

LINDENWOOD

Faculty Guidebook

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SECTION 1: FACULTY GUIDEBOOK

INTRODUCTION

[Faculty Guidebook Overview](#)

Welcome to Lindenwood! You are here because of your unique talents, your academic qualifications, and your ability to contribute to the mission of the University and the greater good of the Lindenwood community. This guidebook applies to faculty members who teach at LU's [St. Charles campus](#), [Belleville campus](#), at [LUCC](#), at [off-site centers](#), at [extension locations](#) throughout the state, and at the [Historic Daniel Boone Home and Heritage Center](#). Please read this document carefully. These policies and procedures will support and guide you as you perform your professional duties. Faculty members play a paramount role in the overall structure of the university organizational system.

This document was crafted by the Faculty Council and the administration and contains general guidelines for safe and effective operating practices that apply throughout the [University organizational system](#). The Faculty Guidebook should not be considered a contract, either expressed or implied, between the University and employee. Moreover, these guidelines neither confer any obligation on Lindenwood University nor create any right to employment on the part of employees.

The Faculty Guidebook is an accumulation of best practices, procedures, and policies developed by Lindenwood University over a long period of time. A policy is a "guideline for thinking" that reflects the normal procedure for handling routine employee matters with room on the part of the administration to make adjustments to do what is equitable under particular circumstances. This definition of a policy should be compared to hard and fast rules from which there can be no deviations.

For details on the contractual benefits and obligations afforded the faculty, please see the [Board of Director's Faculty Handbook](#).

[Conformance with the Law](#)

The contents of this guidebook have been drafted with the intent of conforming 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.

Letter from the President

Dear Lindenwood Faculty Members:

This guidebook is intended to support your efforts on behalf of the University and her most important constituents – our students. Understanding explicit policies, procedures, and expectations is a critical task incumbent upon all of us. I urge you to read this document in its entirety, refer to it often, and offer suggested changes when appropriate. This publication is designed to

- increase the efficiency of day-to-day operations,
- enable us to better serve our students,
- make our work more personally and professionally satisfying,
- enhance our collective commitment to the University and her mission.

In short, by making University policies and procedures clearer, we hope to empower you to excel and succeed in your important work as educators.

Although this guidebook 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 succeeds, by and large, through our unique personal commitment to integrity, to each other, and to our students. We expect members of our student body to adapt well and contribute productively to a rule-governed society. We expect them to reflect maturity and appropriate priorities. We can expect no less of ourselves.

As Lindenwood continues to experience exponential growth, we retain a deep concern for the individual while acknowledging that the rights of all are best protected by our commitment to the Golden Rule. No employee's personal needs should ever rise above the mission of our University. The academic freedom enjoyed by faculty must always be balanced by personal responsibility and accountability.

To that end, this Faculty Guidebook will help us all stay on track and continue to put the needs of our students first. I thank you for your daily contributions to the uniquely respectful and dignified learning environment with which we are blessed.

Very sincerely yours,

A handwritten signature in black ink that reads "James D. Evans". The signature is written in a cursive, flowing style.

James D. Evans, PhD
President

Lindenwood History

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 preparation 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 in 1997, Lindenwood became a comprehensive University. Historical reviews and summaries of its development indicate that Lindenwood held to its original purpose, customs, and ideals through the mid-1960s. Soon, however, Lindenwood began to feel the impact of the economic pressure and rapid culture change that marked the decades of the '60s and '70s.

In 1969, Lindenwood attempted to strengthen its financial base by becoming coed. In 1975, the Lindenwood Female College became The Lindenwood Colleges, 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 were also added to the mix.

During the '70s and '80s, the school suffered increasing operating deficits and accumulated substantial indebtedness. The demand for higher education was still present, 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 its doors permanently.

Instead of shutting down one of America's oldest institutions of higher education, however, Lindenwood's board made a courageous decision to "refound" the school. This decision involved three major actions. First, the board recruited an experienced President and directed him to transform the University into a carefully managed institution. Second, the board 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 new 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 acquired the historic homestead built and maintained by Daniel Boone, his son, Nathan, and their families in rural Defiance, Missouri. The [Daniel Boone Home and Heritage Center](#) 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 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 then-President Dennis Spellmann. A 138,000 square foot Fine and Performing Arts Center opened in the summer of 2008. A new President's residence, the Lindenwood House, was completed in 2010, and the Evans Commons opened for student use in 2011.

Lindenwood has eight extension centers in the St. Louis metro region and a campus in Illinois. The Belleville site inaugurated a day college in the fall of 2009 and was recognized by the Higher Learning Commission as a full-service campus in 2011. The annual student headcount at all locations combined is more than 16,000.

Lindenwood University strives to be the preeminent representative of a new category in higher education—the teaching university. The teaching university does not aspire to be the bureaucratic, fragmented research university that populates the mainstream of higher education. It stands for teaching excellence and fiscal responsibility and seeks foremost to be accessible and affordable to students. We offer more than 120 degrees, including doctoral degrees in education.

Lindenwood is a member of and/or accredited by the [Higher Learning Commission of the North Central Association of Colleges and Schools](#) (www.ncahlc.org), the [Accreditation Council for Business Schools and Programs](#), the [Council on Social Work Education](#), the [Commission on Accreditation of Athletic Training Education](#), the [Missouri Department of Elementary and Secondary Education](#), and is fully endorsed by the [Society for Human Resource Management](#). Lindenwood is a member of the [Teacher Education Accreditation Council](#) and the [Council for Higher Education Accreditation](#).

As for sports, the University is a member of the [Mid-America Intercollegiate Athletic Association \(MIAA\)](#), which is widely considered the toughest [NCAA Division II](#) conference in the nation. LU-Belleville is a member of the [National Association of Intercollegiate Athletics](#).

With the Board of Directors' and the administration's dedication to academic excellence, future expansion will continue to be driven by the educational needs of Lindenwood's students and the academic goals of the faculty. Mary Sibley ran a carefully 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.

The Lindenwood EDGE

The following statement complements the University's Mission Statement.

The Lindenwood EDGE

Educated

- Informed by the liberal arts and sciences
- Prepared for a modern career
- Engaged in lifelong learning

Disciplined

- Principled and values-based
- Self-starting
- Others-centered

Global

- Inter-culturally informed
- Open-minded
- Internationally connected

Effective

- Compellingly expressive
- Workplace proficient
- Leadership destined

[Faculty and Staff Code of Ethics](#)

Lindenwood University Employee Code of Ethics

This code applies to all Lindenwood University employees, full- and part-time, including faculty members, graduate assistants, and all members of the staff and administration.

Lindenwood's Mission-Based System Lindenwood University's Code of Ethics is built upon the mission of the University and incorporates the founding principles of the institution. All conduct is expected to be concordant with and supportive of the Lindenwood University Mission statement, with particular emphasis upon a values base and good citizenship, as well as the development of those behavioral traits in our students.

A Student-First Ethic Each of us must recognize that we have a primary responsibility to the student and that our decisions and actions must serve that priority. Under no circumstances are students to be ignored, deferred, used primarily for one's personal purposes, or exploited.

Individual Responsibility The employee is expected to take responsibility for his or her job duties and behaviors, as well as for general demeanor and conduct during non-work hours. It is incumbent upon all personnel to reliably report to work with a positive attitude and a readiness to perform effectively.

Integrity Employees are expected to hold themselves to the highest standards of conduct and expression. Deliberate misrepresentation is not acceptable. It is not permissible for any employee to engage in false accusation, denial or distortion, or fabrication of alleged events or data.

Punctuality The Lindenwood community values timeliness. Students and members of the faculty, staff, and administration are required to appear punctually for work, meetings, ceremonials events, and off-campus commitments.

Ownership and Commitment Employees are expected to exhibit positive regard for the University in their daily activities, both on and off campus, and to work at all times in the best interest of Lindenwood and her students.

Follow-through When given an assignment or presented a situation or a request for help, the Lindenwood employee is obligated to respond in a timely and effective manner. If an employee is given an assignment by his or her supervisor, that employee is obligated to see the task through to completion and apprise the supervisor of having finished the project.

Reporting and Chain of Command Members of the Lindenwood community must strive to respect and cooperate with their supervisors. Similarly, supervisors are expected to exhibit respect and positive mentorship toward their employees and not let personal needs or biases affect the work relationship. It is inappropriate for an employee to routinely skirt around the official supervisor and report to an "unofficial" supervisor because he or she feels more comfortable in dealing with the latter person. The chain of command must be followed.

Personal Health and Conduct We strongly urge our employees to avoid practices and habits that are harmful to their physical and mental wellbeing and to adopt eating, sleeping, and exercise regimens that will help them remain optimally suited to perform their duties at the highest possible level. No member of the Lindenwood community is to display foul language or crude, disrespectful, or immature behaviors, either at work or after hours.

Confidential Information All members of the Lindenwood community are required to abide by the stipulations of the federal Family Education Rights and Privacy Act. Beyond that statute, our employees are expected to use mature judgment to protect the sanctity of personal, classified, and confidential information about students and fellow employees.

Cyberspace Conduct Lindenwood employees are expected to exercise psychological maturity, respect for others, and netiquette when browsing the Internet and using e-mail services. Cyberbullying, personal attacks, and rudeness stemming from the "safety" of digital distance are considered abuse by this institution. Members of our campus community are expected to identify themselves when communicating online and to take responsibility for their words and actions in regard to computer use.

Open-mindedness and Tolerance Our employees are not to belittle, slight, persecute, or alienate others because of their race, ethnicity, origin, or their religious or political views – whether liberal or conservative. Sexual orientation is a personal matter that does not differentiate among levels of virtue, ability, success, or worth; a person's orientation should not be a reason for ridicule or discrimination.

Legal Infractions Any employee who commits, is convicted of, or confesses – either explicitly or by legal maneuver – to having committed a crime will be permanently terminated from his or her position at Lindenwood.

Understanding Institutional Ethics More information is available from the Vice President for Human Resources.

SECTION 2: Human Resources/Policies & Procedures

EMPLOYMENT POLICIES

Contracts and Employment

Each year, returning faculty members are offered one-year contracts that range from nine to 12 months in duration. Any faculty member may request an alternative contract that varies in duration from the previous year, which would involve a change of compensation.

Unless otherwise contracted, Lindenwood recognizes a faculty member's right to resign at any time for any reason; similarly Lindenwood may terminate a professor's employment 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 and/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
- excessive and/or unauthorized absences
- excessive tardiness
- discrimination
- vandalism
- working under the influence of alcohol or unauthorized 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 green spaces) 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

Grievance Procedure

Lindenwood University supports the right of faculty members to obtain the review of actions taken that they consider unfair or as an impediment to their success as a professor. A grievance will be considered a written complaint alleging a violation of University, division, school or department policy or established practice. Established practice is based on customs or standards that are usually unwritten but of long-standing duration and for whose existence the grievant can offer evidence.

Issues concerning termination, non-renewal of contract and discrimination/harassment are addressed in other policies listed in the [Faculty Handbook](#).

The grievance procedure begins when someone has a grievance with a person or the institution. The issue should be brought to the attention of the school dean or immediate supervisor via a signed, written statement. The dean or immediate supervisor shall then seek resolution.

1. Upon receipt of the grievance, with all pertinent documentation attached, the dean or immediate supervisor shall determine the appropriate measure(s) to resolve the grievance. The named respondent(s) shall have an opportunity to address the grievance. The grievant and respondent shall be notified in writing within seven days of receiving the grievance of either the resolution or the appropriate measures taken towards the resolution of the grievance. If the faculty member's grievance is with the school dean or division chair, the written, signed statement along with all pertinent material are to be submitted to the Vice President for Human Resources (VP-HR).

2. If the faculty member is dissatisfied with the response of the school dean or division chair, he/she can appeal to the VP-HR within seven days of receipt of the initial adjudication. The appeal to the VP-HR shall be in a written, signed statement setting forth reason(s) for the dissatisfaction.

3. The school dean or immediate supervisor shall forward the grievance file to the VP-HR. The named respondent shall be notified in writing of the appeal by the VP-HR. The respondent shall have the opportunity to address the appeal. The VP-HR shall determine the resolution or appropriate measures to be taken, if any, to resolve the grievance and notify the grievant and respondent(s) in writing within seven days of receiving the appeal.

4. If the grievant remains dissatisfied, he/she shall within seven days submit a written request to the Faculty Council for a hearing before a three person subcommittee. At least two of the subcommittee members shall have a minimum of six years full-time faculty service with at least three of the years being full-time faculty service at Lindenwood University. No member of the subcommittee shall be from the grievant or respondent's school or university department. The Faculty Council shall select the members of the subcommittee.

5. The VP-HR shall provide the Faculty Council subcommittee with a copy of the grievance file. Within seven days of receipt of the request for a hearing the Faculty Council subcommittee shall set the date, time and location for the hearing. The grievant, respondent, and respective school deans or immediate supervisors shall be present at the hearing. Either party to the grievance may request other faculty, staff, or members of the administration to speak to the issue(s). The Faculty Council subcommittee shall establish the procedural guidelines for conducting the hearing. Within seven days of the conclusion of the hearing the Faculty Council subcommittee shall forward a written, signed recommended resolution to the VP-HR, grievant, respondent, and respective school dean/supervisor(s).

6. The VP-HR shall submit a copy of the Faculty Council subcommittee recommendation along with all supporting documentation to the President with his/her recommendation for consideration. The President shall issue a final administrative decision in writing to the grievant, respondent, respective school dean/supervisor(s), Faculty Council, and VP-HR within fourteen days.

All time periods shall not include weekends or university observed holidays. Time periods may be extended for such reasons as, including but not limited to, an individual not being available due to vacation, holidays, outside of university contract period, scheduled university commitments, etc. All parties shall be notified of an extension of a required time period.

Grievances with the school dean should be brought in a signed, written statement to the executive management team:

Vice President for Human Resources (VP-HR)
Vice President for Academic Affairs/Provost (VP-AA/Provost)
Vice President for Operations & Finance/Chief Operating Officer (VP-OF/COO)
Vice President for Student Development (VP-SD)
Belleville President (if appropriate)
Vice President for Institutional Advancement (VP-IA)

All parties to the grievance procedure shall respect the privacy of all parties and maintain all information acquired throughout the process, regardless of form, in strictest of confidence.

Appeals Process

If an employee determines the resolution by the immediate supervisor is not satisfactory, she/he may appeal to the executive management team via a first or second signed, written statement.

If the employee determines the resolution by the executive management team is not satisfactory, an appeal may be made to the President via a second or third signed, written statement.

If the employee determines the resolution by the President is not equitable, that employee may appeal to the chairman of the Lindenwood University Board of Directors through a third or fourth signed, written statement.

Procedures for Appeal of Faculty Termination and Non-Renewal

I. Termination and Nonrenewal of Contract

A. Termination for Cause

The administration may dismiss a faculty member at any time for cause, defined as failing to fulfill one's professional duties or to conduct oneself according to acceptable professional standards, as defined by a committee of his/her peers. Performance problems that are cause for dismissal shall include but are not limited to the following:

- Poor work execution
- Incompetence, defined as lack of sufficient ability, education, training, or experience to perform adequately
- Failure to carry out assigned duties
- Unethical conduct
- Posing a threat to the safety and security of the campus, the work environment, or the reputation of the University

B. Non-Renewal

The administration may decide to not renew a faculty member's contract without a performance-related cause when that decision best serves the overriding educational, programmatic, or economic interests of the University. Written notice of non-renewal shall be delivered to the faculty

member by March 15 in the first year of service, December 15 in the second year of service, and at least 12 months prior to the last work day after the second year of service.

C. Appeal Process

A full-time faculty member who is notified by the administration that his/her contract will not be renewed after at least three years of service or who is dismissed for cause in any year of service has a right to appeal the decision through these procedures:

1. Within 14 calendar days following the date of receiving written notice of termination or non-renewal, the faculty member may appeal the decision to the VP-HR through written request, and the VP-HR shall conduct a meeting with the faculty member and his/her school dean or BV-division chair and department chair. Within seven business days after that hearing, the VP-HR shall make a recommendation to the President to either sustain or reverse the decision.
2. If the decision is sustained and the faculty member believes that either academic freedom or the evidentiary review is at issue, the faculty member shall then have 14 calendar days to submit a written request to the Faculty Council for a hearing before that body. The faculty member shall send copies of the request to his/her school dean or BV-division chair and the Vice President for Human Resources.
3. The Faculty Council shall review the request and determine whether a formal hearing should be conducted. If the council concludes that a hearing is warranted, it shall elect a subcommittee of three members to conduct the proceedings. At least two of the subcommittee participants shall have a minimum of six years of full-time faculty service, with at least three years of full-time faculty service at Lindenwood, and none shall be from the petitioner's academic school.
4. The affected faculty member, the school dean or BV-division chair, and the department chair shall be present at the hearing, and the faculty member shall have the opportunity to present any information he/she believes will support his/her case.
5. The school dean or BV-division chair, department chair, affected faculty member, and/or members of the subcommittee may invite other members of the faculty or administration to speak to the issue.
6. Student opinion may be introduced through individual written statements or course evaluations at the Faculty Council's discretion.
7. Within seven days of receipt of its subcommittee's report and conclusion on the hearing, the Faculty Council shall meet and determine a recommendation, and the council chair shall submit that recommendation in writing to the affected faculty member, normally within two business days of the determination.
8. The VP-HR shall submit a copy of the Faculty Council's written recommendation and supporting evidence and statements to the President, with his/her recommendation. The President shall issue a final administrative decision in writing to the faculty member and the council.

9. Any complaint alleging an arbitrary or capricious decision related to continued employment status may be appealed in writing to the Executive Committee of the Board of Directors only after all other procedures described here have been exhausted.
10. All evidence and conversations in this appeal process shall be held in strictest confidence by all parties.

II. Procedures for Actions Stemming from Financial Exigency or Program Elimination

1. Declaration of financial exigency or elimination of an academic program will be determined by a vote of the Board of Directors.
2. The Faculty Council will be consulted for input and recommendations to the administration prior to a board vote on program or specialty deletion.
3. The academic administration and Faculty Council will work together to review programmatic and academic personnel priorities; those conversations will be taken into account by the President as he or she formulates a recommendation for the Board of Directors.
4. If a faculty member is slated for non-renewal for reasons of financial exigency or program or specialty deletion, the University will make all reasonable efforts to place him or her in an alternative position that is consistent with the individual's credentials.
5. A faculty member whose position or program has been eliminated shall be paid through the end of his or her current contract.

Professional Security and Annual Contracts

Faculty members are issued annual contracts based upon individual merit, institutional needs, and available resources. Lindenwood University does not grant tenure and has abolished tenure for all existing and future faculty and replaced it with a merit system. Lindenwood University ensures fair employment practices. Faculty members are considered full-time professional employees. Reduced-time contracts may be considered.

Contract Renewal

Faculty members will be notified of renewal or non-renewal of contracts by March 15. Individual faculty members wishing to appeal non-renewal may submit a written appeal to the Dean of Faculty. After review of the appeal, the VP-HR will forward the appeal, along with a recommendation, to the President who will make a final determination. Any complaint alleging an arbitrary or capricious decision related to continued employment status may be appealed in writing to the Executive Committee of the Board of Directors.

A faculty member who does not intend to accept a contract for the following academic year should submit a written resignation to the President no later than one week following the offer of employment.

Faculty Contract Process

Every late summer/early fall season, the VP-HR reviews the Faculty Handbook, Faculty Guidebook, and related personnel policies with the Faculty Council and the Deans' Council and requests input on recommendations for change and improvement. The resulting recommendations are evaluated by the President, the VP-HR, and the VP-AA, and many of the recommendations are formally recommended to the Mission and Purpose Committee of the Board of Directors. Any suggested changes approved by that committee and the Executive Committee of the board are then formally proposed to the Board of Directors at its November meeting for final approval. The formulae for faculty teaching assignments are then vetted and, when necessary, updated and revised annually via this regularly scheduled series of meetings.

Process for Determining Individual Faculty Work Assignments

The job obligations of any particular faculty member are determined by the needs of his or her department and discussions involving departmental colleagues and the chairperson, the dean of the faculty member's academic school, and the VP-HR/Dean of Faculty. The faculty member meets with his or her dean in November or December to discuss and plan workload for the next academic year. The dean, in turn, works with the VP-HR to finalize a recommended workload plan for the faculty member, which is approved by the President. Any year-to-year or term-to-term changes in a faculty member's job assignment take place in accordance with the formulae represented in this section. A faculty member has recourse in regard to changing his or her workload at any time through negotiations with the academic dean and the VP-HR/Dean of Faculty.

Form of Faculty Contracts

The most common faculty contracts at Lindenwood University are 9-month, 10-month, and 12-month contracts. The contract process begins each fall when faculty members meet with their deans to discuss the faculty members' Individual Development Plans (IDP). The purpose of the IDP is to encourage each faculty member to look and plan forward as a faculty member in the classroom, as a member of an academic department and school, and as a member of the Lindenwood University team. Faculty members list goals for the next academic year in each of the following areas:

Academic Responsibilities - This category deals primarily with instructional activities including courses taught during the academic year, participation in curriculum development within one's discipline, and efforts aimed at fulfilling the goals of the general education requirements.

Professional Development - This category should include, but not be limited to, honors or awards received, research, publications, presentations, performances, or exhibitions completed or in progress. In addition to these, one should note any new areas of expertise either within or outside the discipline, and current membership in professional organizations.

Professional Service - This category should include contributions to the goals and plans of the school, advising responsibilities, and participation in other activities related to a faculty appointment, including, but not restricted to, student recruitment or development work on behalf of the University.

Community Service - This category might include such activities as service in volunteer organizations, membership or leadership roles in community service or neighborhood organizations or associations, or participation in civic or business activities unrelated to any consultative activity or other role for which the faculty member may receive remuneration.

Any faculty member may request an alternative contract, which may be a reduced or extended contract. The system used to calculate salary changes is defined below:

- Change from 9 months to 10 months: present salary X 1.06 + raise
- Change from 10 months to 9 months: present salary X .9434 + raise
- Change from 9 months to 12 months: present salary X 1.15 + raise
- Change from 12 months to 9 months: present salary X .8696 + raise
- Change from 10 months to 12 months: present salary X 1.09 + raise
- Change from 12 months to 10 months: present salary X .9174 + raise

Example 1: Employee A currently works a 10-month contract for \$50,000 and is entitled to a 5% raise (\$2500). The employee decided to move to a 9-month contract and the new pay would be: $(50000 \times .9434) + 2500 = \$49,670$.

Example 2: Employee B currently works a 10-month contract for \$50,000 and is entitled to a 5% raise (\$2500). The employee decided to move to a 12-month contract and the new pay would be: $(50000 \times 1.09) + 2500 = \$57,000$.

Another form of alternative contract involves those faculty members who request to change from a standard teaching load contract to a reduced teaching load contract. Thus, if a faculty member desires to teach a fewer than the normal number of semester hours, he/she would discuss this option with his/her dean and with the Vice President for Human Resources. For a reduced-teaching- load contract, the salary is calculated with the following formula:

Where Y = New Pay; S = Present Salary; X = Teaching Load Reduction in Semester Hours; Load = Present Teaching Load in Semester Hours. This calculation assumes that teaching-related activities account for 2/3 of professor's time.

Example 3: Employee C currently works a 10-month contract for \$50,000 and is entitled to a 5% raise (\$2500). The employee decided to take a 3-credit reduction in teaching and the new pay would be: $50000 - [(2/3) (50000) (3/27)] + 2500 = \$48,800$.

The J-Term

Lindenwood requires a majority of its non-doctoral-program faculty members to offer a brief innovative or experimental class during January, the principal purpose being to enhance engagement of our students with the individual professional specialties and interests of our faculty members.

Summer Teaching

Teachers who do are awarded extra compensation for carrying out summer assignments that they negotiate with their academic deans. Non-doctoral-program professors teach one or two summer

classes, depending on what work agreements they reach with their deans. Doctoral-program faculty members who receive a 12-month agreement teach either no classes or one class during the summer; again, the particular work assignment depends on how they and their dean agree to allocate their professional services during that interval

Salary Ranges

Faculty salaries are based on several variables – all commonly used in higher education – including academic degrees, academic rank, years of experience (most importantly, University teaching experience), record of scholarship and other professional accomplishments, market pay scale within the faculty member’s discipline, and, in the case of returning faculty members, the extent and merit of service to the University.

Salaries vary based on many factors but generally fall within the following ranges for newly hired professors. The upper and lower limits of each category for 9-month contracts are included:

New Assistant Professor	37,000 - 63,000
New Associate Professor	46,000 - 79,000
New Professor	52,000 - 96,000

Annual Raises

The general application of merit determinations to annual raises – as established by each faculty member’s academic dean in consultation with the VP-HR and the President – is carried out consistently, normally in one percent increments or decrements. The following levels of service are considered:

- Meritorious performance
- Strong but expected performance
- Less than expected but adequate performance
- Poor performance
- Unacceptable performance

Merit evaluation is gauged by assessing service against the standard faculty performance dimensions defined in this Guidebook – viz., Academic Responsibilities, Professional Development, Professional Service, Community Service.

The University reserves the right to make equity adjustments, based on changes in work assignments, promotion, completion of terminal degree, or change of position, in addition to a normal percentage increment.

Release Time

Release time from teaching is granted as a form of adjustment to one’s contractual obligation. The University acknowledges that personal time is often sacrificed to fulfill additional assigned responsibilities and that the faculty member’s teaching load, defined in his or her contract, may need to be restructured to allot for such a sacrifice. If release time is granted during the fall/spring semesters, it is expected that the time gained from the release will be used in fulfillment of the assigned responsibility. If release time is granted as recompense for work done in a fall or

spring semester but not possible till summer or J-Term, the faculty member would not be required to remain on campus for additionally assigned responsibilities during the time in which he or she is released. Scheduling of the release time is to be determined through consultation with the faculty member's dean.

Monetary compensation in lieu of release time may be granted in situations where reduction of course load would not be possible. This alternative would impact payroll and should be discussed with the Dean of Faculty. Deans should talk to the VP-HR before making these alternative arrangements.

Teaching-Load Formulae

The table below summarizes the basic load formulas and shows how alternative services by faculty members create additional release time from teaching. Also below are examples of how the formulae stated above apply to various situations:

Load Reduction for Faculty Council (FC). Every faculty member serving on the Lindenwood University Faculty Council has his or her load reduced by three semester hours each semester. Therefore, someone carrying a normal undergraduate teaching load of 27 hours will teach only 21 hours if he or she is a member of the council. A faculty member working in the doctoral program would receive the same reduction for council service, in that case moving from a 12-hour teaching load (per academic year) to a 9-hour load.

Load Reduction for Professional Work (PP). Professional Project credit refers to teaching-load reductions awarded for special professional work assignments or undertakings. For example, faculty members who participate in the development and management of the University's database system receive six or more hours of teaching credit per academic year. Some faculty members receive three or more hours of teaching credit for administrative services – the academic deans and many of the chairpersons of larger academic departments, for instance. Still other professors are granted release time for editing professional journals, with the specific number of hours contingent upon the number of journal issues published per year (typically one or two issues).

Load Reduction for Teaching Labs and Studios. Faculty members in the sciences and performing arts earn twice as much teaching credit as they would normally receive for teaching lab and clinical experiences. For example, a 4-hour biology class would result in five semester hours of credit toward the professor's teaching load assignment. This adjustment duly recognizes that the typical 1-credit lab requires 2.5 contact hours per week from the professor. The number of semester hours of credit received varies from one to three, depending upon how many labs the faculty member is teaching.

Load Reduction for Additional Dissertation Supervision (DS). Faculty members who teach in the Lindenwood University EdD program are expected to supervise dissertations as a part of their professional responsibilities, which is one of several reasons that their teaching load is less than half that of the non-doctoral professors. Any faculty member who is supervising more than six dissertations receives an additional three-hour reduction in teaching load. Thus, a full-time doctoral-program teacher would drop from 12 to nine semester hours of teaching if he or she elects to supervise, for example, seven or eight dissertations at any one time, a practice we would generally discourage. No doctoral-program teacher is permitted to be involved with more than 10

dissertation projects under any circumstances, regardless of teaching load reductions. On the other hand, a faculty member who is teaching full time in the doctoral program, supervising seven dissertations, and sitting on the Faculty Council would teach only two classes per year (six semester hours). If he or she also edits a professional journal, the teaching load would drop to three hours per year.

****Note on Teaching Load Reduction Values**

The teaching load reduction values in these tables are not all-inclusive. Rather, they are the most representative numbers based on the University's experience in implementing load adjustments. Professional Teaching credit for Professional Project involvement, for instance, can range from three to 12 semester hours, depending on the number and nature of the projects.

Load Formulae for Professors Who Teach Part Time in the Doctoral Program

The table below exhibits various scenarios in which faculty members do part of their teaching in the bachelor's or master's degree programs and another portion in one of our doctoral degree programs: specifically, the case of a professor who teaches three, six, or nine hours in a doctoral curriculum and the rest in our bachelor's or master's programs.

The general load-conversion rule is that a teacher shall receive a 3-hour reduction in total instructional hours per academic year for every three hours taught at the doctoral level. As shown in the table, this system logically leads to a regular 12-hour annual load for any faculty member who teaches four 3-hour doctoral courses in any academic year, which is exactly the same assignment a full-time doctoral professor assumes. At that point, of course, the faculty member would in fact be a full-time EdD professor. As is clearly specified in the table that follows, a faculty member working two 3-hour classes (a total of six semester hours) in the EdD program has his or her regular load reduced to 18 semester hours per academic year to assure quality of work at the more demanding doctoral level. By logical progression, a teaching assignment of three 3-hour doctoral classes shrinks the yearly load to just 15 hours. Also, the various "Reductions" factors that applied to full-time faculty members working entirely at the doctoral or sub-doctoral program levels apply to these combination teaching appointments. Any professor who teaches in any capacity in the EdD program has no January Term teaching assignment.

(Also see [Change of Compensation](#) on the [Faculty and Staff Portal](#).)

Faculty Professional Service Options

Lindenwood University considers teaching and mentoring to be the most essential and significant activities of its faculty members. However, we also recognize that faculty talent is multifaceted and our students benefit from – and, indeed, that their complete college education depends upon – various additional professional services provided by their professors.

Alternative duties from our faculty members confer these benefits: (1) They supply the University with specialized services that would otherwise require the engagement of external vendors or the creation of excess personnel positions; (2) they often afford professors and students the opportunity to apply and further develop the skills and concepts of their particular disciplines; (3)

they help the University attract and retain students and professors of ability; (4) they further enhance the academic environment and reputation of the University.

The Idea of a University

Furthermore, we acknowledge that four-year universities typically distinguish themselves from both high schools and junior colleges through the expectation of scholarly activities and projects in the faculty members' respective disciplines. The differentiating concept is that universities should contribute new knowledge and offer new perspectives in addition to disseminating what is already known and believed. Finally, we support and nurture the scholarship of pedagogy, also known as the scholar-teacher model, defined as an enhancement of the student's higher-learning experience through the merging of scholarly interests and pursuits with classroom teaching. Such value-added faculty endeavors improve higher education by providing a richer learning and developmental context; they draw our students beyond a solely pedantic academia and into the realm of analysis, creative problem-solving, and evaluation.

Forms of Professional Service

In addition to the preeminent vocation of collegiate teaching and advising, University faculty members are expected to engage in some combination of the following professional activities:

1. Program development
2. Faculty Council service
3. Department chair duty
4. Teaching in Lindenwood's doctoral program
5. Dissertation supervision
6. Student support and counseling programs
7. Institutional research
8. Journal or book writing and editing
9. Scholarly research
10. Student research program supervision
11. University-to-community programs
12. Other significant professional projects

If large enough in scope and significance, a commitment to involvement in any of these work areas might qualify for a teaching equivalence allowance – a reduction in the number of classroom teaching hours to enable the faculty member to provide alternative services. In the realm of scholarship initiatives, projects that directly involve students or that are part of graduate-program operations and enhancement will receive priority consideration for a teaching equivalence allowance.

Examples of Teaching Equivalencies

Load Reduction for Professional Work (PP)

Professional Project credit refers to teaching-load reductions awarded for special professional work assignments or undertakings. For example, we have some business and IT faculty members who receive six or more hours of teaching credit per academic year for their participation in the

development and management of the University's database system. Some faculty members receive three or more hours of teaching credit for administrative services – the academic deans and many of the chairpersons of academic divisions with schools, for instance. Still other professors are granted release time for editing professional journals, producing a Lindenwood Press publication, or conducting a research project, with the specific number of equivalency hours contingent upon the scope and value of the project.

Load Reduction for Additional Dissertation Supervision (DS)

Faculty members who teach in our EdD program are expected to supervise dissertations as a part of their professional responsibilities, which is one of several reasons that their teaching load is less than half that of the non-doctoral professors (other reasons being the challenge of teaching and mentoring at the doctoral level and the requirement that they actively engage in scholarship and professional renewal on a regular basis). Any faculty member who is supervising more than six dissertations receives an additional three-hour reduction in teaching load. Thus, a full-time doctoral-program teacher would drop from 12 to nine semester hours of teaching if he or she elects to supervise, for example, seven or eight dissertations at any one time – a practice we would generally discourage. No doctoral-program teacher is permitted to be involved with more than 10 dissertation projects under any circumstances – regardless of teaching load reductions. On the other hand, a faculty member who is teaching full-time in the doctoral program, supervising seven dissertations, and sitting on the Faculty Council would teach only two classes per academic year (six semester hours).

Procedures for Requesting Alternative Service Assignments

All requests for alternative professional service assignments must be approved by the VP-HR and the President, normally prior to the issuance of the faculty member's annual contract or letter of appointment. Requests for alternative assignments with a reduction in classroom teaching load are considered on an individual basis, except that service on the Faculty Council carries an automatic adjustment of six semester hours per academic year, and full-time teaching in Lindenwood's doctoral programs carries a standard teaching load of 12 hours per academic year. Approval of alternative-service proposals is determined by the merit of the professional services being offered and departmental and institutional needs. The University might not be able to grant all worthy requests in a given academic year, depending on departmental or institutional needs and priorities.

The job assignment of any particular faculty member supports the goals and objectives of his or her department and the University in the context of discussions with departmental colleagues, the department chairperson, the dean of the faculty member's academic school, and the Dean of Faculty:

1. The faculty member meets with his dean in November or December to discuss and plan workload for the next academic year.
2. The dean, in turn, meets with the VP-HR to finalize a recommended workload plan for the faculty member, which is approved by the President.

Any year-to-year or term-to-term changes in a faculty member's duties take place in accordance with the workload formulae tabulated above. A faculty member has recourse to request a change

in his or her work assignment at any time through discussions with his/her academic dean and the Dean of Faculty.

Faculty Advisory Committee for Scholarship Initiatives

Each dean of an academic school may establish a Faculty Scholarship Advisory Committee to provide input concerning the estimated merit of faculty members' teaching-equivalency alternative service in the area of scholarship. Lindenwood faculty members will be engaged in widely varied formats and types of professional endeavors that include (but are not limited to) topical research, creative writing, presentations, and performances. Evaluation of the merit of proposals must allow faculty members the latitude to pursue these different formats. Therefore, acceptable amounts and types of scholarship, creative productivity (i.e. deliverables), or professional services will be proposed within each of the academic schools (due to the inherent differences among the academic areas).

Each Faculty Scholarship Advisory Committee will normally consist of one faculty member from each department within a school, but will not exceed seven members. The committee within a school will be responsible for making recommendations on faculty members wishing to start or continue on alternative-service assignments in their respective schools. If a member of the committee is being evaluated for continuation on an alternative contract, he/she will not have a say and will not be present during the vetting process. The committee will determine whether the proposed work assignment is to be recommended for approval, and the dean will consider that recommendation in formulating the faculty member's annual work assignment. The advisory committee is consultative to the school dean or BV-division chair.

Inclusion in the IDP

Contingent upon an affirmative decision by the school dean or BV-division chair, a faculty member's alternative-services proposal will be attached to his or her Individual Development Plan, and normally the proposal will be accepted or declined by the President of Lindenwood University in advance of the issuance of an annual contract or letter of appointment. Once a faculty member completes his/her first year on an alternative-service contract, he or she will need to demonstrate adequate performance of those professional services to be eligible for a subsequent alternative-service assignment. A yearly evaluation will take place as part of the IDP-creation process as long as the faculty member wishes to remain on that kind of work configuration. Faculty members performing alternative service will also provide a copy of any publications or project summaries to the, school dean or BV-division chair, the Provost, the Dean of Faculty, and the University's Marketing and Public Relations Office.

Faculty Member's Annual Contract or Letter of Appointment

In most cases, any nonstandard teaching load or doctoral-program teaching load will be stated in the faculty member's annual contract or letter of appointment. Corrections, changes, and late determinations of alternative service will be stipulated in an addendum to the contract or letter of appointment within 60 days of the issuance date of the employment document.

Processes for Changing the Formulae Policies and Associated Definitions

The teaching loads and teaching-load policies are the prerogative of the Lindenwood Board of Directors, which acts upon recommendations from the President and the senior academic officers of the University and the interview committee comprised of school deans and the Faculty Council.

FACULTY HIRING PROCEDURES

Step 1:

The department, school, or Faculty Council recommend faculty positions to the VP-HR and then are vetted by the (academic) Deans' Council and Faculty Council, either of which may offer further suggestions and recommendations as to desirable candidate qualifications and staffing priorities. The VP-HR then reviews the personnel recommendations with the President in the context of the University's mission, the strategic plan, program growth, and budget considerations. The President approves the recommendations, and the VP-HR implements the job announcement and associated advertising.

Step 2:

All faculty positions are advertised through [HERC/Higher Education Recruitment Consortium](#) and the [Chronicle of Higher Education](#). Specific job postings may be sent to professional organizations and publications. The VP-HR schedules a sequence of face-to-face interviews of the authorized candidates, starting with any additional sessions requested by the department's professors and the supervising dean and proceeding through interviews with the Faculty Council and the Deans' Council. A teaching demonstration within the school may be a part of the interview/selection process. If the various Lindenwood constituents –including the pertinent academic department, the Deans' Council, and the Faculty Council – endorse a candidate as the leading prospect, the VP-HR brings that candidate to the President with the recommendation of a job offer. Hiring authority rests with the President, acting as the agent of the Board of Directors.

Step 3:

Initial faculty ranks of newly hired professors are recommended to the Faculty Council by the appropriate academic dean. Faculty Council then develops its own recommendation on the starting rank to the Deans' Council. If in agreement, the Deans' Council forwards the recommendation to the President, who presents the proposed rank to the Board of Directors for ratification. If the Deans' Council does not concur with the Faculty Council, the VP-HR calls a joint session of the Faculty Council and Deans' Council to resolve the discrepancy and arrive at a consensus. The President then reviews and makes a decision on the recommendation on rank, and the Board of Directors ratifies (but has the right to reverse) the President's decision.

Faculty Promotion in Rank

PURPOSE OF PROMOTION

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

PROCEDURES FOR PROMOTION

1. Initiative for promotion may come from the administration, the department chairperson, the faculty member's school dean or BV-division chair, the faculty member him/herself, or from another faculty member. In any case, it is the candidate's responsibility to send formal notification of intent to submit materials to the school dean or BV-division chair by the date specified by the VP-HR in consultation with the Faculty Council.
2. All members of the faculty, including department chairs and deans of the academic schools, will undergo an annual performance review to ensure access to consideration for promotion.
3. Annually, faculty members will submit to their academic school deans, and through them to the Dean of Faculty, a statement citing and evaluating their professional activities and achievements and their institutional services for the preceding year.
4. The candidate for promotion will submit to the school dean or BV-division chair, and through him/her to the VP-HR and other reviewers, a Summary of Activities for his/her entire period of service to the University, with emphasis on the past three years. This summary should follow the Criteria for Evaluation of Faculty Performance" (below).
5. The school dean or BV-division chair will request peer evaluations from colleagues who are in a position to comment knowledgeably upon the candidate's performance, especially the candidate's department chairperson. The chairperson shall not review himself or herself. These peer evaluations are to be sent directly to the Dean of Faculty, who will share them with the Faculty Council and the Deans' Council.
6. The candidate's school dean or BV-division chair will submit to the VP-HR a summary of recent student evaluations of the candidate and an individual evaluation of the candidate's performance.
7. Once the necessary materials have been received, the Dean will submit them to the Faculty Council and Deans' Council for their review.
8. The Faculty Council will give full deliberation to the appropriateness of each recommendation.
9. Once the Faculty Council has concluded deliberations, it will submit all recommendations to the VP-HR for review and conveyance to the Deans' Council.
10. The Deans' Council will give full deliberation to the appropriateness of each recommendation.
11. Once the Deans' Council has concluded deliberations, it will submit all concurring recommendations to President for approval.
12. Since promotion in rank is subject to joint action, the Faculty Council and Dean's Council must agree on the decision for each candidate. The President will resolve any nomination on which the two councils cannot reach an accord.
13. The President will submit his or her recommendations on candidates for faculty promotion to the Board of Directors through the board's Mission and Purpose Committee, and the board will ratify or modify the President's recommendations.
14. Formal notification of the granting of promotion will be made by the President prior to the June 30.

[Criteria for Evaluation of Faculty Performance](#)

A. Academic Responsibilities - This category deals primarily with instructional activities including courses taught during the academic year, participation in curriculum development within one's discipline, and efforts aimed at fulfilling the goals of the general education requirements.

B. Professional Development - This category should include, but not be limited to, honors or awards received, research, publications, presentations, performances, or exhibitions completed or in progress. In addition to these, one should note any new areas of expertise either within or outside the discipline and current membership in professional organizations.

C. Professional Service - This category should include contributions to the goals and plans of the School, advising responsibilities, and participation in other activities related to a faculty appointment, including, but not restricted to, student recruitment or development work on behalf of the University.

D. Community Service - This category might include such activities as service in volunteer organizations, membership or leadership roles in community service or neighborhood organizations or associations, or participation in civic or business activities unrelated to any consultative activity or other role for which the faculty member may receive remuneration.

Standards for Promotion in Faculty Rank

A. Professor – 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 academic 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.

B. Associate Professor - Promotion 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 academic 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 accomplishment, and/or institutional service must be demonstrated.

C. Assistant Professor – Appointment to this rank requires a master's degree and demonstrable promise of professional accomplishment as a full-time scholar-teacher. To be promoted to this rank from the rank of Instructor, the candidate must teach at least 18 semester hours per year and carry the full range of responsibilities normally associated with a full-time faculty position.

D. Instructor – This is the entry level for full-time staff members who have at least a master's degree and occasionally teach. Appointment to this rank is for those employees who teach fewer than eighteen hours per year and do not carry the full range of responsibilities of regular faculty members within the school in which they teach.

Terminal Degrees Definition

Lindenwood University defines a terminal degree as the highest academic degree in a given field of study, including, but not necessarily limited to, the degrees listed below, and generally the MFA in writing and the arts:

- Doctor of Arts (DA)
- Doctor of Business Administration (DBA)
- Doctor of Canon Law (JCD)
- Doctor of Design (DDes)
- Doctor of Education (EdD)
- Doctor of Engineering (DEng/DrEng/EngD)
- Doctor of Healthcare Administration (DHA)
- Doctor of Information Technology (DIT)
- Doctor of Juridical Science (JSD/SJD)
- Doctor of Management (DM)
- Doctor of Ministry (DMin)
- Doctor of Medicine (MD)
- Doctor of Osteopathic Medicine (DO)
- Doctor of Music (DM)
- Doctor of Musical Arts (DMA)
- Doctor of Philosophy (PhD or DPhil)
- Doctor of Professional Studies (DPS)
- Doctor of Psychology (PsyD)
- Doctor of Public Administration (DPA)
- Doctor of Public Health (DrPH, DPH)
- Doctor of Science (DSc)
- Doctor of Social Science (DSocSci)
- Doctor of Theology (ThD or DTh)
- Juris Doctorate (JD) [when the degree holder teaches law or law-related classes in his/her field)

Graduate Faculty Credentials Policy

Purpose of the Policy

Lindenwood University employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, Lindenwood University gives primary consideration to the highest degree earned in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and learning outcomes. (SACS/College Delegate Assembly, December 2006)

Graduate Faculty Credentials Policy

- A. Faculty members teaching graduate course work at the master's degree level require an earned doctorate/terminal degree in the teaching discipline or a related discipline.

(A) Exceptions

Exceptions to this policy can be approved for faculty members with a

1. Juris Doctor (JD) or out of field doctorate/terminal degree and a master's degree in the teaching discipline with three years relevant work experience and/or teaching experience in the discipline

2. Juris Doctor (JD) or out of field doctorate/terminal degree and a master's degree with five years relevant work experience and/or teaching experience in the discipline.
3. Juris Doctor (JD) or out of field doctorate/terminal degree and with 18 graduate hours in the teaching discipline and five years relevant work experience and/or teaching experience in the discipline.
4. Juris Doctor (JD) or out of field doctorate/terminal degree and with 10 years relevant work experience and/or successful teaching experience in the discipline. (grandfather clause)
5. Master's degree in the teaching discipline with five years relevant work experience and/or successful teaching experience in the discipline.
6. Master's degree and relevant licensure in the teaching discipline with three years relevant work experience and/or successful teaching experience in the discipline.
7. Master's degree and 18 graduate semester hours in the teaching discipline with five years relevant work experience and/or successful teaching experience in the discipline.
8. Master's degree with 10 years of relevant work experience and/or successful teaching experience in the discipline. (grandfather clause)

Exceptions can be approved by the VP-HR if it is established that the faculty member possesses equivalent experience. Exceptions to the policy require direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

- B. Faculty members teaching level graduate course work at the doctoral degree level require an earned doctorate/terminal degree in the teaching discipline or a related discipline and should actively participate in the scholarship of teaching, discovery, integration, or application (Boyer Model).

(B) Exceptions

Exceptions to this policy can be approved for faculty members who

1. Juris Doctor (JD) or out of field doctorate/terminal degree and a master's degree in the teaching discipline with three years relevant work experience and/or teaching experience in the discipline and should actively participate in the scholarship of teaching, discovery, integration, or application (Boyer Model).
2. Juris Doctor (JD) or out of field doctorate/terminal degree and a master's degree with five years relevant work experience and/or teaching experience in the discipline and should actively participate in the scholarship of teaching, discovery, integration, or application (Boyer Model).
3. Juris Doctor (JD) or out of field doctorate/terminal degree and with 18 graduate hours in the teaching discipline and five years relevant work experience and/or teaching experience in the discipline and should actively participate in the scholarship of teaching, discovery, integration, or application (Boyer Model).
4. Juris Doctor (JD) or out of field doctorate/terminal degree and with 10 years relevant work experience and/or successful teaching experience in the discipline and should actively participate in the scholarship of teaching, discovery, integration, or application (Boyer Model). [grandfather clause]

Exceptions can be approved by the VP-HR if it is established that the faculty member possesses equivalent experience. Exceptions to the policy require direct supervision by a faculty member

experienced in the teaching discipline with active scholarship, regular in-service training, and planned and periodic evaluations.

FACULTY BENEFITS, PRIVILEGES, AND RECOGNITION

Employment Benefits

Health and Dental Insurance

Lindenwood offers faculty and dependents health insurance coverage and dental coverage. Employees have the opportunity to extend temporarily their health and dental coverage at the University's rates under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Continuation of coverage is available only when qualifying events cause coverage under the University's plans 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 Resources/Payroll Office (Roemer 112) for additional details.

LindenWell Employee Wellness Program

LindenWell is a free and voluntary employee health and wellness program offered to all Lindenwood University faculty and staff. The program offers semester and yearly on-campus wellness services and activities.

The wellness program is consistent with the mission of Lindenwood University, which affirms a deep commitment to the development of the whole person. Through dedication to all areas of wellness, including physical, mental, social, and spiritual health, Lindenwood can inspire happiness and prosperity in the community.

Paycheck Disbursement

Faculty members are paid monthly on the last business day of the month. Paychecks may be transmitted via direct deposit or picked up at the Roemer Business Office cashier's window or after 2 p.m. on payday.

To set up direct deposit of paychecks, faculty members should see the Human Resources/Payroll Office (Roemer 112) to obtain and submit the appropriate documentation. Pay stubs can then be picked up at the Roemer Business Office after 2 p.m. on payday.

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 Human Resources/Payroll Office (Roemer 112) to make arrangement. Paychecks will be mailed on payday via regular U.S. Postal Service mail.

Vacation

Vacations are specified in individual faculty contracts and are normally limited to faculty possessing twelve-month contracts. Requests for vacations must be submitted in writing to the school dean or BV-division chair at least two weeks prior to the requested vacation date. Deans will coordinate faculty vacation days so as not to interrupt the academic operations. Once approved by the school dean or BV-division chair, vacation requests must be submitted to the VP-HR/Dean of Faculty. The Vacation Request form can be downloaded from the Faculty Folder Network Drive or the Forms and Handbooks folder on the Faculty & Staff Portal.

Vacation Carry Over

Vacation shall not be accumulated or carried over from year to year without approval of the VP-HR/Dean of Faculty. No employee shall accumulate more than 40 vacation days. Accrued vacation days donated to the University shall not be replaced by other unused vacation days. Consequently one's accrual limit shall be permanently reduced by the number of days donated.

Holidays

The University observes eight holidays annually

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Sick Leave

Faculty members are entitled to six working days of sick leave per year, plus one additional day per year for each year's service up to six additional days, or a total of twelve working days per year after six years of service. A maximum of five days of sick leave may be used for a death in one's immediate family (see Bereavement below). One can accumulate a maximum of 24 sick days, including days allocated for the present year. Sick Leave is intended for personal illness only. A faculty member using sick leave must notify his or her school dean or BV-division chair of each separate instance at the earliest possible time, so that arrangements can be made to cover missed classes.

Sickness necessitating absence of fewer than three working days may be certified by the faculty member except when such occurs immediately before or after a holiday or personal vacation. Other absences must be verified by a physician. Sick leave is not reimbursable at the termination of employment at Lindenwood University.

Unpaid Personal Leave

At the discretion of the President, faculty members 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 or not 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 a faculty member who takes personal leave to the previously held position.

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 affect services provided to students or others by Lindenwood University.

Therefore, faculty should schedule time off in advance whenever possible. A substitute must be determined prior to requesting time off from a school dean or BV-division chair. Lindenwood University recognizes that unanticipated or emergency situations occur. These types of events are considered unscheduled absences. In these situations, employees must notify their deans as soon as possible. Further, excessive unscheduled absences will result in disciplinary action up to and including termination.

Bereavement

Employees may use a maximum of five days of sick leave in the event of a death in the immediate family. Members of the immediate family are defined as

- spouse
- parent
- stepparent
- sibling
- child
- stepchild
- grandparent
- father-in-law
- mother-in-law
- brother-in-law
- sister-in-law
- son-in-law
- daughter-in-law
- 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 faculty member's dean. Additional documentation may be requested.

Jury Duty

Upon receipt of a jury duty summons, the employee should present a copy of the summons to his or her dean. 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 provide verification of attendance from the court indicating the dates of jury duty. This statement should be given to the school dean or BV-division chair. Payment of salary or wages may not be approved until this statement has been received.

Faculty will be paid 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 additional pay from Lindenwood University. Any compensation received for jury duty must be remitted to the University. Employees are required to return to work the next business day following the completion of the duty.

Family Medical Leave

Lindenwood will grant a leave of absence to regular full-time and regular part-time instructors (for those who qualify) for the care of a child after birth, adoption, or foster care placement, 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 faculty will use 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 Office 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 faculty members will 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 to the school dean or BV-division chair in writing in advance of military service.

Personal days and vacation days may be used for military leave as long as the employee has time available and/or accrued. Additional unpaid leave will be granted as necessary. Faculty 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 a period of military service. 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.

Retirement

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 have been 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 1 each year.

The University will equally match a dollar amount up to five percent of the employee's salary. A participant can contribute up to 20 percent of his or her monthly salary to the fund. Those participants over the age of 50 may be eligible to contribute up to 25 percent. Any questions concerning the retirement fund should contact the VP-HR/Dean of Faculty.

Emeriti

The following rights and privileges are available to Professors Emeriti:

- Attendance at faculty meetings
- Maintaining a Lionmail email address for receiving and conducting University business
- Receiving publications sent to full-time faculty members
- Participation in graduation ceremonies and a place in the VIP seating area
- Attendance at Lindenwood events on the same basis as full-time faculty members
- A free lunch when on campus (at the Spellmann Center or at the Evans Commons)
- A discount at the Spirit Shoppe
- The ability to offer a Faculty Scholarship to an incoming Lindenwood student

Tuition Remission

As a part of the benefit structure at Lindenwood University, full-time faculty are eligible to obtain full tuition remission for themselves and their spouses at the bachelor's or master's level for any enrollment period at Lindenwood University. Children of full-time faculty are eligible for four years of undergraduate tuition as full-time residential students.

Faculty who enroll in any program at Lindenwood beyond the master's level are eligible for partial tuition remission not to exceed the amount that would be spent were that employee enrolled in a master's program.

PRIVILEGES AND COURTESIES

Computer Software

Employees may purchase [Microsoft software products](http://lindenwood.onthehub.com) at a discounted rate through <http://lindenwood.onthehub.com>. Applications purchased through this site can only be used by

active employees. Once the employee leaves the University, the license is no longer valid and must be removed from the employee's PC. Further information is from the [Office of Information Technology](#).

Dining Services

Full-time faculty members have dining privileges provided by [food services](#) that include five meals per week during the fall and spring semesters. These meals are specifically allocated for the lunch period which is from 11 a.m. to 1:30 p.m. in the Spellmann Center Dining Hall, the Evans Commons Dining Hall, or the Grab-and-Go located in the Loft (Butler Hall). When dining at Spellmann, food must be consumed in the dining hall (no carry-outs).

Meals may be purchased at any time during regular meal sessions on a cash basis. There is no employee discount for food at Java 101 (Spellmann Center) and Java 201 (Butler Library).

Event Tickets

Employees and members of their immediate families (see Bereavement section for definition of "immediate family") will be admitted to regular season [LU NCAA II](#) and [Student Life Sports](#) without charge. To attend events, employees must present a valid Lindenwood University identification card.

Additionally, 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.

Tickets to [LU Film Series](#) presentations in Young Hall are free to anyone with a University ID, including alumni. Extra tickets can be purchased for \$5 cash.

Library Privileges

Faculty members have full library privileges at [Butler Library](#). Employees have access to all available materials such as books, subscriptions, data bases, and other resources. Materials may be checked out for up to three weeks with a current Lindenwood University identification card. Library databases can be accessed from extension locations with proper login information.

Recreational Facilities

[Recreational facilities](#) are available at the Evans Commons during normal operating hours. If a faculty member would like to request an exception to the posted hours, he/she should contact the facility supervisor.

Spirit & Supplies Shoppe

All Lindenwood faculty members are eligible for a 10 percent discount on materials sold in the Lindenwood [Spirit & Supplies Shoppe](#). This discount will not be in addition to any seasonal or special pricings.

Employee Recognition

Employee of the Month/Year Awards

[Employee awards](#) recognize full- or part-time faculty and/or staff members who perform their duties at a high level and exhibit a positive and supportive attitude toward colleagues, students and visitors. Nominees must have been employed at Lindenwood University for more than a year. Staff members are eligible for employee awards. Faculty members are eligible for the following academic awards:

Academic Recognition and Awards

Five [academic awards](#) recognize faculty members for pedagogical excellence and/or professional achievements:

Emerson Award for Teaching Excellence

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

1. Briefly describe one or more innovative method (s) this instructor uses.
2. Describe a specific example of a student-centered activity used by this instructor.

President's Scholar-Teacher Award

This award is presented to the full-time Lindenwood faculty member 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 school but must be adequately documented to be considered. The Faculty Council vets each nomination and recommends two to four finalists to the Deans' Council, which, in turn, reports its choice to the President. The award recipient will be announced at the October faculty meeting.

1. Specifically, what research has this person completed and how has s/he involved students or how has the research benefitted students?

Scholar of the Year Award

This award is presented to the full-time Lindenwood faculty member who, in the judgment of Lindenwood colleagues, exhibited 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. Nominations may come from any academic department or school but must be adequately documented to be considered. The Faculty Council vets each nomination and recommends two-to-four finalists to the Deans' Council, which, in turn, reports its choice to the President. The award recipient will be announced at the October faculty meeting.

1. Specifically, what research has this person completed in the past year, and what makes this research exemplary?

Lindenwood Service Award

This award is presented to a full-time Lindenwood faculty member who, in the judgment of Lindenwood colleagues, exhibited the highest level of service to and promotion of Lindenwood during the present and prior academic years. This service could be within Lindenwood University or in the community. Commitment to advising, committee and task force work, student clubs and activities and/or outside community service, all of which contribute to the high reputation of Lindenwood, should be evident. Nomination may come from any academic department or school but must be adequately documented to be considered. The Faculty Council vets each nomination and recommends the finalist to the Deans' Council, which, in turn, reports its choice to the President. The award recipient will be announced at the October faculty meeting.

1. Specifically, what actions has this person performed for LU and her constituents that are above and beyond the actions of a typical faculty member?

Lindenwood Adjunct Teaching Award

This award is presented to the part-time or adjunct Lindenwood faculty member who, in the judgment of Lindenwood colleagues, demonstrates the best combination of pedagogical innovation, student-centeredness, and effectiveness as a classroom teacher during the present and prior academic years. Nomination may come from any academic department or school but must be adequately documented to be considered. The Faculty Council vets each nomination and recommends the finalist to the Deans' Council, which, in turn, reports its choice to the President. The award recipient will be announced at the October faculty meeting.

1. Briefly describe one classroom activity that sets this instructor apart from other adjunct instructors.
2. Briefly describe one non-classroom activity or attitude that sets this instructor apart from other adjunct instructors.

SECTION 3: ACADEMIC POLICIES AND PROCEDURES

ACADEMIC POLICIES

Proposals for Courses, Programs, and Degrees

Proposals for new courses, programs, and degrees – as well as proposals for changes in those components – may be initiated at any academic level, from first-year instructors through the President’s office. Proposals may also originate from outside of the University. The forms needed to initiate these proposals can be found on the [Faculty and Staff Portal](#) in the Forms and Handbooks folder under the Academic Services section. For more information, consult the Universities [Academic Initiatives Statement](#).

FACULTY GOVERNANCE AND DEVELOPMENT

Faculty Council

The President has administrative authority over the University, such authority sustained and qualified by collegial support as represented in the faculty's position of shared responsibility (see [Decision-Making Process](#)). This responsibility is represented in the Faculty Council on each campus. Faculty Council members can serve two consecutive two-year terms for a total of four years, after which they must take a year off before serving again.

The principal responsibilities of the Lindenwood Faculty Councils are to (1) evaluate make recommendations on faculty personnel matters (including faculty positions, candidates, promotions, hirings, initial ranks, professional responsibilities, and recognitions), (2) evaluate faculty personnel policies and procedures and recommend periodic revisions and improvements in those areas, (3) define and promote scholarly activities, (4) review and recommend policies and/or actions appropriate to address issues of concern submitted by faculty members, faculty committees, or the administration, and (5) participate in the review and planning of University-wide initiatives. The Faculty Councils are the faculty personnel committee, vested by the faculty members to represent them in discussions with the administration regarding the formulation of human resources policy and practices. In addition, Faculty Councils serve as the representatives of the faculty in regard to review, evaluation, and adoption of academic policies and procedures, including general education structure and advancement. The Faculty Councils plan, call, and run all general faculty meetings and regularly scheduled general faculty workshops. The President, Provost, and VP-HR have faculty rank and regularly participate in Faculty Council meetings ex officio without vote in St. Charles and have the right to do so on the Belleville campus as well. Generally, the Academic Dean at LU-

Belleville represents the administration and regularly attends the Belleville Faculty Council meetings as an ex officio member.

Faculty Meetings Definition

Lindenwood University's Faculty Council conducts regular faculty meetings throughout the year. These meetings tend to occur two to three times a semester on different days and at different times to ensure that all faculty members have an opportunity to attend meetings regardless of their class schedules. Full-time faculty members, deans, administrators, and adjuncts welcome to attend. The meetings often begin with an address from the President, followed by informative talks from several entities across campus. On occasion, when deemed necessary, individuals from outside of the Lindenwood community are invited to speak on issues relevant to the campus. Although voting on issues primarily resides with the Faculty Council, as representatives of each school, some issues are brought to vote during the faculty meeting.

At the conclusion of the meeting, the faculty moves into executive session. During this portion of the meeting, all administrators and deans are asked to leave the room. Once they have left the room, the Faculty Council provides a status report on current issues being addressed by the council and addresses questions and concerns offered by the faculty members, either stated verbally or submitted in writing. Minutes are taken for both the Faculty Meeting and the Executive Session. To maintain anonymity in the executive session, only the names of Faculty Council members are included.

Issues and concerns that are brought to the attention of the Faculty Council in either written or verbal form are considered by the council for addition to a faculty concerns list. This list is utilized throughout the year to ensure that the concerns of the faculty are being addressed by its elected council members. After the issues are discussed within the Faculty Council, they may be assigned to a subcommittee, researched, and/or voted on. Results of communication with faculty members regarding the status of each item will be reported by the school representative during the subsequent faculty meeting.

Deans' Council Definition

The Dean's Council supports the Lindenwood University mission by ensuring commitment to academic quality and rigor, and promoting the development of institutional policies that are sound, fair and effective. The council participates in the approval process for all decisions related to academic programs and policies, including creation of new majors and courses. The council also initiates and develops proposals and participates in the approval process for new policies and policy revisions when requested by individual faculty members or committees. The council is made up of the Vice President for Human Resources, the Provost, the Associate Provost, the Dean of First-Year Programs, the Chief Information Office, as well as the dean of each academic school and the deans of each of the following: Academic Services, Library Services, Student and Academic Support Services, Institutional Research, the Center for Distance Learning, Intercollegiate Athletics and Recreational Programs, and LU-Belleville's Dean of Academics.

[Academic Committees](#)

An important faculty role is played on committees that build on unifying principles and significantly impact academic decisions and directions for the future. Any of the standing committees in the University system may choose to have bi-campus meetings, or a committee on one campus may send representatives to observe or consult with the corresponding committee on the other campus.

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 and are elected to represent their school or BV-division. The President reviews committee membership results. Standing committees have been authorized to function on each of the Lindenwood University campuses. The purview, responsibility, and authority of each standing committee is the same on each campus. The [Faculty Committee Handbook](#) contains detailed descriptions of the following committees:

Assessment Committee

The principal responsibility of the Assessment Committee is to give guidance to the University assessment officers in the conduct of the assessment program. It also acts as a forum for the discussion of University assessment issues.

Council on Teacher Education

The principal responsibility of the Council of Teacher Education is to review the assessment benchmarks of teacher education candidates to ensure that candidates have the knowledge, skills, and disposition to work as professional educators in schools.

Educational Policies Committee – EPC

The principal responsibility of the Educational Policy Committee is to review, formulate, and propose academic policies and educational goals of the University. The committee works to create consistent policy, increase academic integrity, standardize the curriculum, and assist in developing smooth administration of University policy and curriculum.

General Education Committee

The principal responsibility of the General Education Committee is to maintain consistency of course requirements that lead to a well-rounded liberal arts education. The members of the GE committee will monitor the implementation and integrity of the general education program across the academic schools on the heritage campus as well as on all extended campuses and for both the traditional day program and the evening program.

Academic Standards & Process Committee – ASPC

The principal responsibility of the Academic Standards Committee is to provide advice and counsel to the University's faculty and administration on matters related to adherence to the stated academic standards of the University. Further, the committee reviews and audits the procedures being used to ensure quality as well as the results of those procedures and renders recommendations and solutions to the VP-AA/Provost for particular cases in which interpretation of academic policy is needed. The ASPC complements the Educational Policies Committee (EPC) by

monitoring and ensuring implementation of the academic quality guidelines formulated by the EPC and suggesting changes in academic policy and practices to the EPC.

Institutional Review Board – IRB

The principal responsibility of the Institutional Review Board is to protect the safety, privacy, and rights of human subjects recruited to participate in research performed by students, faculty, and staff at Lindenwood University.

Study-Abroad Committee—SAC

The primary responsibility of the Study Abroad Committee is to promote study abroad among the faculty and students and help faculty to set up study abroad opportunities while maintaining the academic integrity of study abroad programs offered at Lindenwood University.

For more information, consult the LU Faculty Committee Handbook, which is available on the [Faculty and Staff Portal](#).

University and Faculty Task Forces

When needed, task forces are created to discuss and recommend policy. A task force is usually in place for at least one semester and typically remains active for up to two years. A few task forces continue meeting indefinitely. The task forces currently include each of the following:

- Bi-Campus Standing Committee
- Catalog Committee
- Council for Educational Leadership
- Faculty Recruitment Committee
- Honors Panel
- Distance Learning Committee
- Student Engagement and Retention Committee
- Speakers Bureau
- Technology Committee
- Wellness Committee

Faculty Development

Lindenwood is committed to the full and continual professional development of faculty members as detailed in the Lindenwood Policy on Professional Development.

Professional Development Policy Statement

Lindenwood expects and supports the professional development of its faculty members for several reasons:

- The University desires to attract and retain men and women of ability, and to consistently guarantee the best available instruction and mentoring for our students. We believe that a work environment that encourages and enables professional growth is a powerful means through which to draw and keep the best professors.

- We also believe that a University should foster intellectual curiosity and pursuit, such that the campus will always be a productive community of professional scholars and student scholars continually engaged in the exchange of ideas and perspectives – so that it will be at all times truly a Republic of Ideas.
- One of our chief premises is that excellent teaching cannot occur without excellent scholarship. Active scholarship by our teachers not only ensures that our students receive the most up to date information in their fields of study but also that both teachers and students will be emotionally rewarded and engaged by the excitement of new ideas. Scholarship is what makes higher learning “higher”; it is what renders college study intrinsically rewarding for all participants.
- Scholarship is never not important in higher education and ideally will exist to the extent that one’s teaching and mentoring obligations allow.
- It is not enough to simply convey other scholars’ ideas. We expect our teachers to formulate new perspectives and theories, or at least reformulate existing knowledge so that they not only transmit the present content of their disciplines but also contribute to the growth and enhancement of the knowledge base in their respective fields. To be a professor, one must have something original to profess.

Professional Development Procedures

- In accordance with our policy on professional development, we expect each of our professors to engage in or accomplish an appropriate number of the following professional-development activities (in any combination) per year:
 - Attend and actively partake of a major regional or national conference in one’s field
 - Plan, attend, and/or participate in an in-house development activity
 - Actively engage in the planning and/or development of an original investigation, creation, or project that potentially could be published or presented at a professional meeting or in an officially refereed or juried venue
 - Complete a professional project that is underway, so that the product is in a form that may be presented in a professional scholarly setting or submitted to a professional journal or comparable distribution channel
 - Develop a proposal to write a scholarly book or monograph
 - Present a scholarly paper or work at a professional conference or exhibition
 - Engage in a formally structured continuing education course of study that results in increased knowledge, skills, or credentials within one’s discipline
 - Edit or manage a professional journal or a journal or compendium for student submissions

- Organize and facilitate an educational conference that involves the scholarly submissions, projects, or presentations by students or colleagues in one's field.

Faculty Grants for Professional Development

Faculty development is strongly encouraged through participation at events, to include but not limited to conferences, seminars, exhibitions, concerts, and performances. 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 VP-Human Resources prior to making commitments.

Realizing that we have a large faculty, extensive funding of professional development cannot be accommodated and careful consideration should be given before any request is made. The maximum faculty travel grant for presentation of a paper, chairing of a session, participation in a panel discussion or symposium, or other professional activity will be \$1250 for any one conference or meeting. Faculty members who have been selected to present a paper could receive reimbursement for expenses beyond the established reimbursement limit. If the faculty member is attending with students, this reimbursement may be increased. The maximum for attending, but not presenting at, a conference is \$1000.

Requests for professional travel and attendance must first be approved by the school dean or BV-division chair and then forwarded to the VP-Human Resources 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. The Request for Professional Development / Travel Grant Form can be found on the Faculty & Staff Portal in the Forms and Handbooks folder in the Human Resources section.

Coverage of classes for professors attending conferences is paramount. A plan for coverage of classes to be 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. Also, please be aware that approval of a travel grant does not mean that a related research project will be approved by the IRB or approved in time for travel. So IRB applications should be filed early. Likewise, travel approval does not mean that a related survey will be approved by the Provost.

Students may apply for a Lindenwood Student Scholars Travel Grant, which provides student recipients with conference travel funds for the purpose of reading a paper or other scholarly work, presenting a poster session to communicate a scholarly work accepted for presentation at the event, serving as a moderator or invited discussant in a scholarly panel, or exhibiting one's artistic productions that have been explicitly invited or accepted by the organizers of the event. The Student Scholars Travel Grant form can be downloaded from the Faculty & Staff Portal in the Forms and Handbooks folder in the Process Forms section.

Strategic Planning Objectives and Process

An important part of faculty development involves the nurturing of leadership skills and integration of each faculty member's conceptual, disciplinary and pedagogical insights, ideas, and plans affecting not only the students and the faculty member's school or division, but the University as a whole. Thus, faculty members play a central role in institutional strategic planning.

Strategic planning at Lindenwood University is a committee-of-the-whole process, an endeavor that involves all departments and sectors, including the students as well as faculty, staff, administration, and the Board of Directors. The overarching goal is to conduct the annual formulation or reformulation of the strategic plan as a genuinely collegial effort that draws upon the interests, perspectives, and unique expertise of the entire University community.

The planning process flows from the University's mission statement and is developed to reflect and accomplish the purposes included in that proclamation. All key stakeholders are expected to participate in the undertaking to provide input not only on their individual service domains or disciplines but also on the formal assumptions underlying the plan and the general direction of the University's educational and developmental programs and operations.

The University's Strategic Plan is re-created or extensively updated every year. Each rendition of our strategic plan generally addresses the upcoming five-year interval. While it emphasizes several specific objectives for the next year, it also projects the University's vision for the next decade as well – the shared vision of the faculty, staff, administration, students, and board.

Although the Board of Directors' Strategic Planning Committee formally calls for an update or revision of the strategic plan, most of the planning begins at the program or department level. The academic school or administrative office then collates and refines the plan for the larger unit. Next the President, Provost, and VP-HR meet with each academic school, each administrative unit, and the Lindenwood Student Government Association to review and refine the information submitted. Each of these sessions lasts about two hours, and sometimes longer.

There may be several iterations of this information exchange process, most via written electronic information transmissions, before the plan is submitted to the Board's Strategic Planning Committee for review and further refinement. That body, too, may request modifications or additional information from any sector of the University.

There are three basic procedures common to all departments, academic schools, and groups participating in this process:

1. Iterative discussions within each unit that generate the portion of the plan representing the unit's unique interests and objectives.
2. Review of and input into general strategic premises, directions, and University initiatives.
3. Lengthy, productive exchanges with the executive administration, both face-to-face and via written communications.

Each year, the faculty and staff of Lindenwood University engage in the development of the

University-wide strategic plan. The process begins in September and concludes in July.

LU Strategic Planning Processes & Timeline

September	Strategic planning templates are made available to academic schools and BV-divisions, University offices, and standing committees.
Mid-October	The board's Strategic Planning Committee reviews and considers modifications to Lindenwood's planning assumptions and "Premises and Guidelines," sets general strategic directions for the University, and commissions the Provost to initiate discussions of the annual University-wide planning process.
October	The Provost apprises academic schools and BV-divisions of the start of the strategic planning process for the upcoming fiscal year at the general faculty meeting in October, and faculty members are encouraged to begin working with their departments, schools, BV-divisions, and standing committees to create their plans for the next fiscal year and the next five fiscal years.
Early Nov.	The board formally approves the modifications of the planning assumptions and "Premises and Guidelines," and the Provost communicates any approved changes to the academic deans and BV-division chairs.
Mid-Nov.	The Provost asks schools and BV-divisions to conduct formal strategic planning discussions at the departmental level and directs deans of the academic schools and BV-divisions chairs to ask faculty members to begin drafting their IDPs for the next academic year in the context of their department's strategic discussions.
December	The Provost informs the academic deans, BV-division chairs, and faculty of the general timeline for submission of plans and requests that the academic schools and BV-divisions and embedded departments submit the first draft of their fiscal year plans by February 15; also, every school and BV-division is urged to review the list of general assumptions underlying the University-wide plan and suggest modifications, deletions, or additions to the Provost; additionally, the faculty's standing committees are asked to begin developing their strategic objectives for a February 15 submission deadline; the Faculty Council is asked to begin developing general objectives for the University in areas that affect the performance of faculty personnel, the treatment and educational experience of students, and recommendations for improvements in educational policy, procedures, and programs. The faculty and staff task forces are asked to begin preparing their initial planning drafts.
Mid-January	The Board of Directors' Strategic Planning Committee reviews and clarifies strategic directions and identifies chief issues and goals and receives a progress report from the Provost.

Mid-Jan.-Mid-Feb. Academic programs and staff offices develop preliminary drafts of their plan segments.

Mid-Feb.- Mid. March The academic schools and faculty members/ faculty committees/ staff offices and the Lindenwood Student Government Association (LSGA) Student Senate meet with the President, the VP-AA, and the VP-HR to discuss their plans and provide input, suggestions, and recommendations on University-wide proposals and initiatives. The administrative officers answer questions and solicit further suggestions from the attendees.

March Final copies of the strategic plans from the academic schools and BV-divisions/staff offices/ and administrative offices, as well as the final submission from LSGA, are forwarded to the Provost.

April The Provost prepares a working draft of Lindenwood's omnibus Strategic Planning Document to distribute to the Strategic Planning Committee of the Board of Directors; a draft is also made available to the academic schools for further review and comment.

May The chairperson of the Board's Strategic Planning Committee distributes copies of the draft to the full Board of Directors and requests comments and suggestions.

June The board's Strategic Planning Committee reviews feedback from members of the board, and the Provost incorporates changes into the Strategic Planning Document.

July Board Retreat Copies of the final draft of the plan are made available to the Board of Directors and placed online for reference by faculty, staff, administrators, the academic schools, BV-divisions, faculty committees and task forces, and LSGA.

ACADEMIC-RELATED PROCEDURES

Field Trips

Field trips for academic purposes must be arranged in advance. Documentation must be submitted to the VP-AA/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 of the students. Names of all students (alphabetical order/last names first) 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. The request for a field trip must also contain a statement that the waivers have been signed by all participants.

Intercollegiate Athletics Travel

Lindenwood University allows student-athletes to be excused from class for University-sponsored athletic competition. Student-athletes must communicate with their professor and make arrangements for missed work in advance related to these competition-related absences. Student-athletes will be provided an opportunity to complete equivalent work, according to the professor's policy, if adequate advance notice is given.

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

J-Term Travel Courses

J-Term travel courses will be considered each year by the VP-AA/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 of Operations and Finance/COO.

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 VP-HR/Dean of Faculty. Graduate assistants must be enrolled as full-time students, and positions will be 20 or 28 hours per week depending upon the approved need. GA positions may have a supervisory role included in their duties. 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.

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. 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.

A helpful resource on this topic is the [GA Handbook](#), which can be found on the [Faculty & Staff Portal](#) in the Forms and Handbooks folder.

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 submitted to the appropriate dean or supervisor, who will make annual recommendations to the VP-HR.

Textbook Ordering

Books for classroom use will be ordered through [BOOK-X-CHANGE](#) unless otherwise approved. Deans and BV-division chairs are responsible for ensuring that books are submitted to BOOK-X-CHANGE by the date specified by the provost. Directions for reviewing course text adoptions, updating course text adoptions, and approving course text adoptions are available through BOOK-X-CHANGE or in the office of the VP-AA/Provost.

SECTION 4: GENERAL POLICIES AND PROCEDURES

EMPLOYEE CONDUCT

Confidentiality

Faculty and staff 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, faculty members should 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. The statute commonly known as the "Buckley Act" bars any release or disclosure of information concerning students' grades, social behavior or any other information relevant to their attendance at Lindenwood University. Before discussing a student's confidential information with parents or guardians, ensure that the student has signed a [FERPA Waiver](#) giving permission for such disclosure. Faculty members should reveal information only to those specifically named in the waiver. Electronic copies of student FERPA Waivers can be viewed in student files in the CAMS Portal.

Responsibility for Timely Reporting

Every member of the Lindenwood faculty, staff, and administration is obligated to immediately report any circumstances, complaints, behaviors, documents (electronic or paper), or observations that reveal or indicate a threat to the wellbeing of students or other members of the University community. Any matter of this type must be reported to at least two campus authorities: (1) one's immediate supervisor or vice president and (2) the President's office. It is not acceptable to withhold or postpone reporting because the information on the matter is incomplete; the possible trouble is discovered during the course of a class project or assignment, research project, or co-curricular initiative; filing a concern or complaint might upset another employee or one's supervisor; disclosing the information might disrupt or interfere with the completion of a newspaper article, video production, or a professional manuscript; the threat surfaces in the context of counseling or advising students.

Storage and Transfer of Confidential Student Information

Any GPA or other sensitive information is stored only in the Offices of the Provost, Associate Provost, and Academic Services. No undergraduates are permitted to see or work with any such confidential information. Lists transmitted from Academic Services to the Provost or Associate Provost are to be in a password-protected file and transferred on a thumb drive that is walked by the delivering party its destination at the office of the recipient. Upon receipt of a list of confidential information, the Provost or Associate Provost must immediately load the confidential files onto his or her hard drive, save them there in password-protected format, and immediately destroy the file on the thumb drive before returning or reusing it.

Any conferences on suspended students must be held in the Office of the Provost or Office of the Associate Provost, who will prepare hardcopy for any other participants. Those hardcopies must be collected and securely filed or destroyed immediately after each such meeting. They must not be permitted to leave the Executive Offices (which include that of the Associate Provost).

Any contact or call lists must be in hardcopy and must not contain any information about a student's academic status. Those lists must be hand delivered to the callers with an explanation of what is to be done with the list. Call lists must have phone numbers on separate sheets, and those numbers should be coded to match the corresponding student on the name sheet. However, advisors and coaches should already have the phone numbers of their charges.

"Red Flag" Identity Theft Prevention Program

In compliance with federal laws (Red Flags Rule regulations) designed to protect against identity theft, Lindenwood has developed an Identity Theft Prevention Program. The program provides guidelines for employees to identify red flags that indicate potential theft of personal information of students, employees, and University customers. To learn more, see Lindenwood's [Identity Theft Prevention Program](#).

Conflict of Commitment

Pursuant to our policy, any current or future outside employment, undertaking of major projects, or commitments of time to outside organizations should be presented for approval by the Dean of

Faculty. The purpose of this provision is not to control individual's free time, but to allow the University to assess potential conflicts and activities that may affect your job performance or be contrary to Lindenwood's mission before they become a problem and jeopardize employment with Lindenwood.

Outside employment or organized activities, such as public service clubs or political involvement (especially the amount of time spent for such activities) may adversely affect employment. A certain time is needed for rest, reflection, and renewal to be at the highest level of performance. Permission for outside employment or involvement in other activities will not be unreasonably withheld. Lindenwood encourages individuals to give back to the community and engage in activities that give joy and pleasure.

Distribution of Work Time for Faculty Member Conducting Professional Projects

It is recognized that a faculty member who is approved to conduct a professional project as a part of his/her workload might need to spend some time off campus during the conventional on-campus periods on weekdays. The following policies and procedure govern this matter:

1. The distribution of the work time of a faculty member with professional project authorization should be arranged with that professor's department chair; the school dean or BV-division chair must be informed in writing of all such understandings.
2. Working off-campus during a portion of designated days M-F may be scheduled with department chair BV-division chair approval and may be authorized weekly or preauthorized for an entire term, with the chair notifying the dean or BV-division chair of the stipulations of the agreement.
3. Whole days of off-campus work must be pre-approved in writing by the department chair and the school dean or BV-division chair and may be authorized or preauthorized for an entire term upon receipt and acceptance of a date-annotated work plan from the faculty member.

Drugs and Alcohol

Lindenwood University prohibits the unlawful use, possession, manufacture, and distribution of unauthorized 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. A report of a conviction must be made within five (5) days after conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

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.

For more information, see the LU [Drug-Free Campus Policy](#).

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.

Political Nonpartisanship

No office, organization, subdivision, student, or employee of Lindenwood University may 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. No Lindenwood student, faculty member, or employee may use those resources or University work time on behalf of his/her personal political initiatives or state or imply that he/she speaks as a representative of the University when expressing personal support for a political candidate. No Lindenwood student, faculty member, employee, or entity is 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.

This policy is in no way meant to deter students or organizations on campus from engaging in political discussions and debate. However, Lindenwood as an institution must remain politically neutral relative to candidates for office. Also, students may invite active candidates in to stump as long as the University issues equal invitations to the opposing candidates(s). The general principle is that Lindenwood allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by the Office of Student Development.

Intellectual Property Right Policy

Lindenwood University abides by federal and international law pertaining to intellectual rights. Any exception is stipulated in an individual contract with the inventor or content creator. For more information, refer to the [Intellectual Property and Patent Ownership Policy](#) and the [P2P File Sharing Policy](#) on the [Faculty and Staff Portal](#).

Copyright Policy

It is the intent of Lindenwood University that all members of the University community comply with the provisions of the United States Copyright Law. The [LU Copyright Policy](#) serves to uphold the University's commitment to protecting the principles of intellectual property, as well as, protect the rights of its faculty to make appropriate use of copyrighted works for acceptable educational purposes. This policy applies to all University faculty, staff, and students who wish to make use of copyrighted works, whether in print, electronic, or other form. Implicit in this policy is the "Fair Use Act" which applies across the board to uses in the traditional classroom environment and the TEACH Act which is an exception to the "Fair Use Act" for distance learning.

For this policy to be in effect, by law, all faculty members must be knowledgeable of this policy and they, in turn, must inform the students in their classes of this policy. The policy is available on the [library webpages](#).

Professional Appearance

Faculty and staff are expected to dress according to generally accepted professional standards appropriate for the professional environment. For clarification and details, consult the relevant school dean or BV-division chair.

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. For more information, read the [LU Solicitation/Distribution Policy](#).

EXPENSE POLICIES

Purchase Procedures

To request the procurement of goods, such as office supplies or classroom materials, faculty members should make a request through the school dean, BV-division chair, or department chair. The designated school administrator will make a formal requisition through the online Business Portal. In many cases, purchases will be made with vendors through the Internet.

If a faculty member has to purchase an approved item at a store, he/she must take a copy of the University's tax exempt form in addition to other relevant paperwork to the place of purchase. Purchases made without prior approval of the Vice President for Operations and Finance/COO or without a tax exempt form will not be reimbursed. Store receipts must be submitted following the purchase.

Requests for computer-related goods should be submitted to Information Technology. Requests for educational books, DVDs and other media resources go to the Dean of Library Sciences. Requests for goods containing written text and/or artwork must receive prior approval from the Public Relations and Marketing Office and must be approved by the highest-ranking campus administrator.

Course-Related Purchases

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.

Agency Accounts

Agency accounts are handled by the Roemer Business Office or designee. 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. Payment processing for approved expenditures.

Requests for Withdrawals

Check requests should be completed for approved expenditures from an agency account. Check requests are then forwarded to the Vice President for Operations & Finance/COO for approval. In instances where vendors require advanced approval, a purchase requisition can be requested from the vice president.

Fundraisers

System-wide fundraising projects must be approved in advance by the Vice President for Institutional Advancement (x4532 - 120 S. Kingshighway) or BV Director and the Vice President for Operations and Finance/COO, in that order. Checks received as a result of a fundraiser should be made payable to Lindenwood University, annotated to indicate use of funds, and submitted to the Institutional Advancement Office (x4903).

FACILITIES AND PROPERTY USAGE

Facilities Access

The student is the reason the University was founded and remains the reason for our continued existence and operations. Our grounds, buildings, facilities, curricula, personnel, and programs have the preeminent purpose of serving the student – now and in the future – including any prospective student who is visiting any Lindenwood campus or center.

All University personnel are stewards of their respective domains on campus but not the owners of those domains. Each of us is responsible for the orderly and responsible care and functioning of his/her Lindenwood space but not entitled to unreasonably exclude students and friends of the University from normal and expected admittance to and participation in our facilities.

To ensure full access to our resources, each building or facility manager must produce a scheduling and access policy and procedure for his/her venue for approval (and possible modification) by the President or the President's delegate. Facility managers must also understand and comply with the [Facilities Access Policy](#).

Meeting Space and Events Reservations

To request a meeting space or to get approval for an event on the St. Charles campus, a faculty member must make a formal request to the Facilities Coordinator, whose office is located at the Information Desk in Roemer Hall (636) 949-4613. The Facilities Coordinator handles reservations

for all events spaces except for the President's Conference Room in Roemer Hall. To reserve that space, contact mcollins@lindenwood.edu. A list of available spaces can be found on the [Faculty & Staff Portal](#) in the Room Availability folder.

To request a meeting space or get approval for an event on the Belleville campus, a faculty member must make a formal request to the respective building manager. Contact the [Student Activities Office](#) for the name of the appropriate building manager.

Maintenance and Repairs

Requests for maintenance support for faculty or professional staff on the St. Charles campus should be submitted to the [Business Service Center](#) (near West Clay) at (636) 949-4922 or emailed to 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 problem and requested assistance must be provided. Technology repairs should be directed to the Help Desk (helpdesk@lindenwood.edu).

The maintenance contact for the Belleville campus is the [Facilities Manager](#) who can be reached at (618) 239-6005. Follow the procedure as outlined above. [Technology repairs](#) should be directed to helpdesk@lindenwood.edu.

Key Requests

At the St. Charles campus, keys are ultimately authorized by the Vice President for Operations and Finance/COO. However, in order to receive a key, the employee must obtain and have signed a key request form obtained from the school dean and submit it to the vice president. If authorized, the University will provide a key within five working days.

At the Belleville campus, key requests must be submitted to a department head (non-academic) or a division chair. Key requests must be approved by the Chief Administrative Officer. 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 employees change office locations or leave the University, old keys must be returned to the key master located in the Business Service Center (St. Charles) or to the division chair (Belleville).

Faculty members who are assigned to Elm Street classrooms may check out a key for the semester in the Office of the Provost.

Firearms Policy

The University's Firearms Policy states that 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 or working security on a Lindenwood campus or center. 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 firearms handling policies and procedures.

Food and Drink

No food or drink (except liquids in plastic bottles with closable caps) is to be consumed in the J. Scheidegger Center for the Arts. No food or drink (except liquids in plastic bottles with disposable caps) is to be consumed in performance spaces, auditoriums, 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.

Smoking Policy

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 at the time when an event is taking place. The following areas are designated for smoking:

St. Charles Campus

Butler Hall - Side area at pool entrance & War Memorial area
Welcome Center - Behind the building
Library - Between library and Roemer/ Between library and Young Hall
Roemer - Between Roemer and Library
Young - Between Young and Library
MAB - Sidewalk between MAB and Warner Hall
Spellmann - 1st Floor – Patio outside of the Connection/3rd Floor – Between Parker and Spellmann
Butler Hall - Side area at pool entrance & War Memorial area
Welcome Center - Behind the building
Library - Between library and Roemer

Belleville Campus

Smoking is completely prohibited on the campus and in all residential facilities. Smoking on the premises of other Lindenwood sites and locations is determined by the particular administration and any city ordinances posted on the sites.

Parking and Parking Stickers

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 Security Office (St. Charles) or Student Services (Belleville). Stickers may also be available at the LUCC or off-campus sites. 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. 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 those who are not disabled is also prohibited. Violators will be ticketed and/or towed at the owner's expense.

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Identification Cards (ID)

University photo ID cards can be obtained from the Work and Learn Office (Spellmann 3rd Floor) in St. Charles or from Student Services on the lower level of the Administration Building in Belleville. IDs are required for lunch and for picking up tickets to student performances and sporting events.

Copy Center Use

St. Charles

Faculty members have access to free copies of classroom materials at the [Copy Center](#) (Spellmann 3rd Floor). Print requests can be sent via email (copycenter@lindenwood.edu) or brought to the Copy Center with the completed work request form. Students may not retrieve copies of final exams without prior written permission from the professor. For more information, contact the Copy Center at (636) 949-4616 copycenter@lindenwood.edu.

Belleville

Copiers are located in a number of buildings and are available to all faculty members. For large runs, contact the mailroom manager in the lower level of the Administration Building.

Off-Campus Sites

Copiers are available at [off-campus centers](#).

SECTION 5: COMPUTERS & COMMUNICATIONS

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 occurs on their systems.

Users are not permitted to register external domain names that reference systems on the LU network. It is prohibited to use Lindenwood University'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 Lindenwood University system is to be used for illegal or criminal purposes. 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 the Help Desk (helpdesk@lindenwood.edu - (636) 255-5100.

BLACKBOARD, CAMS, AND EMAIL

Blackboard is an Internet-based class management tool that can be accessed through University computers or remotely, which is convenient not only for faculty members but for students who live off campus.

CAMS Enterprise is the campus administration system provided by Three Rivers System. Faculty members are required to learn and utilize the CAMS reporting procedures to track attendance, grades, and other relevant administrative matters.

The University provides email through Microsoft Outlook, which is installed on all faculty and employee computers. Email accounts can be accessed remotely through: www.lindenwood.edu/exchange. The use of Lindenwood's email for non-business mailing list subscriptions is prohibited. This includes but is not limited to Groupon, Free Merchandise Sites, and sites similar in nature.

Our email system is to be used principally for conducting Lindenwood business. Excessive personal use—defined as exceeding ten minutes per work day engaged in personal email communications—is not permitted. The use of POP Mail or non-Lindenwood issued accounts (Yahoo, Gmail, Lycos, etc.) to conduct Lindenwood business is prohibited. Official Lindenwood business will be conducted using Lindenwood's official email only.

Any personal email 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 emails 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 email 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 emails generated through or received by Lindenwood's email 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 the Department of Information Technology does not routinely monitor all emails, 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 email privileges. Repeated violations of these strictures may be cause for dismissal.

ELECTRONIC ACCOUNTS

Requests for email accounts and CAMS access must come from the school dean. The dean will send the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions to the VP-HR/Dean of Faculty for approval. Approved accounts are handled by the Department of Information Technology. (helpdesk@lindenwood.edu - (636) 255-5100).

Email addresses will be issued after the request has been made in writing by the employee's dean, and information will be emailed to the dean or placed in his/her mailbox. The dean is responsible for notifying the Department of Information Technology immediately when a full-time faculty member leaves the University.

Requests for Blackboard shells are made by professors through the Blackboard tab on the University Website.

HARDWARE AND SOFTWARE REQUESTS

Requests for hardware or software for professors or classrooms must come from the school dean. The requisition should include the user's full name, office location or class location, telephone number (if known), and appropriate access allowances and restrictions. The dean or section director will complete the requisition form and forward it to the Department of Information Technology. The Department of Information Technology will determine the availability of the equipment or software and submit the request to the Vice President for Operations & Finance/COO or the President for approval.

After approval, it may take up to six weeks to complete the purchase. Installation of the equipment/software then will be added to the schedule and the persons involved will be notified.

The dean is responsible for notifying the Department of Information Technology when a piece of equipment or software is no longer required. Two weeks should be allowed for removal.

EXTENSION CAMPUS REQUESTS

The procedures listed above apply as well to extension campus requests for hardware/software. However, the site coordinator is responsible for notifying the Dean of Evening and Graduate Admissions when an extension-campus user leaves the University. The Dean of Evening and Graduate Admissions is then responsible for notifying the Department of Information Technology (helpdesk@lindenwood.edu - (636) 255-5100).

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 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 VP-HR/Dean of Faculty 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.

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 and 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.), the Department of Information Technology monitors this traffic constantly to ensure reliable service for everyone. File sharing software can account for a large portion of traffic on the network.

COMPUTER USAGE

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. The Department of Information Technology reserves the right to monitor any computer activity on a LU computer or any computer connected to the LU network.

The Department of Information Technology 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.

Occasional personal Internet browsing, the use of social networking (Facebook, MySpace, Twitter, etc.) is acceptable as long as its usage is not excessive, does not interfere with normal job duties, and does not violate any part of Lindenwood's computer usage policy. Playing games on Lindenwood University computers is prohibited. This includes online game websites and applications installed on Lindenwood assets not authorized by the Department of Information Technology.

Lindenwood University Computer Use Policy Agreement

The Lindenwood University Computer Use Policy applies to all computers, mobile devices, etc., connected to the Lindenwood University network, whether they are personal or University owned. At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities. Computer and network facilities are provided primarily for educational use. This policy does not supersede or remove employee directives relative to computer use and email as defined in Faculty or Staff Handbooks.

Individuals may not attempt to damage or degrade the performance of Lindenwood's computers and network, or otherwise disrupt the work of other users. Individuals may not attempt to circumvent security systems or exploit/probe security holes in any Lindenwood network or system, nor may individuals attempt any such activity against other systems accessed through Lindenwood's facilities. Hacking for data with the express purpose of exploiting the use of the data is prohibited.

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. The Department of Information Technology reserves the right to monitor any computer activity on an LU computer or any computer connected to the LU network. Users with personal computers on the LU network are expected to take reasonable precautions to ensure the security of their systems and may be held responsible for misuse by others. Users are not permitted to register external domain names that are utilized for Lindenwood business unless otherwise approved by the school's dean and the Department of Information Technology. Users must observe intellectual property rights in accordance with the Lindenwood University copyright policy.

Lindenwood University prohibits the use of its network for commercial purposes and prohibits the connection to 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. The email and network systems are to be used principally for conducting Lindenwood business. Excessive personal use, as defined in Faculty & Staff Handbooks, is not permitted.

Lindenwood employees are prohibited from sending or knowingly downloading software or data that violates local ordinances, state, or federal laws. Viewing, sending, or authoring obscene or harassing electronic material is prohibited, as are messages that target individuals in a threatening manner.

Any exception to this policy must be presented to and be approved by the school's dean and the Chief Information Officer.

ACKNOWLEDGEMENT: I hereby certify that I have read and will abide by the above policies.

Signature

Date

Communications Policies and Procedures

Editorial Style and Approval

Most publications produced by the Lindenwood Public Relations and Marketing Office follow LU's [Style Handbook](#). Most academic and institutional documents follow the [LU Editorial Guidelines](#). Both can be found on the [Faculty and Staff Portal](#) in the Forms and Handbooks folder under the Editorial Policies/Forms section.

All promotional publications, whether printed professionally by the PR staff or produced on a faculty member's computer, must be formally approved. To start the approval process, submit a [Publication Request Form](#) at the beginning of the planning process. The form can be found on the [Faculty & Staff Portal](#) in the Forms and Handbooks folder.

Forms and University Documents

The latest versions of commonly used forms and documents are available on the [Faculty & Staff Portal](#) as well as on the Faculty Folder Network Drive. There is a separate site on My Computer for the Belleville campus.

Logo Use

Logos for Lindenwood University can be found on the Faculty Drive in the Logos folder. Logos should only be used for official Lindenwood documents, and the documents must be free of grammatical, punctuation, and spelling errors. The Belleville campus versions of the LU logos appear in maroon. Sports logos that contain the images of a lion (St. Charles) or a lynx (Belleville) should be, in most cases, reserved for sports-related editorial content.

Media Contact

Employees at the St. Charles campus and at extension centers should call the Lindenwood [University Public Relations and Marketing Office](#) at (636) 949-4913 if they are aware of or involved in any media matters related to Lindenwood. Employees at LU-Belleville should contact the [Assistant Vice President and Executive Director of Community Relations](#) at (618) 239-6031.

If an employee on the St. Charles campus or an extension center is approached by a member of the media for an "ambush" interview, he/she should immediately call (636) 949-4913 and notify the PR staff. Belleville employees who are approached by a member of the media for an "ambush"

interview should immediately call (618) 239-6031 or (314) 504-0036 to notify the Assistant Vice President and Executive Director of Community Relations.

To reach the St. Charles public relations professionals after hours, contact security at (636) 262-4622. To reach the Belleville campus Assistant Vice President and Executive Director of Community Relations after hours, call (314) 504-0036.

Signature Policy

Lindenwood employees shall not include another Lindenwood employee's signature on any document without written, signed approval from the signature holder. Further, University officials wishing to include the President's signature on a document shall have that document reviewed and approved by the [Director of Executive Communication](#) in the Executive Office 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.

Surveys

Surveys may be conducted for research or assessment purposes. All surveys must have the approval of the Provost, unless they are exempt from the need for approval, and they must be error-free. The University has an account with www.surveymonkey.com. To use this account, contact an assigned survey administrator. For more details, see the *LU Survey Guidelines* on the in the Forms and Handbooks section. For more information on surveys, contact [Director of Executive Communication](#).

E-Newsletters

Electronic newsletters may be used to promote programs or to keep stakeholders informed about new policies and procedures. Follow LU Digest submissions guidelines and send announcements directly to ludigest@lindenwood.edu All e-newsletters that represent Lindenwood must be accurate and error-free. The University has an electronic newsletter account that may be used by LU programs and offices. For more information on e-newsletters, contact the [Director of Executive Communication](#).

Mail Procedures

Mail traveling between the St. Charles and Belleville campuses is handled by a courier service. Each campus handles U.S. Postal Service mail as follows:

St. Charles

Mail is received each morning, Monday through Saturday, at the Evans Commons. Schools and offices make arrangements for pickup. Outgoing mail is also processed by the Evans Commons mailroom. Only official mail will receive University postage. Faculty members can send personal letters if they provide the stamps.

For information on sending bulk mail (200 pieces or more), contact [Mike Tolman](#) at (636) 949-4563

Belleville

Incoming mail is delivered each morning. Outgoing mail should be in the mailroom by 5 p.m. the previous day.

For information on sending bulk mail (200 pieces or more), contact the [Dean of Students](#).

SECTION 6: EMERGENCIES AND CANCELLATIONS

[Emergency Preparedness](#)

[Basic Emergency Action Plan](#)

Please refer to the [Basic Emergency Action Plan](#), which can be found on the Security tab of the LU website.

[Building Exit Plans](#)

Every building has a [building emergency exit plan](#). To accept the plans for the St. Charles campus and extension centers, consult the [Security webpages](#). All employees should be familiar with the building(s) they occupy and be prepared to help students and visitors in emergencies.

[Injuries/Accidents – Faculty/Staff](#)

Emergency kiosks and phones are available on the St. Charles and Belleville campuses for emergency use.

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

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 and Guests](#)

At times members of the campus community and guests to our campuses suffer injury or illness. In the event of an emergency, 911 should be called immediately. If the injury or illness is not life threatening, campus security should be called for assistance. An incident report must be completed. Please note it is important to err on the side of caution and call 911 in instances where individuals appear to be unconscious or are otherwise impaired.

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

[Security Offices](#)

[Public Safety and Security Office](#)

2021 First Capitol, Suite G
St. Charles, MO 63301-1695

LU St. Charles Security 24/7: (636) 949-4911

[John Bowman](#), Director of Public Safety and Security: (636) 949-4687

[Belleville Campus Security](#)

2600 West Main Street
Administration Building, Room 108
Belleville, IL 62226

LU Belleville Security 24/7: (618)239-6081

Belleville Security Direct Line: (618) 978-9797 / (618) 978-7253

In the event of an emergency please **call 911**.

[Dr. Angela Wingo](#), Belleville Director of Public Safety and Security: (618) 239-6061

[Cancellations and Emergency Alerts](#)

During emergencies the University alerts students, staff, and faculty via the Lindenwood [Instant Message System provided by Rave](#). This important service enables quick mass communication in the event of school closings or campus crises. Students are prompted by email when they enroll to enter their mobile phone numbers into the system. The service is free to users. All employees are encouraged to update their contact information when it changes by going to www.getrave.com/login/lindenwood.

Employees are also encouraged to allow weather alerts to be broadcast to their cellphones when/if that service is available.

School Cancellations

When it is necessary to cancel classes, announcements will be posted on the Lindenwood University website [St. Charles homepage](#) and [Belleville homepage](#) and announced by LUTV and KCLC as well as local designated television and radio stations. The Lindenwood Instant Message System provided by Rave will be used to announce cancellations and other notifications as needed.