In the following notes, you will find important information that should be useful in your period of service as a part-time instructor at Gordon State College. We note that the information in this document either supplements or emphasizes information in the *Gordon State College Statutes*. [To access the Gordon State College Statutes, go to the homepage www.gordonstate.edu and under *Campus Departments* click *Academic Affairs*. There you will find a link to the *Gordon State College Statutes*.] In addition, there is an extensive web location titled *Resources for Part-time Faculty* that can also be reached from the Academic Affairs web location. We trust that you will visit *Resources for Part-time Faculty* and browse the useful information found there.

**Employment Information**

- Prior to initial appointment, the following materials must be provided:
  - a letter of application,
  - a faculty application form,
  - a security questionnaire and loyalty oath,
  - permission to run a criminal background check,
  - transcripts, (See the college adjunct handbook for more information concerning these documents.)
  - verification of retirement status

- After the initial appointment, part-time faculty are reappointed by signing a new letter of offer each year during the first semester in which they teach.

- Semester Part time faculty agreement forms are required of all part-time faculty.
  - Please sign the agreement and return it within one week of receipt.

**Communication Information**

- **E-mail**: We have found the easiest way to communicate messages concerning college policies and day-to-day business to faculty is by college email.
  - We expect you to become familiar with your GSC email account because that is how the college will correspond with you. For example, policies concerning grade and “last date of attendance” reporting deadlines are sent only by GSC email.
  - To access your GSC e-mail account:
Go to the college website, www.gordonstate.edu.

1. click on “My Gordon”

2. click on “Gordon E-Mail”

3. choose the menu item you need and follow the directions

If you need help, call Computer Services at 678-359-5008.

• Other contact information: All part-time faculty should also provide us with a home email address and a current phone number for urgent communications.
  
  o Please also keep us updated with a current home address and home phone number.

  ▪ Any change of address and/or phone number should be reported to Human Resources as well as to the department office.

• Syllabi: All faculty are required to submit a copy of their syllabus for each course taught to the Department Head within the first week of each semester.

  o Please send your syllabus as an email attachment (in Word) to the Academic Services Assistant for the Department.
**Important Dates**

Please keep track of the following deadlines. You are responsible for keeping these deadlines.

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class</td>
<td></td>
</tr>
<tr>
<td>Last Day of Drop/Add</td>
<td>Students may drop and add classes through this date. As a result, you may have new students in the second week of class. They are responsible for presenting themselves to you and catching up with missed work.</td>
</tr>
<tr>
<td>Enrollment Verification Deadline</td>
<td>You must take roll through the enrollment verification deadline and report all students who have attended class at least once. Any students who have not attended or have been dropped from the rolls, for any reason, must be reinstated by means of a petition provided by the student for you signature.</td>
</tr>
<tr>
<td>Holidays</td>
<td>College Closed</td>
</tr>
<tr>
<td>Midterm</td>
<td>Last day for students to withdraw without penalty. It’s helpful for students to have a reasonable idea of how they’re doing by this date.</td>
</tr>
<tr>
<td>Midterm Grades</td>
<td>Midterm F’s must be posted for students performing unsatisfactorily. No other midterm grades are given.</td>
</tr>
<tr>
<td>Spring Break</td>
<td>No classes</td>
</tr>
<tr>
<td>Fall Break</td>
<td>No classes</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>No classes</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>Final exams are required in all classes and must be given on time and day as posted in the Class Schedule.</td>
</tr>
<tr>
<td>Last Date to Turn In Grades</td>
<td>Instructions will be sent on posting final grades.</td>
</tr>
</tbody>
</table>

Current dates are available on the website at: [http://www.gordonstate.edu/schedule/calendars.asp](http://www.gordonstate.edu/schedule/calendars.asp)
Important dates are available each semester in the Schedule of Classes, which is available on the college website under My Gordon. At the beginning of each semester, please note the dates for reporting grades and attendance and the date that the final examination is scheduled for each of your classes. Reminders and instructions for reporting are also sent out through your GSC e-mail.

- **Attendance reporting** is an important task, as it affects student refunds and college compliance with federal law. When we fail to comply with that law, we must return funds to the Federal Government. Be sure to report within the time window, which will be announced through e-mail.

- The Registrar’s Office notifies all faculty members each term of students receiving V.A. benefits.
  - Reporting attendance for these students is important; check your Gordon e-mail early in the semester for announcements.
  - The class attendance policy in the college catalog (and in your syllabus) applies to all students.

- All deadlines are very important. Please make every effort to meet them.
Grades

- Withdrawals after midterm will be an automatic “WF” except in cases of hardship.
  - In that case, students must file a petition. See “Dropping Courses” in the catalog.

- A “WF” is also the grade that must be assigned when a student quits coming to class but does not formally withdraw. **Do not assign an “F” in these cases.** (In particular, if a student fails to attend a final examination, assign a “WF” instead of an F.)
  - If you are unsure, ask at the Department office.

- The Registrar will not accept any ‘I’ grades unless you have completed the “Request to Assign an I Grade Form” and submitted it to your chair for approval before the grades are posted.
  - Please review the catalog and your faculty handbook (also available online) if you are uncertain about the conditions and procedures for assigning a final grade of ‘I.’

- Policies regarding change of schedule, dropping of courses, late registration, class attendance, student conduct, and grading system are contained in the Gordon State College catalog. The catalog is available on the college website.

Other important notes

- **Final Exams:** All instructors are expected to give a final exam/exam essay in each of their courses. The semester class schedule indicates permissible holidays and mandatory final exam periods.
  - Any deviation from this schedule must be approved by the office of the Vice President for Academic Affairs.

- **Meeting classes:** Faculty members are expected to meet all scheduled class meetings, on time.
  - If you must miss a class, notify the site coordinator for off-campus classes and the Department as soon as possible.
  - Requests to miss class for reasons other than illness and emergencies must be directed to the Department Head.

- **Class information:**
  - Room assignments are printed in the on-campus schedule.
  - Room assignments off-campus are made by the off-campus coordinators.
    - Signs will be posted the first night of classes to direct faculty and students.
  - Class enrollment can be obtained from Banner Web.
  - Generally, all classes are met for the first time even if the enrollment is low.
Many times students do not register for off-campus classes until the first day/night of class.

- **Syllabi:** While faculty members should create syllabi that fit their own methods of teaching, the following items must be included in every syllabus in order to satisfy department, institutional, and Southern Association of Colleges and Schools (SACS) requirements:
  
  o Information that permits a student to contact you.
  
  o Course description, available in college catalog (which is online).
  
  o Prerequisites, if any.
  
  o Course objectives.
  
  o Specific grading/evaluation information.
  
  o Specific attendance policy.
    
    - See "Class Attendance" in the college catalog.
  
  o A statement of policy regarding academic dishonesty.
    
    - See catalog.
    
    - See faculty websites for sample syllabi, if you wish.

- **Student Evaluations:** Student evaluation of faculty and curriculum occurs each semester.
  
  o Part-time faculty must administer student evaluations in each class taught every semester.
  
  o Evaluation occurs late in the semester, and the Academic Services Assistant will provide you with materials.

---

**Library Resources**

1. Hightower Library will be open:

<table>
<thead>
<tr>
<th>Regular Hours</th>
<th>7:45 a.m. - 10:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:45 a.m. - 10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 p.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. - 10:00 p.m.</td>
</tr>
</tbody>
</table>
2. Requests for AV materials for use off campus should be made directly to the Library via phone call or written message.
   - This should be done at least one week in advance of the time the materials are needed.

3. The library offers excellent online resources and tutorials through the College website.
   - If you are teaching off-campus, Internet blocks in the teaching site’s computers may cause difficulty in accessing some information.

**Gordon State College Classroom Technology**

- Almost all Gordon Classrooms provide multimedia stations connected to the Gordon network, projectors, and screens. You may want to print out these instructions and visit your classroom before the class begins to familiarize yourself with our equipment. Your division chair or academic aid will be happy to help you with the equipment.

  - The multimedia station is the heart of the classroom technology. In most cases, the station includes a computer (with built-in DVD player), router, video cassette player, speakers (shown on the left), and the Elmo overhead project (to the right in the picture). The multimedia station is generally kept locked. You can obtain a key from your division academic aid.

  - The screen will generally be down when you come into the classroom. In many classrooms, you can turn out the front row of overhead lights to make the screen more readable. In other rooms, you will often find the fluorescent light in front of the screen disabled. If neither is the case and you’d like the light disabled, let your division academic aid know.
The red button at the back of the console is the main power switch. It controls the power for all equipment except the projector, which is independent of the power switch. (That’s important to know because when you’re finished, you’ll want to turn the projector off independently of the other equipment.) The red power switch will often already be on, and hence lit, when you come in; if not turn it on.

The router controls the specific input you’ll see on both the classroom screen and your computer screen. Note the four small white buttons across the top of the router as well as the red button all the way to the right. The red button turns the projector on and off. The leftmost button selects the computer; the second button selects the Elmo overhead projector, the third button selects the video cassette player, and the fourth button selects whatever other accessory is plugged into the router.

To get started on the computer, press the leftmost button to select the computer. If the computer is already on, just touch any key on the keyboard, and the display should come on. If the computer is off, press the on-switch on the computer.

The remote mouse functions when the projector is on. It is especially useful for PowerPoint presentations and has a “clicker” on its underside which changes slides when presenting a PowerPoint show.
If you’re using an audio program, be sure to turn on the speakers’ power switch!

The Elmo overhead projector uses a video camera to project any material on its surface; hence you need not worry about transparencies. Use the “Tele” and “Wide” buttons to zoom in and out. (Well-manicured hands are particularly nice here.)

Please be sure to turn the projector off, using the red button on the router, when you’re finished in order to prolong the life of the expensive bulb. Remember that the power to the projector is independent of the red main power button.

Most faculty merely log off of their computer (rather than shut down) and leave the power on so that the next user can quickly startup.

In Case of Emergency

- **GSC Police Department:** The offices of Public Safety are located in Gordon Hall and are open 24 hours a day, 365 days a year. The sworn officers, communications, and parking enforcement staff are proud to serve the Gordon State College community.
  - The department employs trained officers who are certified by the Peace Officers Standards and Training Council of Georgia. Any city police officer or county deputy sheriff receives this same certification before they can be certified as law enforcement officers in Georgia. At Gordon State College, these officers enforce the state laws as well as local ordinances. They issue citations, make arrests, and work vehicle accidents.
    - They also lock and unlock campus buildings, assist motorists, patrol the campus on foot, bicycle or in marked patrol vehicles.
• **Reporting a crime:** Crime reports may be made at any time, either in person, online or by telephone at 678-359-5111.
  o Crimes off campus should be reported to the *Barnesville Police Department or Lamar County Sheriff’s Department (911).*

• **GCENS:** As part of Gordon State College’s continuing effort to ensure a safe college environment, the college has implemented a new rapid emergency communication system known as the *Gordon State College Emergency Notification System or GCENS.* This system allows GSC to convey time-sensitive information within minutes, through a single communication to our students, faculty and staff.
  o With the GCENS service, Gordon State College can schedule, send and track personalized voice, e-mail and text messages. These messages can be sent via four different modes of communication:
    ▪ Voice messages to home, work and/or cell phones
    ▪ Text messages to cell phones, PDAs and other text-based devices
    ▪ Written messages to e-mail accounts
    ▪ Notifying appropriate parties immediately is crucial in emergency situations such as severe environmental conditions, acts of campus violence or circumstances that call for immediate notification or action. Accurate, timely communication helps to minimize the spread of misinformation. These emergency messages can also provide detailed instructions on what steps you need to take.
  o GSC students, faculty and staff are automatically added to the GCENS service. Every person is encouraged to review his or her GCENS contact information for accuracy and to add additional contact information such as cell phone numbers to the notification list. Receiving a voice or text message when you are away from your office or residence hall keeps you informed of possible emergencies on campus. You may also add an additional e-mail address.
    ▪ The more ways we have to contact individuals, the better the college’s odds are of spreading timely and accurate information and keeping everyone informed

• **Inclement Weather:** If classes are cancelled because of inclement weather, the Gordon State College Public Relations office will contact the following radio and television stations.
  o WBAF in Barnesville;
  o WTGA in Thomaston;
  o WJGA in Jackson;
  o WQBM and WDCO in Macon;
  o WCOH in Newnan;
  o WMKJ in Peachtree City;
  o WKEU and WHIE in Griffin;
  o WVFJ in Manchester;
  o WSB, STAR and WZLS in Atlanta.
  o Channels 2, 5, and 11 in Atlanta;
  o Channels 13, 24, and 41 in Macon;
  o Cable TV information in Barnesville, Thomaston, and Griffin.
Responding to Disruptive Behavior

The guidelines below under “mildly disruptive” behavior are intended to help prepare for and deal with that type of behavior. On the other hand, if at any point student behavior becomes “threatening, violent, and/or out of control,” either Public Safety or Student Affairs will be your first contact, depending on the circumstances, as outlined below. Although safety is the prime concern in responding to disruptive behavior, establishing a classroom environment that is conducive to effective teaching and learning is also a desired goal.

First, general advice from the Director of Public Safety. A best practice is to write things down as they occur. Word of mouth is never good enough. Having notes is always helpful. The memory fades, and we are missing key details.

**Guidelines for mildly disruptive behavior**

1. Treat the classroom situation, in general, as an opportunity to teach appropriate behavior in a college classroom to those who need it. Make students aware of expected behavior by publishing your expectations in your syllabus and going over the syllabus at the beginning of the semester.

2. If a problem does occur, remind the student of your expectations as they appear in your course syllabus. If you can address the issue without embarrassing the student, all the better, as disruptive students may need to learn new habits. Responding the first time that a problem occurs, or when you first recognize that there is a problem, tends to help considerably.

3. When you believe that a student has had adequate opportunity to correct his or her behavior but has chosen not to do so, you can tell the student to leave your class and that he or she cannot return until the student has met with you outside of class. (See comment #1 under “Threatening” when this scenario applies to situations that transcend mild classroom disruption.)

4. If the student meets with you, it will be up to you to decide whether the student is serious about changing his or her behavior. You have the option of telling the student that he or she will not be allowed back in your class.

5. Should you not permit the student to return to class, tell the student that you will email your department head or school dean with the details and that the student should make an appointment to talk to the person. Let the student know that the matter may be referred to the Vice President for Academic Affairs and/or Vice President for Student Affairs, contingent on the outcome of this meeting. If the matter proceeds to this point, a written account from you will be necessary--if adequately detailed, the earlier email to your department head, or school dean will suffice.

**Threatening, violent, and/or out-of-control behavior**

1. If a student’s classroom behavior creates a need for a conversation outside of the classroom, but you are uncomfortable for any reason about being alone with the student in your office, ask your department head, school dean, or a faculty colleague to sit in on the meeting. The meeting can also be held in the office of the department head or school dean. If none of these options would seem to work, you might talk to your department head or school dean about other ways to communicate with the student. A prior conversation
with the aforementioned administrative faculty member is advisable if you intend to communicate with the student solely through email.

2. If you, or any student in your class, feel threatened by a student who has not yet demonstrated overt behavior to this effect, you should talk to your department head or school dean as soon as possible. Depending on the circumstances, Public Safety and Student Affairs may need to be a part of this conversation.

3. If a student in any way threatens the safety of you or the other students in your class, call Public Safety’s emergency line, 678-359-5111. In addition, the incident should be reported immediately to Student Affairs. Call extension 5056 or email Dawn Byous, the administrative aide for Student Affairs, at dawnb@gordonstate.edu. She, in turn, will pass the matter forward to Dr. Dennis Chamberlain, Vice President for Student Affairs.

In addition, remember that in the Student Code of Conduct, found in the college catalog, you will find the policy you need to support you in your actions.

**Gordon College Off-Campus Contact Directory**

<table>
<thead>
<tr>
<th>Gordon Academy @ UGA Griffin</th>
<th>Flynt Building</th>
<th>1109 Experiment Street</th>
<th>Griffin, GA 30223</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon State @ UGA Griffin</td>
<td>Dr. Doris Christopher&lt;br&gt;University of Georgia - Griffin Campus&lt;br&gt;Ast Vice President for Academic Affairs&lt;br&gt;/Director of Academic Programs&lt;br&gt;105A Flynt Bldg&lt;br&gt;1109 Experiment Street&lt;br&gt;Griffin, GA 30223</td>
<td>770-412-4402 <a href="mailto:dvc@uga.edu">dvc@uga.edu</a>.</td>
<td></td>
</tr>
<tr>
<td>Gordon State @ UGA Griffin</td>
<td>John Jett&lt;br&gt;University of Georgia - Griffin Campus&lt;br&gt;Academic Affairs&lt;br&gt;Sr. Security</td>
<td>770-412-3008 P&lt;br&gt;770-412-4408 F&lt;br&gt;<a href="mailto:jjet@uga.edu">jjet@uga.edu</a></td>
<td></td>
</tr>
<tr>
<td>Gordon State @ UGA Griffin</td>
<td>Justin Hicks&lt;br&gt;University of Georgia - Griffin Campus&lt;br&gt;Academic Affairs&lt;br&gt;IT Manager</td>
<td>678-286-1348 C&lt;br&gt;770-229-3022 P&lt;br&gt;770-344-5900 F&lt;br&gt;<a href="mailto:jah@uga.edu">jah@uga.edu</a></td>
<td></td>
</tr>
<tr>
<td>Gordon State @ UGA Griffin</td>
<td>Ms. Mary Ellen Mount&lt;br&gt;University of Georgia - Griffin Campus&lt;br&gt;Office Academic Programs&lt;br&gt;Academic Affairs -105 Flynt Building&lt;br&gt;1109 Experiment Street&lt;br&gt;Griffin, GA 30223</td>
<td>770-412-4400 P&lt;br&gt;770-412-4403 F&lt;br&gt;<a href="mailto:memount@uga.edu">memount@uga.edu</a></td>
<td></td>
</tr>
<tr>
<td>Gordon State College—McDonough</td>
<td>401 East Tomlinson Street</td>
<td>McDonough, GA 30253</td>
<td></td>
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<tr>
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</tr>
<tr>
<td><strong>Gordon State College—McDonough</strong></td>
<td>Dr. John Uessler, CATE Coord HCHS Susan</td>
<td>770-320-7997 Work 770-318-7391 cell 678-610-5853 Fax <a href="mailto:juesseler@henry.k12.ga.us">juesseler@henry.k12.ga.us</a></td>
<td></td>
</tr>
<tr>
<td><strong>Gordon State College—McDonough</strong></td>
<td>Susan Edwards, Administrative Assistant</td>
<td>770-320-7997 Work 770-318-7391 cell 678-610-5853 Fax <a href="mailto:Susan.Edwards@henry.k12.ga.us">Susan.Edwards@henry.k12.ga.us</a></td>
<td></td>
</tr>
<tr>
<td><strong>Gordon State College—McDonough</strong></td>
<td>Dr. Ric Calhoun - Gordon Coordinator</td>
<td>work: (678) 359-5033 Cell: (770) 584-7748</td>
<td></td>
</tr>
<tr>
<td><strong>Henry County High School</strong></td>
<td>Dr. Scott John, Principal</td>
<td>770-957-3943 W 770-957-0368 F</td>
<td></td>
</tr>
<tr>
<td><strong>Henry County Board of Education</strong></td>
<td>Ms. Connie Rutherford</td>
<td><a href="mailto:ConnieRutherford@henry.K12.ga.us">ConnieRutherford@henry.K12.ga.us</a></td>
<td></td>
</tr>
<tr>
<td><strong>LaFayette Education Center</strong></td>
<td>LaFayette Education Center 205 LaFayette Avenue Fayetteville, GA 30214</td>
<td>205 LaFayette Avenue Fayetteville, GA 30214</td>
<td></td>
</tr>
<tr>
<td><strong>LaFayette Education Center</strong></td>
<td>Mrs. Ruth West - LaFayette Educ Cntr Community Sch Facilitator &amp; Gordon Off-Campus Coordinator Monday-Friday 8-4:30</td>
<td>770-460-3990 Ext 135 <a href="mailto:west.ruth@fcboe.org">west.ruth@fcboe.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>LaFayette Education Center</strong></td>
<td>Ms. Doreen Robles Monday-Friday 8-4:30</td>
<td>770-460-3990 Ext194 <a href="mailto:robles.doreen@mail.fcboe.org">robles.doreen@mail.fcboe.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>LaFayette Education Center</strong></td>
<td>Ms. Janine Brown, Evening Contact arrives at 4:30pm</td>
<td>770 460 3990 x 136 <a href="mailto:brown.janine@mail.fcboe.org">brown.janine@mail.fcboe.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>LaFayette Education Center</strong></td>
<td>Drenda Brady, Secretary for Sam Sweat, Deputy Superintendent</td>
<td>770 460-3990 Ext. 133 <a href="mailto:brady.drenda@mail.fcboe.org">brady.drenda@mail.fcboe.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Monroe County Education Center</strong></td>
<td>Monroe County Education Center 25 Brooklyn Ave Forsyth, GA 31029</td>
<td>25 Brooklyn Ave Forsyth, GA 31029</td>
<td></td>
</tr>
<tr>
<td><strong>Monroe County Education Center</strong></td>
<td>Mr. Mike Hickman Asst. Superintendent of middle schools and high schools</td>
<td>478-994-1038 <a href="mailto:mike.hickman@monroe.k12.ga.us">mike.hickman@monroe.k12.ga.us</a></td>
<td></td>
</tr>
<tr>
<td><strong>Monroe County Education Center</strong></td>
<td>Tammy Marion Assistant Principal of Instruction</td>
<td>770-468-7186 <a href="mailto:tammy.marion@monroe.k12.ga.us">tammy.marion@monroe.k12.ga.us</a></td>
<td></td>
</tr>
</tbody>
</table>
| Monroe County Education Center | Tasha Burston  
Counselor | tasha.burston@monroe.k12.ga.us |
|-------------------------------|-----------------------------|--------------------------------|
| Monroe County Education Center | Sandy Colwell  
Director of Assessment and Federal  
Programs | sandy.colwell@monroe.k12.ga.us |
| Monroe County Education Center | Barney Poole  
maintenance | 478-365-6541  
barney.poole@monroe.k12.ga.us |
| Monroe County Education Center | Allen Ballard  
grounds | 478-214-0980 |