



To: Brenau University Faculty and Staff

Dear Colleagues:

Since the founding of Brenau in 1878 as a private college for women, the institution has grown to a university with a larger student body, more buildings and land, and a variety of degree choices. However, no area is more important than a student-centered approach to serving our diverse population of students. As a strong and vibrant community of professionals, the faculty and staff make critical contributions as inspired teachers and dedicated employees who are recognized for their services to this university.

The *Faculty & Staff Guidelines/Employee Resource Manual* serves as a source of information and as a compilation of current policies, which are important for operating the university. The contents are not intended to create a contract between the institution and its employees, and these guidelines may change from time to time without further notice.

These *Guidelines* supersede all previous faculty guidelines and benefit provisions and are supplemented by other official documents such as the *Brenau University Catalog* and student handbooks. Questions of interpretation about this policy will be answered by the office responsible for the policy. Routine avenues of inquiry are open to faculty and staff who wish to pursue further questions of interpretation. Employees who raise questions of interpretation or note errors of fact or omission should bring these comments to the attention of the Office of the President or the Office of the Provost and Vice President for Academic Affairs or the Executive Vice President and Chief Financial Officer.

I wish you great success as you serve, teach, advise, volunteer and conduct research. Each of you is the best possible ambassador from Brenau University to our students. Have a great year!

Sincerely,

A handwritten signature in cursive script that reads 'Ed L. Schrader'.

Ed L. Schrader, Ph.D.
President