

FACULTY EMPLOYEE HANDBOOK

**The Essential Guide for
Faculty Personnel**



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The Essential Guide for Faculty Personnel

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2009

Revised and Updated May 2012

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LINCOLN UNIVERSITY

820 Chestnut St.
Jefferson City, MO 65102-0029

Office of the President

Phone: (573) 681-5042
FAX: (573) 681-6074



Welcome to Lincoln University!

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our institution, and share our commitment to achieving our goals as stated in our mission statement.

This handbook of university policies, practices, and services has been prepared especially for you. I encourage you to review its contents to learn about your responsibilities and the opportunities that accompany Lincoln University employment.

You should use this handbook as a ready reference as you pursue your career with Lincoln University. Additionally, the handbook promotes and supports good management and fair treatment of all employees. Welcome aboard! I look forward to working with you.

Sincerely,

Carolyn R. Mahoney, Ph.D.
President

Founded 1866: 62nd & 65th Colored Infantries

An equal opportunity institution



Preface

The Faculty Handbook provides guidance on the policies, procedures and practices governing employment at Lincoln University. The content of this handbook is not all inclusive nor a promise or contract between Lincoln University and its employees. These guidelines and summaries are intended to be an introduction to how university policies and procedures apply to Lincoln employees.

The University reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook as it deems appropriate. It is the employee's responsibility to be familiar with information contained in the handbook and seek interpretation or clarification from appropriate administrative authority when necessary.

The University will, at its discretion, make changes and develop new or revised policies and procedures from time to time. When possible and appropriate, the university will seek input from staff committees, employee representatives, and administrators. Differences that result from changes will take precedence over the contents of this handbook.



Code of Conduct

The Code of Conduct establishes the University's expectation of integrity and ethical and professional conduct by the following members of the Lincoln University community: members of the Board of Curators; executive officers, faculty, staff, and other individuals employed by the University and using university resources or facilities; consultants, vendors and contractors when they are doing business with the University; and volunteers and representatives acting as agents of the University. The code is not an attempt to define specifically what one should and should not do, but to communicate that Lincoln University affirms that conduct consistent with accepted standards is an integral part of its mission.

Consequently, each Lincoln University community member must transact University business in compliance with all federal and state laws and in accordance with the University policies and regulations established by the Board of Curators. Executive officers, managers and supervisors are responsible for knowing the laws and regulations that are relative to their positions and responsibilities and for systematically teaching and monitoring compliance in their areas. Examples include but are not limited to human resources and employment regulations, conflict of interest policies, confidentiality, security and integrity of University documents and records, computer use and security policies, procurement guidelines, sound business practices, environmental health and safety regulations, and ethical stewardship of the University's property and resources. Located appropriately throughout the Rules and Regulations, these standards of conduct, supported through policies, procedures and workplace rules, provide guidance for making decisions and exemplify the institution's commitment to responsible and ethical behavior.

Students are not subject to this code unless they are employed by the University, but must comply with the university's Student Code of Conduct as described in the Student Affairs chapter of the Rules and Regulations and published in the official Student Handbook.

Mission Statement

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

Affirmative Action

Lincoln University's Affirmative Action Program shall comply with all other necessary provisions as stated in the federal regulations. A notice of the Affirmative Action Program will be posted in conspicuous locations stating availability for review in Human Resources upon request.

The Affirmative Action Program will ensure equal employment opportunity by institutionalizing the University's commitment to equality in every aspect of the employment process. Therefore, as part of its Affirmative Action Program, Lincoln University must monitor and examine its employment decisions and compensation systems to evaluate the impact of those systems on women and minorities.

The Affirmative Action Program will also include those policies, practices, and procedures that the University implements to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment.

Lincoln University will also employ affirmative action guidelines towards individuals with disabilities and Vietnam-era and disabled veterans. This compliance will include an attestation of affirmative action policy statements and assurances plus an opportunity for employees to self-identify.

Equal Employment Opportunity

It is the policy of Lincoln University to promote and ensure equal employment opportunities for all persons regardless of race, color, gender, national origin, religion, age, or disability. Equal employment opportunity principles govern all aspects of the university's personnel policies, employment practices, and operations. All phases of employment, including recruitment, hiring, evaluation, promotion, transfer, assignment, training, benefits and separation, shall be conducted in compliance with equal employment opportunity laws and regulations. Supervisors at all levels share the responsibility to ensure equal employment opportunity.

The university has established a discrimination grievance procedure. This complaint and grievance procedure is for any type of alleged discrimination regarding job decisions, employment practices, and other terms of employment or privileges of employment based on age, disability, marital status, veteran status, national origin, race, religion or sex.

Additionally, this complaint procedure pertains to a hostile work environment or harassment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Any Lincoln University employee or job applicant has a right to file a complaint of discrimination. Information pertaining to the filing of a complaint is kept on file in Human Resources.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to OCR.

Title IX Coordinator- Jim Marcantonio
Human Resource Director
101 Young Hall
820 Chestnut Street
Jefferson City, Missouri 65102-0029
Phone: 573 681-5019
Fax: 573 681-5787

Office for Civil Rights
Kansas City
U.S. Department of Education
8930 Ward Parkway
Suite 2037
Kansas City, MO 64114
Tel.: (816) 268-0550
Fax: (816) 823-1404

American with Disability Act

University policy and federal law forbid employment discrimination against qualified persons with physical and mental disabilities. A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

The Americans with Disabilities Act (ADA) defines a person with a disability as an individual who:

- Has a physical or mental impairment that limits one or more major life activities (walking, speaking, seeing, hearing, etc.)
- Has a record of such impairment
- Is regarded as having such an impairment

Lincoln University is committed to ensuring equal employment opportunities for qualified persons with disabilities.

The University will provide reasonable accommodations as provided in the law for employees protected by the ADA by making changes in the work environment or by changing certain practices and procedures. If you are an individual with a disability, and you meet the qualifications above, contact your supervisor or the Office of Human Resources to discuss your needs.

Clery Act Reporting and Notification Statement

Pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 {f}) a copy of Lincoln University's Annual Security Report may be viewed on the Lincoln University website at the Public Safety link. Additionally, annually the employees will be notified of the Clery Act Report through the campus UR email system.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Lincoln University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Rules and Regulations

Your appointment and employment is in accordance with the Board of Curators approved Lincoln University Rules and Regulations (<http://www.lincolnu.edu/pages/2535.asp>). The complete revision of the Rules and Regulations, and all policies therein, was approved by the Board of Curators on January 29, 2009. A complete copy of the Rules and Regulations can be found on the Lincoln University Website, www.lincolnu.edu.



Time of Hire

Academic Appointment Notification

A new faculty member will begin employment after the President signs the Personnel Transaction Form that authorizes employment. An Academic Appointment Notification signed by the President will be sent to the potential employee that indicates official job title, academic rank, base salary, and contract terms of appointment for the contractual period. The faculty member will be asked to sign and return the completed notification to the Human Resources office.

Visiting Human Resources

Prior to the first day of work but no later than on the first day of work, the faculty member should schedule an appointment with Human Resources to start the initial employment processes. This initial employment process will include: verifying employment authorization by completing an I-9 Form, state and federal tax forms and benefit enrollment form.

New Employment Orientation

As a new employee, the faculty member will be asked to participate in an employee orientation session, usually during the Fall Institute in mid August at the beginning of the academic school year.

The Faculty Handbook will be an important tool for proper employee orientation. It should be read and used as a resource when there are employment policy questions.

Faculty members will be required to sign an Employee Handbook Acknowledgement Form, indicating he or she has been given a copy of the handbook.

Parking Revised March 23, 2011

Lincoln University employees have the opportunity to purchase a parking permit. To purchase this parking permit, complete a Vehicle Registration form at the Cashier's Office located 1st floor Young Hall. The current annual cost is \$60 for a standard tag that entitles you to park in any unreserved parking space on campus. A current driver license, LU identification card (see LU Identification Card section), proof of insurance and license plate number is required to obtain a tag at the Cashier's window.

Please refer to the Department of Public Safety webpage for a complete description of parking regulations.

E-mail Account Set-up

As an employee you are required to obtain and use a University email account. Your email account is typically activated at the time your department submits the necessary documents to Human Resources to have you entered into the Datatel Colleague system; additionally a request form from your department is submitted to the Office of Information Technology requesting an email account for you. Usually your Lincoln University email account will be your full last name and first name initial followed by @ lincolnu.edu (doej@lincolnu.ed). The email usage policy is found in the Technology Chapter.

Computer Set-up

Your department will submit a request form to the Office of Information Technology (OIT) requesting a computer set up for you. OIT staff will come to your office and install all necessary software and operational functions based on your department's request. The computer usage policy is found in the General Employment Chapter.

Telephone Set-Up

Each department has a telephone extension number and equipment available for employees to conduct university business. At the discretion of area heads and in line with purchasing protocols, mobile phones may also be provided. The area heads will determine if an employee should be set up with an individual extension number with the Alcatel equipment. The features of the phones are: speaker phone, caller ID, voice mail, conference calls, multiple lines, directory searching, calling using a full keyboard, and text messaging. A request will be made from the department to the Office of Information Technology for telephone set-up and training.

Lincoln University Identification Card

An employee ID card will be processed through Human Resources at the time of hiring. An employee identification request form will be given to you to take to the Student Affairs Office (303 Young Hall). The photo ID card serves as identification, a library card and passes for event discounts.

Datatel Colleague Identification Number

At the time of hire you will be designated a Datatel Colleague identification number by Human Resources. This number will be utilized in lieu of a social security number for tracking any employment transactions and for reporting leave.

Departmental Administrative Support

Each department will have at least one administrative support person available to assist you in getting acclimated to your job assignment. Please utilize the knowledge and understanding these valuable administrative support people have in the business processes and resources of the University.

Office Space

Your department will determine your office location and a campus address for you. This campus address needs to be reported to Human Resources by the department to ensure you can be identified in the campus directory.

Building Access and Keys

The Department Head will determine what keys an employee will need. The Department will then order the keys by completing a key request form. The employee must pick up the key in person from the University locksmith located in the Collier Building (Building and Grounds, Physical Plant, 821 Lafayette) when ready. Lost keys are a serious security issue that could result in re-coring of locks throughout the building. Some buildings have security systems and it is the responsibility of the department to provide operating instructions.

Benefits

Full-time faculty and specific part time faculty member will be eligible to receive a comprehensive menu of benefits. These benefits will be reviewed with you at the beginning of employment by a Human Resource representative.

Annual Review of Benefits

An annual review of employee benefits will be conducted by the Employee Compensation and Benefits Committee. This committee is responsible for making recommendations regarding benefit changes or new benefit offerings.

The Human Resource Office will coordinate an annual employee benefit meeting where benefit providers give presentations and provide upcoming enrollment information. This meeting usually occurs in the fall of each year.

Health Insurance

Lincoln University's full-time regular employees have the opportunity to enroll in a health insurance plan at the time of hire or during an annual open enrollment period thereafter. Lincoln University provides a determined amount of monthly premium contributions for each employee, which covers all or a significant amount of the employee premium depending on the plan option chosen. A new employee can elect to enroll in a health plan from the date of employment, effective the first day of the employee's first full month of employment. An employee has the option for spouse and dependent coverage at the employee's expense.

An employee's health insurance coverage ends when the employee elects to cancel coverage or upon employment termination. An option to continue health insurance coverage after termination from employment through COBRA provisions will be available to those qualifying employees, spouses or dependent children.

Faculty employees retiring from Lincoln University will have the opportunity to continue ongoing coverage at the retiree's expense. Retirees who are not eligible for Medicare may stay on the Lincoln University health insurance at a pre-65 retiree group rate. Upon reaching age 65, the retiree may choose to transition into the post-65 plan.

Retirees who are eligible for Medicare (age 65) may enroll into the Lincoln University sponsored United Healthcare AARP Medicare Supplement Insurance and RX Plan Drug Plan.

Life Insurance

Basic life insurance coverage is paid by Lincoln University for staff eligible for the MOSERS retirement system at an annual salary amount or a minimum of \$15,000 whichever is more. Additionally, employee, spouse and child/ren optional life insurance is available at the expense of the employee through payroll deduction. Employees also have the option of purchasing additional insurance for her/him (up to six times their annual salary for a premium based on his/her age).

Long Term Disability

Long Term Disability Insurance is paid by Lincoln University for employees eligible for either the MOSERS or College and University Retirement Plan (CURP) retirement system. This covers absences due to injuries and illnesses that are not job-related. Lincoln University provides disability insurance as a voluntary benefit to employees and any disability benefits received by the employee are taxable. Lincoln University's long-term disability policy starts 90 days after the onset of illness or injury.

Retirement Plans Revised May 15, 2012

Lincoln University provides a vested employee retirement plan through the Missouri State Employees Retirement System (MOSERS) for a faculty employee (.5FTE or more) hired before 2002 or for a faculty member who has been previously under the MOSERS retirement system. The employee does not contribute to the plan and Lincoln University contributes a determined percent annually, between 10-13% of an employee's salary.

Employees hired prior to January 1, 2011 are fully vested after 5 years of employment. The formula-driven benefit (age and service years) is paid to employees upon retirement. Normal retirement benefits eligibility starts at age 55 with 25 years of service, at age 60 with 15, at age 65 with 4, or when the employee's years of service and age equals 80. A new employee will receive a MOSERS Employee Retirement Booklet at the time of employment.

Employees who began working at LU in a benefit eligible position for the first time on or after January 1, 2011 without previously employed with the State of Missouri will be enrolled in the MSEP 2011 retirement plan. The age and service requirements for retirement eligibility is a combination = 90. Number of years to be vested is a minimum of 10. Employee is required to contribute 4% of gross wages. Subsidized service purchases and Backdrop is eliminated.

The College and University Retirement Plan (CURP) is for a faculty member hired after July 1, 2002 and who has not been previously under the MOSERS retirement system. CURP is a defined contribution plan administered by TIAA CREF. Faculty members enrolled in CURP are required to select an investment strategy for contribution to be invested. Lincoln University contributes between 8-10% of an employee's salary.

Lincoln University employees who are employed under the classification of federal employment will be covered through the Federal Civil Service Retirement System. Lincoln University contributes a determined percent of the employee's base salary (11.59%).

Educational Assistance Tuition Waiver Revised May 9, 2012

An educational assistance tuition waiver is granted to benefit eligible employees. Benefit eligible employees are full-time staff members with one or more years of service. In-state tuition for full-time employees with one or more years of service shall be waived for the first six hours each semester for undergraduate enrollment. Fifty percent of in-state tuition for dependent children and/or spouse of an eligible employee shall be waived for the first twelve hours each semester for undergraduate enrollment. Calculation of the tuition waiver for eligible employees, dependent children or spouse will be made only after a financial aid award (PELL and SEOG) has been applied.

A FAFSA must be completed to determine eligibility except individuals who hold prior baccalaureate degrees. The calculations would be as follows:

Employee:

$(6 \text{ credits of tuition} - \text{financial aid} - 100\% \text{ remaining tuition}) + \text{other fees} = \text{Employee cost}$

Dependent & Spouse

$(12 \text{ credits of tuition} - \text{financial aid} - 50\% \text{ remaining tuition}) + \text{other fees} = \text{Dependent/Spouse cost.}$

The employee Tuition Waiver Form must be submitted and approved for the respective semester no later than the last for making financial arrangements with Student Accounts.

For the purpose of this policy, a dependent child is defined as one of the following: one of natural birth (documented by copy of birth certificate), one of legal adoption (documented by copy of legal adoption certificate), a stepchild by marriage (documented by birth certificate and marriage license), and not over the age of 24. To establish eligibility, the dependent child must complete and submit a financial aid application (FAFSA) to demonstrate dependent status.

This policy applies to fees for tuition only as stated above. This policy does not apply to any other fees. This policy does not include the summer session nor applied courses such as music where one on one instruction occurs. Only persons who have satisfied all university admission requirements are eligible to benefit from the provisions of this policy.

Any person who receives a tuition waiver as provided herein and does not maintain a cumulative grade point average of 2.00 or above shall be denied further benefits under this policy until a cumulative grade point average of 2.00 or above has been achieved. Benefits shall be denied until a 2.00 or above grade point average is achieved the subsequent semester.

An individual receiving the fee waiver benefit under this policy who is not a candidate for a degree shall be limited to a time period of thirty-six months for receiving such benefits.

An eligible employee shall be granted three academic hours of release time during the normal work week. In addition, an eligible employee may utilize the lunch hour for attending academic classes with the approval of the area supervisor.

Unemployment Insurance

Involuntarily terminated employees can apply for unemployment through a claims process administered by the State of Missouri Employment Security. If the terminated employee is determined eligible for unemployment assistance, the State of Missouri requests reimbursement for these claims from Lincoln University.

Workers Compensation

Lincoln University utilizes the State of Missouri Workers' Compensation Program. The State of Missouri administers its workers' compensation program through the Office of Administration, Central Accident Reporting Office (CARO).

CARO is devoted to providing timely workers' compensation benefits to the employees of Lincoln University. CARO utilizes a preferred provider network, a medical referral service and case management designed to provide prompt quality medical care in an economical manner.

Lincoln University's Human Resources Office provides specific information regarding employer, employee and supervisor responsibilities and proper injury reporting. If medical treatment is required, an employee must seek authorized medical care through CARO. In the case of an emergency, an employee should seek medical care promptly then notify CARO when possible.

All employees—full-time, part-time, temporary or student workers—are eligible for coverage. Benefits available are medical care including fees and costs, payments based on lost wages, and rehabilitation services.

Lincoln University in conjunction with CARO has established an Early Return to Work program to enhance the recovery of employees who are injured or contract an occupational disease in the course and scope of university employment. Employees will be placed in temporary modified duty assignments, when feasible, during the course of the recovery to perform duties consistent with the temporary limitations.

Vision and Dental Insurance

A vision plan and a dental insurance plan are optional benefits and, if elected, are paid for by the employee. The premiums are payroll-deducted. Enrollment takes place at time of employment or during an open enrollment period each year. Dental and vision insurance is offered through an established vendor. The employee has the option to enroll in dental and vision insurance along with eligible dependents at the employee's expense.

Sheltered Annuity Plans

Lincoln University offers employees different options and companies through which to participate in sheltered annuity programs. These are 403-B plans and a deferred compensation plan.

Missouri State Employees' Cafeteria Plan

The Missouri State Employees' Cafeteria Plan is an optional benefit for Lincoln University employees. At the time of employment or during an open enrollment period each year, an employee may enroll in the plan and elect to tax defer any or all of the following:

- health insurance premiums
- medical expenses
- dependent care assistance

Other Ancillary Benefits

Lincoln University may also provide employees other additional optional coverage. These will be reviewed with you at the time of employment or at the annual employee benefit meetings.



Salary Range

Faculty annual nine-month salary ranges will be determined by the Employee Compensation and Benefits Committee based upon a comprehensive review of the comparator institutions conducted every three years and COLA adjustments (utilizing the current year Social Security COLA) every year. The committee will provide current annual salary ranges each year following a review of the current data. The committee will utilize the *mean* of the Missouri state comparator group salaries as the mid-point in the range to develop a range for each Lincoln University faculty rank with minimum and maximum points. The ranges established will represent 85% to 125% of the mean. Each faculty salary range will have a baseline (85% of mean), midpoint (100% of mean), and maximum (125% of mean). The university will use the College and University Personnel Association (CUPA) and the Coordinating Board for Higher Education (CBHE) as its primary resources for benchmarking faculty salaries. In certain situations the university may use relevant market data provided by CUPA and CBHE where data is available. Specific compensation is to be determined by salary protocols.

Current Salary Ranges by Rank

| Rank | 85% | Mean 100% | 125% |
|----------------------|----------|--------------|----------|
| Professors | \$55,865 | \$65,723 | \$82,154 |
| Associate Professors | \$44,189 | \$51,987 | \$64,984 |
| Assistant Professors | \$38,552 | \$45,355 | \$56,694 |
| Instructors | \$30,577 | \$35,973 | \$44,966 |

At the time of appointment, initial compensation for a new or existing position will have a salary range of between 85% and 100% of the mean. Salaries designated as out of range must be justified in writing by means of a Variance Form available from Human Resources. A salary for a newly appointed faculty member is designated as out of range if the salary is not within the designated annual range associated with the given rank at which the faculty member is appointed. Recommendations for salaries that exceed the 125% maximum are designated as out of range and must be approved by the president.

Based on national CUPA discipline data, the top two relevant disciplines to Lincoln University shall be identified and an additional 5% of the base salary for the rank will be applied at the time of initial employment. This shall be based on CUPA-defined disciplines (CIP code) as determined upon academic appointment.

Faculty Salary Adjustments

Base annual salaries shall be adjusted each year upon recommendation of the Employee Compensation and Benefits Committee and approval of the President and Board of Curators as funds allow. The committee will make an annual recommendation for salary adjustments (based upon the methodology above) and will submit that recommendation to the president.

Upon promotion in rank, faculty members will receive the annual rank adjustment as recommended by the committee. The current rank adjustment is as follows: professor \$1000, associate professor \$750, assistant professor \$500. If the faculty member is below the 85% minimum of the new rank, the member is brought up to that minimum and given the annual rank adjustment. Any variance in this protocol must be approved by the president.

Overload Faculty Salary Rate

| Rank | Pay Per Credit Hour |
|---------------------|---------------------|
| Professor | \$931 |
| Associate Professor | \$736 |
| Assistant Professor | \$642 |
| Instructor | \$509 |

Summer Faculty Pay Formulas

Calculations for Summer Faculty pay when student enrollment levels are considered to be a full class: Graduate Enrollment Level = 5, Upper Class=10, Lower Class=15

Eight week session of both June and July-base salary divided by 9 x (credit hour %) for each credit hour class x 2 {1 credit hour=.111, 3 credit hour=.333, 6 credit hour=.667, 9 credit hour=1.0 FTE} Example: If a faculty member had a base salary of \$50,000, and was teaching 6 credit hours for an 8 week session. Formula application would be $\$50,000/9 = \$5555 \times .667 = \$3,705 \times 2$ (June and July)= \$7411.

Four week session-base salary divided by 9 x (credit hour %) for each credit hour class {3 credit hour=.666, 6 credit hour=1.33, 9 credit hour=2.00} Example: If a faculty member had a base salary of \$50,000, and was teaching 6 credit hours for a 4 week session. Formula application would be $\$50,000/9 = \$5555 \times 1.33 = \$7388$

Any classes taught over credit 9 hours would be paid at adjunct rate.

When regularly advertised classes that do not reach minimum enrollment levels are offered, the faculty member may be compensated at a tuition-only rate. The tuition-only rate shall be defined as the total number of credit hours generated in the class on the deadline date for adding classes multiplied by the appropriate graduate or undergraduate in-state tuition rate. The amount of pay for tuition only cannot exceed the normal rate of summer pay.

Salary Guidelines for Extramural Grant Awards

Faculty and staff with extramural grants working under unusual circumstances where consultation/collaboration is across departmental or university lines or involves a separate or

remote operation, and the work performed is in addition to or exceeds regular departmental load, may be compensated for this service, at a rate consistent with standard practice in grant funded activity, and as specifically provided for in the agreement or approved in writing by the sponsoring agency. In addition, faculty and staff may, with approval by the administration, have their base salary (% of base salary charged to grant) increased up to a maximum of 125% if they are successful at obtaining extramural grant awards. Salary support in excess of the faculty/staff members' normal base salary must be fully supported (wages and benefits) by the funding agency, and provided for in the grant proposal or by written permission of the granting agency. The adjustment in the base salary will remain in effect only through the duration of the extramural grant support for the adjustment. In the event funds are no longer available or at the end of the grant period, the base salary will revert to the previous salary level of the employee with any salary adjustments that may have been made by the university.

Illustration:

| | |
|---|----------|
| Base Annual Salary | \$75,000 |
| FTE time applied to grant #xxxx | 25% |
| Base salary to charge to grant | \$18,750 |
| Incentive pay (25% of base salary charged to grant) | \$ 4,687 |

Payroll Administration Revised May 14, 2012

The Payroll Office will be responsible for the transaction of employee pay. This includes paycheck disbursement, processing payroll deductions and benefit remittance.

All University employees must participate in payroll direct deposit. No paychecks or pay advice statements will be printed or distributed. This mandate includes full and part-time, casual or permanent employees.

Employee paychecks shall be deposited as follows:

- For salaried staff, pay day shall be the last working day of the month.
- For hourly employees, pay day shall be the 15th of each month.

Check advice information will be available through the employee section on WebAdvisor. All check disbursements will include a statement indicating gross earnings, withholdings, deductions, and net pay. A leave accrual balance will also be included on the statement. At the end of each calendar year, in accordance with Internal Revenue Service guidelines, Tax Form W-2 income reporting will be sent to each employee's residential address.

Retired Faculty Compensation

All Lincoln University retired faculty including professor emeritus who are hired on less than a full time basis will be paid per credit hour. Based on teaching experience and service to Lincoln University, the retired faculty salary rate should be calculated by multiplying 50% by 85% of the Missouri State Comparator average per rank (Faculty Compensation Adjustment and Hiring Proposal, January 2006) and dividing by 24 credit hours. The following table shows 85% of the Missouri State Comparator Average by rank:

Table 1: 85% of Missouri State Comparator by Rank

| Rank | 85% | Mean - 100% |
|----------------------|----------|-------------|
| Professors | \$55,865 | \$65,723 |
| Associate Professors | \$44,189 | \$51,987 |
| Assistant Professors | \$38,552 | \$45,355 |
| Instructors | \$30,577 | \$35,973 |

Thus, to calculate a retired faculty salary rate per credit hour for an instructor the formula would be applied as follows:

$$\frac{.50 \times \$30,577}{24} = \frac{\$12,230}{24} = \$637 \text{ per credit hour}$$

Using this methodology, the retired faculty rate is as follows

Table 2: Recommended Retired Faculty Salary Rate

| Rank | Pay Per Credit Hour |
|----------------------|---------------------|
| Professors | \$1164 |
| Associate Professors | \$921 |
| Assistant Professors | \$803 |
| Instructors | \$637 |

General Employment Policies

Position Classification

Lincoln University shall utilize the framework of the EEO-1 Job Classification Guide as recognized by the U.S. Equal Employment Opportunity Commission and the State of Missouri as a benchmark for LU job classification. Lincoln University has adapted the job classifications to fit its unique higher education workforce. The following job classifications are in effect:

- Administrative Officers
- Administrative Staff
- Academic Administrative Staff
- Academic Faculty
- Professional staff
- Administrative Support Staff
- Technical Staff
- Craft Workers
- Service and Maintenance Staff
- Research/Extension Faculty

The administrative officers of the university shall be the president, vice president for academic affairs, vice president for administration and finance, vice president for student affairs, and vice president for advancement. In recognition of a common interest and of a large area of jurisdictional overlap, the administrative officers shall work diligently to develop and maintain the lateral relationships necessary to foster the exchange of related information and positive professional interaction. The administrative officers shall conduct the following, within their own area of jurisdiction: plan, monitor, coordinate and evaluate on-going programs; make personnel decisions; arbitrate grievances; prepare budget requests and monitor expenditures. They shall call regular and special meetings, set agendas, preside at meetings, and provide ample opportunity for the free discussion of all matters relating to the welfare of their division and of the university. They shall assume other tasks and duties, and undertake such studies as may be requested by the president.

The administrative staff includes, but is not limited to, non-instructional personnel who are directors or heads of specific areas and who are directly responsible to one of the administrative officers. Titles indicative of a member of this category are registrar, librarian, and director. Administrative staff members have the responsibility for supervision and coordination of those directly subordinate to the administrator. The administrative staff member shall have additional duties and responsibilities as may be assigned by the administrative officer governing that area. Administrative staff members have the authority to recommend hiring, terminations, transfers, promotions and assignments of employees. The staff member may adjust or adjudicate grievances or recommend such action as is necessary to resolve a grievance. Responsibilities inherent in this position require the use of independent judgment.

The academic administrative staff includes those persons who carry the titles dean, department head, director for Cooperative Extension, director for Cooperative Research, and director for International Programs. The staff member may be a full-time academic administrator and carry one or more of the above titles, or may hold a dual assignment which is partially administrative and partially academic. For purposes of budgeting and reporting, it is necessary to proportion this type

of assignment between the administrative and instructional functions. This shall generally be conterminous with a teaching load reduction for that staff member.

Academic faculty includes persons in the following categories: all personnel who have as their major responsibility the teaching of students enrolled at the university; all personnel who have as their major responsibility the conduct of original research conducted at and published from Lincoln University; those personnel who have as their major responsibility extension or community education planning, programming, coordinating or evaluation.

Professional staff includes persons whose assignments require either a college degree or experience of such kind, and amount as to provide a comparable background. Professional staff includes all staff members requiring specialized professional training who would not be reported under administrative or academic staff (as listed above) and who should not be classified under any of the four "non-professional" categories of activities which follow. Professional staff includes, but is not limited to, doctors, nurses and accountants with a degree or certification in their field; public relations personnel with degrees in journalism, English or related fields; and counselors with degrees in counseling, guidance or related fields. Professional staff shall perform the tasks for which they are qualified and to which they are assigned.

Administrative support staff includes persons whose jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; dispatchers; data entry operators; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Technical staff includes persons whose jobs require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification or comparable experience is required. Examples of these types of positions include: research technicians or computer technicians.

Craft workers includes persons whose jobs includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers, brick and stone masons, carpenters, electricians, painters (both construction and maintenance) and plumbers.

Service and maintenance staff includes persons whose jobs include grounds upkeep, cleaning service, personnel service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of service positions include: cleaners; janitors; and groundskeepers. An example of a protective service position would include: public safety officers.

Job Description Policy

Job descriptions serve to define the duties and responsibilities of all positions with the university. Each employee will be given a copy of the current job description for her/his position. A copy of each job description will also be maintained in Human Resources. Due to the dynamics of organizational change, job descriptions will not necessarily be updated on a regularly scheduled

basis, typically annually or when significant job function changes take place. Each organizational unit is responsible for providing updated job descriptions to Human Resources.

The following components must be included in a written job description:

- position title
- department or office where position is located
- job classification and salary grade
- status under the Fair Labor Standards Act (exempt or non-exempt)
- essential functions and estimated percent of time for each duty
- reporting requirements
- experience requirements
- education and training requirements
- required knowledge and skills
- other pertinent position information
- employee and supervisor acknowledgement signatures

Employee Background Check and Disclosure

To determine suitability for continued employment, Lincoln University retains the right to perform background checks on any employee. An employee must notify her/his immediate supervisor within five days of a conviction for a felony, any drug, alcohol or sex-related offense. Failure to report such conviction is grounds for disciplinary action up to and including termination of employment. The supervisor must notify Human Resources immediately upon being informed of any such conviction. Once a conviction is disclosed or discovered, the supervisor will evaluate the relationship between the conviction and the responsibilities of the employee's position. A relevant job-related conviction is grounds for termination.

Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which do not require driving. For positions that require operation of a motor vehicle, the term "conviction" shall include minor traffic violations.

Disability Accommodation

In order to reasonably accommodate qualified individuals with a disability, Lincoln University has adopted the following policy:

Lincoln University prohibits any discrimination against a qualified individual with a disability. This includes, but is not limited to, discrimination with respect to application, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

The Human Resources Office and the Affirmative Action Officer shall be responsible for implementing this policy. "Disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having a record of such impairment is an individual with a disability. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of

the employment position that the individual holds or has applied for. All terms and conditions of employment will be provided on an equal non-discriminatory basis.

Political Activity

University employees may not engage in political activity:

- 1) during the course of their work day;
- 2) in any university room, building, or property occupied in the conduct of job duties;
- 3) while utilizing any university resources or facilities;
- 4) while wearing a uniform or any insignia identifying the office or position of the employee; or
- 5) when using any vehicle owned or leased by the university or the state of Missouri.

The following are allowable political activities that Lincoln University employees may engage in:

- 1) working with organizations of political parties qualified to place candidates on the ballot in accordance with Missouri State Statutes or of political parties seeking such qualification;
- 2) working with nonpartisan or bipartisan groups seeking the election of candidates to public office;
- 3) working with nonpartisan or bipartisan groups seeking the approval or disapproval of issues which are or may be submitted to the voters for approval; and,
- 4) working for individual candidates seeking public office, including candidates for membership of any political committee established by Chapter 120, RSMo.

Faculty/staff are not authorized to display support materials for specific candidates (buttons, stickers, t-shirts) on their persons, class material, or office space while conducting LU related business.

Such activities, like any other personal, non-official undertaking, must be done on the individual's own time and should not interfere with university duties. Employees may contribute funds or expend funds on behalf of the above parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

Public Office

Before officially announcing candidacy, or accepting any elective office, a full-time employee must inform her/his supervisor of such intention and the supervisor must make the fact known to the President through appropriate channels. The President will offer no objection to the candidacy provided it does not require time or attention that should be given to university duties. Subject to the requirements of notice to the President, an employee may, without the President's permission, become a candidate for and hold a part-time position. In case of doubt, the President shall decide if the candidacy is permissible under this policy. Such activity must be conducted on the individual's own time and shall not interfere with university duties.

The holding of any elective full-time office in local, county, state or federal government is forbidden while the person is employed fulltime by the university. Some offices, for example the Missouri General Assembly, should be considered full-time although not in session for the entire year. Any employee seeking election to such an office must resign or request a leave of absence as of the date of filing in the primary. Before accepting such an office, the employee is required to resign her/his university position.

Children on Campus

Lincoln University is cognizant of the difficulties employees may encounter relative to safe and uninterrupted care of minor children; however, the university's first priority is to provide an environment conducive to academic and work pursuits. Therefore, employees are responsible for making childcare arrangements that do not include routinely bringing the minor child to work for any extended period of time. In all cases, the adult who brings the child to campus is responsible for direct, constant care and attention to the child's health, safety and welfare.

Children who are sick and/or infectious should never be brought to campus, and certain areas of campus (e.g., construction sites) may never be open to children for safety and liability reasons.

Permission to bring children into the work environment must be sought in advance from the unit supervisor. Supervisors are encouraged to accommodate employees to the extent possible in arranging for sick or personal leave to be taken when childcare emergencies arise.

Consensual Relationships

A consensual relationship is a mutually acceptable, romantic, or sexual relationship between a university employee (including a student employee) with supervisory, teaching, evaluation, or advisory authority with an employee, student, or student employee, who is directly supervised, taught, evaluated, or advised by that university employee.

It is the policy of the university that employees with direct teaching, supervisory, advisory or evaluative responsibility over other employees, students, or student employees recognize and respect the ethical and professional boundaries that must exist in such situations. While relationships between consenting adults are a personal matter, they can create potential conflicts in the workplace and in the educational setting. Such relationships also contain the potential for exploitation of the employee, student, or student employee and the possible professional or academic disadvantage of third parties.

Should such a relationship develop, the teacher, supervisor, or advisor has the obligation to disclose its existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student, or student employee.

All parties should comply with policies and laws pertaining to the confidentiality of student and employee records. Persons who violate these policies or laws are subject to disciplinary action.

A supervisor who is notified, or becomes aware, of a consensual relationship shall confirm that the consensual relationship exists by meeting with the parties involved and advising that this type of relationship is discouraged by this policy. The supervisor shall work with all parties to alter the conditions that create the conflict of interest or the appearance of impropriety caused by the relationship. In most instances, providing an alternative means for supervising, teaching, advising, or evaluating the subordinate employee, student, or student employee will alter the conditions that create the conflict of interest or the appearance of impropriety.

Employees in positions of authority who persist in consensual romantic or sexual relationships and fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety the

relationships represent are subject to disciplinary action up to and including termination. The university will not presume that the relationship was consensual if the subordinate party complains of sexual harassment related to an undisclosed relationship. An individual who is disciplined may grieve or appeal using existing university procedures.

Conflict of Interest

Lincoln University employees are expected to meet the specific responsibilities, requirements, and obligations of their positions and to pursue related professional activities in a manner that precludes conflict of interest or commitment. While the university encourages employees to engage in professional and creative activities and public service, and to engage in and disseminate research, such pursuits must not result in any type of personal gain that would improperly influence the performance of the employee's university duties. A conflict of interest is defined as any situation in which an employee's judgment or conduct in the performance of her/his official duties for the university could be influenced, or might give the appearance of being influenced, by the employee's familial, personal, or business relationship with a third party. Areas in which conflicts of interest may arise include but are not limited to the following:

1. **Secondary Employment:** An employee's secondary employment, business, and/or activities must not interfere with the employee's university position or duties nor represent a conflict of interest as defined above and in the Revised Missouri State Statutes. Such secondary employment, business, and/or activities also must not interfere with the regularly scheduled hours for which an employee is expected to perform her/his university duties.
2. **Consulting:** University faculty and other exempt employees involved in financially profitable consulting activities. Consulting is a significant means of professional improvement as well as a form of community service. However, consultation may in some instances also constitute a business interest requiring disclosure and approval when the entity for which the employee consults transacts business with the university or is in competition with the university, or where the consultation itself competes with the work of the university. Consulting activities are therefore allowable under the following circumstances and with the following stipulations:
 - The consulting activity is related to the professional interest and development of the faculty member or other exempt employee.
 - The consulting activity does not interfere with the time and energy required of the employee by her/his primary responsibility to the university.
 - The employee does not utilize university materials, facilities, and other resources for the consulting activity.
 - The consulting activity does not compete with the work of the university, and is not contrary to the best interests of the university.
 - The consulting activity does not violate federal or state law.
 - The consulting activity does not represent a conflict of interest under any other policies of the university.
3. **Grants or Contract:** University employees will not enter into any grant or contract, or any type of business arrangement with the university through which they will profit financially. Employees shall not receive any personal gain, in any form, from any purchase of goods or services by the institution. Employees shall not accept any gift, gratuity, or other reward with monetary value from any person or entity which transacts business with the institution or which seeks to

transact business. If an employee holds interest in any firm or corporation with which the university begins proceedings for entering into a grant or contract, the employee will disclose such interest, in writing, to her/his supervisor who shall make such fact known to the university department or unit initiating the grant or contract.

4. Direct Financial Benefits: University employees may not receive any direct financial benefit from the sale of textbooks or other educational materials to students at the institution. The employee may, however, profit from the sale of such materials to other universities, libraries, etc.

Conflict of Commitment

A conflict of commitment may arise when an employee undertakes any outside activity that interferes with her/his ability to operate at the expected level of job performance. A university employee should therefore carefully consider whether the outside activity, i.e., political office, would require a level of time and commitment that could impinge (or could reasonably be conceived as impinging) on the ability to meet the requirements of her/his university position. Before an employee undertakes such an outside activity, he/she must disclose the intention to her/his supervisor, who will forward this notice of intention through the proper channels. The university President will have the final authority in approving such outside activity.

The area of Cooperative Extension follows the university conflict of interest and commitment policies as well as the guidelines and requirements of its federal partner, CSREES/USDA. An employee may access these guidelines in the [Lincoln University Rules and Regulations](#).

Nepotism

No person who is related by blood or marriage to any member of the Board of Curators shall be appointed to any position in the university as officer, member of any faculty, or employee. A relative includes, but is not limited to, spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great, great grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew, and cousin. All relationships are included, whether full, half, step, foster, adopted, or in-law. No exceptions shall be made to this rule.

No university employee may be involved in the hiring process of a job applicant related by blood or marriage to the employee. The hiring process includes the search and screening process as well as the signature authority required to hire an applicant.

No restriction on employment of persons related to other employees of the university shall be made unless the employment would result in an employee having supervisory capacity over a relative (of any degree), either immediate or within the direct chain of command. No exceptions shall be made to this rule.

Veterans Employment and Re-employment

Lincoln University employees returning from duty in the uniformed services will be reinstated to their former jobs or provided jobs of similar seniority, status, and pay. There is a five-year time limit on the total cumulative amount of time that an employee may be absent for military leave.

Lincoln University will rehire veterans in their former jobs or jobs of similar seniority, status, and pay if veterans meet particular eligibility standards. Individuals eligible for such re-employment rights

include the following: enlistees, re-enlistees, reservists, and members of the National Guard who entered active duty in the Army, Navy, Marines, Air Force, Coast Guard, Army National Guard, Air National Guard, the Public Health Service, or any other category designated by the President of the United States in the time of service or emergency.

Only service members who are discharged under honorable conditions have the right to re-employment. The individual is required to give 30 days of advance notice unless precluded by expedited military necessity. The service member should provide the documentation as provided by law.

Lincoln University will not discriminate against a service member in any equal employment opportunity provision. A service member is required to be qualified to perform the duties of her or his former position in order to be entitled to re-employment.

If a service member is not qualified to perform the duties of her or his former job because the standards have increased, the person shall be allowed to qualify for a job requiring the same skills as those required in the former job before the standards were increased. There must be like seniority, status and pay.

If there are benefits or similar rewards for seniority, the returning veteran must receive such benefits or other rewards as if the individual had been continually employed by the university during the time that the person was in military service. Employees on uniform service leave have the right to elect continuation of coverage similar to the rights under COBRA. Time spent in the military is to be credited toward pension benefits as length of time on the job.

Work Authorization

Lincoln University must verify work authorization of all workers they hire on or after November 6, 1986, for employment in the United States, regardless of the workers' immigration status. Form I-9, Employment Eligibility Verification, must be completed for each newly hired employee, including U.S. citizens, permanent residents, and temporary foreign workers. Through the Form I-9 verification process, Lincoln University will ensure that employees possess proper authorization to work in the United States and that hiring practices do not unlawfully discriminate based on immigration status.

As part of this process of verifying the identity and employment eligibility of a new employee, both the employee and the employer must complete and sign the federal Employment Eligibility Verification Form (I-9) attesting, under penalty of perjury, that documents presented have been examined and appear to be genuine and that the employee is aware that federal law provides for imprisonment and/or fines for false statements or the use of false documents. The I-9 Form must be retained by the employer and made available for inspection upon request by officials of the U.S. Immigration and Customs Enforcement, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Applicants for employment will be asked to provide supporting documentation to establish identity and eligibility to work in the United States at the time of an employment offer. Lincoln University will examine the I-9 form documents within three business days of the date of hire. All offers of employment will be conditioned on providing proof of work eligibility and identification. I-9 forms

will be maintained in Human Resources. To comply with federal law, I-9 forms must be maintained in a separate file from the employee's personnel file.

Work authorization for an employee in a non-resident alien status is limited to a specific length of time. Because Lincoln University must serve as the official sponsor of each non-resident alien employee, it is the employee's responsibility to make a timely request to Human Resources for filing of work authorization, change of status, or extension of such authorization so that continuation of employment may be granted by the U.S. Immigration Service prior to the expiration date of the current status.

Performance Evaluation

All Lincoln University faculty shall be evaluated annually. At the beginning of each academic year or within two weeks of initial appointment, each faculty member shall complete a "Faculty-Supervisor Preliminary Evaluation Agreement," to be signed by the faculty member and the department head and sent to the dean by the date published in the annual "Schedule of Required Administrative Actions." It shall be the responsibility of each department head to make known and implement the instrument and weighing factors for the evaluation of the faculty assigned to the unit. It shall also be the responsibility of the supervisor to implement the evaluation processes that are in place, i.e., conferences with the faculty member, classroom visits, etc. During the spring semester, each faculty member will complete a self-evaluation form, based on the evaluation agreement, and submit it to the department head. The supervisor will then complete a "Faculty Evaluation" and share the results with the faculty member. Both will sign the evaluation. All faculty evaluations will be sent to the dean by the published deadline. A copy of the evaluation must be made available to the faculty member.

Social Security Number

Given that social security numbers are highly confidential and legally protected, Lincoln University shall protect the privacy and legal rights of its employees including potential employees by the institutionalization of safeguards on the collection and use of social security numbers. To this end, the university will work diligently toward the disuse of social security numbers as common identifiers, except where required for employment, financial aid, and other legal transactions. When the social security number is required or requested, a disclosure statement will be provided in compliance with the Federal Privacy Act of 1974, the Family Education Rights and Privacy Act (FERPA), and other applicable federal and state laws.

Policy Awareness / Enforcement

The LU Wellness Committee will lead efforts to educate the campus community about the policy. The committee will also seek community resources to assist individuals in smoking cessation efforts. Committee members will receive and make available training on how to engage in a respectful and productive conversation with those observed to be in violation. Faculty, staff, students, and visitors who violate this policy will be subject to University disciplinary action.

Policy Awareness / Enforcement

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who violate this policy will be subject to University disciplinary action.

University Email / Portal Use Communication Policy Added, May 15, 2012

Lincoln University has designated the LU email system and the electronic Blue Tiger Portal (<https://bluetigerportal.lincolnu.edu>) as the official means of communication to students, faculty and staff. Each student, faculty member and staff member receives an official LU hosted email account and network ID (user name) and password. Official notices and information regarding the University will be sent through the LU email system and/or posted on the Blue Tiger Portal.

Typical communications available via email and/or the Blue Tiger Portal includes information regarding enrollment, grades, billing, payments, financial aid, assessment exams, campus activities and announcements, and access to WebAdvisor.

It is expected that the email, and/or information contained on the Blue Tiger Portal, will be received and read by the recipient in a timely manner, as these communications and information contained may be time-sensitive. Each individual who has an LU email account and/or access to Blue Tiger Portal is responsible for monitoring their account as well as for any consequences of missing important messages or time-sensitive information contained therein.

Academic Specific Policies

The Academic Faculty

The members of the academic faculty of the university shall be designated by the following titles: professor, associate professor, assistant professor, and instructor. Title designation and term of service shall be determined at the time of appointment.

Appointment Policy

The search for appropriate candidates is the responsibility of the unit head and must be conducted in accordance with the University Hiring Policy. All faculty appointments at Lincoln University shall be made by the president. Annual notices of continued appointment shall be issued to all academic and research faculty.

Initial Appointment: Minimum Qualifications for the Various Academic Ranks

Initial appointment to full-time ranked faculty positions shall be defined in writing as tenure-track or non-tenure track. All degrees and qualifications listed below must be in a field relevant to the position:

1. Candidates for appointment at the rank of instructor must have earned an appropriate master's degree from an accredited university.
2. Candidates for appointment at the rank of assistant professor must have one of the following:
 - an earned terminal degree from an accredited university;
 - doctoral course work completed and dissertation in progress; or
 - the master's degree and the appropriate certification, license, or clinical experience in the area(s) of assigned teaching/research responsibility.
3. Candidates for appointment at the rank of associate professor must possess a terminal degree from an accredited university and a minimum of seven (7) years of appropriate professional experience in the area of assigned responsibility at the rank of assistant professor.
4. Candidates for appointment at the rank of full professor must possess a terminal degree from an accredited university and a minimum of ten (10) years of appropriate professional experience in the area of assigned responsibility at the rank of associate professor.

Compensation at the time of appointment is recommended by the appropriate hiring authority and must fall within the guidelines set forth by the Employee Compensation and Benefits Committee. The most recent Faculty Salary Plan approved by the Employee Compensation and Benefits Committee and the president shall determine specific salary ranges.

Conditions of Appointment: Cooperative Extension, Cooperative Research, and Extramurally-Funded Projects Personnel

Cooperative Extension state specialists and Cooperative Research investigators shall be issued appointment letters defining both their academic rank and areas of professional responsibility.

Academic rank shall be assigned within the academic department most closely associated with the faculty member's professional field of specialization or within Cooperative Research or Cooperative Extension, depending upon the area supporting the primary appointment. Such appointees shall be eligible for all the benefits and privileges of faculty, including tenure. Therefore, tenure can be awarded through Cooperative Research, Cooperative Extension, or the appropriate academic department. The appointment letter defining the area where they may be eligible for tenure must come from the area in which tenure is being offered.

Faculty in Cooperative Research and Cooperative Extension may also be appointed to permanent non-tenure track positions depending upon the needs of the university and program area. Persons hired to these positions shall be issued appointment letters commensurate with their work assignments and shall be eligible for promotion and salary increases.

Special Appointments

The university shall recognize the following special appointments: Professor Emeritus and Curators' Distinguished Professor. Eligibility, procedures, and privileges are outlined in Chapter III, Academic Affairs of *the Rules and Regulations* (<http://www.lincolnu.edu/pages/2535.asp>).

Notification of Non-Reappointment of Faculty

Faculty shall receive written notification of non-reappointment according to the following schedule: in the first year of service, faculty shall receive notification by March 1; in the second or later years of continuous service, faculty shall receive notification by December 15 of the current academic year. Faculty with tenure may be terminated for cause or under financial exigency.



Technology

Technological Resources

An employee's use of Lincoln University technology resources is subject to federal, state, and local law and university regulations. A comprehensive listing of technological resources can be found on the Lincoln University website.

Users of technological resources must observe intellectual property rights, in particular, the software copyright law. Users must refrain from using university trademarks or logos without prior authorization and from implying, by use of Lincoln University technological resources, that the person speaks for the university.

Except in cases of explicitly authorized external access, such as for incoming electronic mail, anonymous ftp or similar services, or specially authorized external users, Lincoln University computing resources are limited to members of the LU community. Users must not permit or assist any unauthorized person in accessing OIT facilities. Authorization for other external use of the university's computing resources by outside organizations or individuals requires written approval of the president, and will be granted only when that use is determined to further the university's mission.

Another person may not use an account assigned to an individual. Staff is individually responsible for the proper use of their accounts, including proper password protection and appropriate use of computing resources.

Users of university computing resources, including microcomputers, workstations, printers, or other public facilities, must show identification upon request by members of the Lincoln University Department of Public Safety, OIT staff, or any other authorized university official.

All use of university computers and networks must be consistent with all contractual obligations of the university, including limitations defined in software and other licensing agreements.

Users shall observe all applicable policies of external data networks when using such networks, including sites visited via the Internet.

Users must allow OIT personnel access to data files kept on OIT systems for the purpose of systems backups or diagnosing systems problems, including rules violations.

Without specific authorization, all activities conducted through Lincoln University computing resources for personal profit or for the direct financial benefit of any non-Lincoln University organization are prohibited. However, this is not meant to restrict normal communications and exchange of electronic data, consistent with the university's education and research roles that may have an incidental financial or other benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with Lincoln University or to contribute to Usenet bulletin boards discussing issues relating to commercial products.

Incidental personal use of university computing resources may be allowed when such use does not interfere with university operations, does not compromise functioning of the university's network, or does not interfere with the user's employment or other obligations to the university.

University computing resources may not be used to threaten or harass any person. A user must cease sending messages or interfering in any way with another user's normal use of computing resources if the aggrieved user makes a reasonable request for such cessation. The university's Sexual Harassment policy is extended to include harassment via computing resources.

Without specific authorization, users of OIT computing or network facilities may not cause, permit, or attempt any destruction or modification of data or computing or communications equipment, including but not limited to alteration of data, reconfiguration of control switches or parameters, or changes in firmware. This rule seeks to protect "data, computing, and communications equipment" owned by OIT, Lincoln University, or any other person or entity. "Specific authorization" refers to permission by the owner or designated administrator of the equipment or data to be destroyed or modified.

Without specific authorization by the owner or designated administrator, users may not remove any university owned or administered equipment or documents from a university facility.

Without specific authorization, users must not physically or electrically attach any foreign device (such as an external disk, printer, or video system) to OIT equipment or networks.

Unless otherwise guaranteed, users should regard the network communication infrastructure as not secure from invasive technologies. OIT policy will ensure the greatest degree of confidentiality possible. Users may not intentionally conceal their identity when using university computing resources.

Users may not make or attempt any deliberate, unauthorized access to or changes in data on a university computing resource, for example, to read personal communications of other users or to access confidential university files.

Users shall not defeat or attempt to defeat or circumvent OIT security systems, by "cracking" or guessing user identifications or passwords or by compromising room locks or alarm systems.

Users may not intercept or attempt to intercept data communications not intended for that user's access, for example, by "promiscuous" wiretapping.

Users may not deny or interfere with or attempt to deny or interfere with service to other users, e.g., by means of "resource hogging," distribution of computer worms or viruses, etc.

Users are responsible for the security of their OIT accounts and passwords. Any user changes of password must follow published guidelines for good passwords. Accounts and passwords are normally assigned to single users and may not be shared with any other person without OIT authorization. Users must report any observations of attempted security violations.

Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.

Internet Usage

The Lincoln home page www.lincolnu.edu is an official publication of the university. Unless otherwise indicated, all materials, including text and photographs, appearing on the home page or subsequent official home pages of specific departments are copyrighted and shall not be reproduced without written permission from the university.

Web pages linked to the Lincoln University Web site may be created by academic departments, administrative departments, programs, centers or institutes, governance groups, and faculty and staff.

The official Lincoln University root Web pages are the responsibility of the Web Content Manager. Content for all root Web pages must be submitted to the Office of Public Information and University Affairs for approval before being placed on the Lincoln home page. Content on subsequent official Lincoln University pages, such as academic department pages, administrative department pages, pages for programs, governance groups, or centers or institutes, must be approved by the department head, director, or person in authority to speak for that entity, and must conform to Lincoln University guidelines for Web page design. Class pages and faculty and staff personal pages must conform to Lincoln University guidelines for Web page design.

Plagiarism of World Wide Web documents, graphics, or other resources is prohibited. Hosting material that is illegal or dangerous is strictly forbidden. Examples of such material include pirated or unlicensed programs or applications, viruses or material containing viruses, documents containing information that is intended to be used in the perpetration of illegal activities, unlicensed music, art or other copyrighted material, or any material that causes disruption of the university network.

Electronic Mail

Lincoln University encourages the use of electronic mail, or E-mail, as a tool to help accomplish the university's legitimate business objectives. E-mail can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers, and others involved in our business. However, E-mail also may be misused, potentially serious consequences for both the university and the E-mail user. This policy is intended to define the parameters of appropriate E-mail usage by Lincoln University's personnel.

E-mail shall be used only for purposes that support the Mission Statement of the university. These uses are for research, education, or the support of academic pursuits. E-mail may not be used for commercial activities except in direct support of the mission of the university.

Any harassment via e-mail is strictly prohibited and will be grounds for the removal of e-mail privileges. Knowing or reckless distribution of unwanted e-mail or other messages is prohibited.

Specifically, chain letters and other schemes that may cause excessive network traffic or computing load are prohibited. Posting a message to multiple listservs, distribution lists, or news groups with the intention of reaching as many users as possible is prohibited, unless the posting is job or research related.

Telephone System

As a staff member your department will decide if you should be set up with an individual extension number with the Alcatel equipment. The features of the phone are: speaker phone, caller ID, voice mail, conference calls, multiple lines, directory searching and calling using a full keyboard, and text messaging on the phone.

Employees are expected to be judicious in the use of university telephones for personal calls. Employees are not permitted to use university phones for personal calls that incur costs. Except for emergencies, reverse-charge and personal calls may not be accepted or made on university telephones by employees. An employee who makes or accepts such calls may be liable for any costs incurred. Directory assistance calls (cost-incurred) should be limited to those of an essential nature. The university switch board operator may not accept reverse charge calls to the university. Administrative units wanting to make a toll-free number available to callers must use a university-authorized carrier.

Technology Equipment Purchases

All computer software and hardware purchases must be submitted to OIT for review, before purchase orders will be processed. OIT staff will review each recommendation/request in terms of compatibility, server resources, licensing agreements, etc.

Employee Laptop

University issued laptops are intended for university-related business: as a productivity tool, a curriculum tool, for research, and/or for work-related communication. They are not intended to be replacements for personally-owned computers. University-issued laptops remain the property of Lincoln University. Each unit must be labeled with a unique property ID. This property ID may not be removed from the laptop.

Employees who are issued a laptop should: adhere to any encryption standards set by the university; take appropriate precautions to prevent damage to or loss/theft of the computer. Employees may be held responsible for costs to repair or replace the computer if damage or loss is due to negligence or intentional misconduct; report a lost or stolen laptop immediately to Public Safety and to the OIT Help Desk; for theft or loss off campus, employees must also notify the local police station. Any reports must include the laptop's serial number.

Management Software Revised May 9, 2012

As a staff employee you will likely utilize one or more of these management software systems depending on your job function. Here is a brief descriptor of the systems. If you are required to utilize any of these systems, you can receive training in the system(s) through the Center for Innovative Instructions; or by contacting the University's technology department.

- **MOODLE** (Modular Object-Oriented Dynamic Learning Environment) **Learning Management Suite** Revised August 9, 2011

Moodle Learning Management Suite is a teaching and learning tool that enables efficient and effective development, delivery and management of courses, course content and learning

outcomes. Engaging communication and collaboration capabilities enhance instruction to deliver leading edge teaching and learning.

- **Datatel Colleague** is an advanced enterprise resource planning solution designed specifically for higher education. Colleague places your institution's information at your fingertips. Based on an innovative single-source technology approach, coupled with a date-driven rules-based architecture, Colleague has unparalleled flexibility. Colleague works with virtually any database platform, operating system, integrated portal, and course management software solution. This is the major administrative and business management system utilized by the university.
- **Campus EAI Website Content Management Revised May 9, 2012**
Campus EAI Website Content Management is a completely browser-based web site content management solution created by Campus EAI. The simple and intuitive EAI user interface facilitates web content management through: standardized page templates, including automated page headers and footers, automated navigational content, and simple procedures for adding and editing page content, and for managing page organization. The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. EAI includes a third party content authoring tool which provides similar MS Word editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.
- **Hyland OnBase Enterprise Content Management System Revised May 9, 2012**
Hyland OnBase Enterprise Content Management System (ECM) is a web-based document management, document imaging, records management, workflow, business process management content solution designed to manage mission critical documents and data while optimizing vital business processes. ECM workflow solutions automate repeatable business processes and seamless integration with established core applications. The ECM solution:
 - **Capture documents** in any format – including paper, e-mail, mainframe reports and e-forms
 - **Manage content** according to your organization's business rules and gauge the health of processes in real-time
 - **Store, organize and track** your content so documents are there when you need them
 - **Deliver documents** as soon as they're needed so processes run fast and costs stay low
 - **Preserve and protect** your documents so you meet and stay in compliance with internal and external standards
- **Microsoft Office** is a popular set of interrelated desktop applications, servers and services: Access, Excel, Outlook, PowerPoint, Publisher or Word.
- **Adobe Creative Suite** is a collection of graphic design, video editing, and web development applications.



Complaint Policy and Procedures

In addition to the faculty grievance policy, other university complaint processes are also available to faculty employees.

Faculty Grievance Policy

A faculty member may submit through the Campus Complaint Coordinator, a formal complaint based on any of the following:

- A denial of, or infringement upon, academic freedom;
- A denial of an application for promotion or tenure;
- An inequity in salary due to disputes over facts or information. Equity is defined as a faculty salary within 5% of the average salary of all other faculty of the same rank in their discipline.

Further, a faculty member must allege that the salary disparity cannot be accounted for by the following: difference in years of service and years in rank productivity in teaching, research, and service; centrality of the person's work to the mission of the academic unit; past/present administrative duties; other factors set forth as legitimate bases for salary determination in the faculty member's academic unit, such as special appointments, promotion and tenure documentation, or otherwise consistently communicated factors applied generally in hiring and salary increase decisions. For salary inequity appeals, three full academic years must have passed since a final decision was rendered on a faculty member's previous appeal under this process.

Complaint and Grievance Policy and Procedures

Lincoln University encourages employees to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy through the following grievance procedure. The complaint basis must be a perceived violation of Lincoln University policy, state or federal law. Complaints addressing employment discrimination, sexual harassment or academic processes should be processed through the respective grievance procedures.

All full time and part-time regular staff employees are entitled to utilize the complaint and grievance procedure.

Informal Resolution Step

The employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent to the complaint. If so, the employee should

discuss the matter with the next in line of authority. The complainant must initiate the complaint process within 30 days following the alleged action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The employee will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged violation or grievance matter, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of corrective action by the University. The conclusion could be an "unsubstantiated" finding will result in no corrective action. The investigation outcome could be "inconclusive". The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for an impartial review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer to the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint. The subcommittee composition will have a diverse demographic representation of members that reflects the workforce as much as possible. The Internal Grievance Panel's designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel's designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15

days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President's Decision Step

Following receipt of the Internal Grievance Panel's subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President's written determination concludes the University's internal complaint process.

Discrimination Complaint Policy and Procedures

In accordance with the University's Equal Employment Opportunity Policy, the university has established a discrimination grievance procedure. This complaint and grievance procedure is for any type of alleged discrimination regarding job decisions, employment practices, and other terms of employment or privileges of employment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Additionally, this complaint procedure pertains to a hostile work environment or harassment based on age, disability, marital status, veteran status, national origin, race, religion or sex. Any Lincoln University employee or job applicant has a right to file a complaint of discrimination.

Informal Resolution Step

If an individual is an employee and believes that he or she has been subjected to employment discrimination, the employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent. If so, the employee should discuss the matter with the next in line of authority. The complainant must initiate the complaint process within **30 days** following the alleged discriminatory action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The supervisor will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion. If an individual is a job applicant or terminated employee, the person should proceed to submit a formal written complaint to the Complaint Coordinator as stated below.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some

type of corrective action by the University. The conclusion could be an “unsubstantiated” finding will result in no corrective action. The investigation outcome could be “inconclusive”.

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for a review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer to the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint matter. The subcommittee composition will have a diverse demographic representation of members that reflects the workforce as much as possible. The Internal Grievance Panel’s designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel’s designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President’s Decision Step

Following receipt of the Internal Grievance Panel’s subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President’s written determination concludes the University’s internal complaint process.

Sexual Harassment Complaint policy and Procedures

It is the policy of Lincoln University to provide a workplace environment that is free from sexual harassment, to assure compliance with federal and state employment law, and to provide a proper code of conduct for its employees. This policy applies to all employees of the university, who are advised to promptly report occurrences of sexual harassment. Employees found to be in violation of this policy shall be subject to disciplinary action including termination.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The circumstances of sexual harassment include but are not limited to the following:

- The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.

The procedures for initiating, processing, and resolving a complaint are stated below.

Informal Resolution Step

If an individual is an employee and believes that he or she has been subjected to sexual harassment, the employee is advised to discuss the matter and seek informal resolution with his/her immediate supervisor unless the supervisor is the respondent. If so, the employee should discuss the matter with the next in line of authority. The complainant must initiate the complaint process within 30 days following the alleged discriminatory action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The supervisor will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification. The supervisor should maintain a written summary of the discussion.

Formal Resolution Step

If informal resolution isn't acceptable, then the complainant will be asked to put forth a written statement with pertinent information of the complaint matter to the Complaint Coordinator, Executive Assistant to the President within 5 days. The formalized written statement needs to include: a description of the alleged discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed, the Complaint Coordinator will refer the complaint to the appropriate university official for investigation within 5 days, the university official will conduct a fact-finding investigation.

The investigator will talk to the parties involved, review all relevant records and evidence, and interview witnesses. The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some

type of corrective action by the University. The conclusion could be an “unsubstantiated” finding which will result in no corrective action. The investigation outcome could be “inconclusive”.

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days of the complaint of the investigation. The Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these time frames as necessary. The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process; the written request for a review by the Internal Grievance Panel.

If a request for a review by the Internal Grievance Panel is made in writing by one of the parties, the Complaint Coordinator will refer the request to the Internal Grievance Panel Chairperson.

Internal Grievance Panel Review Step

The Internal Grievance Panel Chairperson will call a meeting of the whole membership, at which time a subcommittee will be selected to review the complaint matter. The subcommittee composition will have a diverse demographic representation of members that reflects the workforce as much as possible. The Internal Grievance Panel’s designated subcommittee will have the authority to conduct the complaint review, issue findings and recommendations.

The designated subcommittee will conduct a review of the fact-finding report pertaining to the investigation of the complaint. The subcommittee may conduct a hearing to listen to testimony of the involved parties including witnesses and review any evidence relating to the alleged violation occurrence. The subcommittee must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Internal Grievance Panel’s designated subcommittee will submit its findings and recommendation to the Complaint Coordinator. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the Complaint Coordinator.

President’s Decision Step

Following receipt of the Internal Grievance Panel’s subcommittee written findings and recommendation, the Complaint Coordinator will ask the President to make a written determination as to the result of the findings of the complaint matter and provide a copy of the determination to the parties within 15 days. The President will include a statement indicating what action (if any) will be taken as a result of the complaint.

The President’s written determination concludes the University’s internal complaint process.

Examples of Sexual Harassment

The following are a few examples of situations which could lead to allegations of sexual harassment. This does not purport to be an exhaustive list.

A male craft worker continually makes off-color, sexual jokes about women in front of a new female apprentice. In addition, he does not give her important training she needs to successfully complete

her apprenticeship and puts her down in front of her co-workers. When she discusses the situation with her supervisor, she is told to ignore it. In addition, when the supervisor witnesses the behavior, no action is taken to stop it.

When an affair between a supervisor and one of his employees goes sour, he refuses to share important information with the employee and gives them poor performance reviews in retaliation for breaking off the relationship.

A clerical worker is promised a promotion if they agrees to date their supervisor.

After a doctoral student refuses the sexual advances of his/her dissertation director, they begins to receive extreme, negative criticism, challenging the scholarly worth of her dissertation, although previously the proposal had been given the director's full support.

A professor constantly asks one of his/her students to accompany him to a local restaurant to discuss their work. At first the professor discusses matters related to their course work, but lately he has begun talking about his recent divorce, as well as telling the student how pretty they are and how much he would like to get to know them better. Eventually the professor asks him/her to go out with him. The student states that they would rather simply continue to discuss the course work, but the professor insists that they go out next weekend just to have fun.

Not knowing what to do, a student confides in a female faculty member, stating that she is extremely uncomfortable with the advances of one of her professors. Uneasy about discussing the matter with her colleague or the dean, the professor tells the student she can be counted on to lend a sympathetic ear, but otherwise makes no attempt to report.

In the hospital hallway, a male doctor and a male student health care professional once again discuss the physical attractiveness of a female patient. A female student health care professional feels embarrassed and excluded by the conversation. She suspects that she has also been the topic of a similar conversation. When she expresses her feelings of discomfort, she is told there is no harm intended and that she needs to "grow up" if she wants to be successful on this clinical rotation.

Title IX Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures Revised September 21, 2011

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. *Title IX* protects both males and females from sexual harassment by any school employee, student, and a non-employee third party.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing

regulations may be referred to the Title IX Coordinator (described below) or to the Office for Civil Rights Kansas City, U.S. Department of Education, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114, Tel.: (816) 268-0550, Fax: (816) 823-1404

Title IX Coordinator

In accordance with Title IX implementing regulations at 34 C.F.R. § 106.8(a); Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows:

Jim Marcantonio
Human Resource Director
101 Young Hall
820 Chestnut Street
Jefferson City, Missouri 65102-0029
Phone: 573 681-5019
Fax: 573 681-5787

The Role of Grievance Procedures

Lincoln University has the following grievance procedures that provide for prompt and equitable resolution of sex equity complaints or sex discrimination complaints including sexual harassment.

Sex Equity

Complaints alleging sex equity compliance can be in any of the following areas: discrimination on the basis of sex in admission to, participation or employment in education programs or activities; and equitable opportunities to participate in intercollegiate sports offered to members of each gender such as athletics financial assistance, equivalence in other athletics benefits and opportunities, and effective accommodation of interests and abilities to participate.

Sex Discrimination including Sexual Harassment

These procedures provide the school with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems, as required by the Title IX regulations. By having a strong policy against sex discrimination and accessible, effective, and fairly applied grievance procedures, Lincoln University is telling its staff and students that it does not tolerate sexual harassment and that any person can report it without fear of adverse consequences.

Lincoln University prohibits sexual harassment and discrimination based on gender of an individual or group in connection with employment or academic, educational, extra-curricular, athletic, and all other programs of the institution. If an allegation of sexual harassment or gender discrimination is made, the institution will take immediate steps to address the issue and to resolve it in a timely manner. To this end, the University has developed the following sex equity, sexual harassment and gender discrimination complaint process guidelines. This document is available in hard copy format at the Human Resources Office, or online at the Lincoln University website.

Defining Sexual Harassment

Sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a person's ability to participate in or benefit from a school's program or employment.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, students, and non-employee third parties, such as a visiting speaker. Both males and females can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

The judgment and common sense of teachers and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response.

Examples of sexual conduct include:

- making sexual propositions or pressuring individuals for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other individuals as to sexual activity or performance; or
- circulating or showing e-mails or Web sites of a sexual nature.

Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Sexual Conduct That Is Criminal in Nature

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. All sexual harassment that is criminal in nature needs to be reported to the Lincoln University Police Department. The Lincoln University Police Department will conduct a criminal investigation. The University's Title IX Coordinator is available at all stages of the resolution process to provide assistance to Police Department employees regarding how to respond appropriately to reports of sexual harassment, the Title IX Coordinator should be contacted as early in the process as possible.

Sexual Conduct That Is Unwelcome

Conduct is considered unwelcome if the person did not request or invite it and considered the conduct to be undesirable or offensive. The nature of the conduct and other relevant factors affect whether a person was capable of welcoming the sexual conduct. A person's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

Two general types of sexual conduct can deny or limit a person's ability to participate in or benefit from a school's program. As discussed below, teachers and other school employees can engage in either type of conduct, while students and third parties can engage in only one type.

One form of sexual harassment occurs when a teacher or other school employee conditions an employment or educational decision or benefit on the person's submission to unwelcome sexual

conduct. If this occurs, it does not matter whether the person resists and suffers the threatened harm or submits to and avoids the threatened harm.

Sexual harassment also occurs when a teacher, school employee, student, or third party creates a hostile environment that is sufficiently serious to deny or limit a person's ability to participate in or benefit from the school's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s) and it needs to rise to the level of pervasive and/or severe.

Relevant considerations include, but are not limited to:

- how much of an adverse effect the conduct had on the person's education or employment;
- the type, frequency, or duration of the conduct;
- the identity, age, and sex of the harasser(s) and the victim(s), and the relationship between them;
- the number of individuals who engaged in the harassing conduct and at whom the harassment was directed;
- the size of the school, location of the incidents, and context in which they occurred; and
- whether other incidents occurred at the school involving different students.

The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Title IX prohibits harassing conduct that is of a sexual nature if it is unwelcome and denies or limits a person's ability to participate in or benefit from a school's program or employment, regardless of whether the harassment is aimed at gay or lesbian persons or is perpetrated by individuals of the same or opposite sex. Title IX does not address discrimination or other issues related to sexual orientation.

How to Report Sex Equity, Sexual Harassment or Gender Discrimination Complaints

Any person who believes that he/she has suffered sex equity, gender discrimination or sexual harassment under the terms of this policy should contact one of the following; an appropriate administrative official such as: department head, dean or director. At the time of a complaint notification, the appropriate administrative official needs to contact the Complaint Coordinator, Ms. Rose Ann Ortmeyer in the President's Office.

If a school learns of harassment through other means, for example, if information about harassment is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. If based on these factors, it is reasonable for the school to investigate and it can confirm the allegations, the considerations described in the previous sections concerning interim measures and appropriate responsive action will apply.

It is the University's responsibility under Title IX to respond appropriately to reports of sexual harassment, even if a formal complaint is not filed.

The Complaint Coordinator will notify the Title IX Coordinator of the received complaint and request an investigation into the alleged sexual harassment.

Confidentiality and Retaliation

The scope of a reasonable response also may depend upon whether a person reporting harassment asks that the person's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, Lincoln University will discuss confidentiality standards and concerns with the complainant initially and inform the person that a confidentiality request may limit the school's ability to respond.

Retaliation is prohibited by Title IX, Lincoln University prohibits retaliation against any individual who files a complaint or participates in a harassment investigation. If the complainant is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs. If the person continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the person's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

Complaint Resolution Steps and Timeframes

Informal Resolution

If an individual and believes that he or she has been subjected to sexual harassment gender or sex equity discrimination, the individual is advised to discuss the matter and seek informal resolution with one of the following; a campus security authority (a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution). At the time of a complaint notification, the appropriate campus security authority needs to contact the Complaint Coordinator. The informal resolution step is not a pre-requisite to filing a complaint of sexual harassment, sex equity or gender discrimination and depending on the circumstances of the alleged occurrence might be bypassed in lieu of a formal complaint investigation especially if there is alleged criminal action.

The complainant must initiate the complaint process within **30 days** following the alleged action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The University Official will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification.

If the informal resolution step is not successful, the complaint should follow the formal resolution step.

Formal Resolution Step

The formalized written statement needs to include: a description of the alleged harassment or discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed with the University's Complaint Coordinator, the Title IX Coordinator will be notified within 5 days of the receipt of the complaint and will conduct a fact-finding investigation.

The investigator will provide for the adequate, reliable and impartial investigation of complaints, including the opportunity for all parties involved to present witnesses and other evidence.

The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a “substantiated” finding that could result in some type of corrective action by the University. The conclusion could be an “unsubstantiated” finding will result in no corrective action. The investigation outcome could be “inconclusive”.

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days of the completion of the investigation; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary.

The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for a review by a committee/panel; if the respondent is a student to the Student Affairs Committee or if an employee the Internal Grievance Panel.

The assigned Committee/Panel will conduct a review of the preliminary fact-finding report pertaining to the investigation of the complaint. The Complaint Coordinator will work in conjunction with the respective Chairperson of the Committee/Panel to coordinate the activities and shall be responsible for providing notice to the complainant relating to the progress of the committee’s/panel’s investigation review. The Committee/Panel may conduct a hearing to listen to testimony of the involved parties including the opportunity for parties to present witnesses and evidence relating to the alleged harassment or discrimination occurrence. The Committee/Panel must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Chairperson of the Student Affairs Committee must submit this written decision to the Vice President of Advancement and Complaint Coordinator after the investigation review has been completed, the Internal Grievance Panel Chairperson to the Complaint Coordinator and President. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the President.

Following receipt of the Student Affairs Committee or the Internal Grievance Panel’s written findings and recommendation, the President will make a written determination as to the result of the investigation findings of the alleged sexual harassment or gender discrimination conduct and provide copies to both parties within 15 days.

The President will include a statement indicating what action (if any) will be taken as a result of the complaint. These actions could range from dismissal of the complaint to the initiation of disciplinary action against the respondent for discriminatory acts. Such disciplinary action could range from minor disciplinary actions to suspensions, expulsions (student) or termination (employee).

The President will give notice of the outcome of complaints to the parties involved, to the extent allowed by the Family Educational Rights and Privacy Act; and give an assurance that the University

will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

The President's written determination concludes the University's internal sexual harassment, sex equity or gender discrimination complaint process.



Health and Safety

Drug Free Workplace

Lincoln University as a recipient of federal grant funds, has established this policy in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, Public Law 1010-226.

Purpose and Goal

Lincoln University is committed to protecting the safety, health and well-being of all employees, students and other individuals in the workplace. The university recognizes that alcohol abuse and drug use pose a significant threat to the goals of the institution. The drug-free workplace policy balances respect for individuals with the need to maintain an alcohol- and drug-free environment.

Covered Individuals

Any individual who conducts business with Lincoln University, is applying for a position, or is on Lincoln University's property is covered by the drug- free workplace policy. The policy includes, but is not limited to, employees, students and visitors.

Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours.

Prohibited Behavior

It is a violation of the drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify her/his supervisor in writing within 5 calendar days of the conviction. The university will take appropriate action within thirty days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of the drug-free workplace policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious:

- In the case of an applicant, if he/she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.
- If an employee violates the policy, he/she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Lincoln University recognizes that alcohol and drug abuse and addiction are treatable illnesses. Early intervention and support improve the success of rehabilitation. To this end, Lincoln University offers all employees and their family member's assistance with alcohol and drug problems through the Employee Assistance Program (EAP). Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to be concerned about working in a safe environment, support fellow workers in seeking help, use the Employee Assistance Program, and report dangerous behavior to their supervisor. It is the supervisor's responsibility to clearly state consequences of policy violations.

Communication

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting our drug-free workplace policy, all employees will receive a written copy of the policy and are asked to review it annually.

Exception

The distribution, dispensing, possession, or use of alcohol is prohibited on the Lincoln University campus except for those times, places, and purposes approved by the President of the university.

Communicable Disease

A communicable disease (also called a contagious disease) is an infectious disease that is capable of being transmitted from one person to another. The university shall treat any communicable disease that may be contracted by students or employees in the following manner: persons with such diseases will be permitted to work at the university unless the student or employee's personal physician, campus medical officials, or local/state public health officials declare that the disease

represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and its constituents.

In those instances in which a member of the university community is diagnosed as having a communicable disease, the university will consider all obtainable facts, medical information, and legal advice in determining the appropriate action. A member of the university identified as having a communicable disease will not be barred from working, teaching, attending classes or participating in university-sponsored activities unless the appropriate administrative authorities in consultation with appropriate health officials determine that he/she presents a clear and present danger to the public health.

All such decisions will be made on a case-by-case basis and will consider the individual's state of health and circumstances. No specific or detailed information concerning the individual patient's medical condition will be released to the general public. In the event that a personal physician or a local/state health department official determines that an individual's medical condition represents a public health hazard, proper administrative personnel will be informed on a need-to-know basis. The person's medical condition should be maintained in strictest confidentiality and disclosed only to governmental authorities or for a medical justification.

The university will make available to eligible persons appropriate clinical services, including testing and counseling, and will make other necessary referrals to health care agencies. This will be done in conjunction with local and state health officials. Health care workers, personal service workers and food service workers employed by the university will follow guidelines issued by the Center for Disease Control for the prevention of communicable diseases. The university is committed to providing a comprehensive educational program concerning communicable diseases.

Clery Act and Crime Reporting

Pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 {f}) a copy of Lincoln University's Annual Security Report may be viewed on the Lincoln University website at the Public Safety link. Additionally, annually the employees will be notified of the Clery Act Report through the campus UR email system.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Lincoln university; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Personal Safety

If for any reason you should feel threatened in the workplace, there are precautionary measures you may want to take. The following list is provided for your information and, in some cases, may assist you in avoiding an incident at work.

- If you have been threatened or believe you are in some danger, **REPORT IT IMMEDIATELY.**
- Maintain documentation of events. Keep accurate notes of conversations, counseling sessions, and brief encounters that you find alarming.
- Avoid, if possible, any adverse personnel actions without a witness present.
- Do not release your route to and from home and work.

- Alternate your route to and from home and work.
- If you are working late, inform Public Safety and lock your office door.
- Use the Public Safety escort service when you are on campus late at night.

In a hostage situation, threats from intruders, employees, or students remain calm and assure your captors of your intention to cooperate.

In the case of a fire or explosion with smoke present you should exit the building. Do not wait to determine whether the fire alarm is real or not. Do not use the elevator and use the stairwell. Do not re-enter the building.

If you receive a bomb threat or phone call, do not touch a suspicious object, notify Public Safety immediately. Do not use cell phones, pagers, two-way radios, etc.

Emergency Preparedness Plan

As a staff employee you should be familiar with and have a working knowledge of the university's emergency preparedness plan. This plan is to establish emergency/disaster classification and control procedures for Lincoln University and emergency response personnel during periods of an emergency/disaster. Below are the different levels of emergency classification:

- Level I Emergency is an occurrence that can be handled routinely by one or more departments within the University.
- Level II Emergency is an occurrence that requires a major response and the significant commitment of resources from several departments within the University, but will still be within the capabilities of the University. (Example: localized flooding, isolated damage to structures, etc.)
- Level III Emergency is an occurrence that requires an extensive response and commitment of resources from the University and could necessitate requesting outside assistance from the county, city, state and/or federal governments.

As a staff employee, you should be familiar with the procedure for dealing with an emergency situation. Your primary contact for notification is the dispatcher at the Department of Public Safety at (573) 681-5555. The Department of Public Safety will handle the communication channel based on the emergency level. Procedures for dealing with the following emergency situations:

1. Fire Emergencies Involving Chemicals or Hazardous Waste: Call the Department of Public Safety at (573) 681-5555. Give the nature of the emergency and the location. If unable to contact Public Safety, call the Fire Department at 8-911. Set off a fire alarm and evacuate the building. Use a fire extinguisher or fire hose if it is possible to do so without jeopardizing your personal well-being. Report it to your supervisor.
2. Chemical or Biological Spills: Evacuate the area to the extent appropriate and warn fellow workers and supervisors. Call the Department of Public Safety at (573) 681-5555. *Note:* Do not call state or national chemical emergency numbers without prior authorization from Lincoln

University Department of Public Safety, unless the spill is of disaster proportions and immediate contact with LU Public Safety is impossible. Take action to contain the spill if it is possible to do so without jeopardizing personal well-being.

3. Medical Emergencies Involving Chemicals or Hazardous Waste: Seek medical care for the injured person, when the injured person is conscious. If requested by the injured person, call an ambulance (73) 681-5555 or 8-911. Report the medical emergency to Lincoln University Department of Public Safety (573) 681-5555 and to your immediate supervisor.
4. Tornado Warnings: Lincoln University receives tornado watches and warnings from the local television and radio stations. Jefferson City's warning sirens can be heard throughout the campus. If the sirens are activated, students and employees should take immediate shelter in basements or move to interior hallways away from windows. Public Safety officers do not go from building to building giving instructions or coordinating evacuations to safe areas. You must heed the warning independently and move to a safe area on your own. The Jefferson City "all clear" sirens will alert you when it is safe to return.

On the Job Injury

Lincoln University is part of the State of Missouri's Workers Compensation system. If a Lincoln University employee or a co-worker gets injured on the job, follow these procedures:

- Report all injuries immediately to the Lincoln University Human Resources Office.
- Document the time, place, names of witnesses, and nature of the injury in a written report.
- Unless it is an emergency, do not seek aid without informing the LU Human Resources office before going to authorized medical providers.
- If it is an emergency, seek initial treatment at the nearest hospital emergency room or medical clinic.
 - Then notify your employer as soon as possible.
 - Notify the hospital or clinic that your injury is a worker's compensation injury and give the name, address, and telephone number of your employer.
- If medical treatment is required, you should contact 1-800-624-2354 (or 1-800-735-2966 for the hearing impaired available) 24-hours a day for the name of an authorized medical care provider in your area prior to seeking treatment.
- You may seek your own medical care with the provider of your choice at your own expense, however;
- The State of Missouri may not pay for medical treatment if you do not utilize authorized medical providers.

The Human Resource Office will assist in completing the necessary forms for workers compensation.

Violence in the Workplace

Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or Human Resources. All complaints will be fully investigated.

The University will attempt to promptly respond to any incident or suggestion of violence. Violation of this policy may result in disciplinary action, up to and including immediate discharge.

Employees shall not threaten, intimidate, provoke, interfere, use abusive language, or fight with other employees, supervisors, management and/or customers. Furthermore, employees shall not engage in any behavior that might result in harm or injury to them or others around them including other employees, customer, visitors, or suppliers.

The possession of firearms and other lethal weapons of any type on Lincoln University property at any time are strictly prohibited, except where permitted by appropriate job functions (i.e. public safety offices).

Sexual Assault and Victims' Rights

Employees have the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crime occurred and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

Lincoln University officers, administrators and employees that may become victims of campus-related sexual assaults shall be accorded the following rights in addition to any campus disciplinary proceedings:

- The right to be free from any kind of pressure from campus personnel that victims, (1) not report any crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report crimes because: victims are somehow "responsible" for the commission of the crime against them, victims were contributively negligent, or assumed the risk of being assaulted, or by reporting crimes they would incur unwanted personal publicity.
- The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused, and the right to be notified of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative work/housing, and transfer of classes if requested by the victim.

Reports may be made by calling the Lincoln University Department of Public Safety at 573-681-5555; by reporting directly to the office, or by reporting to the on-scene officer, if he or she has already

been summoned. If you have reported the assault to another university official, they will assist you in making a report to the campus Public Safety Office, if requested.

No Trespassing

Lincoln University follows the guidelines and procedures outlined in RSMo. Sec. 569.140 concerning a violation of “No Trespass” on a university campus.

A person may be issued a “No Trespass” order when any of the following circumstances exist:

- The person is not a student, current LU employee, or legitimate visitor;
- The person was arrested on university property for committing a felony or misdemeanor;
- The person is found in a university building in violation of university regulations and it is apparent to the officer or other officials that there is intent to commit a crime within the building;
- The person has exhibited conduct such that the person’s presence on the campus, in the opinion of the officer or other university officials, constitutes a threat to the safety or welfare of the university;
- The person refuses to produce identification as requested (when under circumstances where an innocent person could reasonably be expected not to refuse), and further investigation and/or assistance from outside agencies may be required to properly identify the person;
- The person has no legitimate purpose (academic or visitation) for being on campus;
- The person is causing a disturbance or is disrupting the tranquility of any area of the campus;
- The person is found in possession of a weapon or explosive;
- The person is found in possession of alcohol or drugs;
- The person is a student who has been suspended or expelled.

Both pedestrians and vehicles may be stopped if an officer or other university official suspects that any of the above conditions may exist.

Written notification of “No Trespass” will be given to any person found in violation of this policy. A person may be placed on “No Trespass” for a specific building, area, or the entire university campus. “No Trespass” notices issued by officers will remain in effect for 5 days only. During that time period the notice will be reviewed by the Director of Public Safety. If the director determines the “No Trespass” order should be extended beyond the five-day period, a recommendation will be forwarded to the president or her/his designee. A “No Trespass” order of five days can be extended up to a period of one year or longer, if approved by the president. If the order is approved, a registered notification will be sent to the individual being denied access to the campus or its buildings. (The complete written notice procedure is available from the Department of Public Safety.)

When issuing a notice of “No Trespass,” officers shall act with as much restraint and courtesy towards the person stopped as that person will allow. Officers and other university administrators may exercise this authority in any place where they have a right to be pursuant to their official job and duties.

Juveniles will be given notice of “No Trespass” through the Prenger Family Services Juvenile Center. Juveniles found on campus in violation of “No Trespass” will be turned over to the juvenile authorities immediately.

Any person given written notice of “No Trespass” may appeal in writing within seventy-two hours of the notice being issued. All appeals will be addressed to the president of the university who will either deny or approve the appeal. The president may also refer appeals to the vice president with primary interest in the case. For example: A person given a “No Trespass” notice in a residence hall area would appeal through the vice president for Student Affairs.

Animals on Campus

The Department of Public Safety enforces all Jefferson City ordinances regarding animals. Animal owners are expected to abide by city ordinances while on campus. In addition, the following policies regarding animals are in effect:

1. All pets must be leashed and under the control of an adult. Except for animals trained to assist persons with disabilities, all pets which are unleashed or leashed and unattended on university property is subject to impoundment.
2. Pets on a leash and under the control of a responsible person are permitted on university grounds but are not permitted within university buildings, at the stadium, or around groups of people. A loose pet trailing a leash, or one tied to a fixed object, is not considered under the control of a responsible person.
3. Except for animals trained to assist persons with disabilities and animals in use in university facilities for official research, classroom, or observation purposes, dogs and other pets are not permitted within a university owned or leased building. Any pet found within a university owned or leased building may be impounded.
4. Impounded dogs or other pets may be reclaimed by the owner at the Jefferson City Animal Shelter upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.
5. Pets left unattended in motor vehicles on university property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal(s) is threatened.

Tobacco Free Campus Added, May 15, 2012

Lincoln University strives to present a healthy, safe and clean campus environment for its students, employees and visitors. For this reason, use of any tobacco product, including but not limited to cigarettes, smokeless tobacco, and e-cigarettes is prohibited on campus. This policy applies to all buildings on and off the main campus whether owned or leased by Lincoln University, university vehicles, open-air spaces and common areas.

Timeline:

Present to August 16, 2012: Educate the Lincoln community about the tobacco policy.

August 16, 2012: Seek voluntary compliance and continue with education efforts.

January 2013: Enforcement of the tobacco policy begins.



Termination

Termination of Employment for Cause

In cases of termination other than financial exigency, a letter citing reasons for termination shall be written by the President and delivered to the faculty member by certified mail. The faculty member is then entitled to her or his full rights under the law.

Causes for Dismissal

Lincoln University may consider substantial proof of any one of or a combination of the following charges as adequate cause for the dismissal of a tenured faculty member or a faculty member with an unexpired term appointment:

1. incompetence
2. gross neglect of duty
3. violation of any state statute relating to professional employment
4. immoral conduct
5. conviction of a felony
6. insubordination (as in defiance, noncompliance)
7. repeated violation of institutional policies-Substantial proof shall be deemed to exist if one or more of the above charges shall be admitted by the charged party.

Preliminary Proceedings

Whenever the question arises about the fitness of a faculty member with continuous tenure, or a term appointment which has not expired, appropriate academic administrative officers (department head, dean, etc., as titled) should discuss the matter with the faculty member. Should it become apparent that informal discussion(s) will not or cannot lead to a satisfactory agreement or solution, the President shall appoint an ad hoc advisory committee to conduct an informal investigation to determine whether dismissal proceedings should be instituted. This committee, at its discretion, may recommend another available course of action.

Formal Proceedings Notice

Following a determination that dismissal proceedings should be instituted, notice of the same together with written charges shall be prepared by the president or her/his designee and mailed to the charged party by registered or certified mail.

The statement of charges shall be framed with such specificity as to reasonably notify the party of that with which he/she is being charged.

Request for Hearing

Within ten working days after the receipt of the statement of charges, the charged party may file, with the university-designated official, a request for a hearing before an ad hoc Committee on Professional Conduct. A copy of the charges and the answer thereto must be included with the hearing request. The designated official shall transmit, within two working days, the hearing request, the statement of charges and the answer to the Committee on Professional Conduct.

Hearing

The hearing shall be conducted not less than twenty calendar days nor more than thirty calendar days after the committee receives the request. Written notice of time and place for the hearing shall be delivered personally or by registered or certified mail to the faculty member charged not less than ten days prior to the date set for the hearing. The committee shall conduct the hearing in accordance with the following guidelines:

1. Members who deem themselves disqualified for bias or interest shall remove themselves from the hearing panel at the request of either party or of their own initiative. Either party shall have a maximum of two challenges without stated cause. Replacements for members removed shall be made by the chief academic officer of the university.
2. Evidence against the charged party will be presented by the appropriate academic officer (college dean, chairperson of the department, as titled) as the party representing the university.
3. The hearing committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for exchange of documentary or other information, and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious.
4. After consultation with the president and the faculty member, the committee will decide whether the hearing should be public or private.
5. The faculty member may waive a hearing. This should be done, in writing, at any time before the hearing. If the faculty member waives a hearing and denies the charges against her or him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence in the record.
6. During the proceedings the faculty member will be permitted to have an academic advisor and counsel of her or his own choice, who will be able only to advise, not participate in the proceedings.
7. A complete record of the hearing or hearings will be taken and a printed copy will be made available to the faculty member, upon request, without cost.
8. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by a preponderance of the evidence in the record considered as a whole.
9. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The charged party and the appropriate academic officer (college dean, chairperson of the department, as titled) shall have the right to confront and cross-examine

all witnesses. If a person having relevant information cannot or will not appear as a witness, but the committee determines that the interests of justice require admission of her or his statement, the committee will identify the witness, disclose the statement and make every effort to provide for written questions.

10. In a hearing where a charge of incompetence has been made, testimony shall include that of qualified faculty members from this and/or other institutions of higher education.
11. The committee will not be bound by strict rules of legal evidence, and may admit any evidence that is of probative value in determining the issue(s) involved. Every possible effort will be made to obtain the most reliable evidence available.
12. The findings of fact and the decision will be based solely on the hearing record.
13. Except for simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case either by the charged party or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Curators. The president and the charged party will be notified of the committee's decision, in writing, and each will be provided with a copy of the hearing record.
14. A simple majority of the Committee on Professional Conduct shall constitute a quorum.

Decisions of Committee and President

At the conclusion of the hearing, the committee shall, without delay, make findings of fact, conclusions and recommendations. A decision of the committee shall be determined by a majority of the members present and voting. The complete hearing record, together with all tangible evidence, the findings, conclusions and recommendations shall be submitted to the president of the university. The president may concur with or modify the committee's decision or may make such other findings and conclusions as in her/his opinion are supported by the hearing record. A copy of the president's decision shall be mailed to each party by registered or certified mail.

Appeal

The aggrieved party may file written notice of appeal, through the Office of the President to the Board of Curators, within ten working days after the mailing of the president's decision. Any notice of appeal shall be transmitted by the president, together with the complete hearing record, to the Board of Curators.

The Board, in its discretion, may grant the appellant a hearing. The decision of the Board of Curators, upon review of the complete record, shall be final.

The computation of a number of days in any time period contained herein shall exclude official university holidays and breaks.

Disciplinary Actions-Suspension

Pending a final decision by the Board of Curators, the charged party will be suspended, or assigned to other duties in lieu of suspension, only if harm to her/himself or others is threatened by her/his continuance. Before suspending a faculty member, pending an ultimate determination of her/his

status, the administration will consult with the Committee on Professional Conduct concerning the propriety, length, or other conditions of suspension.

Dismissal

If a decision to terminate is rendered, the effective date of termination shall be one year from the date of the final decision of the Board unless the Board determines that an earlier date is appropriate, due to the gravity of the offense or other considerations.

Employment Withdrawal Process

The employee withdraw process must be completed prior to the transacting of the employee's last payroll check to ensure any indebtedness to the university has been reconciled. Indebtedness includes financial obligation, outstanding cash advances, traffic and library fines, university-owned equipment and uniforms, filing of grade reports, and return of keys and employee identification cards. The employee should come to the Office of Human Resources to request the employee withdraw form. The employee then needs to obtain the necessary departmental signatures on the form and then turn the completed form into the Cashier's Office. This will effectuate the release of the employee's last check.

Withholding of Pay for Indebtedness to the University

Any debt reconciliation must be documented by the terminating employee's area supervisor and submitted to the Payroll Office so that wages can be withheld before the final paycheck processing period is completed. The recognized debt can be deducted from the employee's last regular paycheck if it is before the regular paycheck release date. The employee shall be paid equal to or exceeding the minimum wage amount for any unpaid wages after deduction for debt owed so that there is no violation of federal and state minimum wage law. Accrued vacation leave payout may also be withheld for any debt owed the university by the employee.



Time Off

Faculty Absence and Leave

Complete policies relating to the faculty benefits of sick leave and personal leave are detailed in the *Rules and Regulations*, Chapter VIII, University Employment. Faculty who take planned leave of any type during the regular semesters must arrange for the coverage and/or management of their courses during their absence. Such arrangements must be approved by the area supervisor by means of the "Request to Be Absent" form.

Personal Leave

Employees are granted fifty-six (56) hours of personal leave with pay each fiscal year, without carryover beyond the fiscal year. Personal leave for new hires will be prorated at 4.67 hours/month from the time of hire through the end of the fiscal year.

Sick Leave

Full-time faculty who miss assigned classes, office hours, or other duties due to illness or injury will report and be assessed sick leave for time missed, even in those instances when their teaching assignments, committee responsibilities, etc., are absorbed by colleagues.

Requesting and Reporting Leave

Requests for, or reports of, sick leave shall be submitted to the department head when the faculty member plans to be absent or has been absent due to illness or an emergency. Such requests or reports shall be made and recorded in increments of no less than 15 minutes.

If the illness or injury extends past two weeks, the faculty member will report eight hours of sick leave per day beginning with the third week. When it becomes necessary to cover the extended absence of an ill or injured faculty member, persons providing class coverage shall receive one of the following forms of compensation: 1) pro-rated overload pay if the person providing class coverage is already assigned a twelve-hour load for the semester, or 2) a reduced load for the following semester.

Vacation for Academic Faculty on Academic Year Contracts

Periods when the university is closed such as semester break and spring and Christmas vacation are generally assumed to constitute vacation with pay for academic faculty on academic year appointments. University business, however, may require that a faculty member on an academic year appointment attend meetings or prepare reports or perform other essential tasks during what

would normally be "vacations." Such participation may legitimately be required by administrative officers, college deans, department heads, and university committee chairpersons.

Annual Leave for Academic Faculty on Twelve-Month Appointments

Faculty in twelve-month positions shall be entitled to accumulate annual leave as follows:

- Faculty with less than ten (-10) years of total university service earn ten (10) hours of annual leave each pay period with a maximum annual leave balance of 240 hours (i.e., a cap of thirty days or two times the annual total of fifteen days).
- Faculty who have completed ten (10) years of total university service earn twelve (12) hours of annual leave each pay period with a maximum annual leave balance of 288 hours (i.e., a cap of thirty-six days or two times the annual total of eighteen days).
- Faculty who have completed fifteen (15) years of total university service earn fourteen (14) hours of annual leave each pay period with a maximum annual leave balance of 336 hours (i.e., a cap of forty-two days or two times the annual total of twenty-one days).

The rate of accrual of annual leave is based on total uninterrupted years of service at the university, not on years in a particular position.

Faculty may accumulate more annual leave than their allowed maximum until June 30 of any year. After June 30, any excess annual leave over an employee's maximum balance is reduced to the maximum, at which time the employee can begin accumulating above the maximum.

- Employees who earn 10 hours of annual leave: maximum annual leave balance is 240 hours.
- Employees who earn 12 hours of annual leave: maximum annual leave balance is 288 hours.
- Employees who earn 14 hours of annual leave: maximum annual leave balance is 336 hours.

Any faculty member entitled to annual leave that has resigned or otherwise separated from university service shall be entitled to receive reimbursement for the amount of this accrued leave which does not exceed the maximum allowable accumulation.

Professional tutors do not accrue vacation leave.

Leaves of Absence

Leaves of absence may be granted with or without pay for professional development, for illness, and for other valid reasons.

Sabbatical Leave

A faculty member who has been employed full time by Lincoln University six consecutive years and who has been awarded continuous academic tenure is eligible to apply for a sabbatical leave. The person who is granted a sabbatical leave is entitled to one-half an academic year at full salary or a full academic year at half salary.

Faculty members who wish to apply for a sabbatical leave must write a letter of application addressed to the Board of Curators, transmitted through the appropriate academic channels beginning with the immediate supervisor. The application for leave with pay shall include a precise statement of planned activities designed to contribute to the professional growth of the applicant

and to the benefit of the university. At the end of the sabbatical leave period, the faculty member shall submit a report to the VPAA detailing the nature and extent of activities engaged in during the leave.

The faculty member who completes a sabbatical leave must return to Lincoln University for at least one semester following the sabbatical. A faculty member who does not return following the sabbatical will be required to refund to the university, on a prorated basis, the salary received during the leave. Sabbatical leave shall be dependent upon available funding, as determined by the president in consultation with the vice president for Academic Affairs.

Family and Medical Leave Act (FMLA)

Lincoln University, in accordance with the Family and Medical Leave Act (FMLA), provides employees the protections of this law pertaining to entitlement of leave, maintenance of health benefits during leave, and job restoration after leave; sets requirements for notice and certification of the need for FMLA leave; and protects employees who request to take FMLA leave.

Subsequently, Lincoln University allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of twelve workweeks in any twelve months, for any of the following:

- the birth of a child and to care for the newborn child
- the placement of a child with the employee for adoption or foster care
- when the employee must care for a family member (child, spouse, or parent) with a serious health condition
- when the employee's own serious health condition makes the employee unable to perform the functions of her or his job

In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

An employee on this leave is also entitled to have health benefits maintained while on leave as if the employee had continued to work instead of taking the leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay her or his share during the leave period. The employer may recover her/his share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.

An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of this leave cannot result in the loss of any benefit that accrued prior to the start of the leave.

The university has a right to thirty days advance notice from the employee when practicable. In addition, the university may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of this leave. The university may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The university may delay restoring the employee to employment without such certificate relating to the health condition which caused the employee's absence.

Medical Leave Not Under FMLA

Medical leaves, including maternity leave, not taken under the FMLA may be taken at the request of the employee and upon approval of the supervisor. Requests for leave are to include the period of absence and a doctor's certification stating the need for medical leave, duration of leave required, and expected date of return to work.

Medical leave may be paid leave utilizing any accrued sick or vacation leave. Medical leave without pay may be requested and approved by the employee's supervisor and the President. This type of leave would require the employee to cover the cost of employee benefits during the time away from work.

Military Leave

An employee requesting uniformed services leave with pay must provide written documentation to her/his supervisor at least two weeks in advance of the scheduled training or service, specifying the reason and duration of the leave.

Employees who are members of the National Guard or Reserve units will be granted uniformed services leave with pay not to exceed fifteen regular work days in any calendar year. Travel time required for reporting to the place of duty is included in the fifteen-day allowance. Vacation or personal leave may be used for any training or service in excess of fifteen work days subject to the approval of the area supervisor.

This policy covers all regular full-time and regular part-time employees who serve in the Armed Forces, Army, National Guard or reserve component of the Armed Forces as it relates to military service requests. The policy is in accordance with Federal Law of the Uniformed Services Employment and Re-employment Rights Act of 1994 and the Missouri Revised Statute 105.270. This policy covers an employee's compensation, benefits, retirement eligibility, length of service, and reinstatement to employment rights.

An employee requesting uniformed services leave without pay should present her/his orders to her/his immediate supervisor. Extended uniformed services leave without pay will be granted to employees performing active military or national defense service. Cumulative uniformed services leave is limited to five years throughout employment at Lincoln University. Employees can continue benefits coverage while on unpaid leave, to include health insurance coverage through COBRA, continued basic life insurance, and long-term disability for a year at her/his expense. Upon reinstatement, time served during the uniformed services leave will be credited toward the retirement service accrual with proper documentation. Employees are entitled to apply earned but unused vacation or personal leave to their service leave before beginning the unpaid portion. Vacation, personal leave and sick leave do not accrue while on leave.

Upon honorable completion of military service, an employee is entitled to be reinstated to the position he/she held prior to military leave or to an equivalent position for which he/she qualifies. If disabled by reason of uniformed service, an employee is entitled to be reinstated to her/his former position or a position of similar pay and status for which he/she is qualified, with reasonable accommodation. Upon reinstatement, the employee's compensation, benefits, retirement eligibility, and length of service will be reinstated as if he/she had been continuously employed during the

service leave period. Compensation will reflect any increases and annual across-the-board pay adjustments, or promotions by reason of seniority that reasonably would have been expected to take effect if the employee had not been on leave. To be eligible for reinstatement, employees must apply within the time periods outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994.

If, through no fault of the employee, it is impossible or unreasonable to apply for reinstatement within the prescribed period, he/she may report as soon as possible following the period, without forfeiting her/his reinstatement rights.

Upon reinstatement, an employee is protected from discharge without cause for a period of time tied to the length of uniformed service. One year of protection is provided if the period of uniformed service was more than 180 days. Six months protection is provided for service of 31 to 180 days. There is no protection period for service of less than 31 days.

Time Off Work to Vote

All employees are entitled to time away from work to vote without affecting accrued vacation, sick leave or emergency leave time. All polling locations are open from 6:00 a.m. to 7:00 p.m. Lincoln University employees are encouraged to exercise their right to vote between the hours of 6:00 a.m. and 9:00 a.m. or 4:00 p.m. and 7:00 p.m. If an alternative schedule is needed, employees are asked to communicate with their immediate supervisor regarding the time needed to visit their designated polling location.

Jury Duty and Court Witness Leave

Regular full-time employees are eligible for paid jury duty and court witness leave. An employee will be granted leave with pay when required to be absent to serve on a jury or when subpoenaed to serve as a witness before a court, commission, or legislative committee. Employees who are called to such service must show the jury notice or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the jury notice or subpoena must be forwarded to Human Resources for the employee's personnel file. Employees are expected to report to work whenever the court schedule permits.

The university will continue to provide university-paid health insurance benefits for the full-term of the jury duty/witness absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty/witness leave. The employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Paid court leave is not available to employees appearing on their own behalf or in an action in which they are named as the plaintiff or defendant. Absences from work for court appearances not pursuant to a subpoena must be taken as vacation, personal leave, or unpaid leave.

Inclement Weather

It is the policy of the university to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided if at all possible.

When classes are canceled due to inclement weather, offices will also be closed. An official announcement of any change or suspension of university events and/or operations will be issued

through University Relations to the public media (television and radio stations; the LU Web site). The decision to cancel day classes due to inclement weather does not necessarily pertain to evening classes or evening shift employees. A normal evening schedule will occur unless a separate decision is released to the media canceling such activities. If no announcement is made through local media regarding evening classes and activities, employees should assume that work is to continue as scheduled.

In the event the university is closed due to inclement weather, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. Full-time employees will be paid their regular pay for the time the university is closed if they are regularly scheduled to work. Classified employees who are required to work during the hours the university is officially closed will be paid one and one-half times their regular hourly rate.

Any absences which result because of inability to report to work due to inclement weather, (but when the university is not officially closed) will be deducted from available leave.

Academic Holiday Schedule

The academic year holiday schedule is stated in the Academic Calendar approved by the Board of Curators.

Religious Holiday Accommodation

In accordance with federal law, Lincoln University will make reasonable accommodation for employees' observations of religious holidays as long as such accommodation does not cause undue hardship to the department or unit. Employees must submit personal or vacation leave requests, or when possible arrange alternative scheduling within the unit in advance in order for the accommodation request to be considered. If an employee's supervisor determines that the absence would cause undue hardship to the unit, the supervisor must provide written justification.

University Business

Faculty must receive approval from the immediate supervisor prior to the planned activity. A "Request for Leave" form must be completed if applicable. If the activity involves travel, the faculty member must file a "Travel Authorization Request." If the activity involves students, their names must be listed on the request.



University Resources

As a faculty employee the following are university resources that you might find useful in carrying out your day to day job duties. While the university has a vast array of resources, these are resources that are of common interest to any faculty and staff employee.

Professional Development Training

Faculty employees can get assistance in accessing individual training needs through several campus resources. A brief description of each resource is found below:

1. The Center for Innovative Instructions (CII) is housed on the ground floor of Martin Luther King Hall in Room 18 and 20. The CII serves the needs of faculty and staff, exclusively, in a dual role: First, it serves as a facility for faculty/staff technology-related training. Second, the CII's technical support facilities enhance the classroom and workplace production of multimedia and other technology-related projects. Focused, short training sessions on a variety of topics are scheduled for faculty and staff professional development. The faculty/staff training facilities, when not in use for CII projects, are available to the wider university community for appropriate "faculty/staff only" functions that require computer workstations.
2. Human Resources facilitate many types of training or orientation sessions for employees. The Staff Senate's subcommittee on Professional Development and Orientation works in conjunction with the Human Resource Office for periodic seminars on staff related topics. Human Resources can assist in locating specific training resources through state and federal referrals.
3. Title III Professional Development provides the training for faculty and staff through the Professional Development Institute. Through the Professional Development Institute, faculty and staff will be able to participate in workshops and seminars on and off campus for personal and professional development, take graduate courses and attend professional meetings and conferences and other activities designed to assist faculty and staff to continue learning and growing in keeping with new and innovative strategies focused on academic excellence. Funds are also available for departments and other units for workshops/seminars for their staff. Each request is considered on an individual-basis and is evaluated on the potential merit for professional enhancement for Lincoln University faculty and staff. In order to increase training and skills to help better serve the diverse student body at Lincoln University, Title III has incorporated a Train-the-Trainer Program. All full-time faculty and staff, who agree to attend a

workshop, conference, seminar or meeting and, upon their return to campus, share the information in a formal session with colleagues and coworkers, may receive financial support.

Lincoln University Website

The Lincoln University website is operated through the Site Builder Toolkit 2.9 (SBT) which is a completely browser-based website content management solution created by SunGard Higher Education. The simple and intuitive SBT, interface and facilitate web content management through:

- standardized page templates, including automated page headers and footers.
- automated navigational content.
- simple procedures for adding and editing page content; and,
- managing page organization.

The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience. SBT includes a third party content authoring tool which provides MS Word-like editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

Each department is responsible for creating and maintaining its content through a designated department content manager(s). Before using SBT, your local webmaster must create a user profile for you, give you a username and password and designate you as a content provider. The webmaster also grants you access to specific pages and permissions for what you may do to those pages.

CampusEAI Technology Resources Revised May 9, 2012

CampusEAI at Lincoln University is responsible for maintaining and supporting Lincoln University's technology, infrastructure, networking, telecommunications and web capabilities, and providing knowledge and expert assistance in development and support of new technologies.

Listserve

The staff listserve is an email group where members can share information, questions, concerns, etc. All announcements regarding Staff Council business or events will be posted through the listserve. If you would like to subscribe to the LU staff listserve, please email a request, include your contact information and email address with your request. Your request will be processed within 5 days. You will receive all emails addressed to lustaff@lincolnu.edu and you may address all subscribers by sending an email to the same address.

The Lincoln University campus listserve is operated by the Public Relations department. All employees who have Lincoln University email addresses will receive notices and messages through the campus email listserve. If your department wants to disseminate information through the campus email listserve, your department authority will need to submit this in an electronic request to Public Relations for posting.

Lincoln University Enterprise Resource Systems

Lincoln University Enterprise Resource System (ERPS) technology staff is responsible for providing the following technology services: administration of the Datatel "Colleague" system including programming support and user training; administration and housing of the servers for the MOODLE learning management system and training and support for all applications; Web Content Management for ensuring that material posted on the Lincoln University website meets the

marketing and public relations standards set by the institution; the Blackboard Transaction System will be hosted and supported by Blackboard and administered by the Lincoln University. The department is located on 2nd floor of Schweich Hall.

University Print Services

The University Print Shop is located in 120 Schweich Hall. The Print Shop produces a vast majority materials printed for daily operations at the Lincoln University.

The Print Shop maintains a variety of paper stock. If what is needed is not in stock, it can be special ordered. Special orders normally take at least two weeks. A small variety of ink colors are also available, as well as the standard "LU blue" and black. An order might generally require 10 working days once the requisition has arrived to the Print Shop. Print samples are required with the requisition, if the job is a reprint.

Offset printing is also available; however, it is not as speedy as the copier, but offers a better quality product and increase flexibility. This process is recommended if a more favorable impression, such as brochures, flyers, newsletters, etc., or a large number of copies is needed.

The Print Shop produces such items as: posters, booklets, brochures, business cards, letterhead, envelopes, carbonless forms along with newsletters and annual reports. The Print Shop prints approximately 75% of the university's needs.

Forms produced by the Print Shop:

- Travel Expense Voucher
- Travel Authorization
- Travel Schedules
- Lincoln University Requisitions
- Leave Slips

The Print Shop can help assist with project layout and design. Bring a diskette with the required information to the Print Shop and have the information set up professionally with Quark Express, Freehand, Microsoft Word or Corel WordPerfect for PC.

All duplicating copy jobs require a completed Quick Copy Request form submitted before copying can begin. Most quick-copy jobs can be produced within 24 hours.

Mail Room

The Lincoln University Mail Room is located on the first floor of Young Hall. All incoming and outgoing campus mail comes through the Mail Room. Each department has a designated mail box and is responsible for retrieving it on a daily basis. All mail received at the Mail Room must be bundled according to the guidelines set forth by the department. Large volume mailers should contact the Mail Room (681-6104) for specific instructions. A return address is mandatory to ensure proper handling in address correction. Use of campus mail for personal business is prohibited.

Food Services

The LU Campus Dining Services are located in the Scruggs University Center (SUC). It is a full service cafeteria on the first floor. A staff and faculty cafeteria is located on the second floor. Meals are served everyday of the work week. Faculty/Staff meal cards can be purchased. Purchase the first 10 meals and the eleventh meal is free. Credit or debit cards are accepted. Special event catering or snacks for an afternoon meeting are also available through Sodexo, the food service provider.

Gourmet coffees, fruit parfaits, yogurt, salads, sandwiches, breakfast breads and muffins are available for purchase at the Starbucks Coffee Shop (in Page Library) and grab-n-go snacks are available at the Café Ala Cart (located on the 1st floor of Young Hall). The LU snacks and beverage vending machines provide national-brand fresh candies, chips, and pastries in a variety of sizes. In addition, cold drinks, juices and water are reasonably priced in vending machines all around campus.

Lost money or any inferior product should be reported to 210A Student Union – your money will be cheerfully refunded. Ask about the *Cinch Card* – where we make it a cinch to purchase food from any dining outlets on campus. The Cinch Card can be used in lieu of money. To establish a *Cinch Card* account, contact (573) 681-5267.



Business Operations Information

As a staff employee, the following business operations information might be useful in carrying out your day to day job duties. While the university has many business operations, these are business operations topic of interest to any staff employee.

Fall Institute

The Lincoln University campus community congregates every year in mid-August for the annual Fall Institute. This is the official start date of the academic year for faculty and an opportunity for both faculty and staff to hear updates on activities, share ideas and experiences, and receive training on topics of interest.

Form Usage

An employee, who is conducting and processing any business or employment transactions, should access appropriate forms from the respective departmental website to ensure up-to-date form usage.

Rules and Regulations

As a staff employee, your appointment and employment is in accordance with the Board of Curators approved Lincoln University Rules and Regulations. The Rules and Regulations and all policies therein is approved by the Board of Curators. A complete copy of the Rules and Regulations can be found on the Lincoln University website.

Travel

The first step is to fill out a Request for Travel Form for submittal to your supervisor. This allows supervisors to see the total estimated cost for the entire trip. Once approved, complete itemized requisitions for each of the following that applies to your trip: conference registration, hotel/lodging, airline, and travel. You can find the appropriate forms and instructions for completing the requisitions on the Accounts Payable website.

Purchasing Office Supplies

The administrative support staff of each department will be able to complete a requisition for the purchasing of office supplies. The two mostly widely used approved vendors are Corporate Express and Office Max. Once a requisition is completed, a purchase order is generated and the supplies are ordered by the LU's Purchasing Department. When the supplies arrive at the Purchasing Department, they will be delivered to the department. Detailed purchasing guidelines are located on the Purchasing Department's webpage.

Accounts Payable

As an employee there may be occasions when Accounts Payable processes a check for you. Accounts Payable typically runs checks on Monday and Thursday during the school semester and Monday and Wednesday during the summer. An invoice and Check Request form must be submitted along with the following process:

- A requisition must be entered in Datatel;
- The requisition must be approved by all required approvers;
- The requisition must have a purchase order or blanket purchase order number assigned to it

To allow adequate time for Accounting Services to obtain the proper signatures and verify the accuracy of the checks, Accounts Payable checks are not authorized for release until the day after checks are run. At that time, the checks will either be mailed or available for pickup at the Cashier's window after 3:00 p.m.

Budget Process

As a staff member, it's important to know that departments conduct a budget process every year in the fall for the upcoming fiscal year beginning in July. The department process is one step of the total process for developing and securing university wide budget approval. Your department head or director will be determining the financial resources your unit needs and submitting requests for any additional funds. Each department's budget is rolled into a broader division budget for review and approval by the University's Budget Committee. Therefore, it's very important to keep your department head or director informed if additional funding resources are anticipated.



Promotion and Tenure

Principles and Amendments to the Report

Three principles shall inform Lincoln University's policies on promotion and tenure: they shall be fair; they shall be meaningful; and they shall be in the mutual interest of individual faculty members and of the university as a whole. A detailed explanation of these principles along with the complete philosophical underpinnings of the promotion and tenure policies can be found in the Promotion and Tenure Report. (See the Faculty Handbook.)

Promotion and Tenure: Grandfather Clause Amendment

The promotion and tenure policies contained in the following sections, outlined in the Promotion and Tenure Report approved by the Board on April 15, 2009, shall apply to any faculty member whose appointment begins after June 30, 2010. Those faculty members whose appointment began prior to June 30, 2010 may choose to remain under the former tenure policies or may choose to be bound by the new policies. The cover letter that accompanies the promotion and tenure application must specify whether the candidate is choosing the former or the new policies (see section 3.27.1).

The former promotion and tenure policy will no longer be available for use after the "sunset" date of August 2019. After that date, all faculty members will use the promotion and tenure policies contained in the following sections.

Procedure for Changes to Promotion and Tenure Policies Amendment

The policies contained within the Promotion and Tenure Report (see the Faculty Handbook for the full report) and laid out in sections 3.21, 3.22, 3.23, 3.24, 3.25, 3.26, and 3.27 of Chapter III of the Lincoln University Rules and Regulations, may not be changed, added to, deleted, or disregarded in any fashion except by means of the procedure for changes to policies delineated in Chapter I, section 1.60: Development and Oversight of University Policies.

Promotion and Tenure: Annual Performance Evaluations

A faculty member's initial appointment letter will indicate whether the position is "tenure track" or "non-tenure track." Faculty will receive promotion and/or tenure criteria with the annual appointment letter. New employees should discuss promotion and tenure requirements with their department heads to ensure that they understand all requirements.

Annual evaluations are integral to the promotion and tenure process and must be consistent with promotion and tenure criteria. Promotion and tenure awards are based on performance in scholarship/research, service/extension, and/or teaching. Percentage of the work effort (in

scholarship/research, service/extension, and/or teaching) for the promotion and tenure application shall be agreed upon by the candidate and the department head. This agreement shall reflect average annual percentage effort estimates for each year included in the promotion and/or tenure decision. (See section 3.20.7.)

Annual evaluations shall serve as a gauge as to whether the candidate is progressing adequately toward the promotion and/or tenure award. If annual evaluations reveal concerns with meeting promotion and/or tenure criteria, the candidate will be advised (by the department head) to work to remedy these concerns prior to the candidate’s applying for promotion and/or tenure. A negative promotion and/or tenure decision should not be the first criticism the candidate receives.

Promotion and Tenure Criteria: Percentage of Work Effort

The criterion of teaching shall require a minimum of zero percent of effort and a maximum of eighty percent of effort.

The criterion of scholarship/research shall require a minimum of ten percent of effort and a maximum of ninety percent of effort.

The criterion of service/extension shall require a minimum of ten percent of effort and a maximum of ninety percent of effort.

Definitions, explanations, and examples of each of the criteria are enumerated in tables in the Promotion and Tenure Report. (See the Faculty Handbook, Appendix A.)

Promotion and Tenure Criteria and the Evaluation Process

Committees and individuals who evaluate promotion and tenure applications will assess each area of the application using a three-point scale. The evaluation will focus on the quality of performance in each area. The tables below provide examples of how quality of performance in each of the three criteria might be scored:

(3) Outstanding: Extensive and Continuous Record of Top Quality Work

| <u>Teaching</u> | <u>Scholarship/Research</u> | <u>Service/Extension</u> |
|--|--|---|
| Receives excellent teaching evaluations. | Annual records of continuous, scholarly, peer-reviewed work. | Annual records of continuous multiple service or extension responsibilities with well defined, beneficial outcomes. |
| Record of quality advising. | Record of nationally recognized accomplishments. | |
| Superior competence. | | |
| Clear commitment to pedagogy. | | |

(2) Neutral: Completes the Minimum Requirements of the Position

| <u>Teaching</u> | <u>Scholarship/Research</u> | <u>Service/Extension</u> |
|---|---|--|
| Receives positive teaching evaluations. | Annual records of continuous, scholarly work. | Fulfills typical service or extension responsibilities (e.g., membership on committees). |
| Fulfills typical advising responsibilities. | | |
| Demonstrates basic competence. | | |
| Fulfills typical teaching responsibilities (e.g., providing feedback to students; record-keeping. | | |

(1) Poor: Does Not Meet Minimum Requirements of the Position

| <u>Teaching</u> | <u>Scholarship/Research</u> | <u>Service/Extension</u> |
|---|---|--|
| Receives poor teaching evaluations. | No scholarly work of any discernible quality. | Failure to fulfill service or extension responsibilities (e.g., membership on committees). |
| Problems fulfilling basic teaching responsibilities (e.g., poor quality course materials; student complaints) | | |

The preceding examples should serve as guides, not checklists. Each candidate for promotion and/or tenure will present a unique set of accomplishments. Department heads will also be expected to delineate the specific requirements of the positions within the area and to convey these requirements to the candidate upon initial appointment.

Minimum Eligibility Requirements for Promotion

A faculty member, regardless of tenure or non-tenure status, who has met minimum qualifications for appointment (see section 3.20.2) and has been hired in a permanent position, shall be eligible to apply for promotion provided that he/she meets qualifications as outlined below.

Eligibility for Promotion to the Rank of Assistant Professor

An instructor with one of the following is minimally qualified to apply for promotion to assistant professor:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of two years of service at the rank of instructor at Lincoln University.
- A master’s degree **and** thirty graduate hours from an accredited institution (in the area of

professional specialization) **and** the completion of three years of service at the rank of instructor at Lincoln University.

- A master's degree from an accredited institution **and** an appropriate professional certificate/license **and** the completion of three years of service at the rank of instructor at Lincoln University.
- A master's degree from an accredited institution **and** the completion of ten years of service at the rank of instructor at Lincoln University.

Eligibility for Promotion to the Rank of Associate Professor

An assistant professor with one of the following is minimally qualified to apply for promotion to associate professor:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of twenty years of service at the rank of assistant professor at Lincoln University.
- A master's degree from an accredited institution (in the area of professional specialization) **and** an appropriate professional certificate/license **and** the completion of twenty years of service at the rank of assistant professor at Lincoln University.

Eligibility for Promotion to the Rank of Professor

An associate professor is minimally qualified to apply for promotion to professor if he/she has an earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of four years of service at the rank of associate professor at Lincoln University.

Minimum Eligibility Requirements for Tenure

A full-time assistant (or higher-ranking) professor, in a permanent position and on a tenure-track appointment, with one of the following is minimally qualified to apply for tenure:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree from an accredited institution (in the area of professional specialization) **and** an appropriate professional certificate/license **and** the completion of five years of service at the rank of assistant professor at Lincoln University.

Terminal Degrees of Faculty by Area

The doctoral degree in the faculty member's field is recognized as the terminal degree. Lincoln University also recognizes the following as appropriate terminal degrees in the disciplines listed below:

- | | |
|---|--------|
| 1. Art: studio art and design | M.F.A. |
| 2. Theater: creative artist or technical artist | M.F.A. |
| 3. English: creative writing | M.F.A. |

- | | |
|--|----------------------------|
| 4. Social Work | M.S.W. |
| 5. Nursing and Business Administration | doctorate in related field |
| 6. Library Science | M.L.S. |

Probationary Service for Tenure

For a tenure-track appointment, maximum length of probation shall be seven years. The contract for the seventh year shall be a one-year terminal contract unless the decision to award tenure has been made.

Credit Toward Probationary Period

Up to three years prior full-time service at the rank of instructor or above may be credited toward the probationary requirement. Any agreement to credit prior service must be stated in writing at the time of appointment. Whether and how much service to credit will depend on such factors as academic rank, prior tenure status, quality of prior service, and relevance of prior service to the requirements of the new position.

Three-Year Pre-Tenure Review

The purpose of the pre-tenure review is to provide the tenure-track faculty member with valuable information about her or his strengths and weaknesses. Every tenure-track faculty member will be responsible for submitting an application for a pre-tenure review to her/his unit supervisor. This application will be due on the first working day of September of the fourth year of the probationary period. Faculty members who were awarded credit toward the probationary period during the hiring process may request an extension or alternate accommodation from the unit supervisor. The application will meet the requirements for the formal application for tenure. However, the candidate does not need to provide letters of recommendation. The unit supervisor, after receiving the candidate's application, will forward the application to the department promotion and tenure committee. The committee will review the application and prepare a recommendation. The committee chair will then forward the application and the committee's recommendations to the dean within fifteen working days of receiving the application. The dean will also prepare a recommendation enumerating the candidate's strengths, weaknesses, and opportunities for growth. The dean will forward copies of her/his recommendation to the candidate and unit supervisor within fifteen working days of receiving the application. Information contained in the recommendations of the committee and the dean should not be interpreted as a decision regarding tenure. That is, a favorable pre-tenure review is not a guarantee of a favorable tenure review.

Stopping the Tenure Clock

In the event of difficult circumstances, a faculty member may submit a request to temporarily "stop the tenure clock" for one academic year. "Difficult circumstances" include, but are not limited to, the following:

- physical or mental illness
- pregnancy or parenting obligations
- caregiver responsibilities for someone in a close relationship
- military service
- legal responsibilities

A request to stop the tenure clock will be submitted in writing to the department head. The faculty member may include medical information or other documented reasons for the request. The department head will make a recommendation and forward the request and the recommendation to the college dean within two weeks of receipt of the request. The college dean will then make a recommendation and forward the recommendations and request to the vice president for Academic Affairs within two weeks of the receipt of the request. Finally, the vice president for Academic Affairs will make a recommendation and forward the recommendations and request to the president within two weeks of receipt of the request. The president will make the final decision on whether the stop will be granted. The president will make her/his recommendation in writing within two weeks of the receipt of the request. When possible, the request should be submitted prior to the first day of the academic year in question.

If the stop is granted, the academic year in question will not be evaluated towards tenure or tenure eligibility. At the end of the year, the faculty member will return to the tenure probationary period where he/she left off. Generally, the tenure clock may be stopped only once for an individual faculty member. Only under extreme circumstances should a faculty member request to stop the tenure clock more than once.

Non-Reappointment

Notification of non-reappointment shall be given by March 1 for persons in their first year of probationary service and by December 15 for persons in their second year. For persons in their third through sixth years of probationary service, notification of non-reappointment shall be given not less than one calendar year prior to expiration of the terminal contract.

Procedures for Promotion and Tenure Evaluation

The vice president for Academic Affairs shall notify, in writing, each candidate who is eligible to apply for promotion and tenure in a given year. A candidate who is notified of eligibility for tenure must apply that year. An individual who is notified about eligibility for promotion may opt not to apply.

Candidates will take primary responsibility for preparing their applications for promotion and/or tenure. Candidates must submit complete applications to the department head on or before the due date. New evidence of the candidate's qualifications will not be solicited or accepted after the due date, except under special circumstances requiring the permission of the vice president for Academic Affairs.

If eligibility for promotion and tenure fall in the same year, a candidate may apply for both in the same application. In this case, the cover letter will clearly indicate that the candidate wishes to be considered for both promotion and tenure.

The promotion and tenure evaluation process shall consist of six levels. Each application for promotion and/or tenure shall be evaluated by the following individuals and groups in order: 1) the department promotion and tenure committee, 2) the department head, 3) the college promotion and tenure committee, 4) the college dean, 5) the vice president for Academic Affairs, and 6) the president of the university. The president's decision will form a recommendation to the Board of Curators. The final decision on the granting of promotion and tenure rests with the Board of

Curators. The final promotion and/or tenure decision shall be announced as a Board action and entered into the Board minutes.

The timeline for evaluation shall be as follows:

| Level of Evaluation | Deadline |
|--|---|
| VPAA notifies candidates of eligibility | First working day of May |
| Faculty member submits application to department head who makes applications available to committee | First working day of September |
| Departmental subcommittee submits recommendations and applications to department head | 15 working days following receipt of application |
| Department head submits applications and recommendations to the dean who makes them available to the college committee | 10 working days following receipt of applications and recommendations |
| College committee submits applications and recommendations to college dean | 15 working days following receipt of application and recommendations |
| Dean submits applications and recommendations to VPAA | 15 working days following receipt of applications and recommendations |
| VPAA submits applications and recommendations to president | Fifth working day in January |
| President reports to Board of Curators | February/March Board meeting |

Following each level of the evaluation process, a designated individual from each level (e.g., the college dean, or committee chair) shall prepare a decision letter stating the decision regarding promotion and/or tenure, in addition to the rationale for the decision. This letter will be forwarded with the application to the next evaluative level. Therefore, each evaluation level will receive the application in addition to the decision letters from any lower levels of evaluation. At the same time, a copy of each letter will also be sent to the faculty applicant, so that the applicant is informed of the decision (and rationale for the decision) at every level of evaluation. The decision letter from the VPAA must be sent to the faculty applicant via certified mail.

During the evaluation process for promotion, a candidate receiving unfavorable decision letters may withdraw the application at any time before evaluation by the VPAA.

Tenure applications may not be withdrawn during the evaluation process.

Persons at each evaluative level shall primarily base their decisions on a substantive review of the candidate's accomplishments as evidenced in the application. However, tenure decisions may also reflect the long-term needs and plans of the university, which may include examination of:

- 1) projected student enrollments,
- 2) curricular changes, and
- 3) faculty retirement schedules.)

The above timeline for evaluation shall begin in May 2010 and shall be in effect for all faculty applying for promotion and/or tenure, regardless of whether they fall under the former policies or policies effective after the April 2009 approval date.

Components of Promotion and Tenure Applications

Applications for promotion and/or tenure shall include the following elements in order:

1. A cover letter from the candidate addressed to the department head. This cover letter shall include the purpose of the application (request for promotion and/or tenure), a list of how the candidate has met minimum eligibility requirements, percentage efforts for scholarship/research, service/extension, and/or teaching, and summaries of accomplishments in teaching, service, and scholarship/research (as necessary).
2. The candidate's curriculum vitae.
3. At least four letters of recommendation (two from inside of the university but outside of the candidate's department **and** two from professional colleagues outside of the university).
4. A copy of the candidate's graduate transcripts.
5. A copy of annual performance evaluations for the years under consideration.
6. A copy of annual student evaluations for the years under consideration.
7. Evidence of accomplishments in scholarship/research, service/extension, and/or teaching for the years under consideration.

Promotion and Tenure: Appeal

Although a candidate may appeal decisions made at any evaluative level before the decision of the president, the appeal may not be submitted until after the VPAA has reviewed the application and issued a recommendation via certified mail. A candidate wishing to appeal must declare his or her intention to appeal in writing, within five working days of the receipt of the certified decision letter from the VPAA. The candidate shall submit the notification of the intention to appeal to the Campus Complaint Coordinator and the VPAA. The candidate shall then submit the appeal to the Campus Complaint Coordinator. (See Chapter III, section 3.42, and Chapter VIII, section 8.76.) The appeal must be submitted within 10 working days of the receipt of the certified decision letter from the VPAA. The Campus Complaint Coordinator will forward the appeal, along with the candidate's application, to an ad hoc Promotion and Tenure Appeals Committee, comprised of one elected, tenured faculty member from each department, with a chair selected from among the members by the ad hoc committee. The university's legal counsel shall serve as a non-voting member of the committee. After hearing the appeal, the committee chair shall prepare a letter stating the decision of the committee and rationale for the decision. This letter shall be sent to the candidate and the president. The president shall determine the final outcome of the appeal.

The burden of proof is on the faculty member, who shall prepare the appeal by stating the grounds for appeal and the evidence against the promotion or tenure decision.

Grounds for appeal may be based on 1) use of improper procedure, 2) failure to consider the merits of the application, 3) use of arbitrary or capricious reasons for the negative decision, 4) use of gender, ethnicity, or other protected status in decision-making, 5) violation of the academic freedom or constitutional rights of the applicant, or 6) improper reasoning with regard to the long-term needs and plans of the university, including projected student enrollments, curricular changes, and/or faculty retirement schedules.

Policy on Reassignment of Administrators to Faculty Appointments

Administrators who are transferred to an academic department, Cooperative Research or Cooperative Extension and assigned to teaching, research, or extension duties shall be compensated according to the current Faculty Compensation Plan with the appropriate faculty salary range. Placement within range shall be determined by years of service to the university and years at academic rank. The initial placement methodology shall be used to determine the correct salary within range.

Workload Policy for Undergraduate Faculty

The following definitions of work year, work week, and teaching load define the faculty's responsibilities to students and the university:

1. **Work Year:** The normal full-time faculty appointment year is nine months, as specified in the academic calendar. Instructional faculty meet a significant part of their responsibilities, such as class preparation and professional development, off campus. However, formal teaching and/or support responsibilities, plus the need to be available to work with students and other university staff, require a faculty member's presence on campus for a significant time period each week.
2. **Work Week:** Full-time instructional faculty are to schedule no fewer than ten office hours per week, normally spread over five days per week, for student consultation and assistance. Faculty with a reduced instructional load will schedule office hours on a prorated basis according to teaching full time employment (F.T.E). Music, art, and nursing science faculty who meet with students individually on a regular basis are to schedule no fewer than five office hours per week for student consultation and assistance. These hours are exclusive of overload.
3. **Teaching Load:** The normal teaching load for full-time instructional faculty will be twelve credit hours per semester or twenty-four credit hours per academic year. Exceptions to the policy are listed below:
 - In cases involving studio teaching, such as in art and music, where contact hours exceed credit hours, the contact hours will not exceed an average of eighteen class contact hours per semester or thirty-six class contact hours per year, even if fewer than twelve credit hours per semester are produced.
 - In cases involving laboratory instruction, such as in natural sciences, agriculture, and technology, the laboratory hours will be equated to credit hours on the basis of a 1:1 ratio.
 - In cases involving activity-type teaching, such as physical education, where class contact hours exceed credit hours, the contact hours per semester will not exceed an average of fifteen class contact hours per semester or thirty class contact hours per year, even if fewer than twelve credit hours per semester are produced.

- In cases involving a substantial number of clinical or open laboratory teaching hours, such as in nursing science, where class contact hours exceed credit hours, the normal load will consist of an average of twenty-two hours per week of combined teaching and/or student conference office hours.

All full-time teaching faculty will normally be assigned full teaching loads each semester, unless there are administratively approved reductions for non-teaching assignments. If full teaching loads are not available, faculty members will be assigned other administratively approved responsibilities in order to provide a full workload.

Overload Policies

An overload during a fall or spring semester is defined as any instructional duties beyond the normal twelve-credit-hour load. The following stipulations regarding overloads shall apply:

- The maximum overload for any one faculty member per semester will be one course or three hours, whichever is greater.
- No overloads are allowed during the summer session.
- Full-time faculty will receive payment for overloads during the regular academic year for approved teaching beyond the normal credit or contact hours. Overload payment will be based upon credit hours in excess of twelve per semester or twenty-four per academic year. Overload payment will be calculated per credit hour and will be equivalent to the adjunct pay calculation.
- In cases where a fall semester overload may be balanced out or averaged as a normal load via an under load in the spring semester, any potential overload payment will be delayed to the spring semester or until such time as the year's average is ascertained.
- In cases when the semester overload is for a course that does not meet minimum enrollment standards, the faculty member may be compensated on a prorated basis where the pay for instructional services will be equivalent to the amount of fees generated through per student credit hour charged. The amount of pay for "tuition only" shall not exceed the regular overload compensation. The decision regarding the amount of the prorated payment to be made to the faculty member will be determined based on the number of students enrolled in the course on the deadline date for adding classes, and agreement must be reached among the proposed instructor, the department head, and the dean, with written approval at all levels. Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).

Below Minimum Enrollments Instruction: Fall, Spring and Summer Enrollment

As a general rule, the following minimum levels of enrollment are required in order for classes to be held:

- Graduate Level: 5 students
- Upper Division (Undergraduate Level): 10 students
- Lower Division (Undergraduate Level) : 15 students

In cases where class enrollment minimums are not met, department heads are authorized to negotiate and make recommendations to adjust compensation in accordance with the stipulations outlined below. Final adjustments are pending approval from the college dean and Vice President Academic Affairs.

When regularly advertised classes that do not reach minimum enrollment levels are offered, the faculty member may be compensated on a tuition-only rate. The tuition-only rate shall be defined as the total number of credit hours generated in the class on the deadline date for adding classes multiplied by the appropriate graduate or undergraduate in-state tuition rate and shall not be reduced by any fringe benefit cost.

The amount of pay for tuition-only cannot exceed the normal rate of pay.

However, under-enrolled courses which are either new or exploratory in nature, required in the major for candidates for degrees, or presented by the same instructor in conjunction with other, heavily-enrolled courses may be conducted at full compensation, as an exception to the general rule, at the discretion of the college dean.

Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).

All adjustments in compensation will require administrative approval.

Summer Session

The summer session shall be organized and conducted under the jurisdiction and direction of the vice president for Academic Affairs. The schedule of courses shall be determined by the demand for courses and the adequacy of university resources to provide them.

Selection of Faculty for the Summer Session

Members of the instructional faculty for the summer session shall be selected on the basis of qualification to teach the courses to be offered. Instructional assignments shall be made from a prepared list of qualified faculty who have indicated interest and have been recommended by their immediate supervisors.

Summer Workload Policy

The maximum load for summer shall be nine credits with no more than six credits in a four-week session. No overloads will be allowed during the summer session.

Grant Reassigned Time and Salary Adjustment

A faculty member who is a grant recipient may be partially or fully reassigned from instructional duties to carry out the special assignment. Upon approval of the administration, the faculty member may have her/his base salary increased up to a maximum of 125% of the base. The policy and formula application can be found in the compensation chapter.

Intersession

Intersession is the period between regularly scheduled semesters and the summer session. Intersession courses are typically offered over a two-week time period where total class hours meets the established semester credit hour definition. Students are limited to three credit hours per intersession. Faculties are limited to teaching no more than three credit hours per intersession. Course offerings and faculty must be approved by the respective departments. Intersession courses shall be administered by the Division of Continuing Education and Extended Studies.

The semester credit hour is defined as one fifty-minute class period per week for a minimum of sixteen weeks. Two or three hours of laboratory work are equivalent to one fifty-minute lecture period. Courses offered in alternative formats (i.e., four- or eight-week sessions, intersession) must meet for a time period that equates to the fifty-minute period times sixteen weeks (for a total of 800 minutes per credit hour offered). Example: A three-hour, four-week summer course that meets for four days each week must meet for 150 minutes each day.

Students on probation or on dropped status for one semester will not be permitted to enroll in intersession courses. Grades earned for intersession courses and any subsequent effect on a student's GPA may result in a change in academic status.

Reporting of Grades

At the close of each semester, all members of the academic faculty shall submit grades for all students registered for credit in their classes. Grades shall be submitted not later than 5:00 p.m. on the second working day following the end of final examinations. Copies of grade reports shall be submitted to the department head by the instructor, at the same time.

Review of the Undergraduate Curricula

Proposals for the following (outside of the exceptions for honors courses and education courses, as outlined below) require only the approval of the dean (upon support of the college) and the vice president for Academic Affairs:

- new courses in the major,
- deleting courses from the major;
- change in number, title, and/or credit hours of a course;
- an honors counterpart to an already existing course.

No action is required by the Senate Curriculum Committee and/or the Faculty Senate.

All honors courses require the approval of the Honors Committee.

Matters of curriculum and policies for Teacher Education are under the jurisdiction of the Teacher Education Council and are exempt from this section.

Conflict of Interest Policy

Regarding secondary employment, consulting, grants and contracts, political activity, authored textbooks, and any other conflicts of interest and/or commitment, faculty are bound by the university Conflict of Interest Policy which can be found in the General Employment Policies and Procedures chapter.

Teaching Dual Credit Courses

Dual credit courses are coordinated by staff in the Division of Continuing Education and Extended Studies. Instructors who teach dual credit courses shall be paid based on number of students enrolled in a course. Current rate of pay is available from the Division of Continuing Education and Extended Studies.

Misconduct in Science

A crucial element of any fair and effective policy on scientific misconduct is a process that will distinguish instances of genuine and serious misconduct from insignificant deviations from acceptable practices.

Misconduct (Definition)

For purposes of this document, misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. Misconduct does not include honest error or honest difference in interpretation or judgments of data. The complete policy and review process is found in *the Rules and Regulations*, Chapter III, section 3.43.

Financial Exigency

A condition of financial exigency may necessitate suspension or termination of academic personnel. Financial exigency may be declared by the president of the university only after careful analysis of funding and enrollment data has concluded that: federal, state, or other funding source is no longer providing support at an appropriate level; or enrollment decline in a given discipline(s) no longer justifies existing faculty size. General criteria for selection of persons to be terminated as a result of financial exigency shall include the following considerations:

1. Non-tenured faculty shall be terminated before tenured faculty;
2. Faculty members with the shortest term of service shall be terminated before those with longer periods of service;
3. Academic rank shall not be a factor in terminating faculty. Exceptions to these criteria shall be made in writing in the event of compelling reasons and presented for approval to the president. Every effort shall be made to relocate persons so displaced.

Commencement Attendance

All faculty members are required to participate in Commencement. Faculty wishing to be excused must obtain approval from the Vice President for Academic Affairs, through the department head and college dean.



Instruction and Advisement

Course Syllabus

All instructors of courses must submit their course syllabus to the respective Academic Department Head during the first two weeks of class for each course taught, even if the syllabus has not changed from the previous course offering. Course syllabi are filed as documentation of the course content.

Course syllabi typically include the following components: Introduction – Include the title of the course and number, term, meeting time and location, instructor name and contact information.

- Course Overview: purpose of the course, any prerequisites, and student expectations.
- Textbooks: list all required printed materials (i.e., textbooks, workbooks, dictionaries, etc.). Include any optional text/materials and other supplies.
- Course Objectives: Upon successful completion of this course, students will be able to: (list objectives here).
- Evaluation and Assessment: outline methods of assessment for successful completion of the course. Include schedule of assignments, quizzes, examination information, papers, other projects, grading, and grading scale.
- Policies: describe policies for the course (i.e., attendance, plagiarism, classroom conduct, late assignments, make-up quizzes/exams, etc.).
- Notice of Americans with Disabilities Act (ADA) Compliance (required in every course syllabus): include LU disability disclaimer, ***“It is the policy of Lincoln University to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs accommodation, for example in arrangements for seating, examinations, note taking, or access should inform the instructor at the beginning of the course”.***
- Any disclaimers such as: “Instructors are not responsible for any assignments not handed in during class times. This includes assignments put in mail boxes, under doors, or given to any other person besides the instructor.”
- Course Topics: outline the topics to be covered and approximate time devoted to each topic (by week or by class). Include instructional methods used.
- Student class attendance policy as referenced earlier in this section.
- Consequences for coming late and leaving class early.
- Make-up policies for course work, quizzes, and exams.

Web Advisor

Before faculty can access class rosters and enter grades, a Web Advisor account must be set up. There are steps for setting up this account starting with getting a LU email account. As a faculty

member, you should receive training on this learning management system by your Department Head or by attending scheduled training through the Enterprise System Department representative.

MOODLE Learning Management System Revised May 9, 2012

MOODLE is a Web-based learning management and collaboration portal that enables educators to manage course materials and to communicate with students. MOODLE can function both as a complement to traditional courses and as a site for distance learning.

With MOODLE, you can give surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using online drop boxes; and more. You input students' progress and grades at any time during a course. You can also create groups and teams for project or committee work.

As a faculty member you should receive training on this learning management system by your department head or by attending scheduled training through the Center for Innovative Instructions in Martin Luther King Hall.

Schedule of Courses

As a faculty member, you should be provided course information as found in the *Schedule of Courses* for the courses that you will teach. *The Schedule of Courses* published by the Records Office lists the specific courses to be offered for that semester with the time of meeting, the building and the room number for each course. In the course descriptions, the following information appears sequentially:

- The academic program abbreviation and course number;
- The title of the course;
- The number of hours of credit;
- The time of class, beginning and ending of period;
- The day of the week;
- The room location by number and building;
- The faculty teaching the course.



Student Matriculation: Policies and Programs

The below policies represent selected guidance on the student matriculation process important to know for academic advisement purposes. The complete policy section on student matriculation can be found in the Undergraduate Bulletin.

Academic Policies and Regulations

The area of Academic Affairs will enforce policies and regulations governing all matters relating to the delivery of courses, the adoption and management of degree programs, the matriculation of students, and admission of graduate students.

Classification of Students

Students shall be classified into the following categories:

- A Freshman is a student who has met the entrance requirements, has enrolled in regular college work, and has earned less than thirty (30) semester credit hours.
- A Sophomore is a student who has earned thirty to fifty-nine (59) semester credit hours.
- A Junior is a student who has earned sixty (60) to eighty-nine (89) semester credit hours.
- A Senior is a student who has earned at least ninety (90) semester credit hours.

Students will be reclassified each semester in accordance with the number of semester credit hours they have successfully completed.

System of Course Numbering

Courses numbered 100-299 are lower division courses. Courses numbered 300-499 are upper division courses. Courses numbered 400G, 500 and 600 are graduate courses. The following system of course numbering shall be used:

- 100 and below: remediation courses primarily for freshmen;
- 101-199: courses primarily for freshmen;
- 200-299: courses primarily for sophomores;
- 300-399: courses primarily for juniors;
- 400-499: courses primarily for seniors; those courses listed in the graduate bulletin may be taken for graduate credit by graduate students and are designated with a "G";
- 500-599: open only to graduate students;
- 600-699: open only to specialist degree students.

Semester Credit Hour

The semester credit hour is defined as one fifty-minute class period per week for a minimum of sixteen weeks. Two or three hours of laboratory work are equivalent to one fifty-minute lecture period. Courses offered in alternative formats (i.e., four- or eight-week sessions, intersession) must meet for a time period that equates to the fifty-minute period times sixteen weeks (for a total of 800 minutes per credit hour offered). Example: A three-hour, four-week summer course that meets for four days each week must meet for 150 minutes each day.

Student Load

A part-time undergraduate student is one who is enrolled in one to eleven semester credit hours for the fall and/or spring semesters. A part-time load for the summer session is one to five semester credit hours. A full-time undergraduate student is one who is enrolled in at least twelve credit hours for the fall and/or spring semesters. A full-time load for the summer session is at least six semester credit hours.

An undergraduate student who is enrolled in over eighteen semester credit hours for the fall and/or spring semesters or over nine semester credit hours for the summer session is considered on overload. The current undergraduate bulletin lists the approval process for an overload.

A part-time graduate student is one who is enrolled in one to eight semester credit hours for the fall and/or spring semesters. A part-time load for the summer session is one to five semester credit hours.

A full-time graduate student is one who is enrolled in at least nine credit hours for the fall and/or spring semesters. A full-time load for the summer session is at least six semester credit hours. The maximum load for graduate students shall not exceed nine hours per term (eight week or semester term).

System of Grading

The following system of grading shall be in effect: **Grades**

- "A"** work of exceptionally high quality;
- "B"** work of superior quality but somewhat lower than "A";
- "C"** work of medium or average quality;
- "D"** work of an inferior quality;
- "F"** failing work;
- :PR"** (Progress-Re-enroll) indicates a student has made satisfactory progress in ENG 90 Basic English and must re-enroll in the course the following semester. This has no effect on GPA. A student may receive a "PR" only once for this course;
- "S"** work of satisfactory quality;
- "U"** work of unsatisfactory quality;
- "I"** indicates a student has maintained an average of "D" or better but has not completed a small but essential part of the regular coursework;
- "X"** indicates a student was absent from the final examination with the prior approval of the instructor or the dean of the college in which the course was taken;
- "W"** indicates a student has dropped a course after the last day to register and/or add courses in any given term or semester; if a student withdraws from all courses, the "W" is awarded for each withdrawn course;

“H” indicates a student has been a “hearer” (auditor) in a course;

All grades are final except “I” and “X.” To remove the “I” and “X,” the student must complete the required work within the first four weeks of the following semester for undergraduate credit, or before the end of the following semester for graduate credit. Should the student not enroll the following semester, the incomplete work must be completed before the end of one calendar year from the end of the semester in which an “I” or “X” was received. Any extension of time must be approved by the college dean or the director of Graduate Studies. Failure to meet this four week or one year deadline will result in the incomplete grade changing to an “F.” Any extension of time must be approved by the college dean or director of Graduate Studies.

Final grades shall be recorded and reported to the student at the end of each semester and summer session and become a part of the student’s permanent record at Lincoln University.

Grade Re-evaluation

A student who has reasons which can be substantiated may request a grade re-evaluation according to the following procedure:

1. The student must first meet with the instructor (or department head, if the instructor is no longer employed) and request a re-evaluation of her/his performance in class;
2. The instructor, upon receipt of the student’s request, will review her/his records. If the instructor determines that the request is valid and substantiated and that a change of grade is justified, the instructor will fill out a change-of-grade form and submit it to the department head for action;
3. The department head will forward the form to the dean;
4. The dean will forward the form to the vice president for Academic Affairs;
5. The vice president for Academic Affairs will forward the form to the Records Office for final action.

If the instructor determines that the request for a change of grade is not justified, the student may appeal. To do so, the student must obtain a “Student Academic Complaint Policy and Procedure” form from the Office of Academic Affairs. The form specifies the action to be taken and the time line for doing so.

Auditing Courses (“Hearer”)

A student may register to audit any course upon written approval of the instructor. An auditor will not be held responsible for assignments or examinations, but is expected to maintain regular attendance.

The transcript will carry a grade of “H” (“Hearer”) and no credit is received for auditing a course. A student may not change from “audit” to “credit” after the last day to enroll in courses for credit. A student may change from “credit” to “audit” before the last day for dropping courses without failure.

Grade Point Average

The following grade point system shall be in effect:

- “A” 4 grade points per credit hour
- “B” 3 grade points per credit hour

| | |
|------|--------------------------------|
| “C” | 2 grade points per credit hour |
| “D” | 1 grade points per credit hour |
| “F” | 0 grade points per credit hour |
| “PR” | 0 grade points per credit hour |
| “S” | 0 grade points per credit hour |
| “U” | 0 grade points per credit hour |
| “W” | 0 grade points per credit hour |

Grade point average is the average number of grade points earned per credit hours attempted. In the cumulative GPA calculation, if a course is repeated, then only the highest grade earned is included in the total grade points calculation, and the credit hours are counted only once in the total credit hours attempted.

Activity physical education grades are included in grade point average calculations. Credit-by-examination (departmental and/or CLEP) and cooperative education credits are not calculated into the GPA. Transfer credit is not included in the GPA calculation except for purposes of granting honors and graduation honors. Courses in which a “PR,” “I,” “X,” “H,” “S,” “U,” or “W” are received are not included in computing the GPA.

Repeated Courses

A student may repeat any undergraduate course in which a grade of “D” or “F” was earned, only the higher grade earned will count in the GPA determination. An undergraduate course in which a “B” or “C” was earned cannot be retaken to achieve a higher grade.

Class Attendance Policy

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories, and field work for each registered class and to complete all work assigned by the instructor. Due to the relationship between class attendance and final course grades, total absences ideally should not exceed twice the number of times a class meets per week. Examples:

- Courses meeting three(3) times/week: maximum of six (6) absences acceptable;
- Courses meeting one (1) time/week: maximum of two (2) absences acceptable;

The maximum acceptable number of absences in other class formats, i.e., eight-week, four-week summer session, and intersession, should be pro-rated according to the formula above.

If a student exceeds the maximum number of acceptable absences for a course, the course instructor may choose to lower the student’s grade by one letter, provided this policy is clearly stated in the syllabus at the beginning of the course. In addition, course instructors will determine the following and will post it in all syllabi:

- Consequences for coming late and leaving class early;
- Make-up policies for course work, quizzes, and exams.

University Approved Absences

Excused absences for university-related activities may be issued only by the president, the Vice President for Academic Affairs, or the Vice President for Student Affairs. Notification for excused absences will specify student names, the event, and the time covered by the excused absence.

Academic Status Policies

Good Academic Standing-A student enrolled in Lincoln University who has a cumulative grade point average of at least 2.00 is considered to be in good academic standing.

Warned Status-A student whose midterm grades result in a cumulative GPA of below 2.0 will be placed on warned status and will be sent a letter by the Office of Enrollment Management and Student Success stipulating that the student must attend a mandatory mid-semester conference conducted by that office. The purpose of the conference is to advise the student of the academic support available as well as of the consequences of failure to raise the GPA to at least a 2.0 by the end of the semester.

Probation

A student whose cumulative GPA falls below a 2.0 at the end of a semester will be sent a notification letter informing the student that he/she has been placed on academic probation. During the probationary semester, the student will be limited to no more than 13 credit hours. The student must either raise her/his cumulative GPA to at least a 2.0 by the end of the probationary semester (or at mid-term, if the student is enrolled in any 8-week courses) or earn at least a 2.5 GPA for that same semester. A student who earns at least a 2.5 GPA for the semester will remain on probation if her/his cumulative GPA is still below a 2.0.

Suspension

Should the student on probation fail to raise her/his GPA to at least a 2.0 by the end of the probationary semester or earn at least a 2.5 GPA for that same semester, the student will be sent a notification letter informing the student that he/she has been suspended from the university.

Appeals

A student may appeal an action of first suspension by written request to the Academic Routine Committee. The student may request that consideration be given to permit her/his return under one of the following conditions:

1. The student presents definitive documentation to show that some unique situation occurred that may have made academic failure in the most recent semester likely;
2. The student presents definitive documentation to show that significant and continuous academic progress has been made in each semester of academic vulnerability.

The student must send her/his appeal (including supporting materials) for reinstatement to the chair of the Academic Routine Committee. If a student is successful in her/his appeal of the suspension, continued enrollment will be permitted in a status of academic probation. In this case, the student will be limited to no more than 13 credit hours and will be required to earn a minimum 2.5 GPA in the semester that he/she returns.

Any student who incurs a second suspension will be dismissed from the University and must wait a minimum of three years from the date of dismissal before applying for re-admission.

Courses taken during the summer session will be treated in the same manner as those taken during the fall and spring semesters. Students may be added to or removed from academic probation/suspension for one semester or dismissed depending upon their cumulative GPA. Students on academic probation or dropped for one semester will not be permitted to enroll in intersession courses. Students who take intersession courses may be placed on academic probation/suspension for one semester, or dismissed from the university, depending on their cumulative GPA. Any student dismissed from the university must wait a minimum of three years from the date of dismissal before applying for re-admission.

Alternative Course Credit

Lincoln University shall offer to its students various means of obtaining course credit other than through the traditional classroom/semester format. These means shall include departmental credit-by-exam, the College Level Examination Program (CLEP), the Cooperative Education Program (CEP), the Advanced Placement Program (AP courses for high school students), dual credit courses for high school students, experiential learning, advanced placement/credit in foreign languages, and conference courses. Guidelines for all alternative course credit options and associated fees are stipulated in the current undergraduate bulletin.

Upper Division Transfer Credit

Lincoln University does not grant upper division (300-400) level credit for courses taken at a junior or community college, a technical institute or institute of technology, or similar institutions, except in instances where upper division credit is granted through signed articulation and partnership agreements.

Date of Bulletin for Satisfying Undergraduate Degree Requirements

The *Lincoln University Undergraduate Bulletin* contains the undergraduate academic regulations and degree requirements of the university. A student may choose to satisfy these requirements for graduation from any one bulletin issued in the eight years prior to the awarding of a bachelor's degree or the three years prior to the awarding of an associate degree, provided that he/she was enrolled during the academic year for which that bulletin was issued. Students must meet general education requirements in effect upon first enrollment; they must meet major and minor requirements in effect at the time the major or minor is declared.

Degrees Offered

Lincoln University shall offer such degrees and certification as has been authorized by the state of Missouri, the Coordinating Board for Higher Education, the Higher Learning Commission of the North Central Association, and other accrediting agencies. The following degrees are offered: associate degrees, bachelor's degrees, master's degrees, and the education specialist degree. Specific degree titles are listed in the current undergraduate and graduate bulletins.

Requirements for the Various Degree Programs

Requirements for all degree programs will be listed in the current undergraduate and graduate bulletins. This will include general education requirements, major and minor requirements, and required grade point average.

Policy on Modifying Programs for Students with Disabilities

A student may request a program modification if he/she can document a disability that directly impairs her/his ability to meet the normal requirements of the program. Such documentation must

be provided by qualified professionals in the area of the specific disability. These professionals must describe the specific disability in behavioral terms in relation to the specific modification sought by the student. Guidance regarding the type of information required to document specific disabilities will be provided to the student by the coordinator of Disability Services. The Section 504/ADA Compliance Review Committee will consider requests to modify programs of study.

Residence Requirements

Credit hours completed in regular classes, including conference courses, offered by Lincoln University on the main campus or any other location are said to be completed in residence. All students, including students who transfer to Lincoln University from another institution, must satisfy the following minimum residence credit requirement: A minimum of thirty credit hours of 300- and/or 400-level course work must be successfully completed in residence to obtain a baccalaureate degree; a minimum of twelve of these thirty semester hours must be in the major and, if a minor is declared, at least six of these thirty hours must be in the minor.

Summary Check of Undergraduate Degree Requirements

After completing at least seventy credit hours, a student must complete a summary check with the Records Office. The summary check verifies those requirements for graduation that the student has completed, except for the major (and minor, if applicable) course requirements, which are approved by the major (and minor) department(s).

Academic Honors

The Dean's List shall be compiled at the close of each semester. The Dean's List shall include all full-time undergraduate students earning a grade point average of 3.00 or above. A student who receives a grade of "I" or "X" shall not be considered for the Dean's List that term. Graduation with honors falls into three categories:

- Summa Cum Laude is awarded for a cumulative GPA of 3.8 to 4.0
- Magna Cum Laude is awarded for a cumulative GPA of 3.6 to 3.799
- Cum Laude is awarded for a cumulative GPA of 3.2 to 3.599

To be eligible to graduate with honors, a student must complete at least sixty hours in residence at Lincoln University. All academic coursework from other colleges and universities shall be included in the computation of the student's official grade point average for the purpose of granting convocation and graduation honors. Those courses which do not carry credit toward graduation at the institution where they were taken shall not count toward academic honors at Lincoln University.

Second Bachelor's Degree

Lincoln University shall award a second bachelor's degree to a student who has earned a first bachelor's degree from an accredited college or university if he/she 1) satisfies the curriculum requirements of the new major; 2) declares the new major in a field other than that of the first degree; and 3) completes a minimum total of 141 credit hours.

Graduate Enrollment Prior to Admission into a Graduate Program

An undergraduate student may enroll in a maximum of nine graduate hours during her/his final undergraduate semester if he/she has a cumulative GPA of 3.0 and has been approved by her/his advisor and the dean of the proposed graduate degree area. These graduate hours can be applied to a graduate degree program once the student is officially admitted to the degree program. Specific admission criteria are listed in section 3.82 and also in the undergraduate bulletin. A student will

not receive graduate credit for any course work taken at Lincoln University prior to being officially admitted to the Graduate Program. After official admission, a maximum of nine hours of graduate credit earned during conditional or special, non-degree-seeking status may be applied towards a master's or specialist degree.

All conditions for admission must be satisfied before the student earns more than nine graduate hours. A student who fails to meet the conditions of her/his admission after nine hours may be restricted from further enrollment in graduate level classes until the conditions are met.

Admission as a Graduate Student

Any person, who has earned a baccalaureate degree or higher, may be admitted as a graduate student. An official transcript showing the highest degree earned must be submitted to the office of Graduate Studies. Specific criteria for admission as a degree-seeking graduate student are published in the current graduate bulletin.

Students are limited to earning no more than nine graduate credit hours that can be applied towards the planned degree prior to being unconditionally admitted to that graduate program of study. More specific information can be found in the current undergraduate and graduate bulletins, and is available from the office of Graduate Studies.

Undergraduate Admission into the Graduate Program

An undergraduate student with senior standing may be admitted into graduate studies as a special student for a maximum of nine hours of graduate credit, which can be applied toward the master's degree once the student is admitted to a specific degree program. The student must meet the following requirements: an overall grade point average of at least 3.00; approval of the dean of the degree area in which the student expects to major; a minimum grade of "C" in ENG 101 and ENG 102.

The student must complete the baccalaureate degree at the end of the semester in order for the hours to be counted. A student will not receive graduate credit for any course work taken at Lincoln University prior to being admitted to graduate studies. During the last semester of undergraduate enrollment, graduate fees will be assessed for any graduate course work.

Dismissal from the Graduate Program

A student who has attempted nine credit hours and obtained the grades of "D" and/or "F" the first time the courses were taken is ineligible to continue in the graduate program for credit. A student who fails to demonstrate acceptable levels of expression in oral and written English may be recommended by her/his major advisor to the Graduate Council for dismissal from the graduate program. A candidate who fails to make satisfactory progress, upon completion of fifteen credit hours, will be withdrawn from candidacy by the Graduate Council.

A student who has been dismissed for any of the above reasons may appeal to the director of Graduate Studies with supporting documentation for reinstatement. If the appeal is denied by the director, the student may appeal in writing, with supporting documentation, to the vice president for Academic Affairs. If the request is denied by the VPAA, the student may appeal in writing, with supporting documentation, to the president. The decision of the president is final.

Graduate Academic Appeal Process

A graduate student who has reason to believe that he/she did not receive the grade that was deserved in a course or who perceives that he/she was not treated fairly in a course has the option to submit a written request of appeal by the second week of the semester following the term in which the grade was received or the incident occurred, or within two weeks of the following summer session if the grade was received or the incident occurred in the spring semester. The appeal process is outlined in the graduate bulletin.

Filing for a Degree

A student must file for graduation with the Records Office or through the Lincoln University Web site by the deadline dates as listed in the Academic Calendar, published in the undergraduate and graduate bulletins and on the Web site. A student filing after the deadline date will not be able to receive the diploma until the next graduation period. Graduate students must file for graduation through the Office of Graduate Studies or through the university Web site.

Commencement

Formal announcement of graduation is made and degrees are conferred in formal commencement ceremonies at the close of the spring and fall semesters. All students completing graduation requirements are encouraged to participate in commencement exercises.



The Faculty Senate

The Faculty Senate: Composition, Purpose, and Functions

The Faculty Senate shall be composed of all permanent and temporary, full-time members of the academic faculty (academic appointment of .75 FTE or higher). It shall serve as a major advisory body to the President. Its primary functions are:

- To initiate and participate in formulating the general educational curriculum and policies of the university;
- To recommend policies governing the conduct of students in academic environments;
- To recommend approval of new degree and minor programs;
- To recommend elimination of degree programs;
- To recommend candidates for the various undergraduate degrees;
- To recommend standards concerning academic competence, ethics, and academic freedom.

Leadership of the Faculty Senate

The Faculty Senate shall be presided over by an elected chairperson who may vote only in the case of a tie. A vice chair, secretary, and parliamentarian shall also be elected by the Faculty Senate from among its members. The vice chair shall preside over meetings when the chair is absent. All officers shall be elected for a term of office of one year and may be re-elected for no more than three consecutive one-year terms. A slate of candidates for each of the four Senate officers shall be presented to the Faculty Senate by the Executive Committee. Members of the Senate, in session, may nominate additional persons to be included on the slate. Elections shall take place by secret ballot while the Faculty Senate is in session during the April meeting.

Duties of the Officers of the Faculty Senate

The Chair of the Faculty Senate shall have the following duties:

- Issue notices of Senate meetings;
- Preside at Senate meetings;
- Supervise the functioning of the Senate and its established bodies;
- Prepare and send an agenda for each meeting of the Senate five (5) working days prior to the meeting;
- Organize and appoint an ad hoc committees as directed by the Senate;
- Represent the faculty to the administration and Board of Curators and serve as liaison between the faculty and external committees;
- Forward any Senate actions to the appropriate vice president of the University;
- Represent the Senate as LU's voting member at meetings of the Missouri Association of Faculty Senates

The Vice Chair of the Faculty Senate shall have the following duties:

- Preside at meetings of the Senate in the absence of the chair;
- Assist in the supervision of the working of the Senate in such a manner as directed by the Senate or by the chair of the Senate.

The Secretary shall have the following duties:

- Record the minutes of Senate meetings: regular, special, and executive;
- Preside at meetings of the Senate in the absence of both the Chair and Vice chair of the Senate;
- Publish for the faculty the minutes of the meetings by the second Thursday of the month.

The Parliamentarian shall have the following duties:

- Assure that Senate meetings are conducted in accordance with the Bylaws of the Faculty Senate and the current edition of *Robert's Rules of Order*;
- Advise the chair on *Robert's Rules of Order*;
- Assist the chair in determining a quorum.

Faculty Senate Meetings

The regular meetings of the Faculty Senate shall be the last Thursday of the month during the academic year at 11:00 a.m., except December and May. The Faculty Senate shall meet at least twice each semester. Special or emergency meetings may be convened by the chair, signature petition of one-third of the Senate members, or a two-thirds vote of the Executive Committee.

The business of the Faculty Senate shall be conducted according to the current edition of *Robert's Rules of Order*. If a two-thirds majority vote is required, that majority shall be interpreted to mean an affirmative vote equal to two-thirds majority of the senators present and voting. The usual order of business shall be as follows:

approval of the minutes of the previous meeting; reports; unfinished business; new business.

The Faculty Senate shall have the power to modify the agenda by a two-thirds majority vote of members present and voting. A quorum shall consist of one senator more than a total of fifty percent of the on-campus Senate members.

Executive Committee of the Faculty Senate

The Executive Committee shall act as liaison between the Faculty Senate and the academic departments. The committee shall also perform other such duties and obligations as deemed appropriate by the Senate. Each academic department shall be entitled to one representative on the Executive Committee. The chair and secretary of the Faculty Senate shall be the chair and secretary of the Executive Committee. The chair and secretary shall not be considered representatives of any department. The chair may vote only in case of a tie. The secretary shall be a non-voting member.

Each academic department shall elect their representatives by secret ballot no later than March 15 of the academic year preceding that in which newly elected representatives will take office. Executive Committee members shall serve three-year terms. No member shall serve more than two consecutive terms. A member may serve any number of nonconsecutive terms. No more than one-third of the Executive Committee memberships shall expire in any given year. A member's seat on

the Executive Committee may be declared vacant by a majority vote of the remaining members if a member has missed more than three consecutive meetings, has left the university, or has submitted a letter to the Senate chairperson resigning from the Executive Committee. Vacancies shall be filled by election of a new representative within thirty days.

Duties of the Executive Committee

The Executive Committee shall have the following duties:

- Provide oversight for membership and composition for the Senate and university standing committees;
- Recommend faculty members for such committees and announce those recommendations at the April meeting of the Senate;
- Review lists of prospective graduates as provided by the vice president for Academic Affairs and recommend approval by the Faculty Senate;
- Maintain current listings of faculty for Senate voting purposes;
- Solicit candidates for Senate office; develop and present the slate for Senate elections;
- Conduct Senate elections during the April meeting;
- Consider issues that do not fall under the charge of any other standing committee of the Senate;

Meetings of the Executive Committee

The Executive Committee shall meet at least once a semester. The chairperson may call the committee into session for special meetings as necessary. Each member of the committee shall be given written notice of all meetings of the committee at least seven days prior to such meetings.

The business of the Executive Committee shall be conducted in the same manner as the meetings of the Senate. A quorum for the Executive Committee shall consist of two-thirds of the membership of the committee. No committee business shall be conducted unless said quorum is present.

Should a member of the committee be unable to attend the meeting, whether special or regularly scheduled, that member shall designate an alternate from her/his unit and provide the chosen representative with her/his proxy.

Standing Committees of the Faculty Senate

To facilitate the work of the Faculty Senate, standing committees and sometimes special committees (ad hoc) are necessary and shall be established to study, prepare, and recommend policies on educational practice; review curriculum; and fulfill other functions as set forth in their charges. Standing committees of the Faculty Senate shall assist administrative officers in the implementation of such policies after they have been adopted. Standing committees shall serve in an advisory capacity. Policies, procedures, programs, etc., recommended by those committees shall be presented to the Faculty Senate for consideration. Upon approval, they shall be transmitted through the appropriate chain of command.

The officers of the Faculty Senate shall appoint committee chairpersons and one-third of the membership. The Executive Committee shall recommend the remaining two-thirds membership of the committees. Except for the initial appointment of the standing committees, members shall serve terms of three years. Upon appointment of any new standing committee, one-third of the membership shall serve for one year, the second third for a period of two years, and the remaining third for a period of three years.

Thereafter the appointments shall take place annually for three-year periods. The Executive Committee shall recommend committee appointments to the chair by April 1 of each academic year. As a general rule, simultaneous assignment to more than two standing Faculty Senate committees shall be avoided, although this guideline shall not prejudice the selection of any member of the Faculty Senate for such committees. The chairpersons of the standing committees, with the exception of the Executive Committee, shall serve as the Faculty Senate representation on the University Shared Governance Committee. The Faculty Senate chairperson and secretary shall serve as ex officio officers, with the Staff Council chairperson and secretary, having the duties of presiding and recording minutes, in turn or jointly, as designated by the University Shared Governance Committee.

The following are the standing committees of the Faculty Senate:

- Curriculum Committee
- Educational Policies Committee
- Executive Committee
- General Education Committee

The Curriculum Committee shall have the following functions:

- Review and approve, or reject, all changes in undergraduate courses, curricular and degree requirements proposed by academic units;
- Advise the university president on criteria for the establishment and deletion of courses and curricula;
- Coordinate its activities with those of the Educational Policies Committee and other appropriate university committees.

The Educational Policies Committee shall have the following function:

- consider policies and procedures;
- recommend policies and procedures in matters related to academic regulations.

The General Education Committee shall have the following functions:

- Recommend and/or approve revisions to the existing general education curriculum;
- Ensure that assessment measures are developed;
- Review and recommend approval or denial of proposals for new general education courses;
- Evaluate all general education courses periodically in relation to general education program objectives;
- Promote a climate for discussion about and act as a clearing house for information on general education issues;
- Keep faculty abreast of current developments in general education and the role their courses play within the larger context of general education.

All Faculty Senate standing committees shall provide minutes of all meetings to the Senate Chair (for record-keeping purposes) with copies to appropriate administrative units. The Senate may, at its discretion, charge other standing Faculty Senate committees if needs dictate.

Faculty Membership on Standing University Committees

The university president shall appoint committee chairpersons and one-third of the membership of the standing committees of the university. The Executive Committee of the Faculty Senate shall recommend one-third of faculty committee appointments to the president by May 1 of each academic year. All full-time faculty members are eligible to serve on university committees. As a general rule, simultaneous appointment to more than two standing committees shall be avoided, although this guideline shall not prejudice the selection of any Faculty Senate member for standing committees.

Recommendations and Proposals

Any committee, department, college, Faculty Senate member or group of members, or other area of Academic Affairs may bring a recommendation, a resolution, or a proposal for a new policy, a change in policy, or the deletion of an existing policy to the Faculty Senate.

Proposals or resolutions for new policies, any change in a policy, or deletion of an existing policy will then follow the procedure prescribed in Chapter I of the Lincoln University Rules and Regulations, section 1.60: Development and Oversight of University Policies.

Recommendations for new programs, changes in a program, or deletion of a program will be sent through the established chain of command. If the resolution, proposal, or recommendation is passed, it will be sent through the appropriate chain of command. If it is an action requiring Board approval, the Board of Curators will be the final authority.

Actions passed by the Faculty Senate in its shared governance capacity are communicated to the university administration for approval and implementation. These actions shall be recorded within the minutes and subsequent records of the Faculty Senate with proper designations. The designation for each action shall conform to the following format: Faculty Senate, Term, and Number, e.g.: FS-2007-2008-01.

Amendments to the Faculty Senate Bylaws

The bylaws of the Faculty Senate may be amended at any regular Senate meeting by a three-fourths vote of all members present and voting. The proposed amendment(s) must be submitted at a prior Faculty Senate meeting.

Appendix A

Promotion and Tenure Criteria

Academic Promotion and Tenure Meaning and Purpose

Significantly, the AAUP stresses academic freedom in even the title of its *Recommended Institutional Regulations on Academic Freedom and Tenure*. As the AAUP explains, “The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies and programs of the institution. A college or university is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method.” In addition to providing freedom of teaching, research, and “extramural expression,” academic tenure also provides a reasonable degree of economic security. Tenure is therefore a highly desirable status to be achieved, so much so that institutions which do not grant tenure may find it difficult to attract qualified faculty members.

Promotion and Tenure Policies

Three principles inform Lincoln University’s policies on promotion and tenure:

- They shall be fair.
- They shall be meaningful.
- They shall be in the mutual interest of individual faculty members and of the university as a whole.

1. Promotion and Tenure: Shall be fair

Fairness requires that the criteria for promotion and tenure be known to the candidate from the very beginning (i.e., within a month) of that person’s employment at Lincoln. Full disclosure of promotion and tenure criteria shall be standard procedure; additional or previously undisclosed criteria shall not be introduced during the probationary period. Thorough knowledge of promotion and tenure criteria necessitates the thorough, systematic, and on-going training of all persons taking part in the promotion and tenure process: candidates, other faculty members (who will serve as mentors and as members of promotion and tenure committees), department heads, research/extension directors, and deans.

Although the committee insists on fairness in the requirements for promotion and tenure, it has not necessarily equated fairness with sameness; there is no fairness in demanding identical academic behavior from the potter and the accountant, the agricultural researcher and the nursing educator, the psychologist and the professor of pedagogy, or the entomologist and the CIS designer. It is fair, on the other hand, to require of all persons seeking tenure that they determine, with their respective department heads and deans, meaningful performance goals in service/extension, teaching, and scholarship/research, as appropriate to their appointments.

2. Promotion and Tenure: Shall be meaningful

The criteria for promotion and tenure exist in order to ensure quality faculty performance at the institution. This document recognizes and celebrates genuine contributions to the betterment of the university and its students; it rejects activities that are merely *pro forma*

or *merely* quantifiable. In such a quality-oriented environment, significant questions are, for example:

| | | | |
|----------|--|----------|--|
| Not | How many different technologies do you use in class? | but | To what purpose and with what outcomes are they used in class? |
| Not only | How many publications do you have? | but also | How are your publications regarded by qualified persons in your field? |
| Not only | How many advisees do you have? | but also | What is the quality/outcome of your advice? |

The insistence on meaningful requirements for promotion and tenure contributes to making the university a place where substantial work of high quality is done by both faculty and students.

3. Promotion and Tenure: Shall be in the mutual interest of individual faculty members and the university as a whole.

Tenure is not an entitlement, and it is not awarded automatically at the end of the probationary period. Nevertheless, it is in the interest of the university to want and expect tenure-track faculty members to achieve tenure. The candidate and the rest of the university are not adversaries; rather they are partners in the expenditure of time, money, and energy to help forge a lasting and rewarding relationship.

Promotion/Tenure and Annual Evaluations

A faculty member’s initial appointment letter will indicate whether the position is “tenure-track” or “non-tenure-track.” Faculty will receive promotion and/or tenure criteria with the initial appointment letter. New employees will then have an opportunity to discuss promotion/tenure requirements with their department heads to insure that they understand all requirements.

Annual evaluations are integral to the promotion/tenure process. Annual departmental evaluations must be consistent with promotion/tenure criteria. Promotion/tenure criteria are based on performance in service/extension, scholarship/research and/or teaching. Percentage of the work effort (in scholarship/research, service/extension, and/or teaching) for the promotion/tenure application shall be agreed upon by the candidate and the department head. This agreement will reflect average annual percentage effort estimates for each year included in the promotion or tenure decision.

Annual evaluations will serve as a gauge as to whether the candidate is progressing adequately toward the promotion/tenure award. If annual evaluations show problems with meeting promotion/tenure criteria, the department head and candidate will plan to remedy these problems prior to applying for promotion/tenure. A negative promotion/tenure decision should not be the first criticism the candidate receives

Promotion/Tenure Criteria and Evaluation Process

The following tables list criteria for promotion/tenure with possible subcategories and associated measures of performance. These tables are to serve as guides, rather than checklists. Each candidate will present a unique set of accomplishments. Although examples are provided in the tables, the candidate may provide evidence of appropriate activities not included in the examples.

Committees and individuals who evaluate promotion/tenure applications will assess each area of the application using a three-point scale. This evaluation focuses on the quality of performance in each area.

Evaluators may use the following scale and examples as a general guide for making promotion/tenure decisions:

3 – **Outstanding:** Extensive and continuous record of top quality work. For example:

- *Teaching:* Receives excellent teaching evaluations. Record of quality advising, superior competence, and clear commitment to pedagogy.
- *Scholarship/research:* Annual records of continuous, scholarly, peer-reviewed work. Record of nationally recognized accomplishments.
- *Service/extension:* Annual records of continuous multiple service or extension responsibilities with well defined, beneficial outcomes.

2 – **Neutral:** Completes the minimum requirements of the position. For example:

- *Teaching:* Receives positive teaching evaluations, fulfills typical advising responsibilities, demonstrates basic competence and fulfills typical teaching responsibilities (e.g., providing feedback to students, record-keeping).
- *Scholarship/research:* Records of continuous, scholarly work.
- *Service/extension:* Fulfills typical service or extension responsibilities (e.g., membership on committees).

1 – **Poor:** Does not meet the minimum requirements of the position. For example:

- *Teaching:* Poor teaching evaluations, problems fulfilling basic teaching responsibilities (e.g., poor quality course materials, student complaints).
- *Scholarship/research:* No scholarly work of any discernible quality.
- *Service/extension:* Failure to fulfill service or extension responsibilities (e.g., membership on committees).

Each evaluator will assign a score to each area (service/extension, scholarship/research, and/or teaching) of the application. In the case of a committee, the chair will compile and average scores of each committee member for each area. For example, if there are four committee members, and they each rate the service/extension area of an application as 3,3,2,3, respectively, the average for service/extension would be $(3+3+2+3)/4 = 2.75$. Numerical ratings for each area will then be multiplied by the percentages of work effort specified for each area in the cover letter of the application. Resulting scores in each area will then be added together for the final score of the applicant as follows:

$$\begin{aligned} & \text{Committee/evaluator avg. for teaching} * (\text{Percentage effort for teaching}) \\ & \qquad \qquad \qquad + \\ & \text{Committee/evaluator avg. for scholarship/ research} * (\text{Percentage effort for scholarship/research}); \\ & \qquad \qquad \qquad + \\ & \text{Committee/evaluator avg. for service/extension} * (\text{Percentage effort for service/extension}); \text{ equals,} \\ & \qquad \qquad \qquad = \text{Final score for candidate} \end{aligned}$$

After receiving each committee's evaluation, the chair will call a meeting to validate recommendations. Candidates with final scores of 2.25 and above will be recommended for

promotion to assistant or associate professor and/or tenure. Promotion to full professor will require a final score of 2.5 or above.

Tenure decisions may also consider the long-term needs and plans of the University, which may include examination of: 1) projected student enrollments, 2) curricular changes, and 3) faculty retirement schedules

1. Service/Extension Level of Effort: Mini 10% – Maxi 90%

| Activities | Characteristics | Examples |
|------------------------------|---|---|
| Student Service | Assist in student development outside of the classroom | <ul style="list-style-type: none"> • Sponsoring/advising student organizations • Planning/participating in student extracurricular activities (e.g., homecoming) • Organizing review sessions for professional examination (e.g., GRE, LSAT, GMAT, C-BASE) • Mentoring students |
| Community Service | Enrich the community through university outreach | <ul style="list-style-type: none"> • Holding leadership positions in the community (e.g., political office) • Participating in non-profit organizations that serve the community • Holding positions on community boards or committees • Lecturing or performing other service to community groups • Participating in university extension activities that directly benefit communities |
| University Leadership | Assume major responsibilities for university activities | <ul style="list-style-type: none"> • Serving as a department head, program administrator, or other leadership role • Holding office in faculty senate • Chairing committees • Performing activities that enhance public understanding of the university |
| University Service | Facilitate the daily operations of the university, usually as part of a committee | <ul style="list-style-type: none"> • Actively participating on committees • Assisting with technology or Internet-based activities (e.g., website or on-line teaching) • Participating in university recruitment/marketing • Participating in accreditation review • Preparing and updating university documents • Special appointment activities which benefit the university • Procuring outside funding (e.g., donations) |

2. Teaching Level of Effort: Min 0% – Max 80%

| Activities | Characteristics | Examples |
|----------------------------|---|--|
| Advising | Assist students in academic and career planning | <ul style="list-style-type: none"> • Advising students (number of advisees) • Serving as a freshman advisor • Participating in workshops to improve advising skills • Developing advising materials for students • Assisting students with scholarship/internship applications • Assisting students with application to graduate school or job searching (e.g., writing personal statements) |
| Teaching Competence | Teach with knowledge of one's subject and current developments in the field | <ul style="list-style-type: none"> • Receiving high student evaluations • Enrolling in coursework or continuing education in one's field • Receiving teaching awards • Receiving high evaluations from department head • Receiving high departmental peer evaluations |
| Pedagogy | Examine strategies of instruction that maximize student learning | <ul style="list-style-type: none"> • Preparing excellent course materials (e.g., syllabi, assessment instruments) • Receiving high student evaluations • Receiving high evaluations from department head • Receiving high departmental peer evaluations • Participating in seminars/workshops designed to improve teaching • Receiving teaching awards • Participating in curriculum development • Producing original curriculum products (e.g., CD-ROM for class use) |
| Teaching Workload | Fulfill departmental teaching needs | <ul style="list-style-type: none"> • Teaching overloads • Teaching many preparations (different courses taught) • Teaching independent study courses • Receiving high evaluations from department head • Sponsoring students in extracurricular activities (e.g., taking students to professional meetings) |

3. Scholarship/Research Level of Effort: Min 10% – Max 90%

| Activities | Characteristics | Examples |
|--------------------|---|--|
| Discovery | Build new knowledge through traditional research or focusing on integration of disciplines. | <ul style="list-style-type: none"> • Publishing in peer-reviewed forums, authoring books, book chapters, or monographs (may be interdisciplinary) • Presenting at professional meetings (may be interdisciplinary) • Producing and/or performing creative work within discipline • Organizing exhibitions of creative works • Holding concerts and/or theatrical productions • Creating infrastructure for future studies • Authoring grant proposals (may be interdisciplinary) • Receiving high evaluations from professionals outside the university • Receiving honors from professional societies • Collaborating with colleagues to design and deliver an interdisciplinary course |
| Application | Aid society and professions in addressing problems. | <ul style="list-style-type: none"> • Interacting directly with stakeholders to provide resources and information • Creating workshops and seminars directed at stakeholder's needs • Serving industry or government as an external consultant • Serving as a judge, referee, or journal editor/reviewer • Assuming leadership roles in professional organizations • Publishing reviews of others' work |
| Advancement | Study teaching models and practices to achieve optimal learning. | <ul style="list-style-type: none"> • Developing teaching workshops and seminars • Advancing learning theory through classroom research • Developing and testing instructional materials • Designing and implementing a program level assessment system • Developing continuing education courses • Assuming leadership roles in teaching activities within organizations |

Minimum Eligibility for Promotion and Tenure

Eligibility for Promotion to the Rank of Assistant Professor. An instructor with one of the following is minimally qualified to apply for promotion to assistant professor:

- Earned doctorate or other terminal degree in the field (see “Terminal Degrees” section) from an accredited institution and the completion of two years of service in the rank of instructor at Lincoln University.
- A master's degree and 30 graduate hours from an accredited institution (in the area of professional specialization) and three years of service in the rank of instructor at Lincoln University.
- A master's degree at an accredited institution and an appropriate professional certificate/license and three years of service in the rank of instructor at Lincoln University.
- A master's degree from an accredited institution and 10 years of service in the rank of instructor at Lincoln University.

Eligibility for Promotion to the Rank of Associate Professor. An assistant professor with one of the following is minimally qualified to apply for promotion to associate professor:

- Earned doctorate or other terminal degree in the field (see “Terminal Degrees” section) from an accredited institution and five years of service in the rank of assistant professor at Lincoln University.
- A master's degree and 30 graduate hours from an accredited institution (in the area of professional specialization) and 20 years of service in the rank of assistant professor at Lincoln University.
- A master's degree from an accredited institution (in the area of professional specialization) and an appropriate certification/license and 20 years of service in the rank of assistant professor at Lincoln University.

Eligibility for Promotion to the Rank of Professor. An associate professor is minimally qualified to apply for promotion to professor if he/she has an earned doctorate or other terminal degree in the field (see “Terminal Degrees” section) from an accredited institution **and** four years of service in the rank of associate professor at Lincoln University.

Eligibility for Tenure. An assistant (or higher ranking) professor with the one of the following is minimally qualified to apply for tenure:

- Earned doctorate or other terminal degree in the field (see “Terminal Degrees” section) from an accredited institution and five years of service in the rank of assistant professor at Lincoln University.
- A master's degree and 30 graduate hours from an accredited institution (in the area of professional specialization) and five years of service in the rank of assistant professor at Lincoln University.

- A master's degree from an accredited institution (in the area of professional specialization) and an appropriate certification/license and five years of service in the rank of assistant professor at Lincoln University.

Terminal Degrees of Faculty by Area

The doctoral degree in the faculty member's field is recognized as the terminal degree. Lincoln University also recognizes the following as appropriate terminal degrees in the disciplines listed below:

| | |
|---|----------------------------|
| A. ART: Studio Art and Design | M.F.A. |
| B. THEATRE: Creative Artist or Technical Artist | M.F.A. |
| C. ENGLISH: Creative Writing | M.F.A. |
| D. SOCIAL WORK | M.S.W. |
| E. NURSING and BUSINESS ADMINISTRATION | Doctorate in related field |

Probationary Service for Tenure

Length of Probationary Service

On a tenure-track appointment, maximum length of probation will be seven years. The contract for the seventh year will be a one-year terminal contract unless the decision to award tenure has been made.

Credit Toward Probationary Period

Up to three years prior full-time service at the rank of instructor or above may be credited toward the probationary requirement. Any agreement to credit prior service must be stated in writing at the time of appointment. Whether and how much service to credit will depend on such factors as academic rank, prior tenure status, quality of prior service and relevance of prior service to the requirements of the new position.

Three-year Pre-tenure Review

The purpose of the pre-tenure review is to provide the tenure-track faculty member with valuable information about his or her strengths and weaknesses. Every tenure-track faculty member will be responsible for submitting an application for a pre-tenure review to his/her department head. This application will be due on the first working day of September of the fourth year of the probationary period. Faculty members who were awarded credit toward the probationary period during the hiring process may request an extension or alternate accommodation to the department head. The application will meet the requirements for the formal application for tenure. However, the candidate does not need to provide letters of recommendation. The department head, after receiving the candidate's application, will forward the application to the department promotion and tenure committee. The committee will review the application and prepare a recommendation. The committee chair will then forward the application and the committee's recommendations to the dean within 15 working days of receiving the application. The dean will also prepare a recommendation enumerating the candidate's strengths, weaknesses, and opportunities for growth. The dean will forward copies of his/her recommendation to the candidate and department head within 15 working days of receiving the application. Information contained in the recommendations of the committee and the dean is not binding. That is, a favorable pre-tenure review is not a guarantee of a favorable tenure review.

Stopping the Tenure Clock

In the event of difficult circumstances, a faculty member may submit a request to temporarily “stop the tenure clock” for one academic year. Difficult circumstances include, but are not limited to, the following:

- physical or mental illness,
- pregnancy or parenting obligations,
- caregiver responsibilities for someone in a close relationship,
- military service,
- legal responsibilities

If the stop is granted, the academic year in question will not be evaluated towards tenure or tenure eligibility. At the end of the year, the faculty member will return to the tenure probationary period where he/she left off. Generally, the tenure clock may be stopped only once for an individual faculty member. Only under extreme circumstances should a faculty member request to stop the tenure clock more than once. A request to stop the tenure clock will be submitted in writing to the department head. The faculty member may include medical information or other documented reasons for the request. The department head will make a recommendation and forward the request and the recommendation to the college dean within two weeks of receipt of the request. The college dean will then make a recommendation and forward the recommendations and request to the vice president for Academic Affairs within two weeks of the receipt of the request. Finally, the vice president for Academic Affairs will make a recommendation and forward the recommendations and request to the president within two weeks of receipt of the request. The president will make the final decision on whether the stop will be granted. The president will make his/her recommendation in writing within two weeks of the receipt of the request. When possible, the request should be submitted prior to the first day of the academic year in question.

Non-Reappointment. Notification of non-reappointment will be given by March 1 for persons in their first year of probationary service and by December 15 for persons in their second year. For persons in their third through sixth years of probationary service, notification of non-reappointment will be given not less than one calendar year prior to expiration of the terminal contract.

Components of Promotion/Tenure Applications

Applications for promotion and/or tenure shall include the following elements in order:

- (1) A cover letter from the candidate addressed to the department head. This cover letter will include the purpose of the application (request for promotion/tenure), a list of how the candidate has met minimum eligibility requirements, percentage efforts for scholarship/research, service/extension, and/or teaching, and summaries of accomplishments in teaching, service, and scholarship/research (as necessary).
- (2) The candidate’s curriculum vitae.
- (3) At least four letters of recommendation (two from inside of the university but outside of the candidate’s department **and** two from professional colleagues outside of the university).
- (4) A copy of the candidate’s graduate transcripts.

- (5) A copy of annual performance evaluations for the years under consideration.
- (6) A copy of annual student evaluations for the years under consideration.
- (7) Evidence for accomplishments in scholarship/research, service/extension, and/or teaching for the years under consideration.

Procedures for Promotion/Tenure Evaluation

The vice president for Academic Affairs will notify, in writing, each candidate who is eligible to apply for tenure and promotion in a given year. A candidate who is notified of eligibility for tenure must apply that year. An individual who is notified about eligibility for promotion may opt not to apply.

Candidates will take primary responsibility for preparing their applications for promotion and/or tenure. Candidates must submit complete applications on or before the due date to the department head. New evidence of the candidate's qualifications will not be solicited or accepted after the due date, except under special circumstances requiring the permission of the vice president for Academic Affairs.

If eligibility for promotion and tenure fall on the same year, a candidate may apply for both in the same application. In this case, the cover letter will clearly indicate that the candidate wishes to be considered for both promotion and tenure.

The promotion/tenure evaluation process consists of six levels. Each application for promotion or/and tenure will be evaluated by the following individuals or groups in order:

1. the department promotion and tenure committee,
2. the department head,
3. the college promotion and tenure committee,
4. the college dean,
5. the vice president for Academic Affairs (VPAA), and
6. the president of the university.

The president's decision will form a recommendation for the Board of Curators. The final decision on the granting of tenure and promotion rests with the Board of Curators. The final promotion/tenure decision will be announced in the minutes of a Board of Curators meeting.

The timeline of evaluation shall proceed as follows:

| Level of Evaluation | Deadline |
|---|---|
| VPAA notifies candidates of eligibility. | First working day of May |
| Faculty member submits application to department head who makes applications available to committee. | First working day in September |
| Departmental committee submits recommendations and applications to department head. | 15 working days following receipt of application |
| Department head submits applications and recommendations to the dean who makes them available to the college committee. | 10 working days following receipt of applications and recommendations |
| College Committee submits applications and recommendations to dean. | 15 working days following receipt of applications and recommendations |
| Dean submits applications and recommendations to VPAA. | 15 working days following receipt of applications and recommendations |
| VPAA submits applications and recommendations to president. | Fifth working day in January |
| President reports to Board of Curators. | February/March Board meeting |

Following each level of the evaluation process, a designated individual from each level (e.g., the college dean, or committee chair) will prepare a decision letter stating the decision regarding promotion and/or tenure, in addition to the rationale for the decision. This letter will be forwarded with the application to the next evaluative level. Therefore, each evaluation level will receive the application in addition to the decision letters from any lower levels of evaluation. At the same time, a copy of each letter will also be sent to the faculty applicant, so that the applicant is informed of the decision (and rationale for the decision) at every level of evaluation.

During the evaluation process for promotion, a candidate receiving unfavorable decision letters may withdraw the application at any time before evaluation by the VPAA. Tenure applications may not be withdrawn during the evaluation process.

Persons at each evaluative level will primarily base their decisions on a substantive review of the candidate's accomplishments as evidenced in the application. However, tenure decisions may also consider the long-term needs and plans of the university, which may include examination of: 1) projected student enrollments, 2) curricular changes, and 3) faculty retirement schedules.

Promotion/Tenure Appeal

Although a candidate may appeal decisions made at any evaluative level, the appeal may not be submitted until after the VPAA has reviewed the application and issued a recommendation. Appeals must be submitted after the candidate receives a decision letter from the VPAA, but before he/she receives a decision letter from the president. The candidate will submit the appeal to the president. The president will forward the appeal, along with the candidate's application, to the Promotion and Tenure Appeals Committee. The Promotion and Tenure Appeals Committee shall be a standing committee of the university. The committee shall consist of one tenured faculty member elected from each department. The university's legal counsel will serve as a non-voting member of the committee. After hearing the appeal, the committee chair shall prepare a decision letter stating

the decision of the committee and rationale for the decision. This letter will be sent to the candidate and the president. The president will determine the final outcome of the appeal. The burden of proof is on the faculty member, who will prepare the appeal by stating the grounds for appeal and the evidence against the promotion or tenure decision. Grounds for appeal may be based on evaluators':

- 1) use of improper procedure,
- 2) failure to consider the merits of the application,
- 3) use of arbitrary or capricious reasons for the negative decision,
- 4) use of gender, ethnicity, or other protected status in decision-making,
- 5) violation of academic freedom or constitutional rights of the applicant, or
- 6) improper reasoning with regard to projected student enrollment, curricular changes, or retirement schedules.

Tenure Status and Administrative Appointments

Appointment to an administrative position shall not be construed as conferring academic tenure for or awarding service credit toward achievement of academic tenure. However, persons appointed to positions as administrative officers may at the discretion of the Board of Curators concurrently be appointed to an academic position in an appropriate department and on that basis be awarded immediate tenure or credit toward academic tenure.

Appointment to an administrative or other non-academic-tenure-bearing position shall not deprive that person so appointed of tenure previously acquired at Lincoln University.