



LANE
COLLEGE

FACULTY
HANDBOOK

545 LANE AVENUE | JACKSON, TN 38301
LANECOLLEGE.EDU
DR. LOGAN HAMPTON, PRESIDENT

Approved by the Lane College Board of Trustees Spring 2021



LANE COLLEGE

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Jackson, Tennessee 38301
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Lane College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Science, Bachelor of Arts and the Bachelor of Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lane College.

Lane College holds membership in the following organizations and associations:

- Tennessee College Association
- Tennessee Independent Colleges and Universities Association (TICUA)
- National Association of Church-Related Colleges
- American Association of Collegiate Registrars and Admissions Officers
- The United Negro College Fund/UNCF
- American Council on Education
- Council of Independent Colleges
- Council for Opportunity in Education
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education
- Association of Governing Boards

Lane College does not practice or condone discrimination in any form, against students, employees or applicants on the grounds of race, color, national origin, religion, gender, age, sexual orientation, or disability. Lane College commits itself to positive action to assure equal opportunity regardless of those characteristics.

The College reserves the right to withdraw or change the information contained in this *Faculty Handbook*. The President of the College has final authority in its interpretation.

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COLLEGE INFORMATION

MISSION STATEMENT

With strong ties to the Christian Methodist Episcopal Church, the College's Mission is to develop the "whole student." Academic excellence is the institution's top priority, and it is achieved through a student-centered and nurturing approach to learning supported by excellent teaching, teaching-related research, and service. The College believes that one's intellectual capability coupled with social and spiritual growth is essential to the development of a well-rounded individual. In keeping with this Mission, the College offers creative and enriching academic programs to prepare students for their chosen careers and encourages active student engagement to cultivate life-long learning.

INTRODUCTION

In order to more effectively work toward achieving the Purpose of the College and to otherwise promote its various programs, there must be a harmonious relationship among the individuals and units of the College. Attainment of this goal is enhanced when each individual understands their role and their relationship to others, understanding the policies, regulations, and procedures to which employees are expected to adhere.

It is the aim of this Handbook to provide a basic understanding of the Purpose and the organization and administration of the College; to describe the administrative structure of the academic area; to set forth the major policies, regulations, and procedures which pertain to the faculty; and to present other general information of interest to the faculty.

Additional information and more detailed operational policies, procedures, and regulations may be found in the *College Catalog* and in manuals of the various other units of the College.

Failure to adhere to the policies in this manual may result in sanctions which include a letter of reprimand, salary reduction, or termination.

HISTORY OF THE COLLEGE

In 1882, one of the nation's early black church denominations founded what has since evolved into Lane College. Now referred to as the Christian Methodist Episcopal (CME) Church, the organization was originally named the Colored Methodist Episcopal (CME) Church in America when it formed in 1870. Among its top priorities was the establishment of schools to educate the newly freed Negroes following the Civil War.

The enterprise of building a school in Tennessee was conceived as early as November 1878 at the CME denomination's Tennessee Annual Conference. The CME Church's first Bishop, William H. Miles, presided over the meeting, convened at the old Capers Chapel CME Church in Nashville. A pivotal moment of the Conference occurred when Reverend J.K. Daniels presented a resolution to establish a Tennessee school. Amid much applause, the resolution was adopted, and a committee was appointed to solicit means to purchase a site. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, Barry Smith, and J. K. Daniels constituted this committee.

Due to the great yellow fever epidemic of 1878, the committee's work was hindered. However, when Bishop Isaac Lane was appointed to preside over the Tennessee Conference in 1879, there was a turning point. He met with the committee and gave advice to help formulate plans for the founding of what would be called the CME High School, later named Lane College. For \$240, Bishop Lane purchased the first four acres of land to be used for the new school, located in the eastern part of

Jackson, Tennessee.

On November 12, 1882, the CME High School began its first session under the guidance of its first principal and teacher, Miss Jennie E. Lane, daughter of Founder Isaac Lane. This first day of school marked the beginning of a powerful and ongoing commitment to the uplifting of people throughout the south, the nation, and the world.

Miss Lane went on to marry a CME minister, Nelson Caldwell Cleaves. In January 1883, Professor J.H. Harper of Jackson, took over her unexpired term. In the spring of that year, Bishop Lane recruited Harper's successor, Reverend Dr. Charles H. (C.H.) Phillips to serve as principal of the school with Phillips' wife to serve as teacher. Their tenure began in October 1883. Under Dr. Phillips, the first curriculum and the first catalog were developed. The school's name was changed in 1884 to Lane Institute in acknowledgement of Bishop Lane's vigorous work in establishing the school, chartered under the laws of the State of Tennessee. These actions were significant in furthering the development of the school and gearing its curriculum towards preparing "preachers and teachers." Dr. Phillips resigned in the summer of 1885. Reverend T.J. Austin was his replacement, serving until 1887, the year of Lane Institute's first graduating class. The class consisted of five students including Nelson Caldwell Cleaves, a future Bishop of the CME Church and future chair of the Lane College Board of Trustees. The four other members of the inaugural graduating class were Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith.

In September 1887, Reverend T. F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church, South, was appointed the first President of Lane Institute, making numerous contributions to the school. It was during his presidency that the need for a college department was discerned. The college department was organized in 1896, and at that time, the Board of Trustees voted to change the name from Lane Institute to Lane College. The college department broadened the curriculum by its organization into the classical, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was elected president. He held that position until 1907. During his tenure, the present administration building was erected. Dr. Bray was succeeded by Dr. James Franklin Lane, the son of the founder. Dr. Lane served for 37 years. During his administration, the College improved its educational facilities and its physical plant. The College attracted the attention of several philanthropic organizations such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the Methodist Episcopal Church, South. These agencies and boards gave liberal contributions to the educational program of the College.

One of the few Negro schools to be approved by the Southern Association of Colleges and Secondary Schools (SACS), Lane College received a "B" rating from the regulatory agency in 1936, as well as partial accreditation, the only level given to Negro schools by SACS at that time. In December 1961, Lane College was admitted into full membership in the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, who was later elected a Bishop of the CME Church, was elected as the acting president until Dr. D.S.

Yarbrough was elected in 1945. Dr. Yarbrough served until 1948 when he was succeeded by Professor James H. White. Professor Richard H. Sewell, Dean of Instruction, was elected the acting president in 1950 and served until Reverend Dr. Chester Arthur Kirkendoll was elected president. Dr. Kirkendoll served for twenty (20) years until his election as a Bishop of the CME Church in May 1970.

During Dr. Kirkendoll's tenure, the College became fully accredited by the Southern Association of Colleges and Schools. Smith Hall, Graves Hall (formerly known as Jubilee Hall), Hamlett Hall, and the Student Union Building were erected.

Dr. Herman Stone Jr., who served as the Dean of the College for ten (10) years, was elected President in July 1970. During his presidency, Lane College's accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the J.F. Lane Health and Physical Education Building was added to the facilities of the College. After serving for sixteen (16) years as President, Dr. Stone retired in May 1986. He was succeeded by Dr. Alex A. Chambers who took office on June 1, 1986.

The College's accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools in 1991, under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore Cleaves Hall, Saunders Hall, J.K. Daniels Building, and the old President's Home to their original appearance. These buildings, in addition to the Bray Administration Building and the old Central Heating Plant, comprise the Lane College Historic District. This designation was given by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.

Dr. Arthur L. David, a 1960 graduate of Lane College, who was serving as Dean of the College, was appointed Interim President by the Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named as the 9th President on August 20, 1992. Dr. McClure, a 1964 alumnus, assumed the position of President on September 1, 1992.

Under Dr. McClure's leadership, the College experienced significant growth in enrollment, financial stability, an increase in faculty strength, an expanded curriculum, strengthened management, a significantly improved physical plant, and a student-centered campus climate, including heightened student morale. In addition, construction of the Academic Center, which houses the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center resumed in 1996, and was completed in 1997. In February 1997, the \$5.2million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the property formerly owned by the Budde & Weiss Manufacturing Company, a firm that designed and made church furniture. Budde Street, which is adjacent to the original properties, is named in its honor. The successor in title was Tennessee Dimensions, Inc. This purchase of 6.7 acres, plus the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Professor Essie Mae Atwater Perry, increased the size of the campus to approximately 25 acres.

An extensive campus beautification initiative was undertaken in 1998, which included a new football

practice field; recreational center; the Archives that housed a computer student center, a bookstore, a communication and copy center, and a study lounge/café; a spiritual life center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. Built in 1905 and known as the “Crown Jewel” of the campus, Bray Hall received a complete interior overhaul, costing \$2.2 million. Funds for this project were acquired through the U.S. Department of Education. The renovation was completed in July of 2000. Under Dr. McClure’s leadership, the College’s accreditation was reaffirmed in 2002, with commendations for library resources and information technology.

In September 2001, the Board of Trustees approved the administration’s strategic plan to expand the College’s curriculum, strengthen the quality of its faculty, and increase student enrollment. During the years between 2006 and 2009, the College executed some of the most aggressive expansions in enrollment and facilities in its history.

In 2001, 672 students were enrolled at Lane. In Fall 2009, student enrollment was 2,250, a 235 percent increase, of which the ratio of males to females was approximately 1:1. To accommodate planned and sustained growth in student enrollment, the College’s administration established a strategic plan to meet the needs of the increased student population.

During the fall 2002, the College began to expand its campus acreage and, in the summer of 2003, began extensive renovations of The Archives, now known as the Water Tower Place. As a result of these renovations, on November 4, 2004, the Cyber Café opened with a ribbon-cutting ceremony. The facility is suited for meetings, coffee, or quiet study. During the evenings, the Café is also utilized by students for live entertainment and poetry readings.

In July 2005, the College acquired the FCC license to operate its own radio station, WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own full-time radio station.

Between March and December 2006, the College acquired an off-campus residence hall named Eastbrooke, with a capacity for 76 occupants; renovated P.R. Shy Hall (formerly named Meeting Hall and Production Center), the home of WLCD; secured through a gift from the City of Jackson the 3,500-seat (another document indicates 2,500-seat) Rothrock Stadium located on the west side of Hays Avenue between Lexington and College streets, now Lane Field, the home of the Lane College Dragons football team; purchased a telecommunications system to alert students, faculty, and staff of any emergency; and bought the historic St. Paul CME Church building located on the College’s eastern boundary. This building has been renamed The Lighthouse.

In the summer of 2007, the College completed construction of two new residence halls: The Edens and The Orchards, each with a capacity of 86 students; and a new dining facility, Phillips Hall, which as the result of a 2009 expansion, now seats 800 students.

Beginning in summer 2008 and continuing through 2009, the College completed the construction of three (3) residence halls (Alumni, Harper, and Jennie E. Lane) and a 42,000 square foot Science and Business Building. Alumni Hall accommodates 86 students and Harper Hall and Jennie E. Lane Hall

each accommodates 129 students.

A major facelift along the heart of the College during the summer of 2010, particularly the three-block area proceeding easterly on Lane Avenue from the railroad tracks to Middleton Street, heightened the aesthetic appeal of the campus. The project included the installation of decorative streetlights and crosswalks, street resurfacing, sidewalk replacements, landscaping beautification, and the installation of brick overlays in front of Cleaves Hall.

Also, during the summer of 2010, the College completed construction of a pedestrian underpass that connects Harper Hall, a men's residence hall, with the North campus by creating a walkway under the West Tennessee Railroad.

In October 2010, the College completed construction of the new Berry Hall, replacing the former building that was moved to campus over 65 years ago. This building, now called the Berry Hall Teaching Learning Center is the facility where teacher education courses are taught, and education faculty offices are located. Additionally, the Teaching Learning Center houses a resource area in which materials are available to enhance instruction.

The year 2012 was marked by enormous growth, but also the upholding of its Mission to serve the disadvantaged. Community health initiatives promoting HIV/AIDS awareness and prevention of such diseases as diabetes and hypertension have been implemented in the College's Wellness Program since 2006.

In July 2013, the College acquired the former Baptist Student Union Building located on Middleton Street from the Tennessee Baptist Missionary and Education (TBM&E) Convention. It is utilized as office space for faculty and staff.

Dr. McClure passed away after a short illness in December 2013 after leading the College for twenty-one years.

Dr. Logan Hampton was named the 10th President of Lane College by the Board of Trustees on June 12, 2014. He assumed this role with a commitment to advance the mission of the College. Under his leadership, Dr. Hampton has launched transformative initiatives to lead the campus in expanding online course offerings, receiving approval from SACSCOC to offer associate degrees and online instruction for the Bachelor of Arts in Religion, strengthening the College's brand and Christian ethos, establishing a more conventional student residential community with a robust first-year experience program, and improving the arts, recreation, and athletic facilities. Giving to the College has increased significantly and steadily since Dr. Hampton's arrival at Lane.

One of Dr. Hampton's marquee initiatives is the Power of Potential® (POP) Scholars Program launched in 2015. Built on the premise that preparing students for lives of meaningful work has always been a central purpose of the College, the Program is designed to develop and enhance skills necessary to prepare each scholar to be an expert learner and assume leadership roles on campus and beyond. The program, led by two Scholar Leaders, is managed by students for students. Together, cohorts of students join a community of scholars aimed at attracting and supporting talented students.

In 2017, President Hampton led the campus to develop five strategic themes. Since its founding, the College has transformed lives, liberated minds and souls, and celebrated excellence in Christ as the institution has helped each student to achieve and realize the Power of Potential®.

Under the leadership of President Hampton, the College was designated a veteran-friendly campus. The College continued the improvement of existing facilities with the renovation of the aquatic center and gym floor in the J.F. Lane Building and bathroom areas in Cleaves, Hamlett, Graves, and Smith Halls. In addition, computer laboratories were added to each of these residential facilities and the windows were replaced in Cleaves Hall. During the 2018-19 year, the College completed the renovation of the Kirkendoll Student Union Building to include state-of-the-art conference facilities, meeting rooms, and student lounge areas. Lane Institute, First-Year Experience, and Second-Year Experience are housed on the lower level of the facility. In this same year, the Lady Dragons made history as the 2019 SIAC Women's Basketball Champions.

During the 2018-19 academic year, the College also was successful in submitting its Fifth-Year Interim Report to SACSCOC. The Report, along with the QEP Impact Report, was accepted without any follow-up reports required.

Dr. Hampton also sought to expand community support and involvement. Through a partnership with the Jackson-Madison County School System, the College was granted a lease of the music area at the former Jackson-Central Merry High School campus.

President Hampton has dedicated significant time and energy to igniting creativity and full participation within the campus community. This cross-institutional approach has contributed to an increase in successful grant making; the creation of the Student Textbook Exchange Program (STEP), a collaboration of Academic Affairs, Student Affairs, and Auxiliary Services that provides each student with course materials; and, in 2019, broadened the pathway for students through enhanced interactions between the College and a top research university.

In Spring 2020, the College was gifted the former Lincoln Elementary School property by the City of Jackson. This property houses faculty offices and practice areas for the Concert Choir and the cheerleading program.

Due to the global COVID-19 pandemic, higher education has experienced a transformational period and Lane College was no exception to the trends, both long- and short-term. Since the sudden pivot to online and hybrid instruction in March 2020 and continuing through the Spring 2021 semester, the College remained committed to supporting the well-being of its students and the need for both flexibility and compassion during the COVID-19 pandemic.

Through this difficult season, President Hampton used this global pandemic as an opportunity to welcome creative ways to pursue a path forward and cultivate an environment of incremental improvement and innovation. In so doing, Dr. Hampton broadened the College's national reach, raised the profile of the campus, and promoted collaboration across academic disciplines and administrative units as he guided the College through a period of significant financial challenges. In June 2020, U.S. Senator Lamar Alexander (R-TN) invited Dr. Hampton to testify on behalf of the HBCU community, in particular, and the greater higher education community, in general. During his testimony, Dr. Hampton asked for \$1 billion in support for HBCUs, the doubling of the Pell grant, and

relief from the HBCU Capital Financing Program. Thus, in December 2020, the passage of the coronavirus stimulus legislation included \$1.7 billion appropriated for HBCUs, increases in both the amount of the Pell grants and the number of eligible students; and forgiveness of the \$1.3 billion in loans secured through the HBCU Capital Financing Program for several institutions.

From its humble beginnings, Lane College has been a source of inspiration for countless numbers of youth and adults throughout this nation. Today, it stands as a symbol of Christian education for persons of all faiths, creeds, colors, and nationalities.

PURPOSE OF THE COLLEGE

Lane College is a small, private, co-educational, church-related institution which provides a Liberal Arts curriculum leading to baccalaureate degrees in the Arts and Sciences. The College accepts persons regardless of race, color, sex, religion, age, or national origin.

Founded in 1882 by Bishop Isaac Lane, a former slave, Lane College is proud to be one of the nation's oldest Historically Black Colleges, and the first four-year institution established by the Christian Methodist Episcopal Church. Consistent with its tradition of providing educational opportunities for those who may not otherwise have the opportunity to attend college, Lane College is committed to preparing students, through its liberal arts curriculum, to assume meaningful positions in their chosen occupations or professions and/or to pursue graduate studies. Consistent with its history and tradition, the College has a particular interest in preparing professional educators.

THE GOVERNING BODY

Lane College is governed by a Board of Trustees. It is the legally constituted body which has complete authority for the operation and management of the College. The Board of Trustees sets broad policies for the operation and control of the College. It selects the President who is the Chief Executive Officer of the College and, upon his recommendation, appoints other members of the administrative staff and faculty.

The By-Laws of the Board of Trustees provide for a maximum of thirty trustees, which include: ten members of the Board of Trustees must come from the three Regions of the First Episcopal District of the Christian Methodist Episcopal Church; five members of the Board of Trustees from the Christian Methodist Episcopal Church at-large; fifteen members of the Board of Trustees are elected at-large of which three shall be alumni of the College, the Presiding Bishop of the First Episcopal District of the Christian Methodist Episcopal Church, and the General Secretary of the Department of Christian Education of the Christian Methodist Episcopal Church.

The officers of the Board of Trustees are as follows: Chairman, Vice-Chairman, and Secretary. The standing committees are as follows: The Executive Committee, the Committee on Trustee Membership, the Committee on Financial Affairs, the Committee on Academic Affairs, the Committee on Student Affairs, the Committee on Development/Investment, the Committee on Audit, and the Committee on Physical Plant.

The Board of Trustees holds two regular meeting each year. The Executive Committee, which has the authority to act for the Board during the interim, meets at least once each quarter.

INSTITUTIONAL ORGANIZATIONAL STRUCTURE

The organizational structure has become more intricate and reflects the changes and the growth of the College over the last decade. The administrative organization is shown in Exhibit A. The Board of Trustees is the chief governing body of the College. Exhibits B through F identify the hierarchy of the College's organizational structure.

The President is the chief executive officer (CEO) of the College. In the President's absence, this authority passes to the Executive Vice President. In the absence of both the President and Executive Vice President, this authority passes to the Vice President for Academic Affairs. In the absence of all three of the above-named administrators, the President may appoint the person to whom executive authority will temporarily pass.

Lane College's current organization, as is true of many colleges with similar population characteristics, is divided into major administrative divisions. The major administrative unit heads of the College are appointed by the President. The positions which generally report to the President directly are the Executive Vice President, Chief of Staff, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Chief Financial Officer, Director of Enrollment Management, Director of Human Resources, and the Athletic Director. Brief descriptions of the duties and responsibilities of key administrative officers are given below.

The President

The President is the chief administrative officer of the College. As Executive Officer of the Board of Trustees, the President is responsible to the Board for the implementation of policies and programs it has adopted. The President stimulates and coordinates the formulation of internal operational policies and is responsible for general supervision and coordination of the work of all phases of the College's operation. This office is the official medium of communication between the Board of Trustees and the faculty, staff, and student body. The President prepares an annual report for the Board and makes recommendations for improving the College. As the chief administrative officer, the President is aided by the Chief of Staff.

Executive Vice President

The Executive Vice President (EVP) serves as the chief executive officer in the absence of the President. The EVP is responsible for maximizing the College's operating performance and achieving its financial goals. The EVP has a broad array of responsibilities ranging from communicating with the board of directors to preparing operating budgets to overseeing a strategic plan.

Vice President for Academic Affairs

The Vice President for Academic Affairs is the chief academic officer of the College. The Vice President for Academic Affairs is responsible for the administration of the academic program. Assisting the Vice President for Academic Affairs, and reporting directly to this officer, are the Registrar; Academic Division Chairpersons; Librarian; Director of Career Pathways Services; Director of First Year Experience; and Academic Support Programs. Additionally, the Vice President for Academic Affairs is responsible for curricula, instructional, and faculty personnel matters and for allocating budget and instructional resources for all academic areas. This office is expected to encourage innovation and to be sensitive to concerns such as providing opportunities for faculty development that will

enhance institutional effectiveness.

Chief Financial Officer

The Chief Financial Officer (CFO) of the College, is directly responsible to the President on all matters of a business or financial nature. Other areas of responsibility include assisting the President in the development the annual budget and exercising control over the budget. This officer is also held accountable for the following functions: Payroll/Purchasing; Accounting, accounts receivable, accounts payable, student accounts, collections, payroll, financial statement preparation, and investing. The CFO is also responsible for developing standards, policies, and procedures relating to the financial operations of the College and ensuring proper legal and regulatory compliance. The CFO serves as the treasurer of the College and liaison to the Board of Trustees' audit and finance committees.

Vice President for Student Affairs

The Vice President for Student Affairs is the chief administrative officer for all non- academic student matters. Also, this office works closely with the Vice President for Academic Affairs on matters relating to the students' academic progress. The Vice President for Student Affairs is responsible for coordinating several student services which include: Counseling; (2) Health Services; Residential Life/Housing; Student Activities; and Student Government Association. This officer coordinates recreational programs.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is the chief fund-raising officer of the College who works closely with and is directly responsible to the President. The Vice President for Institutional Advancement manages activities designed to further enhance the position of the College. Through this office efforts are made to foster goodwill for the College by keeping various publics informed as to the work and achievements of the College. The Vice President for Institutional Advancement is responsible for exploring ways and means of obtaining increased support for the College. Supervisory functions for the following areas are provided: (1) Alumni Affairs; (2) College Relations; (3) Fundraising/Development; (4) Church Relations; (6) Federal Relations; and (7) Marketing.

Vice President for Administration

The Vice President for Administration provides executive-level leadership and vision in the administration of a comprehensive range of services, policies, and procedures related to administrative programming, planning, and strategically-related functions. The Vice President for Administration is responsible for ensuring that all administrative service programs, support services, resources and systems are user-friendly and support the College's mission of affordability, accessibility, and quality for all students.

Reporting directly to the President, the Vice President for Administration serves as a member of the President's Executive Leadership team. The Vice President provides strategic and innovative leadership, as well as guidance and oversight of the following areas: Information Technology, Physical Plant, Mailroom/Switchboard, Title III, Transportation Services, and Housekeeping Services. The Vice President for Administration participates in all aspects of institution-wide planning in support of the mission and goals of the College to meet the needs of a diverse student population and to create an environment where all students have the opportunity to succeed.

ACADEMIC ADMINISTRATION

The academic area represents one of the major administrative units of the College. It is the focal point of the institution's educational program. It is through the academic area that the College largely seeks to achieve its Mission. There exists within this area a division of labor for the most expeditious execution of the variety of duties and responsibilities.

Vice President for Academic Affairs (See previous description)

Division Chairperson

Division Chairpersons represent the second level in the administrative organization of the instructional program. The Chairpersons' duties and responsibilities to their Academic Divisions are basically parallel to those of the Vice President for Academic Affairs, to whom the Chairpersons are responsible.

The Chairpersons are assisted by Department Chairpersons. In carrying out the responsibilities of the Divisional Chair, the Chairperson shall:

1. Coordinate the development of academic programs for major, minor, and general education programs within the Division.
2. Participate in the recruitment of new faculty members.
3. Approve, sign, and transmit to the Vice President for Academic Affairs requisitions for textbooks, equipment, and other necessary materials for the Division.
4. Request materials from Divisional faculty and coordinate the submitting of annual reports to the Vice President for Academic Affairs.
5. Be knowledgeable about the requirements of teacher licensure set up by the State Department of Education.
6. Prepare a tentative schedule of classes offered by the Division for inclusion in the general schedule for the semester.
7. Assign classes to faculty based on interest, needs of students, and faculty credentials and capability. Chairpersons should also consider classroom size and availability, as well as time frames and other logistical concerns with respect to class assignments.
8. Provide a means of communications for all members of the Division regarding policies, procedures, programs, and general institutional needs.
9. Act as chief advisor to the Vice President for Academic Affairs in academic matters, particularly within the Division.
10. Initiate and coordinate educational policies for the Division and present them to the Vice President for Academic Affairs.
11. Transmit to the Vice President for Academic Affairs budget recommendations for the Division after details have been worked out with teachers under Divisional jurisdiction.
12. Evaluate members of the teaching staff using the College's approved method of evaluation and recommend to the Vice President for Academic Affairs appointment, re-appointment, tenure, promotion, demotion, or dismissal of

- members of the faculty within the Division.
13. Help to plan and coordinate research activities designed to promote scholarship and professional improvement.
 14. Provide academic and personal counseling to teachers and students within the Division.
 15. Recommend students for degrees who have satisfied the requirements in the major fields of the Division.
 16. Upon the recommendation of the Department Chairperson, the Division Chairperson will check the degree audit and certify seniors' readiness for graduation.
 17. Convene regular Divisional meetings, to be set by the Division and file copies of minutes of the Divisional meetings with the Vice President for Academic Affairs.
 18. Assign a Department Chairperson the responsibility of working with a student in the removal of an "I" grade from the student's transcript for students who received the grade from a professor who is no longer employed by the College.
 19. Assign grades (vis-à-vis #18 above) to faculty grade sheets for those students who make up "I" grades from professors who are no longer employed by the College.

Qualifications and Selection of Division Chairperson

A. Qualifications

Division Chairpersons should preferably hold the rank of Associate Professor or Full Professor. They should preferably have an earned doctorate in an academic field or qualifications other than the terminal degree such as competent writing in an academic field or creative work in a professional field. They may also be a verified scholar in their field of study. They should have at least five years of full-time employment at Lane College or another four-year institution with comparable rank and have demonstrated teaching ability.

B. Selection Process

The Chairperson of a Division is appointed by the President of the College upon the recommendation of the Vice President for Academic Affairs.

C. Term of Office

Evaluation shall be on an annual basis. At the end of each year, the office shall be reviewed for reappointment or re-assignment. If the chair is not recommended for re-appointment, the process of selection shall be exercised. As indicated in the section on administration and organization, all administrators serve at the discretion of the President.

Department Chairpersons

Department Chairpersons represent the third level in the administrative organization of the instructional program by assisting the Division Chairpersons in the direction of the Educational Programs. They lead faculty in their respective areas with respect to program coordination, curriculum development and review: as well as supervision of the Academic Area. Their responsibilities include the following:

1. Prepare a tentative schedule of classes to be offered by the Division in their area of expertise. This is done in consultation with the faculty of the Academic Area.
2. Serve as chief advisor in the students' major field, check degree audit and report students' progress to the Divisional Chairperson, particularly with regard to graduation requirements.
3. Serve as chief advisor to the Division Chairperson on matters within the Academic Area under his/her supervision.

4. Participate in the recruitment of new faculty members.
5. Participate in the evaluation process of faculty in the academic area.

Qualifications and Selection of Department Chairpersons

- A. Qualifications of Department Chairpersons
Department Chairpersons should be full-time members of the faculty with the rank of Assistant Professor or above.
- B. Selection Process
Department Chairpersons shall be recommended for appointment by Division Chairpersons. These recommendations will be approved by the Vice President for Academic Affairs and President.
- C. Term of Office
Department Chairpersons shall serve for one year. They may be reappointed on an annual basis.

Faculty

The Faculty of the College, as approved by the Board of Trustees, includes persons who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor and those who are engaged in full-time teaching or research. Those persons who have faculty status include: the President of the College, the Vice President for Academic Affairs, the Registrar, and the Librarians with professional degrees. The faculty is responsible for the content, quality, and effectiveness of curriculum and for the instructional program. It operates within established policies of the College. Recommendations for policy and curricula changes may emanate from the faculty, the Academic Cabinet, the Academic Council, or the Vice President for Academic Affairs. There may be some administrators and staff persons who teach courses, but they will be considered to have non-faculty status.

Registrar

The Registrar is responsible for the safekeeping of academic records of students. This officer is responsible to the Vice President for Academic Affairs and, through the Vice President for Academic Affairs, certifies to the faculty students' satisfactory completion of degree requirements. The Registrar maintains permanent records on all graduates and issues transcripts upon request or proper authorization. The Registrar is in charge of the registration process. Some duties of the Registrar include:

1. Coordinate, supervise, and evaluate the work of the personnel employed in that office.
2. Aid and advise the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Committee on Curriculum, Academic Standards, and Instructional Development concerning the review, formulation, and interpretation of regulations relating to graduation requirements, honor roll, academic probation, dismissal, etc.
3. Verify and evaluate permanent records of the prospective graduates and submit these records to the Vice President for Academic Affairs and the respective Division Chairpersons.
4. Implement the methods of registration, data compilation, and grade reporting as prescribed by the Vice President for Academic Affairs.
5. Recommend personnel for the Registrar's Office (appointment, re-appointment, promotion, and salary increments).

Head Librarian

The Head Librarian is in charge of the Library/Learning Resource Center, and is responsible for all policies, procedures, techniques, collection development, and staff supervision for effective library service. As a member of the academic unit, the Head Librarian provides assistance to the faculty and students and works closely with the faculty in the selection of books and other materials.

The Head Librarian prepares and administers the library budget and makes an annual report on the state of the Library to the Vice President for Academic Affairs. The Head Librarian is directly responsible to the Vice President for Academic Affairs.

Faculty Meetings

The faculty meets once each month. Meetings are presided over by a member of the faculty elected as Faculty Chairperson. The Secretary, who is elected by the faculty, records the minutes. Dates for regular meetings are decided upon at the beginning of each school year.

All full-time faculty members are required to attend. Meetings may be called at the discretion of the President or the Vice President for Academic Affairs.

Division Meetings

Each of the three Academic Divisions meets monthly. They are presided over by Division Chairpersons. These meetings are primarily concerned with matters which affect the Division.

Minutes are filed with the Vice President for Academic Affairs.

COLLEGE CABINETS / COUNCILS

Executive Operations Group

The **Executive Operations Group** is composed of the President of the College, the Vice President for Academic Affairs, the Chief Financial Officer, the Vice President for Student Affairs, the Vice President for Institutional Advancement, and the Vice President for Administration. The **Executive Operations Group** is responsible for seeing that adopted policy is implemented. The President relies upon the **Executive Operations Group** to keep him informed on the total operation of the College. The **Executive Operations Group** meets weekly or as needed.

Academic Cabinet

The **Academic Cabinet** is composed of the Vice President for Academic Affairs; the Registrar; the three (3) division chairs: Division of Natural and Physical Sciences, Division of Liberal Studies and Education, and the Division of Business and Social and Behavioral Sciences, the Director of Education Preparation Program; the Assistant Vice President of Institutional Research and Effectiveness; and a representative elected by the faculty. The **Academic Cabinet** is responsible for the implementation of all academic policies. The Vice President for Academic Affairs serves as the Chairperson. The **Academic Cabinet** meets once per month or as needed.

Academic Council

The **Academic Council** is composed of members of the Academic Cabinet along with the Director of Enrollment Management, the Head Librarian, the Director of the First-Year Experience, the Director of Second-Year Experience, the Vice President for Student Affairs, the Director of Lane Institute, Department Chairpersons (from each division), the Director of Career Pathways Services; and four (4) Student Government Association representatives (one from each class).

The **Academic Council** assists the Vice President for Academic Affairs, who serves as Chairperson, in developing academic policy. The **Academic Council** meets four times a year or as needed.

The **Academic Council** acts as an advisory board to the Vice President for Academic Affairs. It serves as a clearinghouse for all academic matters dealing with programs such as changes in course requirements, majors, general education, deletion of courses, and the addition of new courses/programs. All academic problems are referred to the **Academic Council** for clarification and for recommendations to the faculty. The **Academic Council** is advisory in nature; however, its recommendations are given careful consideration.

DIVISIONAL ORGANIZATIONAL CHART

Vice President for Academic Affairs

LIBERAL STUDIES and EDUCATION DIVISION

English
French
Interdisciplinary Studies
Mass Communication
Music
Physical Education
Religion

BUSINESS, SOCIAL and BEHAVIORAL SCIENCES DIVISION

Business
Criminal Justice
History
Sociology

NATURAL AND PHYSICAL SCIENCES DIVISION

Biology
Chemistry
Computer
Science
Mathematics
Physics

ACADEMIC POLICY

The Schedule

The schedule of classes for each semester is prepared by the Vice President for Academic Affairs. The Vice President for Academic Affairs receives from each Division Chairperson a proposed schedule for the Division supervised, makes necessary adjustments, and compiles the total schedule. Any changes in classroom assignments, hours, and meeting days must be approved by the Vice President for Academic Affairs.

Syllabi

The College Faculty has adopted a uniform format for all course syllabi. *(See Appendix A)* Each course in the College curriculum should have a syllabus. Copies should be on file in the office of the Vice President for Academic Affairs and in each Divisional office. Faculty members are to distribute copies of each class syllabus on the first day of classes of each semester.

Academic Assessments

A mid-semester academic assessment and a final academic assessment are required for each course offered. Additional academic assessments are scheduled at the discretion of the instructor. Frequent academic assessments are strongly encouraged. One copy of the final academic assessment of each class must be filed in the office of the Vice President for Academic Affairs and one in the office of the respective Division Chairperson at the close of each semester. Faculty members are expected to follow the prescribed schedule in administering final examinations.

Evaluation of Instruction

Evaluation of the faculty at Lane College is done to improve the instructional process. Its use may include determination of rank, tenure, and salary increment. The process includes the following: self-evaluation, peer evaluation, Chairperson Evaluation of faculty, and student evaluation. *(See Appendix B)*

The Teaching Load

Full-time teaching load is 12-15 semester hours. The teaching load may be reduced in the case of a special course that requires more contact hours than credit hours and in instances where an instructor has extra-class responsibilities. Teaching loads may also be reduced if the number of preparations of the instructor is larger than the normal limit. No full-time faculty member shall have a teaching load of less than 12 hours per semester without the approval of their Division Chairperson and the Vice President for Academic Affairs.

For persons teaching laboratory, studio, applied music, or activities courses, each contact hour is equal to one-half of a credit hour. In that instance, an applied music teacher would be credited with 1/2-hour load for each student. Hopefully, the number would correspond with the prescribed regular course hours to make for a 12-15 hour teaching load.

The full-time teaching load of a Division Chairperson may be 3-9 hours depending upon other programs and responsibilities. The teaching load is designed to allow sufficient time for the performance of administrative duties.

Part-time Faculty

Part-time faculty members are persons employed by the College to teach classes in specific circumstances. These persons may have continuing status or *ad hoc* status, contingent upon the needs of the College. Part-time faculty must have the necessary credentials for the classes taught as prescribed by the Commission on Colleges of the Southern Association of Colleges and Schools. All part-time appointments are on a semester-to-semester basis.

Class Tardiness

It is expected that all faculty members will meet their scheduled classes promptly and for the entire period. If circumstances should cause a faculty member to be unable to meet a class appointment as scheduled, the faculty member should notify the Department Chairperson and/or Division Chairperson so that the class will be monitored until their arrival.

Class Attendance

All instructors are required to meet their classes promptly, regularly, and for the entire period. Instructors who are persistently tardy for their classes or excessively absent are failing to meet their professional responsibilities. Excused absences are granted for legitimate reasons. The procedures for securing excused absences are as follows:

1. The faculty member must obtain approval from the Division Chairperson when less than one full day will be missed from classes.
2. The faculty member must obtain approval from the Division Chairperson and the Vice President for Academic Affairs when one or more days will be missed, but less than one week.
3. The faculty member must obtain approval from the Division Chairperson, the Vice President for Academic Affairs, and the President of the College when one week or more will be missed from classes.

Appropriate forms are available to report these absences. The Director of Human Resources will record all reports from the Vice President of Academic Affairs concerning absences.

In each instance, the instructor is responsible for making provision for the continuation of class work. Failure to follow these procedures may result in a loss of pay for the time missed. Excessive unexcused absences or tardiness may result in sanctions, which may include loss of pay, or non-renewal of contract.

In cases of extended illness, teachers in the same area as the person who is ill may be asked to assume responsibility for carrying on the class work. If this is not feasible, a person will be hired as a temporary replacement for the person who is ill. The Vice President for Academic Affairs, the Chief Financial Officer, and the Director of Human Resources will consult with the President of the College to decide if the person who is ill will receive a reduction in pay during the illness.

Requests for absences to attend professional meeting should not exceed five class meetings (five teaching days) for a given course during a semester. These requests should be cleared with the Division Chairperson and the Vice President for Academic Affairs at least ten days before the date of departure where feasible.

Student Class Attendance

All students are expected to attend classes regularly. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and gain from such participation.

Student Absences

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed. Instructors are required to submit attendance regularly.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Instructors are required to submit weekly reports with the names of all students who are absent from class to the Vice President for Academic Affairs.

Policy on Student Make-up Work

Students will be allowed to make up class work missed if the absence was due to illness or participation in College-sponsored activities. The student has responsibility for providing individual instructors with documentation from a physician for absences due to illness.

For minor sicknesses which do not involve a physician's care (such as headaches, colds, cramps, etc.), and in other instances, the instructor has discretionary powers concerning make-up work.

Student Withdrawal from a Class

Withdrawal from a class is the prerogative of the student, but a request to withdraw by an instructor is paramount to a warning of a failing grade for the course. It is the student's responsibility to properly execute a Course Change form ("drop/add slip") to officially withdraw from a class. Students who do not complete this process and whose names appear on the final grade report form must receive a grade of "F."

Absence from the Final Course Assessment

A student who is absent from the final academic assessment without the permission of the instructor will receive a grade of "F" for that assessment. This action may cause the student to fail the course, depending upon the weight of the final assessment in determining the grade for the course.

Grading Policy and Procedures

Each instructor has the responsibility for implementing fair and objective grading practices that are in agreement with the Purpose of the College. The assignment of a final grade should be an objective procedure that gives a true measure of the level of proficiency achieved by the student by the end of the course.

Grades are reported via the college's student information system. The Registrar will open the grading

portal for each grading period, at which time the faculty will submit grades for each student. Final academic assessments for graduating seniors are given early and the final grades for seniors are due in the Registrar's Office within 24 hours after the academic assessments are administered. For all other students, mid-semester and final grades are due in the Registrar's office 72 hours after the examinations are administered.

Make-up examinations may be given after the scheduled time to students who have been absent and who are able to justify their absences. Further information on college grading policies may be found in the *College Catalog*.

Student Grade Appeal Procedure

This appeal procedure is designed to provide students with a clearly defined avenue for appealing the assignment of a grade in a course if the student believes the grade was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In all cases, the complaining student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. Students must register their complaints within forty-five (45) days of the receiving of the grade.

Step 1. The student shall first consult with the instructor in an effort to provide a satisfactory resolution of the complaint. In the event that the student cannot schedule a meeting with the instructor, she/he may contact the Division Chairperson who will schedule the meeting between the student and the instructor. The only exception to this procedure is in the case where the instructor is no longer employed at the College or is unavailable so that it is impossible to complete *Step 1* within the allotted forty-five (45) days. In this case, the student may proceed directly to *Step 2*.

Step 2. If the complaint is not resolved in *Step 1*, the student may present his complaint in writing to the Chairperson of the Division in which the course was offered within forty-five (45) days from the end of the term during which the grade was received. The Division Chairperson may, discretionarily, counsel with the faculty of the Division. The Division Chairperson will render a decision with fifteen (15) days of receipt of the complaint.

Step 3. If the complaint cannot be resolved at the level of *Step 2* within a fifteen (15) day prescribed time period, the student, within five (5) days following the end of such period, may request, in writing, that the Division Chairperson forward his complaint to the Vice President for Academic Affairs. The Division Chairperson must forward the student's complaint to the Vice President for Academic Affairs within five (5) days. The Division Chairperson will provide the Vice President for Academic Affairs with a copy of all correspondences and records pertaining to the complaint.

The Vice President for Academic Affairs may utilize any resources available to that Office to resolve the grade conflict within a fifteen (15) day period. The Vice President's decision in this matter will be formally announced at the meeting of the Vice President for Academic Affairs, the Chairperson, the instructor, and the student. If the Vice President for Academic Affairs and the Division Chairperson are in agreement that the grade should be changed, either raised or lowered, the Vice President for Academic Affairs shall be empowered to change the grade without the instructor's consent. Otherwise, the grade shall remain as recorded.

Either the student or the instructor may appeal the decision made under *Step 3* within fifteen (15) days of filing a written request for a hearing before the College Academic Appeals Committee. In the event of such an appeal, the decision shall be stayed pending the completion of the procedure in *Step 4*. The Vice President for Academic Affairs must be provided a copy of the hearing request.

Step 4. The written request for a hearing before the College Academic Appeals Committee should state the factual basis for the appeal of the Vice President for Academic Affairs' decision. If the Committee finds that the student's or instructor's request merits a hearing, the Committee shall notify the student, the instructor, the Division Chairperson, and the Vice President for Academic Affairs of the time and location of the hearing. If the Committee finds that the request does not merit a hearing, the student or the instructor shall be notified.

Step 5. The College Academic Appeals Committee shall function as a review board. Based on its appeal review process, the Committee shall make the final decision unless there is an appeal of the Committee's decision by either party to the President of the College for final determination. The Committee shall have the power to allow the assigned grade to stand or to be raised or lowered. Its decision must be formally announced to all parties. The time schedule allotted for completion of action by the Committee shall be fifteen (15) days.

The College Academic Appeals Committee

The Committee shall be composed of seven members and seven alternates constituted as follows: A chairperson, designated by the Vice President for Academic Affairs; a faculty member and an alternate designated by the Vice President for Academic Affairs; two faculty members and two alternates elected by the faculty; three students and three alternate students selected by the Student Government Association.

Although the primary responsibility of the Committee is to review appeals, the Committee will report any obvious discriminatory or capricious conduct (on the part of either the student or the instructor) to the appropriate person for consideration and action.

Discipline

Maintenance of classroom discipline shall be the responsibility of the instructor. In case of serious or repeated disorderliness, a student may be suspended from the class by the instructor. This shall be reported to the Division Chairperson and the Vice President for Academic Affairs. The student may be kept from the class upon the recommendation of the instructor. Problems of discipline which are particularly serious or involving a wider area than the classroom shall be reported to the Vice President for Student Affairs by the Vice President for Academic Affairs. The Vice President for Student Affairs will take appropriate action.

Office Assignment and Hours of Work

The College provides office space for each instructor. The Vice President for Academic Affairs is responsible for assigning office space. Every instructor is expected to spend a minimum of ten hours per week in the office so that sufficient time is available for assistance to students. Office hours must be posted on or near the office door. A copy of the posted hours is to be filed in the office of the Division Chairperson and also in the Office of the Vice President for Academic Affairs. In courses offered by remote instruction the Instructor may substitute virtual office hours (student availability hours).

Each instructor will spend sufficient time on campus to meet classes, hold office hours, serve on committees, and carry out other professional responsibilities such as textbook orders, attendance reports, enrollment verification, academic advisement, and submission of other reports as requested. Faculty is expected to schedule their classes/office hours so that they are on campus for some period of each day, Monday through Friday.

Sponsorship of Academic Organizations

The College encourages the faculty to provide constructive leadership in working with students to establish group activities that are academic and intellectual in nature. It is expected that activities will be designed to provide enrichment of formal class experiences. Group activities may be organized in the form of seminars, clubs, forums, etc. They must be approved by the Vice President for Academic Affairs and the Division Chairperson. For each proposed activity, a statement of its purpose, relation to the College program, and a schedule of meeting dates are to be filed both in the office of the Vice President for Student Affairs and the Vice President for Academic Affairs. In instances where the proposed activities involve travel within the city or outside of the city, approval must be secured from the Vice President for Student Affairs.

Policy on Grade Changes

Letter grades (A, B, C, D, P, and F) may not be changed by an instructor once the grades have been submitted to the Registrar's Office. In the event of a grade reported in error or through miscalculation, or through the appeals process, exceptions will be made. Students will have forty-five days from the posting of grade to register a complaint concerning a grade given in error. Any grade changes must be done only by permission of the Registrar and with the approval of the Vice President for Academic Affairs. In no case shall a student be given extra assignments, tests, projects, etc., to be used to change or alter a grade.

Academic Records

Grade reports filed in the Registrar's Office become the property of the College. These reports should be checked carefully before they are submitted so that errors are minimized. Any faculty member who attempts to submit a grade for a class not on the final schedule will be reprimanded and subject to dismissal. A grade of "incomplete" ("I") or a "no report" ("X") may be changed by the instructor who submitted the grade. In the event that the instructor involved is no longer a member of the faculty, the Division Chairperson of the area of the course is empowered to make the change. The process to be used includes:

- A. Appoint a person in the teaching area to evaluate the work made up by the student.
- B. The instructor will report the changed grade to the Division Chairperson who will make the change on the grade sheet or authorize the person to make the change.

Each "incomplete" grade must be filed in compliance with the College's form for Grade of Incomplete. Changes in other grades will be considered only after sufficient evidence is submitted to the Vice President for Academic Affairs and the Registrar to warrant such request.

All instructors are required to keep an accurate and up-to-date class register (gradebook). They should be used to keep a record of students' class attendance, examination scores, grades on written and oral reports, mid-semester grades, and final grades. Class registers (Gradebooks) are to be turned

in to the Vice President for Academic Affairs, and the Division Chairperson at the end of each semester/term. They must be turned in when an instructor terminates service to the College. Once class registers are turned in, they become the property of the College, and no changes can be made in them without the approval of the Vice President for Academic Affairs.

Advising

All faculty members will serve as advisors. Advisors are expected to keep an up-to- date file on advisees and to advise them as to course requirements, quality point averages, graduation requirements, Divisional requirements, and the like. A copy of all these records should be submitted to the Division Chairpersons.

FACULTY PERSONNEL POLICIES

Academic Freedom

Academic freedom is necessary to stimulating, individualized, meaningful learning and teaching. The College emphasizes the bipartite nature of academic freedom:

1. Its affirmation of the teacher's right to inspire and engage in scholarly inquiry, to teach freely without fear of political, sectarian, or other reprisals.
2. Its insistence that the teacher be responsible -- as an individual, citizen, and faculty member -- for the motive and result of both their actions and teachings.

The faculty member shall be entitled to freedom in the classroom to discuss their subjects but should adhere to the Mission of Lane College and avoid persistently including material which has no relation to the subject matter.

The College believes that such rights and freedoms of the classroom include the obligation of responsibility--the responsibility to be open-minded and sympathetic to the views and opinions of the learner, to refrain from injecting into their teaching controversial topics unrelated to the discipline, and to exercise fairness in rewarding the learner for achievement.

Prior notification to the Vice President for Academic Affairs is necessary before approval of external guest lecturers.

Appointment Procedures

The appointment process for academic personnel at Lane College represents the considered input of a number of individuals in a variety of positions at the College. The President of the College shall, with proper authorization from the Board of Trustees, notify the Vice President for Academic Affairs of vacated or newly-created positions in academic personnel (instructional, library, support services, etc.).

Although major responsibility for executing faculty recruitment and appointment rests with the Vice President for Academic Affairs, faculty members are encouraged to offer recommendations of worthy candidates to Division Chairpersons. (See Recruitment) After consultation with faculty in the subject area and the Division Chairperson, a recommendation for further consideration of the candidate is made to the Vice President for Academic Affairs. The decision is made by the Vice President for Academic Affairs and the Division Chairperson to extend an invitation to the candidate for an interview.

When the candidate is interviewed on campus, students, faculty, and other persons at the College shall be involved as fully as possible. Every attempt shall be made to present a true and candid picture of the College. In addition, input from these persons on their opinions of the candidate is solicited.

The Division Chairperson shall, after proper consultation with the above-mentioned persons, give to the Vice President for Academic Affairs a priority list of candidates to fill the position with sufficient explanation for the selection. The Vice President for Academic Affairs shall, in turn, report to the President his/her recommendations for filling of the position.

The President will review the candidate's file, giving full consideration to the recommendation and report of the Vice President for Academic Affairs, and issue to the individual a contract which specifies the conditions of employment, the salary, the period of employment, and the rank. Acceptance of the terms of employment is indicated by the return of the appropriate document with signature affixed. Any appointment to the faculty, whether permanent, part-time, or conditional, shall rest with the President with the approval of the Board of Trustees.

Faculty Re-Appointment Procedures

Recommendations for faculty re-appointments are made, in writing, by the Division Chairperson to the Vice President for Academic Affairs on, or before March 1 of each year. By March 15 of each year, the Vice President for Academic Affairs shall submit, in writing, his/her recommendations for re-appointment to the President. Re-appointment contracts shall be issued by the President at the end of the spring semester. The signed contract shall be returned to the Office of the President within two weeks after its issue.

Academic Faculty Recruitment and Selection

Lane College has an open recruitment policy in its selection of faculty members and does not discriminate on the basis of race, sex, age, religion, handicap, or national origin. All qualified candidates, as described in the earlier section of this *Handbook*, have an equal opportunity for selection as a Lane College faculty member.

Prior to the appointment of a non-American citizen to the College faculty, a procedure will be used to determine the candidate's command of the English language. This procedure will include the interview process and the requirement of a written statement of not less than 200 words on his/her teaching philosophy.

Recommendations for additional academic faculty members are made by the Division Chairperson to the Vice President for Academic Affairs. Ideally, this is done when the budget for the upcoming academic year is being developed. This process should show a projection of academic faculty needs based on student enrollment and/or interest within the particular Division. Other strategies for recruitment, such as personal contracts, circulation of notices to other institutions, and advertisements in professional journals, should also be exploited to ensure that there is a diverse pool of candidates from which to choose. The recommendations sent to the Vice President for Academic Affairs should be prioritized.

After all recommendations have been forwarded, the Vice President for Academic Affairs will select the candidate or candidates judged to be priority for the particular position and invite them to the College for interviews. During the interview, the programs and characteristics of the Division and the College should be articulated along with the demands and expectations of each new faculty member. Syllabi, textbooks, and facilities for courses to be taught should be described. The prospective candidates also have an opportunity to talk with faculty members and students of the area involved in order to gain further insights. The Vice President for Academic Affairs will determine the most appropriate and qualified candidate for the vacant position and will make recommendations to the President for employment.

Part-time faculty members are expected to have the same academic preparations as full-time faculty in their area of competence.

Only the President can tender an offer of employment. Similarly, only the President can discuss or set salary, fringe benefits, and initial rank. Contracts are signed by the President and a copy of each employee's contract is retained in the Presidents files.

Each faculty member must have on file in the office of the Vice President for Academic Affairs the following:

1. Official transcripts from all work done at all levels of instruction
2. A completed application form
3. A resume, updated each year
4. A list of all organizations with which he/she is affiliated as an active member
5. Three letters of recommendation

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7. A completed application form
8. A resume, updated each year
9. A list of all organizations with which he/she is affiliated as an active member
10. Three letters of recommendation

Termination of Services

The College reserves the right to terminate tenured appointments and term appointments for the following reasons:

1. Academic incompetence
2. Gross and willful neglect of duties
3. Financial exigency
4. Violation of the College's policy on drug abuse (*See Appendix C*)
5. Falsification of information on employment records
6. Moral turpitude
7. Violation of the College's policy on sexual harassment (*See Appendix D*)

Any faculty member discovered to be involved in the sale of grades, in any form, will be dismissed immediately.

A written statement of charges must be given to the faculty member, and he/she shall be given the right to hearings in keeping with the provisions of the By-Laws of the Board of Trustees.

Suspension

In the interest of the College, the President has the authority to suspend a faculty member, including those with tenure, pending the investigation of charges against the faculty person and pending final action on those charges leading to the dismissal of charges or termination. Such suspensions will normally be with pay.

Retirement

The normal retirement age for members of the faculty is 70. Upon recommendation of the President, the Board of Trustees may approve continued employment on a year-to-year basis.

Resignations

If a faculty member plans to resign at the end of an academic year, he/she shall give notice of his/her resignation not later than May 15.

Check-Out Procedures at Year's End

At the end of each academic year each faculty member must adhere to the following check-out procedures:

1. Obtain clearance from the following offices. (Each office must sign the checklist indicating that the faculty member has no encumbrances or outstanding items from these offices.)
 - a. Library (Books and materials must be returned.)
 - b. Registrar (Grades must be submitted.)
 - c. Vice President for Academic Affairs (Roll books, advisees' folders, and desk copy of textbooks must be submitted. Keys and any equipment checked out must be returned. A complete office inventory list must be submitted,)
2. The completed clearance checklist must be submitted before final checks are distributed.
(See Appendix E)

Salary Schedule and Salary Increments

The salary schedule for the various professional ranks is set by the Board of Trustees. Faculty members are informed when changes are made in the schedule. Recommendations of salary increases are made on the basis of evaluations made the Vice President for Academic Affairs. The evaluation encompasses teaching performance, research, community service, and professional responsibility.

Raises are not automatic, but the College reviews salaries annually. Increments may be granted from year to year within a given rank until the ceiling for that rank is reached on the basis of the increased value of the services of the employee and the financial ability of the College to upgrade salaries. The results of the Faculty Evaluation Program will be used as a factor in determining year to-year increments.

Since the promotion to the next higher rank is not automatic, one's salary remains fixed when it has reached the ceiling for the rank/position.

Salaries of faculty may be increased annually based on the following factors:

1. One may be recommended as an "exception."
2. Positive results on the College Evaluation of Faculty System.
3. A successful publication of a book or journal in an academic discipline.
4. The ceiling of the salary may be raised.
5. When responsibility increase and promotions occur, salaries are adjusted accordingly. To encourage internal promotions, the College circulates personnel bulletins and announcements, describing openings and any person qualified is free to apply. Salary arrangements are confidential.

A. Promotion Increment

A special increment may be provided when a faculty member is elevated to a higher rank or position

B. Study Increment

A special increment may be granted when a ranked faculty member has earned thirty-five (35) additional semester hours beyond the credit hours he/she has when his/her present salary was determined. This increment may be earned a second time when the teacher has earned still another thirty-five (35) semester hours of graduate credit. If he/she has twice received the increment for a total of seventy (70) hours, he/she is not again eligible for the increment.

C. Degree Increment

A special increment may be provided when a faculty member earns a PhD or EdD, or equivalent degree while in service.

D. External Grants/Contracts

A special increment may be provided when a faculty member writes and receives funding for a project(s) which generates additional revenue to the College. This is a one- time increment.

Salary Payments

Lane College pays all employees bi-weekly. Employees will be paid through direct deposit to their banking institution. An employee may have up to five accounts for direct deposit. Employees are responsible for entering their banking information into the employee management system. Employees can elect to enroll in the payroll paycheck program if they do not have their own banking institution. Failure to enroll in the direct deposit will result in having a paper check charge for each check until the employee enrolls. New employees will have up to ten business days after the date of hire to complete payroll deposit information. New employees may receive a paper check until direct deposit information is updated. In that event, a paper check will be available for pickup at the Cashier's office on payday.

Organization, Duties, and Responsibilities of Faculty

The Vice President for Academic Affairs is the Provost (administrative head of the Faculty). This office is responsible to the President for the instructional program and is directly in touch with its Division Chairpersons and directors of instructional support programs and services.

Division Chairpersons are appointed by the President upon the recommendation of the Vice President for Academic Affairs. Directors of services or programs, academic Department Chairpersons, and the Head Librarian are appointed annually. It is the responsibility of the Chairpersons and the directors to coordinate the work of their divisions and programs and to make recommendations to the Vice President for Academic Affairs.

The Faculty meets regularly, and The Faculty chooses its chairperson, vice chairperson, secretary and parliamentarian. This body has final authority over matters pertaining to the addition, deletion, or change in the course of study of the academic programs of the College.

Orientation of New Faculty

All new faculty members meet prior to the initial fall meeting of the full faculty. In this meeting, presentations covering all vital aspects of the College are made by the Division Chairpersons, the President, and the Vice President for Academic Affairs. Ample time is then provided for a question-and-

answer period covering areas of orientation and matters of pertinence to the individuals within the group.

Communication with Faculty

Faculty members are informed of new and pending developments either through faculty meetings, email, or other mediums, which are published expressly for keeping the faculty and constituents of the College informed. Individual faculty members are contacted through their official college email account. Each faculty member is assigned an email account and office box in the mail room to which all communications are referred. Faculty members are encouraged to check their email at least once, and preferably twice, per day.

Office Facilities

Each faculty member will be provided with adequate office space. However, due to the space constraints, offices may have to be shared. By mutual arrangement between those sharing small offices, conference and seminar rooms may be utilized for academic-related discussions with students or colleagues so as to keep disturbances to a minimum. It is institutional policy that offices are not intended as a facility for personal or private use or for use in activities not related to the academic program of the College.

Copy Services

Faculty members may make use of the Copy Center. Due consideration must be given to advance scheduling during certain periods when workloads are exceptionally heavy, as at testing periods or Commencement. With anticipation and early submission of materials, faculty members may obtain prompt service. Only in emergencies, justified to the responsible office, should materials be expected upon demand, and usually not within twenty-four hours. In genuine emergencies, other officers will cooperate with reasonable requests.

Professional Growth Plans

Each member of the faculty is required to periodically submit a professional growth plan which is to be implemented as a condition of employment. The plan should be submitted to the Division Chair and the Vice President for Academic Affairs. In subsequent years of employment, the submission and implementation of a professional growth plan will be a mandatory condition of re-employment.

The Professional Growth Plan should indicate all academic and professional experiences, credit and non-credit, to be undertaken by the faculty member as a means of extending teaching competencies. Each faculty should take at least six hours each five-year period in his/her major or collateral field. Illustrations of this would be formal study toward a degree, participation in workshops and seminars, or special courses or projects. These suggestions are not exhaustive.

Upon approval of the plan by the Division Chair and the Vice President for Academic Affairs, the faculty member is expected to take the appropriate steps to implement the plan. *(See Appendix B)*

Policy on Faculty Appearance/Dress

As members of the Lane College community, it is expected that, at all times, faculty show good judgment and common sense in wearing attire. Faculty members are expected to dress neatly and appropriately for classes and all formal College events and activities. Proper dress contributes to the

image of the College and conveys a message regarding the individual. Faculty should avoid wearing any attire which reflects poor taste. The Vice President for Academic Affairs and the President have final authority with respect to exceptions and interpretation of this policy. (For example, exceptions will be made for physical education activities.)

Faculty members are asked to ensure that students in their classes adhere to the *Standard Dress Code*. (See Appendix F)

Policy on Faculty Conduct

Faculty and staff have the responsibility to respect students and to conduct themselves in a manner that is professional and reflective of the high values or ethics to which Lane College subscribes. Hence, the College has adopted a Policy on Employee Conduct, to which all faculty must adhere. (See Appendix G)

APPOINTMENT AND RANK OF FACULTY

Ranks of the Faculty for Initial Appointment

The President and the Vice President for Academic Affairs shall assign a rank to new employees. This rank must be accordance with the Criteria for Academic Tenure and Promotion in Rank. Minimum requirements for initial appointment at the several ranks are as follows:

1. Professor

- a. One must have a terminal degree in an academic discipline. Qualification other than academic degrees may be acceptable for appointment to this rank. Specifically, competent writing in an academic field or creative work in a professional field may be acceptable for appointment to this rank. Specifically, competent work in a professional field may be accepted, provided the work is recognized by outstanding scholars in the field concerned.
- b. One must have met other criteria expected of persons who hold the rank of Professor at Lane College
- c. If one holds a professorship from a comparable institution, such rank may be granted at Lane College.
- d. One must have demonstrated teaching ability and show a continuing interest in one's academic field by activities such as advanced study, research, and active membership in learned and professional societies.
- e. In the case of renowned individuals, one or more of the above- named criteria may be waived at the discretion of the President upon the recommendation of the Vice President for Academic Affairs.

2. Associate Professor

- a. One must have a terminal degree in an academic discipline. Qualifications other than academic degrees may be acceptable for appointment to this rank. Specifically, unusual academic service or competent writing in an academic field or creative work in a professional field may be accepted, provided the work is recognized by outstanding scholars in the field concerned.
- b. One must have met other criteria expected of persons who hold the rank of Associate Professor at Lane College.
- c. One must have demonstrated teaching ability and show a continuing interest in one's academic field by activities such as advanced study, research, and active membership in learned and professional societies.
- d. In the case of renowned individuals, one or more of the above- named criteria may be waived at the discretion of the President upon the recommendation of the Vice President for Academic Affairs.

3. Assistant Professor

- a. One must have a master's degree or equivalent academic certification in an academic discipline or a related field of study. It is expected that an Assistant Professor is pursuing and making progress toward the terminal degree in his/her teaching discipline.
- b. One must have met other criteria expected of persons who hold the rank of Assistant Professor at Lane College.

- c. If one holds an assistant professorship from a comparable institution, such rank may be granted at Lane College.
- d. One must have demonstrated teaching ability and show a continuing interest in one's academic field by activities such as advanced study, research, and active membership in learned and professional societies.
- e. In the case of renowned individuals, one or more of the above- named criteria may be waived at the discretion of the President upon the recommendation of the Vice President for Academic Affairs.

4. Instructor

- a. One must have a master's degree or equivalent academic certification in an academic discipline or a related field of study.
- b. One must have shown a continuing interest in one's own academic field by activities such as advanced study, research, and active membership in learned and professional societies, and must have demonstrated teaching ability.

5. Emeritus Faculty

The title of Faculty Emeritus shall be awarded only to persons who have officially retired and have contributed distinguished service to the College over a period of not less than twenty years. The number of years may be waived upon recommendation of the Rank and Tenure Committee and the approval of the faculty and the President.

6. Titles used for temporary appointment shall be **Lecturer or **Visiting Professor**.**

Term Appointments

A term appointment is an appointment for one academic year, or any part thereof, in which the College is not obligated to renew the contract, as opposed to a tenured appointment.

- A. Every appointment and re-appointment shall be made in writing and shall state the term of the appointment.
- B. Term appointments and re-appointments shall be as follows:
 - 1. Appointment to instructor shall be for one year and may be renewable annually for three additional years. At the end of the first one- and one-half years, the Vice President for Academic Affairs shall review with the faculty member the conditions with which he or she must comply in order to be eligible for promotion. If, at the end of the three years of annual appointment, the faculty member has not met these conditions, he or she shall be informed by written statement from the Vice President for Academic Affairs or the President of his or her status and prospect for the future at the College.
 - 2. Appointments to assistant professor, associate professor, and professor shall be for terms of one year and may be renewed annually. At the end of the first one- and one-half years, the Vice President for Academic Affairs shall review with the faculty member the conditions with which he or she must comply in order to be eligible for promotion. If, at the end of the three years of annual appointments, the faculty

member has not met these conditions, he or she shall be informed by written statement from the Vice President for Academic Affairs or President of his or her status and prospects for the future at the College.

3. Term appointments and re-appointments shall be for such terms as will make the faculty member's total period of service under term appointments not more than seven years.
In the event the College wishes to offer a term appointment to a faculty member for an eighth or subsequent year, and should the faculty member accept such appointment, it is understood that such appointment is on a year- to-year basis only. The failure of a faculty member on term appointment to apply for tenure will not be construed as *de facto* tenure.
4. Faculty members on term appointments who will not be re-appointed shall be so notified by March 15. A faculty member on term appointment who does not desire to be re-appointed must give the College advance notice of this fact as soon as possible, but not later than May 15.
5. Rank and Salary: Promotion to a given rank shall carry with it at least the minimum salary for that rank.
6. Initial Rank: The President and the Vice President for Academic Affairs shall assign a rank to new employees. This rank must be in accordance with the Standards for Rank and Tenure.
7. Only full-time teaching during the regular academic year shall count toward qualification for rank. This excludes part-time teaching, summer school teaching, teaching as graduate assistants and teaching by teaching fellows while in graduate school.
8. Administrators:
 - a. An administrator is one whose primary responsibilities, as judged by the President, do not relate directly to teaching, and who is employed under a twelve-month contract.
 - b. No full-time administrator shall be eligible for advancement in rank, although this person may be asked by the President and the Vice President for Academic Affairs to teach one or two courses.
 - c. Administrators whose primary responsibilities relate directly to instruction and who teach at least ten hours (for example, division chairs) shall be eligible for advancement in rank.

Full-time and Part-time Instruction

Definitions of full-time and part-time teaching are administrative. Under current regulations, full-time teaching consists of 12 to 15 credit hours. Any persons teaching fewer than 12 credit hours and not in an administrative position shall be considered part-time. However, upon the recommendation of the Vice President for Academic Affairs, the President may appoint a person to full-time status who is engaged in academic and research activities which are consonant with the teacher's professional

growth and with the needs and objectives of the College.

CRITERIA FOR ACADEMIC TENURE AND PROMOTION IN RANK

Definition of Tenure

Academic tenure is a means to attract to the teaching profession qualified applicants of high ability, and is only one important protection of academic freedom. Academic freedom is a right of all members of the academic community, regardless of tenure status. However, under no circumstances, is tenure a shield for mediocrity, incompetence, or academic irresponsibility.

Tenure must be earned over the years based on merit as established by measurable criteria, with the best interest of Lane College being served optimally by such action. Religion, national origin, race, gender, or age shall not be factors in the evaluation of an application for academic tenure.

Lane College subscribes to the principles of tenure as described by the AAUP (American Association of University Professors) in the following statement:

Tenure is a means to certain ends: specifically, (1) freedom of teaching and research and of extra-mural activities; and (2) a sufficient degree of academic maturity to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Provisions of Tenure

The following provisions, shall be observed:

- A. The Lane College Board of Trustees has the ultimate responsibility for employing academic personnel and for awarding or denying tenure to academic personnel.
- B. Only full-time academic personnel shall be eligible for tenure, including library personnel who hold at least the Master of Library Science degree.
- C. Administrators shall not be eligible for tenure, except in their capacity as members of the faculty.
- D. Tenured faculty who serve in administrative positions will retain their tenure as faculty during such service.
- E. Tenure candidates shall serve a probationary period of six years of full-time teaching prior to applying for a tenured appointment. A portion of this probationary period may be spent at other institutions comparable to Lane College, except that three years shall be spent at Lane College, even if this time span extends the probationary period beyond the six-year period listed above.
- F. A person who has distinguished himself/herself as a teacher of excellence may be recommended for tenure at Lane College after two years of service upon the recommendation of the Vice President for Academic Affairs and the President of the College.
- G. Each teaching area of the College shall be limited to no more than 50% tenured faculty. Natural attrition should be the means to achieve this status in those instances where the percentage of tenured faculty is above 50% in a specified teaching area.
- H. Only full-time teaching during the regular academic year shall be counted as a part of the

probationary period. This excludes summer term teaching and part-time teaching.

- I. Tenure shall not be awarded to a person who holds the rank of instructor. The years of service at this rank may be counted toward the probationary period for tenure.
- J. Faculty members awarded tenure will be notified in writing by the President of the College within 30 days following the meeting of the Lane College Board of Trustees when tenure was granted.

Tenure Time Frames

- A. At the end of the fifth year of service, a faculty member may apply for tenure (*See application material*) if a vacancy is available in the teaching area. The faculty member must meet all of the criteria that are established. (*see Criteria*)
- B. At the end of the sixth year, the results of the evaluation of the faculty member shall be provided that individual. If tenure is awarded the person will be informed as s/he begins the seventh year.
- C. If tenure is denied to a faculty member, s/he may be retained on a yearly contract, contingent upon the need for the services of a person in the area of competence. The issuance of a yearly contract will not be construed as *de facto* tenure.
- D. Tenured faculty shall retain their status until they retire, resign, or are terminated for cause (see Loss of Tenure) or as a result of financial exigency (see Financial Exigency).

Tenure Procedure

- A. Faculty seeking tenure must apply through their Division chairperson upon learning of a vacancy in their teaching area.
- B. The application and all supporting documents, together with the recommendations of the Division Chairperson, shall be submitted to the Vice President for Academic Affairs for evaluation and recommendations not later than October 1 of an academic year.
- C. The Vice President for Academic Affairs shall receive and transmit all applications and supporting documents to the Lane College Tenure and Promotions Committee.
- D. The Tenure and Promotion Committee shall examine the applications, the supporting documents, the evaluations and recommendations of the Division Chairpersons and the Vice President for Academic Affairs to determine the eligibility for tenure of the applicant in accordance with the established criteria.
- E. The Tenure and Promotion Committee shall assign points to each of the categories listed in the criteria (see Criteria) for each of the applicants. The total number of points accumulated shall be recorded on the appropriate form. The Committee shall report the eligibility or non-eligibility of an applicant based on the total of points accrued. The Committee does not recommend for or against tenure, but merely determines eligibility for same.

- F. The Tenure and Promotion Committee shall forward to the Vice President for Academic Affairs all information on the applicant, including the report on eligibility or non-eligibility.
- G. In the event that the Tenure and Promotion Committee determines that an applicant is not eligible for tenure based on established criteria, the Vice President for Academic Affairs shall be informed and provided reasons therefor. If the Vice President for Academic Affairs should concur with the Committee's decision in case of a determination of ineligibility, he/she shall inform the applicant and the Division Chairperson and provide in writing reasons therefore. Then the application will be withdrawn from further consideration.
- H. The Vice President for Academic Affairs shall make an assessment of the application, the supporting documents, the evaluations and recommendations of the Division Chairperson, and the evaluations of the Tenure and Promotion Committee. The Vice President for Academic Affairs shall submit all materials, recommendations, and evaluations to the President of the College by January 15.
- I. The President of the College shall make evaluations and submit recommendations for tenure to the Lane College Board of Trustees during its Spring meeting.
- J. If an applicant should feel that he/she has been wrongfully denied tenure, that applicant shall be afforded a hearing to review relevant information with respect to the case. All information obtained during the hearing will be transmitted with recommendations to the President of the College. The hearing shall be held before a committee consisting of three tenured faculty members and the Vice President for Academic Affairs. One of the faculty members shall be chosen by the applicant; one shall be chosen by the President of the College; and those two faculty members shall agree on the third. The Vice President for Academic Affairs shall serve as the presiding officer, deliberating at will but voting only in case of ties.

Application Material Needed to Seek Tenure, Promotion, or Both

- A. A completed application form from the faculty member with supporting documents such as publication; presentations, exhibits, proper signatures, etc.
- B. A completed evaluation form from the Division Chairperson analyzing the work of the applicant in detail. This document should designate and document the areas of competence and excellence, which support the recommendation for tenure, promotion, or both.
- C. A complete evaluation form from the Vice President for Academic Affairs, analyzing the work of the applicant in detail. This document should designate the documented areas of competence and excellence, which support the recommendation for tenure, promotion, or both.
- D. A summary of the past three years of student evaluations.
- E. Completed evaluation forms from other faculty members (Peer Evaluation Forms) for the past three years.

- F. Statement of faculty member as to their teaching philosophy and its usage in their teaching experiences.
- G. Copies of reprints of publications resulting from research, printed materials that substantiate involvement in creative activities, participation in workshops, seminars, professional organizations, etc.
- H. Documentation of honors, awards, recognitions bestowed or received.
- I. Any other documents of professional merit that will facilitate a decision on the request for tenure, promotion, or both.

Criteria for Tenure

- A. A candidate for tenure must hold the terminal degree in his/her teaching discipline or possess exceptional credentials in lieu thereof as supported by peers at similar institutions.
- B. In the interest of maintaining a strong faculty, serious consideration is given to candidates as it pertains to the following:
 - 1. Teaching Excellence
 - 2. Professional Training and Experience
 - 3. Creative Activities, Research, and Publication
 - 4. Professional Activities
 - 5. Advisement
 - 6. College Service
- C. While all criteria cited above are important and will be considered when evaluating each faculty member for tenure, it is required that each faculty member will achieve a minimum of eighty percent (80%) of the total number of points available for teaching excellence.
- D. Candidates for tenure must achieve a minimum number of points for the criterion entitled "Creative Activities, Research, and Publications" as follows: Assistant Professor --8 points (27%); Associate Professor -- 18 points (60%); and Professor -- 22 points (73%).
- E. For tenure at the rank of Associate Professor, candidates must achieve 12 of the 18 points (67%) for the publication of books, articles in learned journals, and significant creative productions as judged by a panel of the applicant's peers.
- F. For tenure at the rank of Professor, candidates must achieve 15 of 22 points (68%) for the publication of books, articles in learned journals, and significant creative productions as judged by a panel of the applicant's peers.
- G. Overall, candidates for tenure shall receive not less than seventy-five percent (75%) of the possible total points that can be achieved.

Points Awarded for Tenure and Promotion Criteria

- A. Teaching Excellence (Possible 90 points)
1. Outlines and plans for all classes taught for the last three years. 0-10 Points
 2. Instructs clearly and fully as determined by various means, including class visitation of Divisions chairpersons and peer evaluators. 0-10 Points
 3. Maintains awareness of student capacities as ascertained by various means, including student evaluations. 0-10 Points
 4. Utilizes applicable instructional material as ascertained by various means, including class visitations of Chairperson and peer evaluators. 0-10 Points
 5. Motivates students to work beyond course materials and minimum class requirements as determined by various means, including student evaluations. 0-10 Points
 6. Fairly evaluates students' performance as determined by various means, including student evaluations. 0-10 Points
 7. Respects the rights of students as determined by various means, including student evaluations. 0-10 Points
 8. Meets classes punctually and regularly. 0-10 Points
 9. Maintains classroom decorum. 0-10 Points
- B. Professional Training and Experience (30 Points)
1. Study, including formal course work 0-10 Points
 2. Study, including travel and workshops 0-10 Points
 3. Advanced degree(s) 0-10 Points
- C. Creative Activities, Research and Publications. (30 Points)
1. Innovative teaching methods 0-10 Points
 2. Research 0-10 Points
 3. Publications (points for each) 0-10 Points
- D. Professional Activities (25 Points)
1. Contributions to the community (local, state, national and international) 0-10 points
 2. Participation in seminars, conventions, conferences as presenter,

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| | facilitator, etc. | 0-10 Points |
| | 3. Consulting in community or in other institutions of higher learning. | 0- 5 Points |
| E. | Advisement (20 Points) | |
| | 1. Demonstrates knowledge of available academic programs | 0-5 Points |
| | 2. Is readily available to students. | 0-5 Points |
| | 3. Demonstrates knowledge of professional and graduate schools and their availability for students. | 0-5 Points |
| | 4. Demonstrates concern for student welfare and development. | 0-5 Points |
| F. | College Service (15 Points) | |
| | 1. Sponsorship of campus organizations | 0-5 Points |
| | 2. Is readily available to students. | 0-5 Points |

Academic Promotion—Rationale

- A. Promotion from one rank to another at Lane College shall be based on merit and in accordance with established criteria.
- B. Possession of specified degrees and time spent in a specific rank, while considered as factors in determining merit, shall not, alone, constitute justification for promotion and rank.
- C. Religion, national origin, race, gender, or age shall not be factors in the evaluation of applications for promotion.

Promotion Procedures

- A. Faculty seeking promotion must apply through their Division chairperson.
- B. The application and all supporting documents, together with the recommendations of the Division Chairperson, shall be submitted to the Vice President for Academic Affairs for evaluation and recommendations not later than October 1st of an academic year.
- C. The Vice President for Academic Affairs shall receive and transmit all applications and supporting documents to the Lane College Committee on Rank and Tenure.
- D. The Committee on Rank and Tenure shall examine the applications, the supporting documents, and the evaluations and recommendations of the Division Chairperson and the Vice President for Academic Affairs to determine the eligibility for the promotion of the

applicant in accordance with the established criteria.

- E. The Committee on Rank and Tenure shall assign points to each of the categories listed in the criteria (see Criteria) for each of the applicants. The total number of points accumulated shall be recorded on the appropriate form. The Committee shall report the eligibility or non-eligibility of an applicant based on the total points accrued. The Committee does not recommend for or against promotion, but merely determines eligibility for same.
- F. The Committee on Rank and Tenure shall forward to the Vice President for Academic Affairs all information on the applicant, including the report on eligibility or non-eligibility
- G. In the event that the Committee Rank and Tenure determines that an applicant is not eligible for promotion based on established criteria, the Vice President for Academic Affairs shall be informed and provided reasons, therefore. If the Vice President for Academic Affairs should concur with the Committee's decision in case of a determination of ineligibility, he/she shall inform the applicant and the Division Chairperson, and provide in writing reasons, therefore. Then the application will be withdrawn from further consideration.
- H. The Vice President for Academic Affairs shall make an assessment of the application, the supporting documents, the evaluations and recommendations of the Division Chairperson, and the evaluations of the Committee on Rank and Tenure. The Vice President for Academic Affairs shall submit all materials, recommendations, and evaluations to the President of the College by January 15.
- I. The President of the College shall make evaluations and submit recommendations for promotion to the Lane College Board of Trustees during its Spring meeting.
- J. If an applicant should feel that he/she has been wrongfully denied promotion, that applicant shall be afforded a hearing to review relevant information with respect to the case. All information obtained during the hearing will be transmitted with recommendations to the President of the College.
The hearing shall be before a committee consisting of three tenured faculty members and the Vice President for Academic Affairs. One of the faculty members shall be chosen by the applicant; one shall be chosen by the President of the College; and those two faculty members shall agree on the third. The Vice President for Academic Affairs shall serve as the presiding officer, deliberating at will but voting only in case of ties.

APPLICATION MATERIAL NEEDED TO SEEK PROMOTION

Criteria for Promotion

- A. **Instructor to Assistant Professor** - Eligibility for promotion will be granted only after three years of service at Lane College. It is expected that an instructor considered for promotion will have the Master's degree and will provide evidence that the terminal degree is being pursued in an organized program of study in his/her teaching discipline and will provide a projected date for completion of all requirements for the degree substantiated in writing by his/her major professor or advisor.
- B. **Assistant Professor to Associate Professor** -- Eligibility for promotion will be granted only after three years of service to Lane College at the rank of assistant professor. It is required that the applicant considered for promotion to associate professor will be a holder of the terminal degree in his/her teaching field or possess exceptional credentials in lieu thereof.
- C. **Associate Professor to Professor** -- Eligibility for promotion to the rank of professor will be granted only after four years of service at Lane College at the rank of associate professor. The applicant must be the holder of a terminal degree in the teaching discipline or possesses exceptional credentials in lieu thereof.
- D. In the interest of maintaining a strong faculty, serious consideration is given to candidates as it pertains to the following:
 - 1. Teaching Excellence
 - 2. Professional Training and Experience
 - 3. Creative Activities, Research, and Publication
 - 4. Professional Activities
 - 5. Advisement
 - 6. College Service
- E. While all criteria cited above are important and will be considered when evaluating each faculty member for promotion, it is required that each faculty member will achieve a minimum of eighty percent (80%) of the total number of points available for teaching excellence.
- F. Candidates for promotion must achieve a minimum number of points for the criterion entitled "Creative Activities, Research, and Publications" as follows: Instructor to Assistant Professor - 8 points (27%); Assistant Professor to Associate Professor -- 18 points (60%); and Associate Professor to Professor -- 22 points (73%).
- G. For promotion from the rank of Assistant Professor to Associate Professor, candidates must achieve 12 of the 18 points (67%) for the publication of books, articles in learned journals and significant creative productions as judged by a panel of the applicant's peers.
- H. For promotion from the rank of Associate Professor to Professor, candidates must achieve 15 of 22 points (68%) for the publication of books, articles in learned journals and significant creative productions as judged by a panel of the applicant's peers.

- I. Overall, candidates for promotion shall receive not less than seventy-five percent (75%) of the possible total points that can be ascertained.

Promotion and Tenure for Librarians

- A. Promotion for Librarians shall be granted on the following basis:

Assistant Librarian

- a) Promotion to this rank shall require evidence of significant professional contributions to the library and/or to the institution.
- b) One must have a master's degree in Library Science

Associate Librarian

- a) Promotion to this rank shall require evidence of substantial professional contributions to the library and to the institution as well as attainment of a high level of bibliographical activities, in research, or in other professional endeavors.
- b) One must have a master's degree in Library Science

Head Librarian

- a) Promotion to this rank shall require outstanding achievements in bibliographical activities, in research, or in other professional endeavors;
- b) One must have a master's degree in Library Science

- B. Tenure for Librarians shall be granted on the following basis:

- a) Effectiveness of performance as a Librarian
- b) Scholarly ability as evidenced by the execution of significant research in librarianship or by publication
- c) Effectiveness of service to the institution as evidenced by successful service on committees, participation in institutional governance, or by advisement of students and student groups
- d) Continuing growth as evidenced by active participation in appropriate professional and scholarly organizations and/or by the ability to handle successfully increased responsibility

Loss of Tenure

Any tenured person who resigns and subsequently accepts re-employment with the College shall retain rank but shall enter the new assignment without tenure. However, the College may, at its option and upon recommendation of the President, grant credit toward tenure. The actual granting of tenure, however, even when full credit has been awarded, is not automatic, but requires the usual procedures.

Sabbatical Leave

Only full-time tenured faculty members are eligible to apply for and be granted sabbatical leave after *seven* or more consecutive years of full-time employment at the College. Approval for such leave shall be contingent upon the faculty member's presenting plans for formal study, research, or other experiences designed to improve the quality of service of the faculty member to the College.

Sabbatical leave for faculty members shall be for no more than two semesters; faculty will receive one-half salary for two academic semesters or full salary for one academic semester. Acceptance of compensation from a source or sources external to the College during a sabbatical period by the person on sabbatical leave must be reported to and approved by the Vice President for Academic Affairs and the President. Such funds need not jeopardize the person's right to (all or a portion) of sabbatical compensation provided the employment activity is judged to be consistent with the purpose for which the leave was granted. This judgment, including any adjustments in institutional support/compensation, shall be rendered by the Vice President for Academic Affairs upon consultation with the President.

All faculty members receiving sabbatical leave are required to return to the College for at least one academic years of full-time service, or to refund the full salary and institutional costs of fringe benefits received while on leave. If a faculty member returns but fails to perform a full one-year return- to service obligation, then the repayment obligation shall be prorated. Any repayment obligation shall be due in full within one calendar year after the end of the leave period. A faculty member who cannot perform the return-to-service obligations due to death or permanent or total disability shall be released of all repayment obligations.

Upon return from sabbatical leave, the faculty member shall be returned to their former position or be assigned to a similar position and shall be granted any cost-of-living adjustments given during their leave. They shall maintain tenure, insurance benefits, accumulated sick leave, and all other accrued benefits.

The following criteria shall be considered in approving faculty for sabbatical leave:

- A. The merits of the sabbatical leave plan as they relate to improving the instructional program and enhancing the professional growth of the faculty member,
- B. Faculty needs in the Division/Area and availability of qualified replacement, or
- C. Financial capacity of the College.

Sabbatical Request

A formal request for sabbatical leave must be submitted in writing by eligible full-time faculty to the Division Chair on or before **October 15** of the academic year proceeding the year of eligibility. The request must include the following: 1) specification of whether the full year or one semester is requested (*and which semester*); 2) activities planned during the leave (specific goals and objectives to be achieved); and 3) any additional information and/or disclosure of extenuating circumstances

that the Applicant views as pertinent to their Sabbatical Request.

Procedures

1. The Division Chair shall submit a copy of the sabbatical request materials on or before **November 15** to the Vice President of Academic Affairs along with their recommendation to approve or deny the request.
2. The Vice President for Academic Affairs shall respond in writing to the faculty applicant on or before **December 15** after review of all documentation and recommendations.
3. The Vice President for Academic Affairs shall send a recommendation to the President for action on or before **February 1**.
4. The President shall transmit to the Board of Trustees for its information, and prior to its February meeting, a summary of sabbatical leave requests.
5. The President shall send a letter on or before **March 15** to each applicant informing him or her of the decision.

The granting of sabbatical leave is not automatic but contingent upon merit of the application and upon the College's financial capacity to award sabbatical leaves in any given year. A person applying for sabbatical leave may be asked to postpone sabbatical leave in the interest of the College. This request shall be in writing from an appropriate officer of the College.

CURRICULUM APPROVAL

Proposal requesting changes to academic programs must be generated by the faculty within the Department connected with the subject matter. However, occasionally, the administration may request the faculty of a department to develop a new proposal identified as needed through the College's strategic planning.

The Department Chairperson prepares a proposal for a new program or revised curriculum, including both educational and fiscal considerations. The proposal must contain a detailed explanation of the desired change, including a rationale and need for the proposed curriculum change and additional detailed information to include a course syllabus, prerequisites courses, course number and course title. The proposal should also include: (1) A course description suitable for inclusion in the catalog, (2) Course goals and objectives, (3) Student learning outcomes of the course, (4) Course assessment measures, (5) Proposed textbooks and library materials supporting the course, (6) Faculty Roster(s) indicating who will be responsible for teaching the courses, (7) Budgetary support, if additional funding is needed. The proposal must be voted on and approved by a majority of the members of the Department. The proposal and its rationale are then presented at a meeting with the faculty of the Division. If approved at the Division level, the proposal is passed to the Curriculum, Academic Standards, and Instructional Development Committee. Upon approval by the committee, the proposal is taken before the General Faculty, who will approve or disapprove. Upon approval by the General Faculty, the Vice President of Academic Affairs and the President will make the final decision based on educational merit and budgetary impact of the proposal.

Upon approval from the Vice President for Academic Affairs, proposals for new majors or programs must be approved by the Lane College Board of Trustees. Any new majors or programs must be vetted through the Lane College Board of Trustees' Committee on Academic Affairs prior to Board Approval. Once approved for implementation, changes are incorporated in the next publication of the *Lane College Catalog*. A visual is included in the appendix documenting the process.

GLOSSARY OF TERMS

Full-Time Faculty:

Full-Time faculty members are those persons who teach 12 - 15 hours per semester or their equivalent, as approved by the Vice President for Academic Affairs and the President. Whether a person is full-time or not shall be stated in that person's contract at the time the contract is signed.

Comparable Institutions (U.S.A.):

Comparable Institutions are defined for the purpose of this document as institutions of higher education accredited by a nationally recognized accrediting agency. This shall include two-year junior colleges, community colleges, and branch campuses of university systems, as well as four-year colleges and universities.

Comparable Foreign Institution:

Comparable Foreign Institutions of higher education are those accredited by a nationally recognized accrediting agency in their own country, and recognized by accrediting agencies in the United States, such as the American Association of Admissions Officers and Registrars; the American Council on Education; and the Tennessee State Department of Education. Where national accrediting agencies are not used, a statement by the U.S. Department of Education, or other such agency approved by Lane College's Rank and Tenure Committee, will suffice.

Transfer of Experience:

Transfer of Teaching Experience and years toward tenure for all faculty members will be established at the time the faculty member is hired.

Tenure:

The persons designated as tenured may consider the appointment permanent and the College obligated to renew the contract each year except for academic incompetency, moral turpitude, unethical conduct, neglect of duties and responsibilities, and/or other reasons listed under the section, "Termination of Services."

Term Appointment:

This refers to an appointment for one school term, or any part thereof, in which the College is not obligated to renew the contract, as opposed to a tenure appointment.

Financial Exigency:

Financial exigency means an urgent need to reorder the nature and magnitude of financial obligations in such a way as to restore or preserve the financial stability of the College to meet current expenses, including current debt payment and sound reserves without invading or depleting capital.

Related Field of Study:

A field other than that of the area in which a person majored but one in which such a person would generally be expected to be competent through studies related to the major with not less than 18 graduate hours.

Temporary Appointments:

Persons in temporary appointments shall include part-time persons, those replacing persons on

leave, those with only a bachelor's degree, and others under short-term arrangements.

Joint Appointments:

Joint appointments enable Lane College and similar institutions in the area to share faculty resources and maximize talents and dollars. Details of joint appointments are arranged by the Vice Presidents of the institutions involved, in consultation with the appropriate Division Chairs and Area Coordinators. At Lane, the Vice President for Academic Affairs may recommend a particular joint appointment to the President; the President makes such an appointment after consultation with the President of the other institution. A person holding a joint appointment is a member of the faculty of Lane College, and the second institution, with all the rights and privileges appertaining thereto.

BY-LAWS OF THE FACULTY COUNCIL OF LANE COLLEGE

ARTICLE I

A. Membership

The Lane College faculty shall consist of persons in the following categories:

1. **Academic Faculty**
 - a. Full-time employees who are engaged in teaching and related functions and who hold rank of Instructor, Assistant Professor, Associate Professor, or Professor.
 - b. Full-time employees who work in special programs or who are under special appointments and are without tenure.
2. **Administrative Faculty**

Full-time employees under appointment. These shall include: The President, Vice President for Academic Affairs, Registrar, Head Librarian and Librarians with professional degrees.
3. **Adjunct Faculty**

Visiting Lecturers, Consultants, Visiting Professors, staff members who teach, and part-time faculty. The word "faculty," when used in these Bylaws, refers to academic faculty, administrative faculty, and adjunct faculty.

B. Voting Rights

1. Voting membership in the faculty shall consist of the academic faculty and the administrative faculty. Adjunct faculty may attend all faculty meeting and have a voice, but no vote.
2. At the beginning of each academic year, a complete list of the faculty, specifying each member's classification, shall be distributed from the President's Office.

C. Quorum

A quorum shall consist of a majority of the total voting membership. A quorum must be present to transact business and vote. In the event there is lack of a quorum, another meeting shall be called.

D. Voting

1. Adoption of any action shall be by a majority of the voting membership present, except when otherwise stipulated in these By-Laws. Written ballots shall be used when requested by 10 or more members of the voting membership.

2. A motion involving policy on academic matters shall not be voted upon at the meeting of the faculty at which it is first proposed, but shall lie upon the table until the next meeting, unless a special order to the contrary is adopted by vote of a two-thirds majority of the voting membership of the faculty.
3. Officially excused members of the faculty who desire to vote on agenda items coming before the faculty may deposit their ballots with the Secretary of the faculty before the meeting at which the vote is to be taken.

E. Officers

1. **Faculty Officers**

The faculty shall elect from its members the following officers of the Faculty Council: Chairperson, Vice Chairperson, Secretary, and Parliamentarian.

a) **QUALIFICATIONS:**

- i. Lane College full time faculty 3 yrs. of teaching experience
- ii. Rank of Assistant Professor or higher
- iii. Previous demonstration of leadership position

TERM

Officers shall serve for two years and staggered. This will reduce the impact of all new officers coming into the job at the same time.

- a) Odd Years - Faculty Chair and Secretary elections
- b) Even Years - Faculty Vice-Chair and Treasurer elections

Chairperson

The chairperson shall have the following responsibilities:

- a) The Faculty Chair will facilitate and preside over faculty meetings.
- b) Liaison between: Faculty/Faculty, Faculty/Area Coordinator, Faculty/Division Chairs, Faculty/Administration (Academic Affairs, President) and Board of Trustees
- c) The term for the Faculty Chair will be two years (can be renewed by re-election for a maximum of 2 terms)
- d) Will be our representative with the Board of Trustees or send a representative to serve as our faculty voice.
- e) Development/Appointment of members to working committees

- f) Development of Ad-Hoc committees
- g) Schedule time frame to hear result of committee decisions
- h) Ability to break tie (voting) in decision making process
- i) Develop faculty meeting agenda in conjunction with agenda committee
- j) Ability to “special call” faculty meeting
- k) Work collegially to schedule professional development/webinars
- l) Ensure the proper disclosure of confidential information regarding faculty and/or administration
- m) Willingness to invest in faculty success by fostering positive relations, guidance, and assistance
- n) As the faculty chair maintain the right to question policies/procedures and other regulations to seek revision through recognized consultative processes
- o) Work in a cooperative and collegial manner to achieve the goals established by the college
- p) Provide regular reporting to the appropriate governing structure regarding ongoing performance and upcoming issues and concerns
- q) Attendance and notification of all standing committee’s and report result to faculty in a timely manner.

Vice Chairperson

The vice chairperson shall have the following responsibilities:

- a) Assists by filling in for the functions that the Faculty Chair is unable to make
- b) Works with the Faculty Chair on their responsibilities
- c) The Vice Chair serves an alternating 2-year term with that of the Faculty Chair.

Secretary

The secretary shall have the following responsibilities:

- a) keep minutes of all faculty meetings
- b) to be custodian of all records.

- c) Submit copies of all records and minutes to the Office of the President, the Office of the Vice President for Academic Affairs, and the College Library.

Parliamentarian

The Parliamentarian shall have the following responsibility is to advise the chair or any faculty member at the meeting regarding parliamentary procedures.

REMOVAL POLICY: Faculty officers can be removed in cases of misconduct. Officers may be removed when a specific complaint charging either dereliction of duty or failure to fulfill the obligations of the position to which they have been chosen has been submitted in writing to the full membership, debate has taken place at a special meeting called for the purpose, and two-thirds of those members present and voting by secret ballot agree with the complaint. The accused officer shall be able to respond to the complaint. Such meeting shall be conducted by the faculty at large. If the complaint is brought against the chair, the vice-chair shall preside during the debate over the complaint.

In the event that an office is vacated, then that office shall be filled for the duration of that term according to the following schedule:

- a) If the office of chair is vacated, the vice-chair shall assume the duties of the chair for the remainder of the predecessor's term.
- b) If the office of the vice-chair is vacated, the Faculty shall choose a replacement from the faculty, by majority vote of committee members voting; to serve until the next annual election. At that time, a candidate will be chosen to complete the remainder of the vacated term or to assume the next normal two-year term (as appropriate) according to the regular election process for general officers.

2. ELECTION OF OFFICERS

- a) Voting for faculty officers shall take place at the April meeting of the faculty.
- b) The term of office shall extend from the next academic year through the end of the academic year in which the term expires.
- c) Ballots for elections shall be prepared, distributed, and counted by the Committee on Nominations.
- d) Faculty shall reserve the right to add nominations to the prepared

ballot from the floor.

- e) Officially excused members of the faculty shall have absentee voting privileges on matters pertaining to elections. The ballot shall be received by the Chair of the Committee on Nominations prior to the meeting at which the election is to occur.
- f) If an elected official is unable to serve to the completion of the term, the faculty shall hold an election for the replacement.
- g) If a special election is needed to fill an unfulfilled term or a newly created office, the Committee on Nominations shall present nominees at the earliest possible scheduled faculty meeting and the election shall be held and the results announced at that time. The faculty may call for an emergency election to fill such openings, and may then either nominate from the floor without referral to the Committee on Nominations, or convene a called meeting to hold an election, or both.

3. FACULTY REPRESENTATIVES

- a) Representatives - The faculty shall provide from its membership representatives to all committees and councils on which it is entitled to membership. Unless otherwise provided, faculty representatives elected to serve on any of the committees, or councils shall serve a term of one year, and shall be eligible for re-election.
- b) Faculty Representative to Board of Trustees - The chairperson of the Faculty Council shall serve as representative to the Board of Trustees.

F. Regular and Called Meetings

Regular meetings of the faculty shall take place at least eight times during the academic year, with at least one meeting each month of the fall and spring semesters. Meetings of the faculty may be called by the President, the Vice President for Academic Affairs, or upon written petition by at least ten members of the faculty. Notice of called meetings shall be in writing, setting forth the purpose of the meeting, and sent to each member of the faculty at least one week prior to the called meeting.

1. Agenda of Meetings

The Vice President for Academic Affairs, in cooperation with the Agenda Committee, shall be responsible for the agenda for regular and called meetings of the faculty. This will be distributed at least three days before the meetings along with minutes from the previous meeting.

2. Conduct of Meetings

All meetings shall be conducted in accordance with accepted Parliamentary procedures as prescribed by Robert's Rules or any other rules of order accepted by

the body.

3. The Order of the Agenda:

- a. Roll Call
- b. Minutes of the previous meeting
- c. Reports of standing committees d. Reports of ad hoc committees
- e. Special orders
- f. Unfinished business
- g. New business

ARTICLE II

- A. The Academic Affairs and Administration are responsible to the President of the College for every facet of the operation of the institution which relates to the instructional program.
- B. The faculty is directly responsible for the formulation, revision, and continuous review of educational policies and procedures.
- C. In the event that the President and/or Vice President for Academic Affairs should disapprove of an action or recommendation of the faculty, they should explicate and justify their position.
- D. Alterations in the basic educational policies and procedures of the College shall be presented to and approved by the faculty prior to the implementation. These responsibilities shall include, but are not limited to, reviewing and recommending policy and establishing procedures for the following: requirements for admission; procedures for registration, withdrawal, and transfer; curricula and degree requirements; grading and examination policy; attendance regulations; recruitment; and planning. The faculty shall make recommendations to the Vice President for Academic Affairs and the President on these matters.

ARTICLE III

There shall be standing committees of the College. The faculty shall be represented on the following standing Committees:

- A. Committee on Nominations
- B. Committee on the Agenda
- C. Committee on Curriculum, Academic Standards, and Instructional Development
- D. Committee on Faculty Affairs
- E. Committee on Rank and Tenure
- F. Committee on Admissions and Recruitment
- G. Committee on the Library
- H. Committee on Scholarships, Honors, and Awards
- I. Committee on Institutional Planning/Assessment

- J. Committee on Financial Aid
- K. Committee on Athletics
- L. Committee on Publications
- M. Committee on Information Technology
- N. Committee on Buildings and Grounds
- O. Committee on Benefits and Retirement
- P. Committee on Safety
- Q. Committee on Religious Life
- R. Committee on General Studies Curriculum
- S. Committee on Faculty-Student Haring and Discipline
- T. Committee on Withdrawal
- U. Committee on Cultural Enrichment

(Descriptions of committees can be found in the *Handbook on Committees, Cabinets and Councils*)

ARTICLE IV

Committees should organize according to the prescribed procedures. Upon the adoption of these Bylaws by the faculty and the concurrence of the Board of Trustees, a Committee on Nominations shall be organized as soon as possible.

ARTICLE V

- A. These By-Laws shall be amended by a two-thirds vote of the faculty voting at a regular or call faculty meeting and upon the concurrence of the Board of Trustees. Proposed amendments shall be discussed by the faculty at least one meeting prior to the one at which a vote on them is taken.
- B. The Office of the Vice President for Academic Affairs shall distribute these By-Laws to all faculty at the beginning of each academic year. They shall include current amendments, and shall have the procedures of standing committees attached to them.

ARTICLE VI

Upon the adoption of these By-Laws of the faculty and approved by the Board of Trustees, any faculty practice or regulations in conflict with these By-Laws shall automatically be rescinded.

EMPLOYEE BENEFITS

(Refer to the Employees Handbook)

GRIEVANCE PROCEDURES

FACULTY GRIEVANCE PROCEDURES

Grievances involving conflicts between faculty members, faculty and staff, and faculty and administrators should be resolved through conferences with Division Chairs and the Vice President for Academic Affairs. If these conferences do not resolve the grievances, they should be referred to the President for further consideration. In the event of grievances involving conflicts between faculty and staff, the President reserves the right to convene a committee consisting of the three members of the Faculty Affairs Committee, and three members of the Staff Grievance Committee. In those instances, rules, regulations, and disciplinary procedures as outlined in the ***Employee Handbook*** will apply.

Grievances concerning College policies, practices, and procedures should be considered in the appropriate Division. If grievances are not solved on this level, they should be referred to the Faculty Affairs Committee for appropriate action. Grievances concerning problems with students should be resolved as follows:

- A. Disorderly conduct of students
 - 1) Matters involving classroom situations should be referred to the Vice President for Academic Affairs
 - 2) Matters involving situations outside the classroom should be referred to the Vice President for Student Affairs
- B. Student complaints about grades -- Follow Grade Appeal procedures outlined in this document
- C. Sexual Harassment
 - 1) Follow College policy outlined in Appendix D of this document
 - 2) If a student requests a formal hearing, follow procedures of the Student Grievance Procedures outlined below

STUDENT GRIEVANCE PROCEDURES

Students who believe he/she has been sexually harassed by a member of the faculty should contact a member of the Counseling Staff or a member of the faculty or staff whom he/she trusts. The Counselor will serve as the mediator for the Informal Review Procedures as described in Appendix D of this document.

If a formal hearing is requested by the student complainant or by the administration, the following procedures are to be used:

- Step 1** The student will discuss the problem with the Vice President for Academic Affairs.

- Step 2** Within two (2) working days, the Vice President for Academic Affairs will arrange a meeting with the student and the accused Harasser, as requested by the student.
- Step 3** If the matter is not resolved in Step 2, or if the complainant does not wish to meet with the accused harasser, the Vice President for Academic Affairs will arrange a meeting of the Faculty Affairs Committee within two (2) working days.
- Step 4** The Faculty Affairs Committee will investigate the situation. The Chairperson of the Faculty Affairs Committee will report the Committee's findings to the Vice President for Academic Affairs within two (2) working days. If it is possible to resolve the problem by mutual consent of all parties, a copy of the recommendations will be forwarded to the President by the Vice President for Academic Affairs.
- Step 5** If the matter is not resolved in Step 4, the Vice President for Academic Affairs will convene a hearing before the Faculty Affairs Committee.
The following procedures are designed to give both the student complainant and the accused harasser a fair hearing:
1. **Before the Hearing:** The Committee will receive from the Vice President for Academic Affairs copies of any written documents pertinent to the case. Should any committee member request clarification of any point in the documents, the Vice President for Academic Affairs will issue the same clarification to all other members.
 2. **Attendance at the Hearing:** Committee members, student complainant, one other Lane College student (if desired by the complainant to assist in presentation), the accused harasser, or other parties who may have pertinent information bearing on the case.
 3. **Presentation at the Hearing:** The complainant will present his/her statement. The accused harasser will present his/her statement, after which the other parties will present additional information. The complainant and the accused harasser may question any of those presenting statements.
 4. **Confidentiality:** Committee members are prohibited from discussing any grievance with those involved (before or after the hearing) or with friends, other faculty, or other employees.
 5. **Privacy:** In the best interest of all concerned, hearings are closed to Lane College faculty and employees not involved in the case, to the news media, and non-Lane College persons, unless permission is granted by the Faculty Affairs Committee. If the complainant wants to bring a lawyer to a hearing, he/she must make a request to the Faculty Affairs Committee. The request may or may not be granted.
 6. A hearing is not a trial. It is a method of resolving a situation which may become a court case.
 7. Recording of the Hearing Procedure should be made both audio/video and in writing.
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All parties must be informed that the proceedings are being taped.

Step 6 After hearing from all parties, the Chairperson dismisses them, and the Committee members make their decision based on the facts of the case:

1. Guilty: There is sufficient evidence to believe that the accused committed the violation; or
2. Not Guilty: There is insufficient evidence to believe that the accused committed the violation.

Step 7 Within 24 hours, the Chairperson shall send a written summary of the proceedings and findings of the Committee to the Vice President for Academic Affairs, who will, in turn, forward them to the President of the College.

Step 8 In the event of a guilty finding, the President of the College will determine the sanction, and advise the involved parties.

GENERAL POLICY

Outside Employment: Teaching

No faculty member is to engage in any activity which interferes with the performance of his/her duties at the College. Faculty members are prohibited from giving instruction in another institution without prior approval of the Vice President for Academic Affairs, the President, and the Board of Trustees.

The procedure is to submit a written request to the Division and sent to the Vice President for Academic Affairs. If the Vice President for Academic Affairs approves the request, it is recommended to the President who then submits it to the Board of Trustees.

Outside Employment: Other

While emphasizing the fact that faculty members are obligated to devote their working time and efforts primarily to their College duties, the College recognizes that a limited amount of outside work for private Compensation may be advantageous to all concerned. Any outside employment or consultation, of course, should affirmatively contribute to the faculty member's professional advancement and correlate usefully with his College work. Employment or consultation must not interfere with college duties or conflict with College assignments.

Faculty members who wish to engage in other outside employment or consultancies must receive the prior approval of the Vice President for Academic Affairs and the President. The Vice President for Academic Affairs shall provide a report on the outside employment of members of the faculty to the President. The faculty member must always make it clear that the outside employment is his/her own responsibility, and that in so doing, he does not act as an agent or representative of the College.

College property and facilities may not be used for outside employment. College offices and long-distance telephone calls may not be used for purposes other than College business. College office addresses and telephone numbers may not be publicized, i.e., placed in city directory, shown on business cards, etc., by individuals for the purpose of furthering non-College interests.

Conflict of Interest

Faculty members are required to disclose any conflict of interest, as described in the College's Conflict of Interest Policy Statement. The Policy statement is found in *Appendix I* of this *Handbook*.

Convocations

All faculty members are required to participate in the Baccalaureate and Commencement Exercises, weekly chapel services, and other convocations announced by the President. Academic attire, where required, is the responsibility of each individual faculty member.

Faculty Travel

Funds for travel to attend professional meetings may be available through the College. The College encourages members of the faculty to attend professional meetings. Faculty members are encouraged to pursue external funding for professional development. Requests for travel funds must

be completed on the proper forms as far in advance as possible prior to scheduled departure dates, but not less than 2 weeks in advance.

Summer Employment

Employment during the summer session is not related to a faculty member's tenure status. Such employment is by invitation only and is contingent upon the instructional needs in the various academic Divisions. If a class offered during the summer session does not meet the minimum enrollment standards established by the College, it will be canceled, and the Compensation reduced. Faculty members should be aware of this possibility.

Summer School Compensation

Compensation for faculty assignments during this period is based on a stipend rather than a salary scale.

Workers' Compensation – (*Refer to Employment Handbook*)

Leave of Absence

Leave of Absence is granted to members of the Lane College Academic Faculty with the understanding that the time spent will serve professional growth and development and the interest of the College. The following policies govern Leave of Absence:

1. At least two consecutive years of service at Lane must precede the initial leave of absence. At least three years of consecutive service must precede subsequent Leave of Absence
2. Requests for leaves of absence should be submitted in writing to the Vice President for Academic Affairs in reasonable time for the necessary adjustments in the program of the College. Leave of Absence is granted by the President, in consultation with the Vice President for Academic Affairs and the Chair of the Division involved
3. A prospectus describing the benefits which the academic faculty member and the College may anticipate from the leave of absence must be submitted to the Vice President for Academic Affairs along with the request, and shall be filed in the Office of Academic Affairs. This must be augmented by annual progress reports during the period of the Leave of Absence
4. Leave of Absence will be granted for no more than four years, though they are renewable by mutual agreement

Emergency Leave

Leave with pay (up to three days) will be granted to an employee who has been employed for one year or more at the College. This leave can be taken for death in the immediate family (spouse, parents, and children.)

Sick Leave

Sick leave is a benefit provided by the College to protect employees and assure their pay for a period of valid personal illness and medical appointments. The College recognizes that there are other occasions, for example, due to illness in the employee's immediate family (i.e., child, spouse, parents)

or appointments for professional medical services, when he or she needs to be absent from work.

Full-time faculty are awarded 10 days of sick leave at the beginning of each academic year. Full-time faculty are also awarded 1 additional sick leave day per summer session taught. Full-time faculty are entitled to full salary continuation during a period of extended illness or disability in accordance with the following schedule:

Length of Service	Maximum Sick Pay Duration
1-2 year	1 month
3-5 years	3 months
6-10 years	4 months
11 or more years	6 months

Temporary or part-time faculty are not awarded sick leave. Sick leave may accumulate up to maximum of 120 days with continuous or uninterrupted service to the College. However, accumulated sick leave is not paid to faculty upon termination or retirement.

Whenever possible, employees should receive advance approval from his/her Department Chairperson/Division Chair for an excused absence that will be charged to sick leave. Division Chairs in conjunction with Department Chairperson are responsible for tracking and reporting the medical leave status of their respective faculty at the end of each semester.

In instances of brief illness or disability, faculty should promptly inform their Department Chairperson/Division Chair. Salary is continued, and the Division/Area absorbs responsibility for the continuation of services. When illness prevents performance of academic duties for more than one month, the employee is placed on extended sick leave status. When the responsibilities of an employee on extended sick leave cannot be absorbed by faculty within their academic unit, a request for a temporary replacement should be made to the appropriate Division Chair and the Vice President for Academic Affairs.

At the discretion of the Vice President for Academic Affairs and with the President's approval, salary may be continued for a faculty member who has exhausted his/her sick leave allotment, up to three months or to the end of the semester, whichever is shorter.

The College reserves the right to obtain medical confirmation of the status of the health of an employee who is either going on, or returning from, an extended sick leave status. Pregnancy, childbirth, and related conditions are considered temporary disabilities, commencing on the date recommended by the employee's attending physician and is accounted for within the normal (extended) sick leave policy.

If it appears that a sick/disabled faculty member will be unable to return to his/her position within three months, the employee should complete the required application to apply for leave under the Family and Medical Leave Act (FMLA) no later than 90 days from the last day of work.

Family Medical Leave Act - *Refer to Employment Handbook*

Educational Leave and Tuition Discounts – *Refer to Employment Handbook*

Military Leave - *Refer to Employment Handbook*

Holidays - *Refer to Employment Handbook*

Unemployment Insurance - *Refer to Employment Handbook*

Social Security - *Refer to Employment Handbook*

College Management Rights and Responsibilities

Lane College has always sought the opinions of co-Workers' individually and collectively for ways and means of improving working conditions, performance, and production. These opinions have been invaluable to the growth and progress of the College. From time to time, however, the President has to make decisions without prior consultation with co-Workers'. The President, must, therefore, maintain final administrative authority over matters of operation of all aspects of the College.

Firearms Policy

No employee of Lane College—with the exception of authorized security personnel— is to display a firearm on this campus. The right of individuals to secure permits to possess firearms is certainly recognized, but to exhibit or to use them in a threatening manner is contrary to the principles upon which Lane College was founded and currently operates.

Drug Policy

No student, faculty member, staff member, or other employee of Lane College shall consume, manufacture, sell, or distribute an illegal drug or controlled substance, or use, consume, manufacture, sell or distribute any alcohol or illegal drug or substance in an unlawful manner, on Lane College property, as a part of any College sponsored function or activity, or while performing any duty for the College.

Any faculty member, staff member, or other employee paid, in whole or in part, from Federal grants shall, as a condition of employment, abide by the requirements of paragraph (1) and shall notify the Lane College Director of Human Resources of any criminal drug statute conviction for a violation occurring on Lane College property or in the course of his or her duties as a faculty member, staff member, or employee of Lane College within five days after such conviction.

Equal Employment Opportunity Policy

Lane College offers equal opportunity to its employees and applicants for employment without regard to:

1. Race, color, national origin, or political affiliation;

2. Sex or age (except where sex or age are *bona fide* occupational qualifications); or
3. Handicap in regard to any position for which an applicant or employee is qualified.

This policy shall be followed in recruiting, hiring, and promoting into all position classifications. In addition, the College will ensure that the following will be administered without discrimination on the basis of race, color, religion, national origin, political affiliation, sex, age, or handicap:

1. Other personnel action, such as Compensation, benefits, transfer, lay- offs, returns from lay-offs, demotions, and termination
2. College-sponsored training programs
3. Education
4. Tuition assistance
5. Social and recreation programs
6. College facilities
The President has appointed the Director of Human Resources as the Equal Opportunity Officer to coordinate administration of Equal Opportunity Programs throughout the College. (He also may appoint an Equal Opportunity Committee from the faculty and staff to interpret and monitor the related policies on campus).

In addition, any applicant for employment or any employee who believes that he/she has been discriminated against in any of the following personnel actions because of his/her race, religion, color, creed, national origin, sex, age, political affiliation, or physical disability may appeal directly to the Director of Human Resources and follow standard grievance procedures established by the College. (If deemed necessary, the Equal Employment Opportunity Committee will be consulted and utilized.)

1. Employment
2. Promotion
3. Training
4. Transfer
5. Salary Adjustment
6. Merit Salary Increment
7. Demotion
8. Lay-Off
9. Termination

If, in its review of the complaint, the Equal Employment Opportunity Commission determines that the plaintiff was discriminated against, it will issue binding corrective orders to the College to counteract such discrimination against the plaintiff.

STUDENT AFFAIRS

Lane College offers a comprehensive program of services and activities designed to develop the student's ability to function as a responsible member of society. Coordination of these services and activities is provided principally through the Office of the Vice President for Student Affairs.

These activities include orientation for new students, housing/residential life, counseling, recreation, religious life, health services, the Student Government Association, student intramural activities, and cultural enrichment activities.

BUSINESS AFFAIRS

Chief Financial Officer

The Chief Financial Officer is responsible for all fiscal matters, accounting for financial resources, purchasing and payroll, financial aid programs, physical plant, safety and security, bookstore operations, cafeteria/snack bar operations, human resources/personnel, risk management, student insurance, telephone services, and switchboard and mail services.

Budgets

Each of the instructional divisions and the other academic units has a budget which provides for travel, supplies, equipment, and other needed services. A tentative budget is adopted in the spring and is revised after the close of the fall registration. The President and the Chief Financial Officer (with the consultation of the divisions) reserve the right to make adjustments in the budgets as circumstances may dictate. The President may put a temporary hold on expenditures if sufficient funds are not immediately available.

Purchasing

All purchases made in the name of the College must be procured by a duly authorized Purchase Order. Requests for equipment, supplies, materials, and travel are to be accompanied by a properly executed requisition form. The Vice President for Academic Affairs gives final approval of requisitions originating from all academic units and support services. Upon receipt of the requisition, the Purchasing Clerk issues the purchase order.

Telephone Service

All offices and/or departments are charged a prorated share of the base charge for telephone service. Personal long-distance calls are not to be made on College telephones. The Switchboard Operator will keep a log of long-distance calls made through the switchboard and submit the same to the Business Office at the end of the month.

Copying Service

Charges will be made against the appropriate office or department for all copying services. Hours for such service will be posted by the offices responsible for providing the services.

Outgoing Mail

All outgoing college mail will be posted in the mailroom and charged by the Business Office to the appropriate office or area. In case of mass mailing, a copy of the letter, memo, brochure, etc., should be filed with the Business Office.

Keys

Keys to buildings, offices, etc., issued by the College, are the properties of the College. No keys should not be duplicated without the expressed permission of the College.

Use of College Facilities

College facilities exist primarily for use by College personnel for College functions. Individuals or groups desiring to use any of the facilities for College or non-College activities

must complete a Facilities Use Request Form. The Librarian must first approve the use of the Library.

Incoming Mail

Mail is delivered to the College once daily Monday through Saturday, and is immediately placed in assigned faculty or area boxes by the mail attendant. Immediate notice is given to persons receiving special delivery or registered mail.

Textbooks

All textbooks should be ordered through the College Bookstore. The number ordered should be in keeping with the anticipated need. Faculty members are asked to submit their book orders through their Division Chair. The Bookstore should be immediately appraised when it is determined that the order was excessive. Desk copies secured in connection with a textbook order become the property of the institution.

Furniture and Equipment

Each faculty member is responsible for all furniture and equipment assigned to him/her. Members of the teaching faculty are responsible for all instructional equipment under their jurisdiction. Up to-date inventories should be kept, and instances of theft reported.

Budget Development

1. Prepare enrollment projections for new academic year by October 1 - Vice President for Academic Affairs.
2. Prepare revenue estimates by October 15 Chief Financial Officer and Vice President for Institutional Advancement.
3. Prepare staffing requirements by October 15 - Administrative Units and Division Heads.
4. Receive budget input from departments by October 30 via Administrative Units and Division Heads.
5. Evaluate consistency, compatibility and economic feasibility of requests and recommend modifications by November 15 – Executive Operations Group.
6. Prepare preliminary budget document with recommended fee structure by December 1 Chief Financial Officer.
7. Request approval of fees from Board of Trustees by December 15 - President.
8. Prepare final budget document by February - Chief Financial Officer.
9. Present budget to the Board of Trustees for final approval by March 30 - President.

10. Notify Departments and Administrative Units by April 1 of approved funding level
Chief Financial Officer/President/Vice President for Academic Affairs.

Computer Use Policies

Lane College has adopted the following regulations to ensure the security and the integrity of the data stored on the computer network:

1. All computer users share responsibility for the security of the data on the network. Each user is issued a login password that allows the user access to the data necessary to perform his/her duties. The strongest link to data security is our system of passwords. Under no circumstances should a user share a login password with staff, faculty, students, or friends.
2. Employees ending employment with Lane College must have all rights to the computing system removed on the last day of employment. It is the immediate supervisor's responsibility to notify the Information Technology Department of an employee's plans to end employment.
3. If Lane College initiates termination of an employee all rights to the computing system for that individual must be removed immediately. It is the immediate supervisor's responsibility to notify the Director of Information Technology of all terminations.
4. In both cases, it is the responsibility of the Director of Human Resources to verify with the Information Technology Department that the user's rights have been removed from the system on the last day of employment.

E-mail and Internet Policy

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.

All students, faculty and staff are responsible for using these computing facilities in an effective, efficient, ethical, non-discriminatory and lawful manner. To assist in such judgment, the following *Acceptable Use Policy* has been developed:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided except for personal (occasional), incidental, brief use when not conflicting with work performance. College computing resources are not to be used for any unauthorized purpose, including but not limited to commercial purposes, partisan political activities, unauthorized access to remote computers, or non-College related activities.
2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.
3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. College policies against discrimination and harassment apply to communications through the College's computing resources.
4. Users shall not send or copy global messages to specific LISERVES without authorization and/or permission from administrative officials.
5. All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Users will not download and install application software
6. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, without the express permission of the author or creator including college Web page content or college logo.
7. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
8. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games, or participating in chain letters or Ponzi schemes.
9. Users shall not access without authorization or damage any portion of the College's

computing resources or other College property, such as College records, applications or data. Users shall not use the College's computing resources for illegal activities.

10. Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy must notify a College official immediately.

Enforcement

Failure to follow the Acceptable Use Policy and any misuse of the College's Computing resources may result in the loss of access (privilege may be suspended immediately upon discovery of violations). Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Lane College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability: legal, financial or otherwise, for their actions.

MISCELLANEOUS INFORMATION

Food Service

Meals may be purchased in the College Cafeteria or in the Cafe/Grill for a nominal fee.

Smoking

Smoking is prohibited in all campus buildings, including classrooms, offices, and laboratories.

Parking

All faculty members operating a motor vehicle on campus must have a sticker. The sticker may be secured by completing the appropriate form and paying the fee in the Cashier's Office.
(Fee subject to change)

The College Fund/UNCF

The College is a member of The College Fund/UNCF. Faculty and staff members are encouraged to make generous annual contributions.

INSTITUTIONAL RESEARCH/EFFECTIVENESS

The Office of Institutional Research/Effectiveness is organized under the administrative area of Academic Affairs. This Office is the official depository for all data/institutional information. All offices/units are to submit information to this office each semester. This includes, but is not limited to, the following: student enrollment, test scores, faculty data, fiscal data, grants and contracts information, financial aid data, etc. This information should be submitted through the Administrative Unit Head at the appropriate designated time. This Office is also responsible for completing all institutional profiles/surveys for outside agencies.

Offices completing proposals or other documents should send a formal request to this Office to secure the appropriate/correct data for inclusion.

APPENDICES

APPENDIX A

**LANE COLLEGE
JACKSON, TENNESSEE 38301
Course Syllabus
Fall/Spring 20__**

Course Title (*e.g., World Literature*)
ENG 222

Course Number:

Mode of Instruction: Online or Classroom *and* Time or Asynchronous **Credit hours:** 3

Instructor: *Dr. Jane Smith*

Office: *SH 201 and/ or Zoom Meeting ID and password*

Office Hours: *8:00 - 9:30 a.m. TR; 10:00 a.m. - 11 :00 a.m. MWF; 1:00 -2:00 a.m. MTWR*

Phone: *(731) 426-7999 Office or Google Voice*

Prerequisite(s): *ENG 132*

Required Textbook(s)/Resources

All students are required to purchase the following text: (give title and author, edition and date if important). Students who do not have textbooks by . . ., will not be allowed to attend class.

All students are required to be able to submit work via the Blackboard Learning Management System through suitable technology.

If the course requires software or access to any other technology, that should be noted as well. Technology Support: Current Blackboard support contact (kdouglas@lanecollege.edu) and support for any other technology.

Accommodations and Accessibility:

It is the policy of the Lane College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Lane College complies with the Americans with Disabilities Act. Students requesting academic accommodations should contact the Office of Counseling and Disability Support Services, as soon as possible.

If you need support due to new or on-going mental health concerns, please also contact the Office of Counseling and Disability Support Services.

Course (Catalog) Description

Expected Outcomes

By the end of the course, the student will... (state in measurable terms what students must be able to do to receive an "A")

Overview of Course Content (Major Topics)

Instructional Activities and Methodology (e.g., term papers, oral reports, etc., as well as general guidance with respect to policy on tests, quizzes, etc.)

General Requirements (Expectations)

1. Students are expected to attend and/ or engage academically in class regularly and punctually. (*Faculty teaching online and especially asynchronous classes, please define requirements here*). No unexcused absences are allowed. Students will receive....
2. All students must adhere to the dress and behavior code of Lane College (found in the Student Handbook) and specific standards for labs and studios for safety, including not bringing food or drink into such areas.

Academic Integrity (*offered language; modify if desired*): Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Lane College. Consistent with this expectation, all students should act with personal integrity, respect other students' dignity, rights, and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the community not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the global community and compromise the worth of work completed by others.

Policy on Plagiarism: Plagiarism can be broadly defined as using the ideas or words of others in your paper without proper acknowledgment. Using information from other term papers, websites, or even standard research tools without source citation is a serious breach of academic integrity, and ignorance of what constitutes plagiarism is no excuse. When in doubt, please consult your instructor about appropriate citation standards.

Violation of Academic Integrity: there is a range of potential penalties, depending on the severity or recurrence of the infraction. These include:

- reducing the grade on the assignment
- a zero on the assignment
- report to the Vice President of Academic Affairs
- failure in the course
- suspension or expulsion from the College.

Evaluation/Grades

(Explain percent of grade given for mid-term, final, and other exams; quizzes; attendance; class participation; assignments, etc.)

Grading Scale:

(Explain the point scale for A/B/C/D/P/ F as relevant)

Students may seek general academic policies in the Student Handbook (linked to the Lane College website).

Weekly Course Outline

Include: last dates for drop, withdrawal with a W and withdrawal with a WP/ WF, along with a Disclaimer that unforeseen events may require revision of dates and/or mode of instruction.

APPENDIX B

LANE COLLEGE ANNUAL FACULTY PERFORMANCE EVALUATION PHILOSOPHY

The success and reputation of a college are built by its faculty. The skill and enthusiasm that mark their teaching, the addiction to learning and the vigor that mark their scholarship and the altruism and dedication that mark their service all shape, with subtle power, the lives of their students and the perception of their college as a place worthy of public trust. It is essential, therefore, to be particularly attentive to the quality with which faculty work is being done, for it is the very work of the college itself.

The Lane College evaluation process should be based on the above stated philosophy and the following principles:

1. The Lane College Faculty Evaluation process should be as simple as the need for thoroughness permits.
2. The Lane College Faculty Evaluation process should include direct conversation about performance between evaluator and faculty member, and should be documented appropriately.
3. The Lane College Faculty Evaluation process should give the faculty members an opportunity to express any significant dissatisfaction with the outcome of the process.
4. The Lane College Faculty Evaluation process should allow for salary increases and bonuses wherever possible, and tenure and promotion to be determined on an annual performance basis.

Development

During the 1990-91 academic years, the Dean of the College drafted a process of evaluation and the forms to facilitate the process. These items were critiqued by a faculty committee, appointed who worked with the Dean in the development of the process.

The process and the forms were modified by committee in response to the suggestions of the persons involved.

The document was then presented to the faculty for study, critiquing, and approval. The document will be presented to the administration for consideration and approval and then for presentation to the Board of Trustees.

After the first year's use the faculty will study the document to propose further refinements of the process and further development of the forms used in the evaluation process.

The results of the evaluation process will be used to improve the quality of teaching and to enhance the performance of the Lane College student body.

In addition, this process will give criteria for merit increases in faculty salary, allowing for the justification of recommendations for promotions and tenure.

Procedures in the Evaluation Process

During the spring semester of each academic year, the College conducts its **Annual Faculty Performance Evaluation** in accordance with the following procedures:

1. Faculty members will prepare an evaluation packet which will include: (a) a completed SELF-EVALUATION FORM; and (b) three completed PEER EVALUATION FORMS (Two of the peers will be chosen by the faculty member and one will be chosen by the Division Chairperson). These forms will be submitted to the Vice President for Academic Affairs for tabulation.
2. Division Chairpersons will evaluate each person teaching classes in their division. These forms will be submitted to the Vice President for Academic Affairs for tabulation. Chairpersons will review the evaluation document with each faculty member before it is submitted to the Vice President. Faculty members who take exception with the Chairperson's evaluation may do so by using the form provided.
3. Student evaluation forms will be used, and the data passed to the Vice President for Academic Affairs for tabulation. Faculty should have already identified two (2) classes in which students will evaluate them. On the day of the evaluation, please ask the student monitor to pick up the packet at the beginning of the period in which you are to be evaluated. You should then leave the classroom while the evaluation is taking place, and have the student return all forms to the Office of Academic Affairs as soon as the evaluation is completed.
4. Each faculty member will evaluate his/her Division Chairperson, using the form indicated for that purpose. The Vice President for Academic Affairs will review the evaluation with the chairperson. A statement of exception may be used if needed.
5. The Vice President for Academic Affairs will make all tabulations on the

basis of the scores received. Areas of concern will be used as points of discussion in conferences with that faculty. Conferences will also include a review of the Professional Growth Plans submitted earlier. It is felt that these discussion conferences will be constructive in the improvement of instruction on the part of the faculty.

SUMMARY OF EVALUATION

1. Self-Evaluation	10 points
2. Peer-Evaluation	20 points
3* Division Chair Evaluation of Faculty	20 points
Faculty Evaluation of Division Chair	20 points
4. Student Evaluation of Faculty	30 points

Total 80 points

*These two will be interchangeable contingent upon the person involved.

LANE COLLEGE
JACKSON, TENNESSEE

SELF-EVALUATION FORM

This form is a part of the evaluation packet that each member of the faculty must develop. Each member of the faculty is asked to give a candid, open, honest opinion of their own teaching abilities.

Rate yourself one to five. Give the highest score for usually effective performance. Place in the space before each statement the number that expresses your position on each item.

Name: _____ Date: _____

Teaching area: _____

1. STRONGLY DISAGREE 2. DISAGREE 3. UNDECIDED 4. AGREE 5. STRONGLY AGREE

- ___1. Major objectives of the courses are made clear to the students at the beginning of the semester.
- ___2. The agreement between my course objectives and my class assignments is consistent.
- ___3. Class presentations are always well planned and organized.
- ___4. Important ideas are clearly explained during the course of the semester as they arise.
- ___5. I have complete mastery of the content of the courses that I teach.
- ___6. Class time is well used in the courses that I am responsible for teaching.
- ___7. I encourage critical and analytical thinking by the students in the classes that I teach.
- ___8. Students are encouraged to seek my help when they are experiencing difficulty in the courses I teach.
- ___9. Relevant student involvement is encouraged in the courses that I teach.
- ___10. I am tolerant of student viewpoints that differ from my own.

_____ Total (Add 1- 10)

_____ Average (Divide total by 10)

10 points

LANE COLLEGE
JACKSON, TENNESSEE

PEER EVALUATION FORM

Please give your candid and honest assessment of the faculty member listed below. This form is to be returned to the Vice President for Academic Affairs.

Name: _____ Date: _____

Teaching area: _____

1. STRONGLY DISAGREE 2. DISAGREE 3. UNDECIDED 4. AGREE 5. STRONGLY AGREE

1. This instructor shows enthusiasm and interest in the subjects that are taught.
2. This instructor demonstrates a professional demeanor and attitude toward the work assigned.
3. This instructor is punctual in meeting his/her classes and other academic obligations.
4. This instructor is conscientious about retaining his/her students for the entire class period.
5. This instructor accepts suggestions and constructive criticism.
6. This instructor maintains a working relationship with colleagues in the Division.
7. This instructor uses flexibility in teaching methods and indicates a willingness to try innovative techniques.

_____ Total (Add 1 -7)

_____ Averages (Divide the total by 7)

Evaluator's name _____

LANE COLLEGE
JACKSON, TENNESSEE

DIVISION CHAIRPERSON EVALUATION FORM

Each faculty member will rate the Division Chairperson on the basis of the following criteria. This form is to be returned to the Office of the Vice President for Academic Affairs for tabulation.

Name: _____ Date: _____

Division : _____

1. STRONGLY DISAGREE 2. DISAGREE 3. UNDECIDED 4. AGREE 5. STRONGLY AGREE

1. This administrator has a professional outlook and attitude toward the work of the Division.
2. This administrator seeks to adjudicate problems within the Division as and as openly as possible.
3. This administrator attempts to assist members of the Division in the performance of their duties wherever possible.
4. This administrator is fair in requesting materials and reports as to the dates due.
5. This administrator is fair in evaluating the members of the Division faculty.
6. This administrator uses an effective means of evaluating the Division members.
7. This administrator maintains office hours sufficient to conduct the business of the Division.
8. This administrator seeks to provide the resources needed for the work of the Division according to availability.
9. This administrator demonstrates evidence of careful planning in the operation of the Division.
10. In addition to administrative duties, this administrator functions in the classroom in a very positive manner.

_____ Total (Add 1 - 10)

_____ Average (Divide the total by 10)
20 points

LANE COLLEGE
JACKSON, TENNESSEE

DIVISION CHAIRPERSON EVALUATION OF FACULTY FORM

The Division chairperson will evaluate the faculty members who teach classes in their division (full-time, part-time, and staff) and report the results to the Vice President for Academic Affairs.

Name: _____ Date: _____

Teaching area: _____

1. STRONGLY DISAGREE 2. DISAGREE 3. UNDECIDED 4. AGREE 5. STRONGLY AGREE
TEACHING

EFFECTIVENESS

- _____ 1. This faculty member has submitted documents that reflect course organization and planning in keeping with College standards.
- _____ 2. This faculty member sets objectives for the course that are in keeping with the purpose of the College.
- _____ 3. This faculty member contributes to the development of the curriculum.
- _____ 4. This faculty member participates in workshops, conferences, and/or activities to improve teaching techniques.

PROFESSIONAL GROWTH AND DEVELOPMENT

- _____ 5. This faculty member engages in scholarly productivity.
- _____ 6. The professional training activities, during the previous 12 months, were evident on the part of this instructor.
- _____ 7. The involvement of this faculty member in professional activities was evident.

PROFESSIONAL SERVICE

- _____ 8. This faculty member rendered service to the Division.
- _____ 9. Service to the College by this faculty member was evident.
- _____ 10. Service in the community by this faculty member was evident.

_____11. This faculty member has a good working relationship with colleagues.

_____Total (Add 1 - 11)

_____Average (Divided total by 11)

Signatures

Division Chairperson _

_____The Division chairperson has discussed this evaluation with me.

A statement of exception will follow.

Faculty Member

STATEMENT OF EXCEPTION



LANE COLLEGE
JACKSON, TENNESSEE

Guidelines for Professional Growth Plan

Faculty Handbook Description

Each member of the faculty is required to periodically submit a professional growth plan which is to be implemented as a condition of employment. The plan should be submitted to the Division Chairperson and the Vice President for Academic Affairs. In subsequent years of employment, the submission and implementation of a professional growth plan will be a mandatory condition of reemployment.

The Professional Growth Plan should indicate all academic and professional experiences, credit and non-credit to be undertaken by the faculty member as a means of extending teaching competencies. Each faculty should take at least six hours each five-year period in his/her major or collateral field. Illustrations of this would be formal study toward a degree, participation in workshops and seminars, or special courses or projects. These suggestions are not exhaustive.

Upon approval of the plan by the Division Chairperson and the Vice President for Academic Affairs, the faculty member is expected to take appropriate steps to implement the plan.

FACULTY GROWTH PLANS
Suggested Format

Name _____

Time Frame	Activity	Expected Results
Spring 2021		
Summer 2021		
Fall 2021		
Spring 2022		
Summer 2022		

Activities should include: (1) workshops/seminars to attend; (2) courses taken for credit or non-credit; (3) advanced degrees pursued/received; (4) other scholarly activity, e.g., research, publications, or funded projects.

Please include specific information regarding the activity, such as the course title, degree program, title of research project, etc.

Note: After activity has been completed, please verify by forwarding copies of programs, agendas, certificates, transcripts, etc. to Department Chair and Office of Academic Affairs.



APPENDIX C

Workplace Safety

*Refer to **Employee Handbook***

APPENDIX D

Workplace Guidelines

*Refer to **Employee Handbook***

APPENDIX E

LANE COLLEGE
JACKSON, TENNESSEE

Faculty Clearance Form

Name: _____ Date: _____

REGISTRAR _____

Grade Reports Returned Yes _____ No _____

If no is checked, give reason(s) _____

Registrar _____

LIBRARY _____

Books Returned Yes _____ No _____

\$_____ paid for unreturned book(s)

Librarian _____

ACADEMIC AFFAIRS _____

Absentee Reports Submitted Yes _____ No _____

Grade/Roll Book(s) Submitted Yes _____ No _____

Keys Returned Yes _____ No _____

If keys not returned, give reason(s): _____

Files Completed Yes _____ No _____

Vice President for Academic Affairs _____

BUSINESS OFFICE _____

Forwarding Address Yes _____ No _____

Inventory Check Yes _____ No _____

If no, give reason(s) _____

Director of Management Services _____

NOTE: This form must be presented to the Cashier in order to receive final check.

APPENDIX F

LANE COLLEGE JACKSON, TENNESSEE

Student Dress Code

As members of the Lane College community, it is expected that, at all times, students show good judgment and common sense in wearing attire. Students are expected to dress neatly and appropriately for classes, residential living (including eating meals in the dining hall), and all College events and activities. Clothing may in no way be so extreme as to be distracting or disruptive.

The following are considered unacceptable and may not be worn at Lane College:

- Clothing that allows under garments to be visible
- Slacks, jeans, shorts, significantly below the waist
- Shorts/skirts/dresses shorter than fingertip length
- Hats and/or other head gear while inside a building (males and females)
- Half shirts, tube tops, tank tops, halter tops, see-through garments, muscle shirts, athletic shirts
- Tops or shirts which expose any portion of the midriff or breasts clothing which has cutouts or holes in the body
- Shirts or other clothing which display messages or illustrations of a profane nature, have sexual connotations, or display advertisements or suggestive statements relating to drugs, alcohol, or any illegal substance

*The Vice President for Student Affairs and the President have final authority with respect to interpretation of this policy.

APPENDIX G

LANE COLLEGE
JACKSON, TENNESSEE
38301

Policy on Faculty Conduct

Purpose

The Policy on Faculty/Staff Conduct is designed to: (1) set parameters with respect to conduct between employees and students; (2) protect employees and students; (3) ensure that power is not abused; and (4) preserve the College's good name and reputation. It seeks to maintain an environment that virtually eliminates the possibility for even the appearance of conflict of interest. It is not intended to discourage constructive interpersonal relationships or to infringe on personal rights.

Background

The most basic right of the student is the right to learn in an atmosphere that is free of encroachment of that right. The student also has the right to be treated fairly, and with respect and dignity from all College employees, in the classroom as well as outside of the classroom.

Faculty and staff have the responsibility to respect students and to conduct themselves in a manner that is professional and reflective of the high values or ethics to which Lane College subscribes.

Professionalism is fostered by an atmosphere of mutual trust and respect. It is also natural that academic and administrative interactions between students and employees may lead to personal friendships which do not pose a problem. The College is concerned when the extent and nature of those friendships interfere with the Mission of the College and/or jeopardize employees' management ability, thus impairing their teaching or administrative effectiveness.

The College is likewise concerned when associations between employees and students result in an atmosphere which is not optimally conducive to the living/learning environment. These objectionable relationships can occur on campus or off campus, and between members of the same or opposite gender. While romantic or sexual relationships between employees and students are unacceptable, so are certain other social circumstances which involve fraternization between employees and students. The College believes that students

should view faculty and staff as authoritative figures, and not as peers or equals.

Unacceptable social relationships between employees and students may also be exploitive or coercive in nature. Situations of this nature can create a conflict of interest whereby the employee can consciously or unconsciously exert undue influence over the student. The student may feel powerless and obliged to consent to certain behavior or activities in exchange for a satisfactory grade, preferential treatment with respect to student accounts, dining hall or housing privileges, or other rewards, whether or not the employee intends to bribe the student.

Situations of this nature can also adversely affect the living/learning environment for other students and employees, resulting in disrespect, distrust, and an overall reduction in the effectiveness of the educational program.

Policy Statement

As a higher education institution affiliated with the Christian Methodist Episcopal Church, and one which subscribes to high moral values for all members of the community, Lane College hereby prohibits the following conduct between employees and students, either on or off campus:

1. Sexual harassment as defined in the College's policy statement found in the *Employee Handbook*
2. Consensual romantic or sexual relationships
3. Social fraternization which involves use of alcohol or illegal drugs

Sanctions

Violators of this policy will be subject to sanctions ranging from letters of reprimand to dismissal, based on the severity of the offense. Sanctions may also be imposed in the event a faculty member is convicted of a misdemeanor or felony charge. Furthermore, sanctions may be imposed on any individual who willfully brings false charges against another.

For faculty, the administrative procedure outlined under Faculty Grievance Procedures and *Appendix D* (Sexual Harassment) of the *Faculty Handbook* will be followed in the case of infractions against this policy. For staff, the administrative procedures outlined under Sections XXII (Staff Grievance Committee Procedures) XXXI (Sexual Harassment) will be followed in the case of infractions against this policy.

APPENDIX H

LANE COLLEGE JACKSON, TENNESSEE

HIV/AIDS Policy

Lane College will guarantee persons(s) with AIDS all the legal rights of these individuals. Such persons will be made aware of existing support services available both on and off campus which could be appropriately used by them.

Members of the College community who have HIV infection, whether they are symptomatic or not, should be allowed regular job attendance and performances in an unrestricted manner in compliance with state or federal laws prohibiting discrimination against handicapped employees as long as they are physically and mentally able to perform their duties.

Employees with HIV infection will have access to all campus facilities.

The College will not routinely request employees to respond to questions about the existence of HIV infections; however, the College will encourage those with HIV infections to inform the Vice President for Academic Affairs and/or the Director of Personnel so as to direct them to the proper sources for medical care, support, counseling, and education.

The College will not engage in a program of mandatory HIV antibody testing. Information about persons known or suspected as having HIV infection will be treated in the confidential manner that is prescribed by professional, ethical, and legal standards.

Each member of the College community is to be treated fairly and with respect and dignity by all members of the community. Therefore, the College condemns all forms of emotional and/or physical abuse of persons known or suspected of being infected with HIV.

APPENDIX I

LANE COLLEGE JACKSON, TENNESSEE

Conflict of Interest Policy Statement

Purpose

It is the policy of the College that members of the faculty and staff shall refrain from accepting gifts and factors of significant monetary value (\$50 or more) or engaging in private business or professional activities where there is or would appear to be a conflict between their individual private interests and the interests of the College.

The purpose of this policy is to assure all who look to the College for teaching, service, leadership, and otherwise work for the College of our dedication to the welfare of the College and its students to the exclusion of ulterior motives and external influences.

Effective Date

This policy is effective immediately.

Eligibility

This policy applies to all officers, faculty, and employees of the College.

Conflict of Interest

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity that impairs or adversely influences his or her judgment with respect to policies and actions which promote the best interest of the College and the public good, and/or impairs or adversely influences the performance of his or her duties to the College.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from **his or her employment or appointment by the College, excluding Compensation and financial benefits paid or granted by the College.**

Disclosure

In any case where a conflict of interest exists or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interests. The disclosure shall include any interest in the organization or entity which may benefit from the person's association with the College, including any benefit derived from the association by the person's immediate family.

Staff or faculty who perceive a conflict of interest shall not attempt to resolve the conflict nor determine the extent to which the conflict has an adverse effect on the College.

Instead, full disclosure of all facts, circumstances, relationships, and activities shall be made to the following:

1. Officers shall report to the President.
2. Faculty shall report to the Vice President for Academic Affairs.
3. All other employees shall report to their immediate supervisor, who in turn shall report to the appropriate officer of the College.

Where warranted, a written disclosure statement which details the circumstances surrounding the conflict of interest may be required. This statement shall be signed by the person making the disclosure.

Waiver

All employees are strongly encouraged to avoid relationships and activities which may constitute a conflict of interest. However, under very special circumstances, the College may determine that participation in certain associations are in the best interest of the College and in the public good. In these instances, a signed waiver agreement shall be issued by the President and/or the Board of Trustees with a copy to the College Attorney.

APPENDIX J

LANE COLLEGE JACKSON, TENNESSEE

Conflict of Interest

Disclosure Form for Faculty and Institutional Officers

In order that Lane College may avoid even the perception of impropriety, each institutional officer is asked to disclose any relationships that may give rise to a conflict of interest with the College between the institutional officer or a member of the employee's family.

Please complete the following disclosure form and return to:

Office of the President
Lane College 545 Lane Avenue Jackson, TN 38301

Are you aware of any relationship that exists with Lane College between yourself and/or a member of your family that may represent a conflict of interest?

_____YES _____NO

If yes, please list or elaborate such relationships and the details of annual or potential financial benefits as you can best estimate them. (Attach additional sheets if necessary.)

Certification

I, _____, certify that the foregoing
Name printed clearly

information is true and complete to the best of my knowledge, on this day,

Date

Title _____

Signature _____

APPENDIX K:

INTELLECTUAL PROPERTY RIGHTS

The purpose of the Lane College policy on intellectual property is to foster the free and creative expression and exchange of ideas and knowledge; to preserve traditional academic practices and academic freedom; and to establish principles and procedures for the ownership of copyrightable and patentable materials. Therefore, this policy covers all types of intellectual property. The following examples are not exhaustive: writings, art works, musical compositions and performances, software, literary works, trademarks, discoveries, and inventions.

Definition

"Work for Hire" is defined as a work prepared by an employee within the scope of his or her employment. Such work is supported by a direct allocation of institutional resources such as time, facilities, and monies; or such work is commissioned by the College.

Policy

Ownership of intellectual property will be deemed to be held by the College when the property is created as a work for hire, or

1. work is commissioned by the College;
2. property results from research that is supported by a federal grant or third party; and
3. when work is created on Lane College time with the use of the College facilities.

Intellectual property will be owned by the creator when

1. it is unrelated to the employee's job responsibilities incidental or insignificant use of college resources have been involved in the creation of the work;
2. the intellectual property has been developed outside the defined area of research or expertise of the creator; and
3. the development has been made on the personal, unpaid time of the creator, the intellectual property is embodied in a professional/scholarly, educational, literary, musical, or artistic work in the author's field of expertise. Notwithstanding the creator's ownership rights, the College

reserves the right to royalty-free use of textbooks, manuals, and manuscripts that have been published in the professional literature for use in the college's teaching, research, and service programs.

Joint ownership will likely occur when a work is created by multiple employees. Examples include such items as multimedia courseware and distance learning materials where various faculty and staff have contributed to the final product. In cases of joint ownership, the proceeds of any commercialization of the product will be shared by the parties pursuant to a formal agreement only after the college has recouped any direct costs incurred for equipment and materials and costs paid to third parties.

Courseware

The College will assert limited rights of ownership when the development of courseware is self-initiated by faculty. That is, primary ownership will remain with the creator; however, Lane College will pay no royalty, rental fee, or other consideration when that courseware is used for instruction at the College. Additionally, the creator is prohibited from using the courseware in a manner that competes in a substantial way with the for-credit offerings of Lane College.

Legal Protection

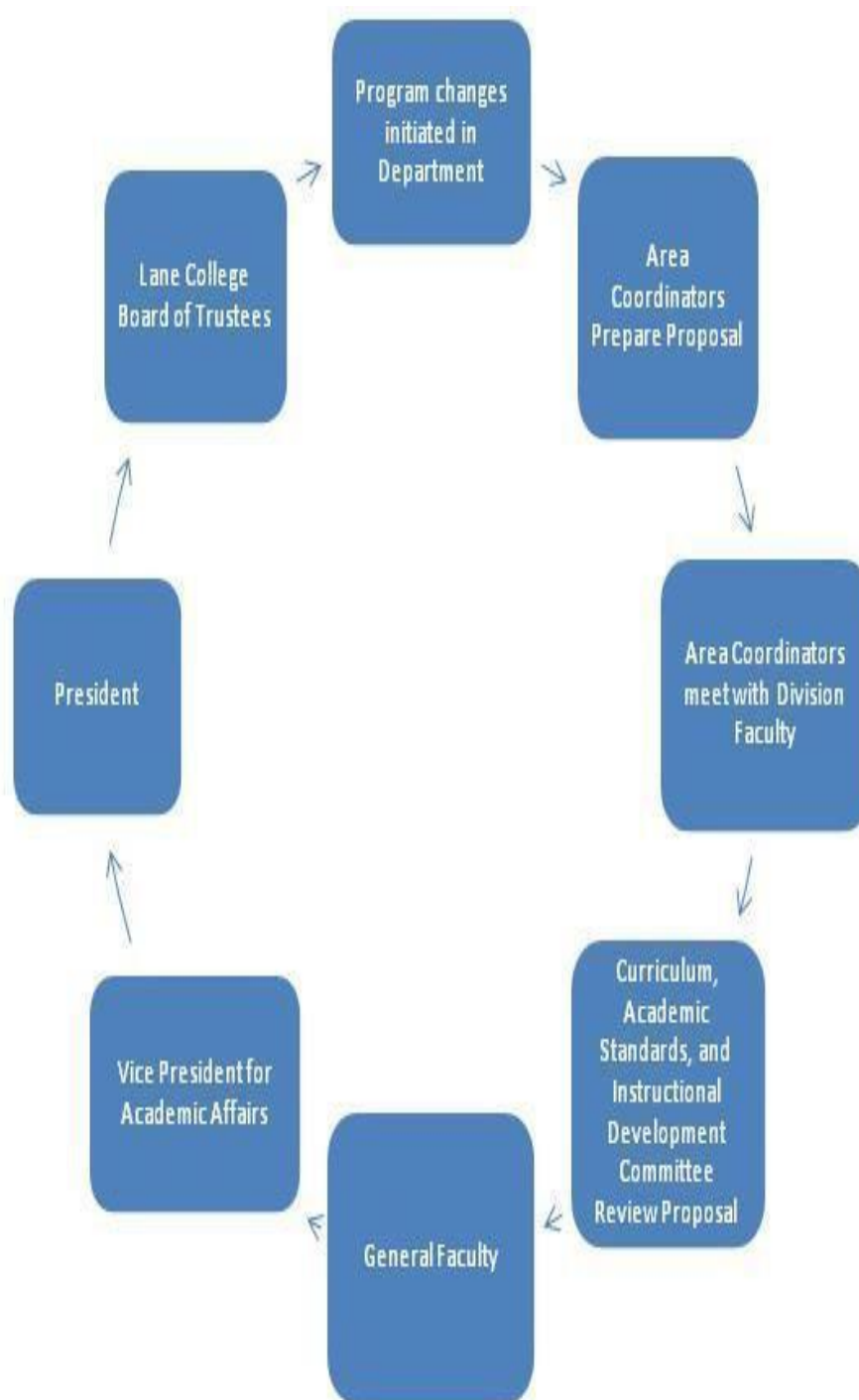
If intellectual property belongs to the College, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, at their own expense.

Disputes

Any dispute that arises under this policy shall be reviewed by the Faculty Welfare Committee. Their recommendation will be presented to the President of the College who will make the final decisions on disputed matters.

EXHIBITS

LANE COLLEGE ACADEMIC PROGRAM CHANGE PROCESS





545 LANE AVENUE | JACKSON, TN 38301 | 731-426-7500