



# **FACULTY & STAFF HANDBOOK**

UPDATED SEPT 15, 2017

## Calendar of Events 2017- 2018

AUGUST	16	PH.D. ORIENTATION
	18	M.S. ORIENTATION
	21	FIRST DAY OF CLASSES
SEPTEMBER	4	LABOR DAY – OFFICAL SCHOOL HOLIDAY- NO CLASSES
	7	CAREER WORKSHOP(S)
	8	SEMINAR – HAI AHN, WORLD BANK
	11-12	CAREER FAIR
	12	WELCOME BACK BASH
	15	SEMINAR- WES WILSON, U. OREGON
	22	SEMINAR- JAMES TYBOUT, PSU
	29	PROGRESS REPORT DEADLINE
OCTOBER	9-10	FALL BREAK – NO CLASSES
	13	SEMINAR- BERTAN TURHAN, ITAM
	20	SEMINAR – LE WANG, U. OKLAHOMA
	20	SOE ALUMNI RECEPTION
	21	IAC HOMECOMING BRUNCH
NOVEMBER	23-24	THANKSGIVING BREAK – NO CLASSES
	29	IAC REJUVENATION STATION
DECEMBER	4-5	LAST DAY OF CLASSES
	7-14	FINAL EXAMS
	15-16	COMMENCEMENT
	18	GRADE SUBMISSION DEADLINE
	19	GRADES AVAILABLE TO STUDENTS
	25-29	WINTER BREAK – CAMPUS CLOSED
JANUARY	8	FIRST DAY OF CLASS
FEBRUARY	19	PROGRESS REPORT DEADLINE
MARCH	19-23	SPRING BREAK
	2	SEMINAR- JOEL WALDFOGEL, U. MINESSOTA
	30	SEMINAR- MARC ANDREAS- MUENDLER, UCSD
APRIL	23-24	LAST DAY OF CLASSES
	26	FINAL EXAMS START
	20	SEMINAR- KEITH HEAD, UBC
MAY	3	FINAL EXAMS END
	4-5	COMMENCEMENT
	7	GRADE SUBMISSION DEADLINE
	8	GRADES AVAILABLE TO STUDENTS

# ADMINISTRATIVE STRUCTURES AND GOVERNANCE

## DEPARTMENT INFORMATION

### Street Address:

221 Bobby Dodd Way, Suite 208  
Atlanta, GA 30332  
Phone: (404) 894-4919

### Mailing Address:

School of Economics  
Georgia Institute of Technology  
Atlanta, GA 30332-0615

### Location:

Old CE Building  
Building on the Campus Map #58

### Important links:

- GT: <http://www.gatech.edu/>
- Ivan Allen College: <http://www.iac.gatech.edu>
- School of Economics: <http://www.econ.gatech.edu/>
- Center for Paper Business and Industry Studies (CPBIS): <http://cpbis.gatech.edu>
- Faculty Handbook: [http://www.policylibrary.gatech.edu/faculty\\_handbook](http://www.policylibrary.gatech.edu/faculty_handbook)
- Classified Employee Handbook: <http://policies.gatech.edu/employment-0>
- Georgia Tech Fact Book: <http://factbook.gatech.edu/>
- WEB Policies: <http://www.security.gatech.edu/>
- BOR Policies and Procedures: <http://www.usg.edu/policymanual/>
- GT Admin. Policies Procedures: <http://policylibrary.gatech.edu/>

## DEPARTMENT ADMINISTRATIVE CONTACTS

Interim Chair:	John Tone
Appointed by:	Dean of the Ivan Allen College
Term of appointment:	One year

### Primary Responsibilities of Chair

- Overall responsibility for the School of Economics
- Ensure compliance with Institute policies and procedures
- Work with Office Manager to develop each year's operating budget
- Make TARA allocations and other spending decisions as needed
- Oversee faculty/staff recruiting
- Work with staff to develop annual objectives
- Develop annual reviews of faculty and staff performance
- Provide recommendations on periodic peer reviews
- Provide assessment of faculty candidates for promotion and/or tenure
- Appoint Program Directors
- Appoint Chair of RPT committee
- Work with Director of Undergraduate Programs and Director of Graduate Programs to develop fall, spring, and summer term teaching schedules
- Work with Director of Undergraduate Programs and Director of Graduate Programs to ensure that curricular programs are up-to-date and meet School objectives
- Work with Director of Undergraduate Programs and Director of Graduate Programs to provide timely information about program assessment
- Provide leadership with respect to alumni engagement
- Meet periodically with the Board of Advisors to the School of Economics (BASE)
- Lead development activities for the School
- Ensure that SOE documents are up-to-date
- For P&T candidates, write each of the External Reviewers in early summer, requesting his or her assistance by providing a letter evaluating the candidate's submitted materials, with particular focus upon the candidate's research materials and the impact of the candidate's research

Director of Undergraduate Programs:	Willie Belton
Appointed by:	SOE Chair
Term of appointment:	One year, renewable
Compensation:	1 course reduction, salary supplement

### **Primary Responsibilities for Undergraduate (UG) Director**

- Oversee all SOE undergraduate major and minor programs
- Conduct orientation for freshmen UG students in August
- Chair the Undergraduate Curriculum Committee to address programmatic matters and make recommendations to the SOE faculty
- Work with the Chair, as needed, on Institute Curriculum Committee approvals
- Evaluate foreign credit transfer and Advanced Placement Exam requests
- Work with the Academic Advisor on the SOE teaching schedule, with input from the Chair
- Work with the Academic Advisor on catalog updates, program reviews, assessments, etc.
- Work with Communications Coordinator to market and publicize the program
- Work with Communications Coordinator on student awards, ODE, and similar activities
- Attend UG related meetings at Georgia Tech relevant to the development and management of the undergraduate program
- Interface with the Office of the Registrar, International Programs, Undergraduate Research, and Dean of Students as needed for UG program related matters
- Interface with INTA and ML regarding EIA and GEML programs
- Promote the development of the Economics Club and Omicron Delta Epsilon
- Be the initial point person for all academic issues affecting UG students
- Work with the Chair to address teaching-related issues and concerns, and student complaints
- Develop undergraduate Student-Alumni network
- Other program related items as designated by the SOE Chair

Director of Graduate Programs:	Tibor Besedes
Appointed by:	SOE Chair
Term of appointment:	One year; renewable
Compensation:	1 course reduction, salary supplement

### **Primary Responsibilities for Director of Graduate Programs**

- Primary responsibility for the Ph.D. and M.S. programs
- Conduct orientation for incoming M.S. and Ph.D. students in August
- Work with the Undergraduate Director and Academic Advisor to schedule courses
- Ensure that instructional content, structure, activities, and assessment of student performance is appropriate for each course and that content is up-to-date
- Work with Communications Coordinator to market and publicize the programs
- Chair Ph.D. committee to admit students (January-February), address programmatic matters and make recommendations to the SOE Policy Committee
- Work with the Chair, as needed, on Institute Curriculum Committee approvals
- Work with Communications Coordinator on Ph.D. student awards, as needed
- Work with the Chair on Ph.D. student funding
- Identify outside funding opportunities (e.g., dissertation fellowships, conference support, etc.) for Ph.D. students
- Work with the Chair on GTA assignments
- Attend graduate program related meetings at GT relevant to the development and management of the Ph.D. and M.S. programs
- Organize and oversee all aspects of the Ph.D. qualifying (after 1<sup>st</sup> year) and field (after 2<sup>nd</sup> year) examinations, with help from SOE staff as needed
- Work with the Chair to oversee Ph.D. students transitioning from GTA to course instructor
- Work with Communications Coordinator to market graduating M.S. and Ph.D. students and oversee the preparation of Ph.D. students for the academic job market
- Be the initial point person for all academic issues affecting M.S. and Ph.D. students
- Develop Graduate Student-Alumni network
- Other program related items as designated by the SOE Chair

## FACULTY MEETINGS

Faculty meetings are scheduled throughout the academic year and will be announced in advance. Faculty members are invited to contribute agenda items. All tenured and tenure-track faculty members are eligible to vote at faculty meetings. Adjunct and visiting faculty are not eligible to vote. Balloting on many issues is accomplished by voice vote. However, balloting on major issues, such as recruitment, typically requires a formal vote (paper ballot, e-mail, or internet-based mechanism such as SurveyMonkey). Absent faculty are permitted to vote by proxy. Votes are recorded and reported by the Chair. Draft minutes of meetings are circulated following the meeting; faculty members have opportunity to respond to these minutes.

### **Fall Semester Faculty Meetings 2017- 2018**

September 7<sup>th</sup>

October 5<sup>th</sup>

November 2<sup>nd</sup>

December 7<sup>th</sup>

### **Spring Semester Faculty Meetings 2017- 2018**

January 11<sup>th</sup>

February 1<sup>st</sup>

March 1<sup>st</sup>

April 5<sup>th</sup>

May 3<sup>rd</sup>

## STAFF

Administrative Manager:

Phone:

Email:

Jyldyz Ismailova-Hughes

(404) 894-2621

[jyldyz.hughes@gatech.edu](mailto:jyldyz.hughes@gatech.edu)

Primary Responsibilities:

### **Financials:**

- Overall budget planning at the end of the previous fiscal year
- Budget monitoring through monthly budget reports
- Prepare list of budget amendments and enter them into the system
- Work with Sharon Crouch to set up accounts and monitor/process all expense reporting for sponsored projects
- Communicate amounts for faculty buyouts to eligible faculty and collect funds
- Responsible for purchasing for all items over \$5,000 and verifying all other purchases
- Process all faculty and staff reimbursements
- Monitor p-card purchasing
- Process all GTF and GTRC expenses
- Handle related items as designated by the SOE Chair

### **Human Resources:**

- Prepare Faculty hiring packages and consult with IAC/Provost on PSF, requirements, start-up proposals, background checks and education verifications
- Process all staff and student hiring including interviews and HR paperwork
- Provide the Chair with a shortlist of staff new hires
- Certify vacation and sick leave each month
- Advise Chair on requirements for P&T packages, prepare P&T packages for SOE P&T meetings, communicate with P&T committee on meetings, communicate with external P&T reviewers, etc.
- Complete staff appraisals
- Enter and process time documents for hourly employees
- Process all payroll related activities/updates such as buyouts, salary changes

### **Office Management**

- Responsible for the overall SOE operations including facilities (setting up offices, phone lines, repairs, etc.), equipment (purchasing new computers, maintaining printers, etc.), etc.
- Maintain supply inventory and purchase office supplies as needed
- Purchase SOE software and hardware
- Coordinate with SOE staff on mail related activities – collection and distribution of U.S. mail, packages, and shipments for FedEx and UPS



### **Building Management**

- Monitor and maintain Old CE building facilities
- Place repair requests
- Work with the GT Police Dept. on access and emergencies
- Annually update emergency evacuation plan and RedBook

Academic Program Manager:  
Phone:  
Email:

Anthony (Tony) Gallego  
404-894-4917  
[tony@econ.gatech.edu](mailto:tony@econ.gatech.edu)

Responsibilities cover all academic degree programs offered in the School of Economics. This includes assisting the Director of Undergraduate Programs and the Director of Graduate Programs, student advising, preparing annual reports on enrollments, credit hours, joint degrees, and other academic program reports to meet School, College, and Institute needs. The Academic Advisor will work with the Georgia Tech Offices of Undergraduate and Graduate Admissions, the Office of the Registrar, the Office of International Education, the Dean of Students, and any other offices on student and program related issues. The Academic Advisor also will provide general office support for School faculty, staff, and students, and work with other office staff to help the School meet its research, teaching, and service responsibilities.

**Primary Responsibilities include but are not limited to the following:**

- Work with the Undergraduate and Graduate Program Directors on curriculum reform as well as creation of new programs
- Meet with students concerning questions and issues regarding various aspects of their academic program. May include questions regarding academic program requirements, registration, permits, overloads, degree petitions, change of major, commencement, curriculum, academic progress, etc.
- Perform reference searches and records access in conjunction with student inquiries
- Respond to academic administration and faculty requests for assistance in administrative, recruitment or student related matters
- Prepare assessment reports; maintain student related records, files and keep current student databases for the School's undergraduate, M.S. and Ph.D. students
- Review, approve and process curriculum related actions
- Working with the School of Modern Languages and Sam Nunn School of International Affairs on joint degree programs (GEML and EIA)
- Facilitate admission process for Ph. D. students, including applications, F-1 visas, etc.
- Facilitate enrollments of non-GT transfer students and transfer of GT students from/to the SOE
- Provide specific student guidance during various phases of registration
- Approve domestic transfer of credit and facilitate foreign transfer of credit as required by the Directors of Undergraduate and Graduate Programs
- Assist with disciplinary and other student related matters
- Ensure that all academic forms are current and in compliance with the Institute requirements for both undergraduate and graduate programs
- Develop forms and documents needed for Institute Curriculum Committee approvals
- Provide annual revision of the Georgia Tech Catalog for the School of Economics
- Attend FASET and other advising and program-related events and meetings on campus
- Assist the Communications Coordinator on internship and job placement advising, on recruiting activities and on the development of suitable academic, programmatic and advising content for the SOE website and social media channels
- Assist the Director of Graduate programs with Ph.D. preliminary examinations
- Perform other related tasks as assigned by the School Chair

Communications Coordinator:  
Phone:  
Email:

Brittani Braswell  
404-894-4919  
[brittani.braswell@econ.gatech.edu](mailto:brittani.braswell@econ.gatech.edu)

The Engagement and Communications Coordinator is responsible for marketing and branding the School of Economics, including social media and the website, plans and executes all School events, designs and implements engagement initiatives, oversees all alumni relations, and organizes and publicizes internship and career opportunities. The Engagement and Communications Coordinator will also provide general office support for School faculty, staff and students, and work with other office staff to help the School meet its research, teaching, and service responsibilities.

Primary Responsibilities:

### **Alumni**

- Maintain a database of the School's alumni and communicate with them on events, activities, and other School initiatives
- Plan and execute specific alumni events to boost engagement

### **Marketing/Branding**

- Work with SOE Program Directors to ensure that SOE materials for the School's academic degree programs are current and distributed to respective stakeholders
- Write/ design weekly and bi-annual newsletters to send to the School's students, alumni, friends, and other stakeholders
- Monitor and update website content
- Act as the point of contact between the School and the Georgia Tech Communications unit
- Design and purchase promotional giveaways
- Update and create social media content

### **Events/Awards**

- Reserve appropriate locations for School meetings and events on and off campus
- Assist SOE Seminar Series faculty member with planning SOE seminars, workshops and similar events
- Plan annual SOE parties and assist in planning special events
- Assist in development and presentation of student orientations
- Plan and order catering for SOE meetings and events
- Take pictures at SOE events or assign an assistant to do so
- Work with Undergraduate Director to prepare nominations for awards
- Purchase awards and insure proper presentation of awards at the annual SOE awards luncheon
- Photograph and publicize award winners in the SOE newsletter and website
- Promote SOE activities and events via social media

### **Web Maintenance**

- Communicate and work with IAC webpage master, Kevin on SOE page issues
- Update featured news and events, media, syllabi, etc.
- Maintain faculty, staff, and student pages

#### **General Office Support**

- Develop and maintain the SOE calendar of activities for the School and the Institute, including Administrative events such as faculty recruiting, annual mailings, etc.
- Manage SOE Mercury (Institute News and Events Management System) content to insure all news and events are published and current
- Receive and display materials for general and student bulletin boards, remove outdated materials, and arrange in orderly and neat manner
- Manage conference room reservation for non-teaching purposes
- Maintain and update the School directory
- Assist with any other duties as assigned by the School Chair
- Update Faculty and Staff handbook

Retention and Recruitment Advisor:  
Phone:  
Email:

Casey Hampton  
404-385-5681  
[casey.hampton@econ.gatech.edu](mailto:casey.hampton@econ.gatech.edu)

Primary Responsibilities:

### **Advising**

- Coordinate graduate admissions and recruitment efforts with campus units and management to ensure timely admission and proper registration each semester.
- Serve as primary contact and coordinator for all student services matters.
- Help discern and gather information for marketing materials given to prospective students
- Serve as primary contact for incoming students during freshman (FASET) and graduate Orientations for unit programs
- Establish strong partnerships and deliver consistent communications to promote a positive educational and administrative experience for the students and faculty.
- Serve as an official representative at education fairs, corporate training events, and related conferences
- Implement and manage retention efforts and related data reporting on enrollment, registration, retention and completion rates.
- Serve as point of contact to programs for applicable reporting and data management, as well as alumni affairs
- Provide administrative support to unit including calendar and/or database management.
- Manage on-line delivery of materials and proctor exams as needed.

### **Alumni**

- Communicate with alumni on events, activities, and other School initiatives
- Work with the Chair to develop periodic alumni and other stakeholder surveys
- Plan and execute specific alumni events to boost engagement

### **Recruiting**

- Visit high schools as necessary to recruit students to the undergraduate programs
- Attend graduate school fairs to recruit students to the M.S. and Ph.D. programs
- Attend Georgia Tech student recruiting events, including Connect with Tech, Preview GA Tech, Shadow Day, FUTURES, and Girls Night Out, and develop appropriate SOE collateral for these events
- Act as a point of contact for all prospective students and communicate with accepted students via print, email, and social media

### **Reporting**

- Report student internship and placements for each semester
- Report student award winners each year
- Assist School Chair in preparing the Annual Report Survey sent to faculty

### **Student Placements and Internships**

- Develop a network of business, government, and non-profit contacts
- Work with SOE Program Directors, IAC, and GT Career Services to identify and communicate internship and job opportunities to SOE students
- Maintain database (website) of potential opportunities for SOE students

### **Events/Awards**

- Assist SOE Seminar Series faculty member with planning SOE seminars, workshops and similar events
- Assist in development and presentation of student orientations
- Work with Undergraduate Director to prepare nominations for awards
- Photograph and publicize award winners in the SOE newsletter and website

## STAFF POLICIES

Because the size of the administrative staff in the School is small, it is very important that all individuals work as a team in fulfilling the School's academic, research, and service missions. This is particularly important as the School expands its full-time faculty, develops additional degree programs, and engages in more developmental activities.

In addition, it is important that each member of the staff be subject to the same set of policies as these relate to hours of work, personal phone calls, and absences from campus for personal business.

The following guidelines will be strictly enforced in the School of Economics.

1. Each staff member is expected to work an eight-hour day, Monday through Friday, with one hour for lunch. Subject to the requirement that at least one staff member be in the office between 8:00am and 5:00pm, there is flexibility in staff starting times. For example, one staff member might work between 7:30am and 4:30pm while another works between 9:00am and 6:00pm. However, it is not permissible to alter starting times day-to-day or week-to-week. If one desires to start at 7:30am, then that person's daily work time is expected to be 7:30am – 4:30pm. It is not permissible to work an additional hour or so on one day and reduce one's work by one hour the next day;
2. Personal phone calls are to be made and received sparingly. In particular, it is not permissible to 'work' at one's desk while having a simultaneous personal phone call. If a staff member has completed all of his or her work, then as a member of an office team, it is expected that the staff person will assist his or her office colleagues in helping the office carry out its business. Personal cell phones should be turned off during work hours.
3. Personal business is to be conducted either during one's lunch hour or outside of a staff member's workday. In many cases, personal business can be scheduled so it does not conflict with the workday. However, in the event that one must be absent from the office outside the lunch hour for personal reasons, then the staff member must:
  - a. notify his or her supervisor when the appointment is made in order to avoid staffing conflicts;
  - b. deduct the time taken for the appointment from his or her vacation/sick leave time.

## INFORMATION TECHNOLOGY POLICIES AND PRACTICES

### Computer Support

If you require assistance, please send email requests to [helpdesk@iac.gatech.edu](mailto:helpdesk@iac.gatech.edu).

If you are unable to send a message to the Helpdesk, notify someone in the SOE Office, and the message will be sent for you.

### Equipment for home use

Periodically faculty inquire about the policy of taking GT purchased desktop PCs home. The SOE has been fortunate in being able to provide faculty with a new computer every 2(1/2)-3 years. GT has accommodated faculty by allowing them to sign out 'replaced' office computers for home use. At the same time, GT's accommodation policy is not intended to equip faculty home offices with new desktop PCs. The SOE policy is consistent with this. In particular,

- 1) a faculty member who receives a new office desktop PC may fill out a request form for taking the old desktop pc home.
- 2) newly-purchased desktop PCs for a faculty member's office cannot be taken home. These are intended to facilitate a faculty member's normal teaching, research, and service activities while on campus.
- 3) at most, faculty can sign out 1 desktop PC and 1 laptop for home use. Since many faculty members are now using laptops as an office computer, then faculty can have two laptops, one for home and one for the GT office. Faculty cannot, however, have two laptops for home with a desktop in the GT office.

**NOTE:** PCs and laptops are GT property and we cannot use state money (which includes TARA funds) to support non-faculty uses. If your office computer is replaced and you sign your older pc out for home use, then you must return any other pc that has been signed out to GT.



## EVALUATION PRACTICES AND POLICIES

### MINIMUM RESEARCH EXPECTATIONS

Minimum research expectations for permanent faculty on a standard workload assignment (50% research, 40% teaching, 10% service) is one (1) published article in a peer reviewed journal per year. The expected performance will be evaluated over a three year moving window. This expectation applies equally to all permanent faculty, irrespective of rank or tenure status.

In accordance with the Georgia Tech Faculty Handbook, senior faculty can renegotiate with the Chair their workload assignment (weights assigned to research, teaching, and service) which would necessitate a change in expectations and the specific workload details for such faculty.

Permanent faculty are expected to publish in journals with an impact factor above the median impact factor for all economics journals according to Thomson Reuters JCR Journal Rankings, with strong encouragement to publish in top general economics journals as well as top field or specialized journals. Should an economics journal not have an impact factor in JCRJR, a faculty member can use an alternative source such as Scopus SClmago journal rankings. Either of these journal ranking sources can be used to evaluate a publication in a non-economics journal. In addition, a faculty member is encouraged to provide other measures of impact as additional evidence of the quality of a particular publication.

The School's minimum research performance expectations are not a rigid standard and may be adjusted when a faculty member publishes in extremely prestigious economics journals or receives a significant and externally funded grant or similarly exceptional performance.

\*[http://admin-apps.webofknowledge.com/JCR/JCR?RQ=LIST\\_SUMMARY\\_JOURNAL&cursor=41](http://admin-apps.webofknowledge.com/JCR/JCR?RQ=LIST_SUMMARY_JOURNAL&cursor=41)

## PROMOTION AND TENURE

### REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE

According to Georgia Tech policy, the Reappointment, Promotions and Tenure (RPT) Committee must comprise at least three members of the tenured faculty. However, there is neither an Institute nor a College wide policy on how individual faculty members are selected to be on the RPT Committee.

In order to allow tenured faculty to have as much participation as possible in these deliberations, the RPT committee in the School of Economics will include all tenured faculty members with a majority appointment in the School of Economics – with two qualifications.

- 1) the School Chair will be present during the committee's deliberations as an *ex-officio* member with no voting rights. The Chair's presence as an *ex officio* member reflects the Chair's separate input and recommendation from those of the RPT Committee itself;
- 2) tenured faculty with professorial rank equal to or below that of the candidate must absent themselves from the deliberations and will not vote on the candidate's promotion or tenure. For example, an Associate Professor would absent oneself from deliberating and voting on another Associate Professor's promotion to Full Professor.

All eligible faculty members are strongly encouraged to attend meetings of the RPT committee. Only members who are present at the meeting during which the performance of a candidate for promotion and/or tenure, critical review, or periodic peer review is assessed/discussed are eligible to vote on that candidate; voting by proxy is not permitted.

#### Appointment and Responsibilities of the RPT Chair

- I. Appointment – The School Chair shall appoint a member of the tenured faculty as Chair of RPT Committee for a term of one to three years. When appointing a new RPT Chair, the appointment will be made at the end of the Spring term.
- II. The Chair of the RPT Committee has several responsibilities, including:
  - a. Serving as the School of Economics representative on the Ivan Allen College RPT Committee;
  - b. Attending the Ivan Allen College Promotion and Tenure meeting held each Fall;
  - c. Meeting with the School Chair and the School's Office Manager at the end of each Spring semester in order to identify:
    - i. tenure-track faculty members for promotion and/or tenure by the RPT Committee in the next academic year;
    - ii. tenure-track faculty members for critical review for the following Spring term; (for third and fourth year critical review) semesters in following academic year.
  - d. *Tenure and/or promotion* – For a candidate coming up for tenure and/or promotion in the Fall term, the RPT Chair will:
    - i. work with the candidate in late Spring and the early part of summer (prior to the Fall term) in order to
      1. ensure, with the assistance of the School's Office Manager, that the candidate is aware of the timeline for submitting materials, prepares his or her materials

- in accordance with GT policy, and meets submission deadlines provided by the Dean's Office;
    - 2. identify a list of potential External Reviewers.
  - ii. will assist the School Chair in developing a separate list of potential External Reviewers. The School Chair, with the assistance of RPT Chair, will generate a final list of External Reviewers that includes:
    - 1. a subset of names submitted by the candidate. It is important that the candidate identify any professional relationships with suggested reviewers.
    - 2. a subset of the names developed by the School Chair and the RPT Chair. From the full set of names submitted, the School Chair and RPT Chair will select a list of at least eight external reviewers.
  - iii. The RPT Chair will work with the candidate on the materials to be sent to the set of External Reviewers;
  - iv. meet with the School Chair at the beginning of the Fall term in order to review the status of candidates coming up for tenure and/or promotion.
- e. *Critical Review* - For a candidate coming up for critical review in the Spring term, the RPT Chair will:
  - i. work with the candidate in the Fall term in order to ensure, with the assistance of the School's Administrative Manager, that the candidate is aware of the timeline for submitting materials, prepares his or her materials in accordance with Ga Tech policy, and meets submission deadlines provided by the Dean's Office;
  - ii. meet with the School Chair at the beginning of the Spring term in order to review the status of candidates coming up for critical review.
- f. Assigning, for each candidate to be reviewed by the RPT committee and at least three weeks before the meeting:
  - i. a member of the RPT committee to provide a complete and objective summary of all of the candidate's research materials, to include but not limited to:
    - 1. his or her cv;
    - 2. published research (e.g. books, research monographs, journal articles), working papers, research grants;
    - 3. External Reviewer letters (for those candidates reviewed for tenure and/or promotion);
    - 4. conference and seminar presentations
    - 5. and any other materials that inform the committee on the quality and impact of the candidate's research and the prospects for future research productivity;
  - ii. a different member of the RPT committee to provide a complete and objective summary of all the candidate's teaching and service materials.
 

Relevant teaching materials include:

    - 1. courses taught, number of students taught, and course syllabi;
    - 2. student evaluations and peer-reviewed teaching assessments;
    - 3. textbooks or other course development materials;
    - 4. teaching awards and any other teaching materials and activities that inform the committee of the candidate's classroom effectiveness at the graduate and/or undergraduate levels.

Service materials include but are not limited to;

    - 1. evidence of departmental, College, or Institute citizenry (e.g. committee assignments, recruiting activities, student advising);
    - 2. extracurricular activities related to one's profession (e.g. board membership, editorships, appointments to editorial boards, grant and journal reviewer

activities, speaking invitations) and any other materials that inform the committee of the candidate's service to the School, College, Institute and the community.

- g. It is the responsibility of the RPT Chair to:
  - i. Schedule needed meeting(s) - - normally mid-to-late September for P&T cases and mid-December for critical review and periodic peer review cases;
  - ii. Inform committee members at the outset that subjective or ad hominem comments or arguments are inappropriate. All discussions should be fair, objective and supported by the candidate's record;
  - iii. Actively guard against committee member presentations or committee discussions that are unduly biased;
  - iv. Ensure that the committee's deliberations of a candidate's record reflect a thorough discussion of all submitted materials that inform the committee on the candidate's research, teaching, and service contributions to date and on the potential for future contributions in these areas;
  - h. Taking the committee vote by secret ballot and reporting the vote to the RPT committee and to the School Chair;
- III. Writing a letter to the School Chair that summarizes the RPT committee deliberations on the candidate's research, teaching, and service contributions. A draft copy of the letter is circulated to all members of the RPT committee for their additional input and suggested revisions.

#### **GUIDELINES FOR PROMOTION AND TENURE**

School of Economics processes and procedures pertaining to faculty are governed by the rules and procedures outlined in the [GT Faculty Handbook](#) as well as Section 3.b. of the Protocols for IAC Faculty-Related Operations, contained in the [Ivan Allen College of Liberal Arts Pattern of Administration](#).

All SOE faculty are expected to be actively engaged in scholarly research, teaching, and service. Sections 3.3.4 through 3.3.10 of the GT Faculty Handbook identify Institute policies and procedures relative to review, promotion and tenure outlined in. Working backward from the document submission deadline indicated by the Provost, the Chair of the RPT committee sets a dossier submission deadline to the individual(s) undergoing review. In the case of promotion and tenure review, the School Chair, RPT Committee, and the candidate jointly determine the list of individuals from whom external letters of recommendations may be solicited. The final decision regarding who from the list is selected to provide recommendations rests with the School Chair and RPT Committee. The candidate submits the dossier to the RPT committee, which reviews the dossier along with the external letters of recommendation, makes a recommendation, and forwards the dossier with its findings to the School Chair. The School Chair separately performs his or her evaluation and forwards the entire dossier to the IAC RPT Committee.

Information about Institute policies with respect to extension of the probationary period for tenure may be found in the Georgia Tech Faculty Handbook, section 3.3.5.

#### **A. Promotion to Associate Professor**

Promotion to Associate Professor requires evidence of distinction in performing one's research and teaching assignments. Other dimensions, most notably service contributions to the Institute and to the profession, are also considered.

1. Teaching – Effective teaching performance is necessary for promotion. The teaching function generally includes course development and classroom instruction. Student development includes serving on graduate thesis committees, advising students in programs of study, and directing UG research projects. Assessment of a candidate's teaching performance must be based on students' class evaluation, peer teaching reviews, teaching awards, and other available evidence.
2. Research – Scholarly research is necessary for promotion. The candidate must present evidence of scholarly work published in refereed journals of international standing and/or books or monographs of comparable quality. No specific number of publications or pages of publication satisfy the criterion. The quality of research and the candidate's total research accomplishments should provide evidence of significant contributions to the literature in the relevant field(s). The judgment about research must be based on a careful analysis of the candidate's research record and all other evidence available.

'Evidence of distinction' is prominent and conspicuous by its excellence and marked by one or more contributions to economics that have had a significant impact on the profession. To achieve this, a candidate must have produced a body of research that is openly available, scholarly, creative, of high quality and significance, and must be recognized and visible within his/her domain of research.

The candidate must demonstrate quality, productivity, visibility, and promise. The following factors guide the assessment of the candidate's record:

'Openly available' research implies distribution, which includes traditional and electronic publication as well as other media.

Scholarly publication can take many forms, including original research articles and books, book chapters, edited collections and anthologies.

Original research articles may be in the form of publications in peer-reviewed journals.

A written work is considered 'published' when the publisher has accepted the final revised manuscript.

For all multi-authored or collaborative works, the candidate must specifically describe his/her contribution.

The following examples illustrate evidence of visibility but are not intended to be exhaustive. It is to be emphasized that this document identifies criteria intended only as a guideline and not as a prescription for tenure and promotion. The listed factors used for evaluation are intended to aid the Faculty in their career development and to be used with, but not substituted for, enlightened judgment on the part of responsible administrators and Faculty in providing for the long-term development of GT.

National or international awards and honors.

Success in securing external and internal grants and fellowships.

Citations, translations, reprints, and/or reviews of a candidate's work.

Use of the candidate's work in teaching graduate classes at peer institutions.

Organization of scholarly conferences or symposia/workshops.

Presentations at scholarly conferences or other major performance or exhibition venues (especially refereed conference presentations or invited presentations).

Visiting professorships and research visits to institutions of national or international repute.

Affiliations with external research organizations and groups of national or international repute.

3. Service – The candidate is expected to be a contributing citizen to the School and the Institute and to contribute to his/her profession. Service may be evidenced by participation in internal governance activities such as Institute, College, and School functions. Evidence of professional service includes, but is not limited to, membership on journal editorial boards and national committees, active participation in academic and professional organizations, and serving as referees for textbooks, journals, and research proposals (e.g. NIH, NSF).

#### B. Tenure

In contrast to promotion which is based on an individual's scholarly merit, tenure represents the School's selection of a faculty for a long-term commitment. Individuals are selected whose performance is outstanding and whose capabilities and interests, as manifested in performance, most closely support the objectives of the Institute, the College, and the School. An additional criterion for tenure is the compatibility of the individual's performance and interests with the objectives of the School, the College, and the Institute. The applicant, the school RPT committee, and the School Chair will provide statements and supporting documentation.

#### C. Promotion to the rank of Professor

Promotion to Professor indicates the attainment of distinction within one's field and the highest academic achievement. Any candidate for promotion must have attained national or international recognition based on the high quality of his/her research contributions. The candidate must also be distinguished through the quality, substance, and high standards of his/her teaching and advising, and continued effective service to the School, Institute, and the profession. Consideration is also to be given to the high quality of scholarship and professionalism exhibited in directing dissertations and advising students.

The forms of evidence used to justify promotion to professor are the same as those used for promotion to associate professor, namely, teaching, research, and service. However, a higher level of achievement in all three areas, as measured by the distinction, significance, and impact of one's teaching, research, and service, is required. Regular, high-quality teaching and advising of students is expected, and service contributions to the School, College, Institute, and profession should be substantial and significant.

#### D. Critical Review

Institute policies and procedures relative to Critical Review for tenure-track faculty are outlined in Section 3.3.4 of the GT Faculty Handbook. Working backward from the document submission deadline indicated by the Provost, the Chair of the RPT committee sets a dossier submission deadline to the individual(s) undergoing the review. The critical review follows the same procedure as the tenure review with the exception that no external letters describing the candidate's work are solicited. The candidate submits the dossier to the RPT committee, which reviews it, makes a

recommendation, and forwards the dossier with its findings to the School Chair. The School Chair separately performs his or her evaluation and forwards the entire dossier to the IAC RPT Committee.

Consistent with GT policy, the RPT committee carefully reviews all of the materials submitted by the individual and provides detailed comments on the candidate's intellectual products. The committee has the responsibility to assess the candidate's contributions and to comment on the importance of the work. The committee also evaluates the candidate's contributions to teaching and service. It is incumbent on the committee to evaluate whether the candidate is on track towards building a successful case for tenure. Such an evaluation must be guided by the criteria which are used in evaluation of applications for tenure. Should the RPT committee find that a candidate is not making sufficient progress, the committee should provide suggestions on how to help the candidate improve his or her candidacy. It is important for the Faculty member to receive feedback regarding the assessments involved. At the conclusion of the third year critical review when the Institute decision has been communicated to the School Chair, the Chair and RPT Committee Chair will review each recommendation, with the candidate, and counsel the candidate appropriately. Follow-up meetings between the candidate and the SOE Chair and RPT Committee Chair will be conducted annually until the individual either applies for P&T or is not employed by GT.

#### E. Periodic Peer Review

Institute policies and procedures relative to Periodic Peer Review (PPR) are outlined in Section 3.3.10 of the Faculty Handbook. Working backward from the document submission deadline indicated by the Provost, the Chair of the RPT committee sets a dossier submission deadline to the individual(s) undergoing PPR. In contrast to promotion and tenure cases, in cases of PPR, the Chair's letter is input to the RPT committee rather than the committee's letter being input to the Chair. The Faculty member submits the dossier to the School Chair. The School Chair then submits his or her review letter pertaining to the individual to the RPT committee by the date requested by the Chair of the RPT committee. The RPT committee then prepares and submits its recommendation letter to the Dean of the Ivan Allen College of Liberal Arts. Recommendation of a 5-year review requires the individual to demonstrate continuing performance, standards and excellence, which is consistent with the expectations outlined in the section A and C.

It is recognized that, within the traditional mix of professional activities, different emphases may be appropriate at different stages in a Faculty member's career. The criteria used in the evaluation may be those ordinarily used by the School, or alternative criteria may be applied to reflect the varying emphases/roles senior Faculty may play. The School Chair is responsible for formulating individualized alternative criteria, after consultation with the Faculty member; an understanding regarding such criteria must be reached and confirmed in writing prior to documentation submission. In case a mutual understanding between the School Chair and the candidate is not reached, the faculty member may request a hearing by the RPT committee. The committee's decision of criteria is final.

## TEACHING EXPECTATIONS

Student-Faculty expectations appear in Rules and Regulations of the Georgia Tech Catalog, section 22: [\\*http://www.catalog.gatech.edu/rules/22.php](http://www.catalog.gatech.edu/rules/22.php)

Instructional content, structure, activities, and assessment of student performance will be appropriate for each course. Content will be up-to-date. Per Institute policy, there will be no examinations administered or assignments due during the last week of classes. Instructors are expected to comply promptly and responsibly with Institute requirements with respect to course-related assessment.

### Course Scheduling and Teaching Assignments

The SOE Chair, in consultation with the Director of Graduate Programs and the Director of Undergraduate Programs, develops the schedule of courses taught each term and assigns instructors. With respect to teaching assignments, faculty input typically is sought, but is not determinate.

### Use of CIOS surveys

Excepting directed readings or research courses, each faculty member is expected to participate in the CIOS student assessment survey for each course taught. Along with teaching awards, peer teaching evaluations (see below), and private communications from students, the CIOS results are considered by the SOE Chair when developing annual reviews of faculty teaching performance. With due consideration of type (e.g., class size) and level of course, evidence of superior teaching is indicated by a minimum average score of 4.0 on the CIOS questions, especially Overall Teaching Effectiveness. Evidence of low-quality teaching is indicated by a minimum average score less than 3.0 on the CIOS questions, especially Overall Teaching Effectiveness.

Faculty should be aware that students can file grievances against them. The website for student grievances is located at: [www.academicgrievance.provost.gatech.edu](http://www.academicgrievance.provost.gatech.edu).

## PEER-REVIEWED TEACHING EVALUATIONS

In Spring 2001, Georgia Tech adopted a policy that Schools develop procedures for evaluating the teaching and instructional activities of permanent faculty. Teaching is inherently a multi-dimensional activity which typically encompasses lectures, assignments, classroom interaction with students, and out-of-classroom assistance. Further, there are a large variety of means which faculty use to implement their instructional responsibilities. As a result, student evaluations of faculty teaching performance are an incomplete mechanism for faculty assessment.

Peer reviewed teaching assessment complements but is independent of student assessments. Just as a faculty member develops a record of research during one's career, a primary intent of peer reviewed teaching assessments is to develop a more complete tangible record of a faculty member's teaching effectiveness throughout one's career. Not only will these peer reviews be used as a feedback mechanism to help faculty improve their instructional activities, but they will



also be used to provide additional support in the promotion and tenure (P&T) as well as the post-tenure review decisions.

The process of obtaining peer-reviewed teaching evaluations in the SOE is:

- 1) non-tenured faculty – at least once a year, the Chair will assign, with the approval of the faculty member under review, one of the School’s tenured faculty members to peer evaluate the classroom instruction of one (or more) untenured faculty members. The peer reviewer must be of equal or higher rank than the faculty member whose teaching is being reviewed. It is the responsibility of the reviewer to:
  - a. review the faculty member’s teaching materials;
  - b. visit the faculty member’s class and observe his or her teaching;
  - c. submit to the Chair a one-page assessment of the faculty member’s teaching effectiveness. This document will become part of the faculty member’s record and will be made available to the faculty member.
  
- 2) tenured faculty – at least once every two years, the Chair will assign one of the School’s tenured faculty members to peer evaluate the classroom instruction of one (or more) tenured faculty members. The peer reviewer must be of equal or higher rank than the faculty member whose teaching is being reviewed. It is the responsibility of the reviewer to:
  - a. review the faculty member’s teaching materials;
  - b. visit the faculty member’s class and observe his or her instruction;
  - c. submit to the Chair a one-page assessment of the faculty member’s teaching performance. This document will become part of the faculty member’s record and will be made available to the faculty member.
  
- 3) a copy of the written peer assessment will be distributed with the faculty member’s annual performance review.

## RESEARCH AND CONSULTING

### FACULTY ASSIGNMENTS FOR PROFESSIONAL DEVELOPMENT

The standard academic teaching load for faculty is 4 courses per year. To provide professional development opportunities, tenured and tenure-track faculty are eligible for a one course reduction every third year. Faculty members may choose not to take the course reduction in the third year but “save” it until the end of the next three-year cycle and then take a two-course reduction (i.e. a semester off from teaching in the sixth year). The ability to anticipate a reduced teaching load should help faculty members plan more effectively for their professional development assignment (PDA).

- a. Faculty who request a reduced teaching load for professional development must submit to the Chair a written statement of purpose identifying how the professional development time will be used and the product(s) that are expected to result from the PDA;
- b. Professional development course reductions can only be “banked” once and are not cumulative after the sixth year. For example, a faculty member who does not elect to take a professional development course release until the ninth year will only be eligible for a two course reduction rather than a three course reduction;
- c. Upon completion of a PDA, the faculty member must submit to the Chair a written report documenting the development activity that occurred, indicating how this activity contributes to the research and/or teaching mission of the SOE.

Course reductions connected with this policy are **not a contractual entitlement**. Performance expectations, as outlined previously in this document, apply. In all cases, the needs of the School must take precedence over any anticipated course reductions of individual faculty members. Moreover, the Dean and the Chair may not permit a faculty member to have a course reduction in a particular semester if such a reduction would seriously compromise the School's curriculum or program needs due to leaves, illnesses, or unforeseen circumstances that result in many faculty members being away from the School during that semester. This is to ensure that not everyone in a given area (e.g. macroeconomics) is gone at the same time, thereby jeopardizing programs and students. Further, approval of a PDA is conditioned on the applicant demonstrating that any previous PDAs were spent productively.

#### **Buying out of one's time**

##### **Sponsored Research**

Consistent with Institute policy, faculty in the SOE can buy out of courses – with a maximum of 2 courses per year and subject to course staffing needs – only if the course reduction is associated with sponsored research that goes through the Office of Sponsored Programs (OSP). For sponsored research, a budget will be required. See David Selman, IAC's Sponsored Research Consultant (Habersham Building, 1<sup>st</sup> Floor), for help in developing budgets. In most circumstances, the cost associated with a course reduction reflects 12.5% of a faculty member's salary for each course being bought out. The Institute also imposes a Facilities and

Administration (F&A) rate, please see the table below: The following rates for Resident Instruction and Other (all non-GTRI) will be in effect for the period beginning July 1, 2017:

Facilities & Administrative Rates for FY 17	
Research Capped (Federal Grants and Non-DOD contracts)	57.8%
Research Uncapped (DOD Contracts & Industry Subcontracts under DOD)	62.0%
Industrial (Non-Federal, International, and Non-Georgia State and Local Government entities)	63.8%
Other Sponsored (Applies to projects that benefit the public with activities other than research & Development and instruction. Used for projects funded by State and Local Government entities in Georgia)	34.82%
Instruction	53.92%
Monthly Tuition Rates for Resident Instruction	\$1,489
Fringe Benefits	28.8%
Partial Benefits	1.5%
Limited Benefits (NEW! Part-time: 50% - 74%)	20.0%
Graduate Student Health Insurance	4.7%

Other institutions, for example foundations, typically pay much less and can stipulate that no indirect costs are covered. Generally, the Institute will go along with the sponsor's policy on indirect costs provided such limits on F&A rates are clearly documented and approved. However, a faculty member should check with the Office of Sponsored Research to determine whether a lower F&A rate is acceptable and may be required to apply for a waiver to the IAC's Associate Dean for Research.

### Consulting Projects

A faculty member can "buy out" time with consulting money but the money must come through Georgia Tech, meaning that fringes (28.8%) and F&A rates at the federal sponsored research level will be deducted. Approval of a buyout is subject to the staffing needs of the School.

### Active Service Modified Duties

Information about Institute policies with respect to active service modified duties can be found at: <http://www.faculty.gatech.edu/faculty-affairs-reps/internal-resources/active-service>

## **Human Subjects Research**

Information about Institute policies with respect to human subjects research can be found at:

IRB Policies and Procedures: <http://www.irb.gatech.edu/>

Belmont Report: <http://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/>

## **Conflict of Interest**

It is the policy of the Georgia Institute of Technology that all Financial Conflicts of Interests (FCOI) will be managed, reduced, or eliminated in accordance with Federal Regulations, State law, and Institute Policy. In order to ensure timely management and reporting of FCOIs, every Employee of the Institute, including all who participate in outside professional activities and/or sponsored research must complete an annual disclosure using the online Conflict of Interest system (eCOI), which is available at <https://ecoi.research.gatech.edu>. In answering the eCOI questions, if an Employee has indicated an actual or potential conflict, the system will notify the COI Office for review. Employees must update their disclosures on an ongoing basis when circumstances change. This includes receiving prior approval before engaging in any outside professional activity.

EthicsPoint (<https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>) provides a portal for any individual to report suspected conflicts of interest or other unethical behavior by a Georgia Tech employee.

## SEARCH AND HIRING PRACTICES

The School Chair is ultimately responsible for coordinating faculty searches and hiring. In meeting this responsibility, the Chair will be guided by and follow Institute policies, the IAC Protocols for Faculty Hiring (<http://www.iac.gatech.edu/files/wysiwyg/file/IAC--POA--1-30-2012.pdf>), and the IAC Commitment to a Diverse Community (<http://www.iac.gatech.edu/about-us/diversity>).

The Chair defines the position for search, however, faculty input in this determination is both traditional and expected. The Chair constitutes the faculty search committee and selects the chair of the committee. The search committee identifies persons to be interviewed. Hiring decisions are made by the Chair in consultation with the tenure-track faculty in the SOE. After candidate interviews are concluded, a faculty meeting is convened at which faculty votes are held to determine the acceptability of each candidate and to rank-order the acceptable candidates. Proxy votes are permitted. These votes are advisory to the Chair.

### Recruiting Expenses

For those faculty members who significantly help in recruiting at Conferences, the member's TARA will be increased to offset some of the allowable expenses. Typically, the School covers the costs of faculty members on the recruiting committee(s). Also, the School may cover a portion of the costs for those who significantly help with interviewing at the meetings. The proportion of subsidy will vary from year to year since it depends upon the number of faculty who help with recruiting and budget considerations for that year.

## TRAVEL

### Teaching and Research Account (TARA)

TARAs are faculty funds that can be used for teaching and research related activities (e.g. data, books, journal subscriptions, etc.). The expanded use is intended to provide research funds for those who normally do not attend conferences as well as to enable faculty members to use their resources on the highest valued research activities. TARAs will be provided to all tenure-track faculty members and the amount allocated depends upon a faculty member's productivity, the availability of sponsored research funds, and the School budget. Since the source is State funds, no food or entertainment can be reimbursed. Allowable expenditures include: travel, copying, supplies, books, software, equipment, etc. TARA recipients must observe School procedures for purchasing when using these funds.

Each TARA recipient must have spent or encumbered funds by the 30th of April on non-travel related items or fill out a Travel Authorization form by this date, or any unused balance will revert automatically to the School. The SOE Administrative Manager tracks balances.

## FACULTY MENTORING

Providing an academic environment that maximizes the likelihood of success at Georgia Tech requires that (untenured) tenure-track faculty members have access to and are informed on the SOE, the Ivan Allen College, and the Institute's research, teaching, and service expectations. In addition, faculty must have access to and receive information, formally and informally, on the Reappointment, Promotion, and Tenure (RPT) process at Georgia Tech.

To facilitate an efficient and early flow of information to tenure-track faculty members, the SOE has implemented the following mentoring process for (untenured) tenure-track faculty members:

- At the beginning of each academic year, every untenured tenure-track faculty member will meet with a mentoring committee consisting of the School Chair, the Chair of the RPT Committee, and one tenured faculty member selected by the School Chair and the RPT Committee Chair. The third individual normally will share one or more research fields with the junior faculty member being mentored.
- The mentoring committee is responsible for providing advice/guidance with respect to:
  - ensuring that the advisee is aware of research, teaching, and service expectations in the SOE and, generally, at Georgia Tech;
  - ensuring that the advisee is aware of the RPT policies and procedures at Georgia Tech (including where to find these materials on GT's website);
  - the advisee's progress and/or concerns that the advisee has on his or her research, teaching, and service activities;
  - assisting the advisee, as needed, in obtaining information on programs available at Georgia Tech (e.g., CETL Teaching Fellows Program) that will help a tenure-track faculty member better meet one's research, teaching, and service responsibilities at Georgia Tech;
  - professional and discipline expectations/protocol.

## COMMITTEE ASSIGNMENTS FOR AY 2017- 2018

School Chair Search:	Juan Moreno-Cruz Matt Oliver Olga Shemyakina Jyydyz Hughes-Ismailova
Tenure Line Faculty Search:	Willie Belton Tibor Besedes Shatakshee Dhongde Mikhail Klimenko Michael Kummer Seung Hoon Lee Halzheng Li Patrick McCarthy (Chair) Usha Nair- Reichart Christine Ries Jyydyz Hughes-Ismailova
Curriculum Planning:	Willie Belton (Convener) Tibor Besedes (Ex-o) Halzheng Li Matt Oliver Tony Gallego
MS Certificate Development	Willie Belton (Chair) Usha Nair- Reichart Olga Shemyakina
Recruitment:	Willie Belton (Ex-o) Tibor Besedes (Ex-o) Mikhail Klimenko Michael Kummer Seung Hoon Lee Halzheng Li (Convener) Tony Gallego Casey Hampton
Alumni Engagement:	Usha Nair- Reichart (Co-Chair) Olga Shemyakina (Co- Chair)
Seminar Series:	Michael Kummer (Convener) Seung Hoon Lee Christine Ries Brittani Braswell

GTA Training:

Willie Belton  
Tibor Besedes  
Shatakshee Dhongde (Chair)  
Tony Gallego

Dean's Advisory Board:

Willie Belton  
Tibor Besedes  
Shatakshee Dhongde  
Patrick McCarthy  
Juan Moreno-Cruz  
Jyydyz Hughes-Ismailova  
Tony Gallego

RPT:

Willie Belton  
Tibor Besedes  
Shatakshee Dhongde  
Mikhail Klimenko  
Halzheng Li  
Patrick McCarthy (Chair)  
Juan Moreno-Cruz  
Usha Nair- Reichart  
Christine Ries  
Olga Shemyakina

DGS:

Tibor Besedes

DUS:

Willie Belton



## EMERGENCY PREPAREDNESS

Information regarding relevant contacts and procedures in the event of an emergency is available on the website for Georgia Tech's Office of Emergency Preparedness: [www.emergencypreparedness.gatech.edu](http://www.emergencypreparedness.gatech.edu).

For the Old CE building, the following information applies:

Building manager name/Number:	Sam Aral / 404.385.2264
Fire Alarm Control Panel is located:	east and west ends of 3 <sup>rd</sup> floor hallway east and west ends of 2 <sup>nd</sup> floor hallway
Fire extinguishers are located:	east end of the 3 <sup>rd</sup> floor hallway east and west ends of 2 <sup>nd</sup> floor hallway
Tornado shelter is located:	ground floor
Defibrillator is located:	east end of 1 <sup>st</sup> floor hallway

## **AWARDS AND SCHOLARSHIPS**

### **Outstanding Economics Student Award**

This award is presented to the Economics major that demonstrates not only outstanding scholarship, but also service to the School of Economics. The award consists of \$300 and a plaque.

Students are nominated and selected by the Director of Undergraduate Programs in consultation with the SOE Chair and SOE Academic Advisor.

### **Outstanding Global Economics and Modern Languages Student Award**

This award is presented to the Global Economics and Modern Languages major that demonstrates not only outstanding scholarship but also service to the School of Economics and the School of Modern Languages. The award consists of \$300 and a plaque.

Students are nominated and selected by the Director of Undergraduate Programs in consultation with the SOE Chair, the SOE Academic Advisor, and the Director of Undergraduate Programs from the School of Modern Languages.

### **Outstanding Economics and International Affairs Student Award**

This award is presented to the Economics and International Affairs major that demonstrates not only outstanding scholarship but also service to the School of Economics and the Sam Nunn School of International Affairs. The award consists of \$300 and a plaque.

Students are nominated and selected by the Director of Undergraduate Programs in consultation with the SOE Chair, the SOE Academic Advisor, and the Director of Undergraduate Programs from the Sam Nunn School of International Affairs.

### **Mollie Newton Award for Excellence in Economics**

Named in honor of the late Mollie Newton, this award is presented to the senior who has contributed to the School of Economics in academics, leadership, and service. The award consists of \$300 and a plaque.

Students are nominated and selected by the Director of Undergraduate Programs in consultation with the SOE Chair and SOE Academic Advisor.

### **Omicron Delta Epsilon Outstanding Student Award**

Omicron Delta Epsilon and the School of Economics present this award to the ODE senior(s) and graduating M.S. student who achieve the best overall academic record. The award consists of \$300 and a plaque. Recipient(s) determined by the ODE Faculty advisor.

### **Scholarships**

Joel V. O'Neal scholarship. This \$1,000 scholarship is awarded to newly-admitted and/or returning students with a declared major in ECON, EIA, or GEML. Several scholarships are awarded each year. Recipients are determined by the SOE Chair in consultation with the Director of Undergraduate Programs and the SOE Academic Advisor.

School of Economics scholarship. The SOE offers several scholarships to newly-admitted and/or returning students with a declared major in ECON, EIA, or GEML. Scholarship amounts range from \$1,000 to \$10,000. Recipients are determined by the SOE Chair in consultation with the Director of Undergraduate Programs and the SOE Academic Advisor.

Phillips 66 scholarship. This scholarship is awarded to an established economics major on the basis of academic merit. The scholarship amount ranges from \$1,000 to \$2,500. The recipient is determined by the SOE Chair in consultation with a representative from Phillips66.

William A. Schaffer scholarship. Dr. William A. Schaffer received his B.S. in Economics from GT in 1956. After graduate school, Dr. Schaffer returned to teach economics at GT starting in 1963. He is one of the very few GT faculty members ever to teach at GT for over 50 years. This \$1,000 scholarship is awarded to students on the basis of academic performance and demonstrated interest in, and contributions to, the School of Economics. Several scholarships are awarded each year. Recipients are determined by the SOE Chair in consultation with the Director of Undergraduate Programs and the SOE Academic Advisor.

## GENERAL INFORMATION

### MAIL

The School of Economics Campus Mail Code is 0615. Trays for outgoing mail are located in the mail room off the lobby of the School of History and Sociology on the first floor of the Old CE Building. The campus postal service picks up articles in the campus, stamped, and regular mail trays in the Old CE Building twice a day, at approximately 8:00 a.m. and 1:00 p.m.

### EXPRESS MAIL

### UPS

UPS should be brought to Jyldyz Ismailova-Hughes in the School of Economics Administrative Office for a scheduled pickup.

### BUSINESS CARDS

Send requests for business cards to: [jyldyz.hughes@econ.gatech.edu](mailto:jyldyz.hughes@econ.gatech.edu). Provide Jyldyz with your name, title, phone number, fax, email address and URL (optional) when placing your request. These cards will take approximately two weeks for printing.

### EVENTS

A calendar of upcoming events is posted on the School of Economics web site. If you have an event you wish posted, send the details to Tara Thomson, Communications Coordinator at [tara@gatech.edu](mailto:tara@gatech.edu)

### CONFERENCE ROOM RESERVATIONS

To reserve Room 204, 310, or G10 in the Old CE Building, please contact Tara Thomson or Tony Gallego.

### PUBLICATIONS

All publication materials must be coordinated through the School of Economics and the IAC Communications office. This pertains to all publications with the exception of standard journal submissions.

### SMOKING

Smoking is prohibited in all buildings on campus. This includes in the privacy of your own office due to the air-conditioning systems distributing the smoke to other offices in the same zone.

### EMPLOYEE ALCOHOL AND ILLEGAL DRUG USE

In accordance with federal and state laws and because of the potential detriment to the health and well-being of its employees, all employees (including full-time, part-time, temporary, and

intermittent) are prohibited from engaging in the unlawful use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages, controlled substances (including marijuana) and other dangerous drugs on the campus of Georgia Tech (including all property owned or leased by Georgia Tech) and at all Georgia Tech activities, including approved off-campus events.

Georgia Tech requires its employees to comply with all federal, state, and applicable local laws pertaining to the use, possession, manufacture, distribution, dispensation, and sale of alcohol and controlled substances including marijuana. Employees shall not use any substance in any manner that impairs performance of assigned duties or adversely affects Georgia Tech business.

### **WORK WEEK**

Georgia Tech's workweek is from 00:01 a.m. Thursday to the following Wednesday midnight. A minimum work week of forty hours is observed by full-time staff personnel. The requirements of the various operations of the Institute are highly diverse, and work schedules are adopted to meet these needs. The schedules for a given department are established by the department head and are subject to the approval of the Administrative Officer. The Administrative Office shall be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The lunch period may be either an hour or half hour at the discretion of the individual department.

### **COMP TIME**

As an employer, Georgia Tech is subject to the Fair Labor Standards Act (FLSA or the Act). Under the provisions of the Act, all clerical, technical, maintenance, custodial and undergraduate student employees are considered nonexempt employees and, as such, are covered by the Act. All executive and professional employees are exempt from the provisions of the Act. Employees with research titles are also exempt from the provisions of the Act. Research titles are comparable to the professional titles assigned to academic faculty.

Under no circumstances will overtime be paid or compensatory time be granted to employees who are exempt from the provisions of the Fair Labor Standards Act. Any questions as to whether an employee's position is considered exempt or nonexempt should be referred to the Compensation Administration Office in OHR at (404) 894-8459. The Act requires that all non-exempt employees report hours worked on a weekly basis on time cards or time sheets. The biweekly time sheets and time documents currently being used as the mechanism for reporting hours worked satisfy this requirement.

### **DRESS CODE**

Business Casual Dress Policy for summer and Fridays. It is the policy of the Georgia Institute of Technology that each employee's dress and grooming be appropriate for our work environment. The normal dress code will be relaxed during the summer to provide a more practical and comfortable clothing standard. This policy will be in effect at the beginning of the summer semester and ending after the Labor Day holiday. Fridays throughout the year will be designated as Business Casual Dress Day. It is the intent that each employee may choose to wear less formal attire as long as clothing is in good taste and will not negatively affect the Institute's image. Acceptable personal appearance is an ongoing responsibility of each employee. Specifically, "common sense" should be the basic guideline and employees should not wear suggestive attire, athletic clothing, shorts, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike image.

As always, supervisors are responsible for determining appropriate dress for each specific work situation or environment. Radical departures from conventional dress or personal grooming standards will not be permitted. When dealing with customers and the public, your attire should be consistent with a positive business image.

### **VISITORS IN THE WORKPLACE**

It is the policy of Georgia Tech to provide a workplace for all employees that is professional and free from distraction. Individual department managers may impose restrictions, which are considered appropriate to the successful operation of the individual unit, on visitors in the workplace. Except when authorized by the department-head/manager, all visitors including relatives of employees, who do not have official business with the department may be restricted from prolonged visits to the workplace.

Time spent attending to a personal visitor, especially a child, detracts from work production of not only the employee, but also co-workers. In no case should the work site become a substitute for a day care center. Work areas, laboratories, closed stacks, trade shops, machine rooms, and other Institute work areas should be off limits to anyone but employees authorized access to minimize physical risk to the individual as well as risk to the Institute. However, if visitors must visit risk-associated areas, they should be accompanied by an authorized employee.

## PHONES AND LONG DISTANCE POLICY

All faculty and staff offices are equipped with a phone line. Request additional services, such as long distance access and voicemail, through the SOE Administrative Manager. For other features, such as call waiting and call forwarding, see the Georgia Tech campus directory.

Local Calling: dial 9 + (area code) + number  
National Calling: dial 9 + 1 + (area code) + number  
International Calling: dial 9 + 011 + (country & city code) + number

It is the policy of Georgia Tech that the use of Institute's long distance telephone services is limited to official Georgia Tech business. Further, State law precludes Georgia Tech employees from using State resources for personal gain or benefit.

- Personal use is prohibited.
- Charges identified as unofficial are to be reimbursed by the caller.
- Violation of this policy may result in disciplinary action, up to and including termination.

Unofficial Calls: Long distance calls other than those on official Georgia Tech business are to be charged to home telephones or personal telephone calling cards.

### SECURITY

All concerns and emergencies should be reported to Campus police, which can be reached at (404) 894-2500.

## **AVAILABLE EQUIPMENT IN THE ADMIN OFFICE AND SUPPORT SERVICES**

### **COPIER MACHINE**

The School has a medium-volume copier on the second floor in room 203. This machine is fitted with an electronic auditron and only individuals with accounts are able to use the machine. Student Assistants will be available to handle reasonable copying jobs with advance notice of at least 48 hours.

There is a small copier in the Economics Administrative Office which can be used for small copying jobs.

### **COPIER ACCOUNTS**

Faculty and staff are permitted to have a copier ID account. Use of the copy machine with your given ID number is restricted to copying material in support of general education, administrative, or unsponsored research. ID accounts will also be set up for sponsored projects. Faculty, PI's or Instructors are responsible for making sure only authorized individuals are given access to the numbers. High volumes of copies will be charged to sponsored projects or TARA funds.

ID account numbers and pass codes can be obtained from Jyldyz Hughes, Administrative Manager in the Economics Administrative Office.

### **FAX MACHINE**

There is a fax machine in the Economics Administrative Office, which is available for business related communications by faculty and staff during office business hours. The number is 404-894-1890.

### **KEYS**

Faculty and staff will receive keys for their offices. Obtain keys from Jyldyz Hughes, SOE Administrative Manager. All keys checked out must be returned before termination for final paychecks to be processed.

### **OFFICE SUPPLIES**

Most day-to-day supplies are kept on-hand. To obtain supplies, see one of the Student Assistants in the SOE Main Office. Supplies that are not stocked may be requested through Jyldyz Hughes, Administrative Manager.



## **REPORTING OF LEAVE**

### **CONSULTING**

The Institute encourages faculty consulting, defined as "professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists." The maximum number of permissible consulting days is 13 business days per quarter, or 52 business days per fiscal year. The faculty member must complete a consulting form naming each client and the total number of consulting days. These forms must be resubmitted to the Chair at the start of every fiscal year. The complete policy is detailed in the Faculty Handbook in the section titled "Institute Policies, Consulting."

Teaching classes at other universities falls under consulting, provided the classes do not exceed the "1 day per week" rule.

Consulting activities should not conflict with a faculty member's class schedule. However, in the event that there is a conflict, it is the responsibility of the faculty member to make alternative arrangements for the class rather than canceling it.

Paid consulting is not allowed by those who are working under an H1-B visa.

### **VACATION REPORTING**

Earned vacation time for staff shall be taken at times mutually acceptable to the employee and his or her immediate supervisor. Approval for leave authorization should be requested from the supervisor. The Administrative Manager will provide a reporting form each month.

### **SICK LEAVE REPORTING**

Sick leave is earned in proportion to the time worked at the rate of one working day (eight hours) per calendar month. All absences due to illness or injury to the employee or the employee's immediate family or because of bereavement should be called into the employee's immediate supervisor as soon as possible. Report these absences appropriately at the beginning of each month online through TimeOut. If sick leave is claimed for a continuous period in excess of one week, a physician's statement is required to permit further leave with pay.

Sick leave will not be paid out upon termination of employment.

### **FAMILY LEAVE**

An employee who has been employed on a full-time basis for at least twelve months is eligible for twelve work weeks of family leave during a twelve month period commencing on the date the family leave begins. Administrative Staff may use accrued vacation during a family leave, as well as accumulated sick leave with the permission of the Chair. If vacation and/or sick hours are not an option, time taken will be unpaid, with insurance payments being solely the responsibility of the employee.

### **WORKER'S COMPENSATION**

All work related injuries must be reported immediately to the Administrative Manager. An emergency information folder is located in the SOE Main Office.

## **SEXUAL HARASSMENT**

It is the policy of this Institute that no member of its community, including faculty, staff, or students, should be subjected to sexual harassment by another. This policy and procedure is intended to create an atmosphere in which individuals who believe that they are the victims of harassment are assured that their complaints will be dealt with fairly and effectively. Toward this end, the Georgia Institute of Technology supports the principle that sexual harassment represents a failure in ethical behavior and that sexual exploitation of professional relationships will not be condoned.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or (3) such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. Either men or women may be the initiators or victims of sexual harassment. Training classes to help faculty, staff, and students learn to avoid sexual harassment are offered on a regular basis by Georgia Tech. Training information can be found at <http://www.trainsweb.gatech.edu>.

## **GEORGIA OPEN RECORDS ACT**

As a state university, Georgia Tech is subject to the provisions of the [Georgia Open Records Act](#), which provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. The Act requires that Georgia Tech produce public documents within three business days. If you receive a request for records under the Act, please call the Office of Legal Affairs immediately (404-894-4812); if the request is in writing, fax the request to their office (404-894-3120).

## **CONTRACTS**

You should not sign a document unless you have express written authorization from the president to do so. If you know which office on campus should handle the matter, you should forward the document to that office. If not, you may forward the document to Office of Legal Affairs.

For purposes of this topic, a contract is any agreement between GIT and another, whether or not it is titled a contract. It includes any agreement made on behalf of GIT in which the parties make legally enforceable commitments. Other terms sometimes used to refer to a contract include, but are not limited to, agreement, letter of agreement, letter of intent, memorandum of understanding, consortium agreement, operating agreement, and equipment loan. The Procurement Department is another source of information regarding contracts.

## **STUDENTS' RIGHTS**

The [Family Educational Rights and Privacy Act \(FERPA\)](#) guarantees students access to their educational records and prohibits disclosure of educational records without a student's consent. If you have specific questions regarding educational records, please contact the School of Economics Administrative Office.

**GIFTS**

Any questions regarding the receipt of gifts should be addressed at the following website:  
<http://www.policylibrary.gatech.edu/book/export/html/428>

## FACULTY AND STAFF

### Academic Year 2017- 2018

#### Tenured/Tenure-Track

Willie Belton	Associate Professor
Tibor Besedes	Associate Professor
Shatakshee Dhongde	Assistant Professor
Mikhail Klimenko	Associate Professor
Michael Kummer	Assistant Professor
Seung Hoon Lee	Assistant Professor
Haizheng Li	Professor
Patrick McCarthy	Professor
Juan Moreno-Cruz	Associate Professor
Usha Nair-Reichert	Associate Professor
Matthew Oliver	Assistant Professor
Christine Ries	Professor
Olga Shemyakina	Associate Professor
John Tone	Professor and Interim Chair

#### Visiting/Temporary

Parks Dodd	Lecturer
Richard Fritz	Lecturer
Danny Hughes	Lecturer
Levent Kutlu	Visiting Assistant Professor
Peter Meenan	Lecturer
Juan Rubio Ramirez	Lecturer
Derek Tittle	Lecturer

#### Emeritus

William "Bill" Schaffer

#### Staff

Brittani Braswell	Communications Coordinator
Casey Hampton	Retention and Recruitment Advisor
Anthony Gallego	Academic Program Manager
Jyldyz Ismailova-Hughes	Administrative Manager

## ACRONYMS

**CETL** - Center for the Enhancement of Teaching and Learning  
<http://www.cetl.gatech.edu/>

**CPBIS** – Center for Paper Business and Industry Studies

**CRC** – Campus Recreation Center

**G & C** - Grants and Contracts

IAC Contact – Sharon Crouch [sharon.crouch@iac.gatech.edu](mailto:sharon.crouch@iac.gatech.edu)

**GCATT** - Georgia Center for Advanced Telecommunications Technology

**GTRI** - Georgia Tech Research Institute

**HSOC** – School of History and Sociology

**IC** – Instructional Center (many Econ classes are taught there)

**IAC** - Ivan Allen College

**ICPA** – Institute Communications and Public Affairs

**INTA** – Sam Nunn School of International Affairs

**LMC** – School of Literature, Media and Communication

**ML** – School of Modern Languages

**OHR** - Office of Human Resources

**OIE** - Office of International Education (<http://www.oie.gatech.edu/>)

**OIT** - Office of Information Technology

Help desk [helpdesk@iac.gatech.edu](mailto:helpdesk@iac.gatech.edu)

**OSP** - Office of Sponsored Programs

IAC Contact – David Selman: [david.selman@gatech.edu](mailto:david.selman@gatech.edu)

**SOE** – School of Economics

**SPP** – School of Public Policy

## GEORGIA TECH GENERAL CAMPUS INFORMATION

Financial Network, through CorpRate, employees can save time and money on a variety of personal financial products including auto insurance, homeowner's and renter's insurance. **CorpRate** has established discount corporate rates with many of the nation's leading insurance providers. **CorpRate** conducts price comparisons and then presents participants with up to three competitive price quotes.

Georgia Institute of Technology offers a childcare program through partnership with the R. Kirk Landon Learning Center. The facility cares for children 6 weeks to 4 years old. Should employees need a temporary facility, they should contact the childcare center. Tours of the Center are given every Tuesday at 10:30 a.m. For more information, call 404-249-1500 or refer to <http://centers.brighthorizons.com/TechHomePark/>

Dining and cafeteria services are available on campus. Other restaurants are located near the campus. A retail mall next to the bookstore consists of a barbershop, convenience store, computer store and travel agency. Several banks have branch offices near the campus, and automatic tellers are located in the Georgia Tech Student Center

## FINANCIAL PROCEDURES

### SPONSORED PROGRAM PROPOSAL SUBMISSION

All proposals must be routed through Janet Murray in the Ivan Allen College. She should be notified of upcoming proposal submissions as soon as possible. Janet serves as the liaison with the Office of Sponsored Programs and will assist in budget preparation. Once contracts and grants are awarded, she will track account status, budgetary changes and contract deliverables.

### PAYROLL

Direct deposit is suggested for all full-time employees. Information regarding direct deposit can be found in TechWorks. <http://www.ohr.gatech.edu/payroll/paycheck>

Payroll schedules:

- Fiscal employees (Research faculty, salaried staff and GRA/GTA): Last working day of month.
- GRA/GTA and Academic faculty: last working day of the month.
- Hourly employees (students and staff – time sheets required): bi-weekly.

### PURCHASING

- Purchase of \$499.99 or less can be made by an individual with prior approval of the Chair.
- Purchases of \$2,499.99 or less can be made with the School purchasing credit card. To have the Administrative Manager make a purchase for you, provide the description of the merchandise (type, style, part#, vendor, address and/or fax number).

- Computer equipment over \$3,000 must be purchased through Buzzmart.
- Orders less than \$5,000 can be placed directly with the vendor.
- Orders greater than \$5,000 must go to Purchasing and will be sent out for bidding. Usually three vendors will be included in this bid process. If you know a vendor you would like to bid, please list them. If you must have a particular item priced over \$5000, a Sole Source Justification can be completed. See the Administrative Manager for details.

For additional purchasing information, including items listed on state contract, please refer to the Procurement Services website: <http://www.procurement.gatech.edu/>

#### **COMPUTER EQUIPMENT**

- The SOE Administrative Manager and the Ivan Allen College IT manager coordinate all equipment orders. They will write the order and process it.
- The Communications Coordinator coordinates all software orders.

#### **REIMBURSEMENTS**

Submit your receipt to the Administrative Manager, with an explanation of the expense and the project to be charged. All reimbursements will be made by direct deposit to your primary account of record.

#### **GEORGIA TECH FOUNDATION**

All GTF Purchases must be processed by the Administrative Manager. Forward all requests, along with the account number, to the AM.

#### **GEORGIA TECH FOUNDATION EXPENDITURE POLICY**

The Georgia Tech Foundation receives and manages private contributions made for the support of the Georgia Institute of Technology. All expenditures of funds from Foundation accounts must be consistent with the intention of the donor and the purpose and mission of the Institute.

**Restricted Funds.** Any restriction imposed by a donor on the use of funds will be strictly observed. Questions concerning the specific application of donor-imposed restrictions will be resolved by consultation with the donor if feasible. If the donor cannot be consulted, any such question will be resolved by the officers of the Foundation.

Funds which are restricted by the donor for the general support of a school, college or other campus unit may be used at the discretion of the unit head for any purpose which in his or her judgment supports or enhances the educational or research functions of the unit.

**Corporate Liaison Funds.** Contributions received through the Corporate Liaison Program are allocated for the unrestricted use of campus units based on the interaction of individual members of the unit with CLP member companies. These funds may be expended upon approval of the unit head for any purpose related to the employment of members of the faculty and staff by Georgia Tech. Allowable expenditures include travel to professional conferences, books, professional society dues, campus office furnishings, and computer hardware and software. See External Affairs for a list of CLP members.

**Unrestricted Funds.** Expenditures from the unrestricted income of the Foundation must fall within the annual budget approved by the Board of Trustees and must be used for the purpose specified by the administration in its budget request or in any amendment thereto.

**Moving Expenses** will be paid up to the approved budget amount within guidelines approved the Provost's Office.

**Miscellaneous Small Needs** and other discretionary funds are budgeted specifically to cover expenses of campus units, which may not be paid from state funds. These funds may be expended up to the approved budgeted amount upon approval by the head of the appropriate campus unit.

**Title to Property.** Items purchased with Foundation funds become the property of the Georgia Institute of Technology. Exceptions are made in the case of personal computers purchased through the Faculty Computer Program and may be made for items purchased from Corporate Liaison funds with prior authorization from the head of the appropriate campus unit.

**Reimbursable Expenditures.** All requests for reimbursement to individuals for expenses incurred by them, including direct payments on credit cards, must be approved by the campus administrator to whom the individual requesting reimbursement reports within ten days.

**Check Request Guidelines.** All requests for expenditures of Foundation funds are subject to review by the Board of Trustees of the Foundation. The administrative head of any unit receiving Foundation funds may be asked from time to time to provide the Board of Trustees with an explanation of the relationship of expenditures by the unit to the academic and research mission of the Georgia Institute of Technology. Please make sure you submit signed original receipts.



## TRAVEL POLICIES AND PROCEDURES

All travel policies and procedures are covered at the following website:

<http://www.procurement.gatech.edu/travel.php>

Fill out the forms as completely as possible. Employee should attempt to estimate the cost of the trip to best of his or her ability. Itinerary is a point-to-point description of the destinations to be visited during the trip. The purpose section of the form is the explanation and reason for the trip. It should be complete and explicit. All expected excessive expenditures must be justified on the Travel Authority.

### TRAVEL AUTHORITY

A Travel Authority form must be filled out online anytime an employee travels and must be approved by the School Chair before the trip takes place.

### EXPORT CONTROLS

For international travel, use the two-page Travel Authority International Form, found at the same link above. Clarification on the Export Control Policy can be found at [www.export.gatech.edu](http://www.export.gatech.edu)

### TRAVEL AGENT FOR DIRECT AIRFARE BILLING

Travel Incorporated is a full service travel agency that serves Georgia Tech. faculty, staff and students for business travel. They are the only travel agency authorized to directly bill the Institute for Georgia Tech business airfare tickets. **The approved e-Travel Authority must be faxed to Travel, Inc. before they will confirm the purchase of the ticket.**

Phone: (770) 291-5190

Toll Free: (877) 548-2996

Fax: (770) 291-5175

### MODE OF TRANSPORTATION

Reimbursement will be authorized for the most economical mode of transportation consistent with the purpose of the travel. Out-of-state reimbursement will be limited to the contract airfare rate for that location. Using the state contract for airfare is not required if a less expensive fare is available and desired. Shuttle service, taxi or public transport fees may be reimbursed when incurred in connection with common carrier transportation to and from airport or meeting places. If receipts are not available, a point-to-point explanation must be given for each such item.

### AIR TRANSPORTATION

A complete view of air transportation policies can be found at:

<http://www.policylibrary.gatech.edu/business-finance/air-transportation>

The Georgia Department of Administrative Services has contracted with several airlines to provide travel services. Flights covered must be used by the contracted airline. See the Policies & Procedures Manual on the web for contract, restrictions, and exceptions.

City pairs on State Contract can be found at:

<http://www.procurement.gatech.edu/travel/arrangements#airfare>

Reimbursement is limited to coach fare unless:

- Space is not otherwise available
- A licensed medical practitioner certifies that specific arrangements are required.

Documentation must be included with the Travel Expense Statement (TES).

Tickets may be purchased directly from the airline, from a travel agency or on the web. Use of the Diners Club or American Express corporate travel card is a convenient method for charging airfare and either card provides additional insurance for the traveler. The traveler must purchase the ticket and request reimbursement on the TES form, although the air ticket charge may be reimbursed prior to the actual travel date.

The passenger receipt must be presented with the TES in all instances. Electronic ticketing (e-ticket) is encouraged to facilitate ticket booking, delivery and exchange.

Travel agency transaction fees are fully reimbursable in connection with Institute air travel.

#### **PRIVATE VEHICLE**

A complete view of private vehicle transportation policies can be found at:

<http://www.policylibrary.gatech.edu/business-finance/ground-transportation-mileage-parking-taxi-and-rail>

Reimbursement for the use of a personal vehicle is at the rate provided by state law. The rate is currently \$0.54 per mile for actual official mileage traveled.

Odometer readings must be provided and personal miles deducted. Mileage is recorded from the office Monday through Friday, even if you leave before or after office hours, and from home only on Saturday and Sunday. The license number of the vehicle must be reported.

When a private vehicle is authorized for out-of-state travel, reimbursement for mileage cannot exceed the minimum standard common air carrier rate. Meals and lodging en route to the destination may not be claimed for reimbursement during the period when the traveler would not be en route if they were traveling by common air carrier.

The departure point for weekend or holiday travel is the employee's actual point of departure. Monday through Friday, no matter the time of day, the departure point is the traveler's headquarters.

Reimbursement to the home airport may be made for one round-trip to the airport and parking or two one-way trips to the airport if no parking is claimed. Either way, the departure point can only be to and from the workplace Monday through Friday or to and from home on the weekend. **The standard mileage from GT is 15 miles and from GTRI-Cobb is 25 miles.**

Toll and parking expense reimbursement requests should be supported by receipts. If receipts are not available, a written explanation should be made on the Travel Expense Statement.

### **RENTAL VEHICLE**

A complete view of rental vehicle transportation policies can be found at:

<http://www.policylibrary.gatech.edu/business-finance/rental-vehicles>

Rental transportation will not be authorized routinely for the execution of official duties involving high volume travel for which transportation by a personally or institutionally owned vehicle would be more appropriate.

Rental of luxury vehicles is not permitted. Personal accident insurance is not reimbursable. Collision insurance is reimbursable. See the P&P Manual on the web for details of contract with National Car Rental and Hertz Car Rental. Other rental cars charged to the Diners Club include primary collision damage (CDW) insurance coverage. National Car Rental is under non-mandatory contract with the State of Georgia. The contract rental rates include collision and liability insurance coverage at no additional cost. Details can be found under Automobile Rentals at State of GA website. Hertz Car Rental is under contract with Georgia Tech. Details of the non-mandatory contract can be found at: <http://www.procurement.gatech.edu/travel/arrangements#rentalcar>. In addition to rental fees, reimbursement will be made for gasoline (original receipts must be presented), tolls (receipts or explanation presented) and parking (receipts or explanation presented). A paid, itemized receipt must be submitted for reimbursement.

### **LODGING**

A complete view of lodging policies can be found at:

<http://www.policylibrary.gatech.edu/business-finance/lodging>

Minimum rate accommodations should be utilized and “deluxe” hotels and motels avoided. Reimbursement is limited to the actual cost of lodging and is limited to the single room rate. When the room is shared with other state employees on travel status, reimbursement will be calculated on a pro rata share of the total cost and must be claimed separately by each employee.

Charges for in-room movies, laundry service, and health/fitness club fees are not reimbursable. Reasonable expenses for porters and baggage handling are reimbursable.

When traveling within the State of Georgia on official business, the traveler is exempt from county and municipal excise tax. Copies of the form are available in the Accounts Payable.

Payment for hotel and motel expenses will be made in the form of reimbursement to the traveler and cannot be paid directly to the hotel. Claims should provide the date, location, and amount of each lodging and supported by a “paid” copy of the bill.

## **REGISTRATION FEES**

A complete view of registration fee policies can be viewed at:

<http://www.policylibrary.gatech.edu/business-finance/conference-registration>

Registration fees required for participation in conventions or conferences must be supported by a "paid" receipt or a copy of the front and back of a canceled check. The registration form copy must be submitted with the payment request. Payment for registration may be in one of two ways:

- Paid by the traveler and reimbursed
- Prepaid using the Check Request Form (the form must be supported by two copies of the completed registration form).

## **TELEPHONE CALLS**

A complete view of miscellaneous travel expense policies, including telephone calls, can be viewed at: <http://www.policylibrary.gatech.edu/business-finance/miscellaneous-travel-expenses>

Expenses for official business telephone calls are reimbursable. Phone calls home are not official. The TES must show the business purpose for each individual call over \$3.00.

## **INTERNATIONAL TRAVEL**

A complete view of foreign travel policies can be viewed at:

<http://www.policylibrary.gatech.edu/business-finance/foreign-travel>

The conversion rate used for currency conversion should be included on the TES. Reimbursement for meals is limited to actual and reasonable costs with receipts, subject to campus unit approval. If receipts are not available, the Federal meal per diem rates will be used for travel to cities outside of the United States. A copy of the Federal meal per diem should accompany the TES. See <http://www.state.gov/m/a/als/prdm/> for Federal per diem rates. Business class airfare will not be reimbursed through the Institute.

## **MEAL ALLOWANCES**

A complete view of meal allowance policies can be found at:

<http://www.policylibrary.gatech.edu/business-finance/meals-and-incidentals-travel-expenses>

### **Meal Expenses Associated with Overnight Travel within Georgia**

Employees traveling overnight may be reimbursed for the actual costs of meals within certain limits. The maximum reimbursement for three meals is \$28.00 per day for travel within most areas of Georgia. Reimbursement for meals within a 30-mile radius of an employee's headquarters or residence is generally not allowable, unless in conjunction with a Georgia Tech sponsored event (see section 14.0 - Off Campus Workshops for Faculty and Staff). If meals are included with a conference registration, the associated meal costs are to be deducted from the daily meal limitation.

### **Meal Expenses Associated with Overnight Travel within High Cost Areas in Georgia**

In some areas of Georgia, employees may experience higher costs that cause the employee to exceed the general meal limits. In recognition of this situation a maximum reimbursement of \$36.00 for three meals per day has been established for the following locations designated "high cost areas": Metropolitan Atlanta (Cobb, DeKalb, Fulton, and Gwinnett counties), Augusta (Richmond County), Brunswick (Glynn County) and Savannah (Chatham County). Employees are considered traveling in high cost areas of Georgia when their official responsibilities must be performed at a location in the high cost area. Employees who are not both working and spending the night in lodging in a designated high cost area are subject to the general (maximum \$28 per full day) meal limits. The meal limits may be considered as a single daily total. When working and spending the night in lodging the following meal limits (including partial day reimbursements) apply.

### **Meal Expenses Associated with Overnight Travel Outside Georgia**

(Domestic USA and International)

Meal expenses will be reimbursed for at the federal per diem (less the federal "incidentals" allowance) rate established for the travel destination. Reimbursement for alcoholic beverages is not permitted. The TechWorks Employee T&E System will pull rates effective at the time of travel for the travel location where the employee spends the night. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel, and deductions must also be made for any meals that have been provided.

### **Allowable Meals**

#### **Breakfast**

**In conjunction with overnight lodging:** On the date of departure, breakfast is reimbursable if departure from headquarters or home (whichever is nearer the destination point) is prior to 6:30 a.m. and the meal is purchased beyond the 30-mile radius of home or headquarters.

**For day travel without overnight lodging:** When travel does not require overnight lodging, breakfast is reimbursable under the following circumstances:

If the employee travels more than 30 miles from home or headquarters, **and** The employee departs from home or headquarters prior to 6:30 a.m., **and** The workday is extended to 13 hours or more on the day of travel. Breakfast is also reimbursable if the employee departs from home/headquarters prior to 6:30 a.m. **and** the employee travels more than 30 miles from home or headquarters. When staying at a hotel where **full** breakfast is provided with lodging, the amount for breakfast should be deducted from the day's meal limit.

#### **Noon Meal**

**In conjunction with overnight lodging:** On the date of departure, the meal is reimbursable if departure from headquarters is prior to 10:00 a.m. and on the day of return if return to headquarters is after 2:00 p.m.

**For day travel without overnight lodging:** The noon meal is not reimbursable unless:

Unusual circumstances prevail which are individually approved by the institution in advance.

Provided by law.

The employee was away from home on the work assignment for more than 13 hours

The meal is an integral part of a scheduled meeting with formal agenda and the individual is an official representative of the Institution. Reimbursement is authorized if the meeting is with persons outside the employee's department and if the meeting continues during the meal. Employees cannot be reimbursed for meal expenses if they leave the premises of the meeting site.

The meal is part of a scheduled intra-departmental meeting or training session. The meeting or training must continue during lunch and employees are not permitted to leave the premises of the meeting site. A formal agenda must be submitted with the reimbursement request, the meeting must be at least 6 hours in length, and must be held 30 miles or more from the employee's office.

The meal is part of a required registration fee  
These exceptions must be approved in advance.

### **Dinner**

**In conjunction with overnight lodging:** On the day of return, dinner expenses are reimbursable if return to headquarters is after 7:30 p.m.

**For day travel without overnight lodging:** When travel does not require overnight lodging, the dinner meal is reimbursable under the following circumstances: If the employee travels more than 30 miles from home or headquarters, **and** The employee returns to home or headquarters after 7:30 p.m., **and** The workday is extended to 13 hours or more on the day of travel.

Employees may also be reimbursed for a dinner meal that is part of a scheduled intra-departmental meeting or training session. The meeting or training must continue during lunch and employees are not permitted to leave the premises of the meeting site. A formal agenda must be submitted with the reimbursement request, the meeting must be at least 6 hours in length, and must be held 30 miles or more from the employee's office.

Reimbursement can be made for meals that are an integral part of a scheduled meeting with formal agenda if the individual is an official representative of the Institution. Reimbursement is authorized if the meeting is with persons outside the employee's department and if the meeting continues during the meal. Employees cannot be reimbursed for meal expenses if they leave the premises of the meeting site.

Meals that logically could be eaten before departure or after return from travel status will not be allowed.

### **Taxes and Tips**

Taxes and tips are to be included in the total expense for the meal.

### **Entertainment Expenses**

Entertainment expenses are processed through the Georgia Tech Foundation, unless the sponsored funding specifically permits this type of expense. An itemized receipt, list of attendees, and business purpose for meal must be included.

Employees must report individual meal expenses on the Travel Expense Statement. If a co-worker "picks up the tab", each employee must report their portion of the actual expenses on their TES and personally reimburse the individual who paid the bill.

## **TRAVEL EXPENSE STATEMENT POLICY and procedure**

Travel expenses reimbursement statements should be prepared and turned in to the SOE Administrative Manager within 10 working days of the travel, and no later than 30 days. Any expense statement submitted after 30 days requires a memo of explanation signed by the traveler, the School Chair and the Provost.