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1.0 PURPOSE AND BACKGROUND

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. Tenured or tenure-track faculty—full-time faculty on annual contract holding the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, or Instructor. Chapter 2 documents the responsibilities, rights, and benefits specific to tenure or 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 ranks of College Professor, Senior Lecturer, or Post-Doctoral Fellow.

Non-tenure-track faculty are not eligible for tenure. Chapter 3 documents the responsibilities, rights and benefits specific to contract faculty, and related policies, which include teaching, university service, and may include scholarly activities.

III. Part-time faculty—part-time, adjunct faculty on semester letters of agreement holding the rank of Lecturer or Adjunct Professor. Part-time faculty are not eligible for tenure. Chapter 4 documents the responsibilities, rights and benefits specific to part-time faculty, and related policies, which include teaching.

Chapter 8 documents general academic standards applicable to faculty in all classifications and at all ranks.

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 Chapter 9 AMENDMENT AND REVISION. This Handbook replaces all previous editions, revisions and versions of the Handbook.
1.2 HISTORICAL PERSPECTIVE

Lawrence Tech 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 most 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, Engineering and Management. All colleges offer both undergraduate and graduate programs. These colleges offer 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 University mission is to develop leaders through a student-centered environment with innovative and agile programs embracing theory and practice.

The University vision is to be a preeminent private technological university producing leaders with an entrepreneurial spirit and global view.

The University provides a student-centered comprehensive educational experience with technologically focused professional programs.

The University’s undergraduate and graduate learning outcomes foster students’ intellectual development into knowledgeable professionals, critical thinkers, and ethical leaders. University faculty members have established the following undergraduate and graduate learning outcomes in the areas of discipline-specific knowledge, critical thinking, and leadership and ethics:
1.3.1.1 Undergraduate Learning Outcomes

Discipline-Specific Knowledge

- Knowledge in Discipline: LTU graduates will demonstrate a mastery of the knowledge base in their discipline and an expertise in solving practical and theoretical problems.

- Technology: LTU graduates will demonstrate the ability to apply advanced technologies to practical and theoretical problems in their disciplines.

- Sustainability: LTU graduates will demonstrate an awareness of sustainability concepts within their discipline and their impact on the social, economic, and environmental needs of individuals and communities.

Critical Thinking

- Communication: LTU graduates will demonstrate professional standards in written, oral and graphical communication by mastering the fundamentals of writing mechanics and integrating evidence and analysis within a coherent structure. In their oral communication, they will organize and deliver content with poise and articulation.

- Mathematics: LTU graduates will demonstrate their mastery of mathematics to solve real-world problems by isolating relevant factors, constructing abstract models, communicating precisely and reasoning logically.

- Reading: LTU graduates will demonstrate proficiency in reading and interpreting complex, intellectually challenging texts and evaluating their analytical architecture from an independent point of view.

- Scientific Analysis: LTU graduates will demonstrate critical thinking and apply analytical and problem-solving skills in scientific fields.

Leadership & Ethics

- Leadership: LTU graduates will demonstrate civic, team, and global leadership skills by identifying a personal leadership philosophy, exhibiting entrepreneurial skills, and becoming agents of positive change.

- Teamwork: LTU graduates will demonstrate team-building and collaboration skills by making decisions, building consensus, resolving conflicts, and evaluating team members’ contributions.

- Professional Ethics: LTU graduates will demonstrate an understanding of the ethical issues related to their disciplines, the ethical codes adopted by relevant professional associations, and the social consequences of their ethical decisions.
1.3.1.2 Graduate Learning Outcomes

Discipline-Specific Knowledge

- LTU graduates will apply and, in accordance with their course of study, develop advanced knowledge within their discipline.

- LTU graduates will analyze and interpret information and implement decisions using the latest techniques and technologies.

Critical Thinking

- LTU graduates will evaluate scholarly literature and, in accordance with their course of study, contribute to the literature.

- LTU graduates will communicate effectively using written, oral, graphical, and digital formats.

Leadership & Ethics

- LTU graduates will develop a broad perspective on professional issues, such as lifelong learning, sustainability, leadership, and ethics.

1.3.2. Aims

The particular aims of Lawrence Tech include the following:

a) 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;

b) To offer day, evening, and weekend classes on campus and at convenient locations, and on-line programs of study so that courses are available to employed students and others who otherwise might be unable to attend college; to schedule day, evening and on-line classes which complement each other so that students can optimize the time required to complete their degree programs;

c) To maintain all programs at a high level of modern theory and current practice through constant review of the curricula;

d) To encourage the development of new and applied knowledge including the knowledge of teaching and learning through applied research, experimentation, creative activity and dissemination;

e) To include in each undergraduate 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.

f) To include in each undergraduate curriculum a leadership development program with components in the four years of study that will encourage students to apply their leadership knowledge and skills as professionals and active citizens.

g) To conduct all teaching, scholarship, and study in an atmosphere of academic freedom.

1.4 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 must avoid introducing controversial matter which is not relevant to the course.

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.
2.0 TENURED AND TENURE-TRACK FACULTY

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

2.1 RESPONSIBILITIES

Expectations of Faculty are described in this section.

As full-time University employees, faculty are expected to fulfill their roles in teaching, service, and scholarly activities as agreed upon in their contracts and work assignments, as well as all other University policies. Failure to fulfill these expectations will be documented in the faculty member’s files and will be considered as part of the faculty member’s performance evaluation.

2.1.1. Academic Teaching Policy

Teaching of credit bearing academic courses, studios, and labs to foster student learning is the primary faculty responsibility. Academic teaching loads 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:

a) High quality and continuously improving teaching.

b) 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 the faculty of each program, the department chair, and the dean.

c) Teaching in not more than two academic disciplines per semester. Disciplines are to be defined by the faculty of each program, the department chair, and the dean.

d) Teaching in the Fall and Spring semesters, with classes occasionally to be distributed over 11 months only by advance mutual agreement between the faculty member and the department chairperson, with concurrence of the dean.

e) Teaching in day and evening section as assigned.

f) Clearly stating the following within a syllabus distributed to students in the first week of the semester: course objectives and procedures, the role of the Academic Honor Code and the Honor Code pledge, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes (including a statement on the expected quality of writing and other communication), policy on attendance, a schedule of topics and exams (consistent with the official course syllabus), identification of the required text and any other materials, and office hours for help outside of class time. Colleges and their faculty may specify further additions to the syllabus when they contribute to the course and students’ learning experience.
g) Providing fair critique, and promptly returning, all student work consistently with department expectations.

h) Use of available online course management tools in accordance with University policies.

i) Specifying in advance (and in the course syllabus) all required textbooks and course materials, as required by the Higher Education Act of 2008, to enable the University to make the information available.

j) Administering a final examination in each course at the time and place indicated in the final exam schedule. Exceptions:

1) Online courses;
2) Studio courses;
3) Laboratory courses;
4) Courses with fewer than 2 credits;
5) Other courses to which college faculty and administration mutually agree to an alternative such as a take-home examination.

k) Submitting final grades by the University deadline.

l) Teaching online by agreement with the faculty member’s supervisor. The University seeks to offer its instruction in a variety of ways, including traditional classroom settings, online instruction, remote instruction, or combinations of these and other methods. Instructors shall be provided appropriate training and technical support for the methods chosen. Principles of academic freedom and the instructor’s authority remain in full force.

Faculty members may teach a maximum of one on-line course per year as part of his/her workload assignment. In semesters for which there is no such on-line in-load course assignment, each faculty member may teach one course on-line at the overload rate.

m) Teaching 12 credit hours per semester or the equivalent.

n) Supervising no more than five (5) concurrent doctoral student dissertations.

Credit hour equivalencies are as follows:

a) The standard for a full teaching load assignment is 12 undergraduate credit hours per semester, averaged over an academic year, not to exceed 14 contact hours per week. Credit and contact hours for graduate courses numbered 5000 and above are multiplied by 1.33 for compliance with the teaching load criterion.

b) Guidance/supervision of students enrolled in directed/independent studies, thesis, and/or dissertations.

c) Directed/independent studies not part of graduate thesis or dissertation work shall be compensated at rates which will be posted on the Provost’s web page. Such rates shall be uniform among colleges, but the graduate rate shall be 1.5 times the undergraduate rate.
d) A faculty member may decline to conduct guidance or supervision of directed/independent studies to the extent that it may reasonably be expected to impair the faculty member’s ability to carry out other teaching responsibilities.

**College of Architecture and Design**

Service on thesis committees shall be considered part of the faculty member’s service responsibilities. For faculty members in the College of Architecture and Design who teach design studios, the standard for a full teaching load shall be fourteen (14) contact hours per week per semester, averaged over an academic year, not to exceed a total of twenty-eight (28) contact hours for the year. Credit and contact hours for courses numbered 5000 and above shall be multiplied by 1.33 for compliance with the teaching load criterion.

The standard for a teaching load assignment for non-design studio faculty shall be the University’s standard of twelve (12) undergraduate credit hours per semester, averaged over an academic year, not to exceed fourteen (14) contact hours per week.

For faculty members who teach hybrid lecture and lab components where contact hours exceed the number of credit hours in a course, the teaching load calculation shall be based on the design studio faculty member model.

The faculty load for chairing a graduate thesis committee shall be calculated in accordance with the directed/independent studies grid adopted by the College. For example, chairing a four (4) credit hour thesis committee shall be treated as if it were a four-credit directed/independent study graduate course for determining faculty load. Service on thesis committees by a full-time faculty member as a secondary committee member shall be considered part of the faculty member’s service responsibilities.

**College of Engineering**

Service on thesis and dissertation committees shall be considered part of the faculty member’s service responsibilities. The program director may award up to two dissertation committee members an honorarium where the committee members are required to provide ongoing consultation and review of the student’s work throughout the dissertation process. Honorarium rates and requirements will be posted on the Provost’s web page.

Service as chair of dissertation committees shall be compensated, at each point where concurrently supervised students have successfully completed a total of eight (8) three-credit-hour dissertation classes, at overload rate or release time as if the faculty member had taught one three-credit graduate course.

**College of Management**

Service on thesis and dissertation committees shall be considered part of the faculty member’s service responsibilities. The program director may award up to two dissertation committee members an honorarium where the committee members are required to provide ongoing consultation and review of the student’s work throughout the dissertation process. Honorarium rates and requirements will be posted on the Provost’s web page.
Service as chair of dissertation committees shall be compensated, at each point where concurrently supervised students have successfully completed a total of eight (8) three-credit-hour dissertation classes, at overload rate or release time as if the faculty member had taught one three-credit graduate course.

Service on thesis and dissertation committees in a college other than the one in which the faculty member holds his or her primary appointment shall be compensated as determined by the policy of the college in which the thesis or dissertation is being written. This policy is subject to approval by the Provost.

Internships and Co-op Advising

An internship or co-op is defined as an activity in which the student is employed or working on a project related to their studies and is primarily supervised by an advisor or employer who is not employed by the University. A faculty member may act as coordinator or advisor for the internship or co-op in the role of validating the relevance or quality of the internship or co-op experience. The faculty advisor may also be involved in evaluating an end of semester paper, report, or presentation on the internship or co-op experience for which the student may receive academic credit. In general, a department or program should have all student internships/co-op activities advised by a single faculty member. Administrative release time will be granted to the faculty internship advisor equivalent to a one-to-three (1-3) credit teaching load depending upon the number of students being advised.

Conditions influencing the teaching load:

a) Administrative responsibilities.

b) Sponsored projects and assignments.

c) Funded research activity.

d) Increased or decreased participation in advising and/or other university service, as determined by the work load actually associated with that service.

e) Class size: Any class with more than 50 students shall count as two sections for purposes of teaching load, credit, and overload pay.

Any class with 50 or fewer students, other than a directed study or thesis or dissertation supervision as described above, shall count as a full section, and no reduction of pay or credit will be made on the basis of low enrollment so long as the course has an enrollment of at least 6, if a graduate course, or at least 7, if an undergraduate course.

f) 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 assignment form) authorized or issued by the Provost and maintained in the Provost’s office. Contractual provisions, such as administrative responsibilities, shall expire with the contract, and shall be separately agreed to and justified again in any subsequent contract.
2.1.2. Faculty Scholarly and Creative Activity

Scholarly and creative activity are integral to the mission of the University and are part of the expectations of all tenured and tenure-track faculty. The specific areas and types of such activity depend heavily on the faculty member’s individual specialty, and the level of such expectations are to be consistent with the faculty member’s teaching, administrative, and other University responsibilities, but are always a factor in evaluation.

At Lawrence Tech, scholarship will enhance the educational experience of the students and build our reputation as a provider of higher education. For Lawrence Tech faculty, scholarship enhances the opportunity for personal growth and development by focusing their passion and interest, and helps to define their responsibilities as educators.

Scholarship entails systematic inquiry into a subject, attainment of a level of expertise, and communication of that expertise to others. This implies that faculty members stay current within their areas of specialized knowledge and bring new knowledge to their peer group and ultimately to the student body of the university. Scholarship activity does not always imply a scientific discovery or a technological breakthrough. Existing knowledge can also be integrated, explained, extended, interpreted and new insights gained and conceptualized. However, scholarship should result in a tangible product for external peer-reviewed dissemination.

Scholarship is not restricted to the faculty member’s area of expertise. The scholarship of teaching and learning, and activities that contribute to a better understanding of teaching and learning, are also highly valued.

At Lawrence Tech scholarship activities fall into three categories, Basic Research, Applied Research, and Creative Work, each of which carries equal importance in the evaluation of faculty performance. Peer-reviewed research or creative work within at least one of these categories and consistent with the expectations of the particular field is considered essential for consideration in tenure and promotion and externally disseminated work of all types is strongly encouraged in the awarding of merit increases.

More detail on scholarly activity is contained on the Provost’s web page.

2.1.3. 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:

a) Upholding ethical behavior and intellectual integrity in every aspect of employment.

b) Engagement with the University community through regularly scheduled office hours, and other office hours by appointment, and, in addition, availability for faculty and student consultation on campus, consistent with full-time appointment and department policy. Office hours should be listed in the syllabus for each course taught and 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 online.

c) Student advising. Advising consists of providing mentoring and 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. Advising shall take into account all University options open to the student, including alternative programs for those interested in changing major or concentration. To this end, the University will provide faculty with appropriate information and training.

The advising function also includes receiving and acting appropriately on information from students relevant to the improvement of University education, student service, protection of students and employees, and quality control.

The advising relationship is subject to laws, regulations, and University policy on student privacy, which are summarized in the Advisor’s Handbook, but is not privileged or confidential as a legal matter, and is subject to mandatory reporting requirements contained in University policies on discrimination and harassment.

d) University/college/department service. Under unusual circumstances, at the recommendation of the department chair or immediate supervisor and approved by the dean, a faculty member may be assigned a higher teaching load in lieu of some responsibilities for scholarship, student advising or other college or University service.

e) Professional development in the faculty member’s area of expertise, through research, consulting, publication, and sabbatical study, to the extent consistent with assigned teaching load, and to engage in professional development in teaching methods and instructional technology.

f) Participation in the assessment of student learning and other accomplishment in the University’s general education and in specific fields of study.

g) Curriculum development.

h) Professional association membership with active involvement.

i) Community engagement aligned with the University Mission and Vision.

j) Complete fulfillment of professional obligations to the University before engaging in non-university work-related activities.

k) Consideration of alternative educational practices, new delivery modes, and distance learning approaches, in consultation with University specialists in such practices and attendance at appropriate training and workshops.

l) Respect for, and protection of, both the academic and personal privacy of students and colleagues.
m) Assurance that student needs have the highest faculty priority.

n) Respect for the intellectual integrity of students and colleagues, encourage informed dialogue, and protect responsible dissent.

o) Service 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.

p) Holding 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.

q) Confining lecture and related classroom activities to topics which fall within areas of competence and are germane to the course.

r) Requesting library holdings and acquisitions needed for course requirements.

s) Completing 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. advising appointments, call for meetings, assemblies, planning and development activities) anytime classes are not in session during the academic year when the University is open.

t) Being knowledgeable of and adhere to all University policies and procedures, including the University policy on sexual harassment and equal opportunity.

u) Attending University commencement exercises, unless excused by the dean.

v) Active support and engagement in the strategic planning process at the department, division, college and university levels.

2.1.4. 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.

Release time may be granted during a faculty member’s first year of full-time employment for the purpose of beginning a program of scholarly activity. Release time for scholarly activities after a faculty member’s first year of full-time employment must be funded by sources outside the University unless approved by the dean and Provost.

2.1.5. Policy on Overload Teaching
Overload teaching assignments provide flexibility in course offerings, but can also impose burdens on faculty and students and are to be made cautiously and temporarily, not as a routine part of faculty responsibilities.

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.

Faculty who are assigned more than the normal teaching load are paid for teaching overload at the then current part-time rate or at such other rate as may be specified in a separate agreement. Department chairpersons may not receive teaching overload payments.

Overload payment will be made in the spring semester.

In unusual circumstances, involuntary overload teaching may be assigned on a temporary basis for not more than two consecutive semesters, followed by one semester with no involuntary overload teaching. Efforts will be made to acquire consent from the faculty member and special attention will be made not to create undue burden on a faculty member.

2.1.6. 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.

2.1.7. Department Chairpersons

Department chairpersons are normally expected to carry a one-half teaching assignment during the academic year in regularly scheduled classes. With the agreement of the dean and approval of the Provost, depending on the work load for the department, a chairperson’s release time may be adjusted on a temporary basis.

Appointment as a department chairperson does not affect the faculty member’s tenure status.

2.2 RIGHTS

Tenured and Tenure-track faculty have the right:

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

b) 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.

c) 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.

d) to be recognized as scholar-teachers, professionals, and creative individuals.
e) to dismiss from class, or secure administrative withdrawal of students who constitute a disruptive influence or infringe upon the rights of others.

f) 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.

g) to receive written performance reviews by their department chairperson or division head, pursuant to section 2.6.

h) 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.

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

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

2.3 ACADEMIC FREEDOM

The University policy on Academic Freedom is presented in Section 1.4.

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

Faculty are renewed or retained primarily on the basis of satisfactory performance of their regular academic duties, including teaching, scholarly and creative activity, and service to the University, as described in Section 2.1. The short- and long-term needs of the University, changes in programs, requirements for other skills, enrollment trends, individual progress toward tenure, and other factors may all enter into the decision to retain or not to retain a tenure-track faculty member. The University specifically does not represent that a tenure track 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 notifications of non-renewal will be in writing and will be given by April 1 of the first employment year or by December 15 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 violate the standards stated in the causes for termination of tenure contained in Section 2.10.8. Tenured faculty who receive a documented unsatisfactory annual performance evaluation for the prior academic year in the fall semester shall develop a plan for improvement with their immediate supervisor and their dean. The faculty member’s performance will
be reviewed again at the end of the next full semester of teaching. If a satisfactory evaluation is achieved, the faculty member returns to the normal cycle of annual performance evaluations. If a satisfactory evaluation is not achieved during this subsequent evaluation, 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 (which must remain private and confidential) and make its recommendation to grant or deny additional remediation time to the dean, who will forward it with his/her recommendations to the Provost. The committee should consider evidence of improvement in formulating its recommendation together with any extraordinary events occurring in the faculty member’s life. If additional time for remediation is approved by the Provost, a satisfactory evaluation must be achieved during each of the next two full semesters of teaching. If the Provost denies additional time for remediation, a *prima facie* charge of “refusal to perform regular academic duties” shall exist and the Provost shall initiate the procedure in Section 2.10.8 to terminate the tenure of the faculty member.

Upon a faculty member’s receiving a third unsatisfactory annual performance evaluation during any ten year period after receiving tenure at the University, a *prima facie* charge of “refusal to perform regular academic duties” shall exist and the Provost shall initiate the procedure in Section 2.10.8 to terminate the tenure of the faculty member.

A faculty member who receives an unsatisfactory performance review that he or she feels is unfair and who cannot resolve the issue with the person writing the review may appeal to the next level supervisor, which in most cases will be the dean. If the issue is not resolved, the faculty member can then further appeal to the Provost.

Tenured faculty may be dismissed for any of the following: specified cause (after a hearing, as described in section 2.10.8), program discontinuation, or declared financial exigency as provided in this Handbook.

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

### 2.6 PERFORMANCE EVALUATION

Performance evaluation is done at least annually to promote constructive communication and mentoring 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.

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; and to set appropriate goals for the next year(s). The performance evaluation is completed by the immediate supervisor (usually the department chair) 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. 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 faculty file.

Department-level evaluations take place at the beginning of the fall semester, must be completed by October 31 of the following academic year, and are based on activities of the previous academic year. The departments shall submit all faculty evaluations to the Provost by the last day of the fall semester.

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.

The evaluation process is determined in each college by the dean and faculty council within the scope of the guidelines below.

The process must:

a) be in writing with a copy provided for the Provost’s faculty file;

b) include self evaluation by the faculty member;

c) include both objective and subjective criteria;

d) following the first year of service, review the accomplishment of goals set in the preceding year’s evaluation;

e) include evaluation in three principal areas: teaching, service, and research and/or creative activity. Teaching effectiveness and teaching productivity are important components of the evaluation;

f) include a statement of objectives and expectations for the following year;

g) be used in the determination of promotion, retention, tenure, tenure review and merit increases in salary; and

h) include personal interviews between the faculty member, the immediate supervisors, and also the dean if requested by the faculty member or the dean.

i) Provide the faculty member with the opportunity to appeal any unsatisfactory annual evaluation to his or her Dean and the Provost.
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 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 in the library 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.

In addition, the annual evaluation shall include evaluation of the faculty member’s scholarly achievements and the member’s service to the department, college, and university. Evaluation of scholarly achievement follows the statement on scholarship in section 2.1.2.

Faculty members are expected to be good academic citizens. Repeated behavior toward students, faculty, staff, administrators, or the public that is unprofessional or ill-mannered can fall within the meaning of “unsatisfactory” performance.

Evaluation of service to the university might include development of curriculum for a new program, participation in or leadership of committees or task forces, development of initiatives for research, teaching, enrollment, or other new programs, or other contributions comparable to these examples, even if not directly academic or scholarly in nature.

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 achievement and service.

In the event of a finding of unsatisfactory performance, the faculty member shall be given a prescriptive plan for improvement in accordance with section 2.5.

2.6.2. Evaluation of Academic Supervisors

Department chairpersons or equivalent supervisors will be evaluated annually by anonymous written evaluation by full-time faculty in their respective departments, sent directly to the dean of the relevant college, and the dean will take these into account in performance review of the chairperson.

College deans will be evaluated annually by anonymous written evaluation by full-time faculty in their respective colleges, sent directly to the Provost, and the Provost will take these into account in performance review of the dean.

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 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. After the first year of service, tenure-track faculty members whose contracts will not be renewed will be notified by December 15.

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. Promotions granted during the January Board of Trustees meeting are effective the following academic year.

Promotion is based solely on merit and not on length of service. Furthermore, 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 might not be attained even by highly successful members of the faculty.

A faculty member in the rank of professor may, by nomination of the dean, and recommendation of the Provost to the President for review by the Trustees, be appointed “Distinguished Professor.” This appointment may only be achieved by individuals with national and international recognition of accomplishments. The guidelines for Distinguished Professor are on file in the Office of the Provost.

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 request a meeting with the Provost to discuss his/her application.

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

2.9. MENTORSHIP

The university recognizes the essential role of mentorship in the professional development of all faculty members. Although most commonly conducted by senior faculty in mentoring junior faculty, mentorship is essential in a wide range of faculty effort, and a faculty member may be a mentor for a colleague in one area while being mentored by another colleague in a different area. All tenured faculty members carry a special responsibility for the mentoring of untenured faculty to provide them
the greatest possible opportunity for achieving promotion, tenure, and professional distinction. At the same time, all faculty are responsible for being receptive to appropriate mentoring.

**2.10 TENURE**

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

**2.10.1. 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.

**2.10.2. 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, but are eligible to be hired as an Assistant Professor through a competitive search process.

**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-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.

2.10.3. Award of Tenure

During each Fall semester, the dean will identify those faculty whose appointments require them to apply for 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:

a) 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.

b) 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. Letters from external peers acknowledging the faculty member’s scholarly and creative achievement are required.

c) 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 Provost and will inform the candidate of his or her recommendation. 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. Tenure granted during the January Board of Trustees meeting is effective the following academic year.

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.

2.10.4. Adjustments to the Tenure Probationary Period

The University recognizes that certain events may arise in a tenure-track faculty member’s personal life that can affect his or her performance in the categories used to evaluate the candidate’s suitability for tenure. Faculty members therefore may request that the tenure clock be stopped and that certain years be excluded from consideration during the tenure probationary period. Any faculty member may ask that one academic year not count toward his or her tenure decision for any of the following reasons:

a) Serious health conditions that makes the faculty member unable to perform the functions of his or her job.

b) Dependent care of newborn, newly adopted, or foster children.

c) Dependent care of seriously ill or injured spouses, children, registered same-sex domestic partners, or parents.

The request shall be made in writing to the appropriate Dean prior to the beginning of the next academic year.

For additional information please refer to the “Tenure and Promotion Processes” document on the Provost’s web page.

2.10.5. 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.

The University administration remains committed to first retaining faculty positions of tenured faculty in a department. In furlough decisions faculty rank is given the highest consideration for retention. Tenured faculty with less than a full load can execute the right to be assigned a full schedule by replacing as an instructor any non-tenured, part-time, and adjunct faculty for classes that he or she is qualified to teach, upon approval of the dean. A full schedule of courses may be met by online courses and with approved teaching reductions based on external research or grant funds.

Tenured faculty who are unable to be assigned a full schedule of courses within their departments shall receive consideration to teach courses in other programs or departments where they are qualified. If reassignment is not possible and a furlough decision has been made, written notice will be given to the faculty member. If appropriate courses are not available in the subsequent semester, the faculty member may be placed in furloughed status. Faculty members may be furloughed for a maximum of three years, after which, if the faculty member is not recalled, the employment relationship between the faculty member and the University is terminated.

2.10.6. 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 make a reasonable effort 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.

2.10.7. 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:

   a) At least 30 days’ notice of the possibility of financial exigency shall be given to the Faculty Senate by the Provost.
   
   b) The Provost will furnish to the Faculty Senate the financial information upon which its judgment is based that financial exigency exists.
   
   c) 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.
   
   d) 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.

2.10.8. 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 are grounds for termination of tenure:

a) Breach or abuse of academic freedom;

b) Gross neglect of or refusal to perform regular academic duties;

c) Unethical behavior; or

d) Conviction of a felony.

As a first step in any potential termination for cause, the Provost will meet with the faculty member, provide a written description of the charges, and establish a time for a hearing before a panel of faculty appointed for that purpose.

The panel will consist of two members from each of the four colleges and one member at large. Members of the panel shall be selected from the Standing Committee for Tenure Removal, which consists of four tenured faculty members from each college, plus two tenured faculty members at large, none of whom shall hold an administrative appointment other than department chairperson. Members of the Standing Committee shall serve three-year terms, staggered so that every year six members will leave the committee and six new members will begin service. Committee members will be randomly selected by a drawing from a pool of all tenured faculty members in the presence of one representative from the Provost's office and one from the Faculty Senate. Tenured faculty members selected in this manner cannot be excused from serving on the committee.

The same selection procedure, with the Provost and the Faculty Senate Chair present, will be used to create a hearing panel from the Standing Committee on Tenure Removal. If such a panel is formed, the identity of the panel members shall remain confidential unless publicized by the charged faculty member.

Both the charged faculty member and the Provost may make three peremptory challenges to potential panel members, but the charged faculty member may have unlimited challenges for specifically enumerated causes, as concurred with by the dean of the challenged panel member's college. If, upon a successful challenge to a selected panel member there are no alternate tenured faculty members from the challenged college, alternate panel members may be selected from other colleges. If such challenges preclude two tenured faculty members from each college sitting on the panel, 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 or 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 panel will elect its chairperson who will preside over all panel 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 all witnesses and evidence. If the faculty member or his or her representative refuses to participate in the hearing the panel will proceed without him or her. 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. All evidence presented at the hearing will be recorded.

If both the faculty member and the Provost are represented by legal counsel, the panel, upon request, shall also have the assistance of legal counsel.

Within 30 days of the close of the hearing, the panel shall submit a report and recommendations to the President. A majority of the panel may recommend either reinstatement or dismissal of the charged faculty member. Individual members of the hearing panel may submit dissenting opinions as part of the report. Copies of the majority and any dissenting opinions will be supplied to the faculty member. The President shall forward the report and his/her own recommendation to the Board of Trustees.

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 panel’s findings to the chairperson of the board. The Board of Trustees may either affirm the panel’s decision or accept the appeal and schedule a hearing of its own. 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 report has been filed and a faculty-requested hearing conducted, 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.

2.11 CONSULTING

The University encourages faculty to be active in their professional fields and engage in professional development. Consulting is an important example of such activities and may be considered in the evaluation of performance, and should be documented in the annual performance plan. Consulting is voluntary and is in addition to the complete performance of academic, scholarly, and service obligations, and may not impose time demands of more than one-fifth of university full-time responsibilities.

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 may engage in outside consulting activity,
provided the schedule of the activity is approved by the chairperson and the dean. Professional consulting is 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 the duties of a faculty member, or any other assigned duties or required office hours.

2.12 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, 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 full-time faculty from teaching undergraduate or graduate courses at other educational institutions during the academic year 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.

2.13 MEETING CLASSES

Faculty members are required to meet all class, studio, and laboratory sessions as scheduled with respect to time, for online classes, and time and location for classroom-meeting classes. 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 judgment.

2.14 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 11 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, accreditation work, some forms of corporate-sponsored research, summer teaching, and overload teaching as described elsewhere in this Handbook, or for other professional duties over and above normal full-time responsibilities.
2.15 BENEFITS

The Benefits Handbook provided by the University to all employees, including faculty, is maintained, distributed and updated as necessary by the Office of Human Resources, and is posted on the University Web site. 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.

2.16 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.

The University schedules professional development days as part of the academic schedule. Faculty members are strongly encouraged to take advantage of these workshops, and attendance is taken into account in performance evaluations.

2.17 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.

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.

2.18 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 Human Resources Office. 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.

2.19 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.

2.20 LEAVES OF ABSENCE

2.20.1. 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.

2.20.2. 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:

a) 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.

b) Sabbatical proposals must be approved by the Provost with the advice of the college dean and Faculty Senate.

c) 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.

d) A faculty member on sabbatical leave may teach at another institution if such teaching is included as part of an approved sabbatical leave plan.

e) The duration of each paid leave shall not exceed two consecutive semesters exclusive of any summer semester.

f) No faculty member shall be granted more than one sabbatical leave in any six-year period.

g) 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.

h) 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.

i) Within 30 days of returning to normal University responsibilities following the leave, faculty shall submit a written report 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.

j) 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.

k) In accepting a sabbatical leave, the faculty member agrees to return to the University for a period of time equal to or greater than 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, as computed on a daily basis.

2.20.3. 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:

a) 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.

b) Unpaid leaves are subject to approval of the Provost upon advice of the dean.

c) In general, faculty are eligible for consideration for leaves of absence without pay after three years of continuous service to the University.

d) Durations of unpaid leaves can be up to two consecutive semesters and shall not normally exceed one academic year.

e) 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.

f) Faculty on leave shall be eligible, upon request, for continuation of University employment benefits, provided benefit costs are paid by the faculty members.

2.21 DISTINGUISHED PROFESSOR

The President of Lawrence Technological University, with the support of the Provost and representing the Board of Trustees, will confer the title University Distinguished Professor on select faculty members who have held the rank of Professor at Lawrence Tech for at least three years. This University Distinguished Professorship will continue while the recipient remains a faculty member at the university. The Distinguished Professor title will be awarded very selectively, and it will convey high honor for the Professor’s accomplishments.

2.22 EMERITUS STATUS

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

a) They have served the University for a minimum of ten years, are tenured, and have attained the rank of associate professor or professor.

b) 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.

c) 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

In this section the term “faculty” means non-tenure-track full-time faculty. 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 who may subsequently apply for and be 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 non-tenure-track 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.

3.1 RESPONSIBILITIES

Expectations of non-tenure-track faculty are described in this section. As full-time University employees, non-tenure track faculty are expected to fulfill their roles in teaching, service, and possibly scholarly activities as agreed upon in their contracts and work assignments, as well as all other University policies. Failure to fulfill these expectations will be documented in the faculty member’s files and will be considered as part of the faculty member’s performance evaluation.

3.1.1. Academic Teaching Policy

Teaching of credit-bearing academic courses, studios, and labs, to foster student learning 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:

a) High quality and continuously improving teaching.

b) 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 the faculty of each program, the department chair, and the dean.

c) Teaching in not more than two academic disciplines per semester. Disciplines are to be defined by the faculty of each program, the department chair, and the dean.

d) Teaching in the fall and spring semesters, with classes occasionally to be distributed over 11 months only by advance mutual agreement between the faculty member and the immediate supervisor, with concurrence of the dean.

e) Teaching in day and evening sections.

f) Clearly stating the following within a syllabus distributed to students in the first week of the semester; course objectives and procedures, the role of the Academic Honor Code and the Honor Code pledge, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes (including a statement on the expected quality of writing and other communication), policy on attendance, a schedule of topics and exams (consistent with the official course syllabus), identification
of the required text and any other materials, and office hours for help outside of class time. Colleges and their faculty members may specify further additions to the syllabus when they contribute to the course and to students’ learning experience.

g) Providing fair critique and prompt return of all student work consistent with department expectations.

h) Use of available online course management tools in accordance with University policies.

i) Specifying in advance (and in the course syllabus) all required textbooks and course materials, as required by the Higher Education Act of 2008, to enable the University to make the information available.

j) Administering a final examination in each course at the time and place indicated in the final exam schedule. Exceptions:

1) Online courses;
2) Studio courses;
3) Laboratory courses;
4) Courses with fewer than 2 credits;
5) Other courses to which college faculty and administration mutually agree to an alternative such as a take-home examination.

k) Submitting final grades by the University deadline.

l) Teaching online by agreement with the faculty member’s supervisor. The University seeks to offer its instruction in a variety of ways, including traditional classroom settings, online instruction, remote instruction, or combinations of these and other methods. Instructors shall be provided appropriate training and technical support for the methods chosen. Principles of academic freedom and the instructor’s authority remain in full force.

Faculty members may teach a maximum of one on-line course per year as part of his/her workload assignment. In semesters for which there is no such on-line in-load course assignment, each faculty member may teach one course on-line at the overload rate.

Conditions influencing the teaching load:

a) Administrative responsibilities

b) Sponsored projects and assignments

c) Increased or decreased participation in advising and/or other university service, as determined by the work load actually associated with that service.

d) Class size: Any class with more than 50 students shall count as two sections for purposes of teaching load, credit, and overload pay.
e) Any class with 50 or fewer students, other than a directed study or thesis or dissertation supervision as described above, shall count as a full section, and no reduction of pay or credit will be made on the basis of low enrollment so long as the course has an enrollment of at least 6, if a graduate course, or at least 7, if an undergraduate course.

f) Other extraordinary conditions, as agreed to by the immediate supervisor or division head, and approved by the dean.

All conditions affecting teaching assignments shall be recorded in detail on the Academic Appointment (faculty assignment form) authorized or issued by the Provost and maintained in the Provost’s office. Contractual provisions, such as administrative responsibilities, shall expire with the contract, and shall be separately agreed to and justified again in any subsequent contract.

3.1.2. 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:

a) Upholding ethical behavior and intellectual integrity in every aspect of employment.

b) Engagement with the University community through regularly scheduled office hours, and other office hours by appointment, and, in addition, availability for faculty and student consultation on campus, consistent with full-time appointment and department policy. Office hours should be listed in the syllabus for each course taught and 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 online.

c) Student advising. Advising consists of providing mentoring and 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. Advising shall take into account all University options open to the student, including alternative programs for those interested in changing major or concentration. To this end, the University will provide faculty with appropriate information and training.

The advising function also includes receiving and acting appropriately on information from students relevant to the improvement of University education, student service, protection of students and employees, and quality control.

The advising relationship is subject to laws, regulations, and University policy on student privacy, which are summarized in the Advisor’s Handbook, but is not privileged or confidential as a legal matter, and is subject to mandatory reporting requirements contained in University policies on discrimination and harassment.
d) University/college/department service. Under unusual circumstances, at the recommendation of the department chair or immediate supervisor and approved by the dean, a faculty member may be assigned a higher teaching load in lieu of some responsibilities for student advising or other college or University service.

e) Professional development in the faculty member’s area of expertise, which may include scholarly and creative work, consulting, or some combination thereof, to the extent consistent with assigned teaching load.

f) Participation in the assessment of student learning and other accomplishment in the University’s general education and in specific fields of study.

g) Curriculum development.

h) Professional association membership.

i) Community engagement aligned with the University Mission and Vision.

j) Complete fulfillment of professional obligations to the University before engaging in non-university work-related activities.

k) Consideration of alternative educational practices, new delivery modes, and distance learning approaches, in consultation with University specialists in such practices and attendance at appropriate training and workshops.

l) Respect for, and protection of, both the academic and personal privacy of students and colleagues.

m) Assurance that student needs have the highest faculty priority.

n) Respect for the intellectual integrity of students and colleagues, encouraging informed dialogue, and protecting responsible dissent.

o) 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.

p) Holding classes as scheduled, or, with the approval of the immediate supervisor or dean, to arrange for a suitable substitute if needed, or for alternate course work assignments, and to give sufficient notice of any cancellation.

q) Confining lecture and related classroom activities to topics which are germane to the course.

r) Requesting library holdings and acquisitions needed for course requirements.

s) Completing 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. advising appointments, call for meetings, assemblies, planning and development activities) anytime classes are not in session during the academic year when the University is open.

t) Being knowledgeable of and adhering to all University policies and procedures, including the University policy on sexual harassment and equal opportunity, the Family Educational Rights and Privacy Act, and student registration.

u) Attending University commencement exercises, unless excused by the dean.

v) Active support and engagement in the strategic planning process at the department, division, college and university levels.

3.1.3. Policy on Overload Teaching

Overload teaching assignments provide flexibility in course offerings, but can also impose burdens on faculty and students and are to be made cautiously and temporarily, not as a routine part of faculty responsibilities.

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 and retention.

Faculty who are assigned more than the normal teaching load are paid for teaching overload at the then current part-time rate or at such other rate as may be specified in a separate agreement.

In unusual circumstances, involuntary overload teaching may be assigned on a temporary basis for not more than two consecutive terms, followed by one semester with no involuntary overload teaching. If such involuntary overload teaching must be assigned, the faculty member’s service and scholarship obligations shall be reduced for purposes of the annual evaluation.

3.1.4. 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 adjunct pay rate, except as provided under section 3.1.1.

3.2 RIGHTS

Non-tenure-track faculty have the right:

a) to conduct their teaching, scholarly, and creative activities, and University service duties under terms of academic freedom;

b) 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;

c) 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;
d) to be recognized as teachers and professionals;
e) to dismiss from class, or secure administrative withdrawal, of students who constitute a
disruptive influence or infringe upon the rights of others;
f) 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;
g) to receive written performance reviews by their immediate supervisor or division head;
h) 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;
i) to receive compensation commensurate with professional responsibilities and
performance, within the constraints of the financial health of the University; and
j) to have reasonable levels of support, including clerical and technological services and
equipment.

3.3 ACADEMIC FREEDOM

The University policy on Academic Freedom is presented in Section 1.4.

3.4 RECRUITMENT AND APPOINTMENT

In general, 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.
Such faculty hold the rank of Senior Lecturer. Faculty candidates who have distinguished
professional and academic accomplishments may be recommended to the Provost for the rank of
College Professor.

3.5 ANNUAL 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 year by the
dean or department chairperson and, as appropriate, by faculty having expertise in the discipline.

All faculty members with one or more years of service are evaluated on an annual basis. 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 faculty file.

Department-level evaluations take place at the beginning of the fall semester, must be completed by
October 31 of the following academic year, and are based on activities of the previous academic year.
The departments shall submit all faculty evaluations to the Provost by the last day of the fall semester.

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.
The evaluation process is determined in each college by the dean and faculty council within the scope of the guidelines below.

The process must:

a) be in writing with a copy provided for the Provost’s faculty file;

b) include self evaluation by the faculty member;

c) include both objective and subjective criteria;

d) following the first year of service, review the accomplishment of goals set in the preceding year’s evaluation;

e) include evaluation in two principal areas: teaching and service. Teaching effectiveness and teaching productivity are important components of the evaluation;

f) include a statement of objectives and expectations for the following year;

g) be used in the determination of retention and merit increases in salary; and

h) include personal interviews between the faculty member, the immediate supervisors, and also the dean if requested by the faculty member or the dean.

3.6 CONSULTING

The University encourages faculty to be active in their professional fields and engage in professional development. Consulting is an important example of such activities and may be considered in the evaluation of performance, and should be documented in the annual performance plan. Consulting is voluntary and is in addition to the complete performance of academic, scholarly, and service obligations, and may not impose time demands of more than one-fifth of University full-time responsibilities.

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 may engage in outside consulting activity, provided the schedule of the activity is approved by the chairperson and the dean. Professional consulting is 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 the duties of a faculty member, or any other assigned duties or required office hours.

3.7 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, 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 full-time faculty from teaching undergraduate or graduate courses at other educational institutions during the academic year 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.

3.8 MEETING CLASSES

Faculty members are required to meet all class, studio, and laboratory sessions as scheduled with respect to time, for online classes, and time and location for classroom-meeting classes. 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 members 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 judgment.

3.9 COMPENSATION

Compensation is reviewed once per year through a formal, written performance evaluation process. Annual salary is normally paid semi-monthly from September 15 to May 31. Faculty members may also arrange with the Office of Business Services to receive paychecks over a 12-month period. Faculty members who are given 11 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, accreditation work, some forms of corporate-sponsored research, summer teaching, and overload teaching as described elsewhere in this Handbook, or for other professional duties over and above normal full-time responsibilities.

3.10 BENEFITS

The Benefits Handbook provided by the University to all employees, including faculty members, is maintained, distributed and updated as necessary by the Office of Human Resources, and is posted on the University Web site. The office also maintains copies of current benefit brochures.

Short-term disability for faculty members 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.

3.11 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 members 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 members 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 members 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.

The University schedules professional development days as part of the academic schedule. Faculty members are strongly encouraged to take advantage of these workshops, and attendance is taken into account in performance evaluations.

3.12 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 members who are presenting papers, or other scholarly work, or who have significant leadership roles in the activities. Faculty members 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.

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 members who are active representatives and whose participation results in benefit to the University.

3.13 PERSONNEL FILES

The official academic file of a faculty member is maintained in the Office of the Provost. Faculty members 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 members 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 Human Resources Office.

Faculty members 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 members shall have all rights provided by such laws.
3.14 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.

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.
4.0 PART-TIME FACULTY

Part-time faculty are essential to the goals of the University, and are highly valued for their wide range of professional qualifications, their demonstrated dedication to good teaching, and their current expert knowledge in practice, as well as theory. They bring strengths and variety to classrooms in all colleges of the University.

In this section the term “faculty” means part-time faculty. 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 who may subsequently apply for and be 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 part-time faculty shall not be tenure-track positions. Part-time faculty are hired to teach individual university courses, and are not regular full-time University employees or tenure-track or non-tenure-track faculty.

4.1 RESPONSIBILITIES

Professional expectations of part-time faculty are described in this section. As part-time University employees, part-time faculty are expected to fulfill their roles in teaching and possible service as agreed upon in their contracts and work assignments, as well as all other University policies. Failure to fulfill these expectations will be documented in the faculty member’s files and will be considered as part of the faculty member’s performance evaluation.

4.1.1. Academic Teaching Policy

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

a) High quality and continuously improving teaching.

b) Clearly stating the following within a syllabus distributed to students in the first week of the semester: course objectives and procedures, the role of the Academic Honor Code and the Honor Code pledge, academic requirements which are consistent with course objectives, relevant student evaluation criteria and processes (including a statement on the expected quality of writing and other communication), policy on attendance, a schedule of topics (consistent with the official course syllabus), identification of the required text and any other materials, and contact information for help outside of class time. Colleges and their faculty may specify further additions to the syllabus when it contributes to the course and students’ learning experiences.

c) Providing fair critique and prompt return of all student work consistent with department expectations.

d) Use of online course management tools in accordance with University policies.
e) Specifying in advance all required textbooks and course materials, as required by the Higher Education Act of 2008, to enable the University to make the information available.

f) Administering a final examination in each course at the time and place indicated in the final exam schedule. Exceptions:

1) Online courses;
2) Studio courses;
3) Laboratory courses;
4) Courses with fewer than 2 credits;
5) Other courses to which college faculty and administration mutually agree to an alternative such as a take-home examination.

g) Submitting final grades by the University deadline.

h) Teaching online. The University seeks to offer its instruction in a variety of ways, including traditional classroom settings, online instruction, remote instruction, or combinations of these and other methods. Faculty members may teach online with the approval of the faculty member’s supervisor. Instructors shall be provided appropriate training and technical support for the methods chosen. Principles of academic freedom and the instructor’s authority remain in full force.

4.1.2. 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:

a) Upholding ethical behavior and intellectual integrity in every aspect of employment.

b) Participating in the assessment of student learning and other accomplishment in the University’s general education and in specific fields of study.

c) Respect for, and protection of, both the academic and personal privacy of students and colleagues.

d) Giving student needs the highest faculty priority.

e) Respecting the intellectual integrity of students and colleagues, encouraging informed dialogue, and protecting responsible dissent.

f) Holding classes as scheduled, or, with the approval of the immediate supervisor or dean, to arrange for a suitable substitute if needed, or for alternate course work assignments, and to give sufficient notice of any cancellation.

g) Confining lecture and related classroom activities to topics which are germane to the course.
h) Requesting library holdings and acquisitions needed for course requirements.

i) Being knowledgeable of and adhering to all University policies and procedures, including the University policy on sexual harassment and equal opportunity, the Family Educational Rights and Privacy Act, and student registration.

4.2 RIGHTS

Part-time faculty have the right:

a) to conduct their teaching activities under terms of academic freedom;

b) to be active participants in the decision-making process as it pertains to curriculum;

c) 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;

d) to be recognized as teachers and professionals;

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

f) 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;

g) to request and receive performance reviews by their immediate supervisor or division head;

h) to have reasonable access to their official files, including administrative files in the Office of Human Resources and academic files in the Office of the Provost; and

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

4.3 ACADEMIC FREEDOM

The University policy on Academic Freedom is presented in section 1.4.

4.4 RECRUITMENT AND APPOINTMENT

Part-time faculty are recruited by the department chairperson or immediate supervisor with faculty input, as appropriate, and are hired with the dean's approval.

Part-time faculty not on annual contracts 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.
4.5 PERFORMANCE EVALUATION

Part-time faculty performance is reviewed each semester by the immediate supervisor and, as appropriate, by faculty having expertise in the discipline.

4.6 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.

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.
5.0 UNIVERSITY ADMINISTRATIVE ORGANIZATION

This section includes descriptions of the University's academic administrative organization and executive positions.

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 15-25 persons 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 four standing committees – academic affairs, executive, finance, and strategic planning – 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, and the Vice President for University Advancement. The President is an ex-officio member of all University committees, councils, senates, groups, etc.

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.

The following report directly to the Provost:

a) Academic Deans
b) Dean of Students
c) Dean of Graduate Studies
d) Associate Provost
e) Assistant Provost for Enrollment
f) Executive Director of E-learning Services (including LTU Online)
g) Executive Director for Economic Development and Government Relations (also reporting to the Vice President for University Advancement)
h) Director of Information Services Delivery
i) Coordinator of the Leadership Program
j) Director of the Professional Development Center

The Provost also oversees:

a) Assessment
b) Institutional research
c) Applied research
d) Admissions
e) Registrar
f) Financial Aid
g) First-year Programs
h) Academic Achievement Center
i) Library

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.

The following report directly to the Vice President for Finance and Administration:

a) Director of Business Services
b) Director of Human Resources
c) Director of Campus Facilities
d) Director of Campus Safety

The Vice President for Finance and Administration also oversees:

a) Business Services
b) Controller
c) Purchasing
d) Student Accounting
e) Real Estate
f) Bookstore

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 UNIVERSITY ADVANCEMENT

The Vice President for University Advancement is the Chief Development Officer of the University and reports to the President. 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, as well as marketing, public affairs, and media services.

The following report directly to the Vice President for University Advancement:

a) Associate Vice President for Advancement and Chief Development Officer  
b) Assistant Vice President for Major Gifts and Campaign Director  
c) Executive Director for Marketing and Public Affairs  
d) Executive Director of Economic Development and Government Relations (also reporting to Provost)

5.6 ACADEMIC DEANS

The academic deans are the chief academic officers of their respective colleges, and are responsible for establishing the strategic direction of their colleges and for the implementation of University policy, planning, development and quality of academic programs and scholarship, including research. They also promote professional development, 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 STUDIES

The Dean of Graduate Studies is responsible for assuring consistency and quality within and among the University’s 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 DEAN OF STUDENTS

The Dean of Students is responsible for promoting student activities including student government, housing and dining services, the counseling center, disability services, retention programs, student discipline, and career services.

The following report directly to the Dean of Students:

a) Director of Career Services  
b) Director of International Programs  
c) Director of Student Housing  
d) Director of Student Sports and Recreation  
e) Dining Services

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.
5.9 ASSISTANT AND ASSOCIATE DEANS

Assistant and associate deans support the work of college deans and perform duties consistent with the mission and goals of their college.

5.10 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 department chairpersons 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.

5.11 FACULTY

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

6.1 INTRODUCTION

The faculty's role in matters of University shared governance with common mission and mutual dedication is understood to be very important to ultimate decisions. Faculty participation in governance promotes diversity of ideas, shared responsibility, collaboration, collegiality, and institutional excellence. It is the right of all faculty members to participate in governance without fear of retaliation in subsequent decisions on promotion, salary, and conditions of employment. It is the shared responsibility of the central administration, deans, department chairs, faculty senate and faculty councils to work together.

6.2 GOVERNANCE STRUCTURE

The University President, Provost and Trustees receive advice from the faculty through the following bodies in keeping with the University’s tradition of shared governance, common mission and mutual dedication throughout the University. Faculty have primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction. In addition faculty are asked to serve on ad-hoc committees such as regarding the appointment of faculty, promotion of faculty and award of tenure, criteria for assessment of faculty performance, selection of college officers, and determination of college and department priorities.

6.2.1. 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 full-time faculty on annual contracts. The Faculty Senate’s bylaws are on file in the Office of the Provost.

6.2.2. 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 and curricular concerns within their colleges. Membership of the faculty councils consists of full-time college faculty.

Advice of faculty councils is not binding on academic deans, but is considered significant to administrative decision-making.

6.2.3. Deans’ Council

The Deans’ Council consists of the four college deans, the Dean of Students, and the Dean of Graduate Studies. The council provides the principal advice to the Provost on academic and administrative affairs.
6.2.4. 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 Studies is an ex-officio member.

6.2.5. Academic Standing Committee

The Academic Standing Committee consists of the Dean of Students, the Director of Admissions, and faculty 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.

6.2.6. Library Committee

The Library Committee advises the Director of the Library on service and policy issues. It consists of at least six faculty members from the four colleges, one of whom serves as chairperson. Members are appointed by the deans. The Director of the Library is an ex-officio member.

6.2.7. 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.

6.2.8. Assessment Committee

The Assessment Committee 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 plan for academic assessment.

The committee is advisory to the Deans’ Council, and its members and chairperson are appointed by the Provost.

6.2.9. 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, nominated by the colleges, and a representative from the Faculty Senate. It reviews all applications from students for additional transfer credit, and for guest credit.

6.2.10. 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 Human Resources. It reviews and recommends changes to the University benefit package to the Vice President of Finance and Administration.
6.2.11. Research Support Services Committee

The Research Support Services Committee is made up of five full time faculty members (one appointed by the dean of each college and one by the Faculty Senate), the Associate Provost, a representative of the Vice President for Finance and Administration, and a representative of the Office of Economic Development and Government Relations. This committee functions to identify and recommend improvements in infrastructure and support for University faculty initiating and conducting research.

6.2.12. Standing Committee on Tenure Removal

A panel of the Standing Committee on Tenure Removal, selected in accordance with Chapter 2 of this Handbook, shall hear all cases brought under section 2.10.8 for removal of tenure from a tenured faculty member.

6.2.13. Academic Program Planning and Review Committee

The APPR Committee is made up of representatives from all colleges, and from other operational units, to provide advice on potential new academic programs for financial and operational viability. This committee enhances collaboration between academic and other supporting operational units. The APPR Committee is one of the initial steps in the approval process for adding new programs.

6.2.14. Conflict Resolution Committee

The Conflict Resolution Committee is comprised of fifteen members from faculty, staff, and administration who support the Conflict Resolution Policy by addressing work-related concerns brought before the Committee that have not been resolved at the department/college level.

6.3 FACULTY VOTING PROCEDURE

The collective opinion of the faculty, when desired, shall be represented by a vote of the full-time faculty in accordance with this section. Such a vote may be called by the Provost or by the Faculty Senate. A vote called by the Provost may be advisory or determinative on the issue presented, and the Provost will specify before the vote whether it is advisory or determinative. A vote called by the Faculty Senate shall be advisory except on curricular issues.

Any such vote shall be called with advance written notice of at least two weeks before the polls open, with amendments in writing by the calling party permitted until one week before the polls open. The entire notice period shall fall during the fall or spring semester.

Only the following faculty members may vote:

a) Professors (including Distinguished Professors)
b) Associate Professors
c) Assistant Professors
d) Instructors
e) College Professors
f) Senior Lecturers
Notwithstanding the preceding list, the following, holding academic rank, may vote on all curricular issues:

- a) President
- b) Provost
- c) Associate Provost
- d) Assistant Provost
- e) Deans
- f) Associate Deans
- g) Assistant Deans
- h) Department Chairpersons
- i) Any person holding an “Interim” or “Acting” appointment to any of these positions

Disputes over voting rights and ballot irregularities will be resolved by a committee of two members appointed by the Provost and two by the Faculty Senate, plus a fifth member drawn by lot from the various Faculty Advisory Councils.

The party calling the vote shall circulate a single written statement of the issue in question, and may call appropriate meetings to discuss it.

The polls will be open for two consecutive business days to receive ballots. Appropriate arrangements will be made for absentee ballots and to identify voters while preserving the secrecy of the ballot. All ballots cast will be intermingled and then be opened in the presence of representatives of the Provost and the Faculty Senate, and the results, including the actual numbers of votes on each side, announced to the entire faculty.
7.0 ACADEMIC PROGRAMS

7.1 ACADEMIC PROGRAM SCHEDULE

Academic programs are scheduled in a variety of day, evening, weekend, and online offerings, and in a variety of locations on and off campus, for the convenience of students. The University may also offer courses for professional development or continuing education, not for academic credit, upon approval by the Provost.

Evening schedules are planned to offer all necessary courses to fulfill requirements of each curriculum. The University is committed to offering all programs to evening students.

7.2 PROGRAM CONTROL

Graduate and undergraduate academic programs of the University are organized under the colleges. The colleges and their programs are described in the University undergraduate and graduate catalogs.

Academic issues in curricula, and determination of material covered in each course, are resolved by the appropriate faculty members in each program. Faculty members have academic freedom to choose the most effective and efficient way to teach all material specified in the University’s course description, subject to the schedule, classroom, or online requirements set by the University.

7.2.1. New Programs

New degree programs and academic courses, or changes to existing ones, require approval at several levels. New program proposal outlines are available on the Provost’s Web site. 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.

Any faculty member or program director may propose a new academic program using the forms provided on the Provost’s web site. The proposal is submitted to the department chairperson or immediate supervisor, who sends it to the APRC(Academic Program Review Committee), the relevant external advisory board, and the department faculty for review, advice, and recommendation and then, if approved by the faculty, to the dean.

The dean will, after consultation with the Faculty Advisory Council, present the program to the Deans’ Council for its consideration, which will include consultation with all departments. The dean will also send proposals for graduate programs to the Graduate Council for its recommendation to the Dean of Graduate Studies, who will make an independent recommendation to the Deans’ Council. Undergraduate programs are sent to the Faculty Senate for its recommendation to the Deans’ Council.

Upon final approval by the Deans’ Council, the Provost will submit the proposal to the Academic Affairs Committee of the Board of Trustees for its further recommendation to the full board.

Upon approval by the board, the Provost will send the program description to the Registrar for catalog listing and return to the originating department.
7.2.2. New Academic Courses

Any faculty member or program director may propose a new course by submitting a completed Course Approval Form to the relevant department chairperson or immediate supervisor. The chairperson will present the course to the department for its approval and then, if approved, to the dean.

The dean will, after consultation with the Faculty Advisory Council, present the course to the Deans’ Council for its consideration, which will include consultation with all departments. The dean will also send proposals for graduate courses to the Graduate Council for its recommendation to the Dean of Graduate Studies, who will make an independent recommendation to the Deans’ Council.

Upon approval by the Deans’ Council, the Associate Provost will send the course description to the Registrar for catalog listing and return the information to the originating department.
8.0 ACADEMIC STANDARDS

8.1 GRADING SYSTEM

Academic Regulations in the University undergraduate and graduate catalogs govern the University grading system.

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 rolls without such proof.

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. For each course 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 (with exceptions stated in Sections 2.1.1, 3.1.1, and 4.1.1 of this Handbook), at the time and place indicated in the final exam schedule, except in courses with fewer than two credits, laboratory courses, seminar courses, studios, or other courses for which the dean approves another arrangement such as a take-home or online examination. 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. Grades are reviewed by the immediate supervisor and dean. Grades must not be posted publicly, whether or not identities are coded or concealed.

Grades will be reported by using the on-line grade entry program. 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.

The last date of attendance must be reported for all “F,” “W,” and “WF” grades.
8.5 GRADE CHANGES

Grade changes must be approved by the faculty member, the department chairperson or immediate supervisor, and the dean of the college in which the course is taught, and may be made only to correct errors in calculation, transcription, or scoring, or to resolve grades of “I.” Grade changes may not be used for supplementary work after a final grade other than “I” has been entered.

8.6 CLASSROOM ETHICS AND DISCIPLINE

Faculty have the responsibility to make every reasonable effort to prevent unethical practices and violations of the Academic Honor Code in their courses. Such behavior damages University and academic integrity and student respect for faculty. University policies on Academic Honor Code violations and other misconduct are presented in the Academic Honor Code and the Student Code of Conduct.

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 at once. 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 and the Dean of Students for appropriate action under the Academic Honor Code and the Student Code of Conduct. Individual faculty members are not authorized to impose disciplinary penalties unilaterally, but are responsible for making prompt and fair reports when they reasonably believe that violations have occurred.

8.7 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

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 Deans’ Council will then forward its recommendation to the Provost.

If the Faculty Senate and the Deans’ Council 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 Deans’ Council 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 Deans’ Council 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 Deans’ Council 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. Copies of the Handbook are maintained in the Office of the Provost.