

## Lincoln University Board of Curators

April 23, 2026

### OPEN SESSION - Part I

#### 1. Call to Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Tina R. Shannon at 8:30 a.m., on Thursday, April 23, 2026, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Everidge Cade, Richard G. Callahan, Belinda M. Farrington, Victor B. Pasley, Richard R. Popp, Terry Rackers, Tina R. Shannon, and Jonathan D. Truesdale. Rose Ann Ortmeyer recorded the minutes.

#### 2. Approval of the Open Session Agenda - Part I:

Curator Callahan moved for approval of the Open Session Agenda - Part I. Curator Pasley seconded the motion. Motion carried.

3. Other Business: There was no Other Business for discussion in Part I of the Open Session.

#### 4. Motion for Closed Session:

Curator President Shannon asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (3) "Hiring, firing, disciplining or promoting of particular employees;" (6) "Scholastic probation, expulsion, or graduation of identifiable individuals;" (11) "Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;" (12) "Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;" (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment;" and (14) "Records which are protected from disclosure by law."

Curator Callahan so moved. Curator Pasley seconded the motion.  
Motion carried as follows:

Curator Bracy	Yes	Curator Cade	Yes
Curator Callahan	Yes	Curator Farrington	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Rackers	Yes	Curator Shannon	Yes
Curator Truesdale	Yes		

Part I of the Open Session of the Lincoln University Board of Curators recessed at 8:31 a.m.



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Tina R. Shannon, President



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Victor B. Pasley, Secretary

**Lincoln University Board of Curators**  
**April 23, 2026**

**OPEN SESSION - Part II**

1. Call to Order:

Part II of the Lincoln University Board of Curators Open Session was officially called to order by Board President Tina R. Shannon at 9:39 a.m., on Thursday, April 23, 2025, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Everidge Cade, Richard G. Callahan, Belinda M. Farrington, Victor B. Pasley, Richard Popp, Terry Rackers, Tina R. Shannon, and Jonathan D. Truesdale. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda (Enclosure 1):

Curator Rackers moved for approval of the Revised Open Session Agenda as distributed. Curator Pasley seconded the motion. Motion carried.

3. Approval of January 15, 2026, and March 9, 2026, Open Session Minutes (Enclosure 2):

Curator Popp moved for approval of the January 15, 2026, and March 9, 2026, Open Session Minutes. Curator Callahan seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Tina R. Shannon:

Curator President Shannon gave a brief update.

5. Report from the Office of the President - Dr. John B. Moseley:

President John B. Moseley gave a brief report on recent activities.

5. A. Progress Report from the Faculty Senate - Dr. Brian Norris, Chair:

Dr. Brian Norris, Chair of the Faculty Senate, gave a brief report on Faculty Senate activities. The report was for information only.

5. B. Progress Report from the Staff Council - Dr. Danisha Williams, and Dr. Beth Jordan, Co-Chairs:

Dr. Danisha Williams and Dr. Beth Jordan, Co-Chairs of the Staff Council, gave a brief report on behalf of the Staff Council. The report was for information only.

6. ACTION ITEMS:

Academic and Student Affairs Committee - Curator Belinda Farrington:

6. A. New Programs (Enclosure 5):

Dr. Piyusha Singh, Provost and Vice President for Academic Affairs, reviewed the recommendation to add two (2) New Programs as follows:

- 1) BS in Kinesiology
- 2) BS in Sport Management

Curator Farrington moved for approval of the new programs as presented. Curator Rackers seconded the motion. Motion carried.

6. B. Changes to Sections 3.20.7, 3.20.8, 3.20.9, 3.26.4, and 3.31 of the Lincoln University Rules and Regulations:

Curator Farrington moved for approval of the attached changes to Sections 3.20.7, 3.20,8, 3.20.9, 3.26.4, and 3.31 of the Lincoln University Rules and Regulations. Curator Pasley seconded the motion. Motion carried.

Academic and Student Affairs and Budget and Finance Committees -  
Curators Belinda Farrington and Richard Popp:

6. C. Student Fee Proposal:

Dr. Tobias Morgan, Chief Student Affairs Officer & Dean of Students, reviewed the attached recommendation to implement a \$75 Homecoming/Springfest Fee per semester with the option to opt in or opt out. Curator Farrington moved for approval of the recommendation as presented. Curator Truesdale seconded the motion. Motion carried.

7. A-E. Informational Items:

The Executive Vice President and Chief Operating Officer, Provost, Vice Presidents, and the Athletic Director gave brief reports from their respective areas. The reports were for the Board's information and required no action.

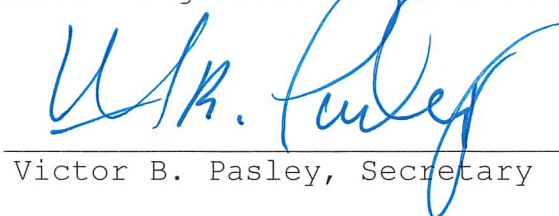
8. Other Business:

There was no Other Business for discussion in the Open Session.

9. Motion for Adjournment:

Curator Pasley moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Popp seconded the motion. Motion carried. The Open Session adjourned at 10:31 a.m.

  
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Tina R. Shannon, President

  
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Victor B. Pasley, Secretary



# LINCOLN UNIVERSITY

820 Chestnut St.  
Jefferson City, MO 65102-0029

Office of the President

Phone: (573) 681-5042  
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**TO:** Members, Lincoln University Board of Curators

**FROM:** John Moseley, Ed.D. President *JM*

**DATE:** April 13, 2026

**SUBJECT:** Changes to Sections 3.20.7, 3.20.8, 3.20.9, 3.26.4, and 3.31 –  
Lincoln University Rules & Regulations

Attached for your review and approval are recommended changes to Sections 3.20.7, 3.20.8, 3.20.9, 3.26.4, and 3.31 of the Lincoln University Rules and Regulations.

Thank you for your attention to this matter.

## **The Academic Faculty: Policies and Regulations**

### **3.20 The Academic Faculty**

Academic faculty are those members of the faculty whose academic appointment is .75 FTE or higher, who are members of a department in which a degree program is housed and whose conditions of employment are a probationary tenured or tenure-track appointments.

#### **3.20.1 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. (See Chapter X, Section 10.01.) All faculty appointments at Lincoln University shall be made by the President upon recommendation of the VPAA. Annual notices of continued appointment shall be issued to all academic and research faculty.

#### **3.20.2 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 or a baccalaureate degree from an accredited college or university and the appropriate certification, license or clinical experience in the area of assigned responsibility.
2. Candidates for appointment at the rank of assistant professor must have one of the following:
  - a. an earned terminal degree from an accredited university;
  - b. doctoral course work completed and dissertation in progress;
  - or
  - c. 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.

### **3.20.3 Appointment to Adjunct Faculty**

Adjunct faculty shall be defined as temporary faculty who are hired on less than a full-time basis to provide instructional services on a course-by-course basis or perform other faculty-related duties. All adjunct faculty must meet the minimum academic requirements as defined in the Faculty Employee Handbook.

Compensation for adjunct faculty is a flat rate per credit hour in accordance with the University pay scale regardless of degree or years of experience.

### **3.20.4 Appointment of Lecturer**

The position of lecturer shall be defined as a non-tenure track, temporary full-time faculty who is hired on a yearly basis (3 year max), renewable appointment to teach in their discipline. The qualification for this appointment is doctoral student or doctoral candidate (note: one who has completed all doctoral coursework with the exception of the dissertation, its defense, and/or the conferral of doctorate degree

As full-time faculty, the lecturer is governed by the University Rules and Regulations applying to faculty and Faculty Employee Handbook. Lecturer pay shall be commensurate with the Assistant Professor rank on the University's compensation scale and general benefit.

The lecturer position is not intended to supplant the instructor or the adjunct positions. It will, however, allow those departments the opportunity to assess the overall possibilities of a potential and/or new Ph.D. for their department along with the flexibility of releasing junior and senior faculty to pursue research and/or administrative duties without putting the department or college at a disadvantage.

### **3.20.5 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.

### **3.20.6 Special Appointments**

The University shall recognize the following special appointments: Professor Emeritus and Curators' Distinguished Professor. Eligibility, procedures, and privileges are outlined below:

#### Professor Emeritus

Faculty and administrative officers who have tenured, faculty status are eligible for consideration for emeritus status upon retirement if they 1) hold the rank of full professor, have served the University for at least twenty (20) years, and have made a major, positive impact on the growth, development, and/or image of the University; or 2) hold the rank of associate professor, have served the University for at least thirty (30) years, and have made a major, positive impact on the growth, development, and/or image of the University.

Significant contributions may be demonstrated by examples such as the following:

1. Meritorious service in the areas of teaching and University service;
2. Peer reviewed scholarly publications;
3. Publication of scholarly and/or creative works including, but not limited to, compositions, arrangements, and/or recordings;
4. Author of major, funded grants;
5. Offices held in state, regional, national and/or international professional associations and/or societies; and
6. Administrative assignments which have been performed at the highest level of service as reflected by evaluations and accomplishments.

The following process will be in place:

1. The applicant shall submit a letter with accompanying documentation providing evidence of the above to her/his department head. (If the applicant is a department head, he/she should send the documentation to her/his Dean. Deans and Vice Presidents should send their documentation to the head of the department in which they hold rank and tenure.)

2. The department head will review the materials and forward them with her/his recommendation to the Dean.
3. The Dean will review the materials and forward them with her/his recommendation to the VPAA.
4. The VPAA will review the materials and forward them with her/his recommendation to the President.
5. The President will review the materials and forward them with her/his recommendation to the Board of Curators.
6. The decision of the Board will be final.

Emeritus status carries the following privileges:

1. University identification card signifying professor emeritus status.
2. Listing of name in the Faculty Directory of the undergraduate bulletin.
3. Use of the University library.
4. Receipt of bulletins and other official material.
5. Parking rights on campus in any designated faculty/staff parking lot. (Parking will not be allowed in handicapped spaces unless the professor emeritus individual is entitled to such privilege under the law.)
6. Invitations to University receptions and other events.
7. Passes for all athletic and cultural events to include one guest (e.g., Share in the Arts, concerts, lectures, theater, dance recitals, sporting events, Homecoming).
8. University Bookstore faculty discounts.
9. Office space or research facility, if available.
10. Non-voting attendance at faculty meetings.
11. Participation in academic processions.

#### Curators' Distinguished Professor

Persons eligible for appointment to the position of Curators' Distinguished Professor should be tenured, full-time employees of the University who have made significant contributions to Lincoln University over an extended period of time. Persons may receive this appointment one time. Eligibility for consideration requires the following:

1. Full-time employment at Lincoln University during period of appointment;
2. The rank of full professor;
3. Minimum of twenty (20) years' service and a rank of full professor for at least ten (10) years;
4. Evidence of significant contributions to Lincoln University;
5. Evidence of broad participation in professional organizations;
6. Evidence of meritorious service to the local community; and
7. Expectation of continued productivity associated with the University and broader society.

Privileges and obligations for five (5) years:

1. Each distinguished professor will have a reduced workload to allow her or him to devote 50% of her/his effort to research and the production of research findings.
2. A distinguished professor who has no administrative duties shall teach twelve (12) hours each academic year. The teaching load shall be assigned in consultation with the department head.
3. The University will pay the expenses for the distinguished professor to attend one (1) major professional meeting each calendar year.
4. The distinguished professor will have access to secretarial services.
5. Expectation of continued productivity associated with the University and broader society.

Upon completion of the five (5) years, the full professor may retain the title of distinguished professor and may return to a tenured, full-time position.

The duration of the appointment for Curators' Distinguished Professors appointed prior to January 1, 2014 is not term limited. All candidates selected for a Curators' Distinguished Professor appointment after January 1, 2014 will be appointed for a one time five (5) year term appointment.

The maximum number of Curators' Distinguished Professors at any time will be limited to five (5).

### **3.20.7 Notification of Non-Reappointment of Non-Tenure Track Faculty**

All non-tenure track faculty members are given term appointments that automatically terminate upon the expiration of the specified term. Written notice of non-reappointment of all non-tenure track faculty members will be given by March 1 of a contract year, unless extenuating circumstances exist.  
~~Faculty shall receive written notification of non-reappointment according to the following schedule:~~

- ~~1. In the first year of service, faculty shall receive notification by March 1.~~
- ~~2. 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. (See Chapter III, Sections 3.29 and 3.42.)

### **3.20.8 Notification of Non-Reappointment of Academic Faculty**

Academic faculty, as defined under Section 3.20, shall receive written notification of non-reappointment according to the following schedule:

1. In the first year of service, Academic Faculty shall receive notification by March 1.
2. In the second year of continuous service, Academic Faculty shall receive notification by December 15.
3. In the third through sixth years of continuous service, Academic Faculty shall receive notification by August 1 of the terminal year.

In addition, Academic faculty may be terminated for cause or under financial exigency. (See Chapter III, Sections 3.29 and 3.42).

### **3.20.9 Performance Evaluation**

All Lincoln University faculty are required to be evaluated annually. At the beginning of each academic year by the established deadline or within two (2) weeks of initial appointment, each faculty member shall complete a “Faculty-Supervisor Preliminary Evaluation Agreement,” to be signed by the faculty member and the area supervisor and sent to the Dean by the date published in the annual “Schedule of Required Administrative Actions.” It shall be the responsibility of each area supervisor 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 area supervisor. 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 and should be maintained in the faculty member's personnel file.

### **3.21 Promotion and Tenure: Principles and Changes to Promotion and Tenure Policies Amendments**

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 in the Faculty Employee Handbook.

The policies contained within the Promotion and Tenure Report in the Faculty Employee Handbook 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 1.54: Development and Oversight of University Policies.

### **3.22 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.

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.

#### **3.22.1 Promotion and Tenure Criteria: Percentage of Work Effort**

The criterion of teaching shall require a minimum of zero percent (0%) of effort and a maximum of eighty percent (80%) of effort.

The criterion of scholarship/research shall require a minimum of ten percent (10%) of effort and a maximum of ninety percent (90%) of effort.

The criterion of service/extension shall require a minimum of ten percent (10%) of effort and a maximum of ninety percent (90%) of effort.

#### **3.22.2 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>
<p>Receives excellent teaching evaluations.</p> <p>Record of quality advising.</p> <p>Superior competence.</p> <p>Clear commitment to pedagogy.</p>	<p>Annual records of continuous, scholarly, peer-reviewed work.</p> <p>Record of nationally recognized accomplishments.</p>	<p>Annual records of continuous multiple service or extension responsibilities with well defined, beneficial outcomes.</p>

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

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

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

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

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.

**3.23 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 in the Faculty Employee Handbook.

**3.23.1 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 (2) years of service at the rank of instructor at Lincoln University.
- A master’s degree **and** thirty (30) graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of three (3) 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 (3) years of service at the rank of instructor at Lincoln University.

- A master's degree from an accredited institution **and** the completion of ten (10) years of service at the rank of instructor at Lincoln University.

### **3.23.2 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 (5) years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty (30) graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of twenty (20) 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 (20) years of service at the rank of assistant professor at Lincoln University.

### **3.23.3 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 (4) years of service at the rank of associate professor at Lincoln University.

### **3.24 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 (5) years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty (30) graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of five (5) 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 (5) years of service at the rank of assistant professor at Lincoln University.

### **3.25 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 masters degrees in the following specific fields as "terminal degrees":

- |   |                            |
|---|----------------------------|
| 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.                     |

### **3.26 Probationary Service for Tenure**

For a tenure-track appointment, maximum length of probation shall be seven (7) years. The contract for the seventh year shall be a one (1)-year terminal contract unless the decision to award tenure has been made or postponed by act of the Board of Curators.

#### **3.26.1 Credit Toward Probationary Period**

Up to three (3) 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.

#### **3.26.2 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 (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 her/his recommendation to the candidate and unit supervisor within fifteen working days of receiving the application. Information contained in the final assessment of the pre-tenure review should not be interpreted as a decision regarding subsequent tenure applications. That is, a favorable pre-tenure review is not a guarantee of a favorable tenure review.

### **3.26.3 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 (1) 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; or
- 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 (2) weeks of receipt of the request. The College Dean will then make a recommendation and forward the recommendations and request to the VPAA within two (2) weeks of the receipt of the request. Finally, the VPAA will make a recommendation and forward the recommendations and request to the President within two (2) 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.

### **3.26.4 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, and for persons in their third through sixth years of probationary service, notification of non-reappointment shall be given by August 1 of the terminal year.~~

### **3.31 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.

#### Work Year

The normal full-time faculty appointment year is nine (9) months, as specified in the academic calendar.

#### Work Week on Campus

Instructional faculty meet a significant part of their responsibilities, such as class preparation, service and professional development, off campus. However, formal teaching and/or support responsibilities- along with the need to be available to work with students and other University personnel - require a faculty member's presence on campus for a significant time period each week.

In addition to assigned teaching responsibilities, exclusive of overload, and availability on campus for service and other responsibilities, full-time instructional faculty must hold office hours for student consultation and office according to the following specifications:

- Full-time instructional faculty are to hold no fewer than eight (8) office hours per week, with no more than fifty percent (50%) of those hours offered remotely, normally spread over 3 days, regardless of course delivery method.
- Full-time faculty serving in fully remote roles are to schedule no fewer than eight (8) office hours per week, normally spread over 3 days, with one hundred percent (100%) of those hours offered remotely.
- Faculty with a reduced instructional load will schedule office hours on a prorated basis according to contact hours per week.
- Music, art, and nursing science faculty who meet with students individually on a regular basis are to schedule no fewer than five (5) office hours per week for student consultation and assistance.
- Faculty may offer all hours remotely if a remote work policy has been approved by the Dean overseeing their department. These office hours are exclusive of overload. Faculty are expected to make reasonable accommodations for students who request meetings outside of posted office hours to support student success. This policy does not supersede or replace expectations related to academic advising and registration responsibilities.

#### Teaching Load

The normal teaching load for full-time instructional faculty will be twelve (12) credit hours per semester or twenty-four (24) credit hours per academic year. Exceptions to the policy are listed below:

1. 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 (18) class contact hours per semester or thirty-six (36) class contact hours per year, even if fewer than twelve (12) credit hours per semester are produced.

2. 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.


3. 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 (15) class contact hours per semester or thirty (30) class contact hours per year, even if fewer than twelve (12) credit hours per semester are produced.

4. 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 (22) 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.



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TO: Board of Curators  
THRU: Dr. John B. Moseley, President   
FROM: Dr. Tobias R. Morgan, Chief Student Affairs Officer & Dean of Students  
DATE: April 13<sup>th</sup>, 2026  
RE: Action Items - Student Affairs

The Division of Student Affairs seeks the Board of Curators' approval on the below student-driven initiative to enhance campus engagement at Lincoln University of Missouri. Approval of these items will ensure continued student representation and improved campus event experiences for the entire student body.

**Item 1: Implementation of a \$75 Homecoming/Springfest Fee**

The Executive Board of the 91st Administration of the Student Government Association convened throughout the Spring 2026 semester to propose the implementation of a \$75 Homecoming/Springfest Tuition Fee per semester. This fee would:

- Specifically fund major events during Homecoming and Springfest, ensuring high-quality celebrations.
- Provide stable funding for event logistics, performers, guest speakers, and related costs.
- In addition to the \$75 Homecoming/Springfest Tuition Fee per semester, students will be required to purchase a \$25 all-access Ticket Maintenance Fee for Homecoming and Springfest to receive access to the week's events.

**Opt-Out Option:**

- During course registration, students would have the option to opt in or opt out of the \$75 Homecoming/Springfest Fee.
- Students who opt in would pay a \$25 all-access maintenance fee for entry to all major Homecoming and Springfest events.
- Students who opt out would not pay the fee but would be required to pay event-specific general admission fees for entry to Homecoming and Springfest activities.

**Outcome:**

- A total of 396 students participated in the vote on March 27<sup>th</sup>, 2026.

- **Yes, I support the fee with the opt-out option:** 215 (54.3%)
- **No, I do not support the fee:** 181 (45.7%)
- **Abstain:** 0 (0%)

**Action Item:** As the vote has passed, the Student Government Association (SGA) seeks the Board of Curators' approval for the implementation of a \$75 Homecoming/Springfest Fee, with an opt-out option, beginning Fall 2026.