

FACULTY HANDBOOK 2005-2006

Adopted by the Board of Directors
November 5, 2004

I. Mission

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 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 ethnic lifestyles.
- developing adaptive thinking and problem-solving skills.
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has an 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.

II. Academic Freedom

Lindenwood University believes strongly in fair employment practices and the principles of academic freedom and responsibility. Lindenwood University, as an institution of higher education, exists for the common good. Support for this common good depends upon a free search for truth and its expression. Hence, it is essential that a faculty member be free to pursue scholarly inquiries and to teach and publish conclusions concerning the significance of evidence produced. This freedom is so basic to the process of teaching that it must be protected for the faculty of the University.

III. Academic Accountability

At the same time, academic freedom must be balanced by accountability for institutional purposes shared by the Board of Directors, administrators, faculty, staff, alumni, and students. The fundamental responsibilities of a faculty member as a teacher and scholar include the maintenance of competency in his or her field and the demonstration of such competence in teaching, publication, and other professional activities. Academic accountability also includes an obligation, at all times, to be accurate, to exercise decorum, to show respect for the rights and opinions of others, and to make every effort to avoid giving the impression that one speaks or acts for the whole institution unless specifically charged to do so.

IV. Faculty Appointments

Appointment to the faculty is made by the President upon the authority granted to the President by the Board of Directors. In making specific appointments, the President acts in consultation with the appropriate Committee of the Board of Directors, and the appropriate Division Dean and other faculty members. The normal means for recruiting and appointing new faculty is as follows:

1. The vacancy will be advertised as time permits.
2. A qualified pool of candidates will be identified.
3. The credentials of the qualified candidates will be verified.
4. The appropriate Division Dean and the Provost will identify the best-qualified candidates and make recommendations to the President, who will make the final decision. Where practical, Division Deans and faculty members in the appropriate Division will be consulted as part of the selection process.

V. Faculty Promotion and Rank

A. Requirements for Rank:

Professor - initial appointment to or promotion to this rank requires an earned doctorate or appropriate terminal degree and a distinguished record of seven or more years of full-time college-level teaching, research or equivalent professional

experience, normally including at least five years at the rank of Associate Professor. Effective leadership and dedication to the mission, values and goals of Lindenwood University and evidence of recent noteworthy professional accomplishment and/or institutional service must be demonstrated.

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

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

B. Promotion

1. Promotion is awarded in recognition of superior performance in one or more of the following areas: teaching, advising, research, publication, professional growth, service to the university and community activities
2. Promotion in rank may originate in any of three ways:
 - a. Application by a faculty member who believes he or she has fulfilled the qualifications for that particular rank
 - b. Nomination by the appropriate Division Dean
 - c. Nomination by any other faculty member
3. Promotion Process - The Division Dean will conduct a review of the faculty member's credentials, and, after consulting any other faculty members, will submit a recommendation to the President. After a review, which normally will involve consultation with the Council of Academic Deans, the President will determine whether or not to forward the nomination to the Board of Directors through the Board's Mission and Purpose Committee with a recommendation for approval.

VI. Professional Development

Lindenwood University strongly encourages faculty members to continue their professional development throughout their careers. Annually each faculty member will prepare an Individual Development Plan, which incorporates the goals and objectives of the faculty member for the academic year. In addition to being used during the annual review process, the Individual Development Plan will also provide supportive information during the promotion process. The Division Dean and faculty member will consult in the annual review of the faculty member's professional activities according to the following categories:

- 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 Division, 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.

These categories will be used for the establishment, in writing, of professional goals, and development objectives for the next academic year. Following the consultation, the Divisional Dean will write an evaluation summary and discuss this evaluation with the individual faculty member. If both agree with the summary, it will become part of the faculty member's file. If there is disagreement, either a revision or an accompanying rebuttal written by the faculty member will be placed in the file.

VII. Faculty Organization and Corporate Responsibilities

Proposals for the educational program and its continuing improvement are the responsibility of the faculty. Working through the established Division structure and the appropriate Division Dean, the faculty regularly review existing programs

and develop proposals to strengthen and improve the educational program. Functioning in an advisory capacity, the faculty shall present all such reviews and proposals to the Council of Academic Deans through the appropriate Division Dean. Recommendations from the Council are then forwarded to the President of Lindenwood University for approval. Interdisciplinary task forces may be appointed by the President to address certain curricular and campus culture issues. The recommendations of these task forces may be forwarded to the Council of academic Deans or to the President for approval. Such approval results in a recommendation to the Board of Directors for its approval when appropriate.

Faculty have certain corporate responsibilities, which are shared with the President and the Board of Directors. While normally recommendations involving those areas of responsibility will originate within the faculty, there may be occasions when recommendations may be submitted by the President directly to the Board of Directors or may originate within the Board itself. The corporate responsibilities are as follows:

- A. To review, in consultation with the Division Dean and the Council of Academic Deans, the academic curriculum and to make recommendations for changes as appropriate.
- B. To recommend the requirements for earned degrees.
- C. To establish the nature of the system to be used in evaluating student's academic performances.
- D. To recommend to the President and the Board of Directors candidates for earned and honorary degrees.
- E. To recommend to the President changes on any other matters of educational policy.
- F. To ensure access to all programs of the university on a nondiscriminatory basis.
- G. To recommend to the President and the Board of Directors candidates for emeritus status.
- H. To review proposals for students' and instructors' on-campus research studies involving human or animal subjects and recommend approval, denial, or modification of the proposals to the appropriate Division Dean and the Provost.

Faculty committees may be established by the President as necessary for special concerns.

Five standing committees have been established to assist the faculty in carrying out its academic responsibilities: the General Education Committee, Educational Policies Committee, Institutional Review Board, Faculty Strategic Planning Committee, and Assessment Committee.

VIII. Individual Faculty Responsibilities

The mission of the University focuses on providing an opportunity for our students to gain a solid values-based education. This requires a commitment to the welfare and education of our students that reaches well beyond the formal classroom. That commitment may take many forms, but certainly includes effective academic advising and active involvement in the co-curricular and extra-curricular life of the University community. Faculty members are expected to conduct themselves at all times in a responsible and professional manner that exemplifies respect and serves the best interests of all members of the university community. As a condition of employment, faculty members must abide by and actively support the University's mission statement and the policies and procedures described in this handbook, the University catalogs, the Student Handbook, the Faculty Statement of Policy and Procedure Manual, and any other published policy.

- A. Individual Responsibilities
 1. To accept responsibility for a normal teaching load of 33 semester hours, or equivalent during the academic year, including the January term.
 - a. An enhanced contract, which would include professional duties beyond the normal 9-month academic year, can also be negotiated, subject to the University's needs.
 - b. A conventional contract that includes a reduced teaching load can also be negotiated, subject to the University's needs.
 2. To meet classes regularly and promptly and maintain regular office hours.
 3. To adhere to the academic calendar established by the University.
 4. To secure appropriate approval for vacations and other leaves in order to assure that individual faculty members give priority to their professional teaching and advising obligations and assure adequate classroom coverage.
 5. To adhere to such academic schedules as established by the Division Deans.
 6. To actively work with students having serious attendance or performance problems and immediately report such problems to Academic Services for further assistance and follow-up.
 7. To participate in student-recruitment initiatives and the work of the academic division.

B. Individual Responsibilities - LCIE

1. To carry an advising load of not less than 125 students per quarter.
2. To accept responsibility for a normal teaching load of 33 semester hours, or equivalent, per year.
 - a. A reduced contract that includes a lighter teaching load can also be negotiated, subject to the University's needs.
3. To meet classes regularly and promptly and maintain regular office hours, to be determined by the Director of LCIE.
4. To secure appropriate approval for vacations and other leaves in order to assure that individual faculty members give priority to their professional teaching and advising obligations and assure adequate classroom coverage.
5. To coordinate one or more degree programs or undertake an equivalent alternate assignment.
6. To participate in student recruitment and in the work of LCIE.
7. To actively work with students having serious attendance or performance problems and immediately report such problems to Academic Services for further assistance and follow-up.
8. To adhere to the academic calendar established by the University.
9. To conduct at least one complete advising session per term with each advisee – at least two sessions per term for new advisees.
10. To ascertain and record the status of each advisee every term through graduation.

C. Individual Responsibilities - Professional Librarians.

1. To work a normal schedule of 40 hours per week in the library.
2. To provide library instruction.
3. To provide advising assistance to students.
4. To provide reference and other library services.
5. To teach courses as assigned within the 40 hour per week schedule.
6. To secure appropriate approval for vacations and other leaves in order to assure no interruptions in their professional obligations.

IX. Council of Academic Deans

The Council of Academic Deans consists of one faculty member from each academic division appointed by the President to the position of Division Dean or Director. The President shall periodically meet with the Council and shall designate an individual to convene meetings of the Council, prepare the agenda, and supervise the preparation and distribution of minutes of the meetings. In addition to the specific responsibilities outlined in the Faculty Handbook, the Council of Academic Deans oversees the management of the academic programs and policies of the University and serves in an advisory capacity to the President on academic matters.

X. Professional Security and Annual Contracts

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

XI. 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 Provost. After review of the appeal, the Provost 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.

XII. Criteria for Annual Review and Evaluation

The University expects that all faculty members will possess academic and moral integrity and will conduct themselves in a professional manner in the fulfillment of their responsibilities at the University. In addition, the University expects that all faculty members will support the mission of the institution.

Faculty members are reviewed annually and, these reviews will include the following elements: student course evaluations, analysis of professional goals and objectives contained in the Individual Development Plan, an assessment of instructional effectiveness, and an evaluation by the appropriate Division Dean.

XIII. Faculty Compensation

Faculty compensation is reviewed as part of the annual evaluation of each faculty member. Compensation is considered upon the annual review of each faculty member's academic performance and rank, in keeping with the criteria listed in Item XIII, and based upon individual merit, institutional needs, and available resources.

XIV. Benefits

A. Admission to Campus Activities

During the academic year, the faculty member and immediate family will be admitted without charge to most campus activities, (music, drama, athletic, events etc.), upon presentation of a university identification card.

B. Insurance - Provided only during full-time employment

Disability: Lindenwood University currently has disability insurance. There is a waiting period of one year before new faculty members are eligible for disability benefits. Once one becomes eligible, benefits do not start until one has been certifiably disabled for six months. The faculty member is covered by the disability insurance in effect for the contract year. The faculty will be notified in writing of any changes that may occur during the contract year.

Health/Hospitalization/Major Medical: Lindenwood University currently has a group health plan available. The University will make a monthly contribution toward the cost of insurance for participating faculty members. The University contribution will be determined annually.

C. Retirement Plan

Lindenwood University currently participates in the TIAA/CREF retirement program. Faculty members may join if they are 21 years of age and have been employed at Lindenwood University for two years. (An exception can be made for those faculty members who have previously participated in TIAA/CREF.) Entrance into the program or any changes requested by the faculty member to an existing program must take place on September 1.

The University will match the employee's contribution to the retirement plan up to 5% of the employee's gross income.

D. 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 three days of sick leave may be utilized for a death in one's immediate family. One can accumulate a maximum of 24 sick days including days allocated for the present year. Sick Leave is intended for personal illness only. During sickness of a colleague, faculty members are expected to assume the duties with no additional compensation.

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.

E. Leave of Absence

In special circumstances, a faculty member may be granted a leave of absence for a specified time agreed upon by the appropriate Division Dean and approved by the President. No salary is granted with a leave of absence. Insurance and hospital benefits are the faculty member's responsibility during leave of absence.

F. Vacations

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

Requests for the specific days to be taken as vacation must be approved by the appropriate Division Dean and Provost and reported to the University Personnel Office. Vacation requests must be submitted in writing at least two weeks prior to the requested vacation date. Vacation time shall not be accumulated or carried over from year to year without approval of the President.

G. Holidays

The University observes five holidays annually. However, offices may be open on some holidays. Faculty members who work these days will receive other days off. Holidays to be observed include New Years Day, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. When the holiday occurs on a weekend, the previous or following weekday is granted as the holiday.

H. Jury Duty

If a faculty member is called to jury duty, the employee will continue to receive their regular salary for up to two weeks. All monies received from the court during this two-week time period must be turned over to the University.

I. Professional Leave

Professional leave is defined as an approved absence from corporate and individual responsibilities to participate in professional development activities. Approval for professional leave must be secured in writing at least four weeks in advance by the appropriate Division Dean, the Provost, and the President.

J. Other

The following additional benefits are provided all faculty members:

1. Worker's Compensation. (A faculty member may not collect both worker's compensation and regular salary concurrently.)
2. Unemployment Insurance
3. Social Security (FICA)

K. Benefits apply to full-time faculty members only. There are no benefits for part-time faculty members other than those mandated by law or explicitly stipulated in one's faculty contract letter.

XV. Faculty Offices

The university will provide suitable office space for each full-time member of the faculty. However, because of space limitations, some faculty may need to share office space.

XVI. Personnel Policy and Procedures

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. All employees are required to comply with the provisions of the University's Drug Free Campus Policy. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off Lindenwood University premises while conducting Lindenwood University business. 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).

XVII. Sexual Harassment Policy (Adopted by Board of Directors - 11/19/93)

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University complies with the Civil Rights of 1964 and other legislation, as amended, including the Equal pay Act of 1963, the Age Discrimination in Employment Act of 1967, the American With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational work environment. Illegal discrimination, including sexual harassment, is prohibited. Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited. Sexual harassment in which a faculty member makes sexual advances, requests sexual favors or engages in any other verbal or physical conduct of a sexual nature toward a Lindenwood University student, even if that student is not directly under the faculty person's tutelage, will not be tolerated.

It is Lindenwood University policy that sexual harassment will not be tolerated and that disciplinary action up to and including termination will be imposed on employees engaging in such actions.

Any matter involving sexual harassment should be brought to the immediate attention of the Division Dean or one of the university officers listed below:

Dr. Dennis Spellmann
President

Ms. Julie Mueller
Chief Operations Officer

Dr. James Evans
Provost

Ms. Sheryl Guffey
Dean of Campus Life