



## Faculty Handbook

# Lawrence Technological University

Office of the Provost

January 30, 1998

**Faculty Handbook  
LAWRENCE TECHNOLOGICAL UNIVERSITY  
Office of the Provost**

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1998**

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# 1.0 PURPOSE AND BACKGROUND

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## 1.1 INTRODUCTION

The primary purpose of the Faculty Handbook is to provide the faculty of Lawrence Technological University with the information they need to function effectively as continuing members of the University community and to successfully serve the primary constituency of the university--its students. The Faculty Handbook provides basic information about the University, its function, operation, and organization. It presents the role of the faculty in the institution, relationship of the faculty and students and describes benefits unique to faculty. The Faculty Handbook is the source and official register of policy affecting University faculty. It also identifies rights and responsibilities of individual faculty members.

The University recognizes three faculty classifications:

- I. Tenure-track faculty--full-time faculty on annual contract holding the rank of professor, associate professor, assistant professor or instructor. Tenure-track faculty are either tenured or on a tenure-track. Section 2 documents the responsibilities, rights, and benefits unique to tenure-track faculty and related policies, which include teaching, scholarship and service.
- II. Non-tenure-track faculty--full-time faculty on annual contract holding the rank of senior lecturer. Contract faculty are not eligible for tenure. Section 3 documents the responsibilities, rights and benefits unique to contract faculty and related policies, which include teaching and university service.
- III. Part-time faculty -- part-time, adjunct faculty on semester letters of agreement holding the rank of lecturer. Part-time faculty are not eligible for tenure. Section 4 documents the responsibilities, rights and benefits unique to part-time faculty and related policies, which include teaching.

Section 8 documents general academic standards applicable to faculty in all classifications and at all ranks. The remainder of the Handbook is informational.

Provisions of this Handbook relevant to faculty performance of academic duties are included by reference in the annual employment contracts or letters of agreement. This Handbook is not itself a contract of employment. Its sole purpose is to document the policies and practices adopted by the Board of Trustees to foster and promote the purpose and aims of the University, and is subject to change at any time by the Trustees as provided in Section 9 AMENDMENT AND REVISION. This Handbook replaces all previous editions, revisions and versions of the Handbook.

## 1.2 HISTORICAL PERSPECTIVE

Lawrence Institute of Technology was founded in 1932 by Russell E. Lawrence and his brother E. George Lawrence in response to important needs in the community. During a difficult period in history, the Lawrence brothers recognized the need for a higher\_education institution which would provide the opportunity for students to earn a high\_quality, technologically-oriented education, at an affordable cost, in a format which would permit them to work and attend college. They also recognized the importance of quality education to the development of business and industry. Since its founding, Lawrence Tech has been a leader and innovator in work/study programs, cooperative education, evening curricula, service to nontraditional students, and in its close interaction with business and industry. In addition to its full-time faculty, throughout its history, the university has been known for highly qualified guest teachers who are practicing professionals. The academic philosophy of the university is signified by its motto, "Theory and Practice."

Originally established as a College of Engineering where students would work during the day and attend evening classes, the university has evolved in both the breadth and format of its academic programs and in its role in the community.

In 1989, Lawrence Tech attained university status. Four colleges compose the academic units of the University. The colleges of Architecture and Design, Arts and Sciences, and Engineering offer undergraduate programs. These colleges and the College of Management offer graduate programs as well

as important service to the community through applied research, continuing education, professional, and cultural activities.

### **1.3 PURPOSES AND AIMS**

**Lawrence Technological University was founded as an independent non-profit institution of higher learning. The University provides educational programs, applied research, and community service.**

#### **1.3.1 Purposes**

**The purposes of the University are to cultivate in students the ability to think both critically and creatively; to develop their capacity for making sound judgments on the basis of valid information; to effectively communicate with others; and to encourage active and meaningful participation in their professions and in the life of their communities.**

#### **1.3.2 Aims**

**The particular aims of LTU include the following:**

**□□to offer, for qualified students, various and appropriate technological degree programs and curricula that seek to prepare students for certain professional fields or for further academic study;**

**□□to offer day and evening programs of study so that courses are available to employed students and others who otherwise might be unable to attend college; to schedule day and evening classes which complement each other so that students can minimize the length of time required to complete degree programs;**

**□□to maintain all programs at a high level of modern theory and current practice through constant review of the curricula;**

**□□to include in each curriculum a core of liberal studies within the framework of the overall purposes of a technological university; to design and present this common academic base in such a way as to encourage students to exercise an awareness of the ideals and institutions of their society; and to illustrate the relationship of these ideals and institutions to a student's personal and professional interests.**

## 2.0 TENURED AND TENURE-TRACK FACULTY

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In this section the term "faculty" means tenured and/or tenure-track faculty.

### 2.1 RESPONSIBILITIES

Professional expectations of Faculty are described in this section.

#### 2.1.1. Academic Teaching Policy

Teaching of credit bearing academic courses, studios, labs, etc. is the primary faculty responsibility. Academic teaching will be equitably established and measured for all full-time faculty. University, college, and program accreditation requirements will be fully met. Primary academic teaching provisions are:

[[high quality and continuously improving teaching.

[[separate course preparations normally not to exceed three per semester. Different preparations do not necessarily require different course assignments; what constitutes different preparations is to be determined by each college.

[[teaching in not more than two academic disciplines per semester. Disciplines are to be defined by each college.

[[guidance/supervision of students enrolled in a total of up to six student credit hours per semester who are engaged in directed/independent studies. One semester credit hour of academic teaching will be assigned for every seven student credit hours per semester, e.g., 17 student credit hours would result in two semester hours being credited to the academic teaching load of the responsible faculty member.

[[teaching in the Fall and Spring semesters, with classes to be distributed over 12 months only by advanced mutual agreement between the faculty member and the Department Chairperson, with concurrence of the Dean.

[[teaching in day and evening sections.

[[teaching assignments that consist of 12 credit hours per semester or the equivalent.

Credit hour equivalencies are as follows:

#### College of Architecture and Design:

The standard for a full teaching assignment is 24 credit hours per academic year, not to exceed 14 contact hours per week. This standard is based on the following standard teaching assignment for the academic year: four freshman studios; three sophomore to graduate design studios; or two studios and two lecture courses. Credit and contact hours for graduate courses for which graduate tuition is charged are multiplied by 1.33 for compliance with this criterion.

#### College of Arts and Sciences:

The standard for a full teaching assignment is 12 credit hours per semester, averaged over an academic year, not to exceed 14 contact hours per week. Credit and contact hours for graduate courses for which graduate tuition is charged are multiplied by 1.33 for compliance with this criterion.

#### College of Engineering:

The standard for a full teaching assignment is 12 credit hours per semester, averaged over an academic year, not to exceed 14 contact hours per week. Credit and contact hours for graduate courses for which graduate tuition is charged are multiplied by 1.33 for compliance with this criterion.

College of Management:

The College of Management offers only graduate programs. The standard for a full teaching assignment is 12 credit hours per semester, averaged over an academic year not to exceed 14 contact hours per week. Credit and contact hours for graduate courses for which graduate tuition is charged are multiplied by 1.33 for compliance with this criterion.

Conditions influencing the teaching load:

☐ Administrative responsibilities

☐ Sponsored projects and assignments

☐ Increased or decreased participation in advising and/or university service

☐ Other extraordinary conditions, as agreed to by the Department Chairperson or division head, and approved by the Dean.

All conditions affecting teaching assignments shall be recorded in detail on the Academic Appointment (faculty contract form) authorized or issued by the Provost and maintained in the Provost's office. Conditional influences shall expire with the contract, and shall be separately agreed to and justified again in any subsequent contract.

#### 2.1.2 Faculty Responsibilities Other Than Academic Teaching

The University policy concerning faculty responsibilities other than academic teaching is described in this sub-section.

Professional responsibilities normally expected of all faculty include:

☐ Regularly scheduled office hours, and other office hours by appointment. Office hours are to be sufficient in number and scheduled as conveniently as possible to serve the corresponding enrolled student body, and are to be publicly posted and available in the department or Dean's office, and available on LTUINFO so that appointments can be easily made for students.

☐ Student advising and retention. Advising consists of providing guidance to the student in selecting courses, academic majors or minors, career objectives, employment and graduate schools; or, in seeking University support services, but does not include psychological counseling. To this end, the University will provide faculty with appropriate information and training.

☐ University/college/department service. Contingent upon administrative agreement, a faculty member may elect to teach additional hours in lieu of student advising or other University service.

☐ Professional development.

☐ Curriculum development.

☐ Professional society membership.

☐ Community service.

Additional professional responsibilities normally expected of all faculty are:

- to completely fulfill professional obligations to the University before engaging in non-university work-related activities.
- to constantly strive to improve teaching methods and to maintain and improve academic competence.
- to consider alternative educational practices, new delivery modes, and distance learning approaches.
- to protect both the academic and personal privacy of students and colleagues.
- to assure that student needs have the highest faculty priority.
- to respect the intellectual integrity of students and colleagues, encourage informed dialogue, and protect responsible dissent.
- to render services in departmental, divisional, and college activities, including student academic and career advising, committee membership, curricular improvement, and professional assistance to student groups. Attendance is expected at university, college, department, and committee meetings for which adequate notice is provided.
- to hold classes as scheduled, or, with the approval of the Department Chairperson or Dean, to arrange for a suitable substitute if needed, or for alternate course work assignments, and to give sufficient notice of any cancellation.
- to confine lecture and related classroom activities to topics which fall within areas of competence and are germane to the course.
- to clearly state the following within a syllabus distributed to students in the first week of the semester: course objectives and procedures, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes, a schedule of topics (consistent with the official course syllabus), identification of the required text and any other materials, and office hours for help outside of class time.
- to fairly critique, and promptly return all student work.
- to specify in advance all required textbooks and course materials, thereby enabling the administration to make them available to students, through appropriate and advance requisitioning through the University Bookstore.
- to request library holdings and acquisitions needed for course requirements.
- to administer a final examination in each course at the time and place indicated in the final exam schedule, except in courses to which college faculty and administration mutually agree to an alternative.
- to complete professional responsibilities throughout the employment contract period, generally the academic year. The academic year for a full-time faculty member begins one week before classes start for the fall semester and ends one week following commencement. To be available (i.e. call for meetings, assemblies, planning and development activities) anytime classes are not in session during the academic year.
- to be knowledgeable of and adhere to all University policies and procedures, including the University policy on sexual harassment and equal opportunity.

[[to attend University commencement exercises, unless excused by the Dean.

### 2.1.3 Release Time

Release time may be granted for related academic activities and special duties, the most common of which are described in section 2.1.1 Academic Teaching Policy. The official teaching assignment is provided on a semester-by-semester basis by each faculty member's immediate supervisor, normally the Department Chairperson, and represents the determination of duties to be performed, except as indicated in previous subsections.

### 2.1.4 Policy on Overload Teaching

Faculty who are assigned more than the normal teaching load are paid for teaching overload at the then current part-time rate. Overload payments are made during the Spring semester. Department Chairpersons may not receive teaching overload payments. The University does not encourage overload assignments to faculty and approves them only under exceptional circumstances. Frequent teaching overloads may interfere with the ability of a faculty member to perform satisfactorily in other areas that are required for acceptable performance evaluation, promotion, tenure and retention.

### 2.1.5 Summer Teaching

Summer teaching engagements offered to faculty on academic year contracts are not counted in the academic year teaching assignments and are separately compensated at the current part-time rate, except as provided under section 2.1.1.

### 2.1.6 Department Chairpersons

Department Chairpersons are normally expected to carry a one-half teaching assignment during the academic year in regularly scheduled classes.

## 2.2 RIGHTS

Tenure-track faculty have the right:

[[to conduct their teaching, scholarship and service duties under terms of academic freedom.

[[to be active participants in the decision-making process as it pertains to curriculum, class scheduling, course offerings, development of programs, academic personnel selection, and teaching assignments.

[[to teach within their areas of competence and to be presumed to be an authority in their field and qualified professionally to assess student performance.

[[to be recognized as scholar-teachers, professionals and creative individuals.

[[to dismiss from class, or secure administrative withdrawal of students who constitute a disruptive influence or infringe upon the rights of others.

[[to be indemnified by the University against all actions brought against them as a result of the responsible and good faith performance of University duties.

[[to receive written performance reviews by their Department Chairperson or division head. The review shall include teaching, and scholarly, creative, professional and service aspects of their performance. Such reviews shall include a performance evaluation of any administrative or other special assignment by the

appropriate supervisor. Evaluation copies shall be available to respective faculty members with the right of written response.

[[to have reasonable access to their official files, including administrative files in the Office of Personnel Services and academic files in the Office of the Provost.

[[to receive compensation commensurate with professional responsibilities and performance, within the constraints of the financial health of the University.

[[to have reasonable levels of support, including clerical and technological services and equipment.

### **2.3 ACADEMIC FREEDOM**

The University subscribes to the principle of academic freedom--that is, the right of scholars to freely and responsibly teach, study, discuss, investigate, and publish. Faculty are entitled to freedom in research, and in the publication of the results with assistance within the limits of University resources, subject to appropriate performance of assigned professional responsibilities. Faculty are entitled to freedom in discussing course subjects, but shall not introduce controversial matter which has no relation to the class.

The concept of academic freedom must be accompanied by an equivalent measure of academic responsibility. As members of the larger social community, the faculty have the rights and obligations of any citizen. When they speak or write as citizens, they are free from University censorship or discipline and are expected to make clear that they are not representing or commenting for the University.

When faculty speak, or write as members of the University community, they must exercise professional care to be accurate and to respect the rights of others to express opinions with which they might not agree, in a spirit of courteous debate and healthy intellectual inquiry. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. Both the protection of academic freedom and the requirements of academic responsibility apply to all faculty.

### **2.4 RECRUITMENT AND APPOINTMENT**

Recruitment of new faculty is the responsibility of the academic Deans, with the advice and assistance of the faculty and Department Chairpersons. Authorized vacancies are publicized, and principal candidates are interviewed on campus by the Dean, the Chairperson, selected faculty, the Provost and the President. Candidates are normally required to make an oral presentation and to present evidence of scholarly or professional accomplishments. After considering advice from those interviewing the candidates, the Dean identifies the selected candidate to the Provost, who forwards a recommendation for the appointment to the President for final approval.

### **2.5 RETENTION**

The University's primary mission is teaching so that students will achieve acceptable learning in their chosen curricula for which they are qualified. Faculty are renewed or retained primarily on the basis of satisfactory performance of their regular academic duties. In the case of instructors, this includes timely promotion to assistant professor as provided in section 2.8. The short\_ and long\_ term needs of the University, changes in programs, requirements for other skills, enrollment trends, and other factors may all enter into the decision to retain or not to retain a non-tenured faculty member. The University specifically does not represent that a non-tenured faculty member will be reappointed at the expiration of any appointment period, nor does the option not to reappoint require a statement of cause. All terminations or non-renewals will be in writing and will be given by April 1 of the first employment year or by February 1 of subsequent years for termination at the end of that academic year.

Contracts for tenured faculty are renewed annually on the expectation of continued performance that complies with and does not abrogate the standards stated in the causes for termination of tenure contained in Section 2.9.7. Tenured faculty who receive an unsatisfactory performance evaluation shall develop a plan for improvement with their Department Chairperson, will be interviewed by their Dean and their performance will be reviewed at the end of each subsequent semester. If a satisfactory evaluation is not achieved during the next full semester to which an evaluation is applicable, a faculty performance review committee shall be formed by the Dean of the college from among the tenured faculty members of the University. The faculty performance review committee will review the performance of the faculty member (must remain private and confidential) and make their recommendation to grant or deny additional remediation to the Dean, who will forward it with his/her recommendations to the Provost. The committee should consider evidence of improvement in formulating their recommendation. If additional remediation is approved by the Provost, a satisfactory evaluation must be achieved during each of the next two full semesters to which an evaluation is applicable. In all other cases, a prima facie charge of "refusal to perform regular academic duties" shall exist and the Provost shall initiate the procedure in Section 2.9.7 to terminate the tenure of the faculty member.

Non-tenured faculty may be dismissed prior to the ending date of their current contracts for violation of the conditions of employment or University policy, for unethical behavior, for conviction of a felony, or for abuse of academic freedom, but only after a disciplinary hearing by the Dean and review by the Provost.

Tenured faculty may be dismissed for any of the following: specified cause, (after a hearing, as described herein), program discontinuation and declared financial exigency as provided in this Handbook.

## **2.6 PERFORMANCE EVALUATION**

Performance evaluation is done annually (except following an unsatisfactory finding as provided in section 2.5 above) to promote communication between the faculty member and the department chair concerning activities and performance of the past year. The evaluation provides individual recognition to the faculty member and establishes a formal record of his/her accomplishments in light of available resources.

The evaluation meeting provides an opportunity for the immediate supervisor and the faculty member to discuss the past year's goals and how they were met; to clarify individual and departmental goals; to identify training and development needs appropriate for meeting goals (consistent with available funds); and, to set appropriate goals for the next year(s). The performance evaluation is completed by the immediate supervisor (usually the Department Chairman) but is a joint effort of the faculty member and the immediate supervisor. The results of the evaluation are also used to support recommendations for reappointment, promotion, tenure, and merit-based pay increases.

### **2.6.1 Annual Evaluation**

All faculty with one or more years of service are evaluated on an annual basis in a process that is determined in each college by the Dean and Faculty Council following the scope guidelines described below. The faculty evaluation process for each college must be approved by the Provost. The evaluation takes place at or near the end of the academic year, must be completed by the end of that year and is based on activities of that academic year. Although each College establishes a process to meet its own needs, certain general standards are required.

The process must:

- be in writing with a copy provided for the Provost's academic file.
- involve self evaluation by the faculty member.
- involve both objective and subjective criteria.

☐ Include evaluation in three principal areas: teaching, service, and research and creative activity, with the major emphasis on teaching effectiveness and teaching productivity.

☐ Be used in the determination of promotion, retention, tenure, tenure continuation and salary recommendations if merit based.

☐ Include personal interviews between the faculty member, the immediate supervisors, and also the Dean if requested by the faculty member or the Dean.

A process for full-time faculty evaluation is required in each College. This process is normally reviewed annually; however, the process in effect during the prior academic year is used for the annual evaluation. Results are available only to the individual faculty member and to authorized administrative officers. The findings of the evaluation shall be summarized as exceptional, satisfactory or unsatisfactory. The findings will be filed in the Provost's academic file.

While Lawrence Tech faculty are expected to maintain scholarship in their areas of expertise as part of performing their regular academic duties, they are not expected to do basic, original, publishable research, although some may do so. The primary measure of their success as faculty is the comprehensive assessment and evaluation of their teaching performance, which shall include assessment by students and departmental colleagues. A formal, systematic, confidential evaluation shall be conducted during the regular fall and spring semesters. Prior to the final examination each student shall rate their instructors on clarity of presentation, enthusiasm, knowledge, helpfulness, availability, ability to use examples, stimulate thinking, and communication skills. The course itself will be rated by students in the areas of grading, quizzes and exams, homework, text and supplemental materials, organization, and lab or studio assignments. The results of the student and course evaluations will be made available for public inspection by the Office of the Provost after grades are distributed to students. The evaluation for any class for which a large portion of the grades have been authorized as incompletes may be withheld from publication by the Provost.

As part of its performance assessment, the faculty will review annually its department's courses in the areas of grading, quizzes and exams, homework, text and supplemental materials, organization, and lab or studio assignments. Course revisions will be based on faculty findings in these areas.

In all evaluations, the faculty member shall be provided with an assessment and recommendations for further academic growth and professional development as a member of the University faculty. The evaluation should consider teaching outcomes, (using thorough student evaluations) in addition to the measures of scholarship and service.

In the event of a finding of unsatisfactory performance, the faculty member shall be given a prescriptive plan for improvement and formally advised in writing that a second consecutive finding of unsatisfactory performance shall be cause for termination of tenure as provided in section 2.9.7.

## **2.7 REAPPOINTMENT**

Faculty in their first full academic year are reviewed by the Dean and Department Chairperson and are notified of the action on their reappointment by April 1.

After the first full year of service, defined as two semesters, retained faculty members are notified of terms of reappointment by March 1 of each year, for positions which will become effective at the beginning of the following Fall semester. Normally, the Dean will make a reappointment recommendation to the Provost by February 1.

## **2.8 PROMOTION**

Faculty holding the rank of instructor, assistant professor or associate professor may be considered for

promotion to only the next higher rank during the annual performance evaluation process. Consideration for promotion is normally based on a request for review made by the faculty member to the immediate supervisor during the Fall semester. Consideration of requests initiated after the Fall semester may be delayed until the following academic year.

Promotion is based solely on merit and not on length of service. Other than for cases of exceptional merit, promotion is generally considered only after four or more years in the present rank. An instructor who is not promoted to assistant professor by the end of the sixth year of service will not be reappointed. Promotion to professor requires a sustained, high level of performance, leadership and professional activities, which may not be attained even by highly successful members of the faculty. For this reason, promotion to professor is considered an exceptional achievement. The rank of associate professor is an honorable terminal status and even extended service as an assistant professor is completely acceptable.

In considering requests for promotion, the immediate supervisor makes a recommendation to the Dean based on the performance evaluation. The Dean will also request an independent recommendation from the Faculty Council or other designated faculty body. This recommendation is to be based on the candidate's performance as both a member of the faculty and the profession. The Dean will then make a recommendation to the Provost supported by thorough substantiation. The Provost may concur, deny, or return the Dean's recommendation for further review. In the event that a promotion is denied, the faculty member may appeal to the Provost.

The Provost's recommendation for promotion will be forwarded to the President who will determine if it is to be submitted to the Board of Trustees for action at its regularly scheduled Winter meeting.

## **2.9 TENURE**

Upon adoption of this Handbook by the Board of Trustees, the tenure policies contained in the 1969 and 1990 versions of the Faculty Handbook shall be superseded by the policies in this Handbook.

### **2.9.1 Concept of Tenure**

The granting of tenure to a faculty member is one of the most significant acts a university can perform. The decision is based on two complementary judgments: (1) the achievements, competence, and future promise of the faculty member as a productive participant in the academic life of the University community, and (2) the extended future needs of the University. The University commits resources for a number of years to the development of skills and capacities of individual faculty members. Tenure is the primary means by which the academic freedom to teach and to research without arbitrary or capricious interference is achieved. This is the fundamental purpose of tenure. A tenured faculty member is expected to maintain the highest standards of performance, service, and professional conduct. Evidence of sustained improvement and effectiveness must be demonstrated to a sufficiently high level to serve as a basis for predicting continuing professional achievement and growth. Granting of tenure represents a substantial financial obligation of the University and an equally substantial professional and ethical obligation of the faculty member.

### **2.9.2 Eligibility for Tenure**

For purposes of the policies stated below, a year is defined as a minimum of two semesters of full time employment at the University.

#### **INSTRUCTOR**

Faculty within this rank may not be tenured.

#### **ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR**

Faculty within these ranks, not previously tenured at the University, who have not been awarded tenure within the first six years of service (seven years for faculty initially appointed as instructors) in these ranks will be released. Faculty whose first appointment at the University was as instructor, but who were

subsequently promoted and who have not been awarded tenure within the first six years of total service in these ranks will be released. Recognition for all or a portion of tenure-track teaching experience at other institutions may be given at any time by mutual agreement of the University administration and a non-tenured, tenure-track faculty member.

#### PROFESSOR

Faculty hired at the rank of professor must be tenurable and must be submitted for tenure consideration within their first year. A review must be made at the time of appointment to determine that the candidate is tenurable. No faculty may continue service at the rank of Professor past the June annual Board of Trustees meeting following the appointment unless tenure is awarded.

Eligible faculty who are not awarded tenure because of a reduction in institutional need will be released and may not continue to teach at the University, except that a one-year terminal contract may be granted on the recommendation of the Dean and the approval of the Provost.

Consideration for tenure is not optional for eligible faculty. Only the ranks of assistant professor, associate professor and professor, and no others, may be awarded tenure at the University.

Tenure applies only to academic faculty appointments and not to administrative positions or other assignments.

#### 2.9.3 Award of Tenure

During the Fall semester, the Dean will identify those faculty who will be released if they are not awarded tenure. The Dean will notify the individuals, Department Chairpersons and college Faculty Council or other designated faculty body.

Faculty applying for tenure are to submit a formal, written petition supported by comprehensive portfolios that present an accurate documentation of their goals and accomplishments in teaching, scholarly activity and service to the University, profession, and community. Portfolios should include the following:

##### [[Teaching

Faculty are to describe their areas of competence, philosophy of teaching, and their own appraisal of their teaching effectiveness. They are also to provide documentation of results wherever appropriate. Factors such as teaching productivity, effectiveness, and student preparedness for subsequent courses must be included.

##### [[Scholarly Activity

Faculty are to describe their scholarly activity, with particular emphasis on scholarly achievement while at the University. This may include a bibliography of papers, reports, or other writings or documentable creative endeavors. Any additional documentation of scholarly accomplishments should also be included.

##### [[Service

Faculty members should describe service to the University, profession and community. This description should indicate the role played and, where appropriate, the outcome of the service activity.

The Chairperson will make a recommendation to the Dean based on teaching performance, departmental needs, and the individual's overall professional and scholarly activity. The Faculty Council or other designated faculty body will make an independent recommendation to the Dean based on the candidate's performance as a faculty member and professional. Faculty may elect to make no recommendation; however, the Dean will forward all portfolios accompanied by his/her assessment and recommendation to

the Provost.

No later than January 1, the Dean will make his/her recommendation to the candidate and will forward it to the Provost. In the event of a negative recommendation, the candidate may request a hearing with the Provost. The Provost may concur with or reject the Dean's recommendation, or may request further review.

The Provost will forward his/her tenure recommendation, together with the preceding recommendations, to the President who will recommend action to be taken by the Board of Trustees at its regularly scheduled Winter meeting. Only formal action by the Board of Trustees, as recorded in its minutes, represents tenure at the University. The Provost will promptly inform the faculty member of the Board's action.

A faculty member may petition the Faculty Senate to review a denial of tenure only on the grounds that the University did not properly follow its official procedures. If the Faculty Senate finds that the process followed was not in accordance with established procedures, it must state its findings and include a description of the procedural deficiencies. The Faculty Senate may recommend to the Provost that the application for tenure be reconsidered.

The University specifically does not represent that any non-tenured faculty member, otherwise eligible, will be offered reappointment or tenure. In addition, the Department Chairperson, Dean and Provost all have the responsibility in a tenure decision to give due consideration to the long-term academic requirements of the University, its resources, and the number of tenured faculty already appointed in the discipline.

#### 2.9.4 Program Management and Furlough

To avoid major disruptions caused by program discontinuation, the Board of Trustees may adjust academic staffing to comport with enrollment experience upon recommendation from the administration. In the case of enrollments that are increasing in particular courses, faculty positions may be expanded. In the case of enrollments that are declining in particular courses, faculty positions may be curtailed. As part of each fiscal year budget, the administration shall recommend minimum enrollment levels for undergraduate and graduate courses to the board. Courses offered below these levels shall not automatically be offset against courses that have greater enrollments, but shall be examined on a case-by-case basis.

Tenured faculty who are unable to be assigned a full schedule of courses within their departments shall receive consideration to teach courses in other departments where they are qualified. If reassignment is not possible, notice of furlough shall be given. If appropriate courses are not available in the subsequent semester (excluding summers), the faculty member may be placed in furloughed status.

#### 2.9.5 Program Discontinuation

Any program discontinuation which results in the termination of a tenured faculty member must be accomplished by action of the Board of Trustees.

It is expected that the Provost will consult with the affected college before a recommendation of program discontinuance is made to the Board. The Provost may request that the affected college submit a written advisory report with recommendations.

In the event of a program discontinuation, the Provost will attempt to reassign tenured faculty to another academic program, to avoid termination. If termination is necessary, 12 months notice will be given, which at the option of the Provost may be in the form of a one-year terminal contract and which may involve reassignment to another academic program for the terminal year.

#### 2.9.6 Financial Exigency

Before a tenured faculty member is terminated because of financial exigency, a formal declaration of financial exigency must be made by the Board of Trustees. Before the Board declares financial exigency, the following shall occur:

[[At least 30 days notice of the possibility of financial exigency shall be given to the Faculty Senate by the Provost.

[[The Provost will furnish to the Faculty Senate the financial information upon which its judgment is based that financial exigency exists.

[[After fulfilling the two obligations above, the Provost will meet with the Faculty Senate for joint consultation to examine the need to declare financial exigency.

[[In the event a declaration of financial exigency is made by the Board, the University will make an effort to reassign tenured faculty to another academic program to avoid termination. If termination is necessary, 12 months notice will be given, which may at the option of the Provost be in the form of a one-year terminal contract and which may involve reassignment to another academic program for the terminal year.

#### 2.9.7 Termination for Cause

Termination for cause of a tenured faculty member may be accomplished only by action of the Board of Trustees. The following circumstances represent the types of cause deemed an adequate basis for termination of tenure:

- [[breach or abuse of academic freedom;
- [[gross neglect of or refusal to perform regular academic duties;
- [[behavior considered unethical by the University faculty; or
- [[conviction of a felony.

The Provost shall inform the faculty member in writing of the particulars of the charges and will establish a time for a hearing before a committee of faculty appointed for that purpose. The committee will consist of two members from each of the four colleges and one member at large, none of whom shall hold an administrative appointment other than Department Chairperson. Members of the committee shall be selected from the tenured faculty of and by such methods as each college shall determine. The member at large shall be randomly selected from a list consisting of one tenured faculty member from each of the four colleges. The charged faculty member may make five peremptory challenges but may have unlimited challenges for specifically enumerated causes, as concurred with by the Dean of the challenged committee member's college. If, upon a successful challenge to a selected committee member there are no alternate tenured faculty members from the challenged college, alternate committee members may be selected from other colleges. If such challenges preclude two tenured faculty members from each college sitting on the committee, the appropriate number of random selections will be made from the at-large faculty list.

The hearing shall be scheduled no earlier than 30 days nor later than 60 days after the notice. The faculty member may, at the discretion of the Provost, be suspended from duty upon notification of the charges; however, the salary and benefits will continue until action of the Board of Trustees. The exception to this provision is the objectively verified and documented dereliction of duty amounting to willful abandonment of the position. If the appropriate supervisor determines that the faculty member is derelict and the Provost concurs, the salary of the faculty member will be suspended upon written notice to the faculty member.

The Provost may seek outside counsel or may appoint a member of the faculty to present and prosecute the charges. The hearing committee will elect its Chairperson who will preside over all committee proceedings. The hearing shall be formal and either private or open, at the faculty member's option. The faculty member may appear and be heard, may be represented by legal counsel and/or another tenured faculty member from the University, and may present and examine witnesses and evidence. The Provost will be present and may be assisted by legal counsel. A tape recording produced by the University shall be the sole official record of the hearing. The tape recording shall be kept and will be made available to the charged faculty

member.

Within 30 days of the close of the hearing, the committee shall submit a report and recommendations to the President. A majority of the committee may recommend either reinstatement or dismissal of the charged faculty member. Individual members of the committee may submit dissenting opinions as part of the report. Copies of the majority and any dissenting opinions will be supplied to the faculty member.

Within five days of receipt of the majority opinion, the faculty member may request a hearing before the Board of Trustees, and may receive such a hearing within 30 days. The request shall be submitted in writing to the President who shall then certify the appeal and forward the committee findings to the Chairperson of the board. At such a hearing, the Provost will present the charges. The provisions of the initial hearing will apply, except that the Chairperson of the board will preside at the hearing.

Within thirty days after the hearing, the accused faculty member shall be informed in writing of the final disposition of his/her case by the Board of Trustees.

A faculty member whose tenure is terminated for cause may not be employed by the University and will be dismissed.

## **2.10 RESEARCH AND CONSULTING**

The University encourages faculty to be active in their professional fields through basic and applied research and consulting, and such activities are considered in the evaluation of performance.

The University is not a party to faculty consulting activity, which is a relationship between the faculty member and the client. In the event that University resources are used, a prior agreement and an equitable reimbursement plan is required. Faculty generally may engage in outside consulting activity up to one-fifth of their time in a given semester, provided the schedule of the activity is approved by the Chairperson and the Dean. This time is allowed only for professional consulting to facilitate faculty development purposes and is not to be considered as time away from campus on a regular basis for other routine, income-producing purposes. Consulting activity cannot conflict with any assigned duties or required office hours.

Research may be undertaken either within or outside the normal academic assignment. Sponsored funding is normally required when research is made an allocated part of a faculty member's academic teaching assignment. All research performed at the University must comply with applicable University policy.

## **2.11 CONFLICT OF INTEREST**

Unless authorized by the Dean, faculty may not accept outside employment from any party doing business with the University. Faculty are required to report to their Dean any relationships with any party known to be doing business with the University.

Other than nominal gifts worth less than \$10, faculty may not accept any direct or indirect payment or considerations from students or their representatives, nor may faculty make sales of merchandise or services directly to students or recommend the purchase of merchandise or services for which faculty members may receive a fee or other consideration. Exceptions to this provision include reasonable and customary royalties earned by faculty authors; other exceptions may be considered on an individual basis by their Dean.

The University prohibits faculty from teaching undergraduate or graduate courses at other educational institutions when similar courses are offered by the University. Faculty are required to obtain approval from the Dean in advance of teaching any academic courses or continuing education courses at other postsecondary institutions.

## **2.12 MEETING CLASSES**

Faculty members are required to meet all class, studio, and laboratory sessions as scheduled with respect to

time and location. If unable to do so, and if possible, the faculty member must report circumstances in advance to the Department Chairperson, or, if that person is not available, to the office of the Dean. Arrangements for a substitute or alternative disposition of the class period will be handled by the Chairperson if the faculty member has not already made appropriate arrangements. Faculty should not cancel a class or change the time or location of a class without specific approval of the Department Chairperson or Dean except in extraordinary circumstances. Exceptions should be governed by standards of good judgement.

### **2.13 COMPENSATION**

Compensation is reviewed once per year through a formal, written performance evaluation process. Annual salary is normally paid semi-monthly from September 1 to May 31. Faculty may also arrange with the Office of Business Services to receive paychecks over a 12 month period. Faculty who are given 12 month assignments will have a salary adjustment equal to eleven ninths of their base salary, plus any increment based on the additional duties. Return to a nine-month position involves the reverse of this conversion. Additional compensation may be made to faculty through the University for participation in continuing education, some forms of corporate-sponsored research, summer teaching, and overload teaching as described elsewhere in this Handbook.

### **2.14 BENEFITS**

In addition to the benefits provided exclusively to faculty, as described in this Handbook (such as advance appointment, academic freedom, tenure, sabbatical, personal and disability leave, permission for paid consulting time, for professional development, 12-month termination notice), faculty receive the regular employee benefits for which they are eligible, as described in the Benefits Handbook. The Benefits Handbook provided by the University to all employees is maintained, distributed and updated as necessary by the Office of Personnel Services. The office also maintains copies of current benefit brochures.

Short-term disability for faculty is compensated at one hundred percent of salary during the contract term and is available if needed, until the long-term disability benefit takes effect. The long-term disability benefit is the same for all University employees and is described in the Benefits Handbook.

Benefit changes having a material impact on faculty, will be brought to the University benefits committee for review and consideration before implementation.

### **2.15 FACULTY DEVELOPMENT**

Faculty development is necessary for faculty to remain current in their field. Breaks in the normal academic year can be used for faculty to improve themselves. Summer periods can be used to enhance knowledge and to further develop professionally. Professional summer employment can contribute measurably to faculty development. Consulting is allowed for the purpose of faculty development. Faculty may apply for support for development activities such as funding for seminars, academic programs, and other opportunities approved by the Dean, (subject to availability of funds). Support may include complete or partial reimbursement for costs of participation, travel, and per diem. In order to be eligible for reimbursement, faculty must submit requests to the Chairperson or Dean in advance of registering for the activity. In determining the amount of reimbursement, the Chairperson or Dean will consider the event's potential benefit to the University and to the individual, the availability of funds and the time required for participation. Faculty members who enroll in courses at another institution of higher learning when similar courses are offered by the University, will not be reimbursed for such courses.

### **2.16 TRAVEL AND COURTESIES**

Financial assistance may be provided for full-time faculty participation in professional meetings and similar activities which may benefit the individual and the University. Preference is given to faculty who are

presenting papers, or other scholarly work, or who have significant leadership roles in the activities. Faculty may be requested to assume part of the costs, depending on the nature of the activity and availability of funds. The Deans make this determination based on travel requests submitted by faculty through immediate supervisors.

Section 509 of the University's Staff and Administrators Handbook sets forth applicable University policies for business travel expenses. It is also applicable to faculty and is included here by reference, as Appendix A.

The University will also pay part or all of the cost of membership in a limited number of professional, technical, or scholarly societies for faculty who are active representatives and whose participation results in benefit to the University.

## **2.17 PERSONNEL FILES**

The official academic file of a faculty member is maintained in the Office of the Provost. Faculty may review their academic file at reasonable intervals by submitting requests to the Provost who will schedule a time when the file may be reviewed in the presence of an office representative. After such reviews, faculty may receive, at cost, copies of any or all file contents.

In addition, faculty members have similar reasonable access to their administrative personnel file in the Office of Personnel Services.

Faculty may provide items for inclusion in their files, which will be so marked and included. Personnel files shall be maintained according to applicable federal and state laws and faculty shall have all rights provided by such laws.

## **2.18 DRUG\_FREE/SMOKE-FREE WORKPLACE**

It is the policy of the University to provide a drug\_free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any workplace under the control of the University. A faculty member found to be in violation of this prohibition will be subject to disciplinary action, including termination of tenure for cause.

It is the policy of the University to provide a smoke-free workplace. No smoking is allowed at any time inside any campus building. This restriction applies to all areas of buildings including classrooms, public and private offices, laboratories, restrooms, hallways, conference rooms, and stairwells.

## **2.19 LEAVES OF ABSENCE**

### **2.19.1 Purpose of Leaves of Absence**

Leaves of absence for professional purposes are among the most important means by which faculty teaching effectiveness may be enhanced, their scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is, therefore, of vital importance to the University, and it is the obligation of faculty members to make use of all available means, including leaves, to promote their professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel. Leaves may also be provided in appropriate circumstances for projects of direct benefit to the University and for public or private service outside the University. Leaves of absence are of two types; sabbatical and unpaid.

### **2.19.2 Sabbatical Leave**

The University may grant a sabbatical leave with pay and benefits to qualified faculty members, with six or more years of continuous University service in a tenured or tenure-track position. Six or more years of

service are required since any previous sabbatical leave for consideration again. Sabbatical leaves may be granted for the purpose of professional development, government or community service, research, skill training, or academic improvement. Such leave will be subject to the following conditions:

- [[The faculty member shall submit a written proposal requesting a sabbatical leave. The request should be submitted to the Chairperson of the Faculty Council and to the Dean of the college. The proposal should state the objective of the leave, proposed accomplishments, leave duration, date of leave, proposed date of return, along with any special conditions or considerations. The proposal should clearly show how the leave will benefit the faculty member and how the leave will allow the faculty member to benefit the department, college, and University. The Faculty Council and the Dean must provide letters stating their recommendations regarding the leave. The Faculty Council letter must be submitted to the Dean prior to the Dean's letter and the Dean's letter should be provided to the applicant and the Faculty Council. The proposal, together with the Faculty Council letter and the Dean's letter, will be submitted to the Faculty Senate. The Senate will rank all proposals in order following the guidelines for the sabbatical leave, stating reasons and rationale for the rank order, and submit to the Provost. If the Faculty Senate concludes that a proposal is not acceptable, it should so state and provide the reasons for its finding.
- [[Sabbatical proposals must be approved by the Provost with the advice of the college Dean and Faculty Senate.
- [[The number of faculty receiving paid leave per academic year will be recommended by the Provost with input from the Chairperson of the Faculty Senate. The Provost's recommendation is made to the President. The President must approve the number of sabbatical leaves available each year considering, the budget, guidance from the Board of Trustees and the need within the faculty.
- [[A faculty member on sabbatical leave may teach at another institution if such teaching is included as part of an approved sabbatical leave plan.
- [[The duration of each paid leave shall not exceed two consecutive semesters exclusive of any Summer semester.
- [[No faculty member shall be granted more than one sabbatical leave in any six-year period.
- [[The faculty member will receive full salary for a one-semester sabbatical, and one-half of the annual salary for a two-semester sabbatical, with full continuation of all employee benefits.
- [[A faculty member on leave who receives outside compensation related to the leave, shall report the amount and circumstances to the Provost. University pay may be reduced so as to maintain a faculty member's total combined income at the regular salary.
- [[Within 30 days of returning to normal University responsibilities following the leave, faculty shall submit a written reports to the Dean on the outcome of their work during the leave, and identify its academic and/or financial benefits to the institution. A copy of the report will be maintained in the academic file in the Office of the Provost.
- [[Seniority of faculty shall continue during sabbatical leaves, and sabbatical leaves shall not affect faculty rights to be evaluated for annual salary increases or promotions.
- [[In accepting a sabbatical leave, the faculty member agrees to return to the University for a period of time equal to the leave time. Faculty members who choose not to return for the full leave time are obligated to reimburse the University for the proportional amount of the salary and benefits paid during the leave period.

### 2.19.3 Leaves of Absence Without Pay

Faculty may receive unpaid leaves of absence from their normal academic responsibilities for personal or professional reasons. Such leaves will be subject to the following conditions:

- [[Faculty shall submit written requests to their Chairperson and Dean, stating the reasons for such leave, the duration, date of return, and any special conditions or considerations, such as possible impact on the tenure probationary period.
- [[Unpaid leaves are subject to approval of the Provost upon advice of the Dean.
- [[In general, faculty are eligible for leaves of absence without pay after three years of continuous service to the University.
- [[Durations of unpaid leaves can be up to two consecutive semesters and shall not normally exceed one academic year.
- [[Seniority of faculty shall continue during leaves of absence, and leaves shall not affect faculty rights to be evaluated for annual salary increases, promotion, tenure or eligibility for tenure.
- [[Faculty on leave shall be eligible, upon request, for continuation of University employment benefits, provided benefit costs are paid by the faculty members.

## **2.20 EMERITUS STATUS**

Emeritus status is available to retiring faculty who meet the following criteria:

- [[They have served the University for a minimum of ten years, are tenured, and have attained the rank of associate professor or professor.
- [[They have made contributions in teaching, scholarship, and service and have demonstrated excellence in at least one of the areas, as recognized by peers, students, and external organizations.
- [[They have been nominated by other faculty members of their college. A nominating letter, along with other supporting material (resume, letters of recommendation) addressing the above criteria should be sent to the College Faculty Council. The recommendation must be reviewed and approved in writing by the college Faculty Council, Dean, and Provost, who will forward it to the President of the University. The President's acceptance constitutes the award of emeritus status upon retirement.

Emeritus faculty are entitled to use University facilities as determined by the Provost, and may perform services in keeping with their interests and the needs of the University. It is understood that facilities include use of the library, access to shared office space, and a computer account with e-mail privilege. Other special privileges, such as a University telephone extension, voice mail account, parking assignment, etc. may also be provided on a temporary basis, as appropriate.

## 3.0 NON-TENURE-TRACK FACULTY

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In this section the term "faculty" means non-tenure-track full-time faculty.

### 3.1 RESPONSIBILITIES

Professional expectations of non-tenure-track faculty are described in this section.

#### 3.1.1. Academic Teaching Policy

Teaching of credit-bearing academic courses, studios, labs, etc. is the primary faculty responsibility. Academic teaching will be equitably established and measured for all non-tenure-track faculty. University, college, and program accreditation requirements will be fully met. Primary academic teaching provisions are:

□to strive for high quality and continuously improving teaching.

□to protect both the academic and personal privacy of students and colleagues.

□to assure that student needs have the highest faculty priority.

□to respect the intellectual integrity of students and colleagues, encouraging informed dialogue and protecting responsible dissent.

□to hold classes as scheduled, or with the approval of the Department Chairperson or Dean arrange for a suitable substitute if needed or for alternate course work assignments, and to give sufficient notice of any cancellation.

□to confine lecture and related classroom activities to topics which fall within their competence and are germane to the course.

□to clearly state the following within a syllabus distributed to students in the first week of the semester: course objectives and procedures, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes, a schedule of topics (consistent with the official course syllabus), identification of the required text and any other materials, and office hours for help outside class time.

□to fairly critique, and promptly return all student work.

□to have regularly scheduled office hours, and other office hours by appointment. Office hours are to be sufficient in number and scheduled as conveniently as possible to serve the enrolled student body, and are to be publicly posted and available in the department or Dean's office so that appointments can be easily made for students.

□to advise students and prospective students. Advising consists of providing guidance to students in selecting courses, academic majors or minors, career objectives, employment and graduate schools, or, in seeking university support services. Advising does not include psychological counseling. To this end, the University will provide faculty with appropriate information and training.

□to provide University/college/department service.

☐to enable administration to make available to students, through appropriate and advance requisitioning through the University Bookstore, all required textbooks and course materials.

☐to request library holdings and acquisitions needed for course requirements.

☐to administer, unless otherwise authorized, a final examination in each course at the time and place indicated in the final exam schedule.

☐to be knowledgeable of and adhere to all University policies and procedures, including the University policy on sexual harassment and equal opportunity.

### **3.2 RIGHTS**

Non-tenure-track faculty have the right:

☐to conduct their teaching and University service duties as professionals.

☐to be active participants in the decision-making process as it pertains to curriculum, class scheduling, course offerings, development of programs, academic personnel selection, and teaching assignments.

☐to teach within their areas of competence and to be presumed to be an authority in their field and qualified professionally to assess student performance.

☐to be recognized as teachers and professionals.

☐to dismiss from class, or secure administrative withdrawal of students who constitute a disruptive influence or infringe upon the rights of others.

☐to be indemnified by the University against all actions brought against them as a result of the responsible and good faith performance of university duties.

☐to receive written performance reviews by their Department Chairperson or division head. The review shall include teaching and university service aspects of their performance. Such reviews shall include a performance evaluation of any administrative or other special assignment performance by the appropriate supervisor. Evaluation copies shall be available to respective faculty members with the right of written response.

☐to have reasonable access to their official files, including administrative files in the Office of Personnel Services and academic files in the Office of the Provost.

☐to receive compensation commensurate with professional responsibilities and performance, within the constraints of the financial health of the University.

☐to have reasonable levels of support, including clerical and technological services and equipment.

### **3.3 RECRUITMENT AND APPOINTMENT**

Non-tenure-track faculty are recruited by the Department Chairperson with faculty input, as appropriate, and are hired with the Dean's approval, subject to review by the Provost and President. Said faculty hold the rank of senior lecturer, except that when said faculty candidates have distinguished professional and academic accomplishments they may be recommended to the Provost for the rank of college professor. Appointment as college professor is not a promotion. They are classified as regular University employees and not as tenure-track faculty.

### **3.4 PERFORMANCE EVALUATION**

The University's primary mission is teaching so that students will achieve acceptable learning in their chosen curricula. The performance of non-tenure-track faculty is reviewed each semester by the Dean or Department Chairperson and, as appropriate, by faculty having expertise in the discipline. Non-tenure-track faculty are not eligible for the award of tenure. In addition, time spent in this position does not apply toward the award of tenure for individuals subsequently appointed to tenure-track positions. Non-tenure-track faculty are not eligible for emeritus status. Any other ranks or titles which might be established by the University for such limited service faculty shall not be tenure-track positions. Non-tenure-track faculty are subject to employment discontinuance without cause based on the program management requirements of the University

## 4.0 PART-TIME FACULTY

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In this section the term "faculty" means part-time faculty.

### 4.1 RESPONSIBILITIES

Professional expectations of part-time faculty are described in this section.

#### 4.1.1. Academic Teaching Policy

Teaching of credit-bearing academic courses, studios, labs, etc. is the primary faculty responsibility. Academic teaching will be measured for all part-time faculty. University, college, and program accreditation requirements will be fully met. Primary academic teaching provisions are:

[]to strive for high quality and continuously improving teaching.

[]to protect both the academic and personal privacy of students and colleagues.

[]to assure that student needs have the highest faculty priority.

[]to respect the intellectual integrity of students and colleagues, encouraging informed dialogue and protecting responsible dissent.

[]to hold classes as scheduled, with the approval of the Department Chairperson or Dean arrange for a suitable substitute if needed or for alternate course work assignments, and to give sufficient notice of any cancellation.

[]to confine lecture and related classroom activities to topics which fall within their competence and are germane to the course.

[]to clearly state the following within a syllabus distributed to students in the first week of the semester: course objectives and procedures, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes, a schedule of topics (consistent with the official course syllabus), identification of the required text and any other materials, and office hours for help outside class time.

[]to fairly critique, and promptly return all student work.

[]to have office hours by appointment. Office hours are to be sufficient in number and scheduled as conveniently as possible to serve student needs. Day and evening phone numbers of part-time faculty are to be publicly posted and available in the department or Dean's office so that appointments can be easily made for students.

[]to enable administration to make available to students, through appropriate and advance requisitioning through the University Bookstore, all required textbooks and course materials.

[]to request library holdings and acquisitions needed for course requirements.

[]to administer, unless otherwise authorized, a final examination in each course at the time and place indicated in the final exam schedule.

[]to be knowledgeable of and adhere to all University policies and procedures, including the University policy on sexual harassment and equal opportunity.

#### **4.2 RIGHTS**

Part-time faculty have the right:

[]to conduct their teaching duties as professionals.

[]to be active participants in the decision-making process as it pertains to curriculum, course offerings, development of programs and teaching assignments.

[]to teach within their areas of competence and to be presumed to be an authority in their field and qualified professionally to assess student performance.

[]to be recognized as professionals.

[]to dismiss from class, or secure administrative withdrawal of students who constitute a disruptive influence or infringe upon the rights of others.

[]to be indemnified by the University against all actions brought against them as a result of the responsible and good faith performance of University duties.

[]to receive written performance reviews by their Department Chairperson or division head. The review shall include teaching aspects of their performance. Such reviews shall include a performance evaluation of any administrative or other special assignment performance by the appropriate supervisor. Evaluation copies shall be available to respective faculty members with the right of written response.

[]to have reasonable access to their official files, including administrative files in the Office of Personnel Services and academic files in the Office of the Provost.

[]to receive compensation commensurate with professional responsibilities and performance, within the constraints of the financial health of the University.

[]to have reasonable levels of support, including clerical and technological services and equipment.

#### **4.3 RECRUITMENT AND APPOINTMENT**

Part-time faculty are recruited by the Department Chairperson with faculty input, as appropriate, and are hired with the Dean's approval. Part-time faculty hold the rank of lecturer but may be identified as Adjunct Professor or Guest Professor.

Part-time faculty, not on annual contract, are employed on a single semester basis through a Letter of Agreement which provides the assignment of duties. Letters of Agreement are issued only after the Provost has determined that a teaching assignment exists that the faculty member can fulfill.

#### **4.4 PERFORMANCE EVALUATION**

The performance of part-time faculty performance is reviewed each semester by the Department Chairperson and, as appropriate, by faculty having expertise in the discipline. Part-time faculty are not eligible for the award of tenure. In addition, time spent in this position does not apply toward the award of tenure for individuals subsequently appointed to tenure-track positions. Part-time faculty are not eligible for emeritus status. Any other ranks or titles which might be established by the University for such limited

service faculty shall not be tenure-track positions. Part-time faculty are not regular University employees or regular or non-tenure-track faculty.

## 5.0 UNIVERSITY ADMINISTRATIVE ORGANIZATION

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This section includes descriptions of the University's academic administrative organization and executive positions not included in the service functions section. The University administrative organization chart is presented in Appendix B.

### 5.1 GOVERNING BOARD

The University is organized as a non-stock, non-profit, trusteeship corporation whose purpose is entirely educational. It is governed by a Board of Trustees consisting of not fewer than five nor more than fifteen persons who must be under seventy years of age and who serve three-year renewable terms. The Board is responsible for the overall policy of the institution and approval of the following: faculty promotion and tenure; the University's plan of organization; major expansion of facilities; the budget; establishment and discontinuance of all academic programs; and, upon the recommendation of the faculty, awarding of degrees, certificates and diplomas.

The officers of the corporation are a Chairman of the Board; a President, who is also the Chief Executive Officer; a Secretary; a Treasurer; and a Provost; all of whom are appointed by the Board. The Board may appoint such standing and special committees as it deems advisable. Typically, the Board operates with three standing committees--academic affairs, executive and finance--and an ad-hoc nominating committee. The University President serves as an ex-officio member of the Board of Trustees.

### 5.2 PRESIDENT

The President of the University is the Chief Executive Officer of the Corporation, appointed by and reporting to the Board. The President is responsible for all activities and programs of the University including its fiscal, administrative and academic well being. Reporting directly to the President are the Provost, Vice President for Finance and Administration, Vice President for Institutional Advancement, Director of University Relations and Alumni Services, and Director of the Lewis Veraldi Center for Educational Technology as Chief Information Officer. The President is an ex-officio member of all University committees, councils, senates, groups, etc. and maintains an open door policy to allow any faculty, staff member or student to schedule a private visit to discuss any matter of concern that remains after all other avenues of consideration, review and appeal have been pursued.

### 5.3 PROVOST

The Provost is the Chief Academic Officer of the University, appointed by the Board of Trustees and reporting to the President. The Provost is responsible for all degree and non\_degree academic programs, the delivery of academic and student services, and academic policy and planning. Reporting directly to the Provost are the four academic Deans, the Dean of Students, the Associate Provost, the Dean of Graduate Programs, Director of Continuing Education and Professional Development, Coordinator of Institutional Research and Academic Planning, Director of the Library, Registrar, and Director of Admissions. The Provost also oversees assessment, the activities of the Applied Research Center and the department of Corporate Credit and Co-op. All academic personnel actions, the academic budget, and curriculum control and quality are responsibilities of the Office of the Provost.

### 5.4 VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration is the Chief Fiscal Officer of the University and Treasurer of the Corporation. He/she is appointed by the Board of Trustees and reports to the President. The Vice President is responsible for all financial and administrative activities and support services, and related policy and planning. Reporting directly to the Vice President are the Directors of Business Services, Campus Facilities, Edward Donley Computer Center, Financial Aid and Veterans Affairs, and the managers of

University Housing and Personnel Services. All personnel actions, budget and quality control for the above areas as well as the contracted bookstore and dining services are the responsibility of the Vice President.

## **5.5 VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement is the Chief Development Officer of the University and serves as a member of the President's corporate planning team. The position is responsible for organizing, directing and evaluating the University's institutional advancement activities, including the annual fund, capital campaign, major donor relations, deferred giving, corporate participation and foundation support.

## **5.6 ACADEMIC DEANS**

The academic Deans are the chief academic officers of their respective colleges, and are responsible for implementation of University policy, planning, development and quality of academic programs and research. They also promote continuing education, recruitment, supervision and evaluation of the faculty, and representation of their college, profession and the University in the community. Reporting to the Deans may be Associate and Assistant Deans, Department Chairpersons, division heads or other academic administrators, and faculty. Upon the recommendation of the Provost, the Deans are appointed by the President, and approved by the Trustees.

## **5.7 DEAN OF GRADUATE PROGRAMS**

The Dean of Graduate Programs is responsible for assuring consistency within and between University graduate programs. The Dean is a member of the graduate council, assists in its advising capacity, and serves as the council's principal voice to the council of academic Deans.

## **5.8 CHIEF INFORMATION OFFICER**

The Chief Information Officer is responsible for coordination, planning, development and use of computer technology at the University in both academic and administrative areas.

## **5.9 ASSISTANT/ASSOCIATE PROVOST**

The Assistant/Associate Provost is responsible for coordinating the enrollment management activities of the University. Student academic concerns are a principal responsibility of the Assistant/Associate Provost. Following action by the Dean of a college, appeals of academic actions are received by the Assistant/Associate Provost prior to submission to the Provost. The Assistant/Associate Provost is co-editor of the University catalogs.

## **5.10 DEAN OF STUDENTS**

The Dean of Students is responsible for promoting student activities including student government, the counseling center, retention programs, student discipline, and career services. The Director of Career Services and the Director of Student Activities report directly to this office. The Dean of Students is one of the designated officers of the University who reviews concerns of students, faculty and staff related to prohibited discrimination on the basis of race, sex, national origin, religion, or handicap.

## **5.11 ASSISTANT, ASSOCIATE DEANS**

Assistant and Associate Deans support the work of college Deans and perform duties consistent with the mission and goals of their college.

## **5.12 DEPARTMENT CHAIRPERSONS**

Department Chairpersons are faculty members appointed by the Dean, with the advice of the faculty and the

approval of the Provost, to coordinate academic and personnel activities at the department level. Faculty report to the Dean through a Department Chairperson and receive their primary work assignments from the Chairperson. Chairpersons also participate in the process of faculty evaluation and have a direct input on faculty personnel actions.

### **5.13 FACULTY**

Faculty have the primary responsibility for delivery of academic programs, student academic advising, curriculum content, research, and community service.

## 6.0 GOVERNANCE

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The University President, Provost and Trustees receive advice from the faculty through the following bodies in keeping with the tradition of shared governance, common mission and mutual dedication throughout the University.

### 6.1 FACULTY SENATE

The Faculty Senate is the entity officially constituted to represent and promote University- wide faculty aims for the purpose of furthering academic excellence and contributing to the long-term success of the University. Membership of the Faculty Senate consists of Regular full-time faculty on annual contracts.

### 6.2 FACULTY COUNCILS

Organized to meet its own structural requirements, each college has a Faculty Council that advises the Dean on academic and other matters. The councils are independent of administrative channels and may consider any issues they believe appropriate, but are particularly involved with faculty personnel and curricular concerns within their colleges.

Membership of the Faculty Councils consists of tenure-track full-time college faculty on annual contracts.

Advice of Faculty Councils is not binding on academic Deans, but is considered significant to administrative decision\_making.

### 6.3 COUNCIL OF ACADEMIC DEANS

The Council of Academic Deans is chaired by the Provost and consists of the four college Deans, the Dean of Students, and the Dean of Graduate Programs. The council provides the principal advice to the Provost on academic and administrative affairs. The Associate Provost, Registrar, Director of Admissions and Coordinator of Institutional Research and Academic Planning/Assessment meet with the council as observers.

### 6.4 GRADUATE COUNCIL

The Graduate Council consists of faculty with program experience or interests at the graduate level, and of observers from academic-service functions. All members are appointed by the Provost on recommendation of the college Deans. This group reviews and recommends graduate policies and programs. The Dean of Graduate Programs is an ex-officio member.

### 6.5 ACADEMIC COMPUTER ADVISORY COMMITTEE

The academic computer advisory committee is made up of faculty representatives from the four colleges and the University's Chief Information Officer. The Director of the Lewis Veraldi Center, and the Director of the Edward Donley Computer Center are ex-officio members of the committee. The committee reviews and recommends policies, actions and priorities of the staff of both centers regarding University computing. The recommendations are forwarded to the President. The committee is chaired by the Chief Information Officer, appointed by the President.

### 6.6 ACADEMIC STANDING COMMITTEE

The Academic Standing Committee consists of the Dean of Students, the Director of Admissions, and representatives from the four colleges. Members are appointed by the Provost upon recommendation of the Deans and the group is chaired by the Dean of Students. The committee acts on petitions of students who have been suspended from the University for academic reasons.

## **6.7 STUDENT DISCIPLINE COMMITTEE**

The Student Discipline Committee consists of faculty representatives from the four colleges. The committee members are appointed by the Provost upon recommendation of the Deans. It is chaired by one of the faculty representatives, and the Dean of Students is an ex-officio member. The committee holds formal hearings for students charged with academic or behavioral misconduct and recommends actions, including expulsion from the University, to the Provost.

## **6.8 LIBRARY COMMITTEE**

The Library Committee acts as an advisory board for the Director of the Library on service and policy issues. It consists of six faculty members, one each from architecture, engineering, humanities, management, natural sciences, and technology, one of whom serves as Chairperson. Members are appointed by the Deans. The Director of the Library is an ex-officio member.

## **6.9 FINANCIAL AID AND SCHOLARSHIPS COMMITTEE**

The Financial Aid and Scholarships Committee consists of faculty representatives of the four colleges, one of whom serves as Chairperson, and of representatives from various University service departments. The Director of Financial Aid and Veterans Affairs is an ex-officio member. Members are appointed by the Provost. The committee advises the Provost on policy and distribution of all University scholarships and works closely with the office of financial aid.

## **6.10 STUDENT ACTIVITIES COMMITTEE**

The Student Activities Committee consists of faculty and staff members appointed by the Provost, and of a student government representative. The committee is chaired by the Director of Student Activities. It advises the Dean of Students and the Director of Student Activities on programs that relate to the well being of students.

## **6.11 FACULTY HANDBOOK COMMITTEE**

The Faculty Handbook Committee deals with proposals for changing the Faculty Handbook. It seeks input from affected University constituencies, and may recommend actions for handbook changes or additions. All proposed changes in the handbook are reviewed by this committee. It is advisory to the Faculty Senate and its members and Chairperson are appointed by the Faculty Senate.

## **6.12 COMMITTEE ON ACADEMIC ACHIEVEMENT AND ASSESSMENT**

The Committee on Academic Achievement and Assessment coordinates policy and procedures related to both college and University assessment programs. The committee's principal responsibility is to promote improvements in learning through implementation of the University's North Central Association's plan for academic assessment.

The committee is advisory to the Council of Academic Deans, and its members and Chairperson are appointed by the Provost.

## **6.13 ADDITIONAL CREDIT REVIEW COMMITTEE**

The Additional Credit Review Committee is chaired by the Registrar and has a faculty representative from each of the four colleges. It reviews all applications from students for additional transfer credit, and for guest credit.

## **6.14 BENEFITS COMMITTEE**

The Benefits Committee is made up of an appointee from the Faculty Senate, an academic administrator, an administrative manager, and a staff member and is chaired by the Director of Personnel and Safety Services. It reviews and recommends changes to the University benefit package to the Vice President of Finance and Administration.

#### **6.15 COMMITTEE ON CAMPUS LEARNING ENVIRONMENT**

The Committee on Campus Learning Environment brings together representatives of administration, faculty, staff, students, and design professionals external to the University to discuss all aspects of the campus physical environment, including building use as part of strategic planning, landscaping, art and building proposals. Recommendations are made to the President.

#### **6.16 COMMITTEE ON CAMPUS AFFAIRS**

The Campus Affairs Committee shall review and make recommendations on issues of campus life including academic and administrative environment, student affairs and management of the institution. The committee consists of representatives from each of the colleges as designated by the Faculty Senate.

#### **6.17 FACULTY CONCERNS COMMITTEE**

The Faculty Concerns Committee shall review and make recommendations on issues of faculty welfare, rights and responsibilities. This committee shall review issues brought to it by any tenure-track, non-tenure-track or part-time Faculty member and make recommendations on the issue to the Faculty Senate.

## 7.0 ACADEMIC PROGRAMS

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### 7.1 ACADEMIC PROGRAM SCHEDULE

Academic programs are generally available day and evening. Evening programs are planned to insure that students can obtain all necessary courses in a prescribed time. Most graduate and technology programs are offered primarily in the evenings, with some courses scheduled on Saturdays. Alternative scheduling patterns may be adopted to meet specific clientele and program requirements.

### 7.2 PROGRAM CONTROL

Graduate and undergraduate academic programs of the University are organized in the four colleges. The colleges and their programs are described in the University undergraduate and graduate catalogs. In addition, non\_credit programs, and other nontraditional instructional programs are coordinated through the office of continuing education and professional development. Off-campus programs offered for credit may be coordinated through the office of continuing education and must have liaison with the relevant dean.

New degree programs and credit courses, or changes to existing ones, require approval at several levels. Such changes are normally initiated by the faculty; however, others may request faculty consideration of programs, based upon interactions with the University's markets and constituencies.

The initiator will prepare a proposal for change which fully explains the need, as well as the resources required. New program proposal outlines are available from the college Dean's office. In general, approval at the departmental level is followed by referral to the college's Faculty Council for recommendation to the college faculty. Following faculty approval, the Dean may then approve or deny the proposal, or return it to the faculty for further study.

In the case of graduate programs and courses, the proposal is also referred by the Dean to the Graduate Council for review and recommendation.

Proposals, along with comments and recommendations by these bodies, are then forwarded by the Dean to the council of academic Deans, which makes final recommendations to the Provost. The Provost may take final action, or, in the case of new programs or substantial changes to old ones, may forward a recommendation to the President for presentation to the Academic Affairs Committee of the Board of Trustees for review and recommendation to the Board of Trustees. New degree programs require the approval of the Board of Trustees. When major changes or new programs are anticipated, faculty are advised to make informal inquiries before preparing a proposal to determine whether the activity is appropriate under university operating guidelines.

Courses that do not carry academic credit require approval of the Director of Continuing Education and Professional Development and the Provost.

## **8.0 ACADEMIC STANDARDS**

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### **8.1 GRADING SYSTEM**

Academic Regulations are to be referenced in the University undergraduate and graduate catalogs for the University grading system and for the grade of "I", i.e., Incomplete.

The decision whether or not to give an "Incomplete" within established criteria lies strictly with the faculty member.

Deferred and Credit/No Credit grades, which do not affect the GPA, are also given in some specifically identified courses. Other grades may be authorized for graduate or professional programs.

### **8.2 UNAUTHORIZED ATTENDANCE AND ENROLLMENT**

Faculty are expected to take attendance and note any person(s) in attendance not on the official class role. Those individuals must be advised to see the Registrar to establish proper enrollment, and should be asked to produce proof of enrollment before any further attendance. Faculty may not "add" students to their class roles without such proof, nor may names be added to the final grade sheets. Students who register for a class without first completing the prerequisites stated in the catalog (or obtaining a written waiver from the Chairman of the department offering the course) are unauthorized enrollments and may be withdrawn from the class at anytime with loss of all tuition and fees, as prescribed by the standard University policy on refunds, and loss of credit.

### **8.3 TESTS AND EXAMINATIONS**

A final examination period is provided at semester's end, and its schedule is provided with each semester's class schedule. It is expected that there will be sufficient testing so that students may be aware in a timely manner of progress in their course. Final examinations are required in each course and course section, at the time and place indicated in the final exam schedule, except in courses to which college faculty and administration mutually agree to an alternative. It is presumed that the final exam will be more comprehensive than tests given during the semester. Common final examinations are given in some courses. The final examination must be given during the final examination period at the scheduled time unless approval is obtained in advance from the Dean for an alternate time.

During the summer sessions final examinations are conducted during the last days of the scheduled classes.

### **8.4 GRADE REPORTS**

At the close of each semester, faculty must submit grade reports (and any other required documentation) for all students in their classes. It is particularly important for these reports to be submitted by the required deadlines since late reports may cause the grade reporting process to be delayed, or may result in students receiving incomplete grades. Grades are reviewed by the immediate supervisor and Dean. The University does not recommend the posting of grades in public places; if, however, a faculty member chooses to do so, grades must be posted in a manner that prevents student identification by a third party.

Grades will be reported by using the on-line grade entry program. The grade entry program is part of the INSTRUCTOR menu. Only the instructor of record is permitted to access the grade roster for each course. Once all grades have been entered and finalized, any grade changes must be processed by a grade change form and must be approved by the Dean of the college.

Instructors unable to access the on-line grade entry program must contact the Dean of the college.

Federal financial aid requirements stipulate that the last date of attendance must be reported for all "F" and "W" grades.

## **8.5 GRADE CHANGES**

The preceding Grade Report section and the Academic Regulations sections of the University undergraduate and graduate catalogs are to be referenced for university grade change policies and procedures.

## **8.6 RECOMPUTATION OF GRADE POINT AVERAGE**

The Academic Regulations sections of the University undergraduate and graduate catalogs are to be referenced to obtain University grade point average policies and procedures.

## **8.7 CLASSROOM ETHICS AND DISCIPLINE**

Faculty have the responsibility to make every reasonable effort to prevent unethical practices and cheating in the classroom. Such behavior damages University and academic integrity and student respect for faculty. Examples of such behavior include giving or receiving unauthorized help, use of unauthorized sources, plagiarism, and misrepresenting another's work as one's own.

The policy for cheating is presented in the University undergraduate and graduate catalogs and in the student handbook.

A copy of the Dean's letter is to be sent to the Registrar's Office for retention in the student's file until the student graduates. In any case where a second incident of academic dishonesty is discovered prior to graduation, the matter will be referred directly to the Student Discipline Committee by the Dean. If charges are substantiated by the Committee, the student will be expelled from the University. Students have the right to appeal a decision of the Student Discipline Committee, through the Office of the Provost. This appeal must be in writing.

If an offense is considered aggravated or of exceptional severity, the Dean may refer any case of dishonesty directly to the Student Discipline Committee.

Faculty (or responsible representatives) should be present to monitor all tests and examinations, and should not use all of the same test and examination questions in successive semesters.

Faculty have the responsibility to maintain order in the classroom. In the event that a student is causing a disturbance, the faculty member should warn the student and report the incident to his/her immediate supervisor who will determine the appropriate action. Normally, faculty may not exclude a student from class without prior authorization from the supervisor and Dean; however, if in the judgment of the faculty member, the student represents a danger to others or disruption prevents the normal operation of the class, the student should be asked to leave and campus security should be notified. Under no circumstances should a faculty member physically confront or verbally provoke a student.

In cases of misconduct in the classroom, or elsewhere on campus, or in University-related or sponsored activities off campus, incidents should be reported to the faculty member's immediate supervisor. With the Dean, the supervisor will determine what action is to be taken. The Chairperson and/or Dean may reprimand the student (including a written notice in the student's file). More severe cases will be referred by the Dean to the Student Discipline Committee, which may recommend actions up to and including expulsion from the University.

Team projects for which students receive academic credit are assigned to a faculty advisor who evaluates the achievement of each student through a combination of individual learning progress and effectiveness in group participation and leadership. The advisor will make team participants aware of any assignments or

activities on which students must work independently and will be graded individually.

## **8.8 CLASSROOM VISITORS**

Faculty may invite visitors to observe their classes or to make presentations. An observer is normally limited to attendance at no more than ten percent of a class' contact hours; more than ten percent requires authorization by the immediate supervisor due to the potential loss of focus by the students in the course goals and objectives. Presentations by visitors must also be reported to the immediate supervisor. The immediate supervisor and Dean are authorized to visit and observe any class session.

## 9.0 AMENDMENT AND REVISION

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The Faculty Handbook is established by the Board of Trustees and can be amended only by action of the Board of Trustees.

Revisions to the Faculty Handbook can be proposed by any faculty member, faculty group, any member of the administration or the Board of Trustees at any time.

Any modifications proposed by faculty can be forwarded to the Faculty Senate, and/or the Provost for consideration. Suggested modifications from members of the administration should be forwarded to the Provost who will forward them to the Faculty Senate. The Faculty Senate may forward them to an appropriate committee, or may study and review them in the Senate. The Faculty Senate should seek broad faculty input through the members in each college.

The Faculty Senate will forward its recommendations to the Provost. The Provost will then forward recommendations to the Deans for review by them and their faculties. The Council of Deans will then forward its recommendation to the Provost.

If the Faculty Senate and the Council of Deans are in agreement, the Provost will present the recommendations to the President and the Academic Affairs Committee of the Board of Trustees together with his/her comments and recommendation. The Provost will notify the Council of Deans and the Faculty Senate if his/her recommendations differ from their recommendations. The Academic Affairs Committee will make its recommendation to the Board of Trustees for consideration. Proposed modifications become policy only by action of the Board of Trustees.

If there is disagreement by either the Faculty Senate or the Council of Deans on proposed modifications, the Provost will work with each to seek changes that will produce agreement. If agreement cannot be reached, either group can request that the Provost forward the recommendation to the Academic Affairs Committee with his/her comment. The Academic Affairs Committee may then schedule an open hearing where the Chair of the Senate will present the Senate view, and one of the Deans will present the position of the Council of Deans and any other faculty member may be heard. The Academic Affairs Committee will make its recommendation to the Board of Trustees for consideration at its next regularly scheduled meeting.

After modification of the Faculty Handbook is approved by the Board of Trustees, a revised copy of the Faculty Handbook will be available to all faculty.

## **APPENDICES**

### **ADDITIONAL INFORMATION**

The material following in the attached appendices is for information only and is not part of the Faculty Handbook provisions. Additions and deletions will be made as needed.

## **APPENDIX A BUSINESS TRAVEL EXPENSES (SECTION 509)**

LTU will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved should make all travel arrangements through LTU's designated travel agency. Employees may use any travel agency if they pay for expenses rather than direct bill the University. In this case, approved expenses are reimbursed only after the conclusion of a trip and the filing of an expense report.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by LTU. Employees are expected to limit expenses to reasonable amounts. When renting vehicles for university business, employees must **DECLINE** all insurance coverage options. The University's present insurance coverage will cover the employee and the rental vehicle in the event of an accident.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by LTU may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed. Approved cash advances will be issued no earlier than 10 days prior to the date of travel.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel and the expenses of the family member or friend are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses. If a travel advance has been issued and the employee fails to return completed expense reports within the above 30 day period, the University may deduct the advance from the employee's wage.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for corrective action, up to and including termination of employment.

**APPENDIX B**  
**UNIVERSITY ADMINISTRATIVE ORGANIZATION CHART**

## **APPENDIX C SERVICE FUNCTIONS**

The University Administrative Organization chart is located in Appendix B.

### **ADMISSIONS**

The Office of Admissions is responsible for recruiting and initial enrollment of qualified and motivated students and for high school and community college relations. Although these activities are managed by Admissions, the recruitment of students requires support of the entire University community both as direct participants and in maintaining the environment and reputation that are required to make Lawrence Tech the university of choice.

### **AUDIO VISUAL**

The Audio Visual/Media Services Department provides a broad spectrum of services to the University community, including traditional audio visual support in the classroom, sound and video system operation, support for special events, and senior and staff portraits for the yearbook and other publications.

### **BOOKSTORE**

The Bookstore provides academic program text books and materials required for student purchase. Goods of a general collegiate nature are also available. The University Bookstore is operated under University contract.

### **BUSINESS SERVICES**

The Office of Business Services is responsible for purchasing, accounts payable and receivable, accounting and auditing, grant management, budget administration and reports, payroll, copy services, and other financial/business services.

### **CABLE-30**

Through the efforts of the City of Southfield, the University was granted the right to operate Channel-30 in 1987 on the Continental Cable Network. The University broadcasts various Lawrence Tech productions such as the Economic Club of Detroit lecture series and the ArchiLecture series on Cable-30.

### **CAFÉ LAWRENCE**

Café Lawrence is located on the main floor of the Buell Building and is operated by a contractor for the convenience of students and staff during the academic year. Meals are served during both day and evening hours five days, Monday through Friday, and four evenings, Monday through Thursday. The Café is normally closed during the summer. A faculty dining area is provided. (In addition, soft drink and snack machines are located in all the major buildings.)

## CAMPUS FACILITIES

The Office of Campus Facilities is responsible for operation of the physical plant including grounds maintenance, in-coming, out-going and inter-departmental mail, building custodial, event setup and tear down, remodeling, and new construction.

## CAREER SERVICES AND COOPERATIVE EDUCATION

The Office of Career Services and Cooperative Education is the office that interacts with business and industry for the development of employment opportunities, internships and co-op relationships for undergraduates, graduates, and alumni. In addition, the Office is responsible for an annual job fair, employment counseling, skill-building seminars, resume critiques and resume distribution service. The University is also a correspondent campus with the ROTC detachment at the University of Michigan in Ann Arbor. Scholarships and summer internship are available for students interested in pursuing a commission in a technical corps of the military services.

## CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

The Office of Continuing Education and Professional Development is responsible for curricular development, administration and presentation of a balanced program of university-level, non-degree-credit continuing education programs across a wide range of subjects and specialties. The Office manages: 1) design, development, marketing, and delivery of non-degree-credit programs offered to the public; 2) interfaces with business, civic, and other professional organizations to develop training curricula which meet constituent professional development and corporate educational needs; 3) University meeting services; and 4) rental of University facilities and equipment.

## EDWARD DONLEY COMPUTER CENTER

The Edward Donley Computer Center (EDCC) is responsible for both University academic and administrative computer and telephone services. The heart of the Computer Center is a group of large Digital VAX computers referred to as the VAXcluster. Users may access the system from numerous campus laboratories, and offices, and from off campus via modem. The EDCC also provides support services for nine local area networks and associated labs.

Faculty are provided individual accounts that allow system access. Complete information on services available and guidelines for use may be found in the VAXcluster Guide available from the Computer Center.

## HOUSING

The University Housing Office is responsible for on-campus housing including resident placement, rental, and telephone accounts as well as program planning for housing residents.

## INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement is responsible for management and coordination of the University's fund raising activities including philanthropic gifts from alumni, friends, corporations, foundations, and other organizations (excluding sponsored research and development). Faculty, staff and students must review all proposed requests for gifts and/or grants (other than research grants) through the Office.

## INSTITUTIONAL RESEARCH AND ACADEMIC PLANNING/ASSESSMENT

The Office of Institutional Research and Academic Planning/Assessment is responsible for planning and development of institutional data and management information.

## LEWIS VERALDI CENTER FOR EDUCATIONAL TECHNOLOGY

The Lewis Veraldi Center for Educational Technology is responsible for the interaction of faculty, staff, administrators and other users with the University's computer facilities and computer department. In addition, the Audio Visual Department and Cable-30 Office report to the Director.

## LIBRARY

The Library is responsible for the acquisition of print, microform, and electronic materials to support the curriculum, and the instruction of all users in the use of information materials. An automated library

information system available from all campus terminals simplifies access to resources. The collection complements classroom activities and student textbooks and workbooks. Faculty are encouraged to provide suggestions for materials to support their curriculum areas. The library can also assist faculty in obtaining materials to support academic research and scholarly activity.

#### PERSONNEL AND SAFETY SERVICES

The Office of Personnel and Safety Services is responsible for the employment functions of the University including recruitment, training & development, and retention of University employees. Performing this function requires monitoring the University's Equal Opportunity and Affirmative Action programs, planning and administering employee policies, reviewing and monitoring the University's benefit and compensation package, and aiding and directing employees on ways to maximize their contributions to the University and increase employee satisfaction. In addition, the Office of Personnel and Safety Services is responsible for campus safety and security.

#### REGISTRAR

The Registrar's Office is responsible for the generation, maintenance, and dissemination of all official student records, transcripts, class rolls, and grades, and operates the registration process. In addition, the Registrar's Office coordinates degree certification through the colleges, maintains the University Academic Information System (AIS) to facilitate counseling, maintains and administers the Degree Audit Reporting System (DARS), and is responsible for class schedules and classroom utilization. The Registrar's and Provost's offices have the sole responsibility for the release of University statistical information on enrollment or other student-related issues.

#### STUDENT ACTIVITIES

The Office of Student Activities is responsible for all student social, cultural and athletic activities outside the formal curriculum including coordination of student organizations, student government, intramural and intercollegiate athletics, and management of the Don Ridler Field House and Campus Activities Centers.

#### STUDENT FINANCIAL AID AND VETERANS' AFFAIRS

The Office of Student Financial Aid and Veterans' Affairs is responsible for the administration of Federal Title IV programs as well as State of Michigan financial aid programs. The Office is also responsible for the coordination of the University's Scholarship programs, and administers the Veteran's Administration G.I. Bill programs.

#### UNIVERSITY RELATIONS AND ALUMNI AFFAIRS

The Office of University Relations and Alumni Affairs is responsible for public relations activities, University publications, advertising, and news media relations. The Office establishes University publication standards and practices for all media formats, and prepares, edits, or reviews all media communications--including print, audiovisual, electronic, and computer--disseminated with University sponsorship or funding. The Office also maintains Lawrence Tech and Detroit Institute of Technology alumni demographic records (other than donor records), serves as campus liaison for alumni, is executive agent for the Alumni Association, and sponsor of alumni activity programs.

## **APPENDIX D PHYSICAL FACILITIES**

### **BUILDINGS**

Academic programs are located in four major campus buildings.

The Engineering Building houses the College of Engineering, the Office of the Vice-President of Finance and Administration, the Student Service Center, Office of the Registrar, Business Services, Personnel Services, and Student Financial Aid.

The Science Building contains the College of Arts and Sciences, the Edward Donley Computer Center, the Veraldi Center for Educational Technology, the University's Chief Information Officer, the Academic Achievement Center, and the Science Auditorium.

The Architecture Building houses the College of Architecture and Design, and the Architecture Auditorium.

The Buell Management Building houses the College of Management, President's Office, Provost's and Associate Provost's Offices, Institutional Advancement, University Relations and Alumni Affairs, Admissions Office, University Library, Bookstore, Student Affairs, and Career Services, Audiovisual Department, Cafeteria, and Institutional Research and Academic Planning.

The Corporate Services Complex houses the Office of Continuing Education and Professional Development and Corporate Credit and Cooperative Education.

The Applied Research Center houses the Vehicle Dynamics, Bridge, and Fastener Research laboratories and Campus Facilities.

The Don Ridler Field House provides a gymnasium and facilities for intramural athletics and personal fitness training and houses the Office of Student Activities.

The Physical Plant Building houses plant operations.

The University Housing structure provides housing for resident students and quarters for Campus Security.

The President's Conference Center provides facilities for small conferences and meetings (scheduled by the President's office), and VTEL based learning through the Ford Distance Learning Center.

The University also includes several other minor buildings and residences.

### **TRANSPORTATION AND PARKING**

Public transportation to the campus is limited. Transit bus stops are located on Ten Mile Road adjacent to the campus. The University provides free reserved parking for all annual non-tenure-track faculty members and staff. A parking sticker, available from the Business Services Office, must be displayed on all vehicles parked on campus. Tickets will be issued to vehicles improperly parked or without the required sticker. Security should be notified if a temporary substitute vehicle will be parked in an assigned location.

### **OFFICE, MAIL, PHONE AND COMPUTER SERVICES**

The University provides telephone (including a long-distance access code) and voice mail access and a computer device with Internet access for communications and professional use for each full-time faculty member. Mail is distributed twice daily to all departments. An office with desk and access to clerical services is also provided. These resources are intended to support the University-related duties of the individual and are not for personal use except as it might be incidental to the performance of assigned duties.

Outgoing mail should be given to the Departmental Secretary and should bear the name of the originator in

the return address. Large mailings (more than 25 items) should be coordinated with the mail room to insure appropriate handling and postage.

Faculty are expected to check their electronic, voice and intra-university mail regularly.

#### USE OF FACILITIES

The use of space is coordinated by the Registrar's Office. Any anticipated use of space outside the published schedule of classes must be requested through the Dean's office to the Registrar's Office. The University rents space to outside groups and may make space available (without a fee) for joint programs or events of a purely public service nature. It specifically does not allow use of its facilities by third parties involved in educational activities for a fee unless there is direct involvement of the University in a cooperative effort.

#### KEYS

Keys are provided to faculty for access to their offices and laboratories, but remain the exclusive property of the University. Under no circumstances is a key assigned to a faculty member to be copied or loaned to anyone else. Lost keys must be reported to the immediate supervisor at once. Individuals may be held responsible for misuse of keys assigned to them. All keys must be returned to the supervisor upon termination of employment.

#### SECURITY (dial 3945)

The university is patrolled by its private security force twenty-four hours a day, seven days per week. This force is in contact with the Southfield Police, which will respond when summoned by them. Security is responsible for the general safety of personnel and property, including traffic and parking control. Security officers may issue parking and traffic tickets for the City of Southfield.

#### EMERGENCIES (dial 0 or dial \*911)

In the event of accident, illness, fire or police emergency, the PBX operator (dial 0) should be immediately notified. The operator will notify the appropriate emergency agency as well as Campus Security. In the event the PBX operator is not on duty, dial security directly (dial 3945) or dial \*911 from any phone on campus to reach the City of Southfield emergency operator.

If a fire is small, an attempt should be made to extinguish it using fire extinguishers located throughout the buildings; however, if it is not immediately controlled, the building alarm system must be activated and the building completely vacated.

In the event a severe weather warning is received, all occupants of a building must proceed to an inner hallway on the lowest level of the building and position themselves along inside walls away from windows and outside doors until the emergency is over.

#### USE OF EQUIPMENT

No equipment belonging to the University may be taken off campus without permission in writing, signed by the Dean (or other senior manager responsible for the equipment) in advance.

University-owned equipment and other facilities may be used, under certain circumstances, for faculty research and consulting. In such circumstances, such use must be documented in a contract or letter of agreement, between the University and individual or organization sponsoring the project, which describes all conditions and establishes a fee to be paid for such use. Faculty should consult with their immediate supervisor before planning any such use.

#### MAINTENANCE AND CLEANLINESS

The University takes pride in the maintenance of its facilities and considers the condition, cleanliness and order of the physical plant to be an important asset in recruiting students and maintaining a pleasant environment for work and study.



ATTACHMENT  
BENEFITS HANDBOOK

The Handbook of Benefits provided by the University to all employees is maintained, distributed and updated as necessary by the Office of Personnel Services.