

Spring 2007

EMPLOYEE Guidebook

LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI



Employee Guidebook

Written in this document are general guidelines for safe and effective operating practices. Nothing contained or implied herein creates or constitutes a contractual obligation to employees on the part of Lindenwood University. The policies, procedures and guidelines contained in this guidebook are subject to change at any time. These guidelines neither confer any obligation on Lindenwood University nor create any right to employment on the part of the employee. All employees should acknowledge receipt of this document in writing, and it is the responsibility of the employee to become familiar with its terms. It is not to be considered a contract, either expressed or implied, between the University and employee.

LINDENWOOD
LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

TABLE OF CONTENTS

Welcome

Letter from the President	1
History	1
Mission Statement	1
Philosophy of Human Resources	1
A. Equal Employment Opportunity and Affirmative Action Statement	1
B. Sexual Harassment Statement	1

Structures

Organizational Structure	1
Academic Departments	1
Faculty Standing Committees	1
A. Distance Learning Action Team	1
B. Council on Teacher Education	1
C. The Educational Policies Committee	1
D. The Faculty Planning and Development Committee	1
E. The General Education Committee	1
F. Institutional Review Board	1
G. The Retention Committee	1
Faculty Task Force Committees	1
A. Distance Learning Action Team	1
B. Honors Program	1
C. International Programs	1

Benefits

Consolidated Omnibus Budget Reconciliation (COBRA)	1
Computer Software	1
Dining Services	1
Event Tickets	1
Indemnification	1
Library Privileges	1
Recreation Facilities	1
Recognition Programs	1
A. Emerson Award for Teaching Excellence	1
B. Employee of the Month/Year	1
C. President's Award for Excellence in Teaching	1
Retirement Fund	1
Spirit and Supply Shoppe	1
Tuition Remission	1
Vacation/Days Off	1
A. Faculty	1
B. Staff	1
C. Absences	1
D. Bereavement	1
E. Holidays	1

F. Jury Duty	1
G. Subpoena-University Related Legal Actions	1
H. Family Medical Leave	1
I. Medical Plan	1
J. Military	1
K. Sick	1
L. Vacation Carry Over	1

Policies

Academic Freedom and Responsibility	1
A. Academic Freedom	1
B. Professional Responsibilities	1
Computer Use	1
A. Email Policy	1
B. File Sharing	1
C. Streaming Media	1
Confidential	1
Conflict of Commitment	1
A. Nepotism	1
Conformance with the Law	1
Drugs and Alcohol	1
Employment-At-Will	1
Food and Drink	1
A. Coffee/Snacks Shop	1
Firearms Policy	1
Fraternization	1
Logo Use	1
Parking	1
Political Nonpartisanship	1
Professional Attire	1
A. Facial Jewelry	1
Signature Policy	1
Smoking	1
Solicitation/Distribution	1
Unpaid Personal Leave	1
Whistleblower Policy	1
A. General	1
B. Reporting Responsibility	1
C. No Retaliation	1
D. Reporting Violation	1
E. Accounting and Auditing Matters	1
F. Compliance Officer	1
G. Acting in Good Faith	1
H. Confidentiality	1
I. Handling of Potential Violations	1
Workplace Surveillance and Searches	1

Procedures

Athletic Travel	1
Copy Center Use	1
Computer Service Support	1
A. Email Requests	1
1. Full-Time Faculty	1
2. Adjunct Faculty	1
3. Staff	1
B. Hardware/Software Requests	1
1. Remote Campuses	1
A. Software Copyright Compliance	1
Disability Support	1
Emergency Preparedness	1
Field Trips	1
Graduate Assistant Request	1
Grievance Procedure	1
A. Appeal Process	1
Identification Cards	1
Key Requests	1
Injuries/Accidents-Employees	1
Injuries/Accidents-Students	1
J-Term Excursions	1
Mail Procedures	1
A. Incoming	1
B. Outgoing	1
1. Bulk Mail	1
C. Employee Mailboxes	1
D. Student Mailboxes	1
Maintenance and Repair	1
Media	1
Paycheck Dispersal	1
Purchases	
A. Academic Related	1
1. Agency Accounts	1
B. Employee Related	1
Reserve Facilities	1
A. Events & Meeting Space	1
School Cancellations	1
Textbook Ordering	1

Letter from the President

STUDENTS, MISSION, AND OUR WORK

Dear Lindenwood Community Members:

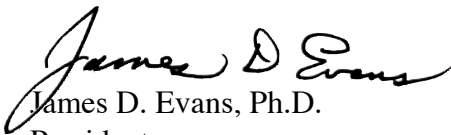
This Guidebook is intended to communicate explicit policies, procedures, and expectations for every one of us. The goals of this publication are to make our day-to-day operations smoother and more effective, better serve our students, make our work more personally and professionally satisfying, and enhance our collective commitment to the university and her mission. Although this manual is not an employment contract, it does represent the formal structure of our business operations and the behavioral norms endorsed and supported by the Lindenwood community. Accordingly, every member of that community is expected to abide by and support the policies and guidelines presented here.

Lindenwood is all about how we treat people – our students and one another. We have the same general expectations for our employees that we hold for our students: That each will adapt well and contribute productively to a rule-governed society; further, that decisions and actions reflect maturity and appropriate priorities. Our students and our mission share the top priority spot, of course. Although Lindenwood is a personal school in the sense that we know and care about one another as individuals, an employee’s personal needs should never be placed above those of our students and our mission. It is hoped that this Guidebook will help all of us stay on track in that regard.

Throughout Lindenwood’s existence, the most notable characteristic of the university has been the wonderfully supportive interpersonal relationships we establish with one another and our students. I thank you for your daily contributions to the uniquely respectful and dignified learning environment with which we are blessed.

I hope you will let me know how we might improve our Employee Guidebook in future editions. In the meantime, please be sure to read it, keep your copy in a convenient place, and consult it regularly.

Very sincerely yours,


James D. Evans, Ph.D.
President

History of Lindenwood

Pioneer woman Mary Sibley founded Lindenwood University in 1827 in the frontier town of Saint Charles, Missouri. “Lindenwood Female College” began as a finishing school for young women from well-to-do families, but, from its inception, was committed to combining professional issues with academic pursuits, the social with the intellectual, and the spiritual with the physical. In short, Mary Sibley brought holistic higher education to the American frontier.

Lindenwood became a Presbyterian college in 1853 and still maintains a historical relationship with the Presbyterian Church. In 1918, Lindenwood became a four-year college and became a comprehensive university in 1997. Historical reviews and summaries of its development indicate that Lindenwood held to its original purpose, customs, and ideals through the mid-1960s. Lindenwood began to feel the impact of the economic pressures and rapid cultural changes that marked the decades of the 60s and 70s.

In 1969, Lindenwood attempted to strengthen its financial base by becoming coed. The school altered its name in 1975. Doing business as The Lindenwood Colleges, it had become a federation of four enterprises: The Lindenwood College for Women, The Lindenwood College for Men, The Lindenwood Evening College, and The Lindenwood College for Individualized Education. Graduate programs had also been added to the mix.

During the 70s and 80s, the school suffered annual operating deficits and accumulated substantial indebtedness. The market was still there, but Lindenwood had drifted away from the institutional characteristics that would best serve that population. In the spring of 1989, the number of resident students had dropped below 1,000, the financial situation was dire, and there was no well-defined sense of purpose and direction. In view of the school’s seemingly inexorable decline, the board of directors considered closing the doors permanently.

Instead of shutting down one of America’s oldest institutions of higher education, Lindenwood’s board made a courageous decision to “refound” the school. This involved three major actions. First, the board recruited an experienced president and directed him to transform the university into a carefully managed institution. Second, it worked with the president and key members of the university community to rebuild the mission in a way that would bring Lindenwood back to its historical purpose and objectives. Third, the university community committed itself to implementing the rebuilt mission throughout all academic programs and in the day-to-day operations of the campus.

These actions launched a new era for Lindenwood that was based on a return to the fundamental precepts that had given rise to the original frontier university: individualized, holistic, values-oriented higher education that combines the practical with the academic. Several significant changes and initiatives followed adoption of the revised mission: Dormitory visitation rules were re-established and enforced; a code of conduct was developed; programs aimed at developing a strong work ethic were put in place; the ideal of community service was made a prevailing expectation; a number of co-curricular opportunities and student organizations were added; a serious, individualized advising system was implemented; and the general education curriculum was strengthened to merge a traditional “liberating arts” form of higher education with career preparation.

Lindenwood College became Lindenwood University in 1997. Just a year later, the administration recognized the unique possibilities presented by the university’s rich frontier heritage and Lindenwood in 1998 acquired the historic homestead built and operated by Daniel Boone, his son, Nathan, and their families in rural Defiance, Missouri. The “Boone Campus” is the headquarters of Lindenwood’s Center for the Study of American Culture and Values, which offers programs in American Studies and Environmental Studies.

When linked with tighter overall management of the institution and aggressive recruiting and public relations campaigns, these changes resulted in a period of prosperity that was unprecedented in the university’s storied history. New construction arrived in 1996 with the building of the Hyland Performance Arena. By the 1998-99 academic year, the unduplicated student count approached 9,500,

the faculty had grown from fewer than 50 professors to more than 140, and the school had experienced nine consecutive years of balanced budgets and increasing revenues.

In 2000, Lindenwood began building new residence halls—the first such construction in more than 30 years. In 2002, Lindenwood built a beautiful new campus center, which the board of directors named in honor of President Dennis Spellmann—four years before his death. A 136,000 square foot Fine and Performing Arts Center is currently under construction and scheduled to open in early 2008. Not only has the main campus expanded, but Lindenwood has branched out in the St. Louis region—adding campus sites in Belleville, Illinois and Florissant, Missouri to its existing network. Annual student headcount was expected to approach 15,000 in 2008.

Lindenwood's growth spurt was not limited to new buildings and new campus sites. The university added numerous new academic programs in that time period—chief among them a new doctoral program in education, which was launched in the spring of 2007.

Mary Sibley ran a tightly managed school with a resourceful spirit and a clear purpose. She would have been proud of today's Lindenwood.

Mission Statement

Lindenwood University offers values-centered programs leading to the development of the whole person – an educated, responsible citizen of a global community.

Lindenwood is committed to

- providing an integrative liberal arts curriculum,
- offering professional and pre-professional degree programs,
- focusing on the talents, interests, and future of the student,
- supporting academic freedom and the unrestricted search for truth,
- affording cultural enrichment to the surrounding community,
- promoting ethical lifestyles,
- developing adaptive thinking and problem-solving skills,
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

Philosophy of Human Resources

Lindenwood University is striving to become the best teaching university in the midwest region. In order to do so, Lindenwood seeks to foster a human organization to help fulfill this mission. We intend to accomplish this by

- recruiting and retaining compassionate, capable, committed, community-minded employees who are attuned to the Lindenwood mission and to the needs of our academic community;
- providing equitable compensation, benefits and recognition systems which help retain and motivate employees;
- assuring that the university strives to provide a fair and just work environment.

Equal Employment Opportunity and Affirmative Action Statement

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University complies with appropriate federal, state, and local laws and provides equal employment opportunities and access to educational programs without regard to race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability, or any other protected status, to all qualified applicants and employees. Lindenwood University is committed to a policy of non-discrimination, and dedicated to providing a positive discrimination-free educational work environment. Illegal discrimination is prohibited. Lindenwood University does not retaliate against employees who exercise their rights under the law.

Any matter involving discrimination of any type should be brought to the immediate attention of the employee's supervisor or one of the University officers listed below:

Dr. Richard Boyle	Ms. Julie Mueller	Dr. Jann Weitzel	Dr. John Oldani
Vice President	Vice President	Vice President	Vice President
Human Resources & Dean of Faculty	Operations & Finance	Academic Affairs & Provost	Student Development
636.949.4477	636.949.4901	636.949.4700	636.949.4993

Harassment Statement

Lindenwood University does not tolerate harassment. The University complies with appropriate federal, state, and local laws pertaining to this matter. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or (4) any other form of sexual harassment as defined by the EEOC or respective State counterparts, Federal and State legislation or interpretation by the Courts. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited. Sexual harassment in which an employee makes sexual advances, requests sexual favors or engages in any other verbal or physical conduct of a sexual nature toward a Lindenwood University student, even if that student is not directly under the employee's supervision, will not be tolerated.

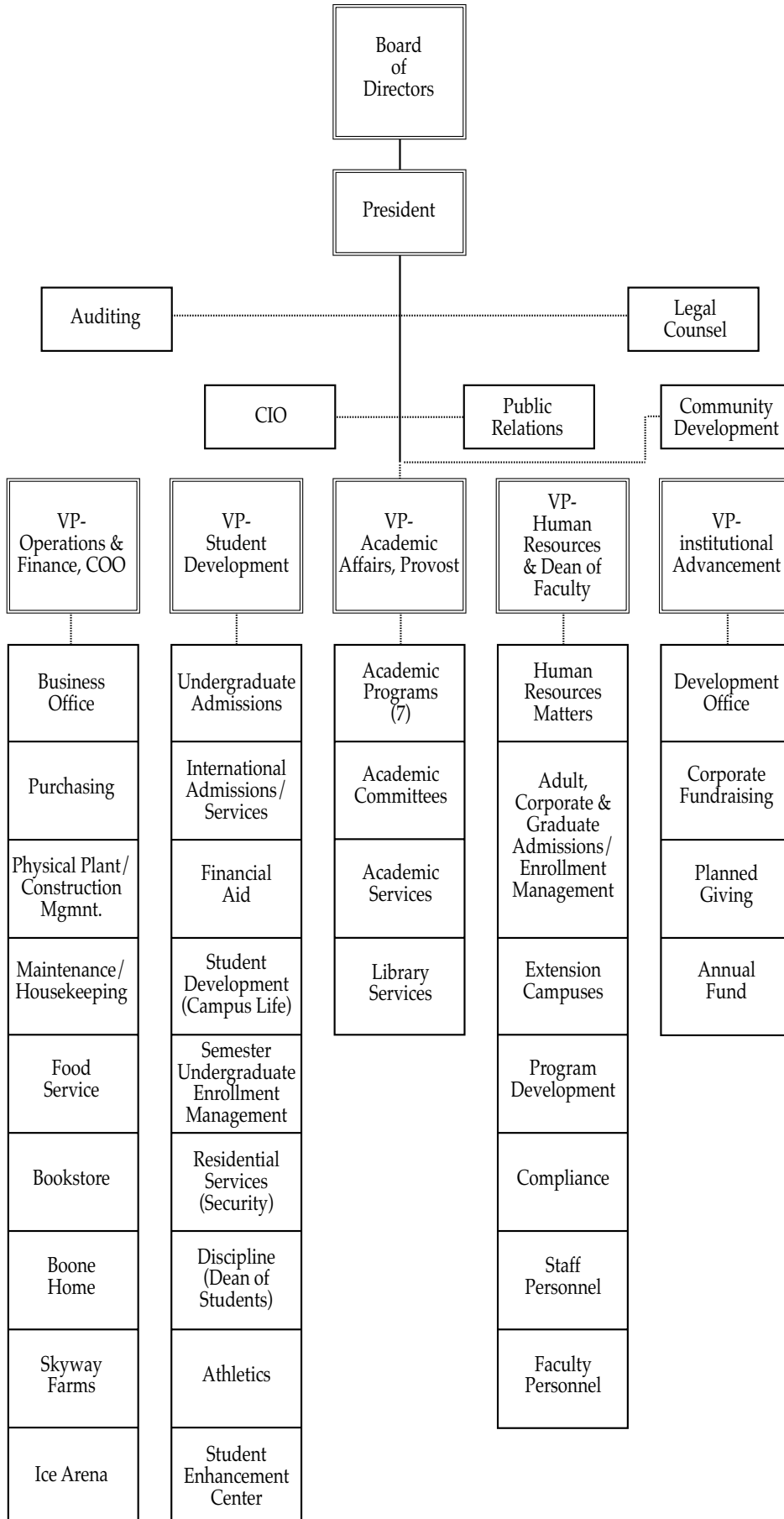
Lindenwood University forbids all forms of harassment. Lindenwood University investigates each harassment complaint thoroughly and promptly. Investigations will be conducted in a sensitive manner, and, to the extent possible, confidentiality will be honored.

Disciplinary action up to and including termination will be imposed on employees engaging in such actions.

Any matter involving harassment should be brought to the immediate attention of the employee's supervisor or one of the University officers listed below:

Dr. Richard Boyle	Ms. Julie Mueller	Dr. Jann Weitzel	Dr. John Oldani
Vice President	Vice President	Vice President	Vice President
Human Resources & Dean of Faculty	Operations & Finance	Academic Affairs & Provost	Student Development
636.949.4477	636.949.4901	636.949.4700	636.949.4993

STRUCTURE



Academic Divisions

Communications
Education
Fine and Performing Arts
Humanities
Human Services
Lindenwood College of Individualized Education (LCIE)
Management
Sciences

Standing Committees

University standing committees exist for the purpose of addressing long term interests or concerns. Members of standing committees typically serve one or two year terms. Final approval of committee members is the decision of the President.

Standing committees are listed below.

The Assessment Committee: The purpose of this committee is to examine, monitor, evaluate, and make recommendations concerning our comprehensive student assessment program. The committee is also charged with implementing continual improvement of our assessment system for the purpose of enhancing the quality of teaching and learning campus-wide. Its membership consists of Lindenwood's assessment officer, the chairs of the educational policies and the general education committees, the division deans, the head of Student Development, and the provost.

Council on Teacher Education: the CTE task force is composed of faculty who teach general education courses, content-area courses, and professional education courses and who collaborate with each other to ensure that teacher candidates are prepared to assume their professional responsibilities. The task force meets once per semester to recommend students for admission into the Teacher Education Program and to recommend students for Student Teaching. In order to be admitted to the education division, candidates must have achieved a grade point average of at least 2.5 (on a 4.0 scale) overall and in the major area of study and successfully passed all sections of the College Base Exam.

The Educational Policies Committee: The purpose of the educational policies committee is to provide advice and counsel to the university administration on matters related to the academic policies and educational goals of the university. Membership consists of the provost and one representative from each academic division. The committee sends recommendations to the deans' council for its review and recommendation to the president. The president, provost, or deans' council may refer tasks and issues to this committee.

The Faculty Planning and Development Committee: This committee provides for and stimulates an ongoing process of faculty vision, discussion, and input regarding present and future directions of Lindenwood and strengthens each faculty member's sense of professional partnership in this University. It also is charged with making recommendations regarding faculty promotion in rank and nominees for teaching and scholarship awards. Additionally the committee participates in the evaluation of candidates for faculty appointments.

The General Education Committee: The purpose of the general education committee is to maintain consistency of course requirements that lead to a well rounded liberal arts program. Specifically, the committee conducts regular review of General Education program course offerings,

recommends modifications as deemed appropriate, reviews and suggests improvements in general-education assessment, and leads periodic training sessions for the faculty to encourage effective teaching and student advising concerning general education requirements. Membership consists of the provost and one representative from each academic division. The committee sends recommendations to the deans' council for its review and recommendation to the president. The president, provost, or deans' council may refer tasks and issues to this committee.

Institutional Review Board: The purposes of the IRB are to ensure that all research projects involving Lindenwood community members including students, staff, and faculty meet standard ethical guidelines to ensure the protection of human subjects; promote excellence in research and heightened awareness of ethical conduct as a valuable educational tool for Lindenwood students, staff, and faculty; help uphold the mission and values of Lindenwood including the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of truth. Membership consists of one faculty member from each academic division. At the meetings, the members evaluate research proposals for their compliance with legal and ethical guidelines and report their disposition on each to the dean of the division in which the proposal was developed.

The Retention Committee: The purpose of this committee is to explore and implement proactive measures to improve Lindenwood's student success rate. The committee recommends workable policies and procedures that promote a culture of student involvement, pride, academic success and personal development. Student persistence from Freshman to Sophomore status and enrollment through undergraduate degree completion at Lindenwood are the primary evaluation measures. This committee reports its progress and recommendations to the President. Its membership consists of the Dean of Enrollment Management and Student Development, the Provost, the Dean of Faculty, the academic division deans, campus life staff and other Lindenwood faculty and staff members.

University Task Forces

University task forces are created when it is determined that a current issue or concern needs to be addressed by campus personnel. These task forces exist only until the time that the issue has been fully addressed. The current task forces are listed below:

Distance Learning Action Team: To review the market to determine if there is a need for Lindenwood to provide distance learning classes. The team looks to the business community, to the night school program as well as to the day program, and to the education community. The purpose of the action team is to determine if there is a niche for Lindenwood in distance learning.

Honors Program: To explore and implement means and activities designed to recruit exceptionally talented students and encourage and enhance the intellectual, personal, and social development of those students.

International Programs: To develop programs and strategies that augment the recruiting and education of international students, opportunities for international study, and the richness and diversity of the University's curriculum.

Lindenwood University Statement of Policy and Procedure Academic Initiatives

Proposals for courses, programs and degrees

1. Proposals for new courses, programs, and degrees – as well as proposals for changes in those components – may be initiated at any level of our academic structure, from first year assistant professors through the president's office. Proposals may also originate from outside of the university; in that case, the Provost will determine the appropriate division or combination of divisions for review.

2. Proposals may be developed by individuals, faculty groups, committees, task forces, programs, or divisions.
 - a. Proposals must be in written form and as accurate and complete as possible.
 - b. Proposals must include the following elements:
 - Proposal title
 - Name(s) or sponsoring person(s), group(s), committee(s), or division(s)
 - Name of contact person and/or program manager
 - Brief definition or description of the initiative
 - Rationale in support of the initiative
 - Academic and other benefits to the students and the university
 - New courses that would have to be added, including, for each, a proposed course number, semester hour credits that the course would carry, and description
 - Likely costs to the university in time, purchases, additional personnel, and facilities
 - Time line for developing the initiative
 - c. Individuals, committees, and departments initiating a proposal should ask the appropriate program manager(s) and division dean(s) to review and approve the proposal, in principle, prior to submitting it to the division as a whole or the deans' council.
3. Normally, the division dean or the sponsoring program manager will bring the proposal to the earliest scheduled division meeting for review, comment, and recommendations by the whole division. The potential impact of the initiative on other parts of the division or curriculum should be examined. The division dean or sponsoring parties will then revise the proposal based on the division's recommendations.
4. The division dean will take the proposal to the deans' council in the form of a motion to approve the initiative. The deans will discuss, suggest modifications to, and vote on the proposal. If the vote is affirmative, the provost then will take the deans' recommendation to the president.
 - a. The deans' council may request either additional information or a revision of the proposal from the sponsoring parties.
 - b. If the proposed initiative would affect, or falls within the scope of, our general-education program, the deans' council will send the item to the General Education Committee for their consultation and recommendation before acting on the motion.
 - c. If the proposed initiative bears on the university's educational policies, the deans' council will table the item until the Educational Policies Committee reviews and makes a recommendation on the proposal.
5. Acting by authority of the Board of Directors, the president will accept, deny, or table the deans' recommendations for approval of proposed academic initiatives.
 - a. The president may request additional information before acting on the recommendation.
 - b. The president may request that the deans' council consider a modification of the proposal, in consultation with the sponsoring parties or the appropriate committee, before he makes a final decision.
 - c. The deans' council may refer the remitted item to the appropriate division or committee before resubmitting it to the president.
 - d. The provost apprises the president of any proposals that were reviewed by not approved by the deans, and the president may request further information on those items as well.
6. The provost will inform the deans' council and other offices of the president's actions, and the division deans will inform their faculty members.

BENEFITS

Consolidated Omnibus Budget Reconciliation (COBRA)

Lindenwood offers employees and dependents coverage under the Group Health Plan (GHP) the opportunity to temporarily extend their health and dental coverage at the University's rates. Continuation coverage is available only when qualifying events cause coverage under the GHP to end. Coverage under COBRA is limited to the health and dental coverage in effect at the time of the qualifying event. Employees have 60 days to elect COBRA after the termination of the previous policy. Please see the Human Resource Office for additional details.

Computer Software

Microsoft, as part of the Lindenwood University campus agreement, grants rights to their Office Suite of software. (Word, Excel, Power Point and Access) Employees of Lindenwood University can take advantage of this benefit by calling or emailing the help desk @ 636-255-X5100 or helpdesk@lindenwood.edu to pick up a copy.

Dining Services

Employees with dining privileges are granted five meals per week. These meals are specifically allocated for the lunch period which is from 11:00 am to 1:30 pm in the Spellmann Center cafeteria and the Lion Mart located in the Loft (Butler Hall). However, all employees may purchase meals at anytime during regular meal sessions on a cash basis at University contracted rates.

Event Tickets

Employees and members of their immediate families (see Bereavement section for definition) will be admitted to public campus events without charge. To attend events, employees must present a valid Lindenwood University identification card. Employees will be issued two complimentary theatre or concert tickets per event upon request, on a space available basis. Free tickets are available only for Lindenwood student productions.

Indemnification

As part of Lindenwood University's commitment to its employees, it will protect against damage, loss, or injury due to work and or decisions made in the best interests of the University. This policy is contingent on the University's determination that the incident is not made with malicious intent or egregious negligence.

Library Privileges

Employees of the University have full library privileges. Employees may have access to all available materials such as books, subscriptions, data bases, etc. Materials may be checked out for up to three weeks by presenting a current Lindenwood University identification card.

Recreational Facilities

Recreational facilities are available during normal operating hours. If an employee would like to request an exception, he/she should contact the facility supervisor.

Awards for Excellence

Emerson Award for Teaching Excellence

This award, is sponsored by the Emerson Electric, Inc., is made to the full-time Lindenwood Professor who demonstrates the best combination of pedagogical innovation, student-centeredness, and effectiveness as a classroom teacher. Nominations may come from any academic department or division but must be adequately documented to be considered. The Faculty Planning and Development Committee vets each nomination and recommends two to four finalists to the Deans' Council, which, in turn, reports its choice to the President. The President announces the award winner at the October faculty meeting.

President's Scholar-Teacher Award

This award is made to the full-time Lindenwood Professor who most effectively merges professional scholarship with effective pedagogy. This ideal may be achieved through nurturance of major scholarship in one's students as part of their coursework, application of one's scholarly work to improvement on one's classroom teaching, or the development of scholarly works for use by students in their classes. Nominations may come from any academic department or division but must be adequately documented to be considered. The Faculty Planning and Development Committee vets each nomination and recommends two to four finalists to the Deans' Council, which, in turn, reports its choice to the President. The President announces the award winner at the October faculty meeting.

Scholar of the Year Award

This award is presented to the full-time Lindenwood professor who, in their judgement of Lindenwood colleagues, exhibit the highest level of professional scholarship during the present and prior academic years. Normally professional scholarship is externally validated by editors, publishers, judges, or professional organizations not directly affiliated with the University. The Faculty Planning and Development Committee vets each nomination and recommends two to four finalists to the Deans' Council, which, in turn, reports its choice to the President. The President announces the award winner at the October faculty meeting.

Employee of the Month/Year

These awards are two recognition programs available to all full-time or part-time employees who perform their duties at a high level and exhibit a positive and supportive attitude toward Lindenwood and its constituency.

All employees are eligible for the nomination, excluding those who have received the award within the past two years. Nominees must have been employed at Lindenwood University for more than a year.

Those interested in nominating someone for this award should write a 75-100 word essay explaining why a particular employee should be considered. Some qualities might include outstanding achievement, performance, creative contributions, or improvement beyond what is normally expected of employees; demonstration of outstanding service to Lindenwood; and projection of a friendly, considerate attitude toward faculty, staff, students and visitors.

A nomination is not considered complete without enthusiastic support from the employee's direct supervisor. Nominations should be submitted prior to the first day of the month (or by 9 a.m. Monday if the 1st falls on a weekend) to the president's office.

Employee of the month selection will be conducted by the chief operating officer and the president.

Monthly award winners receive a framed certificate and their names engraved on the Lindenwood Employee of the Month plaque which will hang in a prominent location in Roemer Hall. The winner will be announced in the employee newsletter, *Communique*, will be highlighted on the Lindenwood University website, and will be automatically considered for Employee of the Year.

Employee of the Year will be awarded annually at the Lindenwood University Christmas Party (December's monthly winners will be considered for the following year's Employee of the Year award). The Employee of the Year winner will receive a personal recognition plaque, and his/her name will go on a permanent plaque which will hang in a prominent location in Roemer Hall. The Employee of the Year winner will be featured in the employee newsletter, *Communique*, and on the Lindenwood University website.

Employee of the Year selection will be conducted by the President with consultation from the chief operating officer and the administrative council. Additional support material from supervisors of the monthly winners may be needed to aid in the selection of Employee of the Year.

President's Award for Excellence in Teaching

This award is sponsored by Lindenwood University for teaching, advising and overall educating excellence. Nominations are provided by each division dean, voted on in the Dean's Council and decided on by the President and his executive management team.

Faculty Promotion and Rank

A. Requirements for Rank:

Professor - initial appointment to or promotion to this rank requires an earned doctorate or appropriate terminal degree and a distinguished record of seven or more years of full-time college-level teaching, research or equivalent professional experience, normally including at least five years at the rank of Associate Professor. Effective leadership and dedication to the mission, values and goals of Lindenwood University and evidence of recent noteworthy professional accomplishment and/or institutional service must be demonstrated.

Associate Professor - initial appointment to this rank requires an earned doctorate or appropriate terminal degree and at least four years of full-time teaching experience at the university level or a master's degree and at least six years of college-level teaching experience or equivalent professional experience. Promotion to this rank normally shall come after at least four years successful service as an Assistant Professor. Evidence of developing leadership qualities, professional

Assistant Professor - initial appointment or promotion to this rank normally requires a master's degree and demonstrable promise of professional accomplishment.

Instructor - initial appointment to this rank is for those employees with faculty rank who do not hold the doctorate or other appropriate terminal degree, teach fewer than eighteen hours per year, and do not carry out the full range of responsibilities of regular faculty members within the division in which they instruct.

B. Promotion

1. Promotion is awarded in recognition of superior performance in one or more of the following areas: teaching, advising, research, publication, professional growth, service to the university and community activities

2. Promotion in rank may originate in any of three ways:

- a. Application by a faculty member who believes he or she has fulfilled the qualifications for that particular rank
- b. Nomination by the appropriate Division Dean
- c. Nomination by any other faculty member

3. Promotion Process - The Division Dean will conduct a review of the faculty member's credentials, forward their recommendation to the Vice President for Human Resources/Dean of Faculty. All completed materials will be presented to the Faculty Planning and Development Committee for their review. Each applicant's credentials will then be presented to the Dean's Council for approval. Upon approval, each recommendation for promotion will be submitted to the President. The President will determine whether or not to forward the nomination to the Board of Directors through the Board's Mission and Purpose Committee with a recommendation for approval.

Retirement fund

Lindenwood University participates in the TIAA/CREF retirement program and invites its employees to join. In order to be eligible for the plan, individuals must be 21 years of age and be employed at Lindenwood University for two years. (An exception can be made for those employees who have previously participated in TIAA/CREF.) Entrance into the program or any changes requested to an existing program must take place as of September 1st each year.

The University will equally match a dollar amount up to 5% of the employee's salary. A participant can contribute up to 20% of his/her monthly salary to the fund. Any questions concerning the retirement fund should contact the Vice President for Human Resources.

Spirit & Supplies Shoppe

All Lindenwood Employees are eligible for a 10% discount on materials sold in the Lindenwood Spirit and Supply Shoppe. This discount will not be in addition to any seasonal or special pricings.

Tuition Remission

As a part of the benefit structure at Lindenwood University, full-time employees are eligible to obtain full- or part-time tuition remission for themselves or their spouses at the undergraduate or graduate levels for any enrollment period at Lindenwood University.

In addition, full-time employees' children are eligible for four years of undergraduate tuition as full-time residential students.

Exception: Employees or their dependents may not enroll in any program beyond the master's level and receive tuition remission.

Vacation/ Days Off

Faculty

Vacation leave is as specified in individual faculty contracts and is normally limited to faculty possessing twelve-month contracts.

Requests for vacation must be approved by the appropriate Division Dean and Dean of Faculty, then forwarded to the Human Resource Office. Vacation requests must be submitted in writing at least two weeks prior to the requested vacation date. Division Deans will coordinate faculty vacation days as to not interrupt the operation of the division.

Staff

Vacation is based on Lindenwood University's fiscal year July 1st through June 30th and is accrued in advance:

First year 5/6 of one day for each month of service prior to July 1st.

Second year through ninth year 10 days each year.

Tenth year 1 ¼ days for each month of service prior to July 1st.

Eleventh year through fourteenth year – 15 days each year

Fifteenth year thereafter – 20 days each year.

The scheduling of vacation will be made with the approval of department supervisors for coordinating schedules to ensure the normal efficiency and operating procedures of the departments.

Absences

Out of consideration to students and coworkers, it is important to be prompt and dependable. Excessive absenteeism and tardiness places an additional burden on other employees and may impact services provided to students or others by Lindenwood University.

Therefore, employees should strive to schedule time off in advance whenever possible. For faculty, a substitute faculty member must be determined prior to requesting time off from a division dean. Lindenwood University recognizes that unanticipated or emergency situations when employees are not able to give advance notification may occur. These types of events are considered unscheduled absences. In these situations, employees must notify their supervisors as soon as possible.

Further, excessive incidences of unscheduled absences will result in disciplinary action up to and including termination.

Bereavement

Employees may use a maximum of three days of sick leave in the event of a death in the immediate family. The immediate family is defined as: spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. One sick day may be used for extended family. Additional vacation time or unpaid leave may be taken if necessary by seeking approval from the employee's immediate supervisor. Proof of the deceased may be requested.

Holidays

The University observes five holidays annually:

New Year's Day

Memorial Day

Independence Day

Thanksgiving Day

Christmas Day

There will be some instances when offices are open on holidays. Staff members who work these days will receive alternative days off. When the holiday occurs on a weekend, the previous or following weekday is granted as the holiday.

In addition to the five observed holidays, each full time staff member is permitted two personal days per year.

Jury duty

Upon receipt of a Jury Duty summons, the employee should present a copy of the summons to his or her supervisor. The summons should indicate the beginning date of service and the anticipated end date of service.

Upon completion of Jury Duty, or at the end of each week for lengthy Jury Duty assignments, the employee must obtain a statement of attendance from the court indicating the dates of Jury Duty. This statement should be given to the employee's supervisor. Payment of salary or wages will not be approved until this statement has been received.

Employees will be paid their regular salary or wages for any time scheduled to work while on Jury Duty for up to two weeks. An employee who has Jury Duty on a scheduled day off will not receive pay from Lindenwood University.

Employees are required to return to work the next business day following the completion of the duty.

Subpoena-University Related Legal Actions

If you become aware of any situation concerning the university which you deem may lead to litigation, if you are threatened with litigation, if you are contacted by an attorney, if you receive a summons or subpoena, if you are approached by a private investigator, or given written or verbal notice of any noncompliance with any Federal, State, or Local law, immediately contact In-House Legal Counsel and your direct supervisor before giving out any information or taking any corrective measures, unless there is an immediate danger to persons or property.

Family Medical Leave

Lindenwood will grant a leave of absence to regular full-time and regular part-time employees (for those that qualify) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to twelve weeks in any twelve-month period. Qualifying employees will utilize their personal and vacation days at the onset of this period. They will also receive coverage under the University medical plan during this period. Employees should consult with the Human Resources Department for more details.

Military Leave

Lindenwood University complies with federal, state, and local laws and honors and respects the rights and obligations of its staff members to serve in the U.S. armed forces. All staff members be granted time off to serve in that capacity. Military service includes active duty, active duty for training, initial act of duty for training, inactive duty training, full-time National Guard duty and absence from work to determine fitness for any of the above types of duty.

Employees must provide notice in writing in advance of military service to their supervisor. Personal days and vacation days may be utilized for military leave as long as the employee has time available and/or accrued. Additional unpaid leave will be granted as necessary. Employees who follow the procedures outlined in the policy will accumulate seniority for the period of service in the armed forces and retain previously accumulated benefits subject to rules and regulations that might be imposed in those plans underwritten by insurance companies. During any period of paid leave, the University will continue normal contributions toward the cost of benefits. When military service is unpaid, the employee will pay the cost of benefits.

An employee may elect to continue his or her University health care benefits during the period military service is performed. Lindenwood University will continue to make contributions for medical insurance as long as the employee is using accrued time off. If the employee is on an unpaid leave, he/she will have to pay the full premium. An employee who is performing military service may elect to make employee contributions or elective deferrals to the University's retirement plan to the extent allowed by law.

Sick Leave

Each year an employee is entitled to six working days of paid sick leave plus one additional day for each year's service up to six additional days, or a maximum of twelve working days per year after six years of service. Unused sick leave may be carried over from year to year, except that no employee shall be entitled to accumulate more than 24 days of sick leave, including those for the present year.

Absences due to sickness may be certified by the employee except when such absences occur immediately before or after a holiday or personal vacation. Leaves extending to three or more working days must be verified by a physician. Employees shall not be entitled to compensation for days absent in excess of time allowed for sick leave. The University reserves the right to terminate employment for excessive absences.

An employee whose employment at the University ends for any reason shall not be paid for unused sick leave.

Vacation Carry Over

Vacation shall not be accumulated or carried over from year to year without approval of the President. Requests to carry over vacation must be in writing and approved by the immediate supervisor and then certified by the payroll office. If these approvals are obtained, the request shall be submitted to the President's Office no later than June 15th.

Personal days shall not be carried over from year to year.

POLICIES

Academic Freedom and Responsibility

Academic Freedom

Academic Freedom is defined as a professor's right to use classroom materials and present subject-matter concepts, theories, findings, issues, and viewpoints that he/she deems most appropriate to meet the goals of a given course; also, to use teaching methods he or she believes to be most effective in achieving learning objectives. It also assumes a responsibility to choose materials and methods that are timely, accurate, and, whenever possible, not offensive to the students and other stakeholders of the University. It is recognized, however, that in order to meet course objectives, it may be necessary to use methods or materials or present subject matter that may be defined, by some, as objectionable.

Lindenwood University vigorously advocates, protects, and defends academic freedom as an essential characteristic of American higher education. However, the University also expects its faculty members to exercise that freedom on a foundation of professional responsibility. Professors should refrain from using controversial content that is unrelated to the subject matter or published objectives of the course; as well, unnecessarily offensive pedagogy that provides no clear educational advantage over more conventional techniques. Under no circumstances should any faculty member use his or her position or classes to advance a personal or political agenda.

Professional Responsibilities

It is important to distinguish between academic freedom – both substantive and pedagogical – and the formal professional obligations that are necessary to support and justify that freedom. Within parameters set by reasonable conventions and consensus among members of a discipline, each of Lindenwood's professors is free to select content and pedagogical strategies and tactics for his or her classes. The methodology for evaluating students is also at the discretion of the individual professor, subject to reasonable boundaries and basic job specifications and obligations set by the University's

administration (described below). Lindenwood's professional standards for faculty members include, but are not limited to, the following responsibilities: Every faculty member is expected to

- Reliably hold every class, lab, or meeting as scheduled and start each session punctually
- Exhibit professional attire, grooming, and demeanor as defined in the Professional Attire section
- Show due regard and respect for every student, even under difficult circumstances
- End class sessions on time, so that the student will not be late for his or her next class
- Arrive at each class well prepared and deliver the material in an organized, enthusiastic manner
- Communicate to the student that he or she is welcome to ask questions pertinent to the class session
- Prepare a complete course syllabus for every class section and distribute it to every student in the class
- Submit an electronic copy of each course syllabus to the division dean by the end of the first day of class each term
- Refrain from using profane language casually
- Refrain from deliberately embarrassing or arguing with a student in any situation
- Follow all instructions on class rosters or grade sheets issued by Academic Services
- Turn in all rosters and grade sheets by the printed deadlines
- Immediately inform Academic Services if one is aware that he or she has not received a roster or grade sheet
- Immediately inform the Provost and V-P for Academics of any rule violations or inappropriate conduct by students that cannot be redressed through normal faculty intervention
- Immediately inform the Student Success Office of students who stop attending or are in serious jeopardy of failing the class
- Administer at least four exams or meaningful evaluative trials per semester, to ensure that students have ample opportunity to demonstrate mastery and improve their performance on the basis of informed feedback
- Administer either an exam or a meaningful evaluative trial before the deadline for four-week grades, to provide for determination of a valid four-week grade
- Administer either an exam or a meaningful evaluative trial after the four-week grade period and before the due date for mid-term grades, to provide for determination of a valid mid-term grade
- Administer either an exam or a meaningful evaluative trial during the scheduled final exam time slot in every class
- Post and reliably keep at least 10 office hours per week
- Post clearly specified office hours near one's office door no later than the end of the first day of class each term
- Work on campus at least 35 hours per week as a 9-month faculty member or 40 hours per week as a 12-month faculty member, unless specifically exempted by the division dean and V-P for Human Resources
- Work on campus and hold office hours Monday through Friday each week, unless specifically exempted by the division dean and V-P for Human Resources
- Immediately inform the division dean when work must be missed due to illness, an emergency, or a death in the family
- Inform the division dean (in advance, if possible) when normal on-campus hours must be missed for any personal reasons
- Erase the board completely at the end of each class and ensure that classroom furniture and equipment are returned to their normal configuration
- Report any physical problems, equipment breakdowns, or insufficiencies regarding a classroom to the V-P for Human Resources

- Become involved in the Lindenwood campus culture by attending campus events and/or participating in the co-curricular life of the campus
- Refrain from criticizing the University and her faculty or staff in the presence of students or in any public forum
- Promote a positive, constructive atmosphere among students, colleagues, and staff while at work

Faculty Development

Faculty Development is strongly encouraged through attendance at conferences and seminars. Reimbursement for expenses is one part of Lindenwood's commitment to a faculty member gaining and sharing knowledge through this educational endeavor. In order to request reimbursement, questions that should be addressed include "How will this benefit Lindenwood and her students?" and "Is this a financially reasonable request?" If a faculty member has a question about the financial reasonableness of a request, he/she should contact the Dean of Faculty prior to making commitments. Realizing that we have a large faculty, extensive travel can not be accommodated and careful consideration should be given before any request is made. Fifty percent of the cost for approved travel for faculty members attending a conference but not presenting a paper will be reimbursed. Faculty members who have been selected to present a paper will receive reimbursement for expenses equal to sixty seven (67) percent of the cost. If the faculty member is attending with students, this reimbursement may be increased.

Requests for professional travel and attendance must first be approved by the division dean and then forwarded to the Dean of Faculty for review. After this review has occurred and a monetary reimbursement has been established, the request will be sent to the President for final approval.

Coverage of classes for professors attending conferences is paramount. A plan for coverage of classes missed should be a focal point of the request. In addition, faculty members should be prepared to share information gained at conferences with other faculty members upon request.

Computer Use

The Lindenwood University Computer Use policy applies to all computers connected to the Lindenwood University network, whether they are personal or University owned computers. At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities.

Individuals who are provided access to University computer facilities and to the campus-wide communications network assume responsibility for their appropriate use. The University expects individuals to be careful, honest, responsible, and civil in the use of the University network and computers. Computer and network facilities are provided primarily for educational use. These facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Individuals may not attempt to damage or to degrade the performance of Lindenwood's computers and network and should not disrupt the work of other users. Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any Lindenwood network or system, nor may individuals attempt any such activity against other systems accessed through Lindenwood's facilities.

Individuals assume personal responsibility for the use of their accounts. Users may not disclose their passwords or otherwise make Lindenwood's facilities available to unauthorized individuals. Moreover the possession or collection of other's passwords is prohibited.

Physical theft, rearrangement, or damage to any University computer or network equipment, facilities or property is strictly prohibited and will be reported to the police. This includes all public computer labs, network equipment, wiring and circuits.

Users with personal computers on the LU network are expected to take reasonable precautions to ensure the security of their systems. All computers require a valid up-to-date virus-scanning program.

Individuals may be held responsible for misuse by others that occur on their systems.

Users are not permitted to register external domain names that reference systems on the LU network. It is prohibited to use LU's network for commercial purposes. It is prohibited to connect any secondary physical network to the LU network without authorization.

Providing services or running applications that consume excessive bandwidth on the LU network is prohibited.

No LU system is to be used for any illegal or criminal purpose. Users must observe intellectual property rights including in particular copyright laws as they apply to software and electronic forms of information.

Users are expected to report any evidence of actual suspected violation of this policy to their Residence Director (students) or the Director of Information Services.

E-mail Policy

The purpose of e-mail services at Lindenwood is to improve the efficiency and effectiveness with which we conduct business, increase the ease and frequency of internal and external communications, and realize institution-wide savings in the cost of communications at the University.

Our e-mail system is to be used principally for conducting Lindenwood business. Excessive personal use – defined as exceeding ten minutes per work day engaged in personal e-mail communications – is not permitted.

Any personal e-mail transactions should take place only during regular work breaks, unless they are of a time-critical nature – e.g., related to a family emergency or an urgent financial or medical matter.

Under no circumstances is any employee authorized to broadcast personal or political messages to either ad hoc or preconfigured distribution groups, whether internal or external to the University.

Lindenwood employees are prohibited from sending or knowingly downloading e-mails that violate local, state, or federal laws or ordinances. All electronic transmittals sent over our system must conform to norms of common courtesy and decency. These transmittals must not contain off-color language or humor, obscene, profane, or tasteless images, or angry or disrespectful expressions, nor should they express personal or unfounded criticisms of the University or any members of the Lindenwood community. Use of the system to carry out threats or harassment will result in disciplinary action that may include termination of employment from the University.

Neither graphic images nor software attachments should be downloaded, opened, or transmitted via e-mail unless automatic virus-checking is turned on and functioning at the time of such operations. No one should open attachments that have questionable or unknown status, as doing so can cause expensive, time-consuming damage and malfunction across the University's entire computer network.

All e-mails generated through or received by Lindenwood's e-mail system are property of the University and subject to examination by University officials for cause. However, statutes governing intellectual property rights will supersede the University's prerogatives in the case of copyrighted materials. Although Computer Services does not routinely monitor all e-mails, Lindenwood reserves the right to inspect any messages on our server at any time.

Failure to abide by these policies may result in rescission of an individual's e-mail privileges. Repeated violations of these strictures may be cause for dismissal.

File Sharing

File Sharing software including (but not limited to),

Aimster	Gnutella	Madster
Ares (All versions)	Hotline	Monolito
BearShare	Imesh	Napster
Bitorrent	Kazaa (All versions)	NeoNapster
Bulbster	LimeWire	WinMX

is prohibited on the Lindenwood University network including residence halls, apartments, classrooms, public spaces, and faculty/staff offices.

Because our network and Internet connections are shared by many university services (the University Library, Lindenwood University website, Electronic Mail, etc.), Computer Services monitors this traffic constantly to ensure reliable service for everyone. File sharing software can account for a large portion of traffic on the network.

Streaming Media

Streaming media (such as streaming news clips, streaming audio programs, etc.) are permitted as they use significantly less bandwidth and are used for educational purposes. However, during peak hours, any bandwidth-intensive application may be terminated to ensure continued services to the rest of the university.

Obscene or harassing electronic communication is prohibited, as are messages that target individuals in a threatening manner. Individuals who send such communications will be remanded for disciplinary action and possible legal action.

Computer Services reserves the right to monitor any computer activity on a LU computer or any computer connected to the LU network.

Computer Services reserves the right to deny system or network access on a temporary or permanent basis to anyone who violates these rules. This includes the ability to terminate processes or connections that threaten system or network security, performance or integrity. The network administrator will attempt to notify the user of any such action.

Confidentiality

Employees are expected to treat all information regarding students, employees, and institutional information as confidential. Employees are considered ambassadors for Lindenwood University. Information about students, employees, and Lindenwood University business must not be discussed. If there are complaint issues, please refer to the Whistleblower policy.

Lindenwood University is morally and legally obligated to maintain the privacy of those whom we serve. Information regarding students is to be released only by authorized employees in accordance with established federal policies

Conflict of Commitment

Employment by the University is to be considered full-time and without interference from outside activities, which are monetary or social in nature. Any such activities must be authorized by the President prior to onset of the activity. This policy does not pertain to employees who are in the National Guard or the Reserve Bank of the Armed Services.

Failure to do so may result in termination from the University.

A “conflict of commitment” exists when external activities of an employee are so substantial or demanding of the employees’ time and attentions as to interfere with the individual’s responsibilities to the unit, students or the university.

Nepotism

No employee shall participate, either directly or indirectly, in a decision to appoint or hire a family member as an employee of the University. Family member constitutes anyone who is related via blood or legal contract. An employee or supervisor who has a question pertaining to the relatives covered by the University’s nepotism policy should contact his/her department head or the Office of Human Resources. Nor should any employee supervise or formally evaluate any genetic or legal relative who has been fired by the university.

Conformance with the Law

The contents of this Guidebook have been drafted with the intent to conform with all laws. Anything stated herein shall be deemed subject to, and modified by, any current, amended, or future Federal, State, or local law in order to be in conformance.

Drug and Alcohol

Lindenwood University prohibits the unlawful use, possession, manufacture and distribution of illicit drugs and alcohol by its employees on its property or as part of any of its activities. Persons who violate this policy are subject to campus disciplinary action and referral to law enforcement agencies.

The level of disciplinary action will be determined by assessing the seriousness of the breach of policy, the effect of the conduct on the community, and the assessed probability that other violations will not be committed by the person(s) in the future. Lindenwood will work with local authorities to ensure local, state and federal laws are enforced.

Exception: alcohol may be consumed at designated locations for authorized functions.

Favoritism

No employee shall permit personal relationships or friendships with other Lindenwood employees to influence work-related decisions or behavior. Conspicuous violations of this rule shall result in reprimand and, if persistent, may result in termination.

Employment-At-Will

Unless otherwise contracted, Lindenwood recognizes the employee's right to resign at any time for any reason; similarly Lindenwood may terminate an employee at any time for cause.

Employees are expected to comply with all Federal, State and local laws at all times, whether on or off campus, and failure to do so is deemed unacceptable conduct. Any such violations determined to be egregious by the university are grounds for discipline or termination.

Grounds for discipline or termination include, but are not limited to, poor performance, dishonesty, theft, security breaches, insubordination, fighting or threatening violence, smoking in prohibited areas, harassment of any kind, absenteeism, excessive tardiness, discrimination, vandalism, working under the influence of alcohol or controlled substances, being in possession of alcohol (except in approved areas), being in possession of controlled substances, being in possession of a firearm (including parking lots and greenspace) unless in conjunction with a university class or activity, unauthorized disclosure of confidential information, plagiarism, libel or slander of any individual associated with the university, abusive or offensive language, health and safety threats, conduct not in keeping with Lindenwood philosophy, or other violations.

Food and Drink

No food or drink, excluding plastic bottles with closable caps, is to be consumed in the studios, lecture halls or classrooms without prior permission of the instructor. When allowing food and drink to be consumed, the instructor is responsible for the removal of all waste materials. Exception: no food or drinks are to ever be allowed in computer classrooms, labs or in fine and performing arts facilities.

Coffee/Snacks Shops

Employees may purchase food/other items on a cash basis in designated areas, e.g., Java 101 and The Lion Mart (The Loft). There is no employee discount in these areas.

Firearms Policy

No person is permitted to carry firearms or other weapons - either concealed or visible - on Lindenwood property or to any Lindenwood class (offered anywhere), except by duly sworn law enforcement officers who are on duty. Off-duty police officers may carry completely concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

Lindenwood shooting team members and coaches must comply with established weapon-handling policies and procedures.

Fraternization

Employees are prohibited, under any circumstances, to engage in any physical or improper social interaction with students, regardless of the student's age or consent to such conduct. Further, employees shall not date or entertain or socialize with students in such a manner as to create the perception that a dating relationship exists. In addition, consumption of alcohol with students is prohibited prior to, during or after any school-related activity or trip including study abroad and athletic travel.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to his/her supervisor.

If inappropriate employee behavior is discovered, the university considers such actions as grounds for dismissal.

Logo Use

The Lindenwood University logo was created in 2002 to give a consistent visual image to represent the university. It is not to be stretched or modified in any fashion. There are two variations to the logo. One is the word "Lindenwood" with its double-looped O's. The other variation has an identifier attached below the word "Lindenwood"--Lindenwood University St. Charles, Missouri. These logos are available on the faculty folder network drive inside the logos folder. Any variations to these two logos must be approved by the Lindenwood University Communications Office.

Also available in the logos folder are the Lindenwood University athletic logos. Please note that these Lion logos are for athletics only and are not to be used in any academic documents.

Anyone with any questions about logo use should contact the Communications Office.

Parking

Campus parking and vehicular regulations are designed to minimize congestion, maintain safety, enhance security and maximize the use of existing parking facilities. Annual \$2.00 parking stickers are available for purchase in the Spirit Shoppe. Each university employee is required to obtain a parking permit in order to park on University grounds.

No vehicles should be parked in any area not marked as a parking spot by white marking. The fire lane is designated by yellow marking around all curbs on campus. Parking in a fire lane will result in a parking fine and possible towing.

Parking in no-parking zones or courtesy lanes is prohibited. Parking in handicapped parking by non-handicapped persons is also prohibited. Violators will be ticketed and/or towed at the owner's expense.

Political Nonpartisanship

No office, organization, subdivision, student, or employee of Lindenwood University is to use University resources, advertising channels, or work time to promote, assist, or express support for any particular candidate(s) pursuing election or appointment to a political office. Nor is any Lindenwood student or employee to use those resources or University work time in behalf of his or her personal

political initiatives; nor state or imply that he/she speaks as a representative of the University when expressing personal support for a political candidate. Nor is any Lindenwood employee or entity permitted to post, mount, erect, or stand a sign, banner, or poster of a political nature on any property owned, leased, or managed by the University.

Professional Attire

Employees are expected to dress according to generally accepted professional standards appropriate for the professional environment. Denim jeans, sweat suits, and tennis shoes are not considered professional dress-unless required for work related activities. If there is a question regarding the policy, please communicate with the department supervisor.

Facial Jewelry

Visible facial jewelry, forward of the ears, is not permitted during work hours and must be removed. For clarification and details, see your immediate supervisor.

Signature Policy

Lindenwood employees shall not include another Lindenwood employee's signature on any document without written signed approval from the signatures holder's approval.

Further, University officials wishing to include the President's signature on a document shall have that document reviewed and approved by the appropriate vice president, followed by a review and approval by the President prior to general distribution. This policy applies to all University faculty, staff and students.

Further, all authorized monetary signatures are approved by the Board of Directors and implemented via the President.

Smoking

University policy prohibits smoking in Lindenwood owned and leased buildings to protect the health, safety, and comfort of university students, employees, and visitors. Nonsmoking areas include entrances, exits, outside stairways to buildings, outdoor passageways to entrances, windows, indoor and outdoor facilities and any outside locations where events are currently taking place.

Solicitation/Distribution

Lindenwood University recognizes the responsibility to prevent disruption of normal business and avoid interference or disturbance to our students, visitors, and employees. Solicitation and distribution are prohibited unless approved in advance. Solicitation refers to employee(s) and/or non-employee(s) approaching anyone for the purpose of influencing him/her to take a specific action or make purchases as to matters or items not related to Lindenwood business. Distribution refers to handing out materials, supplies, brochures, etc. for non-Lindenwood business.

Solicitation by employees may be subject to disciplinary action. Soliciting non-employees will be asked to vacate the premises. Individuals or groups refusing to comply with University directives or who are uncooperative may be brought to the attention of local law enforcement agencies.

Unpaid Personal Leave

At the discretion of the President, an employee may be granted time off without pay for personal reasons. Employees are required to use all accrued vacation prior to taking a personal leave of absence.

Whether an employee is granted a personal leave may depend upon job requirements, the availability of a temporary replacement and the projected ability of the department/ program to reinstate the employee after the leave. The University is under no obligation to return an employee who takes personal leave to the previously held position.

During an unpaid personal leave, the University discontinues its contributions to the retirement savings plan and health insurance plan. The Human Resources Office may be consulted for details on the impact to employee benefits.

Whistleblower Policy

General

Lindenwood University requires directors, officers and employees to comply with its Code of Ethics and observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the university, we must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the university prior to seeking resolution outside of the university.

Reporting Violations

The Code addresses Lindenwood University's open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor or not satisfied with the supervisor's response, he/she is encouraged to speak with someone in the Human Resources Office or anyone in management. Supervisors and managers are required to report suspected violations of the Code to Lindenwood's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the employee is not satisfied or is uncomfortable with following this open door policy, individuals should contact Lindenwood's Compliance Officer directly and present their concerns in writing.

Compliance Officer

The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the President, the Chairman of the board of directors and/or the finance and audit committee. The Compliance Officer has direct access to the finance and audit committee of the board of directors and is required to report to the finance and audit committee at least annually on compliance activity. The Compliance Officer shall be appointed by the Chairman of the board of directors and currently is the vice president for Human Resources.

Accounting and Auditing Matters

The finance and audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the finance and audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in goodfaith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and, if warranted, appropriate corrective action will be taken.

Work Place Surveillance and Searches

The University may utilize non-infringing surveillance and search measures to maintain the safe and secure campus environment. The University reserves the right to inspect and search all work areas for signs of policy misconduct. All records contained in University or personal computers (including e-mail) and storage devices connected to the University network, should be business-related and therefore are open to inspection by the University.

PROCEDURES

Intercollegiate Travel

For information concerning sports teams travel, please refer to the Lindenwood University Athletics Handbook.

Copy Center Use

Print requests can be sent via e-mail or brought to the Copy Center with the completed work request form (see appendix).

The Copy Center is open Monday-Thursday 7:30am - 1:00pm and 2:00pm - 6:00pm. On Fridays, it is open from 7:30am - 12:00pm

Please allow a 24 hour period to obtain materials. Upon completion of a request, the requester will be contacted via the contact information on the work request form.

E-mail Accounts

Full-Time Faculty

Requests for e-mail accounts for full-time faculty must come from the division dean. The dean will send the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions to Information Services.

E-mail addresses will be issued after the request has been made in writing by the dean, and information will be e-mailed to the dean or placed in his/her mailbox.

The dean is responsible for notifying Information Services immediately when a full-time faculty member leaves the University.

Adjunct Faculty

All deans are responsible for compiling a list of new adjunct professors each academic period and forwarding the list to the Dean of Faculty. The Dean of Faculty will compile all lists into one complete list and send that list to Information Services each academic period.

If an adjunct professor is no longer teaching at Lindenwood University, that professor's name should be forwarded to the Dean of Faculty, who will inform Information Services

E-mail accounts for adjunct professors will be created once every academic period after the list has been received, and addresses will then be sent to each dean either by e-mail or by campus mailbox.

Staff

Requests for e-mail accounts for professional staff must come from the dean/director. The dean/director needs to send the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions to Information Services.

E-mail addresses will be issued after the request has been made in writing by the dean/director, and information will be emailed to the dean/director or placed in his/her mailbox.

The dean/director is responsible for notifying Information Services immediately when a staff member's employment ends.

Hardware/Software Requests

Requests for hardware or software for professor classrooms must come from the division dean. The dean or section Director needs to fill out a requisition form and have it signed by the Vice President for Operations and Finance or President. Once completed, notification will be forwarded to Information Services. Once the requisition has been received, availability of the equipment or software requested will be determined. Once determination of availability is conducted, scheduling will begin. The requisition should include the user's full name, office location or class location, telephone number (if known), and appropriate access allowances and restrictions.

Personnel should allow six weeks, once information services has been notified, for required purchases. Once purchased and delivered, installation of the equipment/software will be added to the schedule, and notification will be sent to the persons involved.

The dean is responsible for notifying Information Services when a piece of equipment or software is no longer required.

Two weeks should be allowed for removal.

Remote Campus Request

Requests for hardware or software for faculty or classrooms must come from the dean. The dean or section Director will fill out a requisition form and have it signed by the Vice President for Operations and Finance or President. Once completed, notification will be forwarded to Information Services. Once the requisition has been received, the process to determine availability of equipment or software

requested will be conducted. Once determination of availability has been completed, scheduling will begin. The requisition should include the user's full name, office location or class location, telephone number (if known), and appropriate access allowances and restrictions.

Personnel should allow six weeks, once information services has been notified, for required purchases. Once purchased and delivered, installation of the equipment/software will be added to the schedule and notification will be sent to the persons involved.

The dean is responsible for notifying Information Services when a piece of equipment or software is no longer required.

Two weeks should be allowed for removal.

The Site Coordinator is responsible for notifying the Dean of Evening and Graduate Admissions when a remote campus user leaves the University. The Dean of Evening and Graduate Admissions is then responsible for notifying Information Services when a remote campus user leaves the University.

Software Copyright Compliance

As a part of its compliance with federal copyright law, Lindenwood University employs a procedure to respond to bona fide notices of copyright violation by copyright holders. This procedure operates as follows:

The Digital Millennium Copyright Agent for the university requests that the Network Operations Center block the Internet Protocol (IP) address alleged to be in violation of federal law and provide the agent with the identity of the user or party responsible for the computer (responsible party).

The agent then notifies the user or responsible party of the notice and requests a cease and desist statement.

Upon receipt of that statement, the agent then requests that the Network Operations Center unblock the IP address.

Because intentional file sharing of material for which the user does not have the copyright holder's permission is a violation of the University policy, the user shall report to the Provost's Office for disciplinary processing. These procedures help to protect the user against copyright holders going through legal processes to obtain the identity of the user.

In the case where the copyright notice is the result of a computer compromise (electronic activities that cause damage to a computer), or a "hacking," and not the intentional activity of file sharing on the part of the computer's user, the agent shall instruct the user to fix the computer or to make an appointment with the Helpdesk (helpdesk@Lindenwood.edu) to have it fixed. The agent will request the block be lifted upon receipt of information that the machine has been repaired.

Disability Support

If reasonable accommodations are required to enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, the Human Resource Office should be contacted.

Emergency Preparedness

Please refer to the Emergency Procedure booklet (PAGE NUMBER).

Field Trips

Field trips for academic purposes must be on arranged in advance. Documentation must be submitted to the Vice President for Academic Affairs and Provost and should include a complete listing of students attending the field trip; the professor who will serve as chaperone; a statement of the location, date and time of the trip; and a description of the method of travel. If rental of a van or bus is necessary, lab fees should be assessed at the time of enrollment in the course. All additional fees are the responsibility the

students. Names of all students who plan to attend the field trip should be sent to faculty at least two days in advance. Names of students who fail to attend a field trip should be made available to the faculty members whose classes were missed.

Graduate Assistantship

A graduate assistantship is awarded to a graduate student to provide academic and program support to the university. Graduate assistants will be placed (if a need exists) in an area that supports the graduate student's area of study. Graduate assistantships are limited and are only awarded to an area of the university that has been approved by the Office of Human Resources. Graduate assistants must be enrolled as full-time students, and work will vary between 20-40 hours per week depending upon the approved need. These positions may have a supervisory role included in their duties. Graduate assistantships will only be approved. Appointments do not constitute a contract and can be terminated at any time by the appropriate Lindenwood personnel. Awards will vary as a function of level of responsibility. Stipends may be a part of the award.

Graduate students may also apply for graduate work study positions. These positions may include custodial, cafeteria, clerical or other related duties in an area approved to have a graduate work study student. Individuals will be paid at the rate of \$10 per hour not to exceed 20 hours per week. These positions do not constitute a contract between the individual and Lindenwood and can be terminated at any time by Lindenwood. Graduate work study awards will be allocated on a demonstrated need basis.

Graduate Assistant Request

Graduate assistants are an integral operational component to the Lindenwood community. Therefore, requests for new or continuing graduate assistant support should be made in writing to the Human Resource Office.

All collecting and posting of time sheets will be performed by the Business Office.

Grievance Procedure

Grievances with a person or the institution should be brought to the attention of the employee's immediate supervisor via a signed written statement. The immediate supervisor will then seek resolution on the employee's behalf.

Grievances with an immediate supervisor should be brought to the Executive Management Team, via a signed written statement, to initiate mutual resolution.

Appeal Process

If an employee determines the resolution by the immediate supervisor is not equitable, that employee may appeal to the Executive Management Team via a first or second signed written statement.

If an employee determines the resolution by the Executive Management Team is not equitable, that employee may appeal to the President via a second or third signed written statement.

If an employee determines the resolution by the President is not equitable, that employee may appeal to the Chairman of the Board of Directors via a third or fourth signed written statement.

Identification Cards (I-D)

With the submission of the appropriate tax forms to the Personnel Office, an employee will be provided an employment slip, which will be shown to the Work and Learn Office, located on the third floor of the Spellmann Center, to verify new employment at the university. At that time, an employee I-D will be created.

If an I-D is lost, the employee will pay \$10 to the Business Office, obtain a purchase receipt, and obtain a new ID from the Work and Learn Office.

Key Requests

Keys are ultimately authorized by the Vice President for Operations and Finance. However, in order to receive a key, the employee must obtain and have signed a key request form (see appendix) from the department or division head and submit it to the Vice President for Operations and Finance for review. If authorized, the university will provide a key within five working days. NOTE: Keys must not be loaned to any unauthorized person or duplicated. Employees who violate these restrictions will be subject to loss of access to previously authorized areas.

When changing office locations or leaving the university, old keys must be returned to the key master located in the Business Service Center.

In instances of lost keys, employees may be charged \$35.00 for the replacement. Appeals to the charge may be made to the Vice President for Operations and Finance.

Injuries/Accidents-Employees

Lindenwood University provides workers compensation benefits for all employees in accordance with federal, state, and local laws if a compensable injury is incurred in the course of employment.

In the event of an emergency, 911 should be called immediately.

Employees should immediately report all injuries incurred on the job, no matter how insignificant, to their supervisor. The employee must also complete an incident report. The supervisor will instruct the employee where to obtain any necessary medical treatment.

If the medical provider certifies that the injured/ill employee is unable to work, a leave of absence may be initiated.

Injuries/Accidents-Students

In the event of an emergency, 911 should be called immediately. If the injury or illness is not life threatening, Residential Services should be called for assistance. An incident report must be completed.

If the student needs to be transported to the hospital, 911 should be called. Employees should not transport students in University or personal vehicles. If the student is transported to the hospital, Residential Services will notify the legal guardians.

J-Term Trips

J-Term travel courses will be considered each year by the Vice President for Academic Affairs & Provost. The President will have final approval for such courses. All students wishing to participate in J-Term trips must have all prior account balances paid and must have made arrangements to pay for the following semester.

Proposals for J-Term travel courses should include the educational objectives of the travel experience; an overview of the itinerary, including dates of departure and return; a list of the assignments integrated with the itinerary (readings, papers, etc.) that the students will be required to complete a specified method of assessment; an itemized list of fees and costs the student will incur; a specification of the type and size of any advances or deposits that will be required and the dates by which those sums will be needed; the last allowable cancellation date for any student and for the trip as a whole including any refund/deadline policy; a list of comparable costs or any explanation as to why bids were not sought; and a description of how the students will be supervised throughout the experience and by whom. In addition, students will be required to submit a written commitment to possessing their

Visas prior to the last date for a full refund.

Prior to departure, the faculty member must submit a final roster and detailed itinerary including hotel names and telephone numbers to the Vice President for Operations and Finance.

Mail Procedures

Incoming Mail

Mail is received each Monday through Saturday morning at the Roemer mailroom. Mail is separated by faculty, staff, and students. The same procedure is used for UPS, DHL, and FEDEX deliveries.

Mail that has an incomplete address (incomplete name, undecipherable name, or missing name) may be opened to determine the recipient. If it is not possible to determine the addressee, and it is definitely for Lindenwood, the item will be sent to the office/individual deemed more appropriate.

Outgoing Mail

Faculty and Staff – Outgoing mail sent from the Roemer mailroom Monday through Saturday must be university-related. There are two pick-ups each on Monday through Friday (one in morning and another in the afternoon), and one pick-up on Saturday. Mail that is hand-addressed or is larger than a normal envelope can only go with the morning mail. Mail that is machine addressed or typed goes with the afternoon mail.

Personal mail may be sent through university mail if stamped by the sender.

Mail delivered to the Roemer mailroom must be separated into appropriate bins (hand-addressed, machine-addressed, oversize, international, and campus (student) mail) to avoid having mailings return to Lindenwood and to ensure proper postage is placed on the mail.

Mail that needs to be mailed immediately must be delivered to the mailroom in sufficient time to ensure it can be processed. Mail for the morning pick-up should be in the bins before 9:30 am (normal pick-up 10:30) and mail for the afternoon pick-up should be in the bins before 1:30 pm (normal pick-up 2:30 pm). The carriers will not pickup mail that is not metered for them.

Faculty and staff who wish to mail personal items may do so, but it is discouraged.

The mailroom does not handle outgoing UPS, FEDEX, or DHL mail. The only time it will handle such mailings is when a package is being returned and the carrier has been notified.

However, the International Office has a daily non-holiday pick up schedule with the United Parcel Service (UPS). If an employee wishes to ship documents overnight in the United States, he/she should contact the appropriate dean/director. The dean/director will then discuss the shipment with the Chief Operating Officer who will approve the shipment and communicate it to the International Office.

Bulk Mail

For university purposes, bulk mail is mail that is being sent to at least 200 recipients and each piece is of the same size and weight. Additionally, this is mail that is general in nature, meaning each item is not specific to each individual (such as grades or bills).

This type of mailing is handled by the department that wishes to send the mail.

The mail must be sorted by zip code (three digit 633xx, 634xx).

As the mail is sorted, it must be stamped with the university non-profit stamp (available from the Work and Learn Office) in the upper right corner (this entitles Lindenwood to discounted charges for large mailings).

There must be a total count of letters being mailed and a total count by zip code area. This drives the cost of the mailing.

Once all necessary materials are obtained, visit the 5th Street U.S. Post Office and ask for bulk mailing department. At that time, the Post Office will want the exact amount being mailed and an example. Please ask for and complete a PS for 3602-N to record the mailing on and for a cost.

Take a check request for the amount to the Chief Operating Officer.

Upon receipt of the check, bring the entire bulk mailing to the Post Office for mailing.

Employee Mailboxes

Mail for the staff and faculty is separated into the appropriate individual or section mailbox. It is important that the mailroom be informed of any changes in faculty or staff in order to ensure that the mail is sorted properly. This is a responsibility of the individual and the section dean/director. Oversize mail will be marked with the individual's name and placed on the shelves in the Roemer mailroom. A note will also be placed in the mailbox notifying the recipient that the item has been received and can be picked up. As much as possible, a telephonic notification will also be made. Due to the amount of oversize mail that is received daily and the limited space in the mailroom, it is imperative that boxes be picked up as soon as possible.

Student Mailboxes

Student mail is delivered to the Spellmann Center mailroom in the afternoon. It is separated into individual boxes and will normally be available by 3:00 pm. Mail that is oversize will be listed on a separate posting outside the mailroom. Students should check this daily. Mail delivered on Saturday will not be available until the next Monday. Students who wish to pick up oversize mail may normally do so between 8:00 am and 5:00 pm Monday through Friday. There is no service on weekends.

Individuals must show ID when receiving oversize mail. Only the addressee may receive the mail; it will not be given to someone else without permission.

Students who receive mail under multiple names need to inform the mailroom of these names to ensure delivery.

Maintenance and Repairs

Requests for maintenance support for faculty or professional staff must come from the dean/director. The dean/director will notify the Business Service Center at 636-949-4922 or at maintenance@lindenwood.edu. The full name of the requester, a telephone number where he/she can be reached, the office or location of the item in need of repair, and a description of the distress and requested assistance must be provided.

Media

The Communications Office at Lindenwood University is responsible for assisting faculty, staff, and administrators in all media-related matters. Faculty and staff members should call the Director of Communications (636-949-4920) if they are aware of or involved in any media matters related to Lindenwood.

Media representatives and organizations are welcome on the Lindenwood campus only with prior approval of the Communications Office. If an employee is approached by a member of the media on any Lindenwood campus, he/she should call the PR office (636-949-4964). After hours, employees should ask campus security for the telephone number of the Communications Director.

It is important that the PR office is engaged in all media matters.

Paycheck Dispersal

All employees will be paid once per month. Pay day is on the last business day of the month. Paychecks may be picked up in the business office or transmitted via direct deposit after 2:00 p.m. on payday.

To set up direct deposit of paychecks, please see the Payroll Office to obtain and submit the appropriate documentation.

Keep in mind, individuals may not pick up another employee's paycheck without prior written

authorization from the employee.

If an employee would prefer to have his/her paycheck mailed, he/she should contact the Payroll Office to make arrangement. Paychecks will be mailed on payday via regular U.S. mail.

Purchases

Academic Related

All purchases must be pre-approved by the Vice President for Operations and Finance or the President. Purchase requests shall be made by submitting a purchase requisition approved by the department head to the Vice President for Operations and Finance. If approved, the requisition will be forwarded to the Spirit and Supplies Shoppe for processing. The Spirit and Supplies Shoppe will create a purchase order/PO number and will forward it to the requestor. When the requestor receives the purchase order, the purchase may be made. Upon receipt of items, the employee should attach the invoice to a copy of the purchase order and return it to the Spirit and Supplies Shoppe for processing.

In the event a vendor does not accept purchase orders, a check for payment may be requested by filling out a check request form, obtaining Department Head approval and submitting it to the Vice President for Operations and Finance. If approved, the check request will be forwarded to Accounts Payable for processing. The check may be obtained from the Business Office Cashier window. One week should be allowed for processing.

All items requested for purchase should include three bids or price comparisons. Lindenwood University is a tax exempt organization, so taxes should not be included. Tax exempt forms can be obtained from the Accounts Payable Office if needed.

Purchases made without prior approval or without a tax exempt form will not be reimbursed.

Agency Accounts

Employees responsible for student organizations or groups may utilize agency accounts. Agency accounts are established to provide organizations and activities with a University account to execute the following transactions:

1. Depositing funds obtained by fundraiser projects.
2. Student payments associated with dues, clothing, etc.
3. Process payments for approved expenditures.

Student-Athlete Payments:

If a student-athlete is making payment for clothing or athletic gear, he or she should forward payment directly to the Business Office. (Checks payable to Lindenwood University and indication of sport.) Coaches and other staff members are not allowed to collect money under any circumstances. Each employee is responsible for providing the Business Office with a list of student-athletes (along with dollar amount due) who plan to purchase items so that their names can be highlighted by a Business Office representative confirming payment has been received. This authorizes the coach to release clothing/items to the student-athlete. If the student-athlete pays at the Cashier's Window, a hand receipt will also be generated.

Orders

The Business Office will not track orders. Its role is only to confirm that a payment for a particular student-athlete has been received. It is the employee's responsibility to keep track of sizes, order forms, etc.

Fundraisers

The Chief Operations Officer and the Development Office must approve fundraiser projects in advance. Fundraising requests should be given to the COO after the Development Office's approval. Checks received as a result of a fundraiser should be made payable to Lindenwood University and

deposited through the Lindenwood Business Office.

Requests for withdrawals

Check requests should be completed when requesting funds for approved expenditures from an agency account. Check requests are then forwarded to the Vice President for Operations and Finance for approval. In instances where vendors require advanced approval, a purchase requisition can be requested from the Vice President for Operations and Finance.

Employee Related

Academic purchases are made utilizing the same process as staff purchases listed above; however, such purchases must include the class name, the number of students in the class, and any associated lab fee.

Reserve Facilities

Events & Meeting Space

Requests for all meeting space and events are reserved via the Student Activities Office. All forms are available on the student activity page. Social events sponsored by recognized student organizations must meet with the approval of the faculty or staff advisor for the sponsoring organization, and are to be scheduled with and approved (signed) by the Director of Student Activities.

Scheduling requires completion and submission of a Special Event Request Form. Forms are available in the appendix and the student activities webpage, and will indicate any special requirements to be met by the requesting group relative to facility use or upcoming activity. Student organizational event use of campus facilities will require the presence of a faculty or staff member during the event.

School Cancellations

When it is necessary to cancel classes, announcements will be posted on News Channel 5, KSDK.com; Fox 2, KTVI, www.myfoxstl.com; KMOX storm center information; and KCLC radio.

Textbook Ordering

Books for classroom use will be ordered through MBS unless otherwise approved. Deans are responsible for ensuring that books are submitted to MBS by the date specified by the Vice President for Academic Affairs. Directions for reviewing course adoptions, updating course adoptions, and approving course adoptions are available through MBS or in the office of the VP for Academic Affairs.

**EMERGENCY PROCEDURES
FOR LINDENWOOD UNIVERSITY**

Table of Contents

Purpose1
Medical/work related injuries or illnesses1
Student Health and Safety1
Bomb Threats1
Chemical Spills1
Earth Quakes1
Fire1
Substance Abuse1
Severe Weather1
Utilities Failure1
Work Place Violence1
Weapons1

PURPOSE

The purpose of an emergency program is the safety and protection of the building's occupants. The evacuation of any area that becomes involved in an emergency situation must begin immediately if a real emergency situation is underway. The method and direction of evaluation will be governed by the layout of the building and the location of the emergency. Persons evacuating the building should proceed to the closest unencumbered exit.

This booklet contains information on emergency situations and procedures to follow should an emergency occur. Please read it carefully and on the enclosed plans familiarize yourself with the location of emergency equipment and exits throughout the building.

Lindenwood University buildings are equipped with smoke detectors, emergency lighting and fire extinguishers on each floor. The St. Charles Fire Department conducts frequent inspections to determine the conditions of the building's safety equipment.

If the tenant has determined the need to evacuate its personnel, and after an area has been completely cleared of its occupants, no one should return to the site until it has been declared safe by the responsible authorities.

Always remember to stay off the building elevators if an emergency is underway.

Medical Emergency and Work Related Injury

Medical Emergency

1. Do not move a seriously injured person unless the person is in a life-threatening situation (i.e. falling debris, fire, explosion).
2. Someone should stay with the injured person, if possible. Keep the victim as calm and comfortable as possible. Employ Universal Precautions for all body fluid spills (Assume all spills are contaminated).
3. Dial 911 (9-911 on in-house phone) for injuries requiring immediate attention. Be prepared to provide:
 - a. Nature of the injury
 - b. Where in the building the emergency exists
 - c. The number you are calling from and, if possible, have someone stay close to that number until aid arrives
 - d. Send someone to meet and guide the emergency crew
4. Notify the Director of Residential Services (636) 949-4687, switchboard (0) and/or Maintenance Office (636) 949-4922 before 5pm and (636) 262-4622 after 5pm. Give your name, location, and telephone number. Provide as much information as possible: nature of injury or illness, whether victim is conscious, type of treatment being administered, etc.
5. Return to the victim and remain with the victim until campus security or emergency crew arrives.

Emergencies for Students and Employees:

St Joseph's Medical Center
300 First Capitol Drive
St. Charles, MO 63301
(636) 979-5000

Work Related Illness and Injuries (Employees)

Work related illnesses and injuries that occur on the Lindenwood University, St. Charles campus should be treated at the employee's health care provider.

Transporting students or other employees to Emergency Care Centers results in full liability on the part of the one transporting the injured.

Students can report to any healthcare facility if they choose to seek non-emergency treatment.

STUDENT HEALTH AND SAFETY

Student Health/Wellness and campus safety

If a student has an accident on University property, the student should report the accident to the Residential Services Office. If a student suffers an accident or illness while attending classes, the student should notify the instructor. The University will take necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required, the student is financially responsible. The student must fill out an accident form that can be found in the Residential Services Office. (CSC-G)

Student Accident Insurance

For students registered in credit courses, the University provides accident insurance in a designated amount for injuries sustained while participating in University-sponsored activities. The activity must take place on University premises or on any premises designated by the University. Students are also covered while traveling to and from College-sponsored activities as a member of a group under University supervision. It is the student's responsibility to report injuries promptly to the instructor or to the Residential Services Office.

Crime

Any student, prospective student, faculty or staff person who has been a victim of or a witness to a criminal activity which occurred on any of the grounds or facilities of Lindenwood University are encouraged to report this information to the Residential Services Office, or Campus Life Office and fill out a crime report. It is University policy to assist the police in any investigation.

Bomb Threat

1. Most bomb threats are received by telephone.
2. Remain calm and attempt to obtain as much information as possible from the caller by using the checklist following this page. If your phone has Caller ID, also list the source of the call if available.
3. Notify the Director of Residential Services (636) 979-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm or call 911, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call and any distinguishing information about the caller.
4. Do not use the fire alarm, hand-held radios or cell phones.
5. Inform your supervisor.
6. If you should spot a suspicious object, package, etc., which may be a potential bomb, Do not touch, move, examine or disturb the object.
7. If instructed to evacuate, follow the Emergency Evacuation Plan. Do not re-enter the building until instructed to do so.

BOMB THREAT RECORDING FORM

Exact wording of threat

Questions to Ask

When will the bomb explode? _____

Where is the bomb? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Caller's voice and manner description: (Circle appropriate items)

female	male	familiar*	accent	distinct	disguised
calm	angry	loud	soft	slow	rapid
excited	sobbing	laughing	profane	incoherent	slurred
lisp	raspy	cracking	stutter		

If familiar, who did the caller sound like? _____

Background noises: (Circle appropriate items)

street noises	trains/airplanes	whistle sounds	animal noises
house noises	music	radio	television
office machines	general office	cell phone	static
party noises	PA system	clear	

Date and time call was received

Date ____ / ____ / ____ Time _____ a.m./p.m.

Chemical spills – Immediately Dangerous to Life or Health

If a chemical spill takes place that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

1. Sound the building fire alarms if there is any reason to believe the released material may affect individuals outside the immediate spill area. Make reasonable attempt to direct evacuating individuals away from the immediate spill area.
2. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
3. Call Director of Residential Services (636) 949-4687/ Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm or 911. Be prepared to give: building, floor room number, type of incident, chemical(s) involved, and estimate volume of material(s) involved.
4. Initiate the Regional Emergency Evacuation Plan.
5. Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes unless directed otherwise.

Chemical spills – Not Immediately Dangerous to Life or Health

Chemical spills involving materials for which the person responsible has definitive information indicating that the released material does not pose an immediate threat to themselves or other building occupants should be handled in the following manner:

1. If you are thoroughly familiar with the hazards of the spilled material, you have been trained to confine and cleanup spills, and you have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
2. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
3. Call the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm or 911. Be prepared to give: the building, floor, room number, type of incident, chemical(s) involved, and estimate volume of material involved.
4. Residential Services will then notify the appropriate department(s) to assist in the clean up the released materials

Earthquake

During the Quake

- 1.If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner. Stay clear of windows, bookcases and outside walls. **DO NOT USE THE ELEVATORS.**
- 2.If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the Quake

- 1.Exit building as quickly as possible.
- 2.Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger.
- 3.Do not use the telephone immediately unless there is a serious injury, fire or gas leak. Telephones should be kept open for emergencies.
- 4.If you suspect or know that someone is trapped in the building, notify emergency personnel on the scene first and then a member of the University emergency response team. Give the time when the victims were last seen, number of victims, and their last known location.
- 5.Do not touch downed power lines or damaged building equipment.
- 6.Where applicable, turn off all natural gas, oxygen/acetylene tanks, etc.
- 7.Clean up spilled medicines, bleaches, gasoline or other chemicals. If a spill is significant in amount, utilize Chemical Spills Emergency Procedures.
- 8.If building is damaged, initiate the Regional Emergency Evacuation Plan and do not enter until directed to do so by emergency personnel or a member of the University emergency response team.
- 9.If you evacuate, immediately go to designated area on the regional evacuation plan, be sure to account for yourself, so time will not be wasted by emergency personnel who may be looking for you.
- 10.Be prepared for aftershocks.

Fire

Know the location of the fire alarms, extinguishers, and fire evacuation routes and fire exits in the area you are working. As you leave, be prepared to help those having trouble moving to the exits.

- 1.Pull alarm at exit door. Upon discovering a fire, explosion or smoke in the building, close the door to the room where the fire is located, and immediately activate the fire alarm system.
- 2.Call for help. After sounding the alarm, call the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm or 911 if time permits. Identify yourself and the location of the fire (floor and room number if possible). Sounding the alarm automatically notifies the fire department.
- 3.Warn Others.
- 4.Attempt to extinguish only if you can do so safely.
- 5.Evacuate immediately upon alarm. Follow the Emergency Evacuation Plan and do not re-enter the building until instructed to do so.
- 6.Do not use elevators during a fire emergency. Use stairs. Power outages will leave you stranded and trapped on the elevator.
- 7.Assemble in the closest parking lot away from the drive lanes and fire lanes. Stay clear of the building.
- 8.Advise fire fighters on the scene if you suspect someone may be trapped.
- 9.Do not re-enter the building until instructed to do so by the fire department or other authorities.

When the Fire Alarm sounds you must assume that it is a real fire. Go to the main fire panel and find the location of the alarm. Check out the location and if it is a false alarm, then silence the alarm and let everyone know that it is safe to enter the building. If it is a real fire, allow the alarm to sound until it is safe to enter the building.

Substance Abuse

Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in University buildings, at University functions, or on University grounds is prohibited at all times.

The individual thought to be under the influence of a controlled substance, alcohol, prescription or non-prescription drug whose behavior is disruptive to the educational process will be requested to leave and report to the Dean of Student's office.

If the individual refuses to leave/continues to stay in the area:

Dismiss the class if in a classroom.

Leave the area if in a classroom.

Note the description of the individual and his/her location; provide the name if possible.

Notify the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm or 911.

After resolution, document the incident in writing and supply a copy to the Dean of Student's office within 24 hours.

If individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the appropriate administrator. If the individual is a student, then report to the Dean of Students (636) 949-4980 or Residential Services Director (636) 949-4687 and/or Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm. If the individual is an employee then contact the Executive Director of Human Resources. The Dean of Students will act as back up if necessary.

Severe Weather

Tornado or Severe Thunderstorm Watch

1. Facilities staff/security will monitor radio for weather information.
2. Bring all persons inside the building.
3. Close window blinds.

Severe Thunderstorm Warning

Be prepared to move to place of shelter if threatening weather approaches.

1. Keep people indoors and away from windows. If large hail begins to fall, it may be necessary to seek shelter.
2. Report injuries and damage to the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm.

Tornado Warning

If an actual tornado has been identified in the area by spotters and/or radar:

1. Seek shelter immediately; move students and staff to safe areas. Recommended shelter areas are stairwells, rest rooms, or corridors. Do not stand in front of glass doors, windows, elevator lobbies or in an atrium. Do not get into elevators during a tornado.
2. Assist individuals with physical disabilities to the shelter areas.
3. Stay away from windows and exterior walls.

4. Shelter – Main Building – first floor interior walls and classrooms without windows and interior walls.
5. Shelter – Plaza – Any office not on an outside wall
6. Shelter – Other locations – Inner hallways and classrooms without an outside wall.
7. Where applicable, turn off all natural gas, oxygen/acetylene tanks, etc.
8. Monitor weather conditions via radio and contact the pertinent law enforcement agencies.
9. Remain in safe (shelter) area until warning expires.
10. Students who live in non-traditional housing may seek shelter in the lower level of the Performance Arena.

Tornado Aftermath

1. After the all clear, leave badly damaged buildings; do not attempt to return to the buildings unless directed to do so by emergency personnel or campus security.
2. See Medical Emergencies regarding care of injured persons.
3. Report all damages and injuries to the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm.

Do not attempt to turn on/off or use utilities or equipment.

Utility Failure

If the utility failure is not wide spread, immediately call the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm. Be prepared to give:

Location; including floor

Room number

Nature of the problem

Person to contact and extension.

If any of the following occurs in the evening or on the weekend please contact Residential Services at (636) 262-4622.

Electrical Failure

Turn off computers in offices and classrooms and leave them off for 30 minutes after the power comes on to give the staff time to bring up servers again.

Emergency lighting is temporary and is not provided to continue building operations. Evacuate darkened areas with caution.

All employees and students should report to common areas and wait for instructions on cancellations/ closings and other general announcements.

If the electrical failure occurs during evening classes, then classes will be canceled and the school will close unless shelter is needed during a severe storm.

Elevator Failure

If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone (if available). Never attempt to exit an elevator stopped between floors.

Telephone Failure

If there is a power failure it is possible there will be a telephone failure also.

Flooding/Plumbing Failure

Do not touch energized electrical appliances while you are standing in an area filled with water. Contact the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm immediately.

Natural Gas Leak

If you detect the odor of natural gas, leave the area and contact the Director of Residential Services (636) 949-4687/Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm . Do not use any spark producing devices such as electric motors, switches, etc.

Workplace Violence

Restraining Order

If a student, faculty, or staff member has a restraining order against someone, a copy of that order should be on file with the Residential Operations Office so that the university is aware of the situation. Reasonable steps will be taken to insure the safety of that individual. If a faculty/staff member has the restraining order, the Residential Operations office and the Human Resources office will have a copy. If a student has a restraining order, there will be a copy on file in the Residential Operations office and the Student Affairs Office.

Abusive or Threatening Individual

1. Stay calm and collect your thoughts. Assess the level of the threat. Don't risk staying in a situation if you think physical attack is possible.
2. If the situation is dangerous, go to a safe place and call Residential Services.
3. If the situation does not appear to be dangerous, take steps to de-escalate the conflict.
 - Move individual to a private area away from an audience
 - Use a clear, calm, strong voice
 - Keep your body language non-threatening
 - Do not use words that threaten or intimidate
 - Be respectful-do not shame, blame or judge the individual
 - Listen to the individual and allow them to ventilate
 - Do not argue-let them express their anger
 - Empathize with the individual-imagine yourself in the same situation
 - Ask the individual how the problem may be solved
 - Think about possible ways to solve the problem
 - If you are unable to solve the problem, ask for help
 - Thank the individual for bringing the concern to your attention
4. If you are unable to de-escalate the situation, call for assistance from an administrator.
5. Document the events even if you solved the problem. Give documentation to the appropriate administrator.

If an individual has a weapon in his/her possession:

- *Do not attempt to approach, escort or disarm the individual.
- *Get a description of the individual(s) and their location(s).
- *Notify the Residential Services Office (636) 949-4922 before 5pm or (636) 262-4622 after 5pm.

Weapons suspected in the classroom

- Seek out the nearest colleague
- Confidentially tell the colleague that you suspect a student has a weapon in class.
- Give the name/seat location of the student who is suspected.
- Tell the colleague to inform an administrator immediately.
- Continue class and lesson. The administrator will notify the Police Department.

Weapons Pulled or Displayed

1. If a student/intruder pulls a gun in class, do not try to disarm the individual.
2. Remain calm. Tell the rest of the class to remain seated and stay calm.
3. Stay away from the student/intruder with the gun. Talk to the individual in as controlled a manner as possible.
4. Ask the individual to put the gun down and move away from it.
5. Do what you can to get the attention of another colleague and the administration so that help can be summoned.

Hostage Incident

Notify Police (911) and Residential Services (636) 949-4922 before 5pm or (636) 262-4622 after 5pm

Follow the instructions of the hostage taker.

Do not try to disarm or negotiate with the hostage taker.

Do not offer yourself as a hostage.

Do focus your attention on what is happening and make mental lists of events and a description of the perpetrator(s).

If hostages are taken away, make sure you know who they are and remember what the hostage taker says at this specific moment in the incident.

When it is feasible, contact Administrator for help.

When police arrive, trust them and follow their instructions.

APPENDIX

REQUEST FOR CHECK

LINDENWOOD
LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

Date Requested _____
Date Required _____
Department _____
Account # _____

DESCRIPTION

Total Check Amount: \$ _____
Make Check Payable to: _____
Mail to: _____
Hold in Business Office: _____

Signature

Authorization

LINDENWOOD

Special Event Facility Request Form

*Please fill out this form completely. Please PRINT or TYPE. Use Blue or Black Ink, PRESS FIRMLY.
All requests must be submitted to the Student Activities Office: Spellmann Center: Lower Level. Any questions, please call 636-949-4983.*

Fine & Performing Arts (Marsha Parker, X4906)

- Jelkyl Theatre
- Downstage Theatre (Harmon 101)
- Hendren Gallery
- Gallery 202
- Sibley Chapel
- Lindenwood University Cultural Center (LUCC)
- LUCC Auditorium
- LUCC Classroom(s) Number(s) required _____

Registrar's Office (Maryann Townsend, X4914)

- Young Hall Auditorium
- Classroom(s) Number(s) required _____

Student Activities (Eric Click, X4983)

- Butler Parlor
- The Loft
- Quad & Gazebo
- Spellmann Center
- The Connection _____ Patio
- Hallway(s) _____

Athletic Facilities (John Creer, X4777)

- Performance Arena: Main Gym
- Performance Arena: Auxiliary Gym
- Hunter Stadium
- Track
- Lou Brock Sports Complex
- Baseball
- Softball

Management Division (Chris Edler, X4840)

- MAB Parlor
- Goodall Lounge

Dining Facilities (Ralph Pfremmer, X4648)

- Spellmann Center: Cafeteria

Campus Life (Dana Wehrli, X4806)

- Spellmann Center: Conference Rooms(s)

Development Office (Charlsie Floyd, X4909;

Maddelene Collins, X4700)

- Lindenwood University Club
- Performance Arena: VIP Room
- Spellmann Center: Leadership Room
- Section(s): (A) _____ (B) _____ (C) _____

Other (please specify) _____

Event Planned _____

Day & Date of Event _____ **Time of Event: From** _____ **To** _____

Number of People _____ **Event Cancelled/Changed** _____

Organization/Company Name _____

Company/Organization Address _____

City/State/Zip _____

Advisor/Contact Person _____ **Phone** _____ **Fax** _____

Room Set-Up: (Joyce Norman, X4922) (excluding theatre, auditorium, chapel & VIP Room)

- Conference U-Shaped Hollow Square Classroom
- Registration Table with Chairs Other (please attach diagram)

Equipment Required: (Brian Bush, X4399)

- Overhead Projector Podium Podium with Mic Screen Laptop/Portable Projector

Hospitality Requirements: (Chris Lupo, X4928; Dave Klimuszka, X4928)

All meal functions held at Lindenwood University must be catered by Lindenwood University's dining service and approved by the Chief Operating Officer before the event is booked.

Julie Mueller Signature _____

No food or drinks permitted in Jelkyl Theatre, Sibley Chapel, Butler Parlour, MAB Parlor, Goodall Lounge, Performance Arena Main/Auxiliary gyms or LUCC Auditorium. Organizations are responsible for set-up, clean-up and monitoring.

Signature of Requester _____ Date _____

Signature of Dean/Department Head/Org. Advisor _____ Approved Yes No

Signature of Building Director _____ Approved Yes No

Signature of Director of Student Activities _____ Approved Yes No

Office Use Only: Date Received _____ Initials _____

White-Student Activities Office **Green**-Food Service **Yellow**-Business Service Center **Pink**-Audio/Visual **Goldenrod**-Client

LINDENWOOD

**ALL KEY REQUESTS MUST BE SUBMITTED TO:
JULIE MUELLER – EXEC. OFFICE**

THE PURPOSE OF THIS SYSTEM IS TO TRACK WHO HOLDS WHICH KEYS. FOR THIS REASON IT IS IMPORTANT THAT THE NAME OF THE PERSON WHO WILL BE RESPONSIBLE FOR AND USING THE KEY IS LISTED ON THIS SHEET. IF THREE (3) KEYS ARE NEEDED FOR THREE (3) SEPARATE INDIVIDUALS, THERE NEEDS TO BE THREE (3) SEPARATE FORMS.

Please print to complete this form.

NAME OF KEY RECEIPIENT: _____

KEY REQUESTED: _____

OF KEYS REQUESTED: _____

REPLACEMENT KEY: _____ NEW KEY: _____

APPROVAL SIGNATURE OF DEAN OR DEPT. HEAD _____

SIGNATURE OF RECIPIENT UPON RECEIPT OF KEY:

Printed Name: _____

Signature _____

Date _____

*This form will be the only form accepted for Key Request!!
NO EXCEPTIONS*

Assigned key(s) for the departing individual(s) shall be turned in to the Responsible Dean or Dept. Head. The Dean or Dept. Head then shall return the key(s) for the departing person(s) to the KEY SHOP. Do **NOT** pass on the departing person's key(s) to a new person coming into a department.

Any questions regarding current key assignments should be directed to the Key Shop at x4355.

209 S. Kingshighway • St. Charles, MO 63301-1695 • Phone: (636) 949-2000 • Fax: (636) 949-4910
www.lindenwood.edu

Rev: 4/13/2007

LINDENWOOD
FACULTY PRINT CENTER
 powered by **INDOX**
AN IRVING-CLOUD COMPANY

Phone: 636-949-4616

E-mail: copycenter@lindenwood.edu

Hours: Monday-Thursday 7:30am to 6:00pm | Friday 7:30am to 12:00pm

Date Ordered: _____ Date Due: _____ Pick-Up Time: _____

Faculty Name: _____ Division: _____ Phone: _____

Job #1	Job/File Name: _____		Special Instructions:
Number of Pages			
Total of Finished Pieces			
Single Sided / Double Sided	Single <input type="radio"/> Double <input type="radio"/> Mix <input type="radio"/>		
Staple	Yes <input type="radio"/> No <input type="radio"/>		

Job #2	Job/File Name: _____		Special Instructions:
Number of Pages			
Total of Finished Pieces			
Single Sided / Double Sided	Single <input type="radio"/> Double <input type="radio"/> Mix <input type="radio"/>		
Staple	Yes <input type="radio"/> No <input type="radio"/>		

Job #3	Job/File Name: _____		Special Instructions:
Number of Pages			
Total of Finished Pieces			
Single Sided / Double Sided	Single <input type="radio"/> Double <input type="radio"/> Mix <input type="radio"/>		
Staple	Yes <input type="radio"/> No <input type="radio"/>		

Job #4	Job/File Name: _____		Special Instructions:
Number of Pages			
Total of Finished Pieces			
Single Sided / Double Sided	Single <input type="radio"/> Double <input type="radio"/> Mix <input type="radio"/>		
Staple	Yes <input type="radio"/> No <input type="radio"/>		

REQUISITION

**TO THE
PURCHASING DEPARTMENT
LINDENWOOD**
LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI
**209 S. Kingshighway
St. Charles, MO 63301-1695**

DATE: _____ PURCHASE ORDER NO. _____

CHARGE TO:

DEPARTMENT _____
BUDGET _____
DELIVER TO: _____
DATE NEEDED: _____

PLEASE FURNISH THE FOLLOWING:

Quantity	Item	Estimated Cost	Actual Cost
PLEASE FURNISH COMPLETE SPECIFICATIONS FOR ARTICLES TO BE PURCHASED. (Requisition will be returned if specifications are incomplete.)			

RECOMMENDED SUPPLIERS	ADDRESS	TERMS: _____
		F.O.B. _____
		DEL. PROM. _____

State reason, if any, for preferred supplier	To be used for:

Requested By	Approved By
--------------	-------------

RETAIN PINK COPY FOR YOUR RECORDS

LINDENWOOD UNIVERSITY
REQUEST FOR PROFESSIONAL TRAVEL

NAME: _____ **DIVISION:** _____

How will Lindenwood University benefit from this travel?

If classes are missed, how will they be covered?

AMOUNT OF REIMBURSEMENT REQUESTED: \$ _____

Division Dean Approval:

Date:

STIPULATIONS:

Not Approved

Leave Approved – No Reimbursement

Leave and Reimbursement of \$ _____ Approved

President's Approval: _____ *Date* _____