

# **LETOURNEAU UNIVERSITY**

## **FACULTY HANDBOOK**

**August, 2018**

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## I. Introduction

The Faculty Handbook is intended as a reference for faculty employed by LeTourneau University and therefore contains brief explanations of policies and some procedures as an introduction to new faculty and a quick reference for veteran faculty. The Handbook is not intended to be contractual in nature. The Faculty Handbook is to be complimentary but ultimately subject to the university's Employee Handbook managed by the Director of Human Resources. Academic schools and departments within the university may outline or expand particular faculty expectations not addressed in this Handbook that are appropriate to the well-being and success of their specific programs or required by specialized accrediting bodies. Faculty should reference the online version of the Faculty Handbook found on the Office of the Provost website for the most current policies and practices. Note: Material in this handbook is intended to identify current practices and procedures and to describe those without necessarily providing the full description, legal identification or exact text. If a discrepancy exists, the policy inventory found at [www.letu.edu/policy](http://www.letu.edu/policy) should be considered the official policy.

### A. University Purpose Statement

#### *Mission Statement*

LeTourneau University is a comprehensive institution of Christian higher education where educators engage learners to nurture Christian virtue, to develop competency and ingenuity in their professional fields, to integrate faith and work, and to serve the local and global community.

#### *Vision Statement*

Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact.

#### *Goals*

LeTourneau University educates students who:

- Demonstrate competency and ingenuity in their professional fields
- Integrate Christian faith and work: understanding their vocation within the triune God's grand story of redemption revealed in Scripture
- Engage the local and global community

LeTourneau University is an educational community that:

- Fosters an engaging environment conducive to teaching and learning

- Cultivates Christian virtue
- Contributes to the enrichment and service of the local and global community

## **B. Statement of Faith**

A deep faith in God is the cornerstone of LeTourneau University. We believe that no education is complete until a student understands who God is and how to relate to Him through His Son, Jesus Christ. This belief influences all that we do and teach. While we believe that everyone must have the freedom to interpret God's truth individually, LeTourneau University recognizes certain basic tenets of the Christian faith:

1. We believe the Scriptures of the Old and New Testaments are the only inspired, authoritative Word of God and are completely truthful and without error.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.
4. We believe that man, created in the image of God, sinned and thereby incurred not only physical death but also spiritual death which is separation from God; that all human beings are born with a sinful nature; and that those who reach moral responsibility become sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate.
7. We believe in "that blessed hope," the personal, visible and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God; by Grace are we saved through faith.
9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

### **C. History**

Established in 1946, the University is the result of the work and dreams of R.G. and Evelyn LeTourneau. The University still pursues the great skills, character, and passions of R.G. LeTourneau—engineer, entrepreneur, inventor, businessman, missionary, and Christian leader. LeTourneau University is an institution of higher education that is coeducational, interdenominational, and evangelically-Christian. Historically, the university is most well-known for providing excellent professional and technical training and expertise paired with personal, hands-on learning experiences throughout its comprehensive slate of academic programs. The University provides a distinctly Christ-centered approach to teaching and learning.

Initially the institution was known as LeTourneau Technical Institute and accepted only male students. The goal was to provide a practical industrial education with a Christian emphasis. All students worked full-time at the LeTourneau plant and attended class for two hours each day.

Shortly after the school's founding, a work-school plan was started which allowed a student to work three days and attend class three days each week. The school's philosophy focused on experiential education combined with academic and spiritual emphases. From 1946 until 1961 the Institute enrolled approximately 300-400 students each year. Costs were kept low. The Institute was accredited by the State of Texas on February 20, 1946, and provided a basic two-year junior college curriculum.

In 1961 LeTourneau Technical Institute became LeTourneau College and began offering four-year bachelor degree programs in addition to two-year associate degrees. Offerings included programs in Engineering and Technology and in the Arts and Sciences. The College also became coeducational at this time. A master plan was initiated and permanent structures were gradually added to replace the wood-frame buildings of the former army hospital.

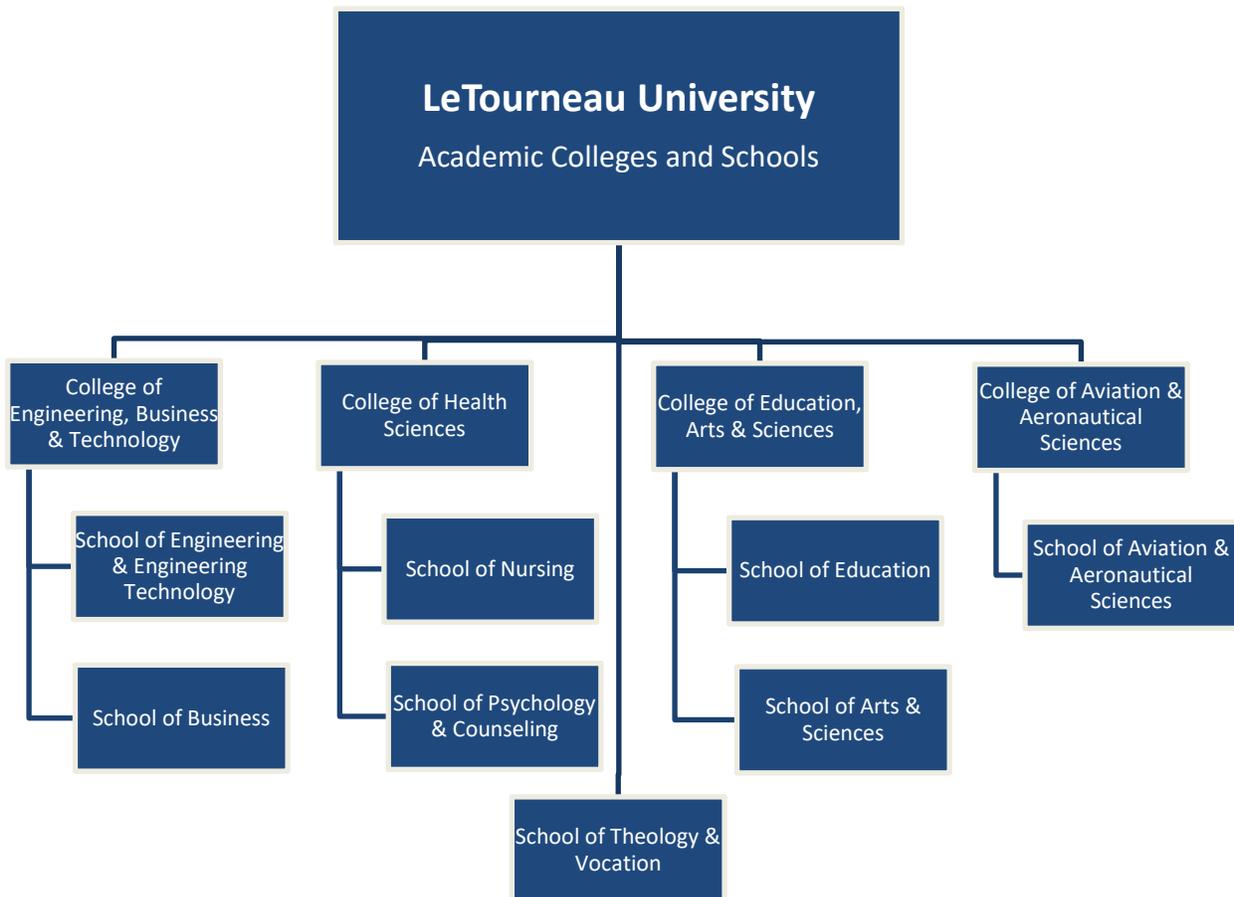
LeTourneau College became LeTourneau University in September 1989. The change reflected the growing diversity of the curriculum, the strong professional programs in the technical, business and educational fields, the enhanced quality of its programs, the initiation of plans to offer Master's degree programs, and the addition of nontraditional programs in adult education. The Bachelor of Business Management degree was begun in Longview in October 1989. It is still offered in a nontraditional, face-to-face and online format for working adult students through the School of Business. Within a year, off-campus classroom sites for the adult education program were added in Tyler and the Dallas/Fort Worth metroplex. The M.B.A. program was first offered in the fall of 1992 in Longview and Dallas in the nontraditional, face-to-face format. The adult professional undergraduate and graduate program began in Houston in the fall of 1993 and in Austin in the fall of 2001.

Today the university has eight schools within the four college structure. LeTourneau University is led by its sixth president, Dr. Dale A. Lunsford, and its board of trustees.

## D. Accreditation

LeTourneau University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone Number (404) 679-4501, <http://sacscoc.org>) to award bachelor and master's degrees. The engineering program is accredited by the EAC (Engineering Accreditation Commission), and the engineering technology program is accredited by the TAC (Technology Accreditation Commission) of ABET (415 North Charles Street, Baltimore, MD 21201, <http://www.abet.org/home>, telephone (410)347-7700). The business program is accredited by IACBE (International Assembly of Collegiate Business Education, 11374 Strang Line Road, Lenexa, Kansas, 66215, <http://www.iacbe.org>)

## E. Organizational Structure



## *Administration*

The President is the Chief Executive Officer of LeTourneau University. He is selected by the Board of Trustees and he is responsible only to the Board for the administration of the University. Working with and through the administrative team, the faculty, staff, and student leadership, the President: (1) provides overall leadership and coordination to all areas of the campus; (2) is responsible for developing the overall institutional budget and for maintaining its integrity through sound fiscal practices; (3) serves as a primary communicator to the various university constituencies, which includes on-campus and off-campus individuals and groups; (4) provides leadership for and is directly involved in the solicitation of support for the University; (5) is responsible for appropriate administrative and fiscal control over the university's intercollegiate athletic program; (6) assures that there is effective short and long-range planning to provide for the perpetuity of the mission of the University; (7) motivates the university faculty, staff, and students toward the accomplishment of goals which are supportive of the overall mission; (8) approves the general operational policies of the University, subject to the broader institutional policies and guidelines provided by the Board of Trustees; and (9) has final responsibility, utilizing campus input, regarding all campus personnel decisions.

The President's Cabinet serves as the President's staff officers. Cabinet members are responsible to the President for their own distinctive areas. Collectively they serve as a consulting and recommending body to the President on most campus matters. Cabinet officers are:

- Provost and Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Global Operations
- Vice President for Residential Enrollment Services
- Vice President for Communications and Marketing
- Vice President for Development
- Chief Information Officer
- Vice President for Student Affairs
- Associate Vice President for Global Initiatives

These officers meet regularly with the President to conduct the administrative affairs of the University, including the approval of all institutional policy.

## *Board of Trustees*

The Board of Trustees is the governing body of LeTourneau University and meets twice each year, typically in November and April. Additional meetings can be held when called. The Board of Trustees operates under a State of Texas charter, the Articles of Incorporation, and the Bylaws. The Board of Trustees exercises the corporate powers prescribed by law. Its primary functions are in policy making and responsibility for sound resource management of the

University. The Board of Trustees determines the general, educational, and financial policies, and has the power to carry out any other functions which are permitted by the Bylaws or by the Articles of Incorporation, except as limited by law.

### *Faculty Organization*

The Teaching Faculty Organization (TFO) normally meets monthly during the regular fall and spring semesters. The purpose of this organization is to consider institutional policies and practices relating to the academic area, faculty personnel concerns, and related academic issues for recommendation to the administration. The Teaching Faculty Organization operates by a Constitution and By-laws. Membership consists of all full-time faculty with academic rank (Instructor, Assistant Professor, Associate Professor, and Professor) along with the President of the University and the Provost/Chief Academic Officer. For more information, please refer to the TFO Constitution (available through Canvas), By-Laws (found in Section VI of this handbook) and [University policy](#) on the TFO.

### *Standing Committees*

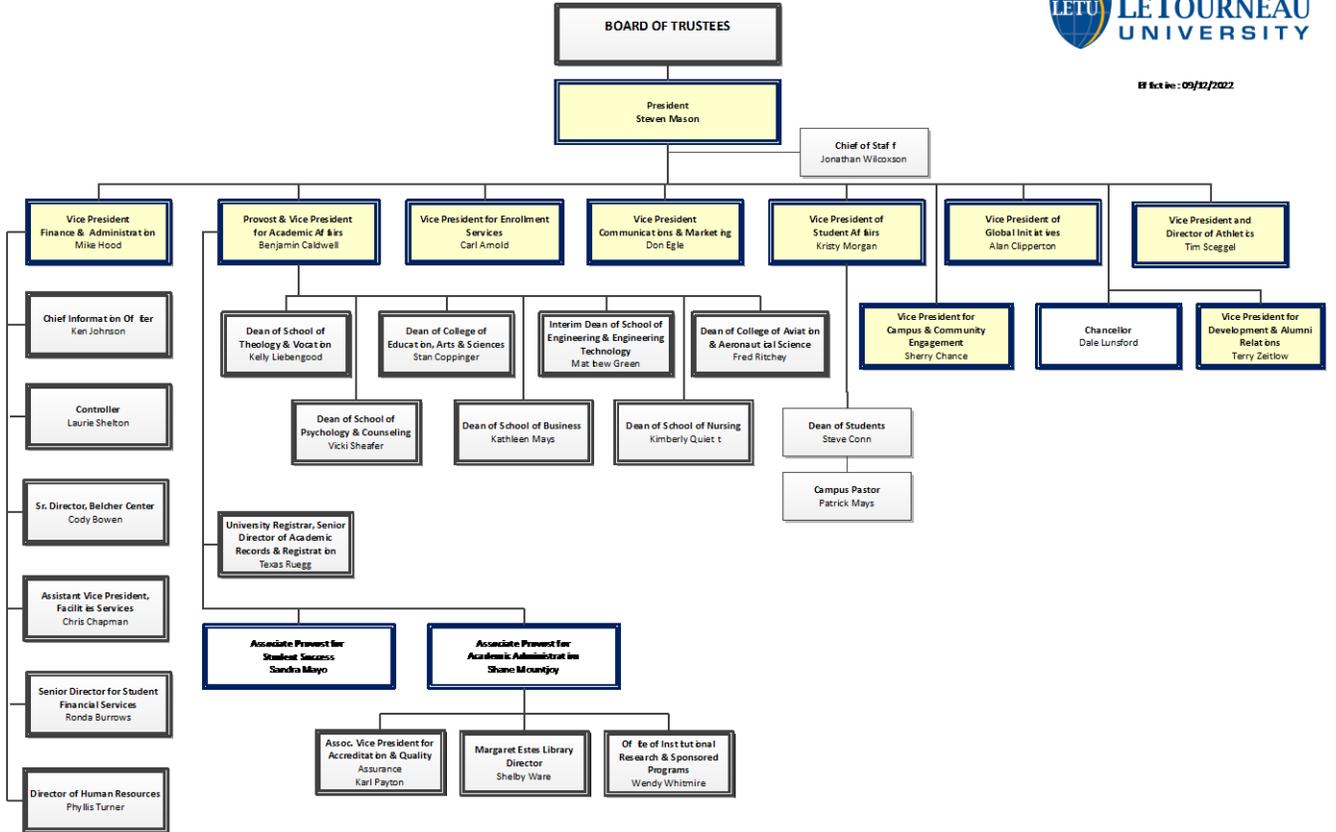
The Standing Committees function as recommending bodies in a wide variety of areas at LeTourneau University and are a primary venue through which faculty exercise a role in governance as demonstrated by their representation as published annually in the Standing Committee Assignments. Standing Committee Assignments, which include faculty, staff, students, and community members as appropriate, are published annually by the Office of the President. The Committee on Committees recommends to the President the various appointments to be made to the institutional standing committees. Additionally, it assesses the overall functioning of the committee structure of the University and makes recommendations to enhance the operation of a committee or of the committee structure as a whole. The committee meets to assure that all committees are fully staffed at the beginning of the academic year. Each standing committee is populated by a certain number of faculty as one way that faculty participate and influence the university's academic and co-curricular initiatives.

# F. Organizational Chart

## Organizational Structure



Effective: 09/12/2022



## II. Faculty Classifications

LETU faculty are university educators specifically commissioned to effective and distinctly Christian teaching and learning with primary oversight of academic culture, content, programming and outcomes. The university seeks outstanding teacher-scholars who have been called of God to dedicated Christian service in the teaching profession. Each faculty member should be capable of inspiring the Christian leaders of the future.

### A. Types of Faculty Contracts

There are two types of faculty contracts issued at LeTourneau University: term contracts and tenure contracts.

#### Term Contract

A term contract is issued for one academic year and automatically terminates after that period. Reemployment is at the discretion of LeTourneau University. Term contracts are issued to non-tenured, full-time faculty, adjuncts and some special appointment faculty, including faculty emeriti, lecturers-in-residence and in some instances, at the discretion of the Provost and President, distinguished professors. Term contracts are issued both to non-tenure track faculty and tenure-track faculty yet to apply and/or receive tenure status.

#### Tenure Contract

Full-time faculty members who have fulfilled five one-year term contracts are eligible for a tenure contract, subject to successful application for tenure. The tenure contract gives the faculty member the right to be reemployed by annual contracts for a total term of five years, or until the faculty member resigns, retires, is discharged for cause, is terminated due to a reduction in force because of a change of institutional program or financial exigency, or is no longer able to teach. By the conclusion of a five-year term of tenure, the faculty member's tenure status will again be reviewed for possible renewal of tenure, non-tenure status, or non-renewal of contract, following the criteria in the tenure procedure. The faculty member on a tenure contract is subject to the terms and conditions of employment that exist each contract year.

### B. Faculty Appointments

The following categories of faculty are recognized at LeTourneau University:

1. Full-time faculty
2. Adjunct faculty
3. Clinical faculty
4. Administrative faculty
5. Special appointment faculty
6. University personnel with faculty rank

### **C. Full-Time Faculty**

A *full-time faculty member* is appointed to the teaching faculty with rank and is responsible for a full-time workload. A full-time faculty appointment is either issued a tenure contract or a term contract. While the term contract may be either tenure-track or non-tenure track, all full-time faculty are eligible to apply for promotion at the appropriate juncture.

### **D. Adjunct Faculty**

An *adjunct faculty member* is an individual with faculty rank that is appointed to one or more classes of instruction during a particular academic semester. An adjunct receives a term contract for the length of the particular course(s). In some cases, an adjunct may be hired to oversee a program even when working on a part-time basis. Because an adjunct's responsibilities amount to less than a full-time workload, he or she does not qualify for full-time employee benefits. Adjunct faculty are not eligible for tenure, but they are eligible for rank promotion, contingent upon meeting the specified criteria for promotion (see "Promotion of Adjunct Faculty," Section IV.E).

### **E. Clinical Faculty**

*Clinical faculty*, sometimes referred to as "Professor of the Practice," hold positions through which they contribute to the service, teaching, and/or outreach missions of the university. All clinical faculty must devote a significant portion of their time to providing or overseeing the delivery of professional services.

Clinical faculty hold a faculty appointment whereby their individual duties are specified in their contracts. Clinical faculty are appointed with faculty rank and thus are eligible for promotion. In general, eligibility for hire, the applicable rank and any subsequent promotions should be determined by the relevant academic achievements, professional accomplishments, licensures and other standard professional credentials in their field, and demonstrated effectiveness of the appointee.

### **F. Administrative Faculty**

*Administrative faculty* are full-time faculty members who also hold a specific academic leadership position or have assumed particular oversight over a department or academic area. Specific expectations regarding the balance of responsibilities (such as teaching, scholarship, and administrative service) are determined by the dean and/or Office of the Provost.

#### *Academic Deans*

Academic deans are full-time faculty that report directly to the Provost and are responsible for all the academic and extra-curricular affairs of their particular school. Because of the

overarching responsibilities for the health, growth, and well-being of their school, its faculty and the quality and effectiveness of academic programs, academic deans have no formal teaching load or scholarship responsibilities but are encouraged to participate in these areas as approved by the Provost. Deans are on 11-month, administrative faculty contracts as outlined in the *Employee Handbook* (<http://www.letu.edu/administrative/human-resources/handbook.html>). Academic deans are eligible for both rank promotion and tenure. Toward submission of a promotion or tenure package an academic dean would submit the annual evaluations performed by the Provost and submit appropriately modified promotion and tenure forms used by full-time faculty.

#### *Associate Deans*

Associate Deans are full-time faculty that report directly to their academic dean and serve a number of important administrative functions within a particular school as outlined by their dean and approved by the Office of the Provost. Because of their administrative role, an associate dean typically has a reduced teaching load. Associate deans are on an 11-month, administrative faculty contract as outlined in the *Employee Handbook* (<http://www.letu.edu/administrative/human-resources/handbook.html>). Associate deans are eligible for promotion and tenure like typical full-time faculty and would appropriately modify the appropriate evaluation forms to reflect their administrative responsibilities.

#### *Department Chairs*

Department Chairs (or “Chairs”) are full-time faculty that report directly to their academic dean and serve a number of important administrative functions as head of an academic department or a slate of graduate or undergraduate programs within a particular school (e.g. “Chair of Undergraduate Programs”). Some of those duties include procuring adjunct appointments, setting faculty schedules and departmental assignments, faculty evaluation, institutional effectiveness and program assessment, serving as a Program Coordinator when appropriate, etc. Department chairs often retain a full-time teaching load. Exceptions are made by the approval of the dean and Office of the Provost. Some chairs are on 9-month faculty contracts, and others are on 11-month, administrative faculty contracts due to heavy global or program-specific oversight. Department chairs are eligible for promotion and tenure like typical full-time faculty and would appropriately modify the evaluation forms to reflect their administrative responsibilities.

#### *Program Coordinators*

A Program Coordinator is an academically-qualified faculty member that is assigned responsibility for ensuring the quality and effectiveness of the academic program, as well as for curriculum development and review for a particular major or concentration in their area of expertise. Every academic program at the university has an identified Program Coordinator properly credentialed in that particular field, who serves as the content expert providing yearly

oversight to ensure that each degree program reflects the appropriate content, courses, and faculty engagement. Program Coordinators are most often full-time faculty who retain a full-time teaching load, but in some cases a Program Coordinator may be an adjunct faculty member under a specialized contract.

### **G. Special Appointment Faculty**

Special appointment faculty members provide a valuable addition to the teaching faculty of LeTourneau University. They may be employed full time or as an adjunct, or they may simply receive a special appointment title to accompany their position. These faculty are responsible for duties that are reduced from or unusual to the expected functions of regular, full-time faculty. Categories of special appointment faculty include Professors Emeriti, Phased Retirees, Lecturers-in-Residence, and Distinguished Professors. Additional instances of special appointment faculty may be approved by the Provost and the President.

#### *Professors Emeriti*

Emeritus status is awarded to those long-term faculty and institutional administrative officers who have exemplified truly outstanding service and leadership to the institution during their lifetime. It is not awarded simply on the basis of long-time service or upon the occasion of retirement. The following criteria are used as general guidelines for the awarding of emeritus status:

- The emeritus candidate shall be retiring from the institution. While no age limit is specified, it is understood that the candidate will not be resigning simply to take a position elsewhere.
- The candidate shall have provided exemplary leadership in the role to be recognized, e.g., professor, vice president, registrar, etc. Performance shall be deemed to have been superior in both effort given and results as determined by appropriate evaluative methods.
- The candidate should have had a minimum of ten years of service to the university at the time of retirement.
- A faculty candidate should have attained the rank of Associate or Full Professor at the time of retirement.
- The candidate to be so recognized shall have not only exemplified all of the professional qualities needed to have made a lasting professional contribution to the university, he/she must also evidence leadership in maintaining and strengthening the spiritual mission of the university.

For awarding an individual Faculty Emeritus, the selection process begins with a nomination letter from an existing faculty or academic leader submitted to the Office of the Provost, who ushers the nomination through review and recommendation by the Tenure, Promotion and Leave Committee; the Provost; the President; and the approval of the Board of Trustees. For administrative officers, the process shall include the recommendation of the President and the approval of the Board of Trustees.

#### *Phased Retirees*

Phased retirement is designed to allow faculty to move into retirement gradually through a voluntary reduction in work and in pay in exchange for tenure resignation. It should enable the university to retain faculty expertise and knowledge, while planning for on-going replacement. Phased retirement must be in the best interest of the university, that is, in keeping with specific programmatic goals or other special circumstances and the need for one's continued participation in one's area of expertise.

#### *Lecturers-in-Residence*

A Lecturer-in-Residence, such as a missionary-in-residence or artist-in-residence, is a faculty member who teaches in a specialized area that benefits the overall academic program. Lecturers-in-Residence may be considered full-time, part-time, or adjunct faculty on term contracts and are not eligible for promotion or tenure.

#### *Distinguished Professors*

The appointment to the faculty as a distinguished professor is reserved for a faculty member who has demonstrated extraordinary experience, background, achievements, or credentials that merit this honor in the opinion of the Provost and the President. The title is normally granted at the time of initial appointment by the President but may be offered to a faculty who has achieved significant accomplishments during their time of service at LeTourneau. As this title is simply a modifier, a distinguished professor may be eligible for promotion or tenure.

### **H. University Personnel with Faculty Rank**

University personnel not limited to the President, the Provost, and the Associate Provost may hold non-tenure track faculty appointments in addition to their primary role as administrators or support personnel. These personnel have the necessary educational qualifications for faculty rank and are considered to be members of the full-time teaching faculty. Instructional responsibilities are established on a case-by-case basis, with the approval of the appropriate Cabinet officer, based on the needs of the university and the qualifications of the administrator.

Faculty appointments may be granted to administrators and other university personnel at the date of hire or by action of the Provost and school dean of the appropriate discipline. In all

cases, faculty rank is based on educational and experiential qualifications as evaluated of any faculty member when beginning employment.

LeTourneau faculty assuming an administrative role maintain their faculty appointment, rank, and tenure status. Tenure, however, does not apply to the position in administration, only to the faculty appointment. Years accrued for tenure are paused upon transition to a full-time administration position. When some level of teaching and scholarship is maintained while fulfilling administrative responsibilities, progress toward faculty rank promotion may continue upon approval of the Provost. In this case, the typical promotion cycle and application procedures would apply with appropriate modifications made in light of the full-time administrative role. Should this administrator return to full-time faculty appointment, the years of service in administration may be credited toward requisite years to attain tenure. Exceptions to this rule must be stipulated in writing by the President.

Other administrators and staff personnel whose main service to the university is not instructional may teach a course on occasion. In these instances, these personnel are considered adjunct faculty.

### III. Processes Specific to Full-Time Faculty

#### A. Appointment to Faculty Rank for New Faculty

All full-time faculty and adjunct faculty of the university are classified by the following ranks: instructor, assistant professor, associate professor, and professor.

The major factors for determining faculty rank and salary for new faculty members are academic preparation, professional competence, experience, teaching skills, and potential for general spiritual effectiveness in the university community in the judgment of the Provost and the President.

The following table lists the credentials required for appointment to faculty rank for new faculty at LeTourneau University. Any exceptions must be approved by the President and the Board of Trustees. All equivalent work experience is subject to the approval of the President and the Provost.

|                     |  |
|---------------------|--|
| Instructor          | <ul style="list-style-type: none"> <li>• The master’s degree with 18 graduate hours in the teaching field.</li> <li>• The bachelor’s degree and experience in the field of professional specialization equivalent to the master’s degree in the judgment of the Provost and the President.</li> </ul>  |
| Assistant Professor | <ul style="list-style-type: none"> <li>• The doctorate or its equivalent in the teaching field.</li> <li>• The master’s degree, with 18 graduate hours in the teaching field, and five years of college-level teaching experience or approved work experience.</li> <li>• The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and five years of college-level teaching experience or approved equivalent work experience.</li> <li>• For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, and Accounting, the master’s degree in the teaching field or in a related field and professional certifications which shall include FAA certifications, Professional Engineering licensure and the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, research, business or industrial experience.</li> </ul> |
| Associate Professor | <ul style="list-style-type: none"> <li>• Credentials               <ul style="list-style-type: none"> <li>○ The doctorate or its equivalent in the teaching field and five years of college-level teaching experience or approved equivalent work experience; or,</li> <li>○ The master’s degree, with 18 graduate hours in the teaching field, and exemplary teaching, research, or industrial experience</li> </ul> </li> </ul>  |

|           |   |
|-----------|---|
|           | <p>having led to national recognition, subject to the approval of the Provost and the President; or,</p> <ul style="list-style-type: none"> <li>○ The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and eight years of college-level teaching experience or approved equivalent work experience.</li> <li>○ For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, and Accounting, the master’s degree in the teaching field or in a related field and professional certifications which shall include FAA certifications, Professional Engineering licensure and the Certified Public Accountant certificate, fully credentialing the person in the field, and at least eight years of teaching, research, business or industrial experience.</li> </ul> <ul style="list-style-type: none"> <li>● Recent scholarly or professional productivity in the person’s teaching field must be demonstrated in significant regional or national forums. This includes, but is not limited to: research, publications or other professional activities appropriate to their academic disciplines.</li> </ul> |
| Professor | <ul style="list-style-type: none"> <li>● Five years’ experience as an Associate Professor</li> <li>● Credentials <ul style="list-style-type: none"> <li>○ The doctorate in the teaching field and ten years of college-level teaching experience or approved equivalent work experience; or,</li> <li>○ The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and ten years of college-level teaching experience or approved equivalent work experience.</li> </ul> </li> <li>● Recent scholarly or professional productivity in the person’s teaching field must be demonstrated in significant regional or national forums. This includes, but is not limited to: research, publications or other professional activities appropriate to their academic disciplines.</li> </ul>   |

**B. Search, Appointment, and Orientation of New Full-Time Faculty**

These search, appointment, and orientation procedures are intended as strong guidelines. Adjustments can be made by the Office of the Provost as appropriate. Approval processes are necessary for all positions.

1. *Initial Position Approval.* The Provost, in consultation with the school dean and the President, determines the need for additional faculty. Search for a new faculty position must be authorized by the President.

2. *Position Approval Form and Description.* After initial approval of the position is granted, the appropriate academic dean fills out a Position Approval Form (PAF) that conveys details about the position, such as title, anticipated start date, budgeted salary, etc. The dean also creates a Position Description that serves as a job description and provides content for advertisement. The Office of the Provost must approve the position description with signatures. The PAF must be reviewed and signed in the order of the signatures listed on the document. After the PAF receives full approval, the position may be advertised. There may be exceptional circumstances when a position needs to be advertised prior to receiving full approval or with the common caveat, "pending budgetary approval." Explicit permission must be granted by the Provost before advertising prior to completing a PAF.
3. *Advertising.* The Office of the Provost or designee places advertisements in the appropriate venues. The dean, department chair, or program director will advise the Office of the Provost of any special locations for advertising the particular position besides the places common to all positions.
4. *Application and Statement of Faith.* In addition to other desired documents, all faculty candidates must complete a LeTourneau University application form, which includes written agreement to the Statement of Faith and to other statements of university philosophy as required by the university. Any reservations to these statements by a prospective faculty member must be made in writing on the application form or attached sheet. Any official request for the university to make an exception to one or more of the statements must be made in writing to the President prior to appointment. The prospective faculty member shall disclose in writing to the school dean and Provost all such activities, ownership interests, or relationships which may constitute a conflict of interest or represent a potential for diminished effectiveness as a member of the faculty.
5. *Correspondence Tracking.* The Office of the Provost or designee establishes a log to document the date of receipt of nominations and applications. The log is used to track continuing correspondence with each candidate to ensure high customer care toward all applicants (e.g., date of the Office of the Provost's initial response with copy of application, date of receipt of application, date of notification of initial screening, letter of acknowledgment, letter of rejection, offer of hire, etc.).
6. *Role of the Search Committee.* The Office of the Provost appoints a 3-5 member search team to assist in the process of attracting and screening candidates for faculty positions. This committee should have cross-campus representation by appointing at least one member from outside of the department or school of the vacant position. It is important that every step of the search committee work is well-documented so that the university can prove, if necessary, the faculty searches are orderly and authentic. The search committee is a recommending body to the Office of the Provost. The recommendation is a shortlist of candidates to invite to campus for full-day interviews. This is normally a list of 3, unless there are not 3 strong candidates. The Office of the Provost will decide which of the three (or all) may be invited to campus for further interviewing.

7. *Role of the Search Committee Chair.* The chair of the committee receives applications from the Office of the Provost (either as they arrive or in groups). The chair should stay in touch with the Office of the Provost to keep abreast of the flow of applications. The chair has the liberty to decide how the committee work should be handled: what can be done electronically, independently, as a group, etc. The chair is the lead facilitator for creating a shortlist of candidates to recommend to the Office of the Provost. The committee members are to vet the candidates and provide documentation to the chair reflecting his or her process of application evaluation or scoring results. Form B (found at <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/>) is a suggested way of scoring candidates, but committee members may have their own methods of assessing and comparing. In any case, documentation of evaluation or ranking should be provided to the chair by each committee member.
8. *Taking Minutes.* It is important within the committee work process that minutes are taken of the meetings when the committee is together as a whole. As often as the committee meets, minutes should be taken outlining what was accomplished in the meeting. While much can be done electronically or independently by members, *the committee should get together at least once* (even if through technology) so that minutes can be registered. This verifies that the committee did collaborate in fulfilling its obligations. It could be an initial meeting called by the chair to talk about the type of candidate that would be ideal and an outline of the chair's directions on procedures or some other meeting during the process when the committee is present.
9. *Phone Interviews.* Once the committee has narrowed the pool to approximately 4-6 candidates, telephone or Skype interviews should be conducted using the phone interview form (found at <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/>). Phone interviews should be done as a committee and not individually so that the membership as a whole can assess each candidate at this stage.
10. *Reference Checks.* Once the committee narrows the list to 3 candidates, reference checks should be done (by candidate permission) using the Reference Check Form (found at <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/>). At least 2 but ideally 3 reference checks should be done on each candidate. It is a good idea for more than one committee member to share the responsibility of reference checks for a particular candidate to engender more than one viewpoint. The Office of the Provost grants the committee chair the duty of assigning reference checks to the committee members.
11. *Committee Recommendation.* After reference checks are completed and the committee has voted and agreed on the shortlist candidates, the chair makes an official recommendation to the Office of the Provost expressing the committee's top three candidates, including all documentation. The official recommendation can be made either by email or by memorandum attached to an email.
12. *Invitation to Campus.* The Provost evaluates the search committee documentation, interviews the shortlist candidates, and then extends an invitation to campus when

appropriate. The Office of the Provost sets the date and itinerary for the campus visit, as well as the travel arrangements.

13. *Final Documentation.* Each person participating in the review of candidates during the campus visit (See Interview Evaluation Sample Form E found at <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/>) will complete an evaluation form and return it to the Office of the Provost. After all candidates have had their campus visit, the Provost solicits official feedback from the search committee, the appropriate department chair and dean of the academic school, as well as other faculty and staff involved in the campus visit. This is added to previous documentation and submitted to the Provost and President for a final hiring decision. In the cases of considering the appointment of a faculty candidate who is a foreign national without permanent U.S. residency, further documentation would be needed for rightful employment. See Employees Without Permanent Residency in the Employee Handbook.
14. *Job Offer.* Appointment for all faculty becomes official only upon the approval of the President. The Office of the Provost extends the offer of faculty employment including the terms for hire. The determination of rank and salary and possible credit toward promotion will be determined by the Office of the Provost in consultation with the dean.
15. *Criminal Background Check.* The offer is also conditioned upon a successful Criminal Background Check by Human Resources. The Criminal Background Check is performed after permission is granted by the candidate.
16. *Submitted Contract.* Upon verbal acceptance of the position an official contract is created, signed by the President and Provost, and extended to the candidate. Upon receipt of a signed contract from the new faculty member, all remaining candidates are notified of the outcome of the selection process, evidencing our appreciation for their involvement with LeTourneau University. The original application, transcripts, and reference information remain on file in the Office of the Provost. On or before the first day of employment, the new faculty member must have the official transcripts of all academic work on file in the Office of the Provost. An official transcript must be sent directly from the issuing institution to the Office of the Provost at LeTourneau University for placement in the faculty member's credential file.
17. *New Faculty Orientation.* Full-time faculty must report to Human Resources for a benefits orientation and complete required paperwork on or before the first day of employment. New faculty will also participate in a new faculty fall workshop and orientation and spring semester faith integration seminar series, sponsored by the Office of the Provost during the fall and spring semester of their first year.

### **C. Evaluation of Full-Time Faculty**

#### *Overview*

The search processes for faculty provide the foundation for identifying and securing those who will positively impact the university, the community, and the world through their gifts and

calling to Christian Higher Education and LeTourneau University in particular. The expectations of the university are for its faculty members to remain strong and continue to support the goals and purposes of the university, to help meet the academic and spiritual needs of the students, maintain academic freshness through scholarship, and have a vision for service to the wider community.

To this end, it is beneficial to consistently evaluate the quality of performance and achievement of faculty members. The institution is best served when the evaluation is cooperative and constructive. This is most likely to occur when the individual being evaluated and the evaluator believe in a joint responsibility. The goal is to promote faculty excellence by recognizing areas of quality performance, as well as to identify areas in which improvement is needed.

### *Annual Evaluation*

Full-time non-tenured faculty are annually evaluated each spring by their department chair or program director. Tenured faculty are evaluated on a biennial basis. The evaluation period includes the current academic year, as well as any work and contributions to the job from the previous summer (since the last review). The school dean also signs the evaluation in consent with the evaluation judgment, and the evaluation is then submitted to the Office of the Provost. Department chairs and program directors are evaluated by their respective deans, and the evaluation is then submitted to the Office of the Provost. School deans are evaluated by the Provost.

All faculty members must meet expectations in all the following areas, and those holding the rank of Associate Professor or Professor must score “excellent” or “exceptional” in the Contribution to Students area in the judgment of the department chair, dean, the Office of the Provost, and the President.

- General Contribution to the University

*General Contribution to the University* is evaluated according to the following representative (but not exhaustive) criteria: agreement with the Statement of Faith, Community Covenant and other statements of the philosophy of the university, working well with superiors, working effectively on university committees and special assignments, showing initiative to contribute to the growth and success of university initiatives and programs, and showing harmony in interpersonal relations with university personnel and students.

- Contribution to Students

*Contribution to Students* is evaluated according to the following representative (but not exhaustive) criteria: effective classroom performance (through both official observation and end-of-course evaluations), especially the integration of faith and learning;

providing effective academic advising; student mentorship and engagement; and evidencing other contributions to student life and learning.

- Contribution to Scholarship

*Contribution to Scholarship* is evaluated according to the “Institutional Definition and Standards of Faculty Scholarship” (See Chapter VII) and the particular departmental document that details expectations particular to one’s discipline.

- Contribution to the Community

*Contribution to the Community* is evaluated according to the following representative (but not exhaustive) criteria: first and foremost, a strong connection and commitment to a local church body, a positive reputation in the community as a representative of the university, a lifestyle consistent with the Christian witness of the institution, participation in community service, and participation or leadership in civic or local ministry organizations.

Evaluation of each area and subcategories within each area will be rated according to the following scale:

|   |                    |                                       |
|---|--------------------|---------------------------------------|
| 5 | Exceptional        | No improvement needed in this area    |
| 4 | Excellent          | Better than “average” in this area    |
| 3 | Satisfactory       | No serious deficiencies in this area  |
| 2 | Below Expectations | Needs improvement in this area        |
| 1 | Very Poor          | Unacceptable performance in this area |
| 0 | Not Applicable     |                                       |

As the following sections on Evaluation, Promotion, and Tenure demonstrate, scoring an average of 3 as an aggregate score for annual evaluation is a baseline marker that may enable one to continue employment as a satisfactory faculty member but may not be enough to procure promotion or tenure.

#### *Annual Evaluation Instruments*

There are a number of evaluation instruments that are integral to the annual evaluation process. Each supervisor has the liberty to use additional forms and assessments to complement the standard university forms. The required forms (found at <http://www.letu.edu/start/publications/index.html>) include an updated *Faculty Current Information* form (from the faculty), a *Faculty Contribution Form* (from the faculty), a *Faculty Assessment Form* (from the supervisor), and when necessary a *Professional Growth and Development Plan* (collaborative). As supporting documentation, supervisors are also to use the

Teaching Demonstration Evaluation document, the Peer-Reviewed Teaching Demonstration Evaluation Document, the End of Course evaluations supplied by the Office of Institutional Research, the Student Advising Evaluation form, and when necessary the Student Evaluation of Laboratory and Activity Classes form.

#### *Annual Evaluation Packet*

The *Faculty Annual Evaluation Packet* is the primary basis upon which the faculty member is evaluated and provides an opportunity for the faculty to document all areas of contribution to the university, to students, to scholarship, and to the community. The sections of the Faculty Annual Evaluation Contribution Packet are as follows:

- A. Cover Page
- B. *Faculty Contribution Form*
- C. Supporting Documents:
  - A signed copy of an up-to-date *Faculty Current Information* (FCI) form and any other desired instruments.

#### *Faculty Assessment Form*

The *Faculty Assessment Form* is the means for evaluation of the faculty member by the Department Chair or the School Dean. The FAF accounts for the year's performance, including a follow-up on a professional growth and development plan when applicable. The FAF should be signed by the faculty member, the Department Chair, and the School Dean. Copies of the *Faculty Annual Evaluation Packet* and the *Faculty Assessment Form* are forwarded to the Office of the Provost.

#### *Professional Growth and Development Plan* (if necessary)

In the event that there are areas that need remediation, the faculty member will prepare a *Professional Growth and Development Plan* to address any issues identified. The *Professional Growth and Development Plan* is required for any faculty member evaluated as (2) Below Expectations or (1) Very Poor. The plan should be submitted to the immediate supervisor (chair or dean) within two weeks after the annual evaluation. The *Professional Growth and Development Plan* should be signed by the faculty member, the Department Chair, the School Dean, and approved by the Provost.

#### *Annual Evaluation Process Chart*

The following *Faculty Annual Evaluation Process Chart* reflects the process and deadlines for evaluation. As indicated below, the annual evaluation process begins with the Department Chair, who notifies the faculty member of the spring annual evaluation and prompts the submission of appropriate materials.

|                       |  |
|-----------------------|--|
| By                    | <b>Department Chair</b>  |
| December 1            | Notifies faculty of annual evaluation  |
| By                    | <b>Faculty Member</b>  |
| January 15            | Submits Faculty Annual Review Packet to Department Chair   |
| By                    | <b>Department Chair</b>  |
| February 15           | Calls meeting with faculty member to review packet and provide assessment  |
| By Two                | <b>Faculty Member</b>  |
| Weeks from Evaluation | If necessary, faculty member prepares <i>Professional Growth and Development Plan</i> for Department Chair as part of evaluation and documentation |
| By                    | <b>Department Chair</b>  |
| February 20           | Submits evaluation and documentation to School Dean for signature  |
| By                    | <b>School Dean</b>   |
| March 1               | Signs and forwards all annual evaluation documentation to the Office of the Provost  |

#### D. Promotion of Full-Time Faculty

##### *Overview*

Promotion in faculty rank at LeTourneau University is a means of acknowledging high and proven academic performance and successful growth as a teacher-scholar achieved through the faculty evaluation process. It is based on the general criteria below but is a discretionary decision by the university. While these criteria are set out, they are neither a checklist nor exclusive. Promotion in faculty rank at LeTourneau is based on credentials, evaluations, teaching experience, and, for some ranks, professional activity/involvement. Promotion must be officially recommended by the Department Chair; the School Dean; the Tenure, Promotion, and Leave Committee; the Provost; the President; and approved by the Board of Trustees.

##### *General Criteria*

##### *Instructor to Assistant Professor.*

- Credentials
  - The doctoral degree or its equivalent in the teaching field; or
  - The master's degree, with 18 graduate hours in the teaching field and five years of college-level teaching experience or approved equivalent work experience; or
  - The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and five years of college-level teaching experience or approved equivalent work experience.

For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, and Accounting, the master's degree in the teaching field or in a related field and professional certifications, which shall include FAA Certifications, Professional Engineering licensure and the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, scholarship, business, or industrial experience.

- Annual Evaluations

The candidate shall have annual evaluations that score at least "satisfactory" (3) in all four areas of performance. The reviews must also be approved as accurate assessments in the judgment of the current department chair; school dean; Tenure, Promotion, and Leave Committee; Provost; President; and Board of Trustees.

- LeTourneau University Teaching Experience

The candidate shall have taught at least two full academic years at LeTourneau University at the instructor level or the equivalent established at the time of hiring by the President and the Provost.

*Assistant Professor to Associate Professor*

- Credentials

- The doctoral degree in the teaching field and five years of college-level teaching experience or approved equivalent work experience; or,
- The master's degree, with 18 graduate hours in the teaching field and five years of college-level teaching experience or approved equivalent work experience; or,
- The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and five years of college-level teaching experience or approved equivalent work experience.

For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, Accounting, the master's degree in the teaching field or in a related field and professional certifications which shall include FAA Certifications, Professional Engineering licensure, the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, scholarship, business or industrial experience.

- LeTourneau University Teaching Experience

The candidate shall have taught at LeTourneau University at least five full academic

years as assistant professor, or the equivalent established at the time of hire.

- Annual Evaluations

The candidate shall have annual evaluations that score at least “Excellent” (4) in the area of *Contribution to Students* during the review period.

The candidate shall have annual evaluations that score at least “Satisfactory” (3) in the other three performance areas during the review period.

The reviews must also be approved as accurate assessments in the judgment of the current department chair; school dean; Tenure, Promotion, and Leave Committee; Provost; President; and Board of Trustees.

#### *Associate Professor to Professor*

- Credentials

The doctoral degree in the teaching field and ten years of college-level teaching experience or approved equivalent work experience.

- LeTourneau University Teaching Experience

The candidate shall have taught at LeTourneau University at least five full academic years as associate professor, or the equivalent established at the time of hire.

- Annual Evaluations

The candidate shall have annual evaluations that score at least “Excellent” (4) in the area of *Contribution to Students* during the review period.

The candidate shall have annual evaluations that score at least “Satisfactory” in the other three areas of performance during the review period.

The reviews must also be approved as accurate assessments in the judgment of the current department chair; school dean; Tenure, Promotion, and Leave Committee; Provost; President; and Board of Trustees.

#### *Promotion Packet*

The *Faculty Promotion Packet* is the primary basis upon which the faculty member is evaluated for promotion and provides an opportunity for the faculty to document all areas of contribution to the university, to students, to scholarship, and to the community. The *Faculty Promotion*

*Packet* should be submitted to the Office of the Provost electronically, with all necessary documentation and signatures scanned in the order below. The sections of the Faculty Promotion Packet are as follows:

- A. Cover Page
- B. Faculty Letter of Interest
- C. Department Chair Letter of Recommendation
- D. School Dean Letter of Recommendation
- E. Promotion and/or Tenure Signatures Page
- F. Supporting Documents:
  - a. All Faculty Contribution Forms and all supporting documentation from annual evaluations within the review cycle
  - b. All Faculty Assessment Forms from annual evaluations within the review cycle
  - c. A signed copy of an updated *Faculty Current Information* form
  - d. Any other supporting documents as the faculty member desires, or as requested by the Department Chair, School Dean, the Tenure, Promotion, and Leave Committee, or the Provost. Examples may be published essays, articles, or academic presentations, particular course curricula written, course materials or syllabi, etc.

#### *Faculty Letter of Interest*

The faculty must write a short letter of interest to introduce the promotion packet. The letter should indicate if the application packet is intended for promotion, tenure, or both and should be addressed to the Board of Trustees. The letter should also briefly explain the faculty's interest and qualifications for being promoted.

#### *Letters of Recommendation*

Letters of recommendation from both the Department Chair and School Dean must be included in the Faculty Promotion Packet for a successful application. The letters should explain why the supervisor is advocating promotion of the faculty member. The letters should include details about how the criteria for promotion has been met in particular ways as well as how the assessments of the review cycle as a whole demonstrate successful fulfillment of the promotion criteria.

#### *Promotion and/or Tenure Signatures Page*

The *Promotion and/or Tenure Signatures Page* is a one-page document presenting the approval signatures that must be attained through the promotion application process.

#### *Tenured Faculty Members Applying for Promotion*

Because tenured faculty members are formally evaluated by their supervisors every other year, the promotion packet will include fewer faculty contribution and assessment forms for the review cycle.

#### *Promotion Application Process Chart*

The following *Promotion Application Process Chart* reflects the process and deadlines to apply for promotion. As indicated below, the process for promotion is initiated by the faculty member after the spring annual evaluation by notifying the Department Chair of eligibility and desire to apply for promotion by the August deadline. A faculty member being considered for promotion is reviewed based on the criteria listed above, according to the following promotion review schedule:

|                                 |   |
|---------------------------------|---|
| After Annual Evaluation         | <b>Faculty Member</b><br>Notifies supervisor of eligibility and desire to apply for promotion during spring semester of fourth year   |
| After Annual Evaluation         | <b>Department Chair and Dean</b><br>Call a meeting with the faculty member to discuss eligibility and performance toward successful application, and review the promotion process and necessary documentation to be gathered for submission |
| By April 15                     | <b>Dean</b><br>Presents to the Office of the Provost the names of faculty who intend to apply for promotion   |
| By August 1                     | <b>Dean</b><br>Receives completed <i>Faculty Promotion Packet</i> from faculty member and submits it to the Office of the Provost   |
| By August 15                    | <b>Associate Provost for Academic Administration</b><br>Sends Promotion Packets to the Chair of Tenure, Promotion, and Leave Committee  |
| By September 22                 | <b>Tenure, Promotion, and Leave Committee</b><br>Interviews promotion candidates and reviews application. Presents recommendations to the Provost   |
| By October 1                    | <b>Provost</b><br>Reviews and approves committee recommendation and sends a new recommendation to President   |
| Fall Board of Trustees Meeting  | <b>President</b><br>Reviews and approves Provost recommendation and presents a new recommendation to the Board of Trustees for a final vote   |
| After Board of Trustees Meeting | <b>President</b><br>The faculty members approved for promotion by the Board of Trustees receive written notification by the President. Subsequent contracts reflect the promotion   |

## E. Tenure

### *Overview*

Tenure is the means whereby LeTourneau University rewards contributions by its full-time faculty to the university, to the students, to scholarship, and to the community. Tenure is an earned privilege for excellent service and is not granted automatically after the non-tenure period. The faculty members who are granted tenure are given a greater sense of belonging and institutional acceptance. Tenured faculty also add stability and continuity to the university.

Tenure is granted only to full-time faculty members. Full-time faculty members who have fulfilled four term contracts are eligible to apply for tenure at the beginning of their fifth year, subject to nomination by their Department Chair and Dean. Tenure gives the faculty member the right to be reemployed by annual contracts for a total term of five years or until the faculty member resigns, retires, is discharged for cause, is terminated due to a reduction in force because of a change of institutional program or financial exigency, or is no longer able to teach. By the conclusion of a five-year term of tenure, the faculty member's tenure status will again have been reviewed for possible renewal of tenure, non-tenure status, or non-renewal of contract.

A faculty member who has been granted tenure is required to sign a contract each year as evidence of continued employment and continues with a biennial process of faculty evaluation. The awarding of tenure is a discretionary decision, and while the following criteria are set out, they are neither a checklist nor exclusive.

#### *Rank and Additional Service Considerations*

At the time a faculty member is considered for tenure, the faculty member must hold the rank of assistant professor (or be eligible for concurrent promotion to assistant professor), associate professor, or professor. Time served at the instructor level may be credited toward the service requirements for tenure.

A faculty member who holds the rank of instructor but does not yet meet the criteria for promotion to assistant professor may be granted more than five term contracts at the option of the Provost and the President, or issued a one-year terminal contract, or be subject to non-reappointment.

Faculty service toward tenure begins in the fall semester of the faculty member's first full year.

Leaves of absence do not count toward service applicable to tenure, with the exception that an educational leave from LeTourneau University shall count toward tenure service if so stipulated in writing by the Provost and approved by the President before the educational leave begins.

Service at other educational institutions before employment at LeTourneau University generally does not count toward service applicable to tenure. It will be counted only if so stipulated in writing by the Provost and approved by the President at the time of initial employment.

A faculty member who takes primary responsibilities in administration at LeTourneau University for a period of time may not count that period as applicable to the time requirements for tenure, unless so stipulated in writing by the President. Should the faculty member return to full-time teaching, previous service accumulated toward tenure shall be credited to the faculty member at that time. For the purpose of tenure time requirements, Administrative Faculty (see Section II.F) are not considered to have primary responsibilities in administration.

#### *General Criteria*

Faculty applying for tenure or tenure renewal are evaluated on quality of institutional fit and service in general and consistent performance in all four categories of annual faculty evaluation in particular. The candidate shall have annual evaluations that score at least "Excellent" (4) in the area of *Contribution to Students* during the review period. In addition, the candidate shall score at least "Satisfactory" (3) in the other three areas of faculty performance during the review period.

#### *Tenure Packet*

The *Faculty Tenure Packet* is the primary basis upon which the faculty member is evaluated for tenure (or tenure renewal) and provides an opportunity for the faculty to document all areas of contribution to the university, to students, to scholarship, and to the community. The *Faculty Tenure Packet* should be submitted to the Office of the Provost electronically, with all necessary documentation and signatures scanned in the order presented below. The sections of the *Faculty Tenure Packet* are as follows:

- A. Cover Page
- B. Faculty Letter of Interest
- C. Department Chair Letter of Recommendation
- D. School Dean Letter of Recommendation
- E. Promotion and/or Tenure Signatures Page
- F. Supporting Documents:
  - a. All Faculty Contribution Forms and all supporting documentation from annual evaluations within the review cycle
  - b. All Faculty Assessment Forms from annual evaluations within the review cycle
  - c. A signed copy of an updated *Faculty Current Information* form
  - d. Any other supporting documents as the faculty member desires, or as requested by the Department Chair, School Dean, the Tenure, Promotion, and Leave Committee, or the Provost. Examples may be published essays, articles, or academic presentations, particular course curricula written, course materials or syllabi, etc.

#### *Faculty Letter of Interest*

As with the promotion packet, the faculty must write a short letter of interest to introduce the tenure packet. The letter should indicate if the application packet is

intended for promotion, tenure, or both and should be addressed to the Board of Trustees. The letter should also briefly explain the faculty’s interest and qualifications for receiving tenure.

*Letters of Recommendation*

Letters of recommendation from both the Department Chair and School Dean must be included in the Faculty Tenure Packet for a successful application. The letters should explain why the supervisor is advocating tenure (or tenure renewal) of the faculty member. The letters should include details about how the criteria for tenure has been met in particular ways as well as how the assessments of the review cycle as a whole demonstrate successful fulfillment of the tenure criteria.

*Promotion and/or Tenure Signatures Page*

The *Promotion and/or Tenure Signatures Page* is a one-page document presenting the approval signatures that must be attained through the tenure application process.

*Tenure Application Process Chart*

The following *Tenure Application Process Chart* reflects the process and deadlines to apply for tenure. As indicated below, the process for tenure is initiated by the school dean after the spring annual evaluation by notifying the faculty member of eligibility. The dean, department chair, and faculty member discuss the faculty’s qualifications and potential desire to apply for tenure by the August deadline.

A faculty member being considered for tenure is reviewed based on the criteria listed above, according to the following promotion review schedule:

|                         |  |
|-------------------------|--|
| After Annual Evaluation | <b>Dean</b><br>Notifies faculty member of eligibility to apply for tenure during spring semester of fourth year  |
| After Annual Evaluation | <b>Dean</b><br>Calls a meeting with the faculty member and Department Chair to discuss eligibility and performance toward successful application, and reviews the tenure process and necessary documentation to be gathered for submission |
| By April 15             | <b>Dean</b><br>Presents to the Office of the Provost the names of faculty who intend to apply for tenure   |
| By August 1             | <b>Dean</b><br>Receives completed Faculty Tenure Packet from faculty member and submits it to the Office of the Provost  |
| By August 15            | <b>Associate Provost for Academic Administration</b><br>Sends Tenure Packet to Chair of Tenure, Promotion, and Leave Committee   |

|                                      |   |
|--------------------------------------|---|
| By<br>September<br>22                | <b>Tenure, Promotion, and Leave Committee</b><br>Interviews tenure candidates and reviews application. Presents recommendations to the Provost                  |
| By<br>October 1                      | <b>Provost</b><br>Reviews and approves committee recommendation and sends a new recommendation to President   |
| Fall Board<br>of Trustees<br>Meeting | <b>President</b><br>Reviews and approves Provost recommendation and presents a new recommendation to the Board of Trustees for a final vote at the fall meeting |

*Tenure, Promotion, and Leave Committee Review*

Membership of the Tenure, Promotion, and Leave Committee includes six tenured faculty members, three elected by vote of the Teaching Faculty Organization and three appointed by the President. Deans are not eligible for membership on the committee. The chair of the committee is appointed from the six members by the President. This is a rotating committee with three-year terms unless a member is elected to fill an unexpired term. Membership on the committee is finalized at the beginning of the fall semester of each academic year.

A list of those faculty members who meet the position and length of service criteria and would be eligible for initial tenure or renewal of tenure to begin after the next academic year will be presented to the Tenure, Promotion, and Leave Committee by the Office of the Provost in the fall of each academic year.

In addition to evaluating all the documentation included in the tenure and promotion packets, review by the Tenure, Promotion, and Leave Committee shall also involve an interview with the faculty member that includes (1) an investigation of the faculty member's agreement with the Statement of Faith and other statements of philosophy of the university and (2) an investigation of the faculty member's ability to express a compelling understanding of the integration of faith and learning with respect to his or her discipline.

For the faculty member to be granted tenure (or tenure renewal), a two-thirds favorable vote of the Tenure, Promotion, and Leave Committee is required for recommendation to the Provost.

*Negative Review Alternatives*

If a faculty member does not receive a favorable two-thirds vote of the Tenure, Promotion, and Leave Committee or the approval of the Provost, the President, or the Board of Trustees, the President may terminate the faculty member's employment or may offer an additional non-tenure contract for the faculty member to correct any noted deficiencies. No more than two term contracts will be offered after the fifth-year contract.

If the faculty member is offered a term contract after the fifth year, a written statement by the Provost will detail the areas considered to be deficient. The Tenure, Promotion, and Leave Committee will again evaluate deficient areas of the faculty member not granted tenure and make a recommendation to the Provost by September 1 of each year following the initial review.

If the faculty member is being denied tenure and will not be offered another contract, notification will be given by December 15 of the year of the final contract.

If a faculty member fails to apply for tenure or tenure renewal at the beginning of the fifth year of the review cycle or fails to receive the requisite letters of recommendation to apply, the President may terminate the faculty member's employment or may offer an additional non-tenure, term contract. The faculty member would need to make application the next year for tenure or tenure-renewal consideration. No more than two term contracts will be offered after the fifth-year contract.

#### *Response to Review and Appeal Rights*

A faculty member who does not receive a favorable recommendation from the Tenure, Promotion, and Leave Committee has the right to present a written response to the Provost within 20 working days of receiving notification of the decision, detailing any new information. The Tenure, Promotion, and Leave Committee will review the faculty response to determine whether the new information would warrant altering the original decision.

Appeal of a negative decision by the Tenure, Promotion, and Leave Committee or by the Provost should be directed to the President. Appeal of the President's decision can be made through the Office of the President to the Board of Trustees, which serves as the ultimate board of appeal for all who seek tenure.

A written statement of appeal must be made to the next highest appeals level within 20 working days from the date of receipt of the latest notification of denial.

## IV. Processes Specific to Adjunct Faculty

### *Overview*

Adjunct faculty members are a valuable part of the teaching faculty of LeTourneau University. They possess the credentials and experience to hold full-time positions but are employed part time and are responsible only for those duties specified in the individual, term contract. These appointments range from teaching an individual course to teaching with particular administrative or programmatic oversight responsibilities.

### **A. Search, Appointment, and Orientation of New Adjunct Faculty**

It is the responsibility of Department Chairs and Program Directors to recruit qualified adjunct instructors, with the aid of School Deans as necessary. All adjunct faculty report to the Department Chair or Program Director of the department that houses the major subject area in which they teach. Occasionally, an adjunct faculty member may teach for multiple schools. In this case, they must declare a primary discipline for reporting purposes.

### *Application and Hiring*

To be considered for an adjunct position, the candidate should submit a completed *application form* from the LeTourneau University web site at <http://www.letu.edu/jobs>. The applicant must also provide an appropriate copy of *graduate transcripts, a current resume, and a copy of professional licenses or certifications* (i.e., CPA, Texas teaching certification, etc.). The candidate will also be asked to respond to the "Faith Questions for Prospective Faculty." Official transcripts must be received upon hire.

After initial screening of the applicant's file, the applicant is contacted for a *telephone interview* by the department head or program director. The interview is to provide a further explanation of the educational philosophy of the program and to determine the appropriateness of the potential faculty member to the educational and spiritual mission of the university.

A minimum of three *references checks* is also required prior to the appointment.

To finish the candidate's application packet, a *credentialing form* is completed by the department chair or program director, including any credential justifications as necessary. The department chair, program director, or dean review the applicant's transcripts to determine which courses the applicant can be credentialed to teach, according to the criteria established by LeTourneau University and the Southern Association of Colleges and Schools. Once the appropriate signatures are acquired, all of the application documentation and materials mentioned above are sent to the Office of the Provost for final review of credentialing. The Office of the Provost then notifies the appropriate department chair that the candidate's application has been officially approved and can be extended an adjunct appointment.

The academic school is responsible for sending all applicable paperwork to the adjunct faculty member (including I-9 form and other documents). Hiring is contingent on the receipt of all of these documents and official transcripts. The academic school sends all paperwork to Human Resources upon completion, including a request of Human Resources to perform a *Criminal Background Check* of the candidate. The candidate shall grant permission to perform the check, and all hires are conditioned upon a successful criminal background check.

### *Adjunct Faculty Rank*

All faculty at LeTourneau University, including adjuncts, are classified according to the following ranks:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Adjuncts are most commonly appointed at the instructor level unless they have received a higher rank in a full-time teaching position at another institution or at LeTourneau University. For an adjunct instructor to be appointed at a higher rank than instructor, approval must be granted by the Office of the Provost at the time of hire.

### *Adjunct Faculty Workload*

The adjunct faculty member is contracted to work part time and therefore does not receive employee benefits. In order to adhere to the current interpretation of the Affordable Healthcare Act, and to ensure that an individual's workload is commensurate with a part-time designation (not to exceed 29 hours per week), adjuncts should typically only be assigned 9 hours of teaching per 15-week semester and should never be assigned more than 11 credit hours; the appropriate chair or dean would need to work out the equivalent for lab instruction courses. The IRS standard calculation assigns 2.25 hours of work (teaching, grading, lecture preparation, etc.) per 1 hour of course credit. If the university also assumes/expects approximately 3 office hours and 1 hour of department meetings per week, regardless of course load or mode of delivery, then an 11-hour assignment is the maximum threshold. That would be  $(11 \times 2.25) + 3$  office hours per week (minimum) + a 1-hour department or campus meeting per week = 28.75. A semester is defined by the IRS as teaching from September through December. So the calculation of a single adjunct's load, no matter the length of a particular course, must not exceed 11 hours during a 4-month period. In the cases when an adjunct contract may involve both teaching and administrative duties, the chair or dean must account for a workload that does not exceed 29 hours per week.

## *Adjunct Faculty Orientation*

Before classes begin for the semester, new adjunct faculty are gathered for a meeting (in person or through technology) with their department head, program coordinator, and/or dean to orient the individual to the adjunct role and responsibilities, to go over important university policies, and to handle any questions. Other faculty members designated as New Faculty Mentors also attend this orientation, at which point they are assigned the new adjunct faculty to meet with and mentor during the given semester.

### **B. Evaluation**

Evaluation of adjunct faculty and promotion in faculty rank at LeTourneau University are means of acknowledging high and proven academic performance and successful growth as a teacher-scholar as measured through the faculty evaluation process. All adjunct faculty who have taught at least one course during the academic year must be formally evaluated within a twelve-month period by their supervisor. The annual evaluation will be conducted by the appropriate Department Chair and should be comprehensive with respect to the specific duties and expectations of the adjunct contract. Annual evaluations will consider teaching performance, and when appropriate, contributions to the Department or University as well as professional development and academic scholarship.

Adjunct faculty are to be formally evaluated at least once a year by their supervisor. The supervisor is to take into consideration End-of-Course Survey(s) (EOCS), at least one peer-review report, a mentor-review report for new faculty, and their own course or classroom observation. For a face-to-face course, specific peer and supervisor evaluation forms are to be used. For an online course, specific peer and supervisor evaluation forms are to be used.

The student EOCS provides the instructor and administration a look at student perceptions of both faculty instruction and course curriculum.

The supervisor is to call a meeting with the adjunct faculty member to review the EOCS as well as the peer and supervisor evaluation forms. The supervisor is assessing whether the adjunct faculty has succeeded to the level of being eligible for another appointment in the future. These documents are then filed in the event that the adjunct faculty member desires to be hired on another term contract or apply for promotion in the future.

### **C. Promotion**

Promotion in faculty rank at LeTourneau University is a means of acknowledging high and proven academic performance and successful growth as a teacher-scholar as measured through the faculty evaluation process. It is possible for an adjunct faculty member to be promoted in rank when his or her teaching and other responsibilities have shown outstanding quality and commitment to the university. While length of employment and the number of courses taught

are factors in being promoted, they are never to be viewed as qualifications automatically ensuring rank promotion. Rank promotion is based on the general criteria below but is a discretionary decision by the university. While these criteria are set out, they are neither a checklist nor exclusive.

Promotion in faculty rank at LeTourneau is based on credentials, evaluations, teaching experience, and for some ranks, professional activity/involvement. Promotion for an adjunct must be officially recommended by the Department Chair; the School Dean; the Tenure, Promotion, and Leave Committee; and approved by the Office of the Provost.

### *General Criteria*

The basic qualifications for promotion in rank are (1) length of time employed, (2) number of courses taught during employment, (3) positive evaluations on the End of Course Surveys (EOCS), (4) positive teaching assessments from faculty peers and mentors, (5) contributions to departmental tasks and initiatives, (6) positive annual evaluations from supervisors, and for some ranks (7) appropriate participation in scholarship and professional development activities. Length of time employed is calculated from the hire date, which is the date of appointment to the LeTourneau University faculty. The number of courses taught is calculated from late August (fall semester) through mid-August of the following year, the university's academic year. If an adjunct faculty member has significant experience teaching full-time at another university and/or begins the adjunct appointment at LeTourneau at a rank higher than Instructor, the appropriate allotment of time may be applied toward promotion upon hire by the approval of the Office of the Provost.

### *Adjunct Instructor to Adjunct Assistant Professor*

The Adjunct Assistant Professor shall meet the following criteria:

- Credentials
  - The doctorate or its equivalent in the teaching field; or
  - The master's degree, with 18 graduate hours in the teaching field and two years of college-level teaching experience or approved equivalent work experience; or
  - The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and two years of college-level teaching experience or approved equivalent work experience.

For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, and Accounting, the master's degree in the teaching field or in a related field and professional certifications which shall include FAA Certifications, Professional Engineering licensure and the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, research, business or industrial experience.

- Performance
  - The faculty member has been employed with LeTourneau at least 5 years.
  - The faculty member has taught a minimum of 30 credit hours at LeTourneau.
  - The faculty member has taught at LeTourneau University within the previous year (from the time of promotion application).
  - The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
  - The faculty member has had positive ratings from peer-review documentation over the review cycle.
  - The faculty member has had positive annual evaluations from the Department Chair or Program Director.
  - The faculty member has consistently participated in departmental or school meetings, and attended at least 3 university or school led workshops or colloquia. The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise.
  - The faculty member has demonstrated general effectiveness and professionalism.

*Adjunct Assistant Professor to Adjunct Associate Professor*

The Adjunct Associate Professor shall meet the following criteria:

- Credentials
  - The doctor’s degree in the teaching field and two years of college-level teaching experience or approved equivalent work experience; or,
  - The master’s degree, with 18 graduate hours in the teaching field and four years of college-level teaching experience or approved equivalent work experience; or,
  - The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and four years of college-level teaching experience or approved equivalent work experience.

For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, Accounting, the master’s degree in the teaching field or in a related field and professional certifications which shall include FAA Certifications, Professional Engineering licensure, the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, research, business or industrial experience.

- Performance
  - The faculty member has been employed with LeTourneau at least 10 years.
  - The faculty member must have taught a minimum of 60 credit hours at LeTourneau.
  - The faculty member has taught at LeTourneau University at least once in each of the previous two years.

- The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
- The faculty member has had positive ratings from peer-review documentation over the review cycle.
- The faculty member has had positive annual evaluations from the Department Chair or Program Director.
- The faculty member has consistently participated in departmental or school meetings and attended at least 6 university or school led workshops or colloquia.
- The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise, especially within the last five years, e.g., by presenting papers at regional or national meetings, publishing articles or essays, or other forms of scholarly engagement.
- The faculty member has demonstrated general effectiveness and professionalism.

*Adjunct Associate Professor to Adjunct Professor*

The Adjunct professor shall meet the following criteria:

- Credentials
  - The doctor’s degree in the teaching field and four years of college-level teaching experience or approved equivalent work experience.
- Performance
  - The faculty member has been employed with LeTourneau at least 15 years.
  - The faculty member must have taught a minimum of 90 credit hours at LeTourneau.
  - The faculty member has taught at LeTourneau University at least once in each of the previous three years.
  - The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
  - The faculty member has had positive ratings from peer-review documentation over the review cycle.
  - The faculty member has had positive annual evaluations from the Department Chair or Program Director.
  - The faculty member has consistently participated in departmental or school meetings, and attended at least 9 university or school-led workshops or colloquia.
  - The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise, especially within the last 5 years, e.g., by presenting papers at regional or national meetings, publishing articles or essays, or other forms of scholarly engagement.
  - The faculty member has demonstrated general effectiveness and professionalism

In order to remain in the current rank, a faculty member must be active in teaching, participate in faculty development or training opportunities, and continue to have positive evaluations on

the End of Course Surveys. In the event a faculty member does not meet these minimal expectations, the Dean may elect to discontinue employing the adjunct faculty member or recommend to the administration a reduction in faculty rank. If an adjunct faculty member become a full-time faculty, their academic rank will be reassessed at the time of hire.

### *Adjunct Promotion Packet*

The *Adjunct Faculty Promotion Packet* is the primary basis upon which the faculty member is evaluated for promotion and provides an opportunity for the faculty to document all areas of contribution to the university, to students, to scholarship, and to the community. The *Adjunct Faculty Promotion Packet* should be submitted to the Office of the Provost electronically, with all necessary documentation and signatures scanned. The sections of the *Adjunct Faculty Promotion Packet* are as follows:

- A. Cover Page
- B. Faculty Letter of Interest
- C. Department Chair Letter of Recommendation
- D. School Dean Letter of Recommendation
- E. Promotion Signatures Page
- F. Supporting Documents:
  - a. All Adjunct Faculty Contribution Forms and all supporting documentation from annual evaluations within the review cycle
  - b. All Adjunct Faculty Assessment Forms from annual evaluations within the review cycle
  - c. A signed copy of an updated *Faculty Current Information* form
  - d. Any other supporting documents as the faculty member desires, or as requested by the Department Chair; School Dean; the Tenure, Promotion, and Leave Committee; or the Provost. Examples may be published essays, articles, or academic presentations, particular course curricula written, course materials or syllabi, etc.

### *Faculty Letter of Interest*

The adjunct faculty must write a short letter of interest to introduce the promotion packet. The letter should be addressed to the Office of the Provost. The letter should also briefly explain the faculty's interest and qualifications for being promoted.

### *Letters of Recommendation*

Letters of recommendation from both the Department Chair and School Dean must be included in the Adjunct Faculty Promotion Packet for a successful application. The letters should explain why the supervisor is advocating promotion of the faculty member. The letters should include details about how the criteria for promotion has been met in particular ways as well as how the assessments of the review cycle as a whole demonstrate successful fulfillment of the promotion criteria.

*Promotion Signatures Page*

The *Promotion Signatures Page* is a one-page document presenting the approval signatures that must be attained through the promotion application process.

*Adjunct Promotion Application Process Chart*

The following *Adjunct Promotion Application Process Chart* reflects the process and deadlines to apply for promotion. As indicated below, the process for promotion is initiated by the faculty member. The faculty member should notify the Department Chair of eligibility and desire to apply for promotion by March 15<sup>th</sup>, prior to the August deadline. The assumption is that the promotion requirements will have been fully met by August 15<sup>th</sup>, the time of application.

A faculty member being considered for promotion is reviewed based on the criteria listed above, according to the following promotion review schedule:

|                  |  |
|------------------|--|
| By<br>March 15   | <b>Faculty Member</b><br>Notifies supervisor of eligibility and desire to apply for promotion by August 15   |
| By<br>April 1    | <b>Department Chair and Dean</b><br>Call a meeting with the faculty member to discuss eligibility and performance toward successful application and review the promotion process and necessary documentation to be gathered for submission |
| By<br>April 15   | <b>Dean</b><br>Presents to the Office of the Provost the names of adjunct faculty who intend to apply for promotion along with evidence of meeting criteria  |
| By<br>August 1   | <b>Dean</b><br>Receives completed Faculty Promotion Packet from faculty member and submits it to the Office of the Provost   |
| By<br>August 15  | <b>Associate Provost for Academic Administration</b><br>Sends Promotion Packets to Chair of Tenure, Promotion and Leave Committee  |
| By<br>October 15 | <b>Tenure, Promotion, and Leave Committee</b><br>Interviews promotion candidates and reviews application. Presents recommendations to the Provost  |
| By<br>November 1 | <b>Provost</b><br>Reviews and approves committee recommendation and notifies faculty member in writing   |

*Negative Review Alternatives*

If a faculty member does not receive a favorable two-thirds vote of the Tenure, Promotion, and Leave Committee or the approval of the Provost, the Provost will outline the noted deficiencies

in the adjunct promotion packet and may encourage the faculty to apply at a later date when improvements have been successfully achieved.

*Response to Review and Appeal Rights*

A faculty member who does not receive a favorable recommendation from the Tenure, Promotion, and Leave Committee has the right to present a written response to the Provost within 20 working days of receiving notification of the decision, detailing any new information. The Tenure, Promotion, and Leave Committee will review the faculty response to determine whether the new information would warrant altering the original decision.

Appeal of a negative decision by the Tenure, Promotion, and Leave Committee or by the Provost should be directed to the President. A written statement of appeal must be made to the next highest appeals level within 20 working days from the date of receipt of the latest notification of denial.

## V. Academic Support Areas

### A. Achievement Center

The Achievement Center (AC) exists to promote student success by providing supportive resources for students. The center offers a number of services for all undergraduate students who would like to improve their learning skills and academic success at LETU. Services include Supplemental Instruction (SI), Tutoring, Math Lab, Study Skills Coaches, Peer Advisors (PA), and the AIM (Academic Intervention and Mentoring) Program. For more information, visit the Achievement Center at [www.letu.edu/AchievementCenter](http://www.letu.edu/AchievementCenter) or contact Vernessa Gentry, Director for Student Achievement at [VernessaGentry@letu.edu](mailto:VernessaGentry@letu.edu) or (903) 233-4471. The Center is located on the second floor in the Allen Family Student Center.

### B. Center for Innovative Teaching and Learning

The mission of the CITL is to support student learning through the innovative use of technology as well as sound pedagogy. The CITL is led by the Dean of Innovative Education & Chief Information Officer.

The CITL is comprised of two departments that provide faculty support: Information Technology (IT), and Curriculum Design, Technology and Library.

#### *Information Technology (IT)*

IT has three teams: 1) Business Systems Management (BSM), 2) Network and Telecommunication Services (NTS), and 3) User Support and Engagement (USE).

BSM provides Academic and Administrative Systems for the University. This includes but is not limited to the MyLETU portal and CX Administrative System. NTS enables infrastructure support: Internet, network, email (<http://mail.letu.edu>), voicemail, LETU Cloud, data center including our virtual server infrastructure, phones, digital signage and other network and hardware. USE enables our LETU Learning Management System (LMS) Canvas at <http://courses.letu.edu>. Immediate help is available a minimum of 16 hours a day via contact points below. Walk up help is available in Longview Hall at the “fishbowl” located in the computer lab area. All audio/visual support is provided by USE. This includes classroom technology and AV support. All desktop and office software support is provided through USE. The student team members for IT wear specific color shirts. USE team members wear bright green, NTS wear a light grey.

Contact: [support@letu.edu](mailto:support@letu.edu), 903-233-3500 or <http://letu.edu/it>

#### *Curriculum Design, Technology and Library (CTL)*

The Curriculum Design and Technology staff oversee LETU online program and provides curriculum consulting services and instructional technology support for global and residential faculty. CDT provides support and training for the Learning Management System as well as the video lecture capture and synchronous meeting programs. In addition, the department manages and quality reviews all online curriculum to ensure the courses meet accreditation standards and best practices for online learning as well as providing guidance on writing course objectives, program outcomes and assessments in the online and face-to-face environments. Last, the department manages faculty continuing education and development opportunities including the monthly “Lunch N’ Learns” and notifies faculty of available webinars and other virtual continuing education opportunities.

The Library provides all types of digital and print resources including books, journals and multimedia for faculty, staff, and students. Student training in information technology, instructional technology and information literacy is provided as well as faculty training in instructional technology. Reference assistance and interlibrary loan services are provided for students, faculty and staff.

Contacts:

Curriculum Design and Technology: [CDT@letu.edu](mailto:CDT@letu.edu) or 903-233-4070

Library: [library@letu.edu](mailto:library@letu.edu), 903-233-3260 or <http://www.letu.edu/library>

### **C. Global Initiatives and Global Service Learning**

#### *Office of Global Initiatives*

The Office of Global Initiatives, led by the Chief Global Initiatives Officer, leads and equips the university to become a university of global influence, where our faculty prepare our students to succeed in the global workplace, where our students are formed to be transformational leaders and service providers in the world community, where our high-quality academic programs make us a university of choice for international students, and where our university is actively engaged with global educational partners around the world. The Office of International Studies, Study Abroad, and the Center for Global Service Learning are all a part of the Office of Global Initiatives.

[<http://www.letu.edu/opencms/opencms/everynation/Global-Initiatives/> ]

The Office of International Studies (OIS), which works under the oversight of the Associate Vice President of Global Initiatives, is responsible for recruiting, enrolling, and retaining all the international students on the residential campus. Faculty members who will be traveling abroad

are encouraged to connect with the Associate Vice President prior to their trip to discuss ways they may be able to help recruit students or build institutional partnerships during their travels.

[<http://www.letu.edu/opencms/opencms/everynation/Global-Initiatives/Office-of-International-Studies/>]

The International Student Advisor works closely with our international students through New International Student Orientation, a special International Student section of Cornerstones, and in day-to-day interactions to insure they are adjusting to their new cultural context both in and out of the classroom. The International Student Advisor is available to faculty and staff as a mediator and resource when working with the international students.

While the Office of International Studies is focused on welcoming international students to the main campus, our Study Abroad program seeks to connect LeTourneau University students with hands-on education opportunities around the world. Students interested in studying in an international context have several options to consider, including faculty-led academic programs, student exchange programs, and the Best Semester Programs. The Study Abroad Coordinator is available to help students discover which opportunity best fits their degree, assist them with the application paperwork, and navigate the pre- and post-departure process.

The Study Abroad Coordinator advises not only students on their international travel but faculty as well. When planning a faculty-led academic program, the Study Abroad Coordinator will assist faculty in coordinating paperwork (including visas, passports, letters of invitation, and emergency contact information) and processing payments. Faculty interested in developing a faculty-led study abroad experience or participating in a faculty exchange with one of our partner schools are encouraged to contact the Study Abroad Coordinator.

Students and Faculty can see the opportunities available around the world at [http://www.letu.edu/opencms/opencms/\\_Academics/StudyAbroad/](http://www.letu.edu/opencms/opencms/_Academics/StudyAbroad/)

### *Global Service Learning*

Global Service Learning is in the DNA of LETU. Since the founding of the university, students and faculty have used their expertise and ingenuity in practical ways to solve problems, alleviate suffering, and to demonstrate God's redeeming love throughout the world. The Center for Global Service Learning (CGSL), along with the position of Director of the Center for Global Service Learning, was founded in 2011 in order to stimulate the incubation of new Global Service Learning projects, as well as to support the continued implementation of existing projects.

Global Service Learning Projects seek to (1) provide tangible opportunities for students to learn

how to serve the world with the skills they are acquiring in their particular disciplines at LETU, and (2) provide opportunities for faculty members at LETU to engage in research and scholarship (learning) that serves not only the academy but also the kingdom of God. The CGSL offers grants to faculty and students to fund and support their Global Service Learning Project. These grants are meant to fund existing projects, as well as help in the process of creating new projects.

To learn more about existing Global Service Learning Projects and how faculty can develop a new project, please visit the Center for Global Service Learning webpage or speak with the Director of the Center for Global Service Learning.

[<http://www.letu.edu/opencms/opencms/everynation/Global-Initiatives/Global-Service-Learning/>]

#### **D. Honors College**

The Honors College at LeTourneau University builds upon the university mission of “Every Workplace, Every Nation” by inviting gifted and motivated students to participate in a Christian community of learning that focuses on issues of vocation and community. Honors College students investigate what it means to be *called together to this place* as a Christian community of learning that exists for the sake of our neighbors, both near and far. Intellectual, formational, and practical, the Honors College is motivated by a commitment to seek creative and faithful ways to participate in the Triune God’s reconciling work in the world.

The Honors College pursues the following learning outcomes:

1. Honors College members will grow in **wisdom**, exhibited by the ability to give an account of the interconnectedness of creation in its physical, social, and spiritual dimensions.
2. Honors College members will give an account of their **vocation** (*calling*) in light of the Triune God’s **reconciling** work in the world.
3. Honors College members will develop practical ways to seek the good of their local and global **communities**.

Honors College students complete an Honors curriculum that features 19 Honors credits of a number of Honors-specific versions of General Education and seminar requirements. Honors engineering students have an engineering-specific curriculum that consists of 27 credits (15 credits of General Education/Honors Seminars and 12 credits of Honors Engineering). The Honors College curricular requirements can be found at [http://www.letu.edu/opencms/opencms/\\_Academics/honors\\_info/program\\_information.html](http://www.letu.edu/opencms/opencms/_Academics/honors_info/program_information.html). Honors students are also required to support the life of the Honors College through participation in a number of co-curricular programs/events that seek to enhance the life of the Honors College and the university as a whole.

All first-semester freshmen in the Honors College are required to live in Davis Hall. Students may choose to move out of Davis Hall in subsequent semesters, but the vast majority of Honors students have chosen to reside in Davis Hall throughout their undergraduate career.

Participation in and completion of the Honors College program requires no additional fees, and the College is available to qualified students regardless of their chosen major.

The Director of the Honors College has responsibility for all Honors College recruiting, programs, policies, curricula, and administration.

Faculty can engage with the Honors College in a variety of ways.

- The Honors College provides an exciting outlet for faculty who would like to teach students with high aptitude and engagement in an area of special interest to the faculty member. Faculty are invited to submit ideas for one-credit seminars or three credit general education courses to the Director of the Honors College. Courses should be designed to meet at least one of the Honors College learning outcomes listed above.
- Faculty advisors should be aware of Honors College curricula and requirements and feel free to refer advisees to the Director of the Honors College for assistance with advising.
- Faculty can volunteer to serve on the Honors Committee of the university and have a leadership role in shaping the life of the Honors College.

The Honors College curriculum and other information about the Honors College can be found in the College Catalog at

[http://www.letu.edu/academics/catalog/index.htm?cat\\_type=tu&cat\\_year=2014&school=2138](http://www.letu.edu/academics/catalog/index.htm?cat_type=tu&cat_year=2014&school=2138).

## **E. Office of Sponsored Programs**

The mission of the Office of Sponsored Programs (OSP) is to provide support to the faculty of LeTourneau University in seeking, obtaining and managing external funding for research and applied faculty scholarship. The OSP Director is responsible for providing specific areas of support, listed below.

- Help identify funding sources
- Help analyze grant and contract ideas
- Review grant and contract proposals
- Assure all proposal requirements are addressed
- Obtain university approval of grant and contract proposals
- Forward proposals to sponsors
- Establish project accounts through the Financial Services Office
- Maintain master schedules on grants and contracts
- Assure grant and contract milestones are met on schedule
- Process invoices on projects

- Route grant and project checks to the University Cashier
- Submit progress and final reports to sponsors
- Assist with modifications to grants and contracts
- Submit all deliverables on grants and contracts to sponsors
- Close out grants and contracts in accordance with sponsor requirements

More detailed information regarding OSP policies and procedures may be accessed at <http://www.letu.edu/fac-staff/research/>. The OSP also serves as the administrative wing of the Institutional Review Board (IRB), which is charged with the protection of human subjects. IRB policies and procedures may be accessed at <http://www.letu.edu/fac-staff/research/IRB/>. Training for faculty who wish to conduct research involving human subjects or serve on the IRB are required to access the applicable CITI training module(s). Contact the OSP Director for more information about the training.

The OSP Director also serves as the chair of the Intellectual Property (IP) Advisory Committee. Intellectual Property Policies and Procedures, which cover IP ownership as well as other IP issues, may be accessed here: <http://www.letu.edu/policy/index.html>.

When a faculty member contemplates exploring or conducting new research or data collection, which includes surveys, he/she should consult the Research and Data Collection policy, which may be accessed here: <http://www.letu.edu/policy/index.html>.

## **F. Student Life**

Student Life at LeTourneau is available to help students growing spiritually, physically, emotionally and socially. Student Life offers the student many resources designed to improve the college experience no matter how the degree is being acquired – on campus, online or at one of our educational centers including:

- More than 50 recognized student organizations on campus.
- More than 20 intramural sports ranging from basketball to flag football to coed ultimate Frisbee and air hockey.
- YellowJacket Activities Council (YAC) and other student body organizations plan over 30 events every year for the student body including movies, concerts, Hootenanny, Midnight Madness, Mystery Bus Tou and Film Festival.

Student Life also assists students in looking for a job, resume writing, tutoring, disabilities services, and presents opportunities for student leadership. The list of Student Life resources can be found at [http://www.letu.edu/opencms/opencms/Student-Life/Longview\\_Campus\\_Resources.html](http://www.letu.edu/opencms/opencms/Student-Life/Longview_Campus_Resources.html). The Student Life office is located on the second floor of the Allen Family Student Center.

## **G. Registrar**

The Office of the Registrar at LeTourneau exists to serve the academic needs of all LeTourneau University students and faculty. It is the duty of the Registrar to maintain academic integrity, academic records, and enforce policies as established in the University Catalog. The Registrar's office also works with the National Student Clearinghouse and the Department of Veteran Affairs.

The Registrar's office is located at the Longview campus on the second floor of the Margaret S. Estes Resource Center (the library).

The Registrar's office will assist faculty in the following areas:

- Course scheduling
- Academic calendar
- Engagement Tracking
- Grade entry
- eBridge document storage/retrieval
- Student Data Tool
- Academic Advising issues
- Degree requirements
- Course requirements
- Course authorizations
- Registration issues
- Student forms

## **H. Institutional Research and Quality Assurance**

Quality Assurance (QA) provides a variety of research, planning, assessment, and related support services to the university community. The department includes two areas: 1) Accreditation & Institutional Effectiveness and 2) Institutional Research & Effectiveness. QA serves faculty through providing enrollment statistics, student success data, program assessment, end of course (EOC) evaluations, faculty advisor evaluations, and institutional effectiveness support.

For additional information about QA services, the QA staff, and how to place a data request, please visit [www.letu.edu/QualityAssurance](http://www.letu.edu/QualityAssurance). The University uses [CoursEval](#) for end of course evaluations and faculty advisor evaluations. A [CoursEval Faculty Guide](#) is available. EOC and faculty advisor evaluation results can be accessed by logging into [MyLETU](#). Click on the Academics Tab. A link to "Course Evaluations" will be listed in the sidebar.

## **K. Office of Enrollment Services**

The mission of the Office of Enrollment Services is to assist the University in recruiting, enrolling, and retaining both traditional and non-traditional students who compliment the University's mission. Specifically, the Office of Enrollment Services coordinates:

- Student recruitment
- Initial registration
- Student financial aid and scholarship programs
- Student achievement, mentoring, and tutoring
- Student retention
- Career services

Student tutoring services can be accessed through the Achievement Center in the Allen Family Student Center (room 237), financial aid consultation through the Office of Student Financial Aid on the second floor of Mary Estes Library, and Retention and Career Services in the Allen Family Student Center (room 128). Further information regarding services of the Office of Enrollment Services can be obtained through the Vice President for Enrollment Services by calling (903) 233-4310.

## **L. Career Services**

LeTourneau University Career Services provides career development and job search training for all students, and partners with employers seeking to hire LeTourneau students. Faculty may refer students to our office for assistance with major and career decision making, resume writing, job searching, interview preparation, and other career related topics. We also welcome referrals of employers seeking to establish a recruiting relationship with LETU. We offer free job posting and resume referral services, on-campus interview space in our center's two interview rooms, an annual Fall Career Fair for all students, and an annual Teacher Education Fair each spring. Our office also manages the LETU Campus Jobs board and Federal Work Study program.

We welcome invitations to present workshops on various career-related topics in your classes and student organization meetings. Career Services also produces an annual post-graduation report, tracking the employment and educational paths of our graduates.

Our center is located on the first floor of the Allen Student Center. Further information about our services and offerings can be found at [www.letu.edu/careerservices](http://www.letu.edu/careerservices) or by calling our office at 903-233-4467 or emailing [CareerServices@letu.edu](mailto:CareerServices@letu.edu).

## VI. General Matters of Faculty Interest

A faculty member at LeTourneau University is to be committed to the University and in agreement with the Statement of Faith and the University Purpose Statement as outlined in the Faculty Handbook Section 1.A and B, and is to contribute to the University, to the students, to scholarship, and to the community as outlined in Section 3.C.

### **Academic Freedom**

Academic freedom at LeTourneau University is understood to mean the freedom to search for truth, explore theories, and examine philosophies essential to the educational process.

Although faculty members are required to subscribe to the stated philosophy, purposes, objectives, faith statement, and mission of the university, they are not otherwise restricted in their pursuit of knowledge, free inquiry, or participation in community affairs as individual citizens.

#### *Research and Publication*

Academic freedom involves freedom in research and publication of the results. A faculty member must be careful not to use this freedom to the detriment of the university. Research, publication, or instructing in the university involving financial benefit to the faculty member must have prior written agreement from the Provost and/or be commensurate with the university Intellectual Property Policy. Faculty involved in research activities are required to complete online training in Responsible Conduct of Research (RCR) and if applicable, Human Subjects research.

#### *In the Classroom*

The faculty member is free to discuss the subject matter as fully and fairly as possible in the classroom. The classroom must not be used as a forum for matters not related to the academic subject or to advocate a position contrary to the Statement of Faith and other statements of philosophy of the University or the rules of student conduct.

#### *In the Community*

The faculty member does have the right to speak as an individual citizen but shall not speak in an official capacity for the University unless authorized by the administration to do so. The faculty member is encouraged to use this freedom as a positive reflection on his profession and the university.

## Academic Integrity

A foundation of mutual trust is essential to the learning community. That trust is broken when the standards of right and wrong, which all students and faculty are expected to uphold, are violated.

Academic dishonesty is a serious breach of trust within the LeTourneau University community because it violates the regard for truth essential to genuine learning and Christian consistency. From a broader perspective, it hurts all students and their peers who try to do their work with integrity and, therefore, should not be tolerated amongst peers. Given the serious nature of academic dishonesty, a student experiencing particular difficulties in a course is encouraged to discuss the problem with the instructor rather than succumb to the pressure to commit academic dishonesty.

Academic dishonesty is not qualitatively different from other types of dishonesty. It consists of misrepresentation in an attempt to deceive. In an academic setting, this dishonesty may take various forms including, but not limited to, the following:

### *Cheating*

- Obtaining, distributing, or using a test, unauthorized information regarding a test, or other unauthorized assignment material.
- Using unauthorized files, tests, problems, or lab reports from previous classes other than allowed by the faculty member.
- Copying or using unauthorized technological or print aids in tests, examinations, or laboratory reports.
- Looking at an examination paper or answer sheet of another student.
- Cooperating or aiding in any of the above.

### *Plagiarizing*

- Submitting someone else's words, works, or ideas as if they were one's own.
- Presenting the words, works, or ideas of someone else without accurately or completely citing the source.
- Self-plagiarizing or recycling (without permission of the faculty member) one's own work as original in one course when it was created in another course or for another assignment.

### *University Responses to Academic Dishonesty*

Cases of academic dishonesty are typically first handled by the faculty member teaching the course in which the violation occurs. If a faculty member finds a student guilty of violating the Academic Integrity Policy, the possible sanctions he or she may impose include but are not limited to the following:

- A requirement to redo the paper or assignment.

- A significant score reduction, failing grade, or zero given on the specific exam, paper, or assignment.
- A grade reduction or failing grade given for the course.

The above are examples of typical sanctions, but the faculty member is free to determine an appropriate course penalty given the severity of the specific violation. This is left to the discretion of the professor, but he or she may elect to consult a supervisor or dean, and/or the Dean of Students.

#### Reporting the violation to the Academic Integrity Council

The faculty member should report the violation to the Academic Integrity Council by submitting a written report to the Student Affairs Office. This must be done within 10 business days of the violation. This system will help identify students who may be violating the academic integrity policy in multiple courses, allowing for better student remediation and a more appropriate disciplinary response.

The Dean of Students will register the violation in the student's file for future reference should there be subsequent offenses or decisions for campus leadership positions. For complex cases, repeated violations, or at the request of the faculty member, the Dean of Students may convene the Academic Integrity Council on the professor's behalf to determine the appropriate course of action in the particular course and/or with regard to the student's future at the university. When the Academic Integrity Council is convened, it must be within 10 business days of the violation. The purpose of the Council is to allow for better student remediation and consider a wise disciplinary response to the particular situation.

The Academic Integrity Council will issue the student a formal letter of review to inform him or her of the university's identification of the violation status and describe any imposed sanctions. For severe or repeat offenses, the Academic Integrity Council may apply sanctions including, but not limited to, probation, suspension, or expulsion from the university.

Violations of the Academic Integrity Policy may be considered when determining student eligibility for applicable internal positions, such as IMPACT and student worker positions.

#### Appeals Process

The student will have an opportunity to appeal any sanctions imposed by either the accusing faculty member or the Academic Integrity Council.

- For sanctions imposed by the faculty member, the student is encouraged to first make an appeal to the faculty member.
- If the faculty member rejects the student's appeal, the student may submit a further appeal to the Academic Integrity Council within 10 business days.

- Prior to hearing any appeal, the Academic Integrity Council will invite the accusing faculty member to either attend the appeal hearing or submit a written statement, at the faculty member's choosing.
- The student may appeal sanctions imposed by the Academic Integrity Council within 10 business days of receiving the letter of review, and the Academic Integrity Council will hear the appeal at the closest upcoming meeting.
- For any appeal of an initial Academic Integrity Council decision, the Academic Integrity Council will expand to include one additional faculty representative from the school in which the alleged infraction occurred. This representative must not be the accusing faculty member.
- No one other than members of the Academic Integrity Council or those involved in the current appeal may attend Academic Integrity Council meetings.
- After hearing verbal or written statements from the student and the accusing faculty representative, the Academic Integrity Council will convene in private and determine whether to dismiss, reduce, or uphold the sanctions by a majority vote of at least three out of five in the initial appeal or four out of six in the further appeal. If a majority vote cannot be reached, the sanctions will stand.

Faculty members should include a statement of adherence to the Academic Integrity Policy in their course syllabi and remind students of the university's policies and procedures regarding cheating and plagiarism.

*\*Composition of the Academic Integrity Council*

The Academic Integrity Council will be a standing committee of the University with membership chosen annually by the Committee on Committees, with the Associate Provost serving as the cabinet liaison. The Academic Integrity Council will be comprised of the following members:

- Provost or an appointed administration representative
- Dean of Students or an appointed administration representative
- One faculty member from a mostly residential teaching position
- One faculty member from a mostly global teaching position
- One student with a cumulative GPA of 3.0 or higher.

**Advisory Councils**

Advisory councils can offer the university several benefits as they provide community connections to foundations, corporations, industry, business and professions. Advisory council members offer the wisdom of their years of experience and allow another means of feedback to assist in the university's assessment efforts. To avoid confusing advisory councils and their

roles with the elected Board of Trustees and its role, advisory councils are always referred to as “councils” rather than “boards.” Advisory councils are not intended to make or recommend university policy, are not involved in day-to-day operations of the university, and should not have access to the internal business and finances of the university. They differ from university committees in that their membership primarily consists of individuals who are not employees of LeTourneau University.

Administrators or academic school deans seeking to create an advisory council must submit the need/rationale, proposed purpose, membership structure, terms/length of council membership and the anticipated meeting times to the cabinet officer of the relevant area. The cabinet officer may then bring the idea forward for Cabinet review and approval.

No contact should be made with individuals to extend an invitation for membership or to indicate that an advisory council is being formed until official approval has been given. When establishment of the council has been approved, a list of proposed members may be recommended to the appropriate cabinet officer and then to the president. A letter of invitation will be extended from the president to the new advisory council member.

### **Athletic Event Admission**

All faculty and staff members, their spouses, and their children are admitted free to university sponsored and controlled athletic events. Presentation of an identification card may be required for admission to the events. Children under the age of 12 must be accompanied by an adult. Tournaments, playoff games and other special events may require admission fees.

### **Bookstore**

Personal purchases by faculty and staff members may be made at the university bookstore. Full-time faculty and staff are eligible for a 10% discount on purchases with the presentation of a current employee id.

### **Building Care**

All requests for routine maintenance and repair work on buildings and equipment should be made directly to the Facilities Services Office. If it is an emergency item, this should be stated at the time the request is made.

Employees are requested not to mar the paint or paneling of interior walls by the use of tape or other adhesives. “Plastitack,” available in the bookstore, straight pins, or tacks may be used for paper or light cardboard. Small nails or picture hangers using small nails are recommended for the hanging of pictures and heavier items. Announcements and notices are not to be placed on glass or other inappropriate surfaces. They are to be restricted to the appropriate bulletin board.

## **Chapel and Special Services**

Longview campus faculty should attend chapel regularly. The scheduling of meetings and other activities during the chapel period should be avoided since corporate worship is important to the spiritual life of the university.

Faculty members should attend Spiritual Emphasis Week and Missions Emphasis Week for personal enrichment and as an example and encouragement to the student body, and where possible, faculty should adjust student workloads and homework assignments accordingly.

## **Class Devotions**

Faculty members are encouraged to begin class with a short devotion or prayer. This time should be substantive but also brief so as not to compromise the standard time allotted for the academic subject matter. LeTourneau University classes are scheduled with five extra minutes per face-to-face meeting to accommodate this important element of faith integration and community culture.

## **Class Rolls and Engagement**

Class rolls are available online to faculty via CX Web (or JICS). It is essential that faculty members take roll during the first week of classes in order to assist in the registration of students in the proper courses. Students attending classes who are not on the class roll must be sent to the Registrar's Office to determine the reason. Faculty should notify the Registrar's Office if students on their class roll have not attended by the end of the first week.

In all courses, student class engagement must be recorded in the university engagement system for financial aid purposes. Engagement should be recorded and submitted as the student participates. Every faculty member must "final commit" the engagement report by the end of the second week of class. Any students that are not engaged in the first two weeks of class will then be automatically dropped from the course. If any changes are required after that point, the faculty member must contact the registrar's office.

The URL for the engagement system is: <https://ssl.letu.edu/applications/engagement/>

## **Classroom Technology**

Media Services exists to support faculty and students in their endeavors to include technology in their learning experience. Media Services provides faculty with technology training and assistance for classroom equipment, along with audio/visual set-ups, multimedia production including audio/visual duplication and conversion, additional equipment checkout options for further classroom experience, scanning and other services.

The Curriculum Design and Technology (CDT) office is an academic support office for LeTourneau faculty and course designers. The CDT operates as part of the Center for Innovative Teaching and Learning (CITL), which assists faculty in Learning Management System (LMS) usage, support, and training, as well as classroom instructional technology support. The CDT office is located in the west entrance of the Library building.

A list of technology tools available to LeTourneau faculty for instruction use and research can be found at <http://www.letu.edu/Academics/cdt/>.

### **Classroom Use (Longview Campus)**

All classroom assignments and use of classrooms during both daytime and evening hours for university academic classes are made by the Office of the Registrar and any change of classroom designation should have prior clearance from the Registrar. All other classroom use (i.e. committee meetings) including all use of university classrooms by external constituencies is scheduled through the Office of Conference and Event Services.

### **Commencement Ceremonies**

The university requires all full-time faculty members, cabinet administrators, and other personnel with faculty appointments to participate in commencement exercises at the end of the fall and spring semesters of each year. This includes attending both spring services no matter the faculty's department or school affiliation, as well as Senior Breakfast and/or Graduation receptions held during the week of graduation. Absence from the commencement ceremony or related graduation events requires the approval of the Office of the Provost.

Adjunct faculty are also encouraged to attend commencement ceremonies by notifying the Office of the Provost. Such participation is one way to demonstrate strong engagement with the university outside of the classroom for potential rank promotion purposes. However, reimbursement for travel expenses is not available.

#### *Academic Regalia*

Academic regalia must be worn at commencement ceremonies and at special occasions as stipulated by the Provost.

The university provides academic regalia to full-time faculty members who do not have their own. The garments are the property of the university and are provided once the Receipt of Academic Regalia is signed. Faculty members who obtain a higher degree while employed will be provided with suitable replacements. They are responsible for the cleaning and repair of the garments in their possession. After ten years of service the garments become the property of the faculty member. If a faculty member separates from the university with fewer than ten years of service, he/she must return the garments to the university or pay for them in full.

The university provides regalia to adjunct faculty members for the day of the commencement ceremony only, upon request. An e-mail will be sent with graduation details several months before graduation. Faculty members who need academic regalia should request it using the forms attached to the e-mail.

### **Committee Service**

Active committee service of faculty is vital to the health of the university and is required as part of all full-time faculty appointments. All full-time faculty are required to serve on standing committees as assigned by the President or the Office of the Provost. The President assigns membership to the institutional standing committees for the academic year. The administration throughout the year may create ad hoc committees for special tasks as well as those for routine functions of the university. Committee service is one way that a faculty member can fulfill the expectation of “General Contribution to the University” as part of annual review.

### **Communication Channels**

#### *Within the University*

The official channel of communication for all faculty and staff members is through their immediate supervisors to their cabinet officer, to the President of the university, to the Board of Trustees.

Faculty and staff members should use official channels of communication for all unsolicited input, either verbally or through memorandum. The only communication of university business to the Board of Trustees is through the President of the university.

#### *From the University to the Community*

Policy governing the communication from the university to the external community is set by the President and administered through the Director of University Relations. Only persons designated to speak on behalf of the university should do so. If a request for information is received from the external community, it should be referred to the Director of University Relations. In all cases, any response to verbal or written requests which reflects a personal opinion is never to be communicated to be institutional policy or position. This includes communication in items such as departmental news stories, special events, general news releases, and certain information requests from the community. The objective is to maintain accuracy, consistency, and quality of material presented to the public. See 8.7 for guidelines for external publications. Any member of the campus community who is aware of newsworthy items should contact the Director of University Relations.

## **Compensation**

On the first Monday that coincides with or follows the first day of employment, a new employee must report to Human Resources to complete the appropriate personnel and payroll forms. These forms and the “Faculty/Staff Action Form” (found at this link <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/>), sent by the cabinet level administrator or the President, must be in Human Resources before checks will be issued.

All requests for pay rate changes for staff members must be approved by the cabinet level administrator and the Vice President for Finance and Administration. The cabinet level administrator will be responsible for submitting a change of rate on the “Faculty/Staff Action Form” to Human Resources.

Employees may request that their paychecks be mailed to them and must provide the Payroll Office with a stamped self-addressed envelope. Otherwise, paychecks will be distributed through campus mail.

Checks for faculty and salaried staff members are issued twice each month, on the 15th and the last day of the month. When the 15th or the last day of the month falls on a weekend or a holiday, checks are issued on the last working day preceding those dates. Salaried-exempt staff members must enter their vacation and sick days into the TimeClock system within two days after the last day of each pay period and indicate their entries are complete.

Routine deductions from the employee salary which are mandated by law are Social Security (FICA), Medicare, and Federal Income Tax Withholding (FITW). Health insurance and retirement contributions are also deducted from the employee’s paycheck as authorized by the employee. Other deductions which may be made at the request of the employee include donations to LeTourneau University and the United Way.

For more information on compensation policies, please refer to the Employee Handbook, Section 4.4.

## **Conflict of Interest**

A conflict of interest occurs when activities, ownership interests, or relationships within or outside the University have the potential of prohibiting independent judgment in the best interests of the University. Any faculty or staff member doing business separately with an organization involved in business activities with the University must notify the cabinet administrator as a possible conflict of interest.

### *Employment of Faculty and Staff Relatives*

The Provost and the President shall determine for faculty and staff employment purposes the best interests of the University.

Members of the immediate family of a faculty member or staff employee (husband, wife, mother, father, brother, sister, children or mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law) may be employed by the University provided that:

- The **faculty member** is not directly responsible to or for an immediate family member and is not employed under the same department chair.
- The **prospective employee** is not directly responsible to or for an immediate family member and is not employed under the same supervisor.

Due to the short-term and unique nature of summer camps, a standing exception to policy has been made to allow immediate family members to work for related full-time University employees with the approval of the area cabinet administrator. Children are defined as one's biological children, stepchildren, grandchildren living in the home, adopted children or children placed with the employee by an authorized placement agency for legal adoption, and children for whom the employee is or has been appointed the permanent, legal guardian by a court of competent jurisdiction. Under unusual circumstances, an exception may be made for employees:

- **Faculty** - upon written request to the Provost. The Provost, after consultation with the President, has the authority to approve the request.
- **Staff** - upon written request of the cabinet administrator and the approval of the cabinet administrator, after consultation with the President.

Due to the entrepreneurial and family nature of athletic camps, exceptions are allowed for immediate family members to work for the full-time University employees in athletic camps.

### *Employment of Student Relatives*

The Employment of Faculty and Staff Relatives policy applies to student workers as well as to faculty and staff. In addition, students, student spouses, or close relatives of faculty or staff are not permitted to work in sensitive or confidential areas of the University as determined by the cabinet administrator and the Vice President for Finance & Administration.

### *Research and Other Sponsored Activities*

Any research funded by an external agency, such as the National Science Foundation, requires disclosure of any possible conflict of interest. Additional information pertaining to research projects may be obtained from the Office of Sponsored Programs.

### **Contact Information**

A faculty member assumes the responsibility of maintaining current contact information on file. The faculty member is to contact the school or center coordinator anytime there is a change in

her/his information, including addresses, home phone numbers, cell phone numbers, and business phone numbers. Faculty members are to check their LETU e-mail account at least every 48 hours during the term of employment, outside of standard vacations. This account is assigned upon employment and the faculty should use their LETU account when sending any e-mail communication to students or LETU employees.

### **Copy Machines**

Copy machines are available to faculty and staff members for their convenience, but faculty should also be aware that the department's and/or the faculty member's copying is tied to a budget line. To stay within budget over an academic year, the faculty member should consult the department chair for financial updates. Copy machines may be used for runs up to 50 copies of one original. Over 50 copies of one original should be processed through the Print Shop. The Print Shop is to be used for all high volume copying.

Personal copies may only be made on the coin-operated copier in the Library. All other machines are for university business only.

University copy machines are equipped with document scanning capabilities and the ability to scan directly to email, PDF and other file formats.

### **Credential Justification**

When credentialing faculty to teach an individual course or within a program it is up to the university and its academic leaders to make "the case" that the individual is qualified. Primary consideration goes to the faculty member's highest (terminal) degree earned in the discipline. In most cases, this will be a doctorate degree. Faculty members with a doctorate in the field should be able to teach any course (undergraduate or graduate) in that specific field. When a candidate does not possess a terminal degree in the particular field, other qualifications recognized professionally and in the academy can be used to justify one's expertise such as related work experience in the field, professional licensure and certifications, peer-reviewed publications in the field, and other awards or recognitions of high performance. In most cases, faculty members with only a master's degree, can only teach baccalaureate courses. When justifying the credentialing of a faculty member through industry or professional experience, it is important to tie particular responsibilities, projects, and accomplishments to specific aims and outcomes of the course in view.

### **Dining Hall**

Faculty and staff members are urged to use the university's dining hall as frequently as possible, particularly during the early part of the fall semester. Presence of the faculty and staff in the dining hall at mealtime tends to promote a closer, personal association with students.

Special meal plans are usually available for faculty and staff members who wish to eat in the dining hall.

## **Dress Standards**

Faculty and staff members are expected to be professional in personal appearance and to use judgment as to the proper attire for presence in the classroom or work area. Supervisors of various work areas may set specific standards.

## **Dual Enrollment**

### *Faculty Credentialing*

The prospective teacher submits the completed faculty application and academic transcripts to verify credentials. The faculty form and transcripts are then submitted to the appropriate LETU division chair or dean. The chair reviews the materials and determines if the teacher can be credentialed and, if not, determines the number of graduate courses the teacher needs to reach dual credit guidelines.

All LETU faculty are credentialed based on the standards established by our accrediting agency, SACSCOC. To teach a college-level course, the instructor must have one of the following:

- Master's degree in the discipline
- A Master's degree, plus at least 18 graduate hours in the discipline of the course being taught.
- An equivalent combination of other work and teaching experience as determined by the dean of the academic school.

Teachers who instruct dual credit courses must complete the standard adjunct faculty application process. The dual credit office supplies high schools and prospective teachers with information on the LETU faculty application process.

### *Course Approval*

If approved to teach for LETU, the teacher – with the principal's approval - submits a proposed syllabus based on the LETU Syllabus Template (see end of this document). Courses will be evaluated based on the following criteria

- The course syllabus contains all LETU policies and procedures as required by the LETU Syllabus Template.
- The course utilizes high quality learning resources that are consistent with the expectations and rigor of a college-level course.
- The course provides a level of academic challenge that fits the culture of LETU. The course is consistent with LETU standards in terms of learning outcomes, content, course assignments, and assessment measures.

Upon receipt of the proposed syllabus, the appropriate LETU Program Coordinator and the department chair or school dean will review the proposed syllabus to determine if the course meets LETU standards. Feedback will be provided using the LETU Course Evaluation Form.

If there is some deficiency in the proposed course, the Program Coordinator will work with the instructor to modify the proposed course. If the Program Coordinator determines that the dual credit instructor or the high school cannot meet the standards set by LETU, the high school will not receive approval to offer the LETU course.

If both the teacher and the proposed syllabus are approved by Program Coordinator and the department chair/school dean, then LETU will approve the course offering for the next school year.

#### *Compensation*

- Dual credit instructors will be compensated according to the LETU adjunct compensation structure.
- LETU full-time faculty members will be compensated at the discretion of the dean either through normal course load or through overload compensation.
- On site tutors, mentors, and proctors assisting assigned faculty members will be compensated by a \$500 stipend per course.

#### *Expectations of LETU Dual Credit Instructors*

##### *Commitment to On-Going Training*

Dual Credit instructors will attend new teacher orientation and summer global faculty workshops. Sessions are led by LETU faculty and dual credit staff to cover course expectations including syllabi, content, texts, teaching methods, assignments, assessments, and grading. On-campus faculty members provide the high school teachers with sample course materials.

In the summer global faculty workshops, LETU faculty members introduce new research in pedagogy and review course expectations, syllabi, assessments, and grading policies. Sessions include time for discussion and for questions and answers about syllabi, texts, possible new courses, and other issues common to both high school and college instructors.

##### *High Quality Teaching Consistent with the Standards of LETU*

Dual Credit instructors will organize their classes around high-quality syllabi that accurately communicate course expectations, as well as LETU policies. These syllabi will be made available to LETU Dual Credit students.

Dual Credit instructors will utilize LETU's online learning management system (LMS). Faculty who need assistance in using the LMS, should send that request to [CDT@letu.edu](mailto:CDT@letu.edu). All dual credit courses must utilize the LMS (currently Canvas) for the following purposes:

- posting the syllabus;
- collecting major assignments. Daily quizzes and assessments administered in class need not be submitted by students via Canvas. But written assignments and major projects must be submitted by students via Canvas;
- recording grades. All course grades, even including assignments not submitted via Bb, must be recorded using the Canvas grade book.

#### *Semester Schedule*

Dual Credit courses offered by LETU via online modality will follow the LETU global semester schedule. Dual Credit courses offered on the high school campus will follow the schedule of that campus, with three exception. These three dates are standardized across all dual credit courses and must be followed by the dual credit instructor.

- End of the semester
- Last day to drop a class
- Last day to withdraw from the course

The current LETU schedule may be found at [www.letu.edu/dualcredit](http://www.letu.edu/dualcredit)

#### *Textbooks*

Dual Credit instructors will utilize college-level learning resources. Most courses will utilize a textbook of some sort. The Program Coordinator can be of assistance in locating textbooks. The assignment of the textbook for the course must be made by the deadline set by LETU. This is a firm deadline. Changes will not be allowed after this date has passed.

#### *Grade Reporting*

Dual Credit instructors will follow the directions of the Registrar's Office as they pertain both to midterm and final grade reporting. NOTE: It is particularly important to submit all grades on time because students will need final grades before receiving transcripts that are complete and useful for transferring their dual credit courses. Dual credit instructors are also responsible for reporting grades to the High School counselor, in accordance with the policy and procedure of each high school.

#### *Faculty Accountability*

Dual Credit instructors will participate in LETU's institutional faculty evaluation process, which will include site visits, annual evaluations, and End of Course Evaluations, which are submitted by students.

Instructors who do not meet the guidelines will receive verbal or e-mail reminders from their LETU faculty liaisons, the dual credit coordinator at their high school sites, and/or the Vice President for Enrollment Services.

In the event that a dual credit instructor does not address the issues, the Vice President for Enrollment, under advisement of the university's Provost, will contact the high school's coordinator to determine if the high school prefers to submit another candidate to serve as the teacher of the LETU course or requests a designated amount of time for the current instructor to meet the expectations.

#### *Course Quality*

Dual Credit courses will feature the same quality as any other LETU course. Dual Credit instructors and cooperating high schools will work with LETU faculty and staff in maintaining the high quality of LETU Dual Credit courses. The assurance of this quality is maintained by using the following procedures.

#### *Student Resources*

LETU Dual Credit students have access to the same learning resources as any other LETU students. These resources include LETU email, the LETU Learning Management System (Canvas), Achievement Center Services, and Learning Disability Accommodations.

#### *Course Policies*

LETU Dual Credit courses will be administered with the same classroom policies as all other LETU courses, including Academic Honesty, Grade Appeals, Grievance, Class Attendance, and Late Assignment policies.

#### *Syllabi*

LETU Dual Credit courses will be organized around an approved syllabus. This syllabus will follow the LETU Syllabus Template (see end of this document) and will include information relevant to Student Resources and Course Policies. The learning outcomes, assignments, and means of assessment detailed within the syllabus will be consistent with those common to LETU courses of that academic level.

#### *Faculty Credentialing*

The achievement of all learning outcomes for LETU Dual Credit courses will be verified by an instructor who has been credentialed by LETU in a way consistent with the standards of the SACSCOC.

#### *Site Visits*

Dual credit teachers are expected to work with their LETU dean or Program Coordinator to set appropriate dates for classroom observation. In some cases, consultation time during planning periods may be useful for discussing grading expectations, curriculum changes, and other information important for course quality.

#### *Procedures*

- The site visitor contacts the Dual Credit instructor to set up a time for the visit and, if possible, a discussion before or after class.
- The site visitor prepares materials (syllabi, sample assignments and assessments, handouts) for the Dual Credit instructor.
- The Dual Credit instructor prepares samples to give to the site visitor (tests, lab reports, portfolios, class handouts, graded papers).
- The high school coordinator or the Dual Credit instructor informs the high school administration of the planned visit.
- The site visitor wears or carries identification and goes through the appropriate process of entering the school, registering at the main office, and wearing any designated visitor tag.
- The site visitor observes the class and participates in the discussion if appropriate.
- The Dual Credit instructor may choose to ask the site visitor to speak to the students or to answer questions.
- After the visit, either during a conference period or at a later date, the site visitor discusses with the Dual Credit instructor a number of items including student performance, instructional strategies, types of assessments, teacher questions or concerns, and recommendations.

#### *Evaluation of Course Content, Assignments, and Student Work*

LETU Dual Credit instructors will utilize the LMS (Canvas). At the least, the instructor will post the course syllabus and will maintain his or her gradebook on Canvas. Also, major assignments will be submitted by students via Canvas.

By this process, LETU Program Coordinators will have access to examples of students work, as well as the instructor's assessment of this work. At the end of each semester, samples of student work will be gathered and evaluated by the relevant Program Coordinator. That evaluation will be compared to the evaluation provided by the Dual Credit instructor. In this way, LETU will verify that the quality of student work in the Dual Credit course is equivalent to that found in other LETU courses.

In some cases, the Program Coordinator may request other course materials and may request the registered students take the on-campus version of the final exam.

#### *End of Course Evaluations (EOCs)*

As it does for all on-campus courses, LeTourneau University provides opportunities for dual credit students to evaluate the quality of their learning experience.

At the end of the course, all students enrolled in a dual credit course for credit are asked to evaluate the course through a course evaluation. The teacher administers the course evaluation only to students enrolled for dual credit. Information received will be treated confidentially and only group results will be reported.

### **Emergency Closing Policy**

In the event of inclement weather conditions, the Dean of Students, in cooperation with the Provost, will assess the situation and determine whether the university will remain open. This decision will be communicated to the university operator at the primary number 903-233-3000, to the University Police, and to the Director of University Relations. The Director of University Relations will then notify area media outlets.

Because of the large percentage of students who reside on campus, LeTourneau University may elect to carry on with classes on days when other public or private schools in the area are closed. Faculty members who cannot get to campus during inclement weather should notify their department chair, program coordinator, or school dean so that a substitute may be found or that the students can be notified that their classes have been cancelled.

When the university is considered open and an employee feels that the weather makes it too hazardous to drive to the university, the day missed will be considered "leave of absence" without pay or "vacation" with pay. If the university closes, time off for hourly staff will be with pay, and hourly employees who work will receive equivalent time off within the following month. Staff members who cannot get to campus during inclement weather should call their supervisors or leave word with the university operator.

For LeTourneau University educational centers, the decision to close due to inclement weather will be made by the director of the center in consultation with the Vice President for Global Operations when possible.

In the event of other natural disasters or emergencies beyond the control of the university, the President or the Board of Trustees may close the university, and employees and students will be notified through their supervisors or the area media.

### **Faculty Mentoring**

Faculty peer-mentoring is a means of facilitating high academic quality, teaching performance, and helpful integration into the university mission and culture for both residential and global faculty. Mentors may be either full-time or adjunct faculty members.

For new full-time faculty members, mentors are selected by the Office of the Provost. For new adjunct faculty, mentors are selected by the department head, program coordinator, or academic dean. Mentors are to be faculty who have proven to be productive and successful faculty members that are enthusiastic about the university and its mission. Serving as a faculty mentor is a good way to demonstrate a strong commitment to the “Contribution to the University” as part of faculty evaluation.

Faculty mentors are assigned prior to the first full semester of teaching. Expectations of mentorship of full-time faculty are outlined in the document entitled *Mentorship Expectations of Full-Time Faculty*. Expectations of mentorship of adjunct faculty are outlined in the document entitled *Mentorship Expectations of Adjunct-Faculty*. Expectations of mentorship of faculty teaching online for the first time are outlined in the document entitled *Mentorship Expectations of Online Teaching*. For more on the role and expectations of mentoring in the online environment, please see Section V of the Faculty Handbook entitled Processes Specific to Online Instruction.

### **Faculty Tuition Grants**

Faculty tuition within the institution is provided under the conditions outlined in the Employee Handbook, Section 2.11.6 found at <http://www.letu.edu/administrative/HR/handbook/fshb-full.pdf>.

### **Fall Semester Activities**

A workshop involving all full-time faculty and administrators with academic rank is held prior to the beginning of the fall semester. Other workshops may be scheduled as needed for all or particular groups of faculty throughout the year. Workshops consist of seminars and sessions covering philosophical and practical subjects relating to the academics. All faculty are required to attend the fall workshop unless excused by the Office of the Provost. Academic schools may also schedule workshops during the period from August 15<sup>th</sup> to the first day of classes.

Before classes begin in the fall semester, there are a number of other activities and events scheduled for faculty and staff in preparation of the academic year. These activities consist of, but are not limited to, the State of the University Address, school specific or departmental workshops, new student convocation, the registration of students, and the orientation and advising of new students to LeTourneau University. Unless excused by the Office of the Provost, full-time faculty are to participate in these fall semester, beginning of school activities as requested by the school deans or the Provost.

### **Field Trips**

Faculty members may plan field trips to achieve specific course objectives. All trips should be planned in consultation with the department chair and school dean. As soon as tentative

arrangements are completed, the anticipated field trip date should be recorded on the master calendar and the Office of the Provost should be notified of the proposed trip.

Student participation in field trips is restricted to students enrolled in the specific courses for which the trip is to be taken, or by permission of the course instructor. Every field trip must be accompanied by a faculty member. Faculty members arranging these trips will be responsible for arranging whatever transportation is needed. Such arrangements should be made well in advance. Faculty members planning a field trip should present a list of the students involved to the Office of the Provost at least seven school days before the scheduled trip. For University Vehicle Use, see section 6.12. For extended trips of some distance, see section 6.13.

### **Final Examinations**

Faculty members must conduct final assessments for each course, independent study, internship, or practicum to ensure all course objectives and competencies are met. Final assessments, exams, or assignments for residential courses must be given at the end of the semester during Finals Week at the time scheduled by the Registrar. Exceptions to this final assessments policy must be approved in writing by the Office of Provost. See the LeTourneau University Catalog at <http://www.letu.edu/opencms/opencms/catalog/AcademicPolicy.14-15.pdf> for the specific policy relevant to graduating students exempt from final examinations during Finals Week.

### **Grades**

Each instructor is responsible for establishing course grading policies. Every faculty member is required to be equitable and just in the evaluation of a student's progress and must establish fair and justifiable policies for the evaluation of their student's work. The instructor must inform each class of the grading policy in writing at the beginning of each term.

Students should always be measured against standards that have been established within the scope of material covered in a course. Grades should never be given for reason of sanction, and mid-term grades should always reflect an accurate evaluation of a student's progress up to that milestone in the course.

#### *Grades and Grade Points*

A student's academic standing is determined by grades earned from class work and examinations. Grade point averages (G.P.A.) are determined on a 4.00 basis. A cumulative G.P.A. of 2.00 ("C" average) is required for commencement. The letter grades of "W", "S", "U", "I", and "X" do not count in the G.P.A., nor do grades from other institutions. The "WF" grade is calculated on the same basis as an "F". A grade of "I" must have the approval of the school dean.

| Letter Grade | Description                | Grade Points per Semester Hour |
|--------------|----------------------------|--------------------------------|
| A            | Excellent                  | 4                              |
| B            | Good                       | 3                              |
| C            | Satisfactory               | 2                              |
| D            | Poor (But Passing)         | 1                              |
| F            | Fail                       | 0                              |
| S            | Passing (Pass/Fail Course) | 0                              |

Additional grades may be given as follows:

|    |   |
|----|---|
| U  | Unsatisfactory (Pass/Fail course)                           |
| I  | Incomplete (For circumstances beyond the student's control) |
| F  | Failed (No credit except by repeating the course)           |
| W  | Withdrawn, without penalty                                  |
| WF | Withdrawn, Failing  |
| X  | No grade was reported by the instructor                     |

#### *Grade Sheets and Class Records*

All faculty members are required to submit grades online before the deadlines. The cooperation of all teaching faculty is necessary for the prompt compilation of grades and production of grade reports and transcripts.

Faculty members should enter their course grades online by going to MyLETU and clicking on Web Services – Faculty. An email is sent from the Registrar's Office one week before grades are due, reminding faculty members that the class is ending and letting them know by what date the grades must be entered as well as how to enter them. If grades are not submitted in a timely manner, faculty members will be required to contact the Registrar's Office for further instructions concerning entering late grades.

#### **Graduate and/or Research Assistants**

Graduate assistantships contribute to the overall educational experience and training of the appointee. Assistantships provide financial support for selected graduate students and supplement students' graduate studies with experiences appropriate to their academic pursuits. Although the experience is usually directly related to one's field of study, at times one profession requires skills that can be learned through experience in another area. In addition, assistantships support the recruitment of highly qualified students into the graduate program and support current students who have demonstrated outstanding success in the graduate work they have completed.

Graduate assistants are student workers who function both as students and as professionals, enhancing their education by performing this important dual role. While studying to meet

academic requirements for advanced degrees, graduate assistants also complement their formal studies through research, teaching, or administrative work under the supervision or tutelage of faculty or staff. They are assigned professional level duties; clerical and manual tasks are held to a minimum.

### *Classifications*

- *Graduate Assistant (GA)*

Graduate assistants are graduate students who provide academic and program support, such as Assistant Coaches. GA responsibilities may be administrative in nature and consist of duties unrelated directly to teaching or research, such as academic advising, program planning, advising student groups, and assisting with the administration of student services offices. GA responsibilities may also be academic in nature and include but are not limited to grading examinations, problem sets, and/or lab assignments, setting up displays for lectures or laboratory sections, working with students in a professional environment, and preparing or maintaining equipment used in laboratory sections.

- *Graduate Teaching Assistant (GTA)*

A graduate teaching assistant serves an instructional role in a class or laboratory within a specific department of the University, performing pedagogical (teaching) functions such as preparing lectures, conducting classes, constructing and grading tests, holding student conferences, and assigning course grades. A teaching assistant will perform under the close supervision of the faculty, often with the faculty serving as the course's faculty-of-record.

- *Graduate Research Assistant (GRA)*

Graduate research assistants are graduate students conducting academically significant research under the direction of a faculty member, who is generally a principal investigator on an external grant or contract.

- *Graduate Administrative Assistant (GAA)*

Graduate administrative assistants serve a placement in an administrative office. The range of administrative activities will vary depending on the placement.

The expectations are that full time positions will perform 20 hours of service per week. Part-time assistantships will be expected to perform the duties described above in a proportion equivalent to the assignment and consistent with the GA guidelines.

### *Defining Criteria for GA Roles*

All graduate assistants must meet the following six criteria as defined by the Department of Labor:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in an educational institution;
2. The training is for the benefit of the trainee;
3. The trainees do not displace regular employees, but work under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees and on occasion the employer's operations may actually be impeded;
5. The trainees are not necessarily entitled to a job at the completion of the training period;
6. The employer and the trainee understand that the trainees are not entitled to wages for the time spent in training.

### *Compensation*

- Stipend  
Graduate assistants are paid stipends through the payroll system as long as they meet the six criteria listed above. Stipends may vary according to the service responsibility, type of grant or contract, and prior experience. Stipends may be for any amount and will be paid biweekly.
- Tuition  
Tuition waivers may be granted to a maximum of 9 credit hours per semester and maximum 9 credit hours during the summer. Graduate assistants may take 6-9 credit hours per semester and 3-9 credit hours during the summer, if employed during the summer. Graduate assistants must be working during the summer to receive the tuition scholarship for the summer. Fees and other charges are the responsibility of the student and will not be covered by the scholarship. Retake of courses will be at the graduate assistant's expense.
- Lodging  
University lodging may be provided at no cost to the graduate assistant, subject to availability.

### *Funding and Taxation of Compensation*

Departments fund the cost of GAs through their student labor budget or external funding. This includes stipend and lodging. The value of the stipend and lodging are subject to income tax. The amount of the tuition over IRS established limit (e.g., \$5,250 per year in 2011) is also taxable

income. Graduate assistants who are attending classes for at least 6 credits hours at any time need not pay Social Security and Medicare taxes. The University will provide assistants with statements of earnings and amount of taxes withheld for inclusion with individual income tax returns.

### *Qualifications*

1. Bachelor's Degree
2. Unconditional admission into a LeTourneau University graduate degree program. One must be in good academic standing and remain in good standing. Once in the program, a GA must make satisfactory progress toward the degree as defined by the Graduate School.
3. Students on academic probation or in non-degree status may not hold graduate assistantships.
4. A minimum cumulative GPA of 3.0.
5. Recommendation for an appointment by the department.

For fall and spring semesters, a graduate student must be enrolled in 6-9 credit hours to hold an assistantship. For summer, it is not required that a graduate student be enrolled in classes to hold an assistantship.

SACS requires that all graduate teaching assistants with primary responsibility for teaching a course for credit and/or assigning grades first must have a master's in the teaching discipline or 18 completed graduate semester hours in the teaching discipline, direct supervision by a faculty member experience in the teaching discipline, regular in-service training, and planned and periodic evaluations.

One must be eligible to be employed in the U.S., either prior to or by the first day of employment at LeTourneau University, students must present acceptable documentation of their identity to show that they are either a U.S. citizen or an alien who is authorized to work in the United States. Continued employment will be contingent upon meeting this requirement.

### *Conditions of Employment/Responsibilities*

1. A graduate assistant must have a GPA of 3.0 or higher at all times and be in good standing.
2. A graduate assistant must fulfill the responsibilities and meet the performance requirements of the position. Responsibilities must be inherently related to the student's educational and career objectives.
3. An assistant may not hold more than one assistantship at a time during a given academic semester (or summer session) and may not accept additional employment with the University or elsewhere during the period of the assistantship. The student's academic progress and the quality of the assistant's work are both jeopardized under

overload conditions. The Graduate School, therefore, limits the work to a reasonable number of hours per week and 6-9 credit hours of classes per semester and during the summer.

4. Graduate assistantships are granted for no longer than the length a student's graduate program. No appointment or reappointment commits the University to reappoint or employ that same student at some later time. The offering and acceptance of a graduate assistantship is at will and may be cancelled by either party at any time.
5. Acceptance of any appointment is understood to include acceptance of the intellectual property of the University and, if a research grant or contract is involved, of the contractual provisions governing patent rights, publication policies, and the like.

### *Application Procedure*

The graduate student must first apply for admission for a graduate degree-seeking program. Once accepted, adequate documentation must be provided that describes one's qualifications for the graduate assistant position. This can include a current resume and letter of application or other similar documents that the department uses to identify qualified graduate assistants. Graduate Assistants and Assistant Coaches must go through the normal employee application process which includes completing the university application. When the student is offered and accepts the appointment, the appointing department will provide the student with a letter of appointment and job description.

### *Separation*

A graduate student will be terminated from an assistantship for failing to register for and maintain at least 6-9 semester hours of graduate-level credit during each fall and spring semester.

Termination will also occur if a graduate assistant receives more than one incomplete grade per semester. Unsatisfactory performance of the assigned duties of a graduate assistant will also be grounds for termination of the appointment at any time at the discretion of the department. Assistantships may be immediately withdrawn from students who: (a) do not make satisfactory academic progress as required; (b) do not satisfactorily perform their assigned duties; (c) fail to report to work; (d) withdraw from school; (e) are placed on academic probation, suspended, or expelled; (f) violate LETU academic policies (academic integrity, etc.); (g) are International students and become out-of-status or violate Federal Regulations governing foreign students; (h) violate any university standard of conduct.

Resignation from any graduate appointment must be communicated in writing to the Dean/Department Chair and to Human Resources.

If either the graduate assistant or the department terminates the appointment, the pay and the tuition waiver will be adjusted to match the percentage of time of the appointment completed using class days as the criteria. If lodging is provided as part of the assistantship, student will be responsible to pay for lodging from date of termination forward.

## **Graduate Education**

The university may ask or require an employee to pursue an additional degree in the field or may facilitate those with degrees to pursue post-doctoral work. Faculty may also elect to pursue further graduate work on their own initiative.

### *Graduate Educational Loan (For schools other than LeTourneau University)*

LeTourneau University may elect to assist faculty members in obtaining advanced degrees for the position for which they are hired. The university offers financial assistance to these faculty members through an educational loan (see <http://www.letu.edu/administrative/HR/handbook/fshb-full.pdf>). This educational loan does not apply to faculty members granted educational leave or pursuing education the university deems unnecessary to fulfilling their hired position. The Educational Loan form at <http://www.letu.edu/start/publications/departments/businessandadministration/humanresources/benefits/TuitionLoanApplicationAgreement-LETUMastersDegreePrograms.pdf> must be used for application.

The individual must be a full-time ranked faculty member of the university. Approval for the specific graduate degree and program to be pursued must be granted in writing by the school dean, the Office of the Provost, and the Vice President for Finance and Administration. These approvals should be obtained prior to the approval of the budget for the fiscal year during which these expenses will be incurred so that they may be included in the budget.

After the completion of the course(s), the employee must submit final grades of “C” or higher to the Office of the Provost to receive reimbursement. Grades must be submitted within one month after being received.

Forgiveness of the loan will begin with the next fall semester following withdrawal from the program or completion of the degree for which the employee is enrolled. The employee or the Office of the Provost shall inform Accounting when the employee has either completed the degree work or the employee’s employment status has changed. One-third of the loan will be forgiven for each full 12 calendar months that the employee works full time subsequent to the completion of the degree or the withdrawal from the program. Partial years will not be prorated. Forgiveness at these rates will be made only if the individual is a full-time ranked faculty member under either a probationary contract or a tenure contract. If the employee separates or reduces his/her status to part time, loan repayment must begin within 30 days after

the separation or status change. The loan must be paid within two years and the employee will be charged 8% interest on the balance owed.

#### *Graduate Education Paid Leave*

Provision may be made for periodic time off for the purpose of pursuing graduate education. Paid educational leave and the manner in which it operates are outlined below. The Paid Educational Leave form (available from Human Resources) must be used for application.

The individual must be full-time Executive, Administrative I or II staff, or a full-time ranked member of the teaching faculty. Two years of full-time service to the university are required before becoming eligible for this leave. For faculty, plans must be made and approved at least eight months prior to the beginning of any term during which one expects to be excused from teaching duties. All programs and degree plans must be of such a nature as to be of primary academic benefit to the university and must be approved by one's immediate supervisor up to and including the Provost and the Vice President for Finance and Administration.

Assistance will be provided in the form of a non-interest bearing loan only, subject to provisions that may forgive portions or all of it. It will appear, however, as a payable to the university on the individual's account until paid or forgiven. The base amount of the loan is equal to the individual's current annual base salary, paid semi-monthly. Individual assessment of other expenses will be determined on a case-by-case basis.

The maximum amount of time off from teaching or administrative duties is twelve months. During the leave the employee has the same benefits as regular full-time employees.

Loans made within the above provisions will be forgiven as follows by the university, if the degree or objective as initially agreed upon by the cabinet administrator and the Vice President for Finance and Administration has been reached forgiveness of the loan will begin (a) for faculty, at the beginning of the next full semester following return to work full time at the university or (b) for staff, immediately upon return to full-time work at the university. The employee will notify Accounting when the forgiveness schedule is to commence.

One-third of the loan will be forgiven for each full year that the employee works full time subsequent to the completion of the degree or post-doctoral work. Partial years will not be prorated. Forgiveness at these rates will be made only if the individual is a full-time ranked faculty member under either a non-tenure contract or a tenure contract, or an Executive, Administrative I or II staff member with the university at that time.

Any individual who terminates his employment or reduces status to part-time will be liable for the balance due on the loan. Payment for the balance due must begin within 30 days and may be paid (a) in a lump sum or (b) in regular payments for a period not longer than two years at an annual interest rate of 8%.

### *Further Graduate Education*

Full-time faculty may elect to pursue further graduate education or the completion of a graduate degree at LeTourneau University or another university. The faculty may apply for tuition assistance as noted above, unless the Office of the Provost deems the degree unnecessary for successful fulfillment of the faculty member's hired position. In the event that a faculty member desires to pursue a graduate degree or graduate work that administration deems unnecessary to fulfilling the faculty's current role, special permission must be granted by the Provost. The Provost may deem the time and effort of the pursuit a detraction from the faculty's current role, or may ask the faculty to relinquish certain leadership responsibilities if in a leadership position.

### **Grants Policy**

#### *Office of University Development*

Faculty and staff members are encouraged to pursue grants for various projects in collaboration with the Development Office. The Development Office prepares proposals to private and corporate foundations that provide financial resources to the University for capital improvements and other purposes.

Refer to <http://www.letu.edu/Friends-and-Donors/forDonors/contactUs.html> for further details.

#### *Office of Sponsored Programs*

The Office of Sponsored Programs writes and manages grants that require the completion of tasks and milestones to meet specific objectives in return for funding, including grants for research and development.

The Director of the Office of Sponsored Programs is also available for consultation in writing grant proposals. Additional information pertaining to grants may be obtained from the Office of Sponsored Programs or referenced in the Policies and Procedures of that office at <http://www.letu.edu/fac-staff/research/>.

Any grant application must be approved by the Provost and others in accordance with the published procedures of the Office of Sponsored Programs prior to submittal to the granting agency.

### **Grievances**

LeTourneau University desires that there be equity and harmony through the application of the policies and procedures of the Employee Handbook. When a faculty member has a grievance, easy resolution may be possible through informal communication with the school dean who may be able to help rectify or clarify the situation before formal grievance proceedings are initiated.

### *Definition of Terms*

- A “grievance” is defined as the violation or alleged violation of policies and procedures of the Employee Handbook which adversely affects the faculty member’s rights and privileges.
- A “grievant” is defined as a person who at the time of the violation or alleged violation of policies and procedures was a faculty member at LeTourneau University.
- A “working day” is defined as a day when the university offices are officially open.
- A “grievance presentation” is defined as a written statement containing the following:
  - The date of filing the grievance (month, day, year).
  - The policy number(s) and titles, the date the violation or alleged violation took place, and the date the grievant became aware of it.
  - A narrative description of the grievance.
  - A statement of the desired resolution.

Formal grievance procedures must be initiated within 20 working days of when the grievant knew or should have known of the violation or alleged violation. If the grievant fails to initiate formal grievance procedures within this time limitation, the university shall not have an obligation to act on the grievance.

### *Formal Grievance Procedures*

#### 1. School Dean

A grievance presentation shall be submitted to the school dean within the time limitation. The school dean will investigate the matter and give a written decision to the grievant within 5 working days. If a written decision is not forthcoming within 5 working days or the grievance is not considered by the grievant to be resolved, the matter may be taken by the grievant to the Provost.

#### 2. Provost and Vice President for Academic Affairs

The same grievance presentation submitted to the school dean shall be presented to the Provost within 3 working days of the school dean’s decision or within 3 working days from when the school dean should have given the decision. The Provost shall investigate the matter and give a written decision to the grievant within 5 working days. If a written decision is not forthcoming within 5 working days or the grievance is not considered by

the grievant to be resolved, the matter may be taken by the grievant to the President of the university.

### 3. President of the University

The same grievance presentation submitted to the school dean and the Provost shall be presented to the President within 3 working days of the decision of the Provost or within 3 working days from when the Provost should have given the decision. The President shall investigate the matter and give a written decision within 10 working days. The decision of the President will be final.

#### *Grievance for Discharge for Cause*

In the case of a faculty member who has been discharged for just cause, formal grievance procedures begin at the level of the President. A committee of 5 faculty shall meet with the President to give their recommendation. The members of the committee shall be the Chair of the Teaching Faculty Organization, the Chair of the Interpersonal Affairs Committee of the Teaching Faculty Organization, and three tenured faculty members chosen by the President.

The decision of the President will be final for all non-tenured faculty members. In the case of a faculty member on a tenure contract, appeal of the President's decision may be made to the Board of Trustees through the President's Office.

#### *Grievance Records*

All written documentation and correspondence from the grievant, the grievance decisions, and the grievance proceedings shall be placed in the faculty member's discipline and grievance file kept in the Office of Human Resources with a copy in the individual's faculty file. (See section 2.4.2).

#### **Guest Speaker/Lecturer Policy**

As an institution of learning, LeTourneau University seeks to enrich learning by inviting speakers and lecturers that speak to student groups, classes and other constituent groups. Invitations to speakers are made by faculty members, academic and administrative units, and by authorized representatives of recognized and approved student organizations. Student organizations that invite speakers need the specific written approval of their approved sponsor or advisor. Individuals acting apart from their appropriate roles are not authorized to invite speakers to the university. LeTourneau University reserves the right to approve the on-campus appearance of guest speakers and lecturers. When in doubt of the appropriateness of inviting a speaker, individuals or groups are expected to submit the proposed invitation to the appropriate Cabinet Officer. If the speaker/guest is known for a position or is likely to promote a position inconsistent with the university mission or Christian principles described in the

Student Handbook or represents a lifestyle inconsistent with the university mission, the host must take the appropriate steps as a part of that same program to contextualize the guest's point of view against a Christian point of view, or other Christian points of view, and/or the university's explicit or implied position. When inviting persons who are either candidates for public office or who represent a person running for public office or who represent a particular partisan political position, it is necessary to have as a part of that program of information a person representing the other candidate or partisan position. In all cases, care must be given to avoid any implication of the university's involvement with or support of a particular political candidate.

In all invitations to guest speakers and in all communication with guests, great care should be taken to communicate respectfully, clearly stating the perspective of the university while providing a welcome and hospitable environment. All invitations should clearly state the purpose of the invitation, the nature and content of the requested speech, the proposed audience and the time, place and expected length of the proposed address. Please notify the Office of University Relations when the speaker provides opportunity for publicity to the university.

#### *Speaker's Honorarium*

Honoraria may be given to speakers from outside the university who are brought in specifically by the university. It is not the policy of the university to give honoraria to members of the university family who speak in chapel.

#### *Staley Lecture Series*

The Staley Distinguished Scholar Lecture Series was established at LeTourneau University in 1972 and is endowed by a grant from the Thomas F. Staley Foundation. The purpose of this lecture series is to bring to the Christian university campus distinguished scholars who believe in Christian teachings and principles and who can clearly communicate these to students.

In keeping with the guidelines set forth by the Staley Foundation, the University Chaplain is responsible for implementation of the program. An attempt is usually made to use Staley speakers for Spiritual Emphasis Week and Missions Emphasis Week through a list of speakers approved by the Staley Foundation.

#### **Harassment**

See the University Policies website for the Harassment Policy at <http://www.letu.edu/start/publications/policy/upps/harassment.pdf>.

#### **Health Services**

The Health Services of the university are available to faculty and staff members in emergencies. A registered nurse is employed by the university and maintains regular posted hours.

## **Identification Cards**

Photo identification cards are issued by Student Life for all faculty and staff. They are used for library service, athletic events, meals in the dining hall, etc. Supervisors should refer any new employee to Student Life to obtain an I.D. card.

## **Information Technology Services**

Information Technology (IT) is responsible for purchase, sale, and support of microcomputers, peripherals, and software. The purpose of making one organization responsible for these services is to assure that a minimum number of brands are proliferated throughout the campus, to minimize the cost associated with support of the hardware and software, and to mitigate unnecessary duplication.

IT is responsible for coordinating the maintenance, upkeep, and distribution of all installed audio-visual items on campus. When any piece of equipment is broken or temporarily out of order, IT should be notified immediately. Any purchase of audio-visual equipment will be coordinated through IT.

Other services provided to faculty and staff by ITS include training in the use of productivity software technology, assisting with the preparation of computer presentations and instructional materials, and assistance with capturing audio and video of classroom lectures and special events. Only the cost of needed materials will be charged to the requesting department. These services are provided for university purposes only, and are subject to equipment and/or staff availability.

For further information on IT policies, refer to section 5.5 of the Employee Handbook.

### *Personal Privacy and Messaging Services (E-mail)*

Personalized systems on campus such as e-mail and directory services are designed to facilitate communication between two or more willing participants.

- The use of LetNet to distribute personal information about another individual without his/her consent is prohibited. The distribution through any means of another LetNet user's information (including account name, email address, or other information)

without their consent is prohibited.

- The use of LetNet services such as e-mail to communicate with another individual when he/she has, verbally or in writing, requested an end to such communication is not permitted.
- The use of "mass mailings" to address large quantities of LetNet users via e-mail is not permitted. If someone has not personally provided you with his/her e-mail address then you are not permitted to include them in a group mailing. Small group mailings are acceptable so long as all group members have consented to participate in the group. Individual e-mail based on an educated guess at an address from knowledge of the LetNet standard e-mail addressing conventions is acceptable so long as it is directed to a small number of users you know and subsequent e-mails remain dependent on the continuing consent of the recipients.
- Information Technology does not under any circumstances provide inclusive lists of student e-mail addresses. In addition, directory services which provide access to such information are designed to discourage or prevent the retrieval of large quantities of information. Users are prohibited from attempting to manually assemble such limited information into a broader database of any kind. As part of our services, Information Technology may distribute official communication on behalf of LeTourneau University via e-mail or other method to all users as necessary to communicate critical or timely information on issues affecting our user community but such opportunities are not provided to any third parties.

#### *Requesting Computer Accounts*

All employees are granted university computer accounts. These are initiated by Human Resources when one is first employed and end when one ceases employment. Upon being notified of a new employee, Information Technology obtains information to determine which IT system and services are needed.

#### *Instructional Technology*

Information Technology (IT) and Curriculum Design and Technology (CDT) maintain a list of productivity and instructional technology tools that are licensed, supported, and approved for use within the learning management systems and virtual environments.

Before a free instructional technology tool is used or the Terms of Use Agreement accepted, the individual must contact the IT support Desk. The university may have a pre-existing tool that serves the intended purpose.

#### **Institutional Definition and Standards of Faculty Scholarship**

### *Statement of Intent*

The purpose of this document is to provide clarity and definition of faculty scholarship at LeTourneau University. In making special effort to define scholarship within this university's context and in harmony with its mission, the document is not attempting to address or minimize other components of faculty life and vocation which are also integral to the evaluation of faculty success. The document also assumes that faculty and administrators will work together in partnership to acquire the appropriate resources to accomplish a scholarly endeavor.

### *Motivation for Faculty Scholarship at LeTourneau University*

LeTourneau University seeks to encourage, stimulate, support and reward faculty scholarship because it helps us to fulfill our mission statement, our vision statement, the consensus of best practices established by the academy, and our calling from God. This attitude toward faculty scholarship is also consistent with current policies in place at LeTourneau University.

- LeTourneau University's mission statement advocates faculty scholarship. Engaging in scholarship is an "approach that provides students with the pure intellectual excitement of learning, coupled with real life problem solving opportunities." Some forms of scholarship will allow "LeTourneau [to serve] its community through research." Engaging in scholarly work allows faculty members to "serve as role models in...professional growth" for their students.
- LeTourneau University's vision statement claims "Every Workplace, Every Nation" as our mission field. Through our God-enabled academic achievements, we shoulder the responsibility to be part of the broader academic community and, thus, are called to bear witness to the academy.
- Consensus of Best Practices: There is a growing consensus among predominantly undergraduate institutions that the educational mission of a university is enhanced when its faculty are actively engaged in scholarship, especially in joint faculty-student scholarly endeavors, which benefit both the faculty and the students.<sup>1</sup>
- The reputation of a university and its ability to compete in the marketplace are enhanced by the dissemination of scholarly work by its faculty.
- University Calling - As faculty at an evangelically-based university, we are called to use the intellectual and disciplinary talents with which God has blessed us as instruments to redeem the fallen world—in all its forms—to and through Christ.

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<sup>1</sup> Boyer, Paul (2003) *College Rankings Exposed*, Thompson Learning, Inc., pages 132-3.

- One criterion of annual faculty evaluation is scholarship.
- Scholarship enhances the educational mission of LeTourneau University. While the immediate content of scholarly study and classroom teaching content may not coincide, engagement in scholarly work should energize and enhance teaching and broaden opportunities for student learning in the context of the Christian mission and vision of LeTourneau University.
- While excellence in faculty scholarship should be recognized by the university, it must not come at the expense of quality teaching within the classroom.

#### *Definition of Faculty Scholarship at LeTourneau University*

Scholarship consists of four elements: 1) the act, 2) the documentation, 3) the dissemination, and 4) the appraisal. All four elements are required for scholarship submitted as part of the faculty review process. Faculty scholarship at LeTourneau University is defined broadly in agreement with the Boyer model as summarized in this document. Research is only one of many types of scholarship. Although the application of a Christian worldview may yield unique insights, no distinction between “scholarship” and “Christian scholarship” is sought at LeTourneau University. Scholarship must meet all of the following criteria:

- It represents a faculty member’s creative, documented, and departmentally assessable contribution to his or her discipline, demonstrating to the satisfaction of peers that high performance standards have been met.
- The work is formally reviewed in some manner. Acceptable forms of peer-review range from external to internal review by qualified academic or professional individuals.
- The work is disseminated in a public forum that extends beyond the classroom. Appropriate forums include, but are not limited to, university-wide colloquia, regional or national meetings, peer-reviewed academic or professional publications, and peer-accepted works published for the general public.
- It meets the **Standards of Faculty Scholarship** described below.

#### *Standards of Faculty Scholarship<sup>2</sup>*

According to *Scholarship Assessed: Evaluation of the Professoriate*, scholarship should include clear goals, adequate preparation, appropriate methods, significant results, effective presentation, and reflective critique. Of particular note, *Scholarship Assessed* expresses that the scholarship of

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<sup>2</sup> Built upon Glassick, CE, Huber, MT, and Maeroff, GI. (1997) *Scholarship Assessed: Evaluation of the Professoriate*. San Francisco: Jossey-Bass.

teaching is more than excellent teaching by implying that it also entails practices that lead to new understandings on the part of the scholar and that are subject to peer review. A paraphrased summary of Glassick's Standards, which apply to the four domains of scholarship, follows:

- **Clear Goals**
  - Are the basic purposes of his or her work stated clearly?
  - Are the defined objectives realistic and achievable?
  - Are important questions in the field identified?
  
- **Adequate Preparation**
  - Does the work show an understanding of existing scholarship in the field?
  - Does the scholar bring the necessary skills to his or her work?
  - Does the scholar bring together the necessary resources to move the project forward?
  
- **Appropriate Methods**
  - Are the methods used appropriate for the goals?
  - Were the selected methods applied effectively?
  - Were procedures modified in response to changing circumstances?
  
- **Significant Results**
  - Were the goals achieved?
  - Did the work add consequentially to the field?
  - Did the work open additional areas for further exploration?
  
- **Effective Presentation**
  - Does the presentation use an effective style, and is it organized effectively?
  - Are the forums appropriate for communicating the work to the intended audiences?
  - Is the message clear, and does it show integrity?
  
- **Reflective Critique**
  - Does the scholar critically evaluate his or her own work?
  - Does the scholar bring an appropriate breadth of evidence to his or her critique?
  - Is evaluation used to improve the quality of future work?

### *Departmental Scholarship Documents*

To ensure sufficient flexibility while maintaining the integrity of the evaluative process, each department (or school) will develop and maintain, in harmony with the Institutional Definition and Standards of Faculty Scholarship Policy, a written description of: 1) the types of acceptable

scholarship, 2) appropriate means of dissemination of scholarly products, and 3) the types of peer review that are most common and valued within their disciplines, recognizing that external review typically has higher merit, as well as, 4) a sense of the trajectory of a productive scholar in his or her discipline at a primarily undergraduate institution like LeTourneau University. For access to the department-specific documents, go to [\\letnet.net\fs\fs\departments\](http://letnet.net/fs/fs/departments/).

#### *Examples of Faculty Scholarship*

- Publishing scholarly books, refereed articles, learned or invited papers.
- Contributing in the areas of one's expertise (e.g., presentations) at professional meetings or at more public secular or Christian forums.
- Publishing materials for the general public which interpret scholarly work in the light of one's discipline or specialty.
- Reading/presenting self-authored papers or posters at scholarly conferences.
- Designing assessed curricular projects that utilize reasoned structure and current developments or creatively apply one's professional expertise.
- Providing academic consulting services from one's professional competencies, provided that services can be peer reviewed, if it involves creative reflection and meaningful dissemination.
- Receiving peer-reviewed grants and awards that recognize one's scholarship.
- Participating in proprietary research provided that documentation is submitted to ascertain the level or quality of the research, such as patent applications, patent disclosures, and written evaluations by supervisory personnel.
- Consulting activity – provided that sufficient documentation is available for peer-review.
- Serving as a principal evaluator on a community agency grant.
- Conducting seminars or workshops in the area of one's professional expertise.
- Serving as a peer reviewer for scholarly publications when such review contributes to the scholarly merit of the reviewed work.

#### *Examples of Preliminary Scholarly Activity*

Faculty who are in the early stages of a scholarly pursuit will receive recognition for essential preliminary work, provided that these activities are part of the faculty member's agreed upon written plan for scholarship. Some examples of such formative steps include the following:

- Attending conferences, workshops, or seminars
- Collecting preliminary data
- Reviewing the literature
- Completing graduate coursework and/or a graduate degree program

#### *Professional Activity*

Activities conducted solely to maintain academic or professional competencies are not considered scholarly activity. However, some professional activities that do not fully satisfy the definition of faculty scholarship may be recognized as scholarly contributions due to their role in promoting scholarship within the broader academic community and at LeTourneau University. Schools/departments are expected to determine if such activities are acceptable forms of faculty scholarship within their respective disciplines. Some examples include the following:

- Serving as organizer or moderator for a scholarly conference
- Serving in an elected office in a scholarly or professional organization
- Providing leadership in learned societies or educational organizations

#### *Domains of Faculty Scholarship*<sup>3</sup>

- **Scholarship of Discovery**

The scholarship of discovery is what academics have traditionally meant when they speak of original research. It involves the creation, discovery, or advancement of new knowledge by means of the tools and disciplined practices of one's academic field. We understand this type of scholarship to include producing new bodies of creative material in the literary, visual, and performing arts. It also occurs during consulting work as academics interact with professionals to expand a field of knowledge. Scholarship of discovery is primarily directed toward one's peers in the discipline or profession. The primary venues for its products include peer-reviewed academic journals or conference presentations, public exhibitions or performances, university presses, and professional adjudication panels.

- **Scholarship of Integration**

The scholarship of integration focuses investigation on possible connections within and across disciplines. This can be done in a variety of ways, such as: by reviewing the current findings of an entire field and highlighting the pattern that emerges, by conducting interdisciplinary and collaborative work, or by articulating a larger vision by which isolated facts in one's field can be conveyed to non-specialists. All of these efforts attempt to overcome the isolation and fragmentation of academic disciplines, as well as their often perceived irrelevance for contemporary civic and church life. The audience for scholarship of synthesis includes both the academic world, across the scholarly disciplines, and the general public. In keeping with this broad audience, its products will find a range of appropriate venues.

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<sup>3</sup> Built upon Boyer, Ernest L. (1990). *Scholarship reconsidered: Priorities of the professorate*. San Francisco: Jossey-Bass

- **Scholarship of Application**

The scholarship of application should not be confused with the service role of faculty offering consultation on the existing state of knowledge in their field. This scholarly enterprise is devoted specifically to investigating how existing knowledge in one's field can be responsibly applied to new problems. This type of scholarship is particularly appropriate in, though not limited to, the professional schools. Scholarship of application is directed both to the immediate setting of the issues addressed and, through the scholarly product which results, to one's peers as an instructive example. Venues for its products run the gamut from professional journals and conferences to adoption for actual applications in business and industry.

- **Scholarship of Teaching**

The scholarship of teaching must not be confused with ongoing study of one's discipline, which is expected of all faculty to maintain currency in one's teaching fields. Excellence in teaching is expected of all faculty and should be highly valued and rewarded. However, excellence in teaching or scholarly teaching is not the same as the scholarship of teaching. This scholarship involves sustained inquiry into teaching practices and students' learning in ways that allow other educators to build on one's findings. Like all other forms of scholarship, the scholarship of teaching requires formal documentation, formal review, public dissemination, and assessment. The assessment audience for the scholarship of teaching is academic faculty peers, which may be internal or external to the university, as deemed professionally appropriate. Appropriate venues for dissemination of findings may include university colloquium presentation, conference presentation, publication, or other applications.

### **Institutional Effectiveness**

The Office of Institutional Research and Effectiveness (OIRE) serves the LETU community by providing higher order research and timely, accurate data to support informed decision-making and campus assessment efforts in order to enhance institutional effectiveness and advance the core mission of the University. Institutional effectiveness is the systematic, explicit and documented process of measuring performance against mission in all aspects of an institution. Since 1987, the United State Department of Education has required regional accrediting agencies to measure the effectiveness of their institutions in terms of:

- Existence of an institutional purpose appropriate for higher education
- Determining that the institution has educational objectives consistent with its mission or purpose
- Documentation of the achievement of students in relation to the intended educational outcomes identified

- Determination of the extent to which institutions regularly evaluate student academic achievement and use its results for improvement of educational programs

## **Institutional Policies and Expectations**

Faculty should familiarize themselves with policies contained in this Faculty Handbook, the Employee Handbook, the LeTourneau University Catalog and the Student Handbook.

## **Institutional Review Board (IRB)**

The IRB is a standing committee responsible for protecting the rights and welfare of people who are subjects of LETU research activities. The IRB reviews and has authority to approve, disapprove or require modifications to appropriate research activities involving human subjects at LeTourneau University, as part of the university's research approval process. Research approved by the IRB is subject to further review and approval by university administrators.

LeTourneau University recognizes a responsibility to protect the rights and welfare of human subjects of research conducted at or sponsored by the university, regardless of whether the research is subject to Federal regulation (Code of Federal Regulations, Title 45, Part 46, Protection of Human Subjects). The university recognizes the three guiding principles for the conduct of ethical research involving human subjects, as outlined in the Belmont Report and the US Department of Health and Human Services (DHHS) Office for Human Research Protections (OHRP) Institutional Review Board Guidebook:

- *Respect for persons* involves recognition of the personal dignity and autonomy of individuals, and special protection of those person with diminished autonomy.
- *Beneficence* entails an obligation to protect persons from harm by maximizing anticipated benefits and minimizing possible risks of harm.
- *Justice* requires that the benefits and burdens of research be distributed fairly.

At LeTourneau University, the authority to determine whether proposed research is exempt from IRB review is a function of the IRB. When a proposed project is determined to be exempt from IRB review, the specific category for exemption will be documented on the Research Approval Form found at [http://www.letu.edu/openccms/openccms/\\_Portal/fac-staff/Research\\_Form.pdf](http://www.letu.edu/openccms/openccms/_Portal/fac-staff/Research_Form.pdf). The IRB will only review research involving human subjects. The university has established a Research and Data Collection Policy (link to Section 4.1.5 of the *Employee Handbook*) which defines the procedure for obtaining approval for university personnel (faculty, staff, and students) to conduct research at LeTourneau University.

For further information, refer to the IRB Policies and Procedures at <http://www.letu.edu/fac-staff/research/IRB/>.

## **Intellectual Property**

The objective of this policy is to define and identify intellectual property (IP) created at LeTourneau University (LETU), ownership of the IP, and to whom the policy applies. The policy also defines duties and responsibilities for faculty, staff, and students and resultant actions expected from those constituencies, royalties, commercialization of IP, as well as dispute resolution procedures.

LeTourneau University is called to continue as a leading Christian University advancing the integration of the Sciences and Christian Faith. The Colleges and Schools of LeTourneau University are charged to develop professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact. LETU's academic structure emerges from seven decades of leadership in the advancement of Science and Innovative Technologies, Christian faith, and their applications in the workplace.

While the primary objective of LeTourneau University is education of students, it is recognized that there are cases where intellectual property will be created by university personnel. Therefore, a means must be provided to assure that the faculty, students, administrators, and staff affected parties are safeguarded by a policy that defines the specific institution position relating to intellectual property developed by university personnel.

For further information, refer to LETU's Intellectual Property Policy found at <http://www.letu.edu/start/publications/policy/upps/ip.pdf>.

## **Internal Communications**

### *LeTour News*

*LeTour News* is a periodic bulletin for faculty and staff issued from the President's Office. The purpose of the *LeTour News* is to keep faculty and staff informed of upcoming events and opportunities, benefits issues, and campus-wide news, both academic and social (i.e., prayer requests, birthdays, awards and achievements, birth and wedding announcements, welcoming of new employees, advertisements, etc.).

In lieu of campus-wide emails and/or flyers, any news of interest to the entire campus should be sent to the President's Office for inclusion in the weekly newsletter. Faculty and staff are encouraged to send to the President's Office any news of awards, accomplishments, presentations, conferences attended, and other news which the campus might not otherwise know. Birth announcements, weddings, and other noteworthy personal items may also be sent and included at the discretion of the President's Office.

Deadline for submitting articles for Thursday's edition of the *LeTour News* is Tuesday at 9:30 a.m. The *LeTour News* is distributed weekly during the academic year and bi-weekly during the summer to all full- and part-time employees, including adjunct faculty, via email.

### *Bulletin Boards*

Faculty, staff and student use of bulletin boards must be approved through the Office of Student Life. A “Campus Publicity Guidelines” handout outlining specific board locations as well as approved posting methods may be picked up in that office. An accountability form stating who is posting the flyer and when they will take it down must be completed before approval to post is granted. Bulletin boards in the academic areas are for academic use. Articles and notices must have the approval of the school dean of the academic area.

### *Student Activity Announcements and Bulletins*

Announcements concerning university activities and functions for the student body, and of interest to faculty and staff members, will generally be handled as follows:

- Through announcements on bulletin boards placed strategically on the campus.
- Through the student newspaper, the *Yellow Jacket*.
- Through calendar items and *The Communicator* sent from the Student Life Office.
- Through *LeTour News*.

### **International Travel**

To maximize safety and present a coordinated, professional effort, international travel involving LeTourneau University students, faculty, staff, or constituents must be approved in advance of the proposed trip. The Office of Global Initiatives will oversee the approval process for all academic and non-academic group and international travel. The international or group travel sponsor is responsible for initiating the approval process by completing an Academic or Group Travel Approval Form, available in the Office of Global Initiatives and at [www.letu.edu/global](http://www.letu.edu/global). Prior to beginning the approval process, the tour sponsor will meet with the Study Abroad Coordinator to review the Global Initiatives Travel Guidelines and Requirements and the approval process. The Preliminary Approval first requires the approval of the dean of the requesting department. Then the Auxiliaries and Insurance Coordinator must complete a location risk report and determine if the location for the trip is acceptable. This is followed by approval by the Office of the Provost. Once the Preliminary Approval has been secured, the tour sponsor will complete the trip information (proposed itinerary), the syllabus for the course(s) to be offered on the trip (if applicable), and the budget. Once these are completed and compiled, the tour sponsor can move on to Secondary Approval. Approval must be given by the following: the Dean of Students, the Executive Director for University Development\*, the Auxiliaries and Insurance Coordinator\*, the Director of Facilities Services\*, and the Vice President for Finance and Administration (\*Approval required on as-needed basis) before returning to the Office of the Provost. For more details on the process, see the Academic or Group Travel Approval Form at <http://www.letu.edu/everynation/Global-Initiatives/>.

### **Keys and Locks**

Any keys pertaining to university buildings or property that are issued to any university faculty or staff member are not to be duplicated under any circumstances by the individual. The Facilities Services Office has a key-duplicating machine, and all requests for keys should be processed through that office. The Facilities Services Office will not process keys without proper written authorization from the appropriate cabinet-level administrator or designee.

Keys are assigned to the individual signing for them, and they must be returned in person to the Facilities Services Office when no longer needed or when employment is terminated. All keys must be accounted for by the Facilities Services Office before an employee's last check is released by the Business Office. No one is permitted to install a personal lock on university property.

## **Letterhead**

University letterhead and envelopes are available with the school or department name for communications pertaining to university business. Letterhead and envelopes must not be used under any circumstances for personal letters or letters that are not official university business. Standard paper and reusable interoffice envelopes should be used for internal memos under normal circumstances.

Since the appearance of letters on university stationery is a reflection on the institution, faculty and staff members are encouraged to have all correspondence using university letterhead proofread by the office staff following standard letter format. For more details see the Graphic Standards Manual at [http://www.letu.edu/ Other-Resources/Marketing-and-Communications/Graphic Standards/](http://www.letu.edu/Other-Resources/Marketing-and-Communications/Graphic_Standards/).

## **Library**

### *Borrowing Privileges*

Library lending to the faculty and administrative staff is on a semester or yearly basis. The library reserves the right to call for those materials if they are requested by other patrons. All borrowed materials must be accounted for at inventory at the end of each spring semester. Regularly employed university personnel and families of administrative staff and faculty are entitled to library loan privileges and may use the library under the same rules as those governing students of the university. The borrowing record of all employees must be cleared prior to leaving the employment of the university. In order to borrow materials, faculty and staff must be registered in the library and present their LeTourneau University identification card number. Identification cards can be obtained through the Student Life Office.

### *Circulation of Library Resources*

### Circulation: Students

| <b>Item</b>                | <b>Time Limit</b>                                       |
|----------------------------|---|
| Books                      | 3 weeks*  |
| Media                      | 1 week*   |
| Reference Material         | Must be used in the library                             |
| Reserved Material          | As indicated by reserving professor                     |
| Interlibrary Loan Material | Time specified by lending library minus processing time |

\* Students can request one renewal of a book for a total of 6 weeks. Students can request renewal of a media source for a total of two weeks.

If library fines are owed, a hold will be put on the student's account. The current fees are posted on the library web page. The student will not be able to register for the next semester until the fines are paid. Grades and transcripts will also be held (including diploma, if applicable).

### Circulation: Staff

| <b>Item</b>                | <b>Time Limit</b>                                       |
|----------------------------|---|
| Books                      | 3 weeks   |
| Media                      | 1 week  |
| Reference Material         | Must be used in the library                             |
| Reserved Material          | As indicated by reserving professor                     |
| InterLibrary Loan Material | Time specified by lending library minus processing time |

### Late and Lost Material Charges

- Overdue LETU Library Materials: Items are expected to be returned in a timely manner; overdue fees are not charged for LETU owned library materials.

### Circulation: Faculty

| <b>Item</b>                | <b>Time Limit</b>  |
|----------------------------|--|
| Books                      | 6 weeks  |
| Media                      | 6 weeks  |
| Reference Material         | Must be used in the library  |
| Reserved Material          | Library materials are circulated as indicated by reserving professor.<br>-If a faculty member wishes to check out his/ her personally owned reserved resource, it must be formally removed from the reserve room collection.<br>-If a faculty member wishes to check out another faculty member's personally owned reserved material, it must be formally removed from the reserve room by the owning faculty owner and distributed to the other faculty member. |
| InterLibrary Loan Material | Time specified by lending library minus processing time  |

### Late and Lost Material Charges

- Overdue LETU Library Materials: Items are expected to be returned in a timely manner; overdue fees are not charged for LETU owned library materials. Faculty can check out library materials for a total of 12 weeks (initial checkout and one renewal). If the faculty member needs the material longer than a 12-week period, a program copy should be purchased using school or department funds so the library copy can remain in circulation.
- If a faculty member keeps a library item more than the 12 allowed weeks, the dean will be notified. At this point, the dean can require the faculty member to return the item or elect to have the faculty member retain the item. If the school elects to retain the item, the school will be charged the cost of replacement plus processing fee.

### *Collection Development*

The mission of the library is to provide needed materials for all students (global and residential) and all faculty (global and residential) to support academic excellence.

### Library Acquisitions Prioritization

The Library operating budget prioritization of resources, with 1 being highest priority, is as follows:

| Resource  | Priority Level |
|---|----------------|
| General library resource (supports most students)                   | 1              |
| General reference resource (supports most students)                 | 1              |
| Resource that supports an academic program (supports many students) | 1              |
| Resources that support individual classes (supports some students)  | 2              |
| Collection update (new edition)                                     | 2              |
| Item needed for research for multiple faculty members               | 3              |
| Item needed for research for one faculty member                     | 4              |

### Faculty New Material Requests

- **Print Books and E-Books** – Faculty must request an acquisition by completing the “New Material Request” form located on the library website. All questions on the form must be completed so purchases can be prioritized by the library staff. This request must be approved by the academic dean prior to submission to the library. Requests will be reviewed by library staff to determine the feasibility of the request based on available budget and overall university needs.

- **Journal Subscriptions and Databases** – Because journal and database subscriptions incur a perpetual annual cost that must be added to the library operating budget, faculty must first contact library staff for guidance. The Material Request Form must then be completed so justification and need for the resource can be documented.

#### New Program Resource Requests

Funds for resources that are required for a new program of study must be requested separately via the pro forma process. These acquisitions will not come from the library operating budget; instead, these resources will be purchased from a separate budget line dedicated to the approved project. In addition, any resources for the new or revised program that will incur an additional annual cost (such as database or journal subscriptions) must also be projected for a five-year period. These items will be added to the library operating budget after this projected period.

#### Collection Renewal and Weeding

The library has a 10-year collections renewal plan to ensure that all subjects are updated as appropriate. The library will concentrate on obtaining current resources in specific subject areas. This schedule was based on estimated obsolescence of material in the specific subject area. This schedule can be obtained from library staff.

#### *Reserve Materials*

The reserve service in the library assists professors by making more readily available those materials which multiple students must use intensively for a short period of time or repeatedly throughout the semester.

1. Faculty must request resources owned by the library and personal materials to be placed in the reserve room by filling out a Reserve Materials Request Form for each item. The faculty member will specify the loan period and reserve duration.
2. All materials placed on reserve must adhere to the publisher's copyright laws.
3. The library has the right to limit the number of items placed in the reserve room based on space, usage, cost, and availability. The library does not place periodicals, reference books, or Interlibrary Loan materials on reserve.

#### *Interlibrary Loan*

Interlibrary Loan (ILL) is a program which allows participating libraries to borrow materials for individuals. Current students, faculty, and staff are eligible to request items through ILL. ILL is an expensive process to both the lending and borrowing libraries, primarily through staff time, online fees, materials, and postage. Therefore, patrons are requested to be judicious in the use of this service.

1. The library's current catalog, library databases, Creative Commons, the Open Resource sites posted on the library's web site, and Google Scholar must be searched to see if the material is available before an ILL request is made. ILL does not provide immediate access. It may take 1-2 weeks to process, mail, and obtain materials through ILL, so users must plan ahead.
2. All ILL books and resources that have to be returned must be returned on or before the due date. Returning overdue resources regularly may result in LETU not being able to obtain materials from other libraries. A fee is charged to all patrons returning ILL items late. See the library web page for the current fee schedule. Faculty, staff, and students who regularly return ILL material late may lose their ILL privileges.
3. Patrons who lose or damage ILL materials are responsible for paying replacement fees charged by the lending library.
4. A book or resource can be borrowed by a patron only once a semester.
5. Materials must be requested via the request form on the library web site. All information requested is required. Incomplete or inaccurate citations may result in delays or inability to process the request.
6. Textbooks being used in a current class cannot be borrowed through ILL.
7. ILL requests are evaluated by library staff. Excessive or non-essential requests may be sent for further review or cancelled since LETU pays for this service.

### *Acquisitions*

- Distribution of Funds

The Director of Learning Resources, in consultation with the Office of the Provost, has the final decision relative to purchase of materials for the library.

- Acquisition Procedures

Reviews of books are available through Choice magazine online. Faculty may also request copies of publisher catalogs in their subject areas to be routed to them. To make a request for an item found in a catalog, faculty need only circle and initial the book selection(s) and send the catalog to the Director of Learning Resources. To request an item found in another source, the author, title, publisher, date of publication, and ISBN number should be submitted.

- Serials

The acquisition of serials requires a higher degree of selectivity than that of monographic titles. Once a serial is selected an ongoing and costly commitment is made in terms of payment and storage for many years to come. Serials subscriptions will be entered after taking into consideration 1) the cost of the subscription, 2) curricular needs, 3) inclusion in serials indexes, 4) comparable materials already received, and 5) budget.

#### *Electronic Search Service*

The library offers multi-format electronic search services to all university personnel needing research assistance for university-related work. The Library subscribes to powerful databases available through the library's website. Certain fee-based document delivery might have cost limits that require either prior approval by the specific school dean or the Director of Learning Resources.

Training in electronic database search techniques for faculty and/or for classes is available by request through the Reference Technician.

#### *Extramural Resources*

Three subject-specific libraries are on the Longview campus: Materials in the Teacher Education Resource Center, Engineering Resource Center, and the Materials Joining Lab have been cataloged and appear in the library's online catalog with the location indicated in the call number section of the record. Circulation of these materials is governed by the respective school and may differ from the Margaret Estes Library policies.

### **Mail and Freight**

Any mail addressed to faculty/staff is delivered to the normal mail drop in the area of the person's primary university work responsibility. Mail is picked up from and delivered to university offices twice daily during the academic year.

Priority, certified, insured, and registered mail will be delivered to the offices for the appropriate signature. Anyone who orders a package COD must have provided the Mail Center with the money (cash or check) before delivery. UPS, DHL, Federal Express and US Postal Express deliveries are received daily. Parcels may be shipped out via UPS, DHL, Federal Express and US Postal Express daily from the LeTourneau Mail Center.

To get maximum results, offices preparing a mailing should consult the Mail Center before the work is done. Some qualifications need to be met before a mailing can go out, especially BULK. The Mail Center can also advise the least expensive way to send out a mailing. Additional

mailing rate information and discounted rates for pre-sorted first class, bulk, etc. are available from the mail center.

All packages to be shipped through the university mail center (unless prepaid), should have a Ship Request form attached, with complete sending information (address, sender, phone, etc.) filled in. A form is available at

<http://www.letu.edu/start/publications/departments/businessandadministration/businessservices/mailcenter/mailcenter-postalform.pdf>.

Regular outgoing mail to be metered should be left at the Mail Center window before 3:30 p.m. in order to go out that day. Bulk mail will generally require at least one day lead time to process. International mail cannot go at bulk rate. Special arrangements are made during the Christmas Holidays.

Intercampus staff and student mail should be separated from outgoing mail (especially if it is in letterhead envelopes). Please just use two lines when sending intercampus mail. Minimum size for campus mail is 3½" X 5". Full sheets should be bifolded or letter folded.

Smaller items of freight to be received by the university should be directed to the Mail Center. Those items will be dispersed to other parts of the campus through that office. Large equipment and furniture items to be received by the university should be directed to Facilities Services.

For further information regarding mail and freight, refer to <http://www.letu.edu/fac-staff/post-office/>.

### **Mediation and Arbitration**

As a condition of initial and continuing employment at LeTourneau University, any and all disputes that an employee may have against the university shall be determined as follows:

Any claim, demand or cause of action which one may assert against the university shall be submitted to at least four (4) hours of non-binding mediation in accordance with the procedures of the American Arbitration Association, Inc. If mediation fails, the dispute shall be referred to the American Arbitration Association, Inc. for arbitration in accordance with the rules of the American Arbitration Association in the county where the university is located. The arbitrator's decision shall be final and binding and judgment may be entered thereon. In the event a party fails to comply with the arbitrator's award, the other party is entitled to cost of suit, including reasonable attorney's fees, for having to compel arbitration or defend or enforce the award. All expenses of mediation and/or arbitration will be paid by the university.

This policy shall cover all claims or disputes arising from your employment with the university, including but not limited to, claims or disputes based on any on-the-job injury, claims or demands based on your perceived discrimination by reason of race, religion, national origin,

gender, and/or disability, including, but not limited to, claims under Title VII of the 1964 Federal Civil Act as amended or any comparable state statute or any provisions of the United States or Texas Constitution, including any claim under what is known as the Sabine Pilot's Doctrine. This agreement is binding upon and shall inure to the benefit of the heirs, successors, and legal representative of the university. By continuing employment at LeTourneau University, an employee is acknowledging agreement with this policy.

### **Moving Expense Loan**

It is the policy of the University to assist new, full-time personnel who are employed as faculty, deans, Executive, Administrative I, II, III, Professional I and Athletic I, II and III staff with moving expenses through a reimbursement program. The moving expense reimbursement does not apply to moves within a 50-mile radius of the University. The assistance is intended to cover the cost of a self-move and the following will serve as guidelines to this program.

Under the Internal Revenue Code moving expense reimbursement will be taxable and will appear on the W-2 as taxed income. Items include expenses incurred in the actual move: lodging, air travel, truck rental, fuel costs or mileage, parking and tolls, packing supplies, and labor costs for packing, loading, or unloading.

1. The amount which the University can commit to an individual for moving will be based on the payment of \$1200 for the first 100 miles and \$200 for each additional 100 miles with a maximum of 2300 miles or portion thereof; or actual expenses incurred in the move, whichever is less. Under no circumstance will the amount for moving expenses exceed 15% of the initial annual salary of the new employee being provided this assistance.
2. If a new employee is eligible for moving assistance, the Human Resources Department will calculate the amount of the loan and send the new employee a moving calculation sheet, Moving Expense Report, and a copy of this policy.
3. Once the move is completed, the employee must submit a final Moving Expense Report, and supporting receipts to Human Resources within 4 weeks.
4. Once the moving reimbursement check is issued to the new employee the required taxes for the loan will be applied evenly over the remaining pay checks the new employee will receive in that calendar year. The employee may also elect to have the taxes deducted in a single pay check.

Exceptions to the above moving policy shall only be made with the approval of the President.

## **New Program Development and Curriculum Changes**

This policy described below applies to all programming offered by LeTourneau University. The term “program” is used to describe curriculae offered at the certificate, major, or degree level. Generally, minors and concentrations do not constitute an academic program. However, in those circumstances where a corresponding major or degree is not offered, a minor or concentration may constitute a stand-alone academic program.

Attendant procedures related to the procedure require recommendations from the Deans Council, the Teaching Faculty Organization or TFO Executive Council.

## **Office Hours and Faculty Schedules**

In order to meet the scholastic and advising needs of the students, full-time and part-time faculty must establish office hours and advise their students of them.

The faculty schedule, including office hours, must be sent each semester to the department chair and the academic secretary of the school. When a faculty member will not be available in accordance to the regular schedule, the department chair or the school dean/center director must be notified.

## **Online Teaching**

This section discusses general expectations for online and hybrid teaching at LeTourneau. It pertains to all faculty, regardless of status as full-time or adjunct. It is intended to outline and orient any faculty member to online instruction. LeTourneau often refers to an online course or program as a “global” course or program.

### *Faculty Orientation and Mentoring Processes*

The faculty member teaching a global course at LeTourneau for the first time must sign up to complete a one hour online Canvas orientation course through the Curriculum Design and Technology Department of the Center for Innovative Teaching and Learning (CITL). The faculty member’s supervisor (or supervisor’s assistant) will enroll the individual into the orientation course prior to their first scheduled class.

New global instructors are assigned a mentor and are enrolled into the mentor’s class to observe the online classroom. Faculty with poor student evaluation scores may also be assigned a mentor. The mentor will be enrolled in the new faculty member’s first course and will observe and provide feedback.

The mentor will then complete a mentor form which evaluates the new faculty member's performance and will review it with the new faculty member. The signed mentor form will be returned to the faculty's supervisor.

### *Global Course Faculty Expectations*

In order to optimize student learning, LETU has specific instructor guidelines faculty are expected to follow for online and/or hybrid courses based on best practices and research. The Orientation Course will highlight these and other expectations for teaching a global course:

1. Utilize the standardized *curriculum template* and *faculty guide* in teaching the course. Secure permission from the Dean or Program Chair for your area before you deviate from the course syllabus/curriculum.
2. Notify the Dean or Program Chair promptly when unable to meet the full obligations of the course or unable to participate for the full week.
3. Log in to the online course site and actively participate (i.e., post announcements, reply to messages in the discussion board, post grades, email students) at least four or five days each week throughout the course.
4. Start each week with a short, meaningful devotional.
5. Add weekly discussion questions and a welcome announcement at least one week before the course begins.
6. Communicate the learning objectives of the course.
7. Integrate Christian principles into the class.
8. Teach with enthusiasm and a genuine interest in students.
9. Motivate students to participate in class discussions.
10. Promptly respond to every student email and phone call within 24-48 hours.
11. Provide fair student evaluations of quizzes, papers, etc., with at least 75% of the evaluation being for individual work.
12. Provide prompt and useful feedback on student performance; post grades and comments on submitted assignments within 72 hours.
13. Treat all students with respect and dignity.
14. Submit student grades to the Office of Academic Records within 4 days of the class ending date. Mark student engagement at the end of week one of the course. This link, (<https://ssl.letu.edu/applications/engagement/>) will take you to the Engagement system. This will be available to you on the first day of your course. You will need to click Save at the end of week one and again at the end of week two if not all of your students have engaged. Once you have completed the Engagement tracking in the first two weeks of the course, you are done for the entire course. Failure to mark student Engagement will affect the students' ability to receive financial aid.16. Review end-of course surveys to ensure continual personal improvement.

### *Achievement Center and At-Risk Reporting*

Global faculty are encouraged to refer students who need additional assistance to the LETU Achievement Center for reporting. In addition, faculty can submit an unsatisfactory performance report for underachieving students. School staff will call the student and try to assist. This report can be found at:

[https://my.letu.edu/ICS/Faculty/Unsatisfactory\\_ProgressBehavior.jnz?portlet=Unsatisfactory\\_Academic\\_Progress&screen=Default&screenType=change](https://my.letu.edu/ICS/Faculty/Unsatisfactory_ProgressBehavior.jnz?portlet=Unsatisfactory_Academic_Progress&screen=Default&screenType=change)

### *Evaluation of Global Instruction*

Faculty who teach global courses are evaluated in several ways. The primary means used for faculty evaluation is the student End of Course Survey. Faculty members should access their EOC scores 10 days after the completion of the class at:

<https://ssl.letu.edu/survey/reporting/login.html;jsessionid=E1A3A54CFABE13F25CF597BA0E2B24ED>

In addition, program directors and deans do scheduled or unannounced reviews of faculty courses at any time. Supervisors should also take into account any peer or mentor evaluations. See the Appendix for the evaluation forms of online instruction.

### *Online Course Design and Template Requirements*

A learning management system-specific template is used for all LETU global online courses. This template is flexible to allow for use in the multiple types of online courses. This template is based on best practices in online instructional design, Quality Matters, and curriculum design standards, as well as the limitations of the learning management system. The template meets (1) regional and programmatic accreditation standards and (2) LETU marketing and branding standards. The template is approved by the Office of the Provost and Deans Council.

Major template changes must be approved by Marketing. Alternate course templates must not be used to ensure consistency in LETU branding. CDT supports writers in meeting all standards for creation of online courses within this template, resulting in online courses that meet LETU standards. CDT support for course authors include providing a detailed writing guide, training, and guidance. Additionally, CDT performs quality checks on all completed courses and serves as the conduit for the academic approval of course content. CDT will make minor adjustments to the template as updates in accreditation, best practices, and learning management system updates occur.

### Requesting Changes to the University Template

Individuals desiring a change to the university template must make a request to CDT. The requested change will be researched and evaluated to discover the overall effect from a systematic university-wide perspective including, but not limited to 1) potential effect on students, 2) potential effect on faculty, 3) available resources, 4) compliance with best practices, and 5) overall feasibility. If the evaluation determines the requested change would be beneficial university-wide, the curriculum department will present the proposed changes to Marketing for review and approval. If the suggested change is deemed as not meeting established criteria, the change will not be implemented.

## **Outside Activities**

The primary professional responsibility of the faculty member is to LeTourneau University. The faculty member must inform the school dean and the Office of the Provost in writing in advance of ongoing outside employment activities and the approximate time commitment involved. Written approval must be obtained from the Office of the Provost. The maximum time usually allowed for outside activities, including consulting, is the equivalent of one day per week. If, in the judgment of the school dean or the Office of the Provost, the work of the faculty member begins to suffer because of such activities, the faculty member may be required to curtail the outside activities. For information on activities involving consulting, see section 4.

## **Personnel Records for All Faculty**

The official personnel files for faculty and instructional staff (including flight instructors and head coaches) are kept in the Office of the Provost. Faculty members may request in writing to review their personnel records except for information where the faculty member has waived the right of review, or where confidential references have been received without faculty right of review being specified. Access to view personnel records will be provided within ten working days of receipt of a written request.

### *Academic Files*

The academic files for each faculty and instructional staff member are maintained in the Office of the Provost, and contain such data as resumes, pre-employment references, academic credentials, faculty contracts and staff salary information letters. The faculty or staff member is required to keep the academic file current with official copies of all academic transcripts and employment outside the university which adds to the academic stature of the faculty/staff member. An official transcript (as defined by AACRAO) is one which must be sent directly from the issuing institution to LeTourneau University for placement in the faculty member's

credential file. Transcripts which have been issued to the student in a sealed envelope will not suffice.

#### *Discipline and Grievance File*

Instances and proceedings of discipline and grievance are maintained in the faculty and personnel files maintained by Human Resources and the Office of the Provost as a record of all faculty discipline (section 2.9.5) and all faculty grievance proceedings (section 2.13). The faculty member has the option to place a response to discipline and/or grievance proceedings in the file.

#### *Promotion and Tenure File*

The promotion and tenure file is maintained in the Office of the Provost. It contains the evaluation of service at LeTourneau University and documentation relating to promotion and tenure as submitted for promotion and tenure review.

#### *Benefits, Health and Payroll Files*

The benefits file is maintained in Human Resources and contains materials related to insurance and retirement programs and other benefits. The health file is kept in Human Resources with health-related information—including workers compensation, disabilities and accommodations, FMLA and other medical leaves of absence, physician's notes, etc. The Payroll Department maintains files containing copies of annual contracts and other pay authorizations, moving loan agreements, tax forms, garnishee orders, INS form I-9, and other payroll related documents.

### **Political Activity**

Faculty and staff members are encouraged to be involved in the political life of the community as private citizens. Political views of employees should be presented as representing only themselves and not as representative of the university community. Persons should not represent themselves as employees of the university when making political statements or supporting or opposing political issues or candidates whenever they speak, write or post on public online forums.

The use of university letterhead, telephones, copying equipment, computers, etc. is not allowed for political activities.

### **Privacy of Faculty Communication through University-Owned Devices**

University voice mail, e-mail and computers are university property, as well as their contents. Such systems and equipment should primarily be used for university business. Occasionally (especially when employees are on vacation, business trips, and leaves of absence), a

supervisor, manager or other employee may access these systems and equipment. Employees should not expect messages left on voice mail, e-mail or information stored on computers to be private. When the faculty or staff member is no longer employed by the university, voice mail and e-mail messages may be forwarded to the supervisor of the area upon the supervisor's request. The faculty or staff member may not retain their university e-mail address for use after employment has ended.

### **Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit to the registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is permitted to the following parties or under the following conditions:
  - a. School officials with legitimate educational interests. One exception that permits disclosures without consent is disclosure to school officials with legitimate

educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- b. Other schools to which a student is transferring;
- c. Parents of a dependent student as defined in the Internal Revenue Code;
- d. Specified officials for audit or evaluation purposes, organizations conducting certain studies for or on behalf of the school, or accrediting organizations;
- e. To comply with a judicial order or lawfully issued subpoena;
- f. Appropriate officials in cases of health and safety emergencies;
- g. To authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state and local educational authorities.
- h. State and local authorities, within a juvenile justice system, pursuant to specific State law;
- i. Directory information such as a student's name, address, school e-mail address, telephone number; date and place of birth, major field of study, degrees, honors and awards, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, enrollment status (whether full time or part time), the most recent previous educational agency or institution attended, and photograph.

Eligible parents and students may request that directory information not be disclosed. Such requests should be in writing, directed to the Registrar's Office no later than the first day of the current academic term.

- j. To an alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the university against the alleged perpetrator of that crime with respect to that crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LeTourneau University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Further information about university policy with respect to the privacy of student records may be obtained from the Registrar's Office.

#### *Release of Information*

The release of information contained in the Student Master File is under the control and supervision of the Registrar. Faculty, administrative staff, or other individuals who have a legitimate right to this information and demonstrate a need to know, are permitted to look over the academic records of any student. Requests for information are to be made to the Registrar.

The contents of the student's official folder are not sent outside the Registrar's Office except in circumstances specifically authorized by the Registrar. Normally, a permanent record never leaves the Registrar's Office.

#### **Professional Dues**

Reasonable dues for one professional organization for each full-time faculty member may be paid for by the university as funds are available through the appropriate department or school. Request for such payment should be handled by the purchase requisition form and check request procedure, which requires the approval of the appropriate supervisor.

#### **Professional Ethics**

Professional ethics at LeTourneau University derive from the application of Biblical principles to the faculty member's relationship to the university, his students, his profession, and the community.

Absolute honesty, evenness of temperament, and discretion in everything, whether off campus or on, is of extreme importance to the reputation of the university.

#### *Relationship to the University*

Faculty members have an ethical obligation to the university to support the Statement of Faith, Community Covenant and other statements of philosophy. The faculty member shall report any personal reservations to the Statement of Faith and other statements of philosophy of section 1.2 to the Provost.

Faculty members have an ethical obligation to give the university primary work priority and to present a good example of the Christian work ethic by an adequate work day. Faculty members have an ethical obligation to report observed activities which are to the detriment of the institution to the Provost.

#### *Relationship to the Students*

Faculty members have an ethical obligation to present themselves as mentors and instructors, to lead students in the pursuit of truth through academics in the classroom, to lead them to an understanding of values through the integration of Biblical truth, and to aid them in the search for the practical application of that truth.

In relation to students outside the classroom, faculty members have an ethical obligation to present an example of Christian behavior in accordance with Biblical principles and the university rules of conduct.

In counseling with students, the faculty member has an ethical obligation to keep the confidentiality of the student, except when that information is in violation of university regulations or civil laws, or if the safety and welfare of the student, other persons, or property is in question.

#### *Relationship to the Profession and Research*

Faculty members have an obligation to remain current in their field of teaching and to abide by the professional ethics of their discipline.

Faculty members have an ethical obligation to not publish student materials or materials of colleagues under their own name without the proper approvals and acknowledgments.

When a situation arises in research that might represent a conflict of interest or a potential conflict of interest, the faculty member has an ethical obligation to report the situation to the Provost.

#### *Relationship to the Community*

In all community activities and service, faculty members have an ethical obligation to act in a manner which reflects positively on the Christian community, the university, their profession, and their students.

## **Professional Meetings**

Within budget limitations, full-time faculty members are encouraged to attend at least one meeting each year of a professional society in the field in which they are teaching. A written report for each meeting with the name of the professional organization, the conference subject, the date and place, and the program or a few general comments of the conference contents must be presented within a month following the meeting to the school dean. The school dean will keep a record of all professional development through professional meetings.

The university will bear the expenses of these meetings for the individual only within the budgetary constraints of that academic year. Faculty members must consult with the school dean concerning all financial arrangements including registration and travel.

Upon request and adequate notice, the university will normally grant the faculty member the privilege of borrowing advance funds for professional meetings. An Advance Request Form must be made out and approved at the appropriate supervisory level for the advance amount requested. The amount of the advance funds will be treated as a loan and will appear as a charge in a personal account under the faculty member's name. (All faculty members have a personal account number in the Business Office.)

Within two weeks after the professional meeting, the faculty member must complete an expense reimbursement form and submit it to the appropriate supervisor along with the expense receipts. These will document that the advance was spent for appropriate business necessity. Without this documentation, the advance (loan) must be repaid by the faculty member. The expense reimbursement form with the appropriate supervisory approval is sent to the Provost.

Faculty members who have not submitted the required expense report and documentation and whose accounts are outstanding without an expense report after several reminders from the Business Office and a three-day grace period will have the amount of the advance deducted from their paychecks. They will also lose the privilege of future advance funding. This privilege may be reinstated only by the approval of the Provost and the Vice President for Finance and Administration.

## **Program Coordinators**

Program Coordinators are faculty that report directly to their Department Chair or Program Director. Every academic program at the university has an identified Program Coordinator that serves as the content expert for that particular academic field. In order to ensure that each degree program reflects the appropriate content, courses, and faculty oversight, the Program Coordinator is properly credentialed in the particular field as an academic expert and is responsible for yearly oversight. Program Coordinators retain a full-time teaching load.

## Registration and Student Records Policies

Registration and Records Policies, including incompletes, grade changes, dropping courses, etc., for students can be found in the LeTourneau University Catalog at <http://www.letu.edu/academics/catalog/>.

## Sabbatical Leave

Full-time faculty members who have served at LeTourneau University for a minimum of seven years of full-time faculty employment and have attained the rank of associate professor are eligible to apply for a sabbatical leave. The sabbatical leave is designed to further the professional stature of the faculty and enhance their performance at the university. An application for a sabbatical leave must be made in writing to the Provost along with detailed plans of leave activities a minimum of one calendar year prior to the beginning date of the proposed leave. This timetable is intended to provide time for review and approval by the Tenure, Promotion, and Leave Committee; the Provost; and the Vice President for Finance and Administration; and the President.

After a sabbatical leave, faculty members again become eligible for another sabbatical leave following seven additional years of full-time service. This pattern continues throughout the faculty member's career except that a professor must be at least three years from retirement (one year of sabbatical leave followed by two years of service) to be eligible for such a leave.

A faculty member may request a two-semester leave at half salary or a one-semester leave with full salary. During the leave, the faculty member continues to have eligibility for full-time benefits.

The sabbatical leave assistance is a forgivable loan. Two years of full-time service are required after the sabbatical leave for the loan to be fully forgiven. Forgiveness will begin with the next semester after the sabbatical has ended. The loan will be forgiven as follows; partial years will not be prorated.

- One-half at the end of one year after the end of the sabbatical leave.
- One-half at the end of the second year after the end of the sabbatical leave.

If the faculty member separates or reduces status to part time prior to two full years after completing the sabbatical leave, the faculty member will be liable for the balance due on the loan. Loan repayment must begin within 30 days of the separation or change in status and must be paid within two years at an interest rate of 8% on the balance owed.

A sabbatical leave is not automatic after seven years but will be dependent on the anticipated professional development of the faculty member; the enhancement of the faculty member's

performance at the university, including the benefit to the university in research or teaching; and the availability of funds.

A faculty member will not be granted a sabbatical leave and an educational leave in the same seven-year period.

### **Separation from the University**

When a faculty member is separating from the university, the faculty member should contact the Director of Human Resources by the last working day to make any necessary arrangements for insurance conversions, disposition of the final paycheck, unpaid account or note balances, pension disposition papers, and other pertinent data. All university keys and property must be returned before the final paycheck is released.

#### *Resignation*

- Faculty on tenure contracts: Resignation may be permitted only if the written resignation is tendered to the Office of the Provost prior to March 15 before the next academic year. Resignation before the end of the contract period may be permitted only in extreme circumstances and only by written request by the faculty member and written approval of the Provost.
- Faculty on non-tenure contracts: Resignation after the acceptance of a non-tenure contract may be permitted only if the written resignation is tendered to the Office of the Provost 120 calendar days prior to the beginning of the contract period, otherwise by written consent of the Provost and the President.

#### *Retirement*

Notice of retirement by a faculty member should be tendered to the Office of the Provost 120 calendar days prior to the beginning of the contract period for faculty on non-tenure contracts and prior to January 15 before the new academic year for faculty on tenure contracts.

All employment rights and benefits shall terminate on the day of retirement except for those rights vested under a university pension plan. Retirees may continue their health insurance by paying the premium cost to the university. In most cases this will be a Medicare supplement policy, but it is the option of the university. Life insurance cannot be continued except as it is converted to individual coverage.

#### *Phased Retirement*

Phased retirement is designed to allow faculty to move into retirement gradually through a voluntary reduction in work and in pay in exchange for tenure resignation. It should enable the

university to retain faculty expertise and knowledge, while planning for on-going replacement. Phased retirement must be in the best interest of the university, that is, in keeping with specific programmatic goals or other special circumstances and the need for one's continued participation in one's area of expertise.

To be eligible for phased retirement, one must be aged 60 or older and tenured, with at least fifteen years of full-time service at LETU immediately prior to entering phased retirement. One should also have attained the rank of Associate Professor or Professor. A faculty member must also hold a position that can be reasonably split in a way that a portion of the job may be performed on less than a full-time basis without materially altering the expectations and responsibilities inherent in the position and without adversely affecting the area or program. Eligibility is also based on one's employment record and history.

Approval of a request for phased retirement is not guaranteed and may be denied. One's workload may not be reduced to teaching less than 6 credit hours per semester plus office hours. There will be no expectation of committee work or advising. Other appropriate assignments may be substituted for some of the teaching load. Assignments and work schedules are developed by the faculty member and the department chair, subject to the approval of the dean and Office of the Provost. Salary will be reduced commensurate with the reduction in workload and must be approved by the Vice President for Finance and Administration.

Any tenure is relinquished by the faculty member and one-year term contracts may be issued for no more than three years. The phased retirement agreement may be modified by mutual consent. The faculty member may be considered for employment in an adjunct status after completion of phased retirement, but there is no guarantee of this.

Faculty rank will be continued without change throughout phased retirement.

Phased retirees may participate in the health plan on the same conditions as full-time employees and at the same rates. They may also participate in flexible spending accounts. The university's contribution to the retirement plan will continue as long as the faculty member meets the plan's requirements. One may have continued use of university facilities, but no other benefits will be provided other than those required by law.

Either the university or the faculty member may initiate dialogue regarding phased retirement. The phased retirement proposal should be submitted to the appropriate dean by October 15th of the year preceding phased retirement. An agreement will be drawn up for signature by December 15th of the year preceding phased retirement. Once a request for phased retirement has been submitted, it must be approved in writing by the department chair, dean, the Office of the Provost, and the President. See also the section of Phased Retirement under Faculty Classifications in Section II.

### *Non-reappointment*

- Tenure Contracts: The University is not under obligation to issue the faculty member a new term contract for the subsequent contract term. Reason may be given but the university is not obligated to do so. The grievance policy does not apply to the case of not issuing another term contract.
- Non-Tenure Contracts: In the event the university does not plan to reemploy the faculty member for a subsequent year, notification in writing will be given no later than March 15.

The notice requirements are intended to provide some time with sustained income for the faculty member to locate other employment. If the university misses the notification date, the faculty member shall be entitled to receive severance pay beyond his or her normal salary. The severance pay will be equal to the amount the faculty member normally receives during the delinquent notice period under his or her present contract.

### *Layoff*

Layoff will occur when the Board of Trustees, in consultation with the President, determines that a financial exigency exists within the university or when the President determines that for a subunit of the university a reorganization, elimination, or curtailment of academic programs is necessary.

Written notice of not less than 30 calendar days shall be given to full-time and part-time ranked faculty when layoff becomes necessary in the case of curtailment or elimination of all university programs.

Written notice shall be given no later than March 15 when layoff becomes necessary due to a curtailment, reorganization, or elimination of specific university programs, effective the first reporting day of the following fall semester. If the university misses the notification date, the faculty member shall be entitled to receive severance pay beyond his or her normal salary. The severance pay will be equal to the amount the faculty member normally receives during the delinquent notice period under his or her present contract.

Notice will be sufficient if it is hand delivered to the faculty member or placed in the U.S. mail, certified, and addressed to the faculty member at the last address provided by the faculty member to Human Resources.

Should the position with the same job description be reopened within one year, the faculty member whose contract has not been renewed because of layoff has a preemptive right to that position over other applicants.

### *Discharge for Cause*

The university can terminate the contractual rights of a faculty member for just cause. “Just cause” is defined to mean

- Insubordination
- Neglect of duty
- Incompetence
- Failure to remediate deficiencies as outlined in prescriptive action under sections 2.5 and 2.9.5
- Falsification of academic qualifications
- Plagiarism
- Misappropriation or misapplication of institutional funds
- Breach of the terms and conditions of employment
- Knowing or reckless violation of established legal rights of students or employees of the university
- Disrupting the peace and tranquility of the campus
- Knowing or reckless violation of the ethics of this handbook or of recognized canons of ethics of the faculty member’s discipline or profession
- Departure in conduct or belief from the Statement of Faith or the statements of philosophy of section 1.2, or
- Moral turpitude as construed in light of the Bible.

In the event that a faculty member is discharged from the university for just cause written notice specifying the cause of the termination shall be given, a summary of the evidence which the university is using to establish cause, and a reference to the grievance rights of the faculty member as specified in section 2.13. The written notice by the Provost shall be given no less than 30 calendar days prior to the effective date of the termination. The faculty salary will continue only through the date of termination.

The university reserves the right to give an immediate severance in the event that the normal functioning of the university would be disrupted, or that the health and safety of university students, university personnel, or the faculty member would be endangered.

Notice will be sufficient if it is hand delivered to the faculty member or is placed in the U.S. mail, certified, and addressed to the faculty member at the last address provided by the faculty member to Human Resources.

### *Progressive Discipline*

The normal steps and procedures of progressive discipline are as follows:

1. Written notification to the faculty member by his/her school dean. It should be stated in the notification that the communication is the first step of progressive discipline, the area needing remediation, and a date specified by which time compliance is expected.
2. Written warning to the faculty member by the Provost after consultation with the school dean. The written warning should state that it is the second step in the progressive discipline procedures, the area needing remediation, and a date specified by which time compliance is expected.
3. Written notification of suspension with or without pay, or discharge for cause by the Provost. A suspension notification should specify the conditions of the suspension. A written notification of discharge must follow procedures of section 2.9.4.2.

Copies of all progressive discipline correspondence shall be placed in the faculty member's discipline and grievance file (See section 2.4.2). Faculty members have the option to place a response to discipline in their discipline and grievance file.

### **Sick Leave**

Faculty are allowed a short-term sick leave without loss of salary or benefits. Short-term illness may be due to any condition, whether physical or mental, including conditions resulting from pregnancy and childbirth, which prevents faculty members from performing their duties at the university. Short-term shall be such time as approved by the school dean, Provost, and the President when a replacement for faculty is not required to cover the teaching responsibility or where short-term replacement is agreed upon.

The university reserves the right to require written certification from a qualified health care professional to be submitted by the faculty member verifying that a short-term illness exists (See section 2.10.3.2).

In the case of long-term illness or disability, the university will continue salary and benefits until a replacement becomes necessary in the judgment of the Provost and the President. The faculty member may petition the Provost for a leave of absence. The granting of a leave of absence, with or without pay, and any provisions of the leave due to sickness or disability will be determined by the Provost and the President.

### **Solicitation and Distribution**

For the protection of the LeTourneau University community, no solicitation of any type (selling, promoting, etc.) is permitted on the university campus or educational centers by students, faculty, staff members, or others from outside the university, unless specifically authorized by the Vice President for Finance and Administration. This includes solicitation to individuals, in offices, residence halls, apartment areas, or through the campus post office and e-mail. If a

person contacts your office and wishes to distribute materials or promotions related to their business interests (e.g., insurance pamphlets, etc.), please explain to the person that the university has a “No Solicitation” policy regarding the contacting of our students, faculty, and staff through their affiliation with the university. If you are asked to provide any university data, such as e-mail or home addresses, phone numbers, etc., for the use of solicitation or distribution by or to prospective students, current students, alumni, faculty or staff, this policy prohibits doing so.

No personal business (music lessons, computer sales, etc.) may be operated from any campus location without written permission from the Dean of Students. University employees may only sell items relative to their personal/family interests, but not business interests, in non-work areas on non-work time. Refer to Section \_\_\_ for information about posting on university bulletin boards.

### **Sponsorship and Organizations**

Organizations and clubs are under the supervision of Student Life, and each has a constitution and faculty advisor(s). Faculty advisors should be at all activities and are responsible to the Dean of Students for the regulations of the university. The advisor acts as the official liaison between the organization and the administration.

### **Storage on Campus**

The Facilities Services Office should be notified concerning storage of university-owned files and equipment. The university is unable to provide storage for the faculty or staff member’s personal effects, even though they may be related to the position at the university.

### **Student Advising and Registration**

The academic advising of students is a high institutional priority. All full-time traditional faculty members are required to advise the students assigned to them by the Deans. In order to adequately advise students, the faculty member must be familiar with university academic policies given in the catalog and Student Handbook. The student ultimately is responsible to keep informed of university policies which are in the LeTourneau University Catalog and the Student Handbook. The faculty member communicates established policy but does not have the authority to make policy or change it.

#### *Student Registration*

A general procedure has been established for all current students to meet with their faculty advisors for preregistration advising. During the registration period, the student will need to

discuss his registration plan with his advisor. The advisor will then clear the student's advisor hold. On-ground registration is scheduled for the day preceding the first day of classes. Faculty are expected to be available to assist in the registration of any student within his major area.

### *Academic Advising*

Academic advising at LeTourneau University also includes but is not limited to the following:

- Discussion of educational goals and selection of the proper major to attain those goals.
- Monitoring academic progress.
- Helping the student remain informed of university academic policies.
- Meeting individually with advisees as time permits or as needed. Personal and spiritual advising is encouraged on an individual basis. This provides the faculty member an additional opportunity of personal ministry to students. The faculty member should be careful not to promise to keep confidences about actions which contradict the policies of the university or violate civil laws. Counsel which involves university regulations or disciplinary action is the responsibility of the Dean of Students. Students who require professional counseling and therapy should be referred to the LETU Center for Counseling.

### **Student Complaints**

The student complaints policy provides guidance as to how the University defines written complaints, the structure for communication and resolution of complaints, and the systematic means for documenting complaints and resolutions. A good faith effort will be made by the institution to reach a resolution that is beneficial to those involved in a formal complaint.

For more information regarding the Student Complaints procedure, see the University policy at <http://www.letu.edu/start/publications/policy/upps/studentcomplaints.pdf>.

### **Student Lists**

The university does not make available a list of students to any individual or organization outside the institution. Faculty and staff members who are issued student lists through the Student Life Office must keep these lists confidential.

### **Student Records and Transcripts**

All students' academic records and transcripts are located in the Registrar's Office. These records are the property of the university, and the university is under legal obligation to protect the records of the students, to deny access to unauthorized persons, and to furnish transcripts of students' records under proper conditions. In order to request a transcript, a student must submit the online form along with payment of the transcript fee. Currently enrolled students

can initiate transcript requests using myLETU. Former students may initiate transcript requests at the following link: <https://iwantmytranscript.com/letu>

### **Students with Disabilities**

In support of the *Americans with Disabilities Act*, LeTourneau University requires students who wish to request accommodations on the basis of a disability to self-identify and provide proper documentation to University officials (see Special Policy #12 in the Student Handbook). Students may request special assistance on the basis of a disability by contacting the Director of Student Achievement at [ada@letu.edu](mailto:ada@letu.edu).

### **Summer Camps**

Each year, LeTourneau hosts a number of summer camps designed for children of all ages. These camps feature a wide variety of fun and educational topics. Snacks are available for each academic camps session and are included in the cost of each camp. Lunch is available for all-day campers. Experienced and mature directors, coaches and counselors provide supervision for the campers.

### **Syllabi**

Course syllabi must be approved by the school dean. The course syllabus augments the catalog course description. It should clearly present the course description, the outcomes and requirements of the course, the textbook(s) and supplementary materials used, the evaluation and grading scale, the attendance policy, and other items. Each faculty member is required to prepare a syllabus for each course taught which conforms to the minimum standards and format set by the Office of Provost. The syllabus format is available through the Office of the Provost.

It is expected that course syllabi will have collegial consensus within the discipline. The syllabus for each course will be reviewed by the faculty member each year prior to the course being taught. The information contained in each syllabus must be evaluated as to its currency and must demonstrate course quality. Evaluation procedures must discern between levels of student performance.

Each individual faculty member will be responsible to distribute the syllabus to the students at the beginning of each course. Copies must be sent to the school dean prior to teaching the course. The school deans are responsible for maintaining course syllabus files and providing copies of the latest syllabi upon request from the Office of the Provost.

When syllabi are reviewed by school deans, they must ensure that all course objectives link to program objectives and that all program objectives are met throughout the total course of study. This is best done through curriculum mapping and program evaluation.

## **Tardiness or Absences from Class**

Faculty members should make every effort to meet their classes on time and give them the required period of instruction. In the event teachers fail to meet a class by fifteen minutes past the regular starting time, the class may have the privilege of dismissing itself without penalty.

Should an emergency arise that prevents a faculty member from being able to meet a class, the residential faculty member should contact the department chair, and faculty members at other campuses should contact their center director as soon as possible.

When faculty members know in advance they will not be able to meet a class, they must obtain approval in writing from the department chair or program director.

## **Teaching Faculty Organization**

The Teaching Faculty Organization (TFO) normally meets monthly during the regular Fall and Spring semesters. The purpose of this organization is to consider institutional policies and practices relating to the academic area, faculty personnel concerns, and related academic issues for recommendation to the administration. The Teaching Faculty Organization operates by a Constitution and By-laws. Membership consists of all full-time faculty with academic rank (Instructor, Assistant Professor, Associate Professor, and Professor) along with the President of the University and the Provost/Chief Academic Officer. For more information, please refer to the TFO Constitution (available through Canvas), By-Laws (below) and [University policy](#) on the TFO.

### **CONSTITUTION**

*Revision approved by vote of TFO, February 22, 2011*

*Revision approved by vote of LETU Board, April 14, 2011*

### **PREAMBLE**

The faculty of any institution of higher learning must be aware of its vital position in the academic community. If the faculty does not recognize this vital position, or if the faculty is not willing to accept this position, any plan of organization will be for naught, and the impact of the institution on the academic world will be mediocre at best.

The faculty must be organized in such a way that the purposes and directions of the institution can be carried out with active faculty participation. Faculty organization is necessary to involve the faculty more directly in matters of the institution, particularly in the realm of academic

affairs. Although the faculty is not a social organization, this aspect of the organization should not be overlooked. The faculty should be vitally concerned with maintaining a high level of morale in the institution and the student body, and in upholding the Christian philosophy of the University.

**ARTICLE 1  
AUTHORIZATION**

The trustees of the University have duly authorized this organization.

**ARTICLE 2  
PURPOSE**

The LeTourneau University Teaching Faculty Organization shall be the body through which the teaching faculty, individually and collectively, may be encouraged to voice opinions, make recommendations and actively participate in the academic affairs of the University. The organization shall provide the opportunity for fostering better communication and dialogue within the teaching faculty on issues that affect the program of the institution. Recommendations and other data transmitted by the organization will assist the administration in its decision-making responsibility.

**ARTICLE 3  
MEMBERSHIP**

- 3.1 The Teaching Faculty Organization shall consist of all faculty with academic rank (Instructor, Assistant Professor, Associate Professor, Professor) along with the President of the University and the Provost/Chief Academic Officer.
- 3.2 Other individuals may be granted affiliate membership by vote of the faculty members.

**ARTICLE 4  
OFFICERS**

The officers of the Teaching Faculty Organization shall be president, president-elect, past-president, secretary, parliamentarian, and a representative from each of the following schools: Aviation and Aeronautical Science, Arts and Sciences, Business, Education, and Engineering and Engineering Technology.

**ARTICLE 5  
MEETINGS**

The Teaching Faculty Organization shall meet at regularly scheduled times throughout the academic year.

**ARTICLE 6  
STATEMENT OF QUORUM**

A quorum for conducting business shall be a majority of the faculty members.

**ARTICLE 7  
RULES OF ORDER**

The meetings of the Teaching Faculty Organization shall be conducted according to the latest version of Robert's Rules of Parliamentary Procedures.

**ARTICLE 8  
COMMITTEES**

Committees, standing and ad hoc, (with the exception of the nominating committee) shall be appointed from the Teaching Faculty Organization by the president of the Teaching Faculty Organization.

**8.1 NOMINATING COMMITTEE**

A nominating committee of three members, appointed by the current year's Teaching Faculty Organization's Academic Affairs Committee, shall submit a name for each officer for election by the membership. The nominating committee to the membership must submit a minimum of two names for the position of vice president.

**8.2 ACADEMIC AFFAIRS COMMITTEE**

This committee deals with matters concerning the academic process such as: curriculum, faculty growth and development, and academic procedures.

**8.3 INTERPERSONAL AFFAIRS COMMITTEE**

This committee shall deal with matters relating to the faculty member's personal role in

the life of the University. This is construed to mean such things as working conditions and relationships with other faculty members, students, and administration.

**ARTICLE 9  
BYLAWS**

Bylaws shall be adopted for the functioning of the organization as needed. They shall be adopted by a majority of the faculty members present at a scheduled meeting.

**ARTICLE 10  
AMENDMENTS**

Amendments to the constitution may be made by three-fourths vote of the voting members present at a scheduled meeting. Proposed amendments must be submitted in writing at a regular meeting of the Teaching Faculty Organization and voted upon at the next regular meeting.

## **BYLAWS**

*Revision approved by vote of TFO, February 22, 2011*

*Revision approved by vote of LETU Board. April 14, 2011*

### **ARTICLE 1**

#### **VOTING**

Only members with academic rank (including President and Provost/Chief Academic Officer, with or without academic rank) shall be eligible to vote on matters brought before the Teaching Faculty Organization.

### **ARTICLE 2**

#### **NON-ACADEMIC MEMBERS**

##### **2.1 EX OFFICIO MEMBERS**

Ex officio members of the Teaching Faculty Organization shall include the President, the Provost, the Vice President for the School of Graduate and Professional Studies, the Vice President for Enrollment Services, the Registrar, and the University Chaplain.

##### **2.2 AFFILIATE MEMBERS**

Individuals not holding academic rank may be given affiliate member status in the Teaching Faculty Organization by amendment to the bylaws

### **ARTICLE 3**

#### **ELECTION OF OFFICERS**

3.1 The president-elect shall be elected by the Teaching Faculty Organization membership during the last regularly scheduled meeting of the spring semester.

3.2 The president-elect shall succeed the president at the end of the president's year of service in that office.

3.3 Following his/her year in office as president, the president shall serve as past-president.

3.4 One representative from each school shall be elected by each respective school. School

representatives for the following school year shall be elected in time to be announced at the final regularly-scheduled TFO meeting of the school year.

- 3.5 The president of the Teaching Faculty Organization shall appoint school representatives to serve as secretary and as parliamentarian.

#### **ARTICLE 4 TERM OF OFFICE**

- 4.1 School Representatives shall be elected for a term of one year beginning May 15 and limited to two consecutive terms in the same office.

- 4.1 The president-elect, president, and past-president shall be elected for a term of one year beginning May 15 and limited to two consecutive terms in the same office.

#### **ARTICLE 5 SUCCESSION**

- 5.1 If a school representative is unable to fulfill his or her term, the respective school shall elect a new representative by the next TFO meeting. If the representative also served as a secretary or parliamentarian, the TFO president shall appoint a new officer from the school representatives by the next TFO meeting.

- 5.2 The president-elect shall succeed the president at the end of the president's year of service in that office. If the president-elect resigns at any time after taking office and before the election of officers the following spring, then the nominating committee shall select at least two candidates for president-elect by the next TFO meeting, at which time the TFO shall elect a new president-elect. If the president-elect resigns after the election of officers and before taking office as president on May 15, then the current president shall continue in office for another year.

- 5.3 If the president resigns on or after August 15, the president-elect shall assume the office of president, and a new president-elect shall be elected as above. The new president shall fulfill the remainder of the incomplete term and then fulfill the succeeding original one year term as president. If the president resigns after taking office on May 15 and before August 15, the past-president (who was president until May 15) shall become president again for the remainder of that year.

- 5.4 If the past-president resigns at any time or the position becomes vacant for any reason, the immediately preceding past-president shall fulfill the remainder of the term. If the

immediately preceding past-president is unable to serve, any other preceding past-president may fulfill the remainder of the term, as chosen by the president.

**ARTICLE 6  
SCHEDULE OF MEETINGS**

The Teaching Faculty Organization shall meet once a month on a regularly scheduled date as established by the president at the beginning of each semester.

**ARTICLE 7  
SPECIAL MEETINGS**

Special meetings may be called as necessary by the president.

**ARTICLE 8  
AGENDA**

The agenda should be distributed three days prior to a scheduled meeting. Items to be included on the agenda should be submitted to the president at least one week prior to a scheduled meeting. The agenda should always include an open period for unforeseen items of discussion which do not appear on the agenda.

**ARTICLE 9  
COMMITTEES - APPOINTMENTS**

The president of the Teaching Faculty Organization shall appoint annually a chair and four additional members to each standing committee with the exception of the nominating committee which is regulated by the Constitution.

**ARTICLE 10  
AMENDMENTS TO BYLAWS**

Amendments to the bylaws may be made by a majority vote of the voting members present at a scheduled meeting. Proposed amendments must be submitted in writing at a regular meeting of the Teaching Faculty Organization and voted upon at the next regular meeting.

## Textbooks

All textbook selections and changes must be approved by the school dean. The school dean is responsible to maintain a system of review which will ensure quality course content and adequate textual material. The following criteria should be used in adopting a textbook:

- A textbook should be recognized by most professionals in the discipline as one of the best texts available.
- Where possible, consult with colleagues to achieve a broader academic consensus.
- A textbook should be changed only when it becomes outdated or another one is clearly superior to the current text being used.
- The cost of the textbook and its financial burden on the students should be considered.

All schools must check text editions for upcoming classes several months in advance for all courses to ensure there is enough time to revise the course.

If the residential and online courses have the same course number, in most cases the textbook should also be the same. School staff must ensure that when a new book is selected for these classes, it is implemented in both types of course offerings.

Information to order desk copies of textbooks and to download course materials is available online for all current courses. Students are responsible for purchasing their textbooks before the course begins. Students have the option of purchasing their textbooks from the university's preferred vendor, as part of the online registration process. Students with a current FAFSA on file may charge textbooks to their account if purchased within established windows. If students fail to obtain their textbooks before the course begins, they are still held to course requirements as published in the syllabus. Instructor discretion may be used in special situations.

All faculty members have access to CourseSmart where electronic copies of numerous textbooks can be viewed and downloaded. A link to CourseSmart is available on the initial Canvas Screen after faculty member log-in under "Courses." If the text is not available on CourseSmart, faculty members need to contact the publisher's representative directly to receive a desk copy of the textbooks. The list of the publishers, their representatives and contact numbers are found in the faculty resources section of the faculty orientation course in Canvas. Simply call, email or fax a request to that publisher's representative for the textbook you need. They will mail a copy directly to the address provided.

For global courses, pertinent textbook information to order a textbook is found in two locations:

- a. The instructor's teaching contract will indicate the book ISBN number and title, and the name of the publisher.
- b. The front cover of the faculty and student guides indicate the book ISBN number and title, and the name of the publisher.

## University Police Department (UPD)

The University Police Department is a State-approved police agency with full authority and power as prescribed by the State of Texas. UPD is responsible for the daily schedule of opening and closing of all campus buildings and facilitates afterhours access for students who have been authorized by their department to have evening/weekend access to specified labs. With the exception of classrooms scheduled for evening classes, office areas and classrooms are closed to students after 5:00 p.m. Unless otherwise notified by the school dean, department chair, or the Police Department, the last faculty member to leave after 5:00 p.m. should lock the office area and/or building.

## University Research, Data Collection, and Assessment

LeTourneau University encourages thoughtful and purposeful research that seeks to generate new data or broaden the information available in a particular field of academic study. The university also believes that other types of data collection are important steps in evaluating institutional effectiveness but does not wish to inundate any particular population with information requests.

All research or data collection should be appropriate to and supportive of the university's mission, have high standards of quality, make reasonable use of institutional resources, protect the rights of the subjects of the research, make appropriate use of results, weigh the potential of legal liability and hazard to property or human health, and consider the impact upon the larger university purpose. The university's data collection policies are intended to support and undergird research, training, and academic freedom, while at the same time ensuring that appropriate outcomes occur and balancing the benefits to the institution with the purposes of the researcher.

Section 4.1.5 of the *Employee Handbook* (<http://www.letu.edu/administrative/human-resources/handbook.html>) provides clarification for the appropriate procedures related to research and data collection, regardless of whether or not the process is initiated or conducted by LeTourneau University full-time or part-time faculty, staff, or students. The procedures must also be followed if LeTourneau University constituency groups or populations are being asked to participate in that research or data collection.

The Research Proposal form can be found here <http://www.letu.edu/Portal/fac-staff/research-form6.html>.

All persons interested in conducting any form of research or data collection at LeTourneau University—regardless of its purpose, type, methodology, guarantee of anonymity, intent to publish or not to publish, whether sponsored or non-sponsored, and whether involving human

subjects or not—are expected to read and adhere to the policy within Section 4.1.5 of the Employee Handbook. It is important for the person contemplating data collection or research to apprise the appropriate dean or supervisor of his/her plans. The dean or supervisor can provide guidance and interpretation regarding university policies. The dean or supervisor will consider the mission of the university, the purpose and nature of the research/data collection, the population(s) to be surveyed, the audience for publication, the costs in both time and funds, and the potential legal issues or liability, in keeping with the university's policies on research and data collection as stipulated in the *OSP Policies and Procedures* at <http://www.letu.edu/fac-staff/research>, *Employee Handbook* and within federal guidelines.

If a particular type of research or data collection project is not addressed within this policy, the person wishing to conduct such is advised to contact the appropriate area cabinet administrator for advisement as to the appropriate procedures.

### **University Symbols**

Use of the university seal, letterhead, logo, or mascot by external entities must be approved by the Director of University Marketing and Communications. The style, lettering, shape, or color of the university seal, logo, and mascot shall not be altered for use on any materials, publication, signage, etc., without specific approval of the Director of University Marketing and Communications.

### **Use of Campus Facilities by the LeTourneau Community**

All classroom assignments and use of classrooms during both daytime and evening hours for university academic classes are made by the Office of the Registrar and any change of classroom designation should have prior clearance from the Registrar.

All other facility usage is scheduled through the Facilities and Event Coordinator. Major campus events are scheduled one or two years in advance in consultation with the members of the President's cabinet. These events should be sent to the Facilities and Event Coordinator to be placed on the Master Calendar. The Facilities and Event Coordinator will maintain the Master Calendar, and those planned activities which are of interest to the campus community will be distributed to all faculty and staff at the beginning of each month.

### **Vacation and Holidays for Full-Time Faculty**

#### *School Deans and Administrative Faculty on 11-Month Contracts*

School deans are eligible for all faculty holidays that occur within a semester, including the fall and spring breaks. In addition, they are eligible for the five-day non-discretionary staff vacation plus twenty days of vacation during the summer period. Vacation not used during the contract year will be forfeited and will not be paid in lieu of taking the time off.

### *Faculty—Nine-Month Contracts*

Faculty holidays will normally follow student holidays when class is not in session (see the LeTourneau University Catalog calendar). During the contract period, however, faculty members are expected to be present at all functions, such as faculty workshops and other special meeting times, as specified by the Provost and/or the President. Any deviation to this policy will be specified by the President.

Faculty members are expected to serve and be available for the full term of their agreement from the starting date through the completion date specified therein. Vacations or off-time during this period, if applicable, will be clearly spelled out in the contract.

### *Aviation and Aeronautical Science Faculty—Twelve-Month Contracts for Professional Flight*

Aviation and Aeronautical Science faculty with twelve-month contracts are expected to teach as scheduled and carry out other responsibilities as assigned. They are expected to be present at all functions, such as faculty workshop and other special meetings, as specified by the Provost or the President. Any deviation to this policy will be specified by the President.

Aviation and Aeronautical Science faculty members are expected to serve and be available for the full term of their agreement from the starting date through the completion date specified therein. They are eligible for the fall break and all faculty holidays that occur within a semester, except for the spring break. In addition, they are eligible to begin the semester break on the Thursday after the fall commencement and must return to work on the Thursday before spring registration. They also have fifteen days of vacation during the summer period. After five years of cumulative, full-time service since the last date of employment, the additional vacation will increase to twenty days during the summer period. This vacation may be scheduled in one or more blocks of time if it does not negatively affect the teaching or work schedule. Limitations on scheduling of vacation may be determined by the Department Chair or School Dean and sufficient advance notice and approval are required prior to taking it. Vacation not used during the fiscal year will be forfeited and will not be paid in lieu of taking the time off.

### **Vehicle Registration and Use on Campus**

All faculty and staff vehicles operated on campus are required to be registered with the University Police Department (UPD) within five business days of becoming employed. Anyone obtaining a new vehicle is also required to notify the UPD of the change within five days. The Registration Form is available online at [https://ssl.letu.edu/pages/Student-Life/campus-safety/Vehicle\\_Regulations/employee\\_vehicle\\_reg.html](https://ssl.letu.edu/pages/Student-Life/campus-safety/Vehicle_Regulations/employee_vehicle_reg.html) or at the UPD. The University Police Department will issue parking permits, which are to be affixed to the left rear window or the left rear bumper. Employees are responsible to obey and comply with parking and traffic regulations of the university. Failure to comply will subject one to citation and fines. All laws of

vehicle operation dictated by the State of Texas are enforceable by the UPD. Out-of-state licenses and registrations must become Texas compliant within 30 days of moving to Texas.

### **Workload, Full-Time Faculty**

The largest portion of responsibility for the full-time faculty member is the teaching load. The department chair is responsible for assigning teaching loads within an academic department. The following guidelines for a full teaching load are meant to be applied judiciously by the department chair, the school dean, and the Office of the Provost, taking into account such factors as class size and special assessments and grading requirements. Exceptions to these guidelines shall be held to a minimum and will be done with the agreement of the faculty member and approval of the Office of the Provost.

#### *Full-Time Teaching Loads*

|   |
|---|
| Per semester:   |
| <ul style="list-style-type: none"><li>• 12 semester hours with 4 preparations, or</li><li>• 15 semester hours with 3 preparations, or</li><li>• 20 contact hours (lab-type courses)</li></ul> |
| Directing independent study is not included in the above.   |

Faculty members who coach an intercollegiate sport will receive 3-6 semester hours of credit for coaching duties.

Teaching loads for academic deans will be established by the Office of the Provost.

On occasion, course reduction below the above prescribed levels may be allowed for persons under contract to do research for the Office of Sponsored Programs, with the reduced load funded by the contract or grant reimbursement. Prior approval of the department chair, school dean, and the Office of the Provost is required for such reduction.

The approval of the school dean, in consultation with the Office of the Provost, is necessary before a full-time faculty member arranges for employment beyond the normal teaching load, either at LeTourneau University or some other institution.

#### *Other Areas of Responsibility for Full-Time Faculty*

As noted in Section III above, besides classroom teaching responsibilities, on an annual basis full-time faculty are expected to make a “contribution to students” through advising, office hours, and other ways of investing in the life and success of students at LeTourneau. General contribution to the university is expected by fulfilling departmental, school, and university assignments and committee work. Contribution to the community through committed church and civic service, as well as quality contribution to scholarship as defined by the *Institutional*

*Definition and Standards of Faculty Scholarship*

([http://www.letu.edu/opencms/export/sites/default/ Other-Resources/Office-of-the-Provost/Resources-for-Current-Faculty/Appendix\\_Institutional\\_Definition\\_and\\_Standards\\_of\\_Faculty\\_Scholarship.pdf](http://www.letu.edu/opencms/export/sites/default/Other-Resources/Office-of-the-Provost/Resources-for-Current-Faculty/Appendix_Institutional_Definition_and_Standards_of_Faculty_Scholarship.pdf)) are expectations for successful performance of the full-time professorate.

## VII. Appendix— Faculty Forms and Documents

### *Faculty Search and Appointment*

- [Position Approval Form \(PAF\)](#)
- [LeTourneau University Application](#)
- [Statement of Faith](#)
- [Faith Questions for Prospective Faculty](#)
- [Form A: Application Evaluation](#)
- [Form B: Phone Interview Questionnaire](#)
- [Form C: Personnel Reference Worksheet](#)
- [Form D: Campus Interview Evaluation](#)
- [Conflict of Interest Disclosure](#)
- [Faculty/Staff Action Form \(FSAF\)](#)
- [Criminal Background Check](#)

### *Faculty Evaluation*

- [Cover Page](#)
- [End-of-Course Student Evaluation](#)
- [Faculty Current Information \(FCI\)](#)
- [Faculty Contribution Form \(FCF\)](#)
- [Faculty Assessment Form \(FAF\)](#)
- New Faculty Mentor Evaluation
- [Professional Growth and Development Plan](#)
- [Peer-Reviewed Teaching Demonstration Evaluation](#)
- [Promotion and/or Tenure Signatures Page](#)
- [Student Advising Policy](#)
- [Student Evaluation of Laboratory and Activity Classes](#)
- Supervisor Teaching Demonstration Evaluation
- [Tenure, Promotion, and Leave Committee Reminders](#)

### *Forms Specific to Adjunct Faculty*

- [Adjunct Faculty Contribution Form](#)
- [Adjunct Faculty Assessment Form](#)
- [Adjunct Credentialing Form](#)
- [Credential Justification Form](#)

### *Forms Specific to Online Teaching Evaluation*

- [Global Course Evaluation Form](#)
- Global Course Mentor Review Form
- Global Course Peer Review Form

### *Miscellaneous*

- Academic or Group Travel Approval Form

- [Academic Regalia Request](#)
- [Community Covenant](#)
- [Furniture Move / Purchase Request Form](#)
- [Data Collection—Research Web Page](#)
- [Expense Reimbursement Form](#)
- [Graduate Educational Loan Form](#)
- [Intellectual Property Policy](#)
- [New Program Development and Approval—Proforma and Proposal](#)
- [Paid Educational Leave Form](#)
- [Purchase Requisition Form](#)
- [Sabbatical Request Form](#)
- Student Unsatisfactory Progress or Behavior Form