

MCA Faculty Handbook

Revised August 2016 RAMc

[Please contact cindy.hardy@mga.edu for corrections or suggestions.]

Welcome

Welcome to the Department of Media, Culture, and the Arts at Middle Georgia State University. If you are returning faculty, you will be familiar with much of this handbook, but please take time to review it anyway. For new faculty, we want you to feel at home as quickly as possible. This handbook is designed to acquaint you with some of the basics of professional life in the department, matters that are not always found in the MGA Faculty Handbook.

Because of the fragmentary nature of the items here, the organizing principle is alphabetical.

Academic Dishonesty

Please make certain that your syllabus indicates penalties for plagiarism and cheating that are in line with University policy. If you have a question about a student's academic honesty, make sure that you have evidence, and then contact Assistant VP for Student Affairs Michael Stewart at 478-757-7383 to determine whether a student has a previous infraction on record. Please review the form on the link below before contacting a student. Check with your mentor or your Chair if you have questions.

http://www.mga.edu/student-conduct/docs/Faculty_Resolution-Student_Infraction_and_Complaint_Form.pdf

Absence from Teaching Assignments

University faculty are professionals, and as such faculty are expected to meet classes at scheduled times and to fulfill all other appropriate University obligations. If you must be absent for professional reasons, prepare your students ahead of time by posting notices on Brightspace/D2L and inform the department secretaries and the Chair in an email. Absence for personal reasons may need to be reported as sick leave (see section on "Sick Leave Report"). Additionally, please be aware that if you email the department secretary to report an absence due to sudden illness, the normal working hours for the department secretaries are 8:00 a.m. to 5:30 p.m. M-TH & 8:00 a.m.-noon F (fall and spring) and 7:30 a.m.-6:00 p.m M-Th (summer). If you are teaching on multiple campuses, please notify the administrative assistants on the campus that you are teaching a class for that day. In all instances, the onus is on faculty to communicate to all parties who might be affected by an absence from classroom instruction.

Additional Occupational Activities Form

At the beginning of the semester you will fill out an Additional Occupational Activities Form, which lets the University know if you are employed elsewhere. In the past, this form has been required once only for the academic year, but has gone to the practice of filling them out each semester. Do not, under any circumstances, fail to note that you are teaching elsewhere, public or private. Although you should list speaking fees and other minor incomes, the purpose is to account for occupations that may be in conflict with the mission of the University and your ability to carry out your obligations as determined by your contract and the Middle Georgia State University Faculty Handbook. Please contact the Chair if you have questions.

Advising

All full-time, tenure-track faculty are expected to advise majors within MCA and assist them with registering for courses. Advising by appointment is preferred, but at specified times during the academic year (e.g.: early registration), advisors will be available in their offices to assist students. Advisors should take time to explain to students how to read their electronic advising sheet on My Degree, and how to process a "What if" to check for current catalog changes or a different major. If issues arise using My Degree, electronic copies of advising

rubrics are located at <http://www.mga.edu/arts-sciences/mca/advising.aspx> . Advisors should also document what was discussed in the notes section of My Degree. After advising students, use prudence in releasing advising holds. If a student is at risk of signing up for the wrong course, offer to handle registration for them in support of Complete College Georgia.

In addition to planning course schedules, advising sessions should include discussing career goals and other interests important to the student's future. Let students know we are interested in them personally and want them to be successful in their lives. We want them to continue being part of our community when they are alumni. My Degree may be accessed at <https://astro.mga.edu:8081/> .

Attendance Policy for Students

The attendance policy for students is clearly stated in the Middle Georgia State University Catalog. A student who accrues a number of absences less than or equal to the number of class meetings per week shall not be penalized simply because of absences.

Faculty may issue a failing grade to any student whose absences exceed twice the number of class meetings a week. For those students who amass a number of absences greater than the number of class meetings per week but less than or equal to twice the number of class meetings per week, faculty must exercise their own discretion with regard to any penalty.

Faculty have the option of dropping students from their classes by completing the instructor withdrawal form at http://www.mga.edu/registrar/docs/Withdrawals_by_Instructor.pdf . Faculty should document that students are aware of their withdrawal policy and remind students of risking withdrawal as they accumulate absences. For students who withdraw by the withdrawal date despite attendance record, be familiar with the institutional policy of maximum number of withdrawals found in the catalog.

In practice, for a class that meets twice a week during the course of a fifteen-week semester, a student is allowed two absences without penalty. Two absences in a class that meets two times a week accounts for 150 minutes. Four absences would be 300 minutes. Therefore, generally, a student would fail if he or she misses more than 300 minutes of class time. Please keep the number of minutes in mind when you establish your attendance policy for session and summer courses.

Faculty must state their attendance policy in each course syllabus. It is not enough to tell students to refer to the Catalog. The Catalog does not tell students what your individual policy is regarding attendance, penalty for assignments turned in late as a result of absence, or penalty for arriving late or leaving class early.

Campus Citizenship

The Department of MCA upholds the practice of being good campus citizens. Please go out of your way to be polite to all members of the greater university community. In professional life, our colleagues are our friends. Mistakes happen, so please be gracious. Misunderstandings also arise, so let's remind ourselves to listen to each other and to be generous in our honest attempts at understanding what our colleagues experience and how they express themselves.

Certificates, Training, and other Internal Compliance Requirements

All of us have to take the annual Ethics Test, Title IX Test, and the annual Driver's Certification Test. Some of us have to take hazardous waste training also. When notified, please comply as soon as possible. These tests are always online, and although not always convenient they will take only 45 minutes or so. For mileage reimbursement, you must have the driver's training on record—and, no, your Georgia license will not suffice.

Committee Service

All tenure-track faculty serve on committees, whether at the department, school, university, or system level. Such service is essential to how faculty represent themselves and their units and to how they are evaluated. As it is possible, attend all meetings and RSVP for meeting times and missed meetings. If you are new to a committee, it is always good to volunteer to do Minutes. It helps to get to know other faculty, and it promotes your own awareness of campus issues. It is also a good way for other people to get to know you.

Copying and Printing

Make every attempt to move toward a paperless department. In an age of electronics, please post as much material on Brightspace/D2L as possible, especially syllabi, handouts, and other instructional material. In the event a student requests a hard copy, please provide one. Macon Faculty are encouraged to do their own bulk copying in the Print Shop, located next to the Plant on the Macon Campus (passcode 5792). Cochran Faculty can do their own bulk printing in Russell Hall 309 (code 1963#). In the event duplication is requested, the request should be made at least 48 hours in advance during business hours. On the Macon campus more than 20 copies should be performed in the Print Shop. In all instances, please follow the specific copying policies requested by each campus location. Part-time faculty are excluded from this policy and may request copying for class syllabi.

Deadlines

On a regular basis, the Provost, the Dean, the Chair, the Assistant Chair, or the department secretary will ask for materials or information by a deadline. It is essential that you observe such deadlines, especially since these deadlines are often imposed at the last minute by other offices.

Department Phone Numbers and Their Use

If you give out the department number as a source of information for any project in which you are involved (workshops, plays, musicals, etc.), please make sure that the secretary has complete, written information in advance so that she may answer questions about the project.

Email, Cell Numbers, and Social Media

An increasing number of faculty, because of online classes, afternoon classes, and off-campus teaching assignments, do not find themselves on campus every day. Therefore, it is very important for faculty to check email the first thing in the morning and late in the afternoon. Email is the primary means of communication, especially if faculty are not on campus every day. Please make sure that the front desk has your cell number, especially if you do not have a landline at home. In the use of social media, use your very best professional judgment in posting comments regarding work, students, or your colleagues; legal issues regarding social media and the workplace are evolving, but as with any aspect of professional reputation, be conscious of how others perceive you. The administrative assistant/secretary should be added as an administrator on any social media site that represents the Media, Culture, and the Arts Department or Middle Georgia State University.

Emergencies in the Classroom or on Campus

It is a good practice for faculty to have a cell phone in class, with campus police numbers saved as favorites. If there is a medical emergency, do not hesitate to call 911. Ask for an ambulance and a rescue unit (a firetruck which will arrive more quickly than an ambulance); then call campus police so that they can help manage the emergency and direct off-campus agencies to the emergency site.

Campus Police Primary Phone: (478) 471-2414

- [Cochran - Alderman Hall](#) Phone: (478) 934-3002
- [Dublin - Dublin](#) Phone: (478) 274-7751
- [Eastman - Terry L. Coleman Center for Aviation and Technology](#) Phone: (478) 374-6403
- [Macon - Campus Support Services](#) - 1st floor Phone: (478) 471-2414
Fax: (478) 471-2419
- [Warner Robins - Academic Services](#) Phone: (478) 731-9901

In other types of emergencies remember that faculty members are expected to provide directions to students when needed. Locking a classroom door or going to a room or an office suite that can be locked is often the easiest way to protect students from threats. Please go to the following link to sign up for campus alerts.

<http://www.mga.edu/police/alert.aspx>

Evaluations and Faculty Portfolios

Faculty at Middle Georgia State University are evaluated by students, by the Department Chair, and by themselves. Although we do not have formal peer evaluation, feel free to make a written statement about any department member who has been extremely helpful or whose work you think is outstanding. Such statements are worthy of inclusion in the faculty portfolio. Students are given the opportunity to evaluate you each semester in every class you teach. Teaching evaluations are done online. Encourage your students to participate in the evaluation process.

The Department Chair will normally visit a class at your invitation, but new faculty shall be evaluated at least twice before third-year review. Faculty are also encouraged to engage in peer evaluation.

Self-evaluation is a part of a faculty member's annual evaluation, which is conducted during spring semester. This evaluation is both summative and formative, and is reviewed by both the faculty member and the Chair. A copy of the annual written evaluation also goes to the Dean.

Remember that all faculty members must maintain a portfolio for annual, pre-tenure, promotion, tenure, and post-tenure review. New faculty members should create portfolios by the end of their first year and should discuss portfolios with their faculty mentors. Please refer to the Middle Georgia State University Faculty Handbook.

FERPA

The Federal Educational Rights and Privacy Act (FERPA) of 1974 requires that we treat all student information with confidentiality. To that end, we may not discuss student matters with anyone who is not a faculty or staff member (assuming that it is even their business to know) unless the student and said third party both sign the FERPA form. If parents call, let them know the policy and send them the link; if a parent drops by, be polite but firm in presenting the form for them and the student to sign. Place this form in the advising file and/or scan and send copies to all involved. Students can also complete the FERPA Student Consent Authorization form in the Registrar office. The Department Secretary can verify if the student has given consent for the confidential information & whom the information may be shared with.

Grades, Reporting Final Course Grades, and Reporting Class Data

Instructors must keep careful and accurate grades for all students; these records must be kept for at least three years. If the grades are electronic, print them out for a separate file. All grades shall be numerical as the

basis for the letter grade. Final grades are recorded in SWORDS. Check with your mentor or the department secretary if you have questions. Be sure you report final grades, on time, as determined by the Registrar's email. Once grades have been submitted, please check your email for questions about grades from students; they will ask, and if they do not hear back soon, they have a habit of calling the Dean or the Provost. If you are on break when a student emails, you do have an obligation to respond, although it is perfectly fine to indicate that you have received their question and that you will review it upon your return. If you copy the Chair, that can often help in the long run if a student claims you did not respond.

Incomplete Grades

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The "I" grade should be awarded sparingly, given only to students who are doing passing work, and given only for non-academic reasons (like hospitalization). It is left to the faculty member to determine the legitimacy of a non-academic reason. If a student is awarded an "I" grade, the student has until midterm of the next semester to complete the work. Instructors are encouraged to create a schedule with the student to complete the course work as soon as possible. Upon completion of class assignments, please submit the Request for Change of Grade form, found at http://www.mga.edu/registrar/docs/Change_of_Grade_Form.pdf . If grades are not changed by the following midterm (including summer semester), the grade will be rolled to an F, and may not be changed without the approval of Academic Affairs.

Library Holdings

It is a standard part of a professor's job to build library holdings that support student, faculty, and community research. MCA has had a substantial budget for ordering books, but as with other budget adjustments for FY 2017, we need to be cautious in our spending. Still, there is no need to seek permission to order a book or a film, unless it is much more expensive than other texts or if a faculty member is ordering many books at a time. As with most functions of this sort, ordering is online through the Library homepage. Building a collection in a systematic way can also be viewed as a dimension of scholarship; with careful documentation this can be part of your annual evaluation or promotion and tenure materials that are submitted in your portfolio.

Long Distance Calls

Long distance calls shall be for school business only. Please check with the front desk staff if you have any questions, especially for specific policies at the Cochran, Dublin, Eastman, or Warner Robins Campuses.

Make-Up Tests

Each instructor is responsible for administering and proctoring their own make-up tests. This is not the job of the department secretary.

Mentors

Newly hired faculty will be assigned a mentor who will answer questions and offer advice as needed. Faculty should meet with mentors early in the semester to go over school policies and classroom issues; mentors should take the initiative to set up meeting times. Mentors should take time to visit and observe a class and should then sit down with new instructors to exchange ideas on teaching methods and styles. A follow-up letter after a teaching observation is an important step in documentation; such letters should be careful, thoughtful, and encouraging. If there are frank comments to be made about areas for improvement, a private conversation with the faculty member is more apt than one or two sentences in a letter that might not be entirely fair over time. It is additionally important that mentors go over the annual evaluation process and the organization of the initial faculty portfolio. Ideally, mentors should work with faculty through the completion of third-year review, including training them on basic advising duties and allow the new faculty member to sit in on student advising appointments.

Office Hours (calling them Visitation Hours encourages students to visit)

MCA faculty spend many hours each week in contact with students, both in and out of the office. MCA faculty engage with students through electronic communication, scheduled student conferences, scheduled writing conferences with students, impromptu conversations with students, etc. Additionally, MCA faculty attend student events, serve as faculty advisors, as student club advisors, as advisors to student publications, as senior project advisors for IDS and NMAC students, as directors of independent study courses, and as leaders/participants in faculty development activities directly related to student success (e.g., advisor training, SWORDS training, online course development workshops).

Still, all faculty members shall designate and post office hours on their office doors, keeping in mind that contact with students in the office is but one way to demonstrate willingness to engage and support them as they pursue their academic goals. As of fall 2013, eight (8) hours per week is the minimum. As professionals, we all know that strict office hours represent an ideal, especially as other events and meetings are squeezed into a busy day and week. To avoid complaints from students, try to be as flexible as you can when they need to meet and offer to call them, since many student have only quick questions that are easy to answer. In the end, none of us can refuse to meet with a student, even if it is inconvenient. As a final point, please try to avoid meeting with students after the Department closes, and do not meet by yourself with a frustrated student in an isolated office environment.

Rolls and No-Shows

You are required to report No Shows (students who are on your roll who never attend a class) for each class you teach, each term you teach. Class rolls are now printed from your office computer. Because students can add/drop during the first few days of a term, the class roll can be fluid. Check your rolls frequently. Early in each semester, you should receive an email with instructions on reporting No Shows. Please make sure you report no-shows by the specified deadline. If a student is mistakenly reported as a no-show, he or she will most likely bring you a Verification of Attendance Form. If the student has attended class at least once, please complete this form quickly and accurately as their financial aid and registration is usually in jeopardy at this point.

Selling Textbooks

The USG prohibits faculty from selling textbooks to book buyers.

Sick Leave Reports

If you are ill, you must inform the Chair and the secretary. Additionally, set the out-of-office function on your email and post notices to your course sites. Once you return, you must submit the proper documentation via ADP. See the department secretary for how to do this. Such leave should follow the guidelines in the Middle Georgia State University Faculty Handbook, but reporting is usually done in increments of 1 hour, 2 hours, 4 hours, or 8 hours. For example, if you miss a full day of classes, office hours, and meetings, report 8. If you miss one class and no other activities, report 2. If you miss a half day, report 4. If you have a doctor's appointment, report 2. Again, all sick leave must be reported, so please do not ask the Chair if you must report. The answer is always the same. Reporting is sometimes audited by the USG, and it is important that all units have a record of faculty and staff who report sick leave.

Skype and Google Accounts

Since more and more meetings are online, please be prepared to create either a Skype or Google account. You may need to create both.

SLOs, Student Learning Initiatives, and Gen Ed Data Reporting

Besides final grade reporting, most faculty will also have to report SLO data as reports separate from final grades; this information is due each semester when final grades are due. Before you leave for break, please check with the Assistant Chair and your program coordinator to verify what data to submit. It is an essential part of your job to report this data on time and in the format requested. There is a designated Brightspace/D2L site for uploading data, for storing and downloading rubrics, and determining which classes/instructors need to report.

Student Assistants

Student employees are eager to help and have provided excellent work for us over the years. Please direct any requests to the administrative secretary who will distribute the workload accordingly and within reason. Be cautious about disclosing confidential student information in the presence of student workers since federal privacy laws (FERPA) pertain to such situations; additionally, do not share information with student workers about confidential faculty or staff matters. In a limited and appropriate sense, these students are our colleagues and friends in support of what we all do for the University. Please treat them, as you would anyone else, with patience and respect. For some of them, it is their first job, which we would like to be a good experience for them.

Syllabi

Syllabi should follow the guidelines below. Submit your syllabus electronically to the Departments Shared Drive by the end of the third class day of each term that you teach. Syllabi should be submitted using a PDF format. File names for syllabi must follow this format: CRN#_course name_ course number_last name_semester_year. For example: 81114_CRWR_2105_Whiddon_Fall_2016.



Standardization of Syllabi

The syllabus should clearly state course requirements and instructor expectations. All MGA syllabi are to be written using the section guides below as appropriate for the course. Each section has a defining statement and required narrative if appropriate.

BASIC COURSE INFORMATION

1. Course Title
2. Course prefix and CRN
3. Credit Hours
4. Semester
5. Campus Location
6. Meeting times
7. Meeting location

INSTRUCTOR INFORMATION

1. Campus email address
Include relevant information, i.e., response time for answering emails, answering emails on the week-end, etc.
2. Office hours
3. Office location
4. Phone number where you can be reached (MGA number is sufficient)
Part Time instructors are responsible for maintaining regular communication with department secretary.

DETAILED COURSE INFORMATION

1. Course Prerequisite(s)
2. Course Description as written in the 2016-2017 catalog
3. Student learning outcomes
4. Required course materials. Guidelines for eTexts would be included in this section.
5. Technology Requirement
This section should address all technology requirements for hardware or software. Any cost to the student must be included.
6. Use of on-line proctor service [*See Administrative Assistant for complete Information Packets*]

This service is not appropriate for proctoring a class in a computer lab.

The institution contract is with ProctorU. If students are required to use this service, the number of proctored exams for the semester, the cost for the semester and technical requirements must be listed on the syllabi. Costs are provided below. Suggested Syllabi Verbiage follows with information about technical support.**

Exam Length	Flex Scheduling	Take it Soon	Take it Now	Page 9
30 Minutes or Less	\$ 8.75	\$ 13.75	\$ 17.50	
31-60 Minutes	\$ 15.00	\$ 20.00	\$ 23.75	
61-120 Minutes	\$ 19.75	\$ 24.75	\$ 28.50	
121-180 Minutes	\$ 25.00	\$ 30.00	\$ 33.25	
181 Minutes or More	\$ 30.00	\$ 35.00	\$ 38.75	

Explanation of Price:

Flex Scheduling allows an examinee to make an appointment at least 72 hours before the desired start time.

Take it Soon allows a test to be scheduled within 72 hours of the chosen start time

Take it Now allows a test to be taken on-demand with no appointment needed.

Suggested ProctorU Syllabi Verbiage:

ProctorU is a live online proctoring service that allows you to take your exam on your time in a comfortable and secure environment. ProctorU is available 24/7, however you will need to schedule your proctoring session at least 72 hours in advance to avoid any on demand scheduling fees. To create a ProctorU account visit <http://proctoru.com/portal/ivytech>.

ProctorU provides free technical support to ensure you have the best testing situation possible On this page www.proctoru.com/testitout. you will be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative. *You are encouraged to test your equipment before every exam.***

To use ProctorU you will need a high-speed internet connection (hardwire is more stable than wi-fi), a webcam (internal or external), a windows or apple Operating System, and a government issued photo id. For additional technical services needed before your exam, you can click on the button connect to a live person.

COURSE POLICIES

1. Attendance Policy

Faculty are expected to maintain an attendance record for all classes. The MGA policy on attendance is as follows:

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course at the discretion of the instructor. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week, *may be penalized at the discretion of the instructor*. Students who have absences which are less than or equal to the number of class meetings per week will not be penalized."

The Office of Academic Affairs is requesting that the phrase "may be penalized at the discretion of the instructor" be replaced with the actual penalty. Citing the actual consequence eliminates bias in who is penalized.

2. Class Behavior Expectations and Consequences for Violations

This section is for addressing civility and personal responsibility in the classroom and in the on-line environment. The paragraph below should be used as a preface to any additional statements.

Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct.” Student Code of Conduct, Responsibilities, Procedures, and Rights are found at <http://www.mga.edu/student-conduct/code-of-conduct.aspx>.”

3. Plagiarism - Paragraph below is required if a plagiarism prevention tool is being used for the course.

A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

4. Policy on Disability Accommodations – Paragraph below required

Students seeking academic accommodations for a special need must contact Middle Georgia State University Office of Disability Services in Macon at (478) 471-2985 or in Cochran at (478) 934-3023. <http://www.mga.edu/disability-services/>

5. Withdrawal Policy – Paragraph below required

Students are encouraged to read the withdrawal policy found at <http://www.mga.edu/registrar/dropadd.aspx> before dropping/withdrawing from the class.

6. Delayed Opening or Closing of the University

Present general comments about the closing of the University and explain what is expected of the student regarding continuation of coursework in the event that the University is closed due to unforeseen circumstances.

7. End of Course Evaluations – Paragraph below required

Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.

SCHEDULE, REQUIREMENTS, GRADING POLICY

1. Tentative Course Schedule

Include a calendar-based schedule of course content and evaluation(s). Indicate midterm date and if applicable a final exam date and time.

2. Course Requirements

3. Grading Policy

The grading scale / rubric must be provided along with other policies, such as penalty for late or incomplete work.



Some of you may be asked to teach a synchronized class (one that meets in two or more locations), for which the University will provide technical support and training. In the event that you teach a synchronized class, you may need to get assistance in administrating tests at multiple locations. Please plan well in advance so that the integrity of the assessment is maintained. Give administrative staff at least a week's notice.

Timecards

Most employees, including full-time faculty, have electronic ADP timecards that must be approved by immediate supervisors. It is helpful to set your calendar reminder to approve monthly cards by the 27th of each month. Part-time faculty do not have timecards to approve. If you need help with timecards, please ask the department secretary first. If you are reminded to approve your timecard, please double check to make sure the correct month has been approved before you reply that you've "already approved it," which is the most common oversight. Another common error is selecting SAVE instead of APPROVE; the SAVE function is used when entering leave during the month, but the APPROVE function is used for individual approval. If the Chair has questions about sick leave, please double check your own records. If you have login problems, the University cannot reset ADP, you must call 1-855-214-2644 or email helpdesk@ssc.usg.edu.

Teaching at Other Campus Centers

Faculty are often required to teach at WRC or at some other campus center like the Eastman Campus. There is no set policy for who teaches at these locations except the need for scheduling classes and an attempt to be fair and to evenly distribute such responsibility. Regardless of home campus, any faculty member could be asked to take on a somewhat inconvenient class location.

Textbook Orders

Textbook requisition is online. When receiving email notification of the need to order texts, please follow those directions carefully. Your **user name** and **password** are typically the same as your system login information, except that there is no dot between first and last names. Here is the link: http://textreq.thecampusub.com/v3.0/Login.aspx?bookstore_id=6214 . Completing these orders in a timely manner is important to comply with Federal Law protecting students needing special requests.

Travel

Travel Policy Department of Media, Culture, and the Arts

FY2016-2017

1. The following policies are in addition to University and USG policies.
2. All faculty travel must be approved, whether funded by the department or not; however, not all travel can be approved or funded.
3. Approval by the Chair must take place prior to travel, including completion, review, and signing of the formal Travel Authorization form; paperwork that is incomplete, late, or incorrectly submitted cannot be guaranteed of approval.
4. The department secretary must review any paperwork before submission and must have adequate time to review paperwork.
5. Travel is for professional development, which may include, for example, research, attending conferences, presenting papers, chairing sessions, attending professional training, presenting readings, performing a musical or theatrical piece, or in other ways exhibiting creative work.
6. Tenure-track faculty members have travel priority, with untenured faculty especially encouraged to present at conferences; part-time faculty cannot, by USG policy, get funding for travel.
7. Conference travel should be discipline specific.
8. Adequate performance of all other contractual responsibilities is a condition of travel approval.
9. As determined by the judgment of the Chair, some guidelines will be used to determine funding levels.
10. Each year an average amount will be designated for travel, although funding may be for lesser amounts (attending and not presenting) or greater amounts (presenting at prestigious venues).
11. The presentation of original scholarship has priority over conference attendance.
12. Presentations that have led to peer-reviewed publications encourage further support.

13. Attending the same conference and presenting the same material is the basis for completing a significant work of scholarship but not necessarily more travel support from the Department.
 14. A track record of published scholarship is the basis for research funding.
 15. Any travel must be carefully planned around teaching responsibilities and all other essential functions of the job. This does not mean that you cannot miss a class, but that student success cannot be a secondary consideration.
 16. When traveling, faculty must set the out-of-office function on email and, at the time of departure, must remind the Chair and the department secretary of travel dates.
 17. Faculty should discuss with the Chair whether their travel may qualify for reimbursement through the Faculty Development Committee. Information may be found at <http://www.mga.edu/faculty-staff/faculty-development.aspx>. There are deadlines in both fall and spring semesters.
 18. Travel mileage between campuses is regulated by the VPFA; please pay careful attention to any email regarding deadlines, mileage amounts, and reporting requirements.
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