Georgia Tech | School of Economics

FACULTY AND STAFF HANDBOOK

UPDATED JANUARY 21, 2016

CALENDAR OF EVENTS 2015-2016

AUGUST	11	PHD ORIENTATION
	12	MASTERS ORIENTATION
	17	FIRST DAY OF CLASSES
	18	WELCOME BACK BASH
	20	FACULTY MEETING

SEPTEMBER	7	LABOR DAY – NO CLASSES
	8-11	CAREER WEEK
	16	COFFEE CHAT
	18	SEMINAR SERIES – KYLE BAGWELL
	21-25	GRADUATE SCHOOL WEEK
	25	PROGRESS REPORT DEADLINE

OCTOBER	2	SEMINAR SERIES – FRANK LICHTENBERG
	3	TAILGATE VS. UNC
	12-13	FALL BREAK – NO CLASSES
	15	COFFEE CHAT
	16	SEMINAR SERIES – TODD CHERRY
	23	SOE ALUMNI RECEPTION
	24	IAC HOMECOMING BRUNCH
	30	SEMINAR SERIES – ARIK LEVINSON

NOVEMBER	12	TAILGATE VS. VIRGINIA TECH
	13	SEMINAR SERIES – CLAUDIA OLIVET
	25-27	THANKSGIVING BREAK – NO CLASSES
	29-30	EXTERNAL REVIEW TEAM VISIT

DECEMBER	1	EXTERNAL REVIEW TEAM VISIT
	2	END OF SEMESTER & GRADUATION CELEBRATION
	4	LAST DAY OF CLASSES
	7-11	FINAL EXAMS
	11-12	COMMENCEMENT
	12	SOE HOLIDAY PARTY
	14	GRADE SUBMISSION DEADLINE
	21-25	WINTER BREAK – CAMPUS CLOSED

JANUARY	11	FIRST DAY OF CLASSES
	13	NEW FACULTY/STUDENT LOUNGE OPENING
	18	MARTIN LUTHER KING JR. DAY – NO CLASSES
	26	PIZZA WITH PROFESSORS

FEBRUARY	5	SEMINAR – JEFF COHEN
	12	IAC SHADOW DAY

	12	SEMINAR – RICHARD AKRESH
	15	TEA TALKS
	19	PROGRESS REPORT DEADLINE
	26	SEMINAR – TOBIAS KRETSCHMER
MARCH	**9**	MS OPEN HOUSE
	11	SEMINAR – SINAN ARAL
	18	SEMINAR – ARNAUD CROSTINOT
	21-25	SPRING BREAK – NO CLASSES
	29	SOE PANEL – FUTURE OF THE AUTOMOBILE
APRIL	**1**	IAC SHADOW DAY
	6	TOUR OF THE FEDERAL RESERVE BANK OF ATLANTA
	7	IAC APPRECIATION DAY
	8	SEMINAR – PETER SCHOTT
	12	RECOGNITION LUNCHEON
	15	SEMINAR – JOSHUA LINN
	22	SEMINAR – JAY PIL CHOI
	26	LAST DAY OF CLASSES
	27	END OF YEAR CELEBRATION
	28-30	FINAL EXAMS
MAY	**1-5**	FINAL EXAMS
	6-7	COMMENCEMENT
	9	GRADE SUBMISSION DEADLINE

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
221 Bobby Dodd Way, MC #0615
Atlanta, GA 30332

LOCATION:
Old CE Building - #58 on Campus Map

USEFUL LINKS:
- Georgia Institute of Technology
- Ivan Allen College of Liberal Arts
- School of Economics
- Center for Paper Business and Industry Studies (CPBIS)
- Faculty Handbook
- Classified Employee Handbook
- Georgia Tech Fact Book
- WEB Policies
- Board of Regents Policies and Procedures
- GT Administrative Policies and Procedures
- Additional Resources

DEPARTMENT ADMINISTRATIVE CONTACTS:

CHAIR: David N. Laband
APPOINTED BY: Dean of the Ivan Allen College
TERM OF APPOINTMENT: Five Years, Renewable
COMPENSATION: Negotiated Between Dean and Chair

PRIMARY RESPONSIBILITIES:
- Overall responsibility for the School of Economics
- Ensure compliance with Institute policies and procedures
- Work with Office Manager to develop operating budget
- Make TARA allocations and other spending decisions as needed
- Oversee faculty and staff recruiting
- Work with staff to develop annual objectives
- Develop annual reviews of faculty and staff performance
- Provide recommendations on periodic peer reviews
- Provide recommendations on faculty candidates for promotion and/or tenure
- Appoint Program Directors
- Appoint Chair of RP&T 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 of 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 Reviews in early summer, requesting his or her assistance by providing a letter evaluating the candidate's submitted materials with particular focus on research materials and the impact of the candidate's research

DIRECTOR OF UNDERGRADUATE PROGRAMS: Usha Nair-Reichert
APPOINTED BY: SOE Chair
TERM OF APPOINTMENT: One Year, Renewable
COMPENSATION: One Course Reduction & One Month Summer Salary

PRIMARY RESPONSIBILITIES:
- Oversee all SOE undergraduate major and minor programs
- Conduct orientation for freshmen undergraduate students in August
- Chair the Undergraduate Curriculum Committee to address programmatic matters and make recommendations to the SOE Policy Committee
- Work with the Chair, as needed, on Institute Curriculum Committee approvals
- Evaluate foreign credit transfer and Advancement Placement Exam requests
- Work with the Academic Advisor on the teach 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 program
- Work with Communications Coordinator on student awards, ODE, and similar activities
- Attend undergraduate related meetings at Georgia Tech relevant to the development and management of the undergraduate programs
- Interface with the Office of the Registrar, International Programs, Undergraduate Research, and Dean of Students as needed for undergraduate program related matters
- Interface with International Affairs and Modern Languages 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 undergraduate 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: Vivek Ghosal
APPOINTED BY: SOE Chair
TERM OF APPOINTMENT: One Year, Renewable
COMPENSATION: One Course Reduction & One Month Summer Salary

PRIMARY RESPONSIBILITIES:
- Primary responsibility for the M.S. and Ph.D. 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 program
- 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 Chair on Ph.D. student funding
- Identify outside funding opportunities (dissertation fellowships, conference support, etc.) for Ph.D. students
- Work with the Chair on GTA assignments
- Attending graduate program related meetings at Georgia Tech relevant to the development and management of the programs
- Organize and oversee all aspects of the Ph.D. qualifying (after first year) and field (after second 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 Ph.D. and M.S. graduating students and oversee the preparation of Ph.D. students for the academic job market
- Be the initial point person for all academic issues affecting Ph.D. and M.S. 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; all faculty members are invited to contribute through 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 via paper ballot, e-mail, or a web-based mechanism such as SurveyMonkey. Absent faculty are permitted to vote by proxy. Votes are recorded and reported by the Chair. Draft minutes are circulated following the meeting; all faculty members have the opportunity to respond to these minutes.

STAFF:

ADMINISTRATIVE MANAGER: Jyldyz Ismailova-Hughes
PHONE: (404) 894-2621
EMAIL: jyldyz.hughes@econ.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 the funds
    - Responsible for purchasing all items over $5,000 and verifying all other purchases
    - Process all faculty and staff reimbursements
    - Monitor P-Card purchasing
    - Process all Georgia Tech Foundation (GTF) and Georgia Tech Research Corporation (GTRC) expenses
- 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 time each month
    - Advise Chair on requirements for P&T packages, prepare P&T packages for SOE P&T meetings, communicate with P&T Committee, communicate with external P&T reviewers, etc.
    - Complete annual staff appraisals
    - Update Faculty & Staff Handbook
    - Enter and process time documents for hourly employees
    - Process all payroll related activities/updates such as buyouts, salary changes, etc.
- 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 US 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 Department on access and emergencies
    - Annually update Emergency Evacuation Plan and Redbook

ACADEMIC ADVISOR: Anthony (Tony) Gallego
PHONE: (404) 894-4917
EMAIL: 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 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.

Specific duties include but are not limited to the following:
- Meet with students concerning questions and issues regarding various aspects of the 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 inquires
- Respond to academic administration and faculty requests for assistance in administrative, recruitment, or student related matters
- Prepare assessment reports, maintain student related records, and keep current student databases for undergraduate, M.S. and Ph.D. students
- Review, approve, and process curriculum related actions
- Work with the Sam Nunn School of International Affairs (EIA) and the School of Modern Languages (GEML) on joint degree programs
- Facilitate admission process for Ph.D. students, including applications, F-1 visas, etc.
- Facilitate enrollments of non-GT transfer students and transfer of Georgia Tech from/to the SOE
- Provide specific student guidance during the 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 as 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 exams
- Perform other related tasks as assigned by the School Chair

ENGAGEMENT & COMMUNICATIONS COORDINATOR: Jade Hill
PHONE: (404) 894-4919
EMAIL: jade.hill@econ.gatech.edu

The Engagement and Communications Coordinator is responsible for all marketing and branding activities for the School of Economics, including social media and the website, attends recruitment activities, plans and executes all School events, designs and implements retention and 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
    - Develop and maintain a database of the School's alumni and communicate with them 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
- MARKETING/BRANDING
    - Work with SOE Directors of Undergraduate and Graduate Programs to ensure that SOE materials for the academic degree programs are current and distributed to respective stakeholders
    - Write and design a bi-annual newsletter and send to the School's students, alumni, friends, and other stakeholders
    - Monitor and update website content
    - Act as the point of contact between the SOE and the Georgia Tech Communications Unit
    - Design and purchase promotional giveaways
- 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 Georgia Tech, IAC Shadow Day, FUTURES, and Girls Night Out, and develop appropriate SOE collateral for these events
    - Act as point of contact for 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
    - Reserve appropriate locations for SOE meetings and events, both on and off campus
    - Assist SOE Seminar Series faculty member with planning seminars and workshops

- o Plan annual SOE parties and assist in planning special events
- o Assist in the development and presentation of student orientations
- o Plan and order catering for SOE meetings and events
- o Take pictures at SOE events or assign an assistant to do so
- o Work with Undergraduate Director to prepare nominations for awards
- o Purchase awards and ensure proper presentation at the Georgia Tech Honor's Luncheon
- o Photograph and publicize award winners in the SOE newsletter and website
- WEBSITE MAINTENANCE
  - o Update featured news and events, media, syllabi, etc.
  - o Create new faculty, staff, and student pages and maintain existing ones
  - o Update all social media daily or as necessary
- GENERAL OFFICE SUPPORT
  - o Develop and maintain the SOE Calendar of Activities for the School and the Institute, including administrative events such as faculty recruiting, annual mailings, etc.
  - o Manage SOE Mercury (Institute News and Events Management System) content to ensure all news and events are published and current
  - o Receive and display materials for general and student bulletin boards, remove outdated materials, and arrange in an orderly and neat manner
  - o Manage conference room reservations for non-teaching purposes
  - o Maintain and update the SOE Directory
  - o Assist with any other duties as assigned by the School Chair

STAFF POLICIES

Because the size of the administrative staff in the School is small, it is very important that we all 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 <u>at least one staff member</u> be in the office between 8:00 AM and 5:00 PM, there is flexibility in staff starting times. For example, one staff member might work 7:30-4:30 while another works 8:00-5:00. However, it is not permissible to alter starting times day-to-day or week-to-week. It is not permissible to work an additional hour on one day to 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 help 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 the workday. In many cases, personal business can be scheduled so it does not conflict with the workday. However, in an 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 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. If you are unable to send a message to the Help Desk, please 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 Georgia Tech purchased desktop PCs home. The SOE has been fortunate in being able to provide faculty with a new computer every 2 ½ - 3 years. We hope to continue this policy. Also, Georgia Tech has accommodated the faculty in allowing faculty to sign out 'replaced' office computers for home use. At the same time, Georgia Tech's accommodation policy is not intended to equip faculty home offices with new desktop computers. The SOE policy is consistent with this. In particular:

1.) a faculty member who receive a new office desktop PC may fill out a request form for taking the old desktop PC home. Several faculty members have done this and, thus far, there have been no problems;
2.) newly purchased desktop PCs for a faculty member's office may not 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 one desktop computer and one laptop for home use. Since many faculty members are not using laptops as an office computer, these faculty members may have two laptops: one for home and one for the Georgia Tech office. Faculty cannot, however, have two laptops for home use with a desktop in the Georgia Tech office.

NOTE: Desktop computers and laptops are GT property. We cannot use state money (which includes TARA funds) to support non-faculty use. If the office computer is replaced and a faculty member signs out the older PC for home use, he or she must return any other PC that has been signed out to Georgia Tech.

EVALUATION PRACTICES AND POLICIES

PROMOTION AND TENURE

REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE

According to Georgia Tech policy, the Reappointment, Promotion, and Tenure (RP&T) 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 serve on the RP&T Committee.

In order to allow tenured faculty to have as much participation as possible in these deliberations (and because the number of tenured faculty in the School of Economics is relatively small), the RP&T Committee in the SOE 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 RP&T 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 him/herself from deliberating and voting on another Associate Professor's promotion to Full Professor.

All eligible faculty members are strong encouraged to attend meetings of the RP&T 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 RP&T Chair:
I.   Appointment: The School Chair shall appoint a member of the tenured faculty as Chair of RP&T Committee for a term of one to three years. When appointing a new RP&T Chair, the appointment will be made at the end of Spring Term.
II.   The Chair of the RP&T Committee has several responsibilities, including:
  a.   Serving as the School of Economics Representative on the Ivan Allen College RP&T Committee.
  b.   Attending the Ivan Allen College Promotion and Tenure Meeting held each fall.
  c.   Meeting with the School Chair and the Administrative Manager at the end of each spring semester in order to identify:
      i.   Tenure-track faculty members for promotion and/or tenure by the RP&T Committee in the next academic year;
      ii. Tenure-track faculty members for critical review for the following academic year.
  d.   Tenure and/or Promotion: For a candidate coming up for tenure and/or promotion in the Fall Term, the RP&T Chair will:
      i.   Work with the candidate in late Spring and early Summer in order to:

1. ensure, with the assistance of the Administrative Manager, that the candidate is aware of the timeline for submitting materials, prepares his or her materials in accordance with Georgia Tech policy, and meets submission deadlines provided by the Dean's Office;
            2. identify a list of potential External Reviewers.
    ii. Assist the School Chair in developing a separate list of potential External Reviewers. The School Chair, with assistance of the RP&T 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 names developed by the School Chair and RP&T Chair. From the full set of names submitted, the School Chair and RP&T Chair will select a list of at least eight External Reviews, with approximately 50% of the names coming from the candidate's list.
    iii. Work with the candidate on the materials to be sent to the 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 RP&T Chair will:
    i. Work with the candidate in the Fall Term in order to ensure, with the assistance of the Administrative Manager, that the candidate is aware of the timeline for submitting materials, prepares his or her materials in accordance with Georgia Tech policy, and meets submission deadlines provided by the Dean's Office.
    ii. Meet with the School Chair at the beginning of 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 RP&T Committee and at least <u>three weeks</u> before the meeting:
    i. A member of the RP&T 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 (books, research monographs, journal articles, working papers, research grants, etc.)
            3. External Reviewer letters, for those candidates reviewed for tenure and/or promotion
            4. Conference and seminar presentations
            5. 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 RP&T Committee to provide a complete and objective summary of all the candidate's teaching and service materials.
            1. Relevant teaching materials include but are not limited to:
                a. Courses taught, number of students taught, and course syllabi
                b. Student evaluations and peer-reviewed teaching assessments
                c. Textbooks or other course development materials

         d.   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.

    2.   Service materials include but are not limited to:

         a.   Evidence of School, College, or Institute citizenry such as committee assignments, recruiting activities, student advising, etc.

         b.   Extracurricular activities related to one's profession such as board membership, editorships, appointments to editorial boards, grant and journal reviewer activities, speaking invitations, etc. and any other materials that inform the committee of the candidate's service to the School, College, Institute, and community.

g.   Performing additional responsibilities of the RP&T Chair including:

    i.   Schedule needed meeting(s) – normally mid-to-late September for P&T and mid-December for critical/periodic review.

    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 decisions 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 RP&T Committee and School Chair

III.   Following deliberations, the RP&T Chair must write a letter to the School Chair that summarizes the RP&T Committee deliberations on the candidate's research, teaching, and service contributions. A draft copy of the letter should be circulated to all members of the RP&T Committee for their additional input and suggested revisions.

GUIDELINES FOR PROMOTION AND TENURE

The School of Economics processes and procedures pertaining to faculty are governed by the rules and procedures outlined in the Georgia Tech 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 outline institute policies and procedures relative to review, promotion, and tenure. Working backward from the document submission deadline indicated by the Provost, the Chair of the RP&T Committee sets a dossier submission deadline to the individual(s) undergoing review. In the case of promotion and tenure review, the School Chair and the candidate jointly determine the list of individuals from whom external letters of recommendations are solicited. The finial decision regarding whom from the list is selected to provide recommendations rests with the School Chair and the RP&T Committee. The candidate submits the dossier to the RP&T 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 Ivan Allen College RP&T Committee.

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 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 undergraduate research projects. Assessment of a candidate's teaching performance must be based on students' class evaluations, 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 or her contribution.

   The following examples illustrate the 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 Georgia Tech.
   • 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 organization, and serving as referees for textbooks, journals, and research proposals.

B. Tenure

In contrast to promotion, which is based on an individual's scholarly merit, tenure represents the School's selection of a faculty member 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. The primary 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 of Economics' RP&T Committee, and the School Chair will provide statements and supporting documentation.

C. Promotion to 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, the College, the 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 Georgia Tech Faculty Handbook. Working backward from the document submission deadline indicated by the Provost, the Chair of the RP&T 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 RP&T Committee, which reviews it, makes a recommendation, and forward the dossier with its finding to the School Chair. The School Chair separately performs his or her evaluation and forward the entire dossier to the Ivan Allen College RP&T Committee.

Consistent with Georgia Tech policy, the RP&T 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 to teaching and service. It is incumbent on the committee to evaluate whether the candidate is on track toward 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 RP&T 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 will review the recommendation, including his/her own, with the candidate and counsel the candidate appropriately.

E.   Periodic Peer Review

Institute policies and procedures relative to Periodic Peer Review (PPR) are outlined in Section 3.3.10 of the Georgia Tech Faculty Handbook. Working backward from the document submission deadline indicated by the Provost, the Chair of the RP&T 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 RP&T 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 RP&T Committee by the date requested by the Chair of the RP&T Committee. The RP&T Committee then prepares and submits its recommendation letter to the Dean of the Ivan Allen College of Liberal Arts. Recommendation of a five-year review requires the individual to demonstrate continuing performance, standards, and excellence with the expectations outlined in Sections 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 criteria 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 RP&T Committee. The committee's decision of criteria is final.

TEACHING EXPECTATIONS

GENERAL

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 is typically 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 Survey results are considered by the SOE Chair when developing annual reviews of faculty teaching performance.

PEER-REVIEWED TEACHING EVALUATIONS

In Spring 2001, Georgia Tech adopted a policy that required Schools to 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 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 under review.
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 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 under review.
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 four courses per year. To provide professional development opportunities, tenured and tenure-track faculty are eligible for 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).

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.

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 and not a three course reduction.

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 leave, illnesses, or unforeseen circumstances that result in many faculty members being away from the School during that semester. This is to ensure that everyone in a given area (e.g. macroeconomics) is not gone at the same time, thereby jeopardizing programs and students. Further, approval of PDA is conditioned on the applicant demonstrating that any previous PDAs were spent productively.

BUYING OUT TIME

Sponsored Research:
Consistent with Institute policy, faculty in the SOE can buy out of courses – with a maximum of two courses per year and subject to course staffing needs – only if the course reduction is associated with sponsored reach 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, for help in developing budgets. In most circumstances, the cost associated with a course reduction reflected 12.5% of a faculty member's salary for each course bought out. The Institute also imposes a Facilities and Administration (F&A) rate; please see the table below:

Facilities & Administrative Rates	On-Campus (Off Campus)
Research Capped (Federal Grants and Non-DoD Contracts)	55.9% (26.0%) FY16 Provisional Rate
Research Uncapped (DoD Contracts & Industry Subcontracts under DoD)	59.6% FY16 Provisional Rate
Industrial (Non-Federal, International, and Non-Georgia State and Local Government entities)	61.8%
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% FY16 Provisional Rate
Instruction	53.92% FY16 Provisional Rate
Monthly Tuition Rates for Resident Instruction	$1,489.00/Monthly
Fringe Benefits	30.0% FY16 Provisional Rate
Partial Benefits	1.5% FY16 Provisional Rate
Limited Benefits (NEW! Part time: 50%-74% time)	21.3% FY16 Provisional Rate
Graduate Student Health Insurance	3.0% FY16 Provisional Rate

The following rates for Resident Instruction and Other (all non-GTRI) will be in effect for the period beginning July 1, 2015:

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 (25%) 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.

SEARCH AND HIRING PRACTICES

The School Chair is ultimately responsible for coordinating faculty searches and hiring. IN meeting this policy, the Chair will be guided by and follow Institute Policies, the IAC Protocols for Faculty Hiring, and the IAC Commitment to a Diverse Community.

The Chair defines the position for search, however faculty input in this determination is both traditional and expected. The Chair constitute 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 complete, 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. These votes are advisory to the Chair.

OFFERING THREE-YEAR CONTRACTS

Georgia Tech cannot legally offer a faculty member a "three-year contract" explicitly or implicitly. In most cases, the units do not put a statement concerning the annual reappointments in the offer letter. That explanation is typically handled via a verbal exchange between the unit head and the candidate.

RECRUITING EXPENSES

For those faculty members who significantly help in recruiting at conference, the member's TARA will b 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 activates (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 faulty members to use their resources on the highest valued research activities. TARAs will be provided to all tenure-track faculty members; 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 of Georgia 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 for each TARA account.

FACULTY MENTORING

Consistent with the objectives of a Research I University, the School of Economics at Georgia Tech expects all permanent faculty members to actively engage in research and scholarly work that contributes to the discipline's body of knowledge. Included among research activities are sponsored and non-sponsored research that generates high quality papers in peer-reviewed journals, books, and research monographs; having or developing a clear research agenda, works in progress, and working papers that lead to high quality research monographs, books, and peer-reviewed journal publications; and presenting one's research at conferences and seminars.

In addition to their research responsibilities, all faculty members must be effective in their teaching responsibilities. The SOE's diverse course offerings and the School's service responsibilities to the Institute require that the SOE faculty continue to offer innovative and excellent instruction to its collect set of students.

Proving 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 (RP&T) process at Georgia Tech.

To facilitate and 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, the School Chair will assign a mentor to each untenured tenure-track faculty mentor. The mentor will normally be a member of the SOE tenured faculty.
- The mentor's responsibilities include:
    - Regularly meeting (at least twice a semester) with the assigned tenure-track faculty advise in order to:
        - Insure that the advisee is aware of research, teaching, and service expectations in the SOE and Georgia Tech
        - Insure that the advisee is aware of the RP&T policies and procedures at Georgia Tech (including where to find these materials on the Georgia Tech website) and has navigated Georgia Tech's Aware of Decision in Evaluating Promotion and Tenure (ADEPT) website
        - Discuss progress and/or concerns that the advisee has on his or her research, teaching and/or service activities
        - Assist the advisee, as needed, in obtaining information on programs available at Georgia Tech (such as the CETL Teaching Fellows Program) that will help a tenure-track faculty member better meet one's research, teaching, and service responsibilities at Georgia Tech
    - Meeting with the Undergraduate and Graduate Directors at the end of each academic semester, as needed, to discuss issues related to a tenure-track faculty member's teaching effectiveness
    - Meeting with the School Chair in the Spring Semester to discuss a tenure-track faculty member's progress and identify areas of concern.

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.

For the Old CE Building, the following information applies:

Building Manager: Sam Aral – (404) 385-2264

Fire Alarm Control Panel Location: East & West Ends of 3rd Floor Hallway
East & West Ends of 2nd Floor Hallway

Fire Extinguisher Location: East End of 3rd Floor Hallway
East & West Ends of 2nd Floor Hallway

Tornado Shelter Location Ground Floor

Defibrillator Location: East End of 1st Floor Hallway

AWARDS AND SCHOLARSHIPS

AWARDS

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 the SOE Academic Advisor.

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 in the Sam Nunn School of International Affairs.

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 in the School of Modern Languages.

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 the SOE Academic Advisor.

Omicron Delta Epsilon Outstanding Student Award
Omicron Delta Epsilon and the School of Economics present this award to the ODE senior and graduating M.S. student who achieve the best overall academic record. The award consists of $300 and a plaque. The recipient(s) is/are determined by the ODE Faculty Advisor.

SCHOLARSHIPS

Joel V. O'Neal Scholarship
This $1,000 scholarship is awarded to a rising senior majoring in Economics, Economics and International Affairs, or Global Economics and Modern Languages. Up to four scholarships per year are awarded.

Recipients are determined by the Director of Undergraduate Programs in consultation with the SOE Chair and the SOE Academic Advisor. Selection is based completely on merit, defined in terms of academic performance as well as leadership and involvement in SOE activities and organizations.

GENERAL INFORMATION

Mail
The School of Economics' Campus Mail Code is 0615. Trays for outgoing mail are located in the mailroom 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 AM and 1:00 PM.

UPS
UPS should be brought to Jyldyz Hughes, Administrative Manager, in the School of Economics Mail Office for a scheduled pickup.

Business Cards
Send request for business cards to Jyldyz Hughes, Administrative Manager. Provide her with name, title, phone number, fax number, 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 website. If you have event you wish to see posted, send the details to Jade Hill, Communications Coordinator.

Room Reservations
To reserve Room 204, 310, or G10 in the Old CE Building, please contact Jade Hill 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.

Alcohol and Illegal Drug Use
In accordance with federal and state laws, all employees are prohibited from engaging in the unlawful use, possession, manufacture, and distribution, dispensation, and sale of alcoholic beverages, controlled substances, and other dangerous drugs on the campus of Georgia Tech and at all Georgia Tech activities, including approved off-campus events.

Work Week
Georgia Tech's workweek is from 12:01 AM on Thursday to the following Wednesday at 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 Manager. The SOE Main Office shall be open from 8:00 AM to 5:00 PM, Monday through Friday. The lunch period may be either an hour or a 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 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 the Office of Human Resources. The Act requires that all non-exempt employees report hours worked on a weekly basis on timecards or timesheets. The biweekly timesheets and time documents currently being used as the mechanism for reporting hours worked satisfy this requirement.

Dress Code
The SOE has a business casual dress policy for summer and Fridays. It is the policy of Georgia Institute of Technology that each employee's dress and grooming be appropriate for the 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 Summer Term and will end at the beginning of Fall Term. 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 button, baseball hats, or 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 students and the public, 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 manager 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, 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 worksite 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 authorized employees to minimize physical risk to the individual as well as 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. Any requests for additional services, such as long distance access and voicemail, should be made 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 + 001 + Country/City Code + Number

It is the policy of Georgia Tech that the use of the 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. As such:
- 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 for official Georgia Tech business are to be charged to home or mobile telephones.

Security
All concerns and emergencies related to phone security should be reported to Georgia Tech Police.

AVAILABLE EQUIPMENT

Copy 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 <u>advance notice of at least 48 hours</u>. There is a small copier in the SOE Main Office that may 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, PIs, and Instructors are responsible for making sure that 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 passcodes can be obtained from Jyldyz Hughes, Administrative Manager.

Fax Machine
There is a fax machine in the SOE Main Office, which is available for business related communications by faculty and staff during normal business hours. The number of (404) 894-1890.

Keys
Faculty and staff will receive keys for their offices. Keys should be obtained from Jyldyz Hughes, Administrative Manager. All keys checked out must be returned before termination for final paychecks can be processed.

Office Supplies
Most day-to-day supplies are kept in stock. 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 thirteen business days per quarter, or fifty-two 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 Georgia Tech Faculty Handbook in the section titled "Institute Policies, Consulting."

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

Consulting activities should not conflict with a faculty member's class schedule. However, in an 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 lease 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 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 works 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 School 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.

ADDITIONAL INFORMATION

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 the 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, 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 reasonably 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.

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 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, call the Office of Legal Affairs immediately; if the request is in writing, fax the request to the Office of Legal Affairs.

Contracts
You should not sign a document unless you have express written authorization from the President of Georgia Tech 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 the Office of Legal Affairs.

For purposes of this topic, a contract is any agreement between Georgia Tech and another, whether or not it is titled a contract. It includes any agreement made on behalf of Georgia Tech 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, contact Tony Gallego, Academic Advisor.

Gifts
Any questions regarding the receipt of gifts can be found in the Policy Library.

FACULTY AND STAFF

AY 2015-2016

Tenured/Tenure Track Faculty

Wille Belton	Associate Professor
Tibor Besedes	Associate Professor
Shatakshee Dhongde	Assistant Professor
Vivek Ghosal	Professor
Erik Johnson	Assistant Professor
Byung-Cheol Kim	Associate Professor
Mikhail Kilimenko	Associate Professor
Michael Kummer	Assistant Professor
Seung Hoon Lee	Assistant Professor
Haizheng Li	Professor
Pat McCarthy	Professor
Juan Moreno-Cruz	Assistant Professor
Usha Nair-Reichert	Associate Professor
Matthew Oliver	Assistant Professor
Christine Ries	Professor
Olga Shemyakina	Associate Professor

Research Faculty

Aselia Urmanbetova	Research Scientist

Visiting/Temporary Faculty

Parks Dodd	Part-Time Associate Professor
Rick Fritz	Part-Time Instructor
Brian Hunt	Part-Time Lecturer

Emeritus Faculty

William Schaffer	Professor Emeritus

Staff

Tony Gallego	Academic Advisor
Jade Hill	Engagement and Communications Coordinator
Jyldyz Ismailova-Hughes	Administrative Manager

ACRONYMS

CETL   Center for the Enhancement of Teaching and Learning

CPBIS   Center for Paper Business and Industry Studies

CRC   Campus Recreation Center

G&C   Grants and Contracts

GCATT   Georgia Center for Advanced Telecommunications Technology

GTRI   Georgia Tech Research Institute

HSOC   School of History and Sociology

IC   Instructional Center

IAC   Ivan Allen College of Liberal Arts

ICPA   Institute Communications and Public Affairs

INTA   Sam Nunn School of International Affairs

LMC   School of Literature, Media, and Communication

MODLANGS   School of Modern Languages

OHR   Office of Human Resources

OIE   Office of International Education

OIT   Office of Information Technology

OSP   Office of Sponsored Programs

SOE   School of Economics

SPP   School of Public Policy

GENERAL CAMPUS INFORMATION

Financial Network
Through CorpRate, employees can save time and money on a variety of personal financial products including auto insurance, homeowner, 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.

Childcare
Georgia Tech offers a childcare program through partnership with the R. Kirk Landon Learning Center. The facility cares for children six weeks to four years old. Should employees need a temporary facility, they should contact the childcare center.

DINING AND RETAIL SERVICES

Dining and cafeteria services are available on campus while additional restaurants are located near campus. Several banks have branch offices near campus, and ATMs are located in the Georgia Tech Student Center. Furthermore, there are retail services in the Georgia Tech Bookstore and elsewhere in Tech Square.

Student Center
Ground Floor:
- Panda Express
- Taco Bell
- Chick-fil-A
- Subway

Second Floor:
- Twisted Taco
- Dunkin Donuts
- Zaya Mediterranean
- Far East Fusion
- Ray's Pizza
- Café Spice Indian Cuisine
- Essential Eats

Bradley Building
- Highland Bakery

Clough Undergraduate Learning Commons
- Starbucks

Campus Recreation Center
- Freshens Smoothies

Eighth Street Curran Parking Deck
- Wing Zone

Tech Square
- Gyro Bros
- Yogli Mogli
- Subway
- Tin Drum
- Waffle House
- Ray's Pizza
- Starbucks
- Barrelhouse

Off-Campus
- The Varsity
- The Vortex
- Antico Pizza
- Takorea
- Wingnuts
- Sublime Doughnuts
- Papa John's
- Domino's
- Silver Skillet
- McDonalds
- Burger King
- Cookout
- Chick-fil-A
- Krystal

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 full-time employees. Information regarding it can be found in TechWorks.

Payroll Schedules
Fiscal employees (faculty, salaried staff, and GRA/GTAs are paid on the last working day of the month. Hourly employees, including students, are paid bi-weekly for the hours worked according to the timesheet.

PURCHASING

Rules on purchasing:
- Purchases of $999.99 or less can be made by an individual with prior approval of the Chair.
- Purchases of $4,999.99 or less can be made with the School Purchasing Credit Card (P-Card). To have the Administrative Manager make the purchase for you, provide the description of the merchandise (type, style, part number, vendor, address, fax number, etc.).
- Computer equipment over $3,000.00 must be purchased through Buzzmart.
- Orders less than $5,000.00 can be directly placed with a vendor.
- Orders greater than $5,000.00 must go through 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 $5,000, a Sole Source Justification must be completed. See the Administrative Manager for details.

For additional purchasing information, including items listed on state contract, please refer to Procurement Services.

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. See above for purchasing information.

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

The Georgia Tech Foundation receives and manages private contributions made for the support of 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.

Curriculum Development and Other Small Grants
These may be made from budgeted funds on approval by the Vice Provost of the Institute. They must be used for the professional development of the faculty or staff of the Institute or in connection with curriculum development or other programs or projects of benefit to the Institute, as specified at the time the grant application is made.

Moving Expenses
Moving expenses will be paid up to the approved budget amount within guidelines approved by the Office of the Provost.

Miscellaneous Small Needs
These 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 Georgia Institute of Technology. Exceptions are made in the case of personal computers purchases 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 Georgia Institute of Technology. Please make sure you submit signed original receipts.

TRAVEL POLICIES AND PROCEDURES

All travel policies and procedures are covered by Procurement and Business Services.

Fill out the forms as completely as possible. The employee should attempt to estimate the cost of the trip to the 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 link above.

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.   It is 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 purchase of the ticket.

Phone: (770) 291-5190
Toll Free: (877) 548-2996
Fax: (770) 291-5175

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

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 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 in the Policy Library. Re-imbursement for 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 stand 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 Georgia Tech is fifteen 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 polices can be found in the Policy Library. 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 for details of contract with National Car Rental and Hertz Car Rental. Other rental cars charged to the Diners Club include primary collision damage 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. In additional to rental fees, reimbursements will be made for gasoline, tolls, and parking as long as original receipts are presented. A paid, itemized receipt must be submitted for reimbursement.

LODGING

A complete view of lodging policies can be found in the Policy Library. 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 prorated share of the total cost and must be claimed separately by each employee. Charges for in-room movies, laundry services, 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 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 found in the Policy Library. 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 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

TELEPHONE CALLS

A complete view of miscellaneous travel expense policies, including telephone calls, can be found in the Policy Library. 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 found in the Policy Library. 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 the United States. A copy of the federal meal per diem should accompany the TES. Business class airfare will not be reimbursed through the institute.

MEAL ALLOWANCES

A complete view of meal allowance policies can be found in the Policy Library.

Meal Expenses Associated with Overnight Travel in Georgia
Employees traveling overnight may be reimbursed for the actual cost of meals within certain limits. The maximum reimbursement for three meals is $28.00 per day for travel within most of Georgia. Reimbursement for meals within a thirty-mile radius of an employee's headquarters or residence is generally not allowable, unless in conjunction with a Georgia Tech sponsored event. If meals are included with a conference registration, the associated meal costs are to be deducted from the daily meal limitation. Travelers are eligible for 75% of the total per diem rate on the first and last day or travel, and deductions must also be made for any meals that have been provided.

Meal Expenses Associated with Overnight Travel within High Cost Areas of 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: 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 meal limits. Travelers are eligible for 75% of the total per diem rate on the first and last day or travel, and deductions must also be made for any meals that have been provided.

Meal Expenses Associated with Overnight Travel Outside Georgia (Domestic USA and International)
Meal expenses will be paid for the federal per diem (less the federal "incidentals" allowance) rate established for the travel destination. 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 or 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, the meal is reimbursable if departure is prior to 6:30 AM and the meal is purchased beyond the thirty-mile radius of 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.
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 thirty miles from home or headquarters, and
  • The employee departs from home or headquarters prior to 6:30 AM, and
  • The workday is extended to thirteen hours or more on the day of travel.
Breakfast is also reimbursable if the employee departs prior to 6:30 AM and the employee travels more than thirty miles from home or headquarters.

Noon Meal:
In conjunction with overnight lodging – On the date of departure, the meal is reimbursable if departure is prior to 10:00 AM and on the day of return if return is after 2:00 PM.
For day travel without overnight lodging – The noon meal is not reimbursable unless:
  • Unusual circumstance prevail which are individually approved by the institution in advance.
  • The employee was away from home on the work assignment for more than thirteen hours.
  • The meal is an integral part of a scheduled meeting with a 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 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 six hours in length, and must be held thirty miles or more from an 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 PM.
For day travel without overnight lodging – When travel does not require overnight lodging, the dinner meal is reimbursable under the following circumstances:
- The employee travels more than thirty miles from home or headquarters, and
- The employee returns after 7:30 PM, and
- The workday is extended to thirteen hours or more on the day of travel.

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

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

Entertainment Expenses
Entertainment expenses are processed through 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 coworker "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 Expense Statement (TES) should be prepared and turned in to Jyldyz Hughes within ten working days of the travel, and no later than thirty calendar days. Any expense statement submitted after thirty days requires a memo of explanation signed by the traveler, the School Chair, and the Provost.