

School of Psychology Faculty Meeting

Tuesday, October 20, 2015

Present: Leslie DeChurch, Audrey Duarte, Susan Embretson, Randall Engle, Jamie Gorman, Chris Hertzog, Rustin Meyer, Scott Moffat, James Roberts, Wendy Rogers, Eric Schumacher, Jenny Singleton, Rick Thomas, Davood Tofighi, Paul Verhaeghen, Howard Weiss (Chair), Mark Wheeler

Administrative: Dawn Franklin, Jan Westbrook

Student Reps: Jessie Martin, Laura Schaeffer

1. General Announcements (Howard Weiss)
 - a. COSAB and Frontiers in Science Lecture
 - i. The College of Science's Advisory Board Meeting will be Thur/Fri of this week.
 - ii. Dr. Leslie DeChurch will be the key speaker - Frontiers in Science Lecture on Decoding Dream Teams on Thursday, 10/22 at 7pm in the Clary Theatre of the Bill Moore Student Success Center
 - b. Einstein Monument at Georgia Tech
 - i. The Einstein monument dedication will be this Friday, 10/23 (3:30pm, northwest corner of Tech Green). The dedication will be followed by a 4:30pm discussion titled "Albert Einstein and the Creation of the Modern World: A Gentle Introduction". Panelists will include Dean Paul Goldbart (CoS), Pablo Laguna (Chair, Physics), and Deirdre Shoemaker (Professor of Physics and Director of Center for Relativistic Astrophysics)
 - c. Faculty Research Lunches
 - i. The School of Psychology's first informal faculty research lunch discussion will be on Thursday, November 12th (Dr. Duarte will lead the talk)
 - d. Equipment
 - i. It was mentioned at the last Chair's meeting that we should start thinking about our departmental needs for large equipment. If you think of anything that you feel the School needs (large equipment/infrastructure kinds of things), please let Dr. Weiss know as soon as possible as there may be some funds available
 - e. School Website
 - i. Dr. Weiss is still interested in hearing from any one that would like to do a faculty blog for the website. The Institute is already hosting many of these types of blogs so we can provide examples and resources.
 - f. Undergraduate Majors
 - i. The Undergraduate Recruitment Committee (consisting of Audrey Duarte-Chair, Randy Engle, and Jenny Singleton) has been working very hard on recruitment strategies. Dr. Singleton and Dr. Duarte will discuss this in more detail.
2. Undergraduate Program Goals (Jenny Singleton)
 - i. Discussion of initiatives to further strengthen our undergraduate program
 1. Longer-range planning for course offerings/pattern and faculty assignments

- a. Dr. Singleton has been working with Dr. Weiss and Dr. Stanzione to develop an efficient model that informs students of what will be happening with courses a year in advance
 - b. Faculty should be receiving a survey from Dr. Stanzione about what kind of courses they are willing to teach. This does not mean that you are committing to teach a particular course, but is a way for the School to come up with a plan for the year and see where our critical needs lie
 - c. Also want to make sure we are placing excellent instructors in our early courses, being strategic about where we are placing our graduate student instructors, and scheduling our courses in such a way that our students can efficiently progress through their program
 - 2. Improving the Undergraduate Experience - ensuring the quality and rigor of the program
 - a. We have been surveying our undergrads on their experiences in our program (courses, finding lab opportunities, community-building, career and grad school planning, etc.)
 - b. Initiative includes the goal of increasing the feeling among our undergrads that they are part of a collective group
 - 3. Efforts to revitalize the Psych Club, Psi Chi, and Student Ambassadors are in progress
 - 4. Increasing visibility of available research opportunities for undergrads
 - a. Our current process is very informal
 - b. Ideas about how we can make it easier for undergrads to find out about research opportunities in our labs (including non-psych undergrads) are welcomed
 - c. Dr. Singleton will meet with Dawn to devise a way to make this information clearer and more easily accessible on the website
3. Recruitment Strategies (Audrey Duarte)
- a. The Undergraduate Recruitment Committee has been working on initiatives to grow our majors. These include:
 - i. Updates to the undergraduate content on the School website
 - 1. Adding former student testimonials
 - 2. Adding undergraduate research videos
 - 3. Exploring what other Schools in the College have been doing that we can also leverage
 - a. Updating our recruitment brochure and distributing at various events, to other Schools, etc.
 - b. Our existing brochure was recently mailed to 30 feeder high schools with a letter from the School Chair (this is new for us)
 - c. Taking a look at the School of Biology's summer research experience program for high school students to see if we can

develop something similar (research experience, including lectures, students pay for registration, no overnight stays, any excess funds from registration costs used to fund stipends, etc.)

- d. Dr. Weiss will be meeting with Lizanne DeStefano to talk about the CEISMC high school teacher summer internship program. We are thinking about using this model to bring in high school psychology teachers over the summer
 - e. Developing a video about the School of Psychology that can be featured on the website as well as distributed to high schools, at recruiting events, etc. (the College has agreed to cover a portion of the cost)
 - f. Utilizing the early acceptance list to call and welcome accepted students that have indicated an interest in psychology
4. Learning Environment Surveys (Howard Weiss)
 - a. Reminder to please make sure to complete the learning environment surveys (intended to be completed mid-semester to afford the opportunity to adjust teaching strategies if needed)
 - b. Feedback from faculty that have completed the surveys so far
 - i. Overall, the surveys have been useful for eliciting feedback from students and fostering a discussion between the faculty member and students about the structure of the course
 - ii. Would be good to know in advance when the surveys will be available online so that time for completion can be built into the syllabus
 5. Intro to Psych Research Requirement (Howard Weiss)
 - a. We need to make a decision about what the consequence will be for not fulfilling the research requirement for Intro to Psych.
 - b. Faculty agreed that we should have one School policy for all sections (including the consequence of a no show)
 - c. Dr. Weiss will form a Committee to address this. The goal is to come to an agreement before the end of the semester so that the policy can be reflected on the syllabi for next semester
 6. Laptop encryption (Howard Weiss)
 - a. Reminder to please make sure to have your laptop encrypted by Erik Brown and to complete the equipment loan agreement (we have had a number of instances of laptops being stolen and data being compromised)
 7. New Tech Temp and Consultant Guidelines (Dawn Franklin)
 - a. New Tech Temp guidelines under the Affordable Care Act
 - i. Maximum time that a tech temp can now work is 12 months or 1300 hours, whichever comes first, and then must have a 26 week break in service before being rehired into a temporary position (this includes any hours worked within

the USG system, so if the employee is working at GT and GSU, the hours worked within both appointments count towards the limit). The only temporary option beyond the one year/1300 hour limit is to hire through a GT contracted temp agency, which is very expensive)

ii. Please see Appendix A for information on the process

b. Consultants

i. GT purchasing now requires completion of a “Checklist for Determining Independent Contractor or Employee” form before an individual (not LLC, corporation, etc.) can be set up by purchasing as a consultant.

ii. Checklist is used to ensure that the individual is being properly classified as a consultant instead of employee (avoidance of huge fines to Institute for improper classification)

iii. GT purchasing reviews and informs the department if the consultant category is approved – Please see Appendix B for details on the form

iv. For contractors hired on sponsored projects, OSP is consulted for proper classification of the contractor (subcontract, vendor, contract labor, etc.)

v. All other consulting forms/requirements still apply (e-verify, sole source/brand if \$10,000 or greater, etc.) – Kaysha Corniffe can provide guidance on this

APPENDIX A

Hiring Tech Temps –New Guidelines under ACA

- Maximum time any tech temp can now work is 1300 hours or one year (whichever comes first) and then must have a 26 week break in service before being rehired into a temporary position
- Only other temporary option beyond the one year/1300 hour limit is to hire through a GT contracted temp agency (very expensive)
- 1300 hour maximum includes any hours worked within the USG system (if working at GT and GSU, the hours worked within both appointments count toward the limit)
- Process
 - Less than 6 month appointment
 - Does not require posting
 - Able to use miscellaneous tech temp job description
 - More flexibility with rate of pay (average for our School has been \$10-13/hr)
 - 6 month to one year appointment
 - Must post tech temp position and applicant must apply to it
 - Job description and rate of pay must conform to a current JCCS classification (currently, minimum rate for a Research Tech 1 is \$12.98/hour)
 - Candidate's experience must meet the minimum requirement (at least one year for our lowest level position. Note: OHR calculates work experience acquired as a student at ½ time)
- Both appointments require background screen
- If position is funded by state funds (start-up project, etc.), Admin Manager must submit a position request form to the College for approval (please allow extra time for routing through approval chain)
- OHR requires that we provide an end date at the time of hire. Position will automatically term on end date unless an extension is processed (via posting position, etc.)

CHECKLIST FOR DETERMINING INDEPENDENT CONTRACTOR OR EMPLOYEE

The Purpose of this form is to assist departments in determining whether an individual may be classified as an independent contractor. **Prior to** engaging any individual for services as an independent contractor an assessment based on Internal Revenue Service guidelines must be made and documented, and the department's human resources representative must approve the decision.

Do not complete this form if any one of the following statements is true:

- Service provider operates as a corporation, LLC, partnership or cooperative
- Individual is a research participant
- Individual is an invited guest speaker receiving an honoraria

Completed forms should be emailed to Procurement and Business Services at purchasing.ask@business.gatech.edu for review. If additional review is required, a review committee which will include the Tax Compliance Manager, Procurement and Business Services, Human Resources and Legal Affairs staff will make a determination.

GROUPS USUALLY PAID AS EMPLOYEES

- **Academic Activity** – Instruction services provided to enrolled students and for Georgia Tech programs
- **Former Georgia Tech Employee** – Person employed by Georgia Tech in any position within the last 36 months
- **Graduate Research Assistant, Graduate Teaching Assistant or Graduate Assistant** – Graduate students providing teaching, research, and staff duties
- **Individual who perform substantially similar services as those provided by GT employees** – All individuals, including student workers
- **Office management and accounting services** – individuals who perform substantially similar services to Georgia Tech employees not hired through an employment agency
- **Retired Individuals from University System of Georgia who are receiving benefits** – retired but working
- **Short-term direct support staff supervised by Georgia Tech faculty or staff** – duties often performed by Tech Temps
- **Student providing non-skilled services** – student assistants
- **Support services for programs and activities** – includes summer activities/camps, grading papers and other services
- **Temporary help** – includes event set-up, drivers, errands and various other services

This form should be completed on the computer and printed for signature. The following information is required when submitting the form to purchasing.ask@business.gatech.edu:

- Checklist for Determining Independent Contractor or Employee (pages 2 to 4 of this document)
- Scope of work/description of duties to be performed
- List of contractor's other clients

CHECKLIST FOR DETERMINING INDEPENDENT CONTRACTOR OR EMPLOYEE

PART 1- GENERAL INFORMATION

Service provider name:
Brief Description of work to be performed:
Period of Service: to **Other:**

Residency Status (check one)

U.S. Citizen
 Lawful Permanent Resident (Green Card Holder)
 Nonresident Alien

| No. | Description | Answer |
|------|---|--|
| 1.a. | Was this individual employed by Georgia Tech in any position within the last 36 months? If yes, please list the following and complete 1(b) – If No go to 2: Title <input type="text" value="Click here to enter text."/> Dept. <input type="text" value="Click here to enter text."/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1.b. | Is the individual to perform substantially similar services in a substantially similar capacity and under similar direction and control as when employed by Georgia Tech? If No, please attach a detailed explanation of the differences between the previous position and their new duties. <i>If a person formerly employed by Georgia Tech returns to perform similar duties, that person is an employee under most circumstances. Without substantial proof to the contrary, the IRS assumes this is a continued employment relationship.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Are Georgia Tech employees performing substantially similar services under substantially similar direction and control? <i>If a person is given direction and supervision similar to that of an employee, he/she is considered to be an employee under most circumstances. The IRS views such an arrangement as being subject to the control of the employer.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Will the individual provide instruction to Georgia Tech students or for Georgia Tech instructional programs? <i>If a person provides instruction services to Georgia Tech students or for Georgia Tech educational programs he/she is considered an employee unless other substantial factors indicate otherwise. The IRS has published guidance in which it classifies workers who provide services which are a key aspect of the employer’s trade or business to be employees. Instructors provide a service that is a key aspect of Georgia Tech’s mission of educating students.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Does the individual perform a similar service at another University System of Georgia institution as an employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |

“Yes” answers to the questions above indicate that the person is an employee. In the absence of substantial additional factors to be considered, stop here. (Additional information is available at <http://www.ohr.gatech.edu/hiringtalent>)

If you answered No to questions above proceed to **PART 2 – ADDITIONAL INFORMATION.**

CHECKLIST FOR DETERMINING INDEPENDENT CONTRACTOR OR EMPLOYEE

PART 2 – ADDITIONAL INFORMATION

The following questions are based on IRS guidance contained in IRS Publication 15a Employer’s Supplemental Tax Guide <http://www.irs.gov/pub/irs-pdf/p15a.pdf>

| BEHAVIORAL CONTROL QUESTIONS | | | | | |
|---|--|--|--|--------------------------|--|
| Check the box next to the statement that best describes how the individual will perform. | | | | | |
| No. | Description | | Characteristics that Lead to Employee Classification | | Characteristics that Lead to Independent Contractor Classification |
| 1. | Is the worker given specific instructions on any of the following : | | | | |
| 1a. | When and where to do the work | <input type="checkbox"/> | Georgia Tech provides instructions | <input type="checkbox"/> | Individual may choose where and when the work will be done |
| 1b. | What tools and equipment to use | <input type="checkbox"/> | Georgia Tech makes determination | <input type="checkbox"/> | Individual supplies tools and equipment |
| 1c. | What workers to hire or to assist with the work | <input type="checkbox"/> | Cannot hire assistants | <input type="checkbox"/> | Individual may hire assistants from own resources |
| 1d. | Where to purchase supplies and services | <input type="checkbox"/> | Georgia Tech determines purchase of supplies and services | <input type="checkbox"/> | Individual may purchase supplies and services from own resources |
| 1e. | What work must be performed by a specified individual | <input type="checkbox"/> | Georgia Tech specifies work performed by specific individuals | <input type="checkbox"/> | Individual may designate own employees to perform work |
| 1f. | What order or sequence to follow | <input type="checkbox"/> | Georgia Tech determines sequence | <input type="checkbox"/> | Individual may determine order and sequence |
| 2. | How training is provided | <input type="checkbox"/> | Georgia Tech provides training | <input type="checkbox"/> | Other than orientation in Georgia Tech policies and procedures, the individual is responsible for his/her own training |
| FINANCIAL CONTROL QUESTIONS | | | | | |
| 3. | Does the department intend to reimburse the worker for expenses? | <input type="checkbox"/> | Georgia Tech reimburses for business expenses | <input type="checkbox"/> | Individual pays own business expenses |
| 4. | Does the worker provide the tools and equipment necessary to perform the work? | <input type="checkbox"/> | Georgia Tech provides tools and equipment | <input type="checkbox"/> | Individual provides tools and equipment |
| 5. | Does the worker make his/her services available to other clients? | <input type="checkbox"/> | Individual’s services are not offered to other clients | <input type="checkbox"/> | Individual provides services to other clients |
| 6. | What are the payment arrangements? | <input type="checkbox"/> | Individual is paid on a basis similar to payroll (hourly, weekly or monthly) | <input type="checkbox"/> | Individual is paid based upon contract agreement terms |
| 7. | What is the extent to which the worker can realize a profit or loss? | <input type="checkbox"/> | Individual cannot realize a profit or loss | <input type="checkbox"/> | Individual may realize a profit or loss |
| RELATIONSHIP QUESTIONS | | | | | |
| 8. | Is there or will there be a written agreement between the worker and Georgia Tech? | <input type="checkbox"/> | Individual will not have a contract | <input type="checkbox"/> | Individual will have a contract |
| 9. | Will there be a requirement to carry general liability insurance? | <input type="checkbox"/> | Insurance is not required | <input type="checkbox"/> | Insurance will be required |
| 10. | Describe any other relationship requirements | <input type="text" value="Click here to enter text."/> | | | |
| 11. | Does the arrangement have a fixed end date? Are there renewal options? | <input type="checkbox"/> | Individual may resign position without obligations | <input type="checkbox"/> | Individual is obligated to fulfill terms of engagement |

CHECKLIST FOR DETERMINING INDEPENDENT CONTRACTOR OR EMPLOYEE

If the individual appears to be a contractor, please submit the following information to purchasing.ask@business.gatech.edu for final determination:

- Checklist for Determining Independent Contractor or Employee (pages 2 to 4 of this document)
- Scope of work/description of duties to be performed
- List of contractor's other clients

If the individual appears to be an employee, DO NOT COMPLETE THIS FORM. Contact the Office of Human Resources for guidance.

By signing below I certify that the information provided with this Checklist and the description of duties to be performed are complete and accurate.

Person hiring the individual and to whom the individual will report:

Signature: _____
Name (print): _____
Title: _____
Department: _____
Phone: _____
Date: _____

Human Resources Representative for Department:

Signature: _____
Name (print): _____
Title: _____
Department: _____
Phone: _____
Date: _____

The checklist is to be used to determine if an individual should be considered an employee or contractor. Once a determination is made the person hiring the individual and the department Human Resources Representative must complete the process by either entering a requisition in BuzzMart (for a contractor) or working with the Office of Human Resources (for an employee).

For Office Use Only

A determination has been made that the Service Provider is ___ an employee/ ___ a contractor.

Purchasing forwarded documents to offices checked below for additional review:

- Tax Office Legal Affairs Other _____

Notes:

Approved by: _____
Signature Department Date