desk at 317-6766. If you are teaching a distance education class (TV, online, etc.) and need library instruction, please call 317-6765. The library staff will work with you to develop an instructional packet that will fit your classroom needs. **Library instruction requests should be made at least one week in advance.**

If you wish to bring your class for research in the library, please call 317-6765 or 317-6766 in advance. This will alert the library staff to make sure personnel is available to help your students and avoid the possibility of several classes vying for the same resources. **Please give one week's notice when you are bringing your class for research.**

The fax machine is available on the second floor for official use during the hours 8:00 a.m. - 5:00 p.m., Monday - Friday.

A SCANTRON Test Scorer machine is available in the library reproduction room G-114 on the first floor. Score sheets and test evaluation forms are available through individual departments.

Interlibrary loan is available to all Darton students, faculty and staff. Forms are available at the circulation desk, through the library homepage website, or you may call and request interlibrary loan forms be sent to you through campus mail.

Part-time faculty may use their Darton ID card to check out books from the library. Darton students also use their Darton ID card for these privileges.

Reserve material is housed behind the circulation desk. Reserve material should be brought to the circulation desk two full days **before** informing classes. Please complete the "Place materials on reserve" form available at the following URL and present the form with your reserve material.

[www.darton.edu/~dclib/forms2007/course\\_reserves\\_form.php](http://www.darton.edu/~dclib/forms2007/course_reserves_form.php)

#### **D. MEDIA SERVICES**

Contact the Technology Services Division at 317-6704 for media equipment, to report media problems, or for other instructional technology questions.

All matters related to Channel 19 television broadcasts and teleconferences should be directed to the TV Operations Manager at 317-6771. All matters related to distance learning should be directed to the division dean or Division Online Support Specialist. To

request their online course shell or course support page, all online and traditional faculty complete the appropriate WebCT Course Request form, available at the following website, [http://online.darton.edu/forms/Vista8\\_request.htm](http://online.darton.edu/forms/Vista8_request.htm)

### **E. COMPUTER SERVICES**

The Darton College Computer Lab is located in the Administration Building (A-building). The primary function of the Lab is to provide computer hardware and software for student use in preparing classroom assignments. The Lab is staffed by students to assist users with such tasks as logging into the campus network, routing output to printers and resolving problems with proper function of machinery.

Lab personnel may help users with the common tasks of printing, retrieving and saving files. Personnel are **NOT** on duty to help users with the content of assignments and are **NOT** available for individual tutoring while working in the Lab. For help with assignments, students should see their instructors.

### **F. REPORTING CLASSROOM COMPUTER, PRINTING, OR SOFTWARE PROBLEMS**

If you experience an emergency problem with computer hardware, software or a printer that is interfering with class activities during the day, please report this by phone to the help desk at 317-6704. They will respond as quickly as possible and attempt to correct the problem immediately.

If the emergency problem occurs during an evening class, the instructor should call a Technology Services Division Technician at 317-6704. A full time Technician is available in the Multi Media Lab until 8pm or the Computer Lab until 10pm. Each location receives calls placed to 317-6704.

## **VII. A FEW ADDITIONAL ITEMS OF INFORMATION FOR PART-TIME FACULTY**

1. Faculty should dress in a professional manner when teaching class.
2. Faculty should check their email and division mailboxes on a regular basis.
3. Faculty should respond to emails asking them to report student attendance, progress, and grades in a timely manner, meeting the required deadlines.
4. The University System of Georgia Strategic Plan Has Six Goals. They are:
  - Renew Excellence in undergraduate education to meet students' 21<sup>st</sup> century educational needs.
  - Create enrollment capacity to meet the needs of 100,000 additional students by 2020.

- Increase the USG's participation in research and economic development to the benefit of a Global Georgia. Enhance and encourage the creation of new knowledge and basic research across all disciplines.
- Strengthen the USG's partnerships with the state's other education agencies.
- Maintain affordability so that money is not a barrier to participation in the benefits of higher education.
- Increase efficiency, working as a System

## APPENDIX

### APPENDIX A: COLLEGE MISSION STATEMENT

Darton, a state college within the University System of Georgia, is focused on providing a wide diversity of constituents' access to certificate, associate, and select baccalaureate programs of study. Dedicated to serving as an access institution, our College will empower students by engaging them in a student-centered, caring and technically advanced environment through innovative delivery systems. Darton is committed to providing exemplary teaching to students in our community, region, and state. As a multi-campus, residential institution, the College pursues traditional and unique mechanisms to deliver education to its richly diverse student body. In service to the community Darton College will offer cultural enrichment experiences, continuing education, and economic development programs.

Darton College will work towards:

1. Renewing excellence in undergraduate education to meet students' 21st century education needs.
2. Creating enrollment capacity to meet the needs of 10,000 additional students by 2020.
3. Increasing the University System's participation in research and economic development to the benefit of a global Georgia and enhance and encourage the creation of new knowledge and basic research across all disciplines.
4. Strengthening the College's partnerships with the state's other educational agencies.
5. Maintaining affordability so that money is not a barrier to participating in the benefits of higher education.
6. Contribute to the efficiency of the University System of Georgia.

## APPENDIX B: COLLEGE CALENDAR

### Fall Semester, 2011

July 11, 12	Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
July 14	New Student Orientation
July 28	Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.
August 12	New Faculty report
August 15	President's State of the College Address
August 16	Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due on this day
August 17	Regular & A-term classes begin
August 18	Late Registration and Drop/Add 10:00 A.M. – 12:00 P.M. 4:00 P.M. – 6:00 P.M. Fees plus the \$25.00 late fee are due on this day
Sept. 3, 4, 5	Labor Day Weekend - College closes at 5:00 Friday, Sept. 2, and will reopen for regular scheduling Tuesday,
September 6, 2011	
September 14	Last day to drop A-Term classes without academic penalty
September 29, 30	Faculty/Staff Professional Development – College closed
October 6	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:00 P.M. Fees are due on this day
October 11	A-Term last day of classes
October 12	Last day to drop Full-Term classes without academic penalty
October 12	A-Term finals
October 13	B-Term begins
November 7	Web registration available
TBA	Regents Test
November 9	Last day to drop B-Term classes without academic penalty
November 14-15	Spring Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 16	Spring Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon
November 16	Registration for new and readmitted students Invitations to be mailed
Nov. 23-27	Thanksgiving - College closes at 5:00 Tuesday, November 22 and will reopen for regular scheduling Monday, November 28
December 7	Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty
December 8-13	Finals Full-Term & B-Term
December 13	Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.
December 13	Allied Health pinning 3:00 p.m. Nursing pinning 5:00 p.m. Commencement 7:00 p.m.
December 14	Grades due to Registrar
TBA	Campus Closed – Christmas holidays

### Spring Semester, 2012

November 7	Web registration available
November 14-18	Spring, 2012 Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.
November 16	Spring, 2011 Advising/Pre-registration for currently enrolled students Wednesday 8:00 A.M. – 12:00 noon.
November 16	Registration for new and readmitted students, Invitations to be mailed
January 3	Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:30 P.M. Fees are due this day
January 4	Regular & A-term classes begin
January 5	Late Registration and Drop/Add 10:00 A.M. – 12:00 P.M. 4:00 P.M. – 6:00 P.M. Fees plus the \$25.00 late fee are due on this day.
January 16	Martin Luther King Day – College closed College closes at 5:00 p.m. Friday, January 13 and will reopen for regular scheduling Tuesday, January 17
January 31	Last day to drop A-Term classes without academic penalty
TBA	Regents Test
February 23	B-Term Registration 9:00 A.M. – 12:30 P.M. 3:00 P.M. – 6:00 P.M. Fees are due on this day

February 24 A-Term last day of classes  
 February 27 A-Term finals  
 February 27 Last day to drop Full-Term class or withdraw from College without academic penalty  
 February 28 B-Term begins  
 March 5-6 The College will be closed March 5-6 for Faculty/Staff workshops no classes are scheduled. March 3, Saturday classes, will be held as usual.  
 March 27 Last day to drop B-Term classes without academic penalty  
 March 30-31 Friday evening and Saturday classes before spring break will be held  
 April 1 - 8 Spring break - classes dismissed – College open  
 April 9 Web registration available  
 April 16-20 Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.  
 April 18 Summer & Fall Advising/Pre-registration for currently enrolled students  
 Wednesday 8:00 A.M. – 12:00 noon.  
 April 18 Registration for new and readmitted students  
 Invitations to be mailed  
 TBD Honors Awards Ceremony  
 April 27 Last day of scheduled classes, last day to drop Full-Term and B-Term classes with penalty  
 April 28-May 3 Finals Full-Term & B-Term  
 May 3 Fees due for Pre-registered Summer classes by 5:00 P.M. or classes will be dropped.  
 May 3 Allied Health Pinning 3:00 p.m.  
 Nursing Pinning 4:30 p.m.  
 Commencement 7:00 p.m.  
 May 4 Grades due to Registrar

**Summer Semester, 2012**  
 April 9 Web registration available  
 April 16, 20 Summer & Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.  
 April 18 Summer & Fall Advising/Pre-registration for currently enrolled students  
 Wednesday 8:00 A.M. – 12:00 noon.  
 April 18 Registration for new and readmitted students  
 Invitations to be mailed  
 May 21 Summer Registration  
 9:00 A.M. – 12:30 P.M.  
 3:00 P.M. – 6:30 P.M.  
 Fees are due this day  
 May 22 Regular & A-Term classes begin  
 May 23 Late Registration and Drop/Add  
 10:00 A.M. – 12:00 P.M.  
 4:00 P.M. – 6:00 P.M.  
 Fees plus the \$25.00 late fee are due on this day.  
 May 28 Memorial Day College will close at 11:30 a.m. Friday, May 25 and reopen for regular classes Tuesday, May 29  
 TBA Regents Test  
 June 6 Last day to drop A-Term classes without academic penalty  
 June 19 B-Term Registration  
 9:00 A.M. – 12:30 P.M.  
 3:00 P.M. – 6:00 P.M.  
 Fees are due on this day  
 June 20 A-Term - Last day of class  
 June 21 Last day to drop Full-Term class or withdraw from College without academic penalty  
 June 21 A-Term finals  
 June 25 B-Term begins  
 July 2 Web registration available  
 July 4 Independence Day Observance – College closes after the last evening class Tuesday, July 3 and will reopen for regular scheduling Thursday, July 5, 2012  
 July 9-12 Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.  
 July 10 Last day to drop B-Term class without academic penalty  
 July 12 New Student Registration (Invitations to be mailed)  
 July 24 Last day of classes  
 July 25-26 Final examinations for Full-Term and B-Term classes  
 July 26 Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.  
 July 27 Grades due to registrar

**Fall Semester, 2012**  
 July 9-12 Fall Advising/Pre-registration for currently enrolled students M-T 8:00 A.M. – 6:30 P.M.

July 12 New Student Registration (Invitations to be mailed)  
 July 26 Fees due Pre-registered Fall classes by 5:00 P.M. or classes will be dropped.  
 August 10 New Faculty report  
 August 13 President's State of the College Address  
 August 14 Registration  
 9:00 A.M. – 12:30 P.M.  
 3:00 P.M. – 6:30 P.M.  
 Fees are due on this day  
 August 15 Regular & A-term classes begin  
 August 16 Late Registration and Drop/Add  
 10:00 A.M. – 12:00 P.M.  
 4:00 P.M. – 6:00 P.M.  
 Fees plus the \$25.00 late fee are due on this day  
 September 3 Labor Day Weekend - College closes at 5:00  
 Friday, August 31, and will reopen for regular  
 scheduling Tuesday, September 4, 2012  
 September 11 Last day to drop A-Term classes without academic penalty  
 October 4 B-Term Registration  
 9:00 A.M. – 12:30 P.M.  
 3:00 P.M. – 6:00 P.M.  
 Fees are due on this day  
 October 5 A-Term last day of classes  
 October 8 Last day to drop Full-Term classes without academic penalty  
 October 8 A-Term finals  
 October 9 B-Term begins  
 October 15-16 Faculty/Staff Professional Development – College closed  
 November 5 Web registration available  
 TBA Regents Test  
 November 5 Last day to drop B-Term classes without academic penalty  
 November 12-16 Spring Advising/Pre-registration or currently enrolled students M-T 8:00 A.M. – 6:30 P.M.  
 November 14 Spring Advising/Pre-registration for currently enrolled  
 students  
 Wednesday 8:00 A.M. – 12:00 noon  
 November 14 Registration for new and readmitted students  
 Invitations to be mailed  
 Nov. 21-25 Thanksgiving - College closes at 5:00 Tuesday, November 20  
 and will reopen for regular scheduling Monday, November 26  
 December 5 Last day of scheduled classes, last day to drop Full-Term and B-Term  
 classes with penalty  
 December 6-11 Finals Full-Term & B-Term  
 December 11 Fees due for Pre-registered Spring classes by 5:00 P.M. or classes will be dropped.  
 December 11 Allied Health pinning 3:00 p.m.  
 Nursing pinning 4:30 p.m.  
 Commencement 7:00 p.m.  
 December 12 Grades due to Registrar  
 TBA Campus Closed – Christmas holidays

## APPENDIX C: GRADE SUBMISSION INSTRUCTIONS

**You MUST use Internet Explorer 5.0 or higher for MyDC - BANNER Web access. Netscape will not work with BANNER frames.**

1. Open your web browser to the Darton College home page ([www.darton.edu](http://www.darton.edu))
2. Click the "My DC" link (top right)
3. Click the "BANNER Web" link
4. Click in the "User Name" area and type your User Name (ex. firstname.lastname)
5. Click in the "PIN" area and type your PIN number.
6. Click the "Login" button.
7. Click on the "Faculty-Banner" tab.
8. Click on "Enter Final Grades" menu at the bottom right hand side of the screen.
9. Choose term from drop down box and click on "Submit Term".
10. Choose a CRN from the drop-down box and click on "Submit CRN"
11. Enter grades for **each** student by choosing a grade from the drop-down box or tabbing and keying in the grade. After all grades are entered, click on the "Submit" button (bottom of the page). **If you fail to click on the submit button, the grades will not be entered.**
- 12. If you have a student on your class roll that did not attend, please award an "F" grade and enter 0.00 under hours attended!**
13. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN.
14. Click on "Final Grades" and enter grades for this CRN. Repeat steps 10-13 until all grades are submitted.
15. Click on the "Exit" button and exit your browser.

Copies of grades are no longer submitted to the Registrar's Office **unless** you have students who meet the following criteria:

~~1. If you a student who never attended your class but is on your class roster, please assign a grade and note "non-attendance" on the grade sheet and submit to the Registrar's Office.~~

2. If you have a student who was in your class but does not show on your class roster, please write in the student's name, ID, and grade on the grade sheet and submit Registrar's Office. Distance Learning faculty can fax this information to us at 229-317-6606.

**Reminder on "I" grades:** Any time you report a grade of "I" you will be asked to complete an "Incomplete Grades" form via ~~Sharepoint~~ "Grade Surveys", showing the reason for the "I" grade. "I" grades will need to be satisfied by the student's next semester of enrollment or within the next twelve months, whichever comes first. If "I" grades are not removed by that time, an "F"

will be reported. **REMEMBER: "I" GRADES CAN ONLY BE AWARDED FOR NON-ACADEMIC REASONS.** Please do not enter an "IP" grade or an "I" in BANNER. "IP" grades are only used for learning support classes. "I" grades are left blank in BANNER and a form must be submitted via Sharepoint. Your grades are not considered submitted until we receive the "I" form.

#### **Accessing Sharepoint:**

*If you have not requested access to SharePoint, please do so ASAP. You can do this by going to the url listed below. If you don't have access, you will get an "Access Denied" page. There is a "Request Access" link on that page, click on it. On the next page click on "Submit". I will receive an email request from you. Once I add your account you will receive an email notification. At that point, you will be able to login to the SharePoint site.*

<https://share.darton.edu/sites/darton>

#### **Using ~~Sharepoint~~ "Grade Surveys"**

- **Go to the Darton College website;**
- **click Faculty & Staff; (top right corner);**
- **click Email and Sharepoint Access;**
- **click "Grades Surveys" ( please use your Windows/Outlook password when prompted);**
- 

***It is recommended that PC users use internet explorer and mac users use safari.***

- ***At this point, you will be the message: There is a problem with this website's security certificate-please click- "Continue to this website (not recommended)***
- ***Under Surveys (top left)-choose "Incomplete Grades";***
- ***click "respond to this survey"; please fill out form COMPLETELY!;***
- ***click "finish" button.***

***When the student completes the work, you will use the "grade changes" icon instead of the "incomplete grades" icon.***

If you need assistance with entering your grades via the web, please contact your departmental administrative assistant. If the administrative assistant is unable to resolve the problem, please call the Registrar's Office at 229-317-6544 or 229-317-6744 for further assistance. Please keep in mind that our office hours are Monday-Friday, 8:00 am to 5:00 pm.

## **APPENDIX D: SYLLABI REQUIREMENTS**

A course syllabus represents a contract between the instructor and the student. Students rely on the course syllabus as their guide; therefore, the syllabus should state clearly (1) the student's academic responsibilities and requirements, (2) the instructor's disciplinary procedure for student academic dishonesty, and (3) the College's statement on reasonable accommodations for students with disabilities.

If a conflict occurs between a student and a faculty member, the Division Chair and/or VPAA will try to resolve the issue by examining the guidelines defined on the syllabus.

For each course taught, a printed syllabus must be developed and distributed to the students on the first class meeting. A copy of the syllabus should be provided to the Office of the division dean prior to the first class meeting. At a minimum, the syllabus will include the following. Check with your division dean for more details.

**INSTRUCTOR NAME:**

**INSTRUCTOR CONTACT INFORMATION:**

**COURSE DEPARTMENT NUMBER:** (check catalog)

**TITLE:** (check catalog)

**CREDIT HOURS:** (check catalog)

**CONTACT HOURS:** (check catalog)

**COURSE DESCRIPTION:** (check catalog)

**EXIT REQUIREMENTS:** (check catalog or division dean)

**PREREQUISITE:** (check catalog)

**FREQUENCY OF OFFERING:** (check catalog or division dean)

**REQUIRED TEXTS:** (check with Senior Administrative Assistant)

**SUPPLEMENTAL MATERIALS:** (as required by the program or instructor)

**COURSE OBJECTIVES:** (check course guide, program coordinator, or division dean)

**MINIMUM PROCEDURAL REQUIREMENTS:** (check course guide, program coordinator, or division dean)

**OPTIONAL ASSIGNMENTS:** (as required by the program or instructor)

## POLICIES

- **Grading:** (Check your course guide, program coordinator, or division dean. Some courses leave this up to the instructor within certain perimeters, and some have very specific guidelines.)
- **Attendance:** (The following statement is the college's statement. You may need to add your specific policy here. Check with your division dean or program coordinator.) Irregular attendance reduces students' opportunities for success in the course. Students who miss the equivalent of three 50-minute periods will receive notification advising them of their absences and warning them that they are jeopardizing their final grades.
  - **NOTE:** Beginning Summer 2010, during the one-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or logged into their online course. The students will be dropped and the course will not appear on the students' permanent academic records. ALSO, Up until midterm or "last day to drop without academic penalty," the faculty member may withdraw any student who has ceased to attend and the student will receive a grade of "W" on their academic record. After midterm or "last day to drop without academic penalty," faculty can continue to withdraw any student who has ceased to attend; however, the student will receive a grade of "WF" on their academic record. The student is responsible for understanding that withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.
- **Electronic Devices:** It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- **Late Work:** Students whose absences cause them to miss a test or any other assignment will receive a grade of 0 until the work is made up. Both make-ups and other assignments turned in late must be arranged with and approved by the instructor. The responsibility of making arrangements for this work rests with the students--not with the instructor. The instructor may refuse to accept late work.
- **Individual Conferences:** Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for conferences with their instructors.
- **Writing Center:** The Darton College Writing Center provides students assistance with writing skills needed for class assignments. Please call 229.317.6983 or visit <http://www.darton.edu/programs/Humanities/writing-center.php> for more information. Submissions may also be made to the Online Writing Center by emailing a copy of your essay as an attachment to [laura.shirley@darton.edu](mailto:laura.shirley@darton.edu). You must use your MyDC email account and send the file as .doc or .docx to receive feedback.
- **Plagiarism and Cheating Policy:**

1. The receiving or giving of unauthorized assistance in the preparation of any assignment is prohibited.
  2. The taking or attempt to take, stealing, or otherwise procuring in an authorized manner any material pertaining to the education process is prohibited.
  3. The selling, giving, lending, or otherwise furnishing to any unauthorized persons the questions and /or answers to any examination known to be scheduled any subsequent date is prohibited.
  4. The fabricating, forging, falsifying of lab, test, or research results or sources is prohibited.
  5. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated and when the ideas of another are incorporated into the paper or assignment they must be appropriately acknowledged, in the form of parenthetical citation and endnotes or a works cited page.
  6. Turning in the same work for one class that you turned in to a previous instructor or for a course in which you are currently enrolled without the express permission from both instructors to do so.
  7. Plagiarism for this class will be determined according to the guidelines set forth in the appropriate handbook for the course (MLA, APA, etc.).
  8. Failure to abide by the policies as stated above may result in a 0 (zero) on the assignment in question. Other actions may be taken by the instructor as well. For more information concerning the Darton College Academic Honor Code and penalties for violating this code, please visit <http://www.darton.edu/HonorCode>.
- **Disability:** Darton College complies with both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Title II). All students with a documented disability are strongly encouraged to register with the Disability Services Office at the time of making application. Any information provided regarding a student's disability is kept separate from the student's permanent file. Students must self identify and provide current documentation in order to receive academic accommodations. Upon the student's request, the Coordinator of Disability Services will work with the faculty to devise reasonable classroom accommodations. System accommodations require approval from the Regents Center for Learning Disorders. Students need to be aware that rules of conduct and attendance policies apply to ALL students regardless of disabilities. Students with questions and/or needs relating to either of the Acts should contact the following person(s) on campus:
    - a. Academics: Coordinator of Disability Services
    - b. Facilities: Director of Plant Operations, ADA/504 Compliance Officer for Facilities
    - c. Employment: Director of Personnel, ADA/504 Compliance Administrator
  - **Code of Conduct:** Darton College has a dual responsibility to its students. One responsibility is to furnish them with academic knowledge. The other is to help the student grow and develop into mature and worthwhile citizens of the community. Policies for disruptive behavior and other topics devoted to student conduct can be found in full in the Darton College Student Handbook, available online at [http://www.darton.edu/Documentation/2008-2009\\_Handbook.pdf](http://www.darton.edu/Documentation/2008-2009_Handbook.pdf). Hard copies of the Student Handbook are distributed through the Student Services Office of the Albany campus of Darton College. Online students are held to the same code of conduct as

students in traditional classroom courses.

- **Policy for Writing Across the Curriculum:** Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton College is committed to ensuring that students who attend Darton College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate Writing Across the Curriculum as a required component in each course. Every syllabus for each course taught, including online courses, must have a writing assignment. Instructors are free to choose how the writing component will be incorporated and are also free to make individual decisions about how the assignment will be graded and what percentage the assignment(s) will count with regard to the final grade of a student. One of the annual surveys conducted by the General Education Assessment Committee will address the familiarity of faculty with the writing across the curriculum policy. Examples of ways to incorporate writing across the curriculum **include**, but are not limited to, summaries of articles, essays, responses to discussions, speech outlines, lab reports, research papers, character analysis, and behavioral observations.
- **Darton College's Alcohol and Drug Policy:**
  - Darton College is in compliance with the US Department of Education's Drug Free Schools and Community Act Part 86. Please review information about Darton College's alcohol and drug abuse policy and sanctions, available community resources, and associated health risks at [http://www.darton.edu/current/stu\\_aff/counseling.php](http://www.darton.edu/current/stu_aff/counseling.php).

## **COURSE SCHEDULE**

You should include the following in your course schedule:

- due dates
- topics or chapters to be covered
- assignments required
- important college dates (last day to drop without academic penalty, midterm, college closing dates, etc.)
- examinations
- pages to be read
- etc.

## **OTHER INFORMATION**

If any of this information pertains to you, you will want to consider adding it to your syllabus:

- Computer classrooms
  - Computer lab hours
  - A statement prohibiting the printing of non-class assignments in the classroom
- A prohibition of drinks and food in the classroom
- Any personal policies

Any specific policies required by your program or division

## APPENDIX E: ENROLLMENT VERIFICATION INSTRUCTIONS

*You MUST use Internet Explorer 5.0 or higher for BANNER Web access. Netscape will not work with BANNER frames.*

1. Open your web browser to the Darton College home page ([www.darton.edu](http://www.darton.edu))
2. Click the "MyDC" link (top right)
3. Click in the "User Name" area and type your User Name (ex. frances.carr).
4. Click in the "PIN" area and type your PIN number (**Note:** If you do not know your pin, you will need to contact the Help Desk at 229-317-6704. Operating hours for the Help Desk are M-F, 8:00am to 5:00pm)
5. Click the "Login" button
6. Click on the "Faculty-Banner" tab.
7. Click on "Confirm Attendance " menu at the right hand side of the screen.
8. Choose term from drop down box and click on "Submit Term"
9. Choose a CRN from the drop-down box and click on "Submit CRN"

*This is your class roster. If you wish, you can print this to use in class.*

10. Under the "Attend Hours" column, you will need to put a "0" by each student who is NOT attending. This will indicate to us that this student is a NO SHOW!

11. For a class that everyone is present and there are NO "No Shows" to report, you will need to put a "1" under "Attend Hours" for just one random student in that class!

12. After all enrollment info has been entered, click on the "Submit Changes" button. If you fail to click on the submit button, the data will not be entered.

13. If you have additional classes, click on "CRN Selection" at the bottom of the page. Select and submit the CRN. Continue this process until "ALL" your CRNs have been processed!

## **APPENDIX F: COMPUTER USE POLICY**

[http://www.darton.edu/oit/is\\_policy/09/01\\_Darton\\_College\\_Information\\_Systems\\_Use\\_Policies.pdf](http://www.darton.edu/oit/is_policy/09/01_Darton_College_Information_Systems_Use_Policies.pdf)

## **APPENDIX G: ONLINE TEACHING DESCRIPTION/PAY**

Darton College is a dynamic, public two-year comprehensive community college and unit of the University System of Georgia. The College is located in Albany, GA, and has a local 14 county service area. The College actively recruits throughout the state, nationally and internationally. Opened in 1966, Darton College has experienced a growth rate of over 40 percent in the last five years and currently enrolls over 5,000 students in transfer and career two-year associate degree programs and one-year career certificate programs.

Darton College, which has won numerous awards in technology, offers 31 associate degrees fully online, 15 certificates and over 150 courses online. Additionally many of the Allied Health degree and certificate programs may be partially completed online (clinical components are required).

Qualified applicants, with a proven track record in online teaching, are invited to apply and grow with Darton College.

Darton College offers a certificate program in Instructional Technology, which is fully online. This certificate is comprised of five courses that will uniquely prepare an instructor in the pedagogy of online teaching. As a part of this certificate *Facilitating Learning Online* (FLO) is presented. The purpose of FLO is to introduce faculty to the theory of quality online teaching. Online instructors are encouraged to complete the Instructional Technology Certificate program or at a minimum complete the FLO course component of it. Instructors should have a working knowledge of WebCT Vista prior to enrolling in the FLO course.

### **Responsibilities of the position include:**

- Teach/facilitate each course(s) in accordance with college-approved online master course content.
- Prepare and distribute a course syllabus to students, based upon the college-approved syllabus.
- Develop and provide guidelines for student participation in online course(s.)
- Develop and provide guidelines for the determination of grades consistent with the College's grading standards.
- Login to each online class at least once every 24 hours and respond to student emails within 24 hours of receipt.
- Be actively participating in the online course three to four days per week.
- Hold a minimum of 2 office hours weekly via available technology
- Actively facilitate course content, guide student discussion and provide frequent, timely meaningful feedback to online students.
- Submit class roles, grades, etc., by institutional required deadlines.
- Maintain required records and reports for each course assigned.
- Refer students with special needs to the appropriate College resources.
- Utilize Darton email to stay informed about institutional information and for all communication with Division of Online Learning

**Minimum requirements for the position include:**

- Prior experience teaching online with a minimum of three online courses. (**Only applicants with prior online teaching experience will be considered.**)
- Must have a passion for helping students learn online
- Broadband Internet access and adequate computer to handle WebCT Vista
- Masters degree from an accredited institution with a graduate major concentration, or a minimum of an additional eighteen (18) graduate semester hours, in the primary teaching field.

**Contract Provisions:**

- This is a part-time temporary faculty position with the specified academic term as the term of employment.
- Each course has a minimum number of students needed in order for it to run and a maximum capacity. On occasion you may be asked to take a number of students beyond the maximum for which you could be compensated for each additional student, usually at a rate of \$50 per additional student. Please see your division dean for details on these capacities.
  - NOTE: the total number of students enrolled in your course is determined by student enrollment the day after Late Registration.

	Base Pay	After 3 Terms	After 6 Terms	Caps Out After 9 Terms
<b>Master Degree</b>	\$600/cr. hr.	\$625/cr. hr.	\$650/cr. hr.	\$675/cr. hr.
<b>Doctor Degree</b>	\$800/cr. hr.	\$825/cr. hr.	\$850/cr. hr.	\$875/cr. hr.

**A complete application must include:**

- Cover letter explaining your relevant experience and qualifications.
- A current resume'/vita which includes evidence of online teacher training and prior successful online teaching experience.
- In order to be considered for this adjunct position, you must submit unofficial transcripts of *all* college work. Official transcripts with college/university seal will be required prior to employment.
- Finalists will be required to submit to a background investigation.

Address all inquiries, nominations, and applications to:

Online Learning Program  
Darton College  
2400 Gillionville Road  
Albany, GA 31707-3098  
Or email  
[onlineinfo@darton.edu](mailto:onlineinfo@darton.edu)

## APPENDIX H: ON CAMPUS ADJUNCT PAY

### Contract Provisions:

- This is a part-time temporary faculty position with the specified academic term as the term of employment.
- Each course has a minimum number of students needed in order for it to run and a maximum capacity. On occasion you may be asked to take a number of students beyond the maximum for which you could be compensated for each additional student, usually at a rate of \$50 per additional student. Please see your division dean for details on these capacities.
- NOTE: the total number of students enrolled in your course is determined by student enrollment the day after Late Registration.

	Base Pay	After 3 Terms	After 6 Terms	Caps Out After 9 Terms
<b>Master Degree</b>	\$600/cr. hr.	\$625/cr. hr.	\$650/cr. hr.	\$675/cr. hr.
<b>Doctor Degree</b>	\$800/cr. hr.	\$825/cr. hr.	\$850/cr. hr.	\$875/cr. hr.