Welcome to the Department of Kinesiology and University of Georgia. As you know, the University of Georgia is a large and complex organization. It can be difficult for faculty to find answers to questions. This handbook is intended to assist with that process. The Department faculty and staff will help you, but we hope this handbook will help you cut through the red tape and possibly even answer some questions you did not know you had.
ORIENTATION AND ACCESS TO SERVICES

1. New employee orientation/onboarding and selection of benefits

When your appointment is processed, you will receive an invitation to visit the UGA Onboarding System. You should log into this system to complete all required hiring paperwork. All of the Onboarding documents can be completed online through this system with the exception of the Direct Deposit Form, which you can fax directly to payroll. Direct Deposit is mandatory, but you will receive a paper check until your information is set up by payroll. This usually is completed by your second pay date.

Information on benefits can be found here http://www.hr.uga.edu/benefits. You need to make selections about the health insurance plan, retirement plan and other benefits you may want. You should inform yourself about the options. Some decisions are very important (e.g., medical and retirement) and there is a lot to think about. You may want to talk to other faculty members who have made these decisions in recent years to get their insight. Human Resources (HR) holds group Benefits Overview Sessions on the first and third Monday of each month (9:00-10:30 at the Training and Development Center), which are very helpful. You should attend a session within the first three weeks of employment. You also can request individual counseling about benefits. Call HR at 706-542-2222 for an appointment. You will be allowed to make some changes during open enrollment in October.

In order for your benefits to take effect when you start work, you must select them before your first contracted day on the job. This is particularly important for health insurance. If you are not enrolled by your contract start date, your health insurance will not go into effect until the beginning of the next month. To select your benefits, go to the UGA New Hire Enrollment Guide at http://www.hr.uga.edu/benefits for an overview of the process. Then, make your selections online at http://www.uga.bswift.com/.

2. Verification of Identity - I9 form

In order to determine your eligibility to be hired, you must complete an I9 Employment Security Form. You submit the first part of the form as part of the Onboarding process. Then, you must present documents confirming your identity and that the document verification section of the form is completed once you arrive. Please see the Department Office Manager (Maggie Denna) to complete the second part of this process as soon as possible after arriving at UGA. Bring either a U.S. Passport or two forms of identification. The most commonly used are a valid driver’s license, Social Security Card and/or Birth Certificate.

3. Your employee UGACard, e-mail account (MyID), parking permit, and library privileges

The link below will take you to an important form (New Faculty Request for Services) that is the key to gaining your employee UGACard, a UGA e-mail account, and a user-name and password that is essential for a number of on-line purposes. The link will also explain how to obtain a parking permit (there is no free parking anywhere on campus!), library privileges, and access to the Ramsay Center, the campus fitness center: http://www.busfin.uga.edu/forms/new_employee_ltr.pdf. To get your UGACard, go to the UGACard Office (309 Tate Student Center). You should also establish a library account to use library services, such as journal searches and access to interlibrary loan by going to this website: http://gilfind.uga.edu/vufind/MyResearch/Home.
4. How to create UGA MyID account

The UGA MyID is the key to many services on campus. Use the form above or go to http://eits.uga.edu/access_and_security/myid/ to create your UGA MyID. Note that you cannot create a UGA MyID until all of your paperwork has gone through the system and been approved. Check with our Office Manager Maggie Denna if you have trouble getting a UGA MyID. Obtaining a UGA MyID establishes your UGA e-mail (myid@uga.edu).

5. SecureUGA Training required for all UGA Employees

Because of the increasing problem of on-line fraud and other disruptive on-line practices, UGA requires that all employees become fully aware of issues of on-line security. As an employee of UGA, you must complete the training modules immediately after employment. Your Department Head will be notified as you complete each module. A full explanation of the training and to log in can be found at https://secure.uga.edu. These modules are required to be completed by each faculty and staff member immediately. Participants need to use their MyID and password to gain access.

6. Mandatory Board of Regents Ethics Compliance Training

The following only applies to part-time instructors who are hired for half-time or more and are benefits-eligible:

In November 2008, the Board of Regents adopted the USG Ethics Policy, a unified set of ethics rules to govern the actions of the entire University System of Georgia. To ensure that all faculty and staff are familiar with the fundamental tenets of the new policy, the Board of Regents has designed an online training and certification process.

All University of Georgia faculty and staff members who earn benefits are required by the Board of Regents to complete the mandatory training module. The module takes approximately 30 minutes to complete.

To fulfill this requirement of all USG employees and learn more about the ethics policy, go to this link: http://www.hr.uga.edu/bor-ethics-training. Please read the information on the Web page to enter eLearning Commons (eLC) using your MyID and access the training module. As indicated in the ethics module, please read and print the instructions, watch the presentation, take the short assessment, and complete the compliance agreement.

7. Curriculum Vita Collection

All faculty and part-time instructors must provide a current CV on the department’s shared drive. Update your vita including your position at UGA. Then, email your most recent CV to the office manager. You may be asked to provide your most current CV as part of the annual review process.

INSTRUCTION

1. Syllabi

University policy requires that a syllabus for each course be available online. The Syllabus System has been developed to facilitate this process. You may access this system yourself to upload an
individual course syllabus at the web-site below, or departmental staff member assigned to provide instructional support to faculty can upload it for you. If you wish to access other syllabi, use the Browse option in the Syllabus System. The UGA syllabus website is at https://syllabus.uga.edu/. Use your UGA MyID and Password to login. There is a link to the University course syllabus policy on this web site, where there are details the elements that should be included in a syllabus. Refer to this document when developing your course syllabi.

If you would like to view the official course objectives, outline and other approved information for a course, you can use the CAPA system at https://www.capa.uga.edu/. Use the CAPA Browse Menu to just view information about a course. If you want to change the official information about a course or propose a new course, you will need to follow the department procedures, then login to the CAPA system.

UGA has a robust policy on academic honesty that all students agree to when they are admitted. For the policy and means to report infractions of the policy, go to http://www.uga.edu/honesty/. The college recommends that all syllabi include a copy of the student honor code and a brief statement that the instructor will follow the university’s academic honesty policy. The honor code reads as follows: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

2. Accommodations for students with disabilities

As part of its commitment to serve all qualified students, UGA promotes equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities. To that end, accommodations are made for students with documented disabilities. Students seeking accommodations will have appropriate paperwork from the university’s Disability Resource Center. For full information on appropriate accommodations and other issues related to students with disabilities, go to http://drc.uga.edu/

The college recommends that syllabi include a statement regarding accommodations such as this: “If you have a disability and require reasonable classroom accommodations, please see me after class or make an appointment during office hours. If you plan to request accommodations for a disability, please register with the Disability Resource Center at 114 Clark Howell Hall, (706) 542-8719 (voice), (706) 542-7719 (fax), or (706) 542-8778(tty).”

The Department actively promotes an atmosphere of inclusion. Recommended language to include in your syllabus on diversity, disability, and mental health resources are posted on the COE Intranet (https://coe.uga.edu/intranet/resources/kins-forms; GUIDING PRINCIPLES template) and on the shared drive.

3. To gain access to class rolls

Class rolls are available a few days before the semester begins. Log into Athena and go to Faculty Services. This is also where you will submit your grades.

4. To access and get started in E-Learning Commons (eLC)

E-Learning Commons is a multi-feature online system to assist with instructional delivery. Syllabi, bibliographies, and course readings can be uploaded to it; assignments can be made and turned in
through it; its grade book is pre-populated with all students enrolled in a course; it has a discussion board; and many other features. The university’s technology group, EITS, offers frequent workshops on its various features that are announced through frequent e-mail messages. To access the eLC, go to https://uga.view.usg.edu/.

It is a Departmental policy that all syllabi, handouts, readings and other materials will be made available to students via eLC, rather than by distributing paper copies.

5. To access schedule of classes

For a schedule of classes, go to https://athena.uga.edu/. Select the Class Schedule to search by academic term. Kinesiology classes have a prefix of KINS. Physical activity classes in the Basic PE program have a prefix of PEDB.

The Schedule of Classes of the current semester, next semester and past semesters in pdf format can be accessed at the Registrar’s web site http://www.reg.uga.edu/schedule-of-classes.

6. Electronic course evaluations

Every course must be evaluated at the end of the semester. Instructors create their own course evaluations using a set of standard items to which they can, at their option, add other items. To set up a course evaluation, go to https://portal.coe.uga.edu/apps/authorize/. Under the heading “Updates and Notices” look for "How to Create and View Online Course Evaluations". This will instruct you how to set up your course evaluations and how to make them available to your students. Notice that simply creating the course evaluation does not make them available; you must also verify the class rolls and establish the dates by which the evaluation is to be available to students and the last date on which it will be available. Set the last date on which evaluations will be available to the last day of final exams, so that students have sufficient time to complete the evaluation.

You must ask students to complete the evaluation once it is set up. Send an e-mail with the link to the COE portal containing evaluations to be completed.

https://portal.coe.uga.edu/apps/authorize/

Student evaluations of your instruction are considered during your annual review. Without follow-up, you likely will not get an adequate response. If you do not get an adequate response your course evaluations will not be representative and meaningful. Continue to remind the entire class or those who have not completed the evaluation until at least 85% have completed.

You can determine who has not completed the evaluation as follows: log into the Course Evaluation system, click "Create/Edit Evaluations," and you will see a percentage of respondents who have taken your evaluation. You can click that percentage to see who has completed the evaluation.

7. Plus/Minus (+/-) Grading

In addition to the usual A-F grades, instructors may assign pluses or minuses (e.g., B+) at their option. There are no A+ grades. For full details, go to http://bulletin.uga.edu/bulletin/PlusMinusGradingFAQ.html
8. To Submit Grades

Grades are submitted on-line through Athena by logging on and going to the Faculty Services site.

9. Information about UGA Undergraduate Degree Programs

Information about University undergraduate programs is contained in the *UGA Bulletin*. It can be accessed at [http://bulletin.uga.edu/](http://bulletin.uga.edu/). It contains descriptions and requirements of undergraduate majors and other University information. The names of the four undergraduate majors in the Department of Kinesiology are Athletic Training, Exercise and Sport Science, Health and Physical Education, and Sport Management.

10. Undergraduate Student Advisement

Professional academic advisors in the College of Education (COE), some of whom are housed in the Department advise undergraduate students in all four majors of the Department of Kinesiology. During their first two years prior to entering a major, most students are advised by academic advisors in the COE Student Services Office or by advisors in another college, such as the Franklin College of Arts and Sciences. After undergraduate students are admitted to a Kinesiology major, usually at the end of the 2nd year, they are advised by undergraduate academic advisors located on the 3rd floor of Ramsey, Michael Slonaker (Sport Management Majors), Anna Williams (Athletic Training, and Exercise and Sport Science), and Leslie Moon (Health and Physical Education). Information about advisement and application to the undergraduate majors can be found on the Department web site at [http://coe.uga.edu/directory/departments/kinesiology](http://coe.uga.edu/directory/departments/kinesiology).

11. Information about UGA Graduate Degree Programs

Information about UGA graduate degree programs is contained in the *Graduate School Bulletin*, which can be accessed at [http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/](http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/). Requirements of graduate degrees, policies and procedures can be found in the bulletin. It is important that you become familiar with this information as you begin to advise graduate students. (Non-thesis MS students in Sport Management are advised by the Kinesiology Graduate Coordinator, Dana Barnhart). Other resources and information needed by graduate students and faculty are contained on the Graduate School web site ([http://www.grad.uga.edu/](http://www.grad.uga.edu/)).

The Kinesiology Department has a single graduate major, Kinesiology. There are three approved areas of emphasis under the graduate major in Kinesiology, Exercise Science, Physical Education, and Sport Management and Policy. Information about the graduate programs is on the department website [http://coe.uga.edu/directory/departments/kinesiology](http://coe.uga.edu/directory/departments/kinesiology).

11. Center for Teaching and Learning

Support for faculty related to instruction is provided by the Center for Teaching and Learning (CTL) ([http://www.ctl.uga.edu/](http://www.ctl.uga.edu/)), including a variety of services and programs, learning technology support and assistance, peer review of teaching, classroom support and media production services. Faculty Learning Community is an innovative program offered through the CTL annually.
A group of 6-15 diverse participants meet once every 3 weeks during the academic year as a structured community of practice that includes the key goals of building community, engaging in scholarly (evidenced-based) teaching, and the development of the Scholarship of Teaching and Learning. Topics range from mindfulness to coalescing teaching and research.

12. University Policies Related to Instruction

University policies related to all aspects of instruction can be found the Academic Affairs Policy Manual [http://provost.uga.edu/index.php/policies].

RESEARCH

1. Institutional Review Board

All research studies conducted at the University of Georgia involving human subjects must be approved by the Institutional Review Board (IRB), which is administered by the Human Subjects Office, Office of the Vice President for Research. Policies and procedures for submitting research proposals for approval are available at [http://www.ovpr.uga.edu/hso/]. Prior to submitting a study for review, you must fulfill the Human Subjects Office’s research training requirement, an online tutorial called CITI ([http://research.uga.edu/hso/citi-training/]).

2. Animal Care and Use

Research involving animals is overseen by the Office of Animal Care and Use ([http://research.uga.edu/oacu/]). Research proposals involving animals must be approved by the Institutional Animal Care and Use Committee ([http://research.uga.edu/oacu/iacuc/]).

3. Internal Grant Programs

Internal grant programs are available from the COE and University to provide initial seed-funding to help early-career faculty initiate their research. Information on the COE Early Career Grant Program can be accessed at [http://www.coe.uga.edu/intranet/resources/grant-funding]. Information on the University internal grant program to support the initial research of early career faculty is available at: [http://research.uga.edu/iga/grants/].

4. Faculty Development Workshops

The COE provides an array of workshops designed to augment faculty qualitative and quantitative methodological research skills. A list of these workshops for the current year will be listed on the COE web page ([http://www.coe.uga.edu/research]).

5. External funding proposal development and grant management

The COE Research Office provides support for faculty external funding proposal development and grant management. To familiarize you with proposal development and management policies and procedures, the Office provides presentations related to proposal development and management. Notify staff of the Office early in the process as you seek external funding. They will help guide you through the development of the proposal and budget, as well as submission of transmittal forms and
the proposal itself. Information about the COE grant office support can be found at:
http://www.coe.uga.edu/research/support.

The University Office of the Vice President for Research (OVPR) also provides an array of
resources to help new faculty with research. See Research 101 for New Faculty
(http://www.ovpr.uga.edu/resources/research-101).

6. Support for travel to present research results

The COE, Office of the Vice President for Research, and the Provost provide support for domestic
and international travel to conduct presentations or present results of research
(http://www.coe.uga.edu/intranet/resources/travel).

7. Salary Savings

Many grants and contracts provide support for a faculty member’s salary during the academic year
or during the summer. The grant can “buy” either instruction or research time. The salary support
during the academic year produces “salary savings” because faculty salaries are already paid by the
State. A portion (20%) of the salary savings goes to the COE to help support the research enterprise
and a portion (80%) goes to the Department. The Kinesiology policy on salary savings divides the
remainder between the PI and the Department. See

8. Indirect Cost Return

The University requires most external grants and contracts to charge indirect (facility and
administrative) costs (http://www.ovpr.uga.edu/docs/policies/osp/facility-admin-costs). The COE
policy returns 90% of ICR the College receives to the generating department, which is split equally
between the department and the PI. (https://coe.uga.edu/assets/files/biz/indirect-cost-
recoveries.pdf)

GRADUATE FACULTY STATUS, ANNUAL AND THIRD-YEAR EVALUATION,
PROMOTION AND TENURE

1. Graduate Faculty Status

Tenure-track faculty members are appointed to the Graduate Faculty at the time of hire. You will
receive a letter from the President early in the fall semester confirming your appointment. Graduate
faculty status permits you to teach doctoral-level (8000-9000) courses and advise M.S. thesis and
doctoral students. Only members of the Graduate Faculty can chair M.S. and Ph.D. thesis and
dissertation committees. Information about Graduate Faculty status and the COE procedure for
reappointment is available here: http://www.coe.uga.edu/assets/docs/faculty-staff/coe-grad-fac-

2. Annual Evaluation

Faculty members are evaluated at the end of each calendar year. The process involves entering in all
professional activities into the online system UGA Elements http://www.elements.uga.edu/. In the
Kinesiology Department, performance in teaching, research and service are evaluated on a 5-point
scale using a Department rubric. An overall rating is calculated from the ratings weighted according to assigned time for each area for the year. The process used is described here:  
https://coe.uga.edu/intranet/resources/kins-forms. 

Annual raises, when available, are based primarily of the overall rating from annual evaluation.

3. Third-year Review

All career-track and tenure-track faculty are evaluated during the third year to assess their progress toward meeting the requirements for promotion and tenure (tenure-track faculty only). A dossier summarizing achievements to date in areas of responsibility is prepared. A three-person committee reviews the materials carefully and prepares a report summarizing progress toward promotion and tenure and makes a recommendation to the faculty about whether progress is satisfactory or not. The faculty then vote on the question of whether progress is satisfactory or not. Information on the third year review is available on the COE web site (http://www.coe.uga.edu/intranet/resources/third-year-review) and, for tenure track faculty, is contained in the University Guidelines for promotion and tenure (http://provost.uga.edu/documents/guidelines_revised_spring_14.pdf).

4. Promotion and Tenure

Assistant professors can be considered for promotion after four years and for tenure after five-year probationary period. Typically, faculty members are considered for promotion and tenure in the fifth or sixth year. The process starts with a preliminary consideration vote by the Department faculty in the spring (e.g., during the 4th or 5th year) before the formal consideration by the Department, COE and University committees. The preliminary consideration vote before the candidate’s 5th year provides feedback to faculty on whether they ready to be formally considered for promotion and tenure. If the vote is positive, completed dossier is prepared, external evaluations are solicited and formal votes by the Department faculty, the COE promotion and tenure committee and a University committee occur in the fall of the 5th or 6th year regardless of the faculty preliminary consideration vote. The University results are announced early in the spring. If the outcome is not positive, reconsideration can occur through the 7th year. If a faculty member is not promoted and tenured during the 7th year, he or she will not be retained. Department guidelines for promotion and tenure are available at https://coe.uga.edu/intranet/resources/kins-forms and University and COE guidelines for promotion and tenure are available on the COE web site (http://www.coe.uga.edu/intranet/resources/promotion-tenure).

DEPARTMENT OPERATIONS

1. Organization

The Department of Kinesiology is one of nine departments in the COE (http://www.coe.uga.edu/directory/departments). The departments of the COE are located in three buildings, Aderhold Hall, River’s Crossing and the Ramsey Center. Information about the COE and important links can be found at http://coe.uga.edu/about. The COE funds the Department personnel (faculty, staff and some of the graduate assistants) and operating budget; allocates space; and provides technology (http://www.coe.uga.edu/intranet/offices/information-technology), business office (http://www.coe.uga.edu/intranet/offices/business), advancement/communications (http://www.coe.uga.edu/intranet/offices/college-advancement) and instruction, research and
outreach/engagement program support. Bylaws, policies and procedures of the COE are documented on the COE Intranet under the Office of Faculty and Staff Services https://coe.uga.edu/intranet/offices/faculty-staff-services.

The Department of Kinesiology has by-laws that govern its operation. A personnel organizational chart is also available, as well as the 5-year strategic plan that was developed in the fall of 2011 (see Resources for Faculty at https://coe.uga.edu/intranet/resources/kins-forms).

2. Workload

Faculty can be assigned time to carry out instruction, research, service and administration responsibilities. The typical faculty division of time is 50% instruction, 50% research. That division of time means that during a 40-hour workweek, 20 hours should be spent on instruction and 20 hours on research. In this system, other routine tasks that faculty must do included under these headings. For example, indirect instruction such as advisement and mentoring of students, direction of independent study, development of new courses, curriculum revision, attending meetings related to academic programs, and so on are considered part of instruction. Editorial responsibilities, attending professional meetings to present research, reviewing grants or abstracts for presentation at professional meetings, holding office in professional associations, etc. are considered part of research. This division of time is not entirely consistent with the UGA Appointment, Promotion and Tenure Guidelines, which consider many of the later items part of professional service. Time can be assigned for service, but typically this will be for a special assignment and there will be clear outcomes. For example, program coordinators, certification program coordinators, and center directors are assigned time for service as part of their workload if there are well-defined responsibilities. In the Department of Kinesiology, only the department head is assigned time for administration.

As part of budget development in the spring for the next year, the EFT (Equivalent Full Time) assigned to the four categories for each faculty member is charged to different parts of the University budget (research, instruction, service, administration). For faculty on 9-month contracts (for whom the person is considered having a total of .75 EFT – because they have a contract for only ¾ of the year), a person assigned 50% instruction, 50% research is budgeted .375 to the instruction category of the University budget and .375 to the research category. The EFT assigned to the different categories is referred to as the budgeted time. Assigned time can differ from budgeted time if more or less instruction and research is actually performed compared to what is budgeted in the spring. Budgeted time can be changed by the department head based on productivity or changes in assignment.

The COE conceptualizes workload in terms of units, with one unit defined as the equivalent of the time assigned to teaching a 3-hour course. One unit is defined as 12.5% of assigned time or .0975 EFT for a year. Using this approach, a faculty member’s workload for the year is conceptualized as consisting of 8 units. A person assigned 100% instruction would teach 8 3-hour classes. Faculty who are 50% instruction, 50% research, have the equivalent of 2 units of instruction and 2 units of research each semester. The COE procedure for calculation of workload in units is explained here https://coe.uga.edu/intranet/resources/workload-calculation

Faculty members who have academic-year salary paid by grants or contracts charge their time to the grant. The time can be charged to instruction (referred to as “buy-out” of instruction or teaching) or research (referred to a “buy-out” of research time). To buy out of teaching one 3-hour course (1
unit) requires 12.5% of the academic year salary. A Faculty Salary Release form is submitted to the COE business office when faculty time is charged to a grant.

3. Staff Support

The Department currently has seven staff members who provide support for administration, faculty and students. Most of the time of staff is consumed by tasks related to administration (accounting, personnel, and graduate program support), data management, and equipment support. Staff support for faculty is quite limited. In general, faculty are expected to do their own word processing and creation of instructional materials, research manuscripts, books, grants, etc. One administrative associate provides assistance with copying, room reservation for meetings, special printing or other tasks for all faculty members. No one faculty member can give the administrative associate tasks that are very time consuming, because she/he would not be able to provide support for others. A comprehensive list of the specific staff responsibilities is available at https://coe.uga.edu/intranet/resources/kins-forms) in the “Who Does What” document.

4. Travel

The Department allocates funds to faculty each year to support professional travel (e.g., attending conferences, meetings, conducting research, etc.). A portion of these funds is provided by the COE from State funds and a portion comes from a Department foundation fund (Ramsey Fund). The amounts vary from year to year based on the COE budget and return on investment of the foundation. In recent years, the COE has provided $1000 and the Department $700 per faculty member. Additional funding can be obtained from Department, COE, OVPR or Provost to support important international travel. Procedures and guidelines for requesting additional support are available at http://www.coe.uga.edu/intranet/resources/travel.

Kinesiology travel procedures can be found at https://coe.uga.edu/intranet/resources/kins-forms. Prior to an out-of-state professional trip, a faculty member submits a Request for Authority to Travel Form. On the Authority to Travel Form, an estimate of anticipated expenses and the sources of funds are stipulated to encumber the funds. In estimating expenses, actual airfare, room rates and conference registration should be used; meal expenses should be estimated from the federal per diem allowance based on location; and, driving mileage should be calculated using MapQuest. Following the trip, a Travel Expense Statement is submitted with receipts for proof of payment for airfare, lodging, parking, registration etc. University information related to reimbursement for travel is available at http://www.busfin.uga.edu/accounts_payable/travel.html.

5. Leaves of Absence

General information about leaves of absence can be found on the UGA human resources website (http://www.hr.uga.edu/leave).

Sick leave. The UGA policies on sick leave can be found at http://policies.uga.edu/FA/view/1219. Faculty who cannot report to work for medical reasons or cannot report in a “fit to work” condition can request paid sick leave. A leave request form (http://www.busfin.uga.edu/forms/leave.pdf) should be submitted, particularly if the sickness is prolonged (longer than one week). All regular full-time employees shall accumulate sick leave at the rate of eight hours per calendar month of service. If you are sick, every effort should be made to
avoid canceling classes. Arrangements should to have another faculty member or graduate student teach in your place.

If your paid sick leave is exhausted due to a life-threatening condition, you may request leave donated by other employees through the shared leave program (http://www.hr.uga.edu/shared-leave).

*Family and medical leave (FMLA).* After you have worked at the University for at least 12 months, you can request unpaid leave if you must be absent from work for an extended period of time for medical or family reasons, such as childbirth, or other qualifying exigencies. FMLA leave permits up to 12 workweeks of leave during any 12-month period. Policies and procedures related to FMLA leave are available at http://www.hr.uga.edu/family-medical-leave-act-fmla.

*Vacation and annual leave.* Faculty on 9-month contracts do not accrue vacation or annual leave.

*Research leave.* The COE has a research leave program for tenured faculty who have been at the University at least five years. Faculty can apply for one semester of paid leave to conduct research. More information is available at: http://www.coe.uga.edu/intranet/resources/grant-funding.

*Educational and professional leave.* Paid or unpaid leaves of absence of up to one year may be granted by the institution. Please see http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-12-1-educational-and-professional-leave

6. Consulting

Faculty may engage in consulting that does not conflict with their University duties. Consulting activities must be approved in advance by the Department Head and COE (https://coe.uga.edu/intranet/resources/consulting-policy).

7. Finances

A Department budget for the fiscal year (July 1- June 30) is developed by the COE Business Office. The budget includes the projected costs of instruction, research, service and administrative activities, including faculty and staff salaries and operating funds. This budget includes activities funded by the State (University) and generated by the Department grant and sales and service activities and fees. It does not include projected costs of activities funded externally by Foundation or grant accounts. The total FY17 budget for the Department is $3,347,172.

The Department has more than 80 State, income, foundation and grant (restricted) accounts, which are managed and reconciled by two accountants in the Department (senior accountant and accountant), and accountants in the COE business office. These accounts have unique numbers that reflect the type of activity. The Department senior accountant (Ruchika Bansal) is responsible for overseeing accounting activities of the Department, for payroll and for reconciling the State accounts; the Department accountant (Chelita Edwards) is responsible for most purchasing and payments, for travel expenditures and for reconciling income and foundation accounts. A business manager in the COE (Keith Morgan) is responsible for reconciling grant accounts. Work of these accountants is supervised by the Assistant Dean of Finance (Andy Garber), who reports to the Dean.
Faculty are not directly involved in managing accounts, but they are involved in generating funds (grants, sales and service activities such as workshops or clinics, fees generated from courses and gifts) and expending funds (for program personnel, travel, supplies and equipment, program operations, etc.). In addition to the central University accounting system, which monitors income and expenses of the accounts, and produces account status reports which are reconciled once a month, the COE also maintains a system of EXCEL spreadsheets, which provide an up-to-date accounting of income, expenditures and account balances. Faculty can have access for any grant, foundation or income spreadsheets for which they are responsible (generate and/or expend funds), so they can monitor expenditures for programs, projects or courses.

The COE provides the Department with operating funds to cover expenses for instruction and administration, and to pay stipends of graduate teaching and laboratory assistants and part-time instructional faculty. The amount of instructional/administrative operating funds provided is based on a three-year rolling average of Department credit-hour production, and varies from year to year. In general, except for the portion of faculty salaries budgeted to research and travel funds, the University does not pay for most research expenses, except at the time of hire, when start-up funding may be provided to cover the costs of equipment, supplies and personnel (GRAs and research staff) required for the first several years, until faculty can generate external funds to pay ongoing research costs. Faculty who need supplies and equipment for their research are expected to generate funds through grants, contracts or donations.

All Department purchases (external or internal to the University, including those for grants and from income and foundation accounts) must be approved in advance in writing or electronic signature by the Department Head, using the Department purchase request form (see https://coe.uga.edu/intranet/resources/kins-forms). Some University systems allow you to purchase items with only the account number. Do not do this or allow your research or graduate assistants to do this. Submitting any purchase request without Department approval is fraud. Faculty complete and sign the form providing the information needed for purchase, including the cost, an explanation, and the account to be used and submit it to the Department Head. The form can be completed and signed electronically and forwarded to the Department Head, who will forward the request to the Department Accountant. For purchases associated with a research project, the PI must also approve the purchase. Most purchases of supplies, equipment, and services from external vendors are carried out through the University electronic procurement system (UGAMart). A small number of purchases, approved in advance, may be purchased with a Department credit card (p-card) or via direct purchase by a faculty or staff member, with subsequent reimbursement. With prior approval, internal purchases from units within the University (e.g., physical plant, Georgia Center Hotel) or from a few local vendors (e.g., hotels, restaurants) can be charged to a University account. The Department accountant (Chelita Edwards) does most purchasing through UGAMart or using a p-card, although the Department administrative associate (Logan Herrren) purchases office supplies via UGAMart. Large equipment purchases may require competitive bidding or a sole-source/brand justification.

Payments of invoices for charges or services (e.g., speaking honoraria, research participant payments, accreditation dues, publication page charges, etc.) or reimbursements for approved expenditures (e.g., for travel expenses or local purchases) are done via an electronic check request system. All payments must be approved in advance in writing by the Department Head by using an honorarium form, purchase requisition form, research participant payment form, travel expense statement or other approved form. A faculty member completes and signs the necessary approval form and gives it to the Department Head or Department accountant for Department Head
approval. The Department accountant (Chelita Edwards) or administrative associate in the case of research participant forms (Logan Herren) processes the electronic payment via the check request system.

Cash received for services (workshop, clinic or center fee) or as a gift should be given directly to the Department Cash Custodian (Logan Herren), who will write a receipt and have the money deposited in the appropriate account. Faculty should never handle cash.