



Fall 2025

FACULTY RESOURCE GUIDE
INFORMATION FOR FULL AND PART-TIME FACULTY

GEORGIA HIGHLANDS COLLEGE
www.highlands.edu



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About Georgia Highlands College

- Founded in 1970 as Floyd Junior College, a two-year unit of the University System of Georgia
- Currently includes Floyd Campus and Instructional Sites in Cartersville, Heritage Hall (downtown Rome, GA), Marietta, and Paulding County (Dallas, GA)
- In 2011 GHC earned approval to offer a Bachelor of Nursing degree and moved from a two-year status to classification as a state college.
- [Currently](#), GHC offers bachelor's degrees and associate degree pathways, as well as online courses and programs.

Academic Integrity

[Academic Integrity](#) information includes the Code of Conduct and Student Rights and Responsibilities. It is important understand and provide students with expectations for their conduct in your classroom and on your assignments and assessments. There are different ways to inform students that they have violated this policy which include the Code of Conduct and Academic Integrity Violation Report Form. Consult the [Student Conduct & Judicial Affairs](#) website for procedures and forms.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) applies to all employees and applicants of the USG and allows qualified individuals to request a reasonable accommodation in order to enjoy an equal employment opportunity. ADA applies to all employment actions from advertising and recruitment through termination. The [USG policy on ADA accommodations](#) is available for your reference. If you believe you qualify for ADA or would like more information regarding it, please contact Cory McElroy (cmcelroy@highlands.edu) in Human Resources for more information and to discuss your specific situation and needs.

Amenities

Some of GHC's campuses and instructional sites provide faculty access to amenities such as gym facilities or cafeteria options. Check with your campus or site leadership or divisional administrative assistant for additional information.

Assessment at GHC

Assessment is an essential part of academic life at Georgia Highlands College. It ensures that we stay focused on student success, meet accreditation expectations, and continuously improve our academic offerings. Faculty involvement in assessment is multifaceted and includes developing learning outcomes, designing assessments, reviewing student performance, and using results to inform teaching, curriculum decisions, and program development. This work directly supports the college's mission and helps ensure our students receive a high-quality education.

Course-Level Assessment

All faculty are expected to assess student learning in their courses. This includes aligning assignments with course-level outcomes, analyzing results, and using findings to adjust instruction. These assessments also support broader initiatives like General Education assessment and provide key evidence of quality teaching.

General Education & Learning Outcomes

GHC utilizes the University System of Georgia's Core IMPACTS general education and assess general education learning outcomes. Faculty teaching in CORE Impact courses may be asked to

collect student work or participate in outcome assessments. The results are used to evaluate institutional effectiveness and improve teaching across the curriculum.

Academic Program Assessment

Each academic program at GHC has defined Program-Level Student Learning Outcomes (PLSLOs). Faculty with program responsibilities, such as program coordinators, directors, or chairs, lead the annual assessments of selected PLSLOs. These assessments include identifying outcomes, evaluating student achievement through embedded assignments, and developing action plans based on results. This process is intended to be collaborative and ensures that programs stay aligned with workforce expectations, transfer pathways, and college standards.

Comprehensive Program Review (CPR)

Every associate and bachelor's degree program undergoes a Comprehensive Program Review at least once every seven years, as required by the Board of Regents. CPR is a holistic review of a program's quality, viability, and productivity. Faculty work with their deans and the Provost's Office to examine data, set goals, and recommend improvements. Programs may be maintained, enhanced, consolidated, or recommended for phase-out based on findings.

Faculty Role in Assessment

Assessment at GHC depends on faculty leadership and engagement. Whether collecting student work, aligning assignments with learning goals, or contributing to program reviews, faculty ensure that assessment is meaningful and not just procedural. The goal is better learning, stronger programs, and clear evidence that our students are meeting high standards. If you want to learn more or get involved in broader assessment efforts, contact your Academic Dean or Assistant Vice Provost for Academic Affairs and Accreditation, [Dr. Julius Fleschner](#).

Attendance

Definition of Academic Engagement

Attendance verification for each class must follow the U.S. Department of Education (USDOE) guidelines which require institutions to be able to demonstrate that federal financial aid recipients established their eligibility for such aid by their academic engagement. At GHC, a student's academic engagement constitutes attendance for the purpose of attendance verification. Academic engagement includes, but is not limited to:

1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an assessment or an exam;
4. Participating in a study group, group project, or an online discussion that is assigned by the instructor; or
5. Interacting with an instructor about academic matters.

Academic related activity does not include, for example:

1. Logging into an online class without any further participation; or
2. Participating in academic advisement.

Instructors should only report a student as attending in the initial verification process if they have engaged in actions which the USDOE recognizes as academic engagement. If you have any questions, please contact your division chair or the Registrar at registrar@highlands.edu.

Instructors

Instructors are expected to be present for each class session. In the event of an emergency which makes class attendance impossible, contact your divisional administrative assistant and campus and academic deans. Students can be notified of the cancellation via email, a D2L announcement, and placing a sign on the classroom door. If you need to be absent for a non-emergency situation (such as attending a professional meeting), please notify your dean, division chair or administrative assistant in advance as soon as possible.

Records

Accurate records of class attendance should be kept. Attendance must be verified near the beginning of the semester; any students who have not attended must be reported to the Registrar. If a student stops attending your class but does not withdraw, he or she is assigned an “F\$” or “F\$%” (rather than an “F”). Such designations matter for financial aid eligibility. The Registrar will email reminders for recording attendance throughout the semester.

Reporting in Banner Self Service 9

The Registrar publishes each semester’s reporting days on the [Academic Calendar](#). These due dates are crucial for students who are transferring to other institutions or preparing to graduate. It is imperative that all reporting be complete by the due dates listed in the calendar, every term. Not reporting by the deadline can hold up processes that must happen in other areas of the college, and this delay can result in negative consequences for students. For the attendance verification process faculty will only need to report those students that have *never attended* class. Attendance is reported in Banner Self Service 9 under the **Attendance Verification** link. Directions are available in the [Attendance Verification Guide](#).

Calendars

Academic and event calendars may be accessed at [GHC Calendars](#).

Campus and Site Locations

GHC offers classes at the following locations: Floyd Campus and Heritage Hall Site, Cartersville Site, Paulding Site, and the Marietta Site. Read more about our [campuses/instructional sites](#).

Campus Carry

Georgia Highlands College is committed to providing a safe environment for students, employees, and campus visitors, while respecting the rights of individuals who are licensed to carry a concealed handgun as permitted by Georgia state law in regards to House Bill 280, commonly known as the “campus carry” legislation, effective July 1, 2017.

It will be the responsibility of those license-holders who choose to carry concealed handguns on campus to know the law and to understand where they can go while carrying. Additionally, the University System of Georgia Board of Regents has issued general guidance developed by the Board of Regents Office of Legal Affairs. You will find a webform linked from the [GHC Campus Carry](#) page to express any of your concerns or questions.

- [USG’s Guidance on House Bill 280](#)
- [Additional information on House Bill 280](#)
- [House Bill 280](#)

Campus Police

For information about campus security, parking, and safety, consult the [GHC Campus Police website](#). Contact GHC Campus Police at 706-295-6347 (Extension 2) or

campussafety@highlands.edu. Campus Safety offices are located on each campus/instructional site at the following locations:

- **Cartersville:** within the Academic building (labeled building “A”), which is between the Student Center and the STEAM building. Use the entrance in the center of the building. (The entrance leads to a foyer with a 2nd story balcony.) The office is immediately to the left of the interior doors.
- **Floyd:** near the Charger Café in the Student Center.
- **Marietta:** on the right side of the front reception desk
- **Paulding:** immediately past the stairwell in the Winn building

Center for Excellence in Teaching and Learning (CETL)

The [Center for Excellence in Teaching and Learning](#) (CETL) advances the mission of Georgia Highlands College by providing research-based development for full- and part-time faculty to increase student success and retention, including workshops, labs, webinars, confidential teaching consultations, and instructional technology support. To do so, CETL will:

1. Facilitate high-impact, comprehensive pedagogical and leadership development
2. Encourage and recognize teaching excellence and innovation
3. Curate and distribute resources to support professional and pedagogical growth
4. Implement systematic and institutional strategic initiatives for student success
5. Support preparation for annual institutional evaluations
6. Provide individual consultations for instructional strategies, technology, and wellbeing

For more information about the CETL or to schedule an appointment, contact

cetl@highlands.edu.

Compensation (Part-Time Faculty Only)

Pay checks for full-session (15-week terms) are issued in four installments each semester. For Fall semester compensation is issued at the end of September, October, November, and December. For Spring semester compensation is issued at the end of February, March, April, and May, dependent upon the part of term taught.

Copying/Printing

The faculty GHC ID card is used to access the copiers and printers. Each faculty member will be given an allowance to be determined by the academic dean. Contact your division chair or academic school administrative assistant for assistance.

Course Evaluations

Within the last few weeks of each session, students and faculty are sent end-of-course evaluation information and instructions. These are sent from the [Office of Institutional Effectiveness and Strategic Initiatives](#) (IESI). After grades have posted, a summary of the evaluations is available to the instructor and his or her school dean through the SmartEvals software. Instructors should use feedback from student evaluations as a tool for continuous improvement. For more information regarding surveys, please contact Amanda West in the IESI office at awest@highlands.edu.

Desire 2 Learn (D2L)

D2L, short for Desire2Learn, is the name of our online learning management system (LMS). We can communicate, facilitate learning, and provide necessary information to students through this

platform. D2L allows you to provide student grades, administer quizzes and assignments, facilitate discussion boards, provide course content, post syllabi, and distribute other materials online. Faculty are expected to “maintain current and accurate academic records of student performance available for viewing by the students and the instructor’s academic dean (or division chair) in D2L” (GHC Intranet, [Expectations of the Teaching Faculty](#)). Please contact Information Technology (IT) by emailing rt@highlands.edu for assistance and additional information. Please include your last name in the subject line and, as applicable, the following in the content of the email.

1. The full name and CRN of the course
2. Specific Tool or area of the issue or request
3. Name of students impacted
4. Specific details as to the nature of the issue or request.

Example of a Good Email Help Request

Subject: D2L Quiz extent time-Fraser

Content: I am trying to give all my students two extra days to take Quiz 1: Chapter 1 in my GHHU 2901 / C3 Special Topics: Humanities (CRN 81112) course. How can I make that happen in D2L?

Example of a Poor Email Help Request

Subject: D2L

Content: I need help with a quiz in my course.

Early Alert Program

Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Alert Program (EAP). The objective of the program is to support academic success by reviewing early indicators of student progress. In accordance with EAP, faculty members provide the Registrar's Office and Academic Success Center with academic reports of each student enrolled in their course(s) at checkpoints staggered throughout the semester. The following success factors are reported at their corresponding checkpoint:

- Week 2: Notification of Non-attendance (Registrar via Banner Self Service 9)
- 40% mark of term: Navigate Student Progress Report (Academic Success Center via Navigate)

Email

All employees are assigned a single sign-on (SSO) account that includes Microsoft 365 email. This email account is the official communication mechanism of the institution and should be used accordingly. Please check it regularly using the Microsoft Outlook app on your device or by visiting outlook.office.com.

Email, Microsoft Teams chat, and most forms of electronic communication used by employees are subject to the Georgia Open Records Act (O.C.G.A. § 50-18-70). Each email message you send or receive is a public record that can be used against you or GHC in a dispute. Keep email messages professional, polite, and send them to the minimum number of people necessary. Never use your employee email account for personal gain or participation in political activities.

It is not permissible to use a personal email account (e.g., Gmail, Outlook.com, et al.) for communicating with coworkers or students in your official capacity as a GHC employee. The use of a personal email account for work purposes makes that account subject to open records

requests and you are legally responsible for fulfilling those requests, regardless of their apparent purpose or validity.

Email is not a secure form of communication. Do not handle Social Security Numbers (SSNs), medical records, tax forms, or state or federal identification numbers using email. Never ask a student to send you their SSN by email or by any other unsecure form of communication. Doing so may put you in legal jeopardy under Georgia's Social Security Protection Law O.C.G.A. § 10-1-393.8.

Please read and refer to [the GHC Email Policy](#) for more details.

Email Fraud (Phishing)

Be aware that phishing represents a serious risk to Georgia Highlands College. Phishing is the fraudulent practice of sending emails or other messages purporting to be from GHC, the USG, or other reputable organizations in order to coerce or trick you into revealing confidential information, such as passwords and personally identifiable information, which could be used for criminal activity. Additionally, they may contain attachments (disguised as urgent documents) or links to compromised websites that will automatically install malicious software on your computer. Ransomware (software that encrypts your documents and renders them inaccessible) is a particularly common form of malicious software that is deployed through phishing messages. Ransomware often leads to irreversible data loss.

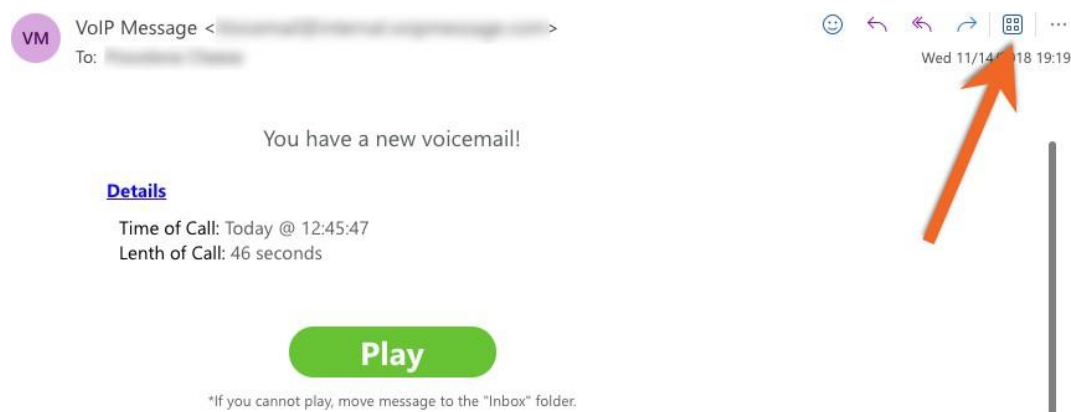
GHC IT will NEVER ask you to “revalidate,” “renew,” “license,” “update,” or “upgrade” your accounts by email. Neither will anyone from GHC request your account password(s) through email. Additional ways to identify phishing messages include:

- an attempt to create a sense of urgency or convince you that you've made a serious error, such as forgetting to pay an invoice.
- a request for you to confirm some sort of personal information.
- unsolicited, vague, or suspicious links or attachments.

Report all suspicious email messages you receive using the Phish Alert Button (PAB) in Outlook. To report a message:

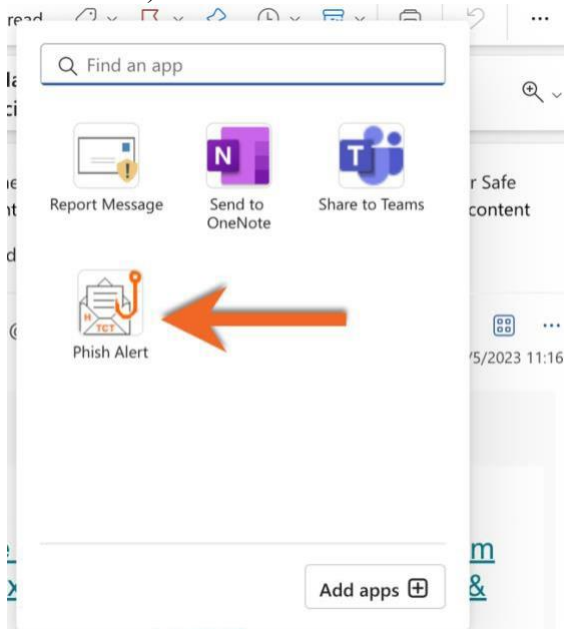
Using the PAB in Microsoft 365

1. Open the email that you would like to report.
2. Click the **Apps** icon in the top-right corner of the email to open the Apps launcher. Or, click the **ellipsis** icon (...) and select **Apps**.

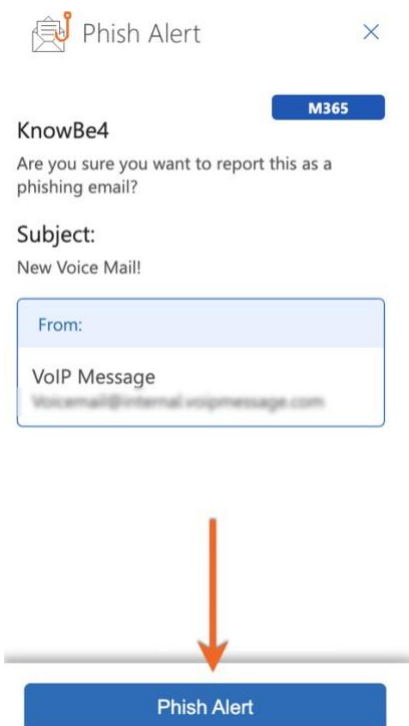


3. From the Apps launcher that opens, click **Phish Alert**.

(**Note:** If the PAB add-in is not displayed in the Apps launcher, click **Add apps**. Then, locate and add the PAB add-in. You can also pin the PAB add-in to the toolbar at the top of an open email. To pin the add-in, click the **ellipsis** icon and select **Customize actions**. Or, navigate to **Settings > Mail > Customize actions**. Then, select the **Phish Alert** add-in and click **Save**.)



4. In the prompt that opens, click **Phish Alert** again to report the email.



5. After you click **Phish Alert** again, a message will display to confirm that you reported the email. This message will tell you if the email you reported was a simulated phishing attack or if the email will need to be reviewed by your IT team. To close this message, click **Ok**.

Faculty Senate

The [Faculty Senate](#) functions in a cooperative capacity to the College President, offering guidance on all matters related to the Teaching and Library Faculty, including Part-Time Faculty. Full- and part-time faculty are eligible to be elected to the Senate. (However, part-time faculty positions are non-voting.) Those interested in representing their school in the Senate should discuss this opportunity with their division chairs or academic deans. All faculty are invited to attend Senate meetings, which are held at 9 am on the second Friday of each month via intercampus video conference but may be called at any time by the Senate President.

Family Educational Rights and Privacy Act (FERPA)

According to [FERPA](#), only directory information can be released for students. Information about grades should be privately given only to the student. If a parent contacts you to discuss a student's grades, contact the registrar's office to determine whether the student has signed a waiver giving you permission to do so.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is applicable to employees who have worked for the University System of Georgia (USG) for at least twelve (12) months total (not necessarily the last twelve months nor twelve consecutive months) and worked at least 1,250 hours during the past twelve (12) month period immediately preceding the leave. Typically, only full-time employees meet this requirement. FMLA provides eligible employees with up to twelve (12) weeks of protected unpaid leave for qualifying circumstances including having a child (via birth, adoption, or foster care), an employee's serious medical condition, or the serious medical condition of a child, spouse, or parent. FMLA can be taken continuously or intermittently depending on the employee's needs. The [USG policy on FMLA](#) is available for your reference. If you believe you qualify for FMLA or would like more information about it, please contact Cory McElroy (cmcelroy@highlands.edu) in Human Resources for more information and to discuss your specific situation and needs.

Final Exams

The final exam schedule is determined before a semester begins and is available on the [Academic Calendars](#) webpage. If an individual student has three exams scheduled on the same day, one of the exams may be rescheduled. Instructors are expected to utilize the final exam periods for administering end-of-term exams or assignments. Dates may not be changed without approval from the Dean. Students who are taking eCore or eMajor courses should consult with their instructors to find out the exam dates and the means by which the exam will be taken. .

GHC Course Offerings

GHC's [Course Offerings](#) can be searched by term, subject, course number, title, campus, instructor, time, day, status, and course attribute.

GHC Employee Directory & Department Search

GHC's searchable [Employee Directory](#) and [Department Search](#) are helpful resources for finding employees and contact information.

GHC Employee Handbook

GHC provides a handbook for all employees. Please note that some sections are related to full-time employees only. GHC provides a handbook for all employees. Please contact Human Resources (humanresources@highlands.edu) to request it. Please note that some sections are related to full-time employees only.

GHC Inform

GHC Inform is an employee newsletter designed to reduce the number of mass email messages sent to employees for informational purposes. All employees will be automatically subscribed to receive a daily email update to GHC Inform. This email contains a brief description of stories submitted within the last 24 hours, along with a link to access each in its entirety. This service can be accessed anytime by visiting [GHC Inform](#).

GHC Notify

Georgia Highlands College distributes emergency weather and campus closing alerts through GHC Notify. Faculty members are strongly encouraged to opt-in to [GHC Notify](#). Please note this website is only available while on campus or by using GHC's VPN services.

Grades

A few grading facts to remember:

- *I*—One of the grading options is “Incomplete” (I). If you have a student who you believe might benefit from a grade of *I*, please contact your division chair to discuss the situation. To assign an incomplete grade the [Incomplete Grade form](#) must be filled out and turned in to the Registrar's Office (access requires intranet login).
- *F\$ or F\$%*—Another grading option is an “Unearned F” (F\$% in learning support courses and F\$ in all others). An unearned F grade indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F. These are the only grades that require a last date of attendance (LDA) but none of your grades will save if you are missing an LDA on an F\$ or F\$%.
- Instructors teaching [Learning Support](#) classes (ENGL 0999, MATH 0997, 0999, etc.) must post final grades with the percent symbol (i.e., A%, B%, C%, or F%).
- Please report any roll discrepancies to Gina Floyd in the Registrar's Office (gffloyd@highlands.edu).
- Grades may be entered and/or changed online via SCORE until the grading period ends. After grading has closed changes must be made via the official [Grade Change Form](#) (access requires intranet login).
- Division chairs are able to assist with grading-related questions.

Our Registrar determines the deadline for turning in grades before the beginning of the semester and publishes it on the [Academic Calendar](#). Grades are submitted online Banner Self Service 9. Please note that grades in your D2L grade book **do not transfer automatically** into Banner Self Service 9; they must be entered there independently of D2L. Directions for entering grades are available at [Managing Course Information Using Banner Self Service 9](#).

Grievances

The USG [Policy on Grievance](#) and GHC [Student Grievance Policy](#) are available to be consulted as needed.

Identification Card

The GHC ID card--sometimes referred to as a “Charger Card,” since the mascot for GHC is the Charger--is available to all part- and full-time faculty. The same GHC ID can be used for all semesters thereafter. The card is needed for using printers/copiers, entrance into certain areas (such as computer rooms) and can also be used in the Café and Bookstore. To get your Charger card, stop by the Business Office on any campus. Email them at budgetauxiliary@highlands.edu with any questions.

Information Technology Support

Help in resolving IT issues—including email, D2L, classroom hardware and software—can be obtained at [GHC's Information Technology website](#).

Library

In addition to providing materials, technology, and reference services to students, faculty, staff, and administration, the GHC Libraries offer a comprehensive range of instructional services in partnership with GHC's teaching faculty at all campus locations. These services include teaching assignment-based instruction sessions for all subjects at all levels, offering asynchronous embedded modules that cover specialized research topics, developing online assignment-based research guides for students, providing virtual embedded librarian services in D2L, offering research assignment design consultation and assistance to faculty, teaching for-credit information literacy courses, conducting digital literacy workshops and one-shot sessions focusing on D2L and other digital platforms, including email and the Microsoft Office Suite.

Faculty interested in scheduling an instruction session, embedded librarian services, or digital literacy workshop for their class may fill out [the Instruction Request form](#). Requests should be submitted at least one week in advance of the desired date. It's important to note that instruction sessions are collaborative efforts between teaching faculty and library faculty. Library policy requires the instructor's presence during scheduled sessions. More information about relevant library policies is available online.

Mail

Mailboxes are provided for faculty members at the site(s) where they teach. Please check them regularly. Contact your divisional or campus/site administrative assistant for the location of mailboxes. Courier services between sites are scheduled daily. Campus/site administrative assistants can provide information about the schedule.

Meetings

All full-time faculty are expected to attend all departmental, school, and general faculty meetings and New Faculty Academy (for their first two years). Part-time faculty orientations are offered in the fall and spring semesters and are open to new and returning part-time faculty. Part-time faculty members are welcome to attend any and all general faculty and school meetings.

Nursing Mother's Rooms

Contact the Campus Dean Office on your campus for private spaces to use for lactation needs. As of now, Floyd campus has designated rooms provided, however, every Campus Dean will assist to find space that fits your schedule and needs.

Office Space for Part-Time Faculty

Some campuses/sites have office or designated workspace for part-time faculty. Contact your division chair or campus dean/manager for more information about what is available at each location.

Parking

All faculty need a parking pass, which is available free of charge. To obtain one, complete the [Parking Permit Request](#). Save the confirmation number and provide it to any GHC Campus Police Office.

Scheduling Classes

The academic deans and division chairs create the schedule of classes for their particular division based on projected enrollment, past enrollment data, needs at various campus/site, etc. The schedule for a given semester is made months in advance. The need for part-time faculty is determined after tentative schedules for the full-time faculty have been established. Throughout orientations and registration, a close watch is kept on enrollment numbers to determine whether new sections need to be added or sections need to be cancelled.

Decisions regarding class cancellations due to insufficient enrollment could be made as late as the first week of class. The academic dean or chair notifies a faculty member when a class he/she was scheduled to teach is cancelled. In the event a class that was scheduled to be taught by a full-time faculty member gets cancelled, reassignment of other classes may be necessitated.

Separation Notices

Employment agreements for part-time instructors are on a semester-by-semester basis, and there is no guarantee of subsequent employment. Separation Notices are provided to part-time faculty upon resignation or decision by the division chair to no longer reappoint. For questions about other employment policies, please contact the [Office of Human Resources](#).

Student Behavior

Georgia Highlands College has established policies and protocols to potentially prevent and actively respond to distressed and disruptive behavior by students and other members of our community. CARE (Campus Assessment, Response, and Evaluation) teams are a type of Behavior Intervention Team (BIT) for each campus.

There is one central CARE team that will work in conjunction with campus deans and campus police to address problems with individuals who consistently disrupt our academic community by incivility, lack of respect during class discussions, violent outbursts, threats made to peers or faculty/staff, those who have raised serious concern for well-being, stability, or potential for violence. The CARE team will be certain to address student behavior and provide support and resources to encourage personal improvement, academic improvement, and retention.

The CARE team is in conjunction with the GHC Student Code of Conduct and some situations will be deemed necessary for both CARE team intervention and Code of Conduct adjudication. Recommendations and actions by the CARE teams are designed to help correct behavior and counsel students prior to possible acceleration of judicial proceedings, however, are not considered a replacement for or actions in lieu of the adjudication process when violations of the GHC Code of Conduct or Academic Integrity Policy have occurred. [Care tickets](#) can be submitted using the form in the GHC Intranet.

Student Support Services

The mission of Student Support Services (SSS) is to provide programs and services, including supportive counseling, career exploration, and disability support, to enable enrolled students to meet the demands of college life as independently as possible. May have limited availability based on location. Services include:

- **Disability Access**: Student Support Services is committed to providing students with disabilities access to our campuses' resources and opportunities to obtain a quality educational experience at GHC. Students with disabilities are entitled to non-discrimination and reasonable accommodations. The primary method of service delivery is the Faculty Accommodation Notice (FAN), which outlines approved accommodations. FANs are sent via email directly to the student and faculty (listed on the schedule provided by the student) from the Disability Access Office. Students may also choose to forward the signed, locked FAN document to any additional instructors if there are schedule changes. Students are responsible for requesting services and ensuring their instructors have received the FAN.
- **Counseling Services**: Receive free, professional, and confidential personal, academic, and group counseling services from licensed counselors who genuinely care about student wellness. Our goal is to promote personal growth and development by assisting students with making decisions and adjusting to college life. Other mental health services can be accessed at Thrive@GHC, including psychiatric services, and a 24/7 Support Line (833-855-0082). To learn more about our services or schedule an appointment, please email counseling@highlands.edu.
- **Charger Food Pantry**: Food and toiletry items are available at all Georgia Highlands College Food Pantry locations.
- **Career Clothes Closet Services**: Professional clothing for interviewing and other more formal occasions is available at the Paulding and Cartersville locations.

Student Support Services Contact Information

Department	Email
Counseling Support	counseling@highlands.edu
Disability Access	disabilityaccess@highlands.edu

Supplies

Divisional administrative assistants or chairs can assist faculty members with procuring supplies, such as markers, pens, and other items.

Syllabi

According to the [Expectations of Teaching Faculty](#), faculty must provide a digital copy of the course syllabus and course objectives to all students no later than the first day of term. The course syllabus must be available to students in D2L via the [Simple Syllabus](#) third-party tool.

Syllabus policies and a checklist of required and optional syllabus content are available on CETL's [Syllabus Information](#) page. Sample syllabi from current faculty members can be provided upon request from your academic dean or chair. At the beginning of the semester, you may be asked to share your syllabus with your division chair and school administrative assistant. However, all syllabi are available in the Simple Syllabus library. Syllabi are retained for accreditation purposes as well as for questions from students. In the event of a grade appeal or any kind of student complaint, a well-written syllabus is quite valuable.

Teaching Expectations

The normal functions associated with teaching any course (preparing syllabi, keeping accurate records, providing feedback, evaluating students, etc.) are the same for part-time faculty members as they are for full-time faculty. This includes, but not limited to: (1) participate in the assessment of student learning outcomes by administering certain questions to their students; (2) use GHC email accounts and to check it daily; (3) provide the full amount of instructional time designated for a course; (4) report attendance and grades via Banner Self Service 9 as required by the Registrar's office according to their published schedule. Changing the beginning time or ending time of a class is not permitted. Please see the [Expectation of Teaching and Library Faculty guide](#) in the GHC Intranet for a complete list of expectations.

Testing

Testing provides the Accuplacer test, placement exams for Learning Support, the TEAS exam for our Nursing and Dental Hygiene programs, the POST exam for police and fire department cadets, and eCore and eClassroom exams. With the assistance of Disability Services, Testing provides proctored testing for students with accommodations. If you or your students have questions about any of these services, you may contact College Testing through their [website](#) and by email at testing@highlands.edu.

Tuition Assistance Program (TAP)

The Tuition Assistance Program (TAP) is a benefit offered to all full-time, benefits-eligible employees who have successfully completed at least six (6) months of employment in a benefits-eligible position, as of the TAP application deadline for the desired academic semester. It allows employees who are in a degree or certificate program at one of the USG's twenty-six (26) institutions to attend their program tuition free for up to nine (9) credit hours per semester. Participants must apply each semester and are required to maintain passing grades without withdrawing from courses to continue in the program. If participants' tuition benefit goes above \$5,250 for graduate-level courses for the year, they will be taxed on any additional amount unless they qualify for a graduate tax waiver. See the [USG's website for more information about TAP](#). If you believe you qualify for TAP or would like more information regarding it, please contact Cory McElroy (cmcelroy@highlands.edu) in Human Resources for more information and to discuss your specific situation and needs.

Weather

When inclement weather creates a condition under which there might be a question of whether the College will operate on a normal basis, the President, or a designated official will release to each campus/site and local news media a statement concerning the College schedule. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus/site. Media statements regarding the college's schedule may also be distributed through [GHC's website](#), [GHC Notify](#), or on local radio and television stations.

Withdrawals

A student may withdraw from a course without penalty before each part of term's withdrawal deadline and receive a "W" for course grade. The dates to withdraw are provided before the beginning of each semester on the [Academic Calendar](#) and must be published in the syllabus for each course. However, students are not allowed to withdraw from a Learning Support course and maintain enrollment in a credit level course. After the withdrawal date has passed, the only recourse for being able to drop without penalty is to submit a [Hardship Withdrawal form](#) to the Provost and Chief Academic Officer. Please advise students that withdrawing from a course could impact their financial aid, so they should seek the counsel of a [financial aid](#) specialist beforehand.

Workers' Compensation Act

The Workers' Compensation Act applies to all employees of the USG. In the event of work-related injuries, illnesses, exposures, or accidents, employees should promptly notify their supervisor. If the employee requires treatment or has any lost workdays for a work-related accident, injury, exposure, or illness, their supervisor must report the injury to the Georgia Department of Administrative Services, and employees should contact Amerisys at 1-800-900-1582 for assistance in selecting an Authorized Treating Physician. Prior to contacting Amerisys, employees should discuss the situation with their supervisor to ensure it is covered by workers' compensation. It is expected that supervisors and employees will work with HR on workers' compensation related situations. The [USG policy on worker's compensation](#) is available for your reference. If you believe you qualify for workers' compensation or would like more information regarding it, please contact Cory McElroy (cmcelroy@highlands.edu) in Human Resources for more information and to discuss your specific situation and needs.

Contact Information

Administration

Office of	Email
President	president@highlands.edu
Provost & Chief Academic Officer	provost@highlands.edu
Vice President for Finance and Administration	vpfa@highlands.edu
Dean of Students	deanofstudents@highlands.edu
Information Technology	rt@highlands.edu
Human Resources	hr@highlands.edu

Campus/Site Leadership

Campus/Site	Main Phone Number	Dean/Director/Manager
Floyd	706-802-5000	Eric Collins ecollins@highlands.edu 706-368-7620
Heritage Hall	706-802-5000	Brad Gilmore bgilmore@highlands.edu 706-802-5479

Cartersville	706-802-5000	Brad Gilmore bgilmore@highlands.edu 706-802-5479
Marietta	706-802-5000	Ken Reaves kreaves@highlands.edu 678-872-8511
Paulding	706-802-5000	Morgen Snyder mnorwood@highlands.edu 678-872-8544

Academic Leadership

School	Dean	Chairs/Directors	Administrative Assistants	Liaisons
Business & Professional Studies (BPS)	Joy Hambrick, MS BuE jhambric@highlands.edu (678) 872-8078	Tony McIntosh, Sr. MBA Chair amcintosh@highlands.edu Bachelor of Business Administration (BBA) majors: <i>Healthcare Mgmt., Logistics & Supply Chain Mgmt.</i> BBA minor: • <i>Sports Management</i> Assoc. Science (AS) Pathways: • <i>Business Administration, Computer Information Systems, Entrepreneurship, Financial Technology (FinTech), Health Info Mgmt., Supply Chain in Financial Technology</i> Dr. Jennifer Carpenter Chair jecarpen@highlands.edu • <i>Education, Human Services, Criminal Justice</i>	Karen Yerkes <i>Cartersville</i> kyerkes@highlands.edu (678) 872-8099	Thomas Webster, MLIS <i>BPS Library Liaison</i> twebster@highlands.edu (678) 946-1046 Bonnie Houston <i>BPS HR Liaison</i> bhouston@highlands.edu (706) 802-5483 Madison Signoret <i>BPS Student Engagement Liaison</i> msignoret@highlands.edu (706) 292-0032
Atrium Health Floyd School of Health Sciences	Dr. Lisa Jellum ljellum@highlands.edu (706) 204-2290	Dr. Luke Mashburn Chair lmashburn@highlands.edu BS: • <i>Health Science</i> AS Pathways: • <i>Exercise Science, Health Professions, Recreation Admin., Sport Management</i> Dr. Shea Walker Director swalker@highlands.edu <i>Nursing</i> Regina Gupta, MSHc Director rgupta@highlands.edu <i>Dental Hygiene, RDH-BSDH</i>	Chance Hooper <i>ASN, Heritage Hall</i> chooper@highlands.edu (706) 295-6321 Sharon Bailey <i>RN-BSN, BS: Health Science, Heritage Hall</i> sbailey@highlands.edu (706) 204-2290 Kelly Rice <i>DH, Heritage Hall</i> krice@highlands.edu (706) 295-6760	Melanie Vincent, MLIS <i>Health Sciences Library Liaison</i> mvincent@highlands.edu (706) 368-7731 Betsy Fleming, MLIS <i>Health Sciences Library Liaison</i> ecclark@highlands.edu (678) 872-8089 Bonnie Houston <i>Health Sciences HR Liaison</i> bhouston@highlands.edu (706) 802-5483 Clifton Puckett <i>Health Sciences Student Engagement Liaison</i> cpuckett@highlands.edu (678) 872-8006

Humanities and Social Sciences	Dr. Jessica Lindberg jlindber@highlands.edu (678) 872-8116	Seth Ingram, MA Chair singram@highlands.edu <i>Film & Digital Entertainment, Art, Graphic Design</i> Allen Dutch, MA Chair adutch@highlands.edu <i>Communication, English, Spanish, Digital Media and Communication</i> Dr. Sean Callahan Chair scallaha@highlands.edu <i>Political Science, Psychology, History, Sociology, Religion, Philosophy, Special Topics</i>	Brig Kerce, Cartersville & Floyd bkerce@highlands.edu (678) 872-8064	Emily Ransom, MLIS <i>Humanities Library Liaison</i> eransom@highlands.edu (678) 872-8084 Susanna Smith, MSLIS <i>SSE Library Liaison</i> sussmith@highlands.edu (706) 295-6318 Vicky Drnek <i>Humanities HR Liaison</i> vdrnek@highlands.edu (706) 204-2254 Clifton Puckett <i>Humanities Student Engagement Liaison</i> cpuckett@highlands.edu (678) 872-8006
Science, Technology, Engineering, & Mathematics (STEM)	Jason Christian, MS jachrist@highlands.edu (706) 368-7532	Tara Suswal, MA Chair <i>Building Info. Modeling Mgmt. (BIMM), Computer Science, Mathematics</i> Dr. Justin Polizzi Chair jpolizzi@highlands.edu <i>Natural Science, Life Science, Physical Science</i>	Rhonda Sosebee, Cartersville rsosebee@highlands.edu (678) 872-8070	Jessica Osborne, MLIS <i>STEM Library Liaison</i> josborne@highlands.edu (678) 872-8082 Bonnie Houston <i>STEM HR Liaison</i> bhouston@highlands.edu (706) 802-5483 Madison Signoret <i>STEM Student Engagement Liaison</i> msignore@highlands.edu (706) 292-0032

Campus/Site Maps

Cartersville Instructional Site



[Cartersville Instructional Site](#)

5441 Highway 20, NE, Cartersville, GA 30121

Phone: 678-872-8000

Fax: 706-295-6341

IT Help Desk: 678-872-8086

Floyd Campus



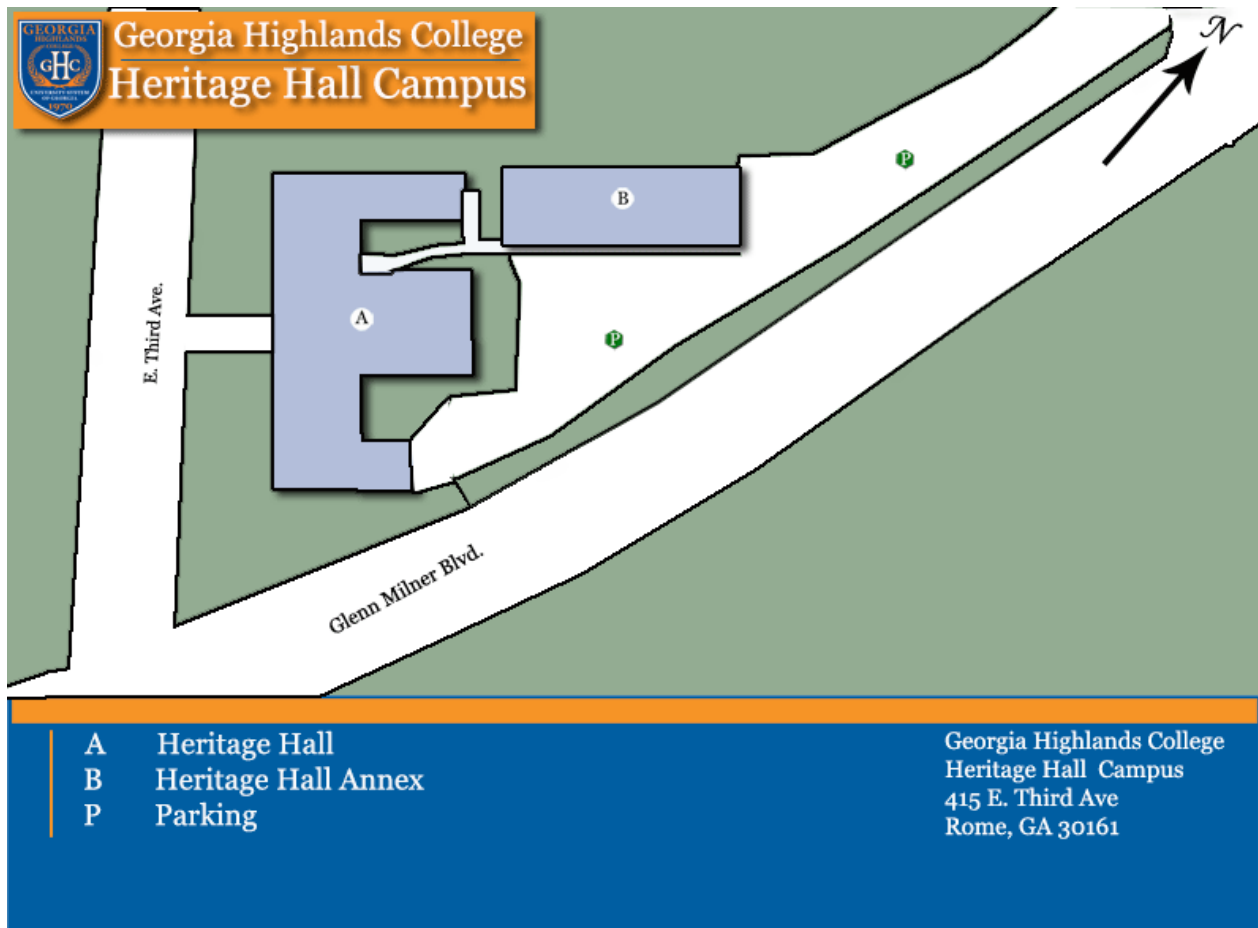
Floyd Campus

3175 Cedartown Highway, Rome, GA 30161

Phone: 706-802-5000

Fax: 706-295-6341

IT Help Desk: 706-295-6775



[James D. Maddox Heritage Hall](#)

415 E. Third Ave at Glenn Milner Blvd, Rome, GA 30161

Phone: 706-295-6321

Fax: 706-295-6732

IT Help Desk: 706-295-6775



[Marietta Instructional Site](#)

1090 Northchase Parkway SE, Suite 150

Marietta, GA 30067

Phone: 678-872-8547

Fax: 706-295-6341

GHC IT Help Desk: 678-872-8522



[Paulding Instructional Site](#)

25 Courthouse Square, Dallas, GA 30132

Phone: 678-946-1100

Fax: 678-946-1025

IT Help Desk: 678-946-1022