



LOURDES
UNIVERSITY

POLICY MANUAL

Faculty Personnel Policies

VOLUME IV

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Volume IV

FACULTY PERSONNEL POLICIES

4.0 General Statement

Volume IV of this Policy Manual, along with the Employee handbook and the payroll policies in Volume III, contain the approved policies and procedures of the University concerning the terms and conditions of faculty employment at the University. Volume IV is incorporated by reference into the individual Faculty Appointment Agreements of each faculty member. Where the terms and provisions of an individual contract of a faculty member are inconsistent with the general policies contained herein, the provisions of the individual contract shall control. Otherwise, the provisions of this Volume will remain in effect until changed by the procedures contained in this Volume. Should there be any misapplication, misinterpretation, or violation of specific provisions in this Volume, the faculty member involved should report the circumstance to the appropriate program or School Dean.

The administrative or staff responsibilities of faculty members are specified in the individual contracts of such faculty members.

While authority to change policy ultimately resides with the Board of Trustees, recommendations for change are invited from all persons involved. Persons seeking to amend a portion of this Volume IV should work through the Faculty Senate and/or the appropriate Senate subcommittee. Proposals for revisions to Volume IV shall come from the Senate to the Provost. Proposals from the administration will be submitted to the Faculty Senate for review and input prior to official changes in policies.

With the exception of personnel policies and employment benefits, other institutional policy changes can be written to become effective immediately following approval by the President and/or Board of Trustees as required by the Board Bylaws, and then published. See Section 4.15 for other revision policies and procedures.

4.1 Definition of Faculty, Faculty Rank and Faculty Titles

4.1.1 Definition of Faculty

The term *faculty* refers to all those persons who teach at Lourdes University. The President of Lourdes University and the Provost are *ex officio* members of the faculty. Academic Deans are members of the faculty with assigned administrative duties, but are not eligible for election to faculty committees.

The faculty consists of two groups:

1. Ranked faculty members
2. Adjunct faculty members

4.1.2 Ranked Faculty Members

A ranked faculty member is a full-time or pro-rata, i.e., three-quarters time, or half time, contractual employee of the University who is appointed in accordance with Section 4.2 of this Policy Manual.

A ranked faculty member is qualified to hold and is appointed to one of the four regular academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor.

1. Full-time faculty members have a full-time teaching load or have teaching and other responsibilities (such as advising or administrative duties) under the authority of the Provost that are equivalent to a full-time teaching load.

2. Pro-Rata faculty members have teaching and administrative responsibilities in proportion to their appointment. Pro-rata professional development and service expectations applicable to the faculty member's rank apply as well.

4.1.3 Adjunct Faculty Members and Adjunct Teaching Assistants

Adjunct faculty members are appointed for the instruction of students on a per-course basis in accordance with paragraph 4.2.2.1 of this Policy Manual. Adjunct Teaching Assistants are hired on an as needed basis in some departments (e.g. Department of Nursing) to provide instruction associated with academic courses.

Department Chairs are responsible for hiring adjunct faculty and teaching assistants. Adjunct faculty ordinarily needs to hold a graduate degree in the area of their teaching responsibility or have significant professional experience in their area of responsibility. Adjunct faculty may be hired for up to two courses or three science labs per semester.

An adjunct faculty member who demonstrates excellence in both teaching and service, who contributes to the Department and to the University, who participates in selected activities identified by his or her Chairperson, and who demonstrates continuous improvement in teaching methods designed to facilitate student learning, may be recommended for the position of "Senior Adjunct." Such a recommendation should be made in writing to the Dean and Provost by the appropriate Department Chairperson.

4.1.4 Academic Rank and Titles

Faculty members who are employed on a full-time or pro-rata basis at the University are appointed to one of the following ranks on the basis of their qualifications. These qualifications include graduate training, years of experience, teaching excellence, professional development, and service to the University, as well as the community beyond the University. Academic rank, in ascending order, includes the following: Instructor, Assistant Professor, Associate Professor, and Professor. Generally speaking, new hires will be granted the rank of Assistant Professor or higher depending on their qualifications. Individuals who do not meet the criteria for Assistant Professor will be assigned the rank of Instructor. The Provost, after conferring with the appropriate Dean and/or Department Chair, grants the initial designation of rank.

A faculty member initiates a promotion request to another rank. This request and supporting documentation are submitted to the faculty member's Department Chair on or before October 15.

Recognized terminal Degrees for purposes of faculty rank are set forth in Appendix 4.1.4.1.

The qualifications for the various academic ranks are as listed below. Each rank represents a higher expectation for the level of an individual's academic, professional, and service activity.

4.1.4.1 Instructor

The Instructor's primary emphasis is the development of skills needed to be an effective educator. The Instructor is also expected to formalize a plan of scholarship, serve on a University committee, and provide evidence of service to the broader community.

The Instructor shall:

1. Hold a minimum of an earned Master's degree from a regionally accredited college or university with specialization in an appropriate subject area.
2. Provide evidence of excellence in teaching and/or related experience, or the potential for excellence in teaching.
3. Provide evidence of professional competence and scholarship.
4. Demonstrate a commitment to service to the University and the broader community.

4.1.4.2 Assistant Professor

The Assistant Professor's primary emphasis is the development of skills needed to be an effective educator and scholar. The Assistant Professor is also expected to begin scholarly activities, serve on a University committee as well as observe the overall University committee structure, and provide evidence of service to the wider community.

The Assistant Professor shall:

1. Hold a recognized terminal degree (see Appendix 4.1.4.1) from a regionally accredited college or university or hold an earned Master's Degree from a regionally accredited college or university plus three years of full-time college teaching (72 credit hours total) after completing the Master's degree. The degree must be in the academic discipline in which the candidate teaches or in a related discipline. If the degree is in another academic discipline, then the responsibility lies with the candidate to demonstrate that the discipline is related to the area in which the candidate teaches.
2. Provide evidence of excellence in teaching and/or related experience.
3. Provide evidence of professional competence and evidence of scholarship.
4. Demonstrate a commitment to service to the University and the broader community

4.1.4.3 Associate Professor

The Associate Professor should continue to develop as a successful educator and scholar. Active participation in the University and wider community is expected, as is a developed scholarly/research program.

The Associate Professor shall:

1. Hold a recognized terminal degree (see Appendix 4.1.4.1) from a regionally accredited college or university in the academic discipline in which the candidate teaches or in a related discipline. If the degree is in another academic discipline, then the responsibility lies with the candidate to demonstrate that the discipline is related to the area in which the candidate teaches.
2. Provide evidence of five years full-time college/university teaching and/or scholarship or the equivalent at the rank of Assistant Professor at Lourdes University or another accredited college or university.
3. Provide evidence of excellence in teaching.
4. Provide evidence of professional competence and evidence of scholarship.
5. Provide evidence of service to the University and the broader community.

4.1.4.4 Professor

Leadership and scholarship are the hallmarks of the Professor. The Professor is a successful educator who is well recognized in the wider community and has established a record of scholarship.

The Professor shall:

1. Hold a recognized terminal degree (see Appendix 4.1.4.1) from a regionally accredited college or university in the academic discipline in which the candidate teaches or in a related discipline. If the degree is in another academic discipline, then the responsibility lies with the candidate to demonstrate that the discipline is related to the area in which the candidate teaches.
2. Provide evidence of five years full-time college/university teaching and/or scholarship or the equivalent at the rank of Associate Professor at Lourdes University or another accredited college or university.
3. Provide evidence of excellence in teaching.
4. Provide evidence of professional competence and growth and evidence of scholarship.
5. Provide evidence of service to the University and the broader community.

4.1.5 Variance of Criteria

Upon application from the applicable Department Chair to the Provost, the foregoing criteria for ranked faculty members may be modified or waived to accommodate extraordinary circumstances or to otherwise meet the needs of the University. A variance of criteria may occur when a faculty member comes to the University with expertise not reflected by the rank the individual held during previous employment. Other extraordinary circumstances, such as a record of exceptional scholarship that suggests the candidate could be considered for early promotion, may also merit a variance of criteria for promotion. Variance of criteria should be granted only in rare cases when there is agreement among the Chair, the Committee, and the Provost that such a variance is warranted. Faculty members who are applying for promotion under a variance of criteria should provide adequate documentation of these criteria to help the Rank and Promotion committee make an informed and appropriate promotion decision.

4.1.6 Special Appointment Faculty

4.1.6.1 Faculty Emerita/us

The designation of Faculty Emerita/us may be assigned to Assistant Professors, Associate Professors, or Professors who terminate their responsibilities as ranked faculty members after at least 5 years of service for valid reasons such as retirement or illness. An Assistant Professor, Associate Professor, or Professor Emerita/us is designated and appointed by the President and Board of Trustees. Any current ranked faculty member (which includes chairs, deans, and program directors) may send a recommendation to the Provost. The ranking faculty member is not required to give evidence of merit because the decision is based on the individual's distinguished career and years of service to the University.

The designation of Emerita/us does not imply a promotion. The word Emerita/us will be added to the faculty member's existing rank. No compensation accrues by virtue of this rank by mutual agreement with the Provost, the President, and the individual. A pro-rata contract may be offered to teach or fulfill other duties.

4.1.6.1.1 Recommendation for Emerita/us Status

A ranked faculty member who wishes to nominate his or her peer for Emerita/us status should do so by writing a letter of recommendation to the Provost by October 15. The letter should speak to the candidate's fulfillment of the following criteria and provide specific examples to support the nomination:

1. Distinguished service to the University: The nomination to Emerita/us status should not be routine. Candidates for this status should have made exceptional contributions to the Lourdes community in their role as faculty. The faculty member who qualifies for Emerita/us status will be a dedicated member of the Lourdes University community.
2. Promotion of Lourdes University to the larger community: The faculty member who qualifies to Emerita/us status would have raised the profile of the University in the community at large.
3. Support of the University community: The nominating faculty member can, optionally, provide evidence of support of the University community for the elevation of the candidate to Emerita/us status by seeking cosigners for the nomination letter.

4.1.6.1.2 Selection of Faculty Emerita/us

Upon receiving a nomination for Emerita/us status, the Provost notifies the Rank and Promotion committee and forwards the committee a copy of the nomination letter. This committee will evaluate nominations according to the criteria listed above and return their written recommendation to the Provost. The Provost will then write a recommendation and submit both recommendations and the nomination letter to the President, who will forward these documents along with his or her own recommendation to the Board of Trustees for review. The Board of Trustees will make the final decision regarding Emerita/us status.

4.1.6.1.3 Schedule of Faculty Emerita/us Procedures

October 15	The nominating ranked faculty member submits the recommendation letter to the Provost.
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October 15 – 30	The Provost reviews the recommendation letter, notifies the Rank and Promotion committee, and forwards it to the committee.
November 1 – 30	The Rank and Promotion Committee reviews the letter, evaluates the merit of candidate, and drafts a letter of recommendation, and forwards it to the Provost, detailing the reasons for their decision.
December 1-5	The Provost reviews the recommendations from the Faculty Recognition and Professional Development Committee and submits a recommendation to the President.
Spring Term	The President reviews the recommendation of the Provost and submits a recommendation to the Board of Trustees.
Spring Term	The Board of Trustees reviews the recommendation of the President and submits the final decision to the President.
Spring Term	The President notifies candidates of the Board of Trustees' final decision.
Spring Term	Faculty Emerita/us announced publicly at an all-campus meeting.
May	Faculty Emerita/us recognized at Commencement.

4.1.6.2 Artist/Writer/Scholar-in-Residence

The University may appoint artists, writers, scholars, and other distinguished individuals to the special faculty status of Artist/Writer/Scholar-in-Residence. Such appointments are awarded for a specific period of time and may be full-time, pro-rata or per course depending upon the needs of the University. They are appointed by the Provost after consultation with the appropriate Department Chair/Dean.

4.1.6.3 Replacement Faculty

The University may appoint a replacement faculty member to full-time, pro-rata or per course status for a specific period of time. Time served under full-time or pro-rata replacement term contracts do not count towards promotion or sabbatical leave unless so indicated by the appropriate Department Chair/Dean and the Provost at the time of hire or at the time of conversion to a regular appointment.

4.1.6.4 Visiting Appointments

Visiting appointments are reserved for faculty members of other institutions, and other persons distinguished in their fields.

4.2 Policies Pertaining to Faculty Appointments

4.2.1 Ranked Faculty Appointment Agreements

The Certificate of Appointment is the official agreement issued to faculty members at the time of appointment or reappointment. It is a statement of conditions and obligations mutually agreed to by the faculty member and Lourdes University.

The Certificate of Appointment serves as a binding appointment covering a specific period of time, as well as a vehicle to renew, adjust, and/or alter the terms of the original appointment regarding appointment, rank, salary, fringe benefits, etc.

A copy of the Certificate of Appointment is retained by the faculty member. Copies are also on file.

Any appointment other than those referred to above must be agreed to in writing by the Provost with the approval of the President and the faculty member. Any such agreement must specify the term of the appointment and the date for notification of renewal or non-renewal. The final contract is signed by the Provost and the faculty member.

See Appendix 4.2.1.1 for copies of Lourdes University's Certificates of Appointment.

4.2.2 Types of Appointment Agreements

4.2.2.1 Term Appointments

Term appointments at the University are given to Adjunct, pro-rata and Special Appointment faculty members and are limited to the term of employment outlined in the letter of appointment. Term appointments do not assure continued employment after the term specified in the agreement expires.

Term appointments may also be offered to full-time and pro-rata faculty in special circumstances, such as summer session appointments, one-semester replacements for faculty on leave, or short-term academic needs.

4.2.2.2 Certificate of Appointment

A faculty member with a Certificate of Appointment may expect the appointment to be renewed unless otherwise notified pursuant to the terms of the applicable appointment. A Certificate of Appointment may be for a period of one or more years.

Three one-year Certificates of Appointment may be issued and the notice provisions of Subsection 4.8.3 apply to faculty members under this type of appointment.

The University may offer a three-year Certificate of Appointment (a "multi-year appointment") to a faculty member in the third year of employment. If so offered and accepted, the faculty member may only be separated under the provisions of Section 4.8 during the period of the appointment. Renewable three-year Certificate of Appointments may be offered in each further third year.

4.2.3 Conditions of a Certificate of Appointment

1. For each of the first three (3) consecutive years of full-time service, a faculty member will be offered a one-year Certificate of Appointment.
2. Beginning with the fourth consecutive year of full-time service a faculty member will be offered a three-year Certificate of Appointment. Each succeeding appointment will also be for a term of three (3) years.

3. Pro-rata and Adjunct faculty members will be offered only one-term or one-year Term Appointments.
4. There will be an annual salary review for all faculty members, including full-time faculty members holding multi-year appointments. The salary for the second and third year of multi-year appointments will be determined in this annual faculty salary review process.
5. All offers of appointment to the faculty of the University will be made by the Provost. An appointment will not become effective until the Certificate of Appointment is accepted, as indicated by the faculty member's signature, and returned to the office of the Provost within thirty (30) days of issue. If a notice of appointment is not signed within thirty (30) days of issue, the notice of appointment will become null and void and the faculty member will be deemed to have resigned from the faculty, effective at the end of the faculty member's current Certificate of Appointment.

4.2.4 Date of Issuance

Certificates of Appointment for continuing full-time faculty are issued by August 15 unless otherwise negotiated.

4.2.5 Locus of Appointments

All faculty appointments have as the locus of their appointment the applicable department and disciplines stated in their initial or annual renewal. Appointments to different academic units may be granted to a faculty member. In such a case, the Provost, in consultation with the faculty member and the Chair/Dean of the appropriate department/school, will select one academic unit as the faculty member's primary academic unit for the purpose of this Volume IV (e.g., locus, evaluation, promotion, separation).

4.2.6 Employment of Religious

The Sisters of St. Francis/Sylvania on the faculty and/or in the administration, as members of the sponsoring body of the University, shall sign an agreement for services at Lourdes University for each academic year. The salary provided in the agreement shall be paid to the Sisters of St. Francis of Sylvania, Ohio. Other religious receive reimbursement designated to the specific congregation or religious order. The University recognizes that the needs of a congregation to which the religious belongs supersede the commitment to the University. The University will honor this need and terminate the appointment of the religious to the University faculty so that they will be available for assignment elsewhere as requested by the congregation. Should the same religious return to the University as a faculty member, such faculty member shall be reinstated at the appropriate status in accordance with applicable policies and procedures.

4.3 Guidelines for Search, Appointment, and Orientation of Faculty

4.3.1 Search Procedures

The search for a faculty member will begin as soon as approval from the Provost has been received in the Human Resources Office. It is the responsibility of the Director of Human

Resources to coordinate the search with the Chair of the Department in keeping with the University's Equal Employment Opportunity policy. An advertisement will be placed in appropriate sources, résumés reviewed, and sent to a search committee. The Chair of the Department seeking a faculty member will serve as the coordinator of the search committee and will choose the members of the committee. It will be the responsibility of the committee to select the final candidate and make a recommendation to the Dean of the School and to the Vice President for Academic Affairs. The Provost will make the appointment under the authority of the President and the Board of Trustees. See Volume III, for Lourdes University's General Hiring Policies.

4.3.2 Criteria for Faculty Selection

The following is a summary of the criteria used in considering the candidate's qualification for an initial faculty appointment:

1. Commitment to the University mission and a willingness to implement the philosophy and ideals of Lourdes University;
2. Substantial academic preparation and mastery of the subject matter, which presupposes the possession of the appropriate degree for the program taught;
3. Evidence of teaching effectiveness or the potential to develop such effectiveness;
4. Compliance with the ethical and procedural responsibilities of the teaching profession; and
5. Interest in professional growth and scholarship.

4.3.3 Accuracy of Credential Information

Official transcripts of all advanced degrees are to be provided to the Provost for inclusion in the faculty member's file. Accuracy of credentials, including degrees completed, is assumed in the issuance of an appointment. Any evidence of falsification of credentials will result in withdrawal of an appointment or termination of employment and make an issued, signed contract null and void.

4.3.4 Procedure for Initial Faculty Appointment

Members of the faculty are appointed by the Provost, under the authority of the President and the Board of Trustees. Prospective faculty members are interviewed and recommended to the Dean, who makes a recommendation to the Provost, by the members of the Search Committee in which the vacancy exists.

Appointments are confirmed by Certificates of Appointment.

Offers to faculty for full-time and pro-rata appointments are made by Department Chairs after consultation with the Deans and Provost. Contracts are issued by the Provost.

Offers to faculty for adjunct appointments are made by Department Chairs after consultation with the Dean. The contract is issued by the Provost. The University will notify administrators who are under a Certificate of Appointment of the term and conditions of the appointment at the same time faculty members are notified.

4.3.5 Orientation

The amount of guidance to new instructors depends upon previous years of teaching experience.

1. A general orientation to the history, mission, philosophy, learning outcomes, assessment processes and the strategic plan is provided by the Provost.
2. Advice and direction are provided by the Department Chair, and overseen by the Provost and the appropriate Dean, on use of course outlines, preparation of bibliographies, library holdings, written assignments, audio and visual aids, periodic examinations, and classroom procedures.
3. The Department Chair should appoint a mentor from the full-time faculty to assist with this adjustment.

4.4 Faculty Personnel Records

Individual faculty personnel records are maintained in the Office of the Provost and will be kept confidential to the extent practicable.

Because appointment as a faculty member may lead to a continuing relationship with the University, it is essential that there be adequate and detailed documentation to support official actions involving each individual, especially those actions pertaining to appointment, promotion, review for multi-year appointment, layoff, and dismissal.

These documents are to be found in each faculty member's official personnel file and maintained by the Director of Human Resources and the Provost's office. Academic records are available to the Department Chair and to the Dean.

Faculty Health Records: Some faculty members may be required by their discipline and/or clinical agencies to provide health records assuring fitness for duty. These health records will be maintained in a confidential file separate from the personnel file typically in the Department Chair's office.

4.5 Evaluation Policies and Procedures

Since the University is responsible for maintaining high standards of performance in a wide variety of fields, it is essential that the faculty be composed of men and women of high personal and professional qualifications.

The rationale of evaluation procedures is to encourage and commend the faculty, to bring about improvement in the quality of performance, to recognize the contributions of the individual member, and thus, to promote the excellence of the University. In addition, this assessment serves as a basis for decisions on remuneration, promotion, and retention.

4.5.1 Faculty Activities Report

At the end of each calendar year, faculty members are required to update their curriculum vitae in the areas of (1) teaching, (2) professional competence and scholarship, and (3) service. These areas are exemplified by scholarly activity, professional development, and service to the department/college/University and the community. While teaching is considered the primary function of the faculty, any annual evaluation will also focus on the three faculty functions.

4.5.1.1 Teaching

Minimal qualifications for teaching are character and the ability to teach, emotional maturity, and personal security. Some of the elements to be evaluated are experience, knowledge of subject matter, the capacity to organize a course; the ability to evaluate student performance, to formulate assignments, and to construct and administer tests; skill in presentation, interest in students, ability to stimulate minds, capacity for cooperation, and an enthusiastic dedication to teaching.

4.5.1.2 Professional Competence and Scholarly Activity

All members of the faculty are expected to participate in workshops, conferences, and course work that would enable them to perform their duties as an instructor and as a professional member of a University faculty. Scholarship will be assessed according to the guidelines set forth in Section 4.5.3.

All members of the faculty must be persons of scholarly ability. Their qualifications are to be evaluated on the range and variety of their intellectual interests, their success in training students in scholarly methods, and their participation and leadership in professional associations.

4.5.1.3 Service

The scope of the University's activities makes it appropriate for faculty members to engage in many activities outside of the field of teaching. These may include participation in committee work and administrative tasks. The University also expects its faculty members to render extramural services to schools; to industry; to local, state, and national agencies; and to the public at large.

4.5.2 Additional Evaluation Policies

Faculty contributions in each of the above referenced areas must be assessed as objectively as possible. In order to facilitate the process, the University uses a variety of means including:

4.5.2.1 Self-Evaluation

Faculty members complete an end of the year self-evaluation form and submit it to their Department Chair. Faculty members may wish to confer with the Chair or a colleague about this evaluation.

4.5.2.2 Student Evaluation

The University recognizes the value and limitations of student appraisals of faculty. It makes use of objective questionnaires to elicit student judgments on a number of facets of instruction on the campus as a whole and in regard to individual instructors.

4.5.2.3 Peer Evaluation

Objective judgments of peers are recommended, but not required.

4.5.2.4 Department Chair Review

At the end of the spring semester, the Department Chair will conduct an evaluation of the faculty members in the department. The faculty member will be expected to submit an end of the year self-evaluation form analysis to aid the Department Chair. The Chair will use the form when writing the evaluation of the faculty in the department's end of the year report. Department Chairs will be evaluated by the Deans.

4.5.3 Recognized Categories of Scholarship

It is possible to identify at least four basic types of scholarship, which, as defined at the University, reflect details of the categories proposed by Ernest L. Boyer in Scholarship Reconsidered (1990).

1. The Scholarship of Discovery encompasses those scholarly activities, which extend the stock of human knowledge through the discovery or collection of new information. Such scholarship seeks to confront the unknown and typically exhibits a dedication to free inquiry, disciplined investigation, and the pursuit of knowledge for its own sake. The Scholarship of Discovery includes, but is not limited to, what is sometimes referred to as basic or original research.
2. The Scholarship of Integration encompasses scholarly activities, which are primarily interdisciplinary or interpretive in nature. Such scholarship seeks to better understand existing knowledge by making connections across disciplines, illuminating data in a revealing manner, drawing together isolated factors, or placing known information into broader contexts. It synthesizes, interprets, and connects the endings in a way that brings new meaning to those facts.
3. The Scholarship of Application encompasses scholarly activities, which seek to relate the knowledge in one's field to the affairs of society. Such scholarship moves toward engagement with the community beyond academia in a variety of ways, such as by using social problems as the agenda for scholarly investigation, drawing upon existing knowledge for the purpose of crafting solutions to social problems, or making information or ideas accessible to the public.
4. The Scholarship of Teaching encompasses scholarly activities, which are directly related to pedagogical practices. Such scholarship seeks to improve the teaching and advising of students through discovery, evaluation, and transmission of information about the learning process.

4.5.3.1 Evaluation of Scholarship

The evaluation of scholarship includes, but is not necessarily limited to, whether the work is well expressed, innovative, comprehensive, and visible, and whether it has been favorably reviewed by, and has influenced, others.

The following hierarchical typology of scholarship will be applied based on the faculty member's classification as indicated below.

Category 1 (3 points each)

Activities such as:

Published a peer reviewed article

Published a book

Given a public performance, recital, or exhibition

Published an invited paper

Published a chapter in a book

Invited speaker at a conference

Edited a book or journal
Received a grant to support scholarship

Category 2 (2 points each)

Activities such as:

Presented at a conference (such as paper, poster, roundtable, or workshop)
Served as a referee or reviewer for a journal
Written a book review for a journal
Submitted a manuscript for peer review publication
Submitted a grant to support scholarship
Hosted or helped to plan a conference
Held an office for a scholarly society
Maintained advanced practice in one's field or discipline
Conducted research for or wrote a self-study for accreditation
Conducted research for or wrote a request for approval of a new program (e.g., for Ohio Board of Regents)

Category 3 (1 point each)

Activities such as:

Engaged in research/scholarship
Reviewed or refereed submissions to professional conference or competition
Served as an academic awards reviewer for professional organization
Attended a conference
Served as a professional consultant and/or subject matter expert
Conducted or facilitated a service learning project
Conducted, facilitated or attended a teaching workshop, here or elsewhere
Took a graduate course or continuing education courses/workshop
Participated in grant development and/or management
Served as an external reviewer at another educational institution
Served as a visiting scholar
Presented locally

(Please note that this is a 'living' document and that other scholarly work may be identified in each discipline. Faculty not seeing an activity listed above who believe that their scholarship should be counted are to approach their immediate supervisor with evidence of the scholarship activity. The Chairperson or Dean should examine the activity and determine the category (thus the points awarded, if any). Clear rationale for the addition of the scholarship should be made on the faculty's Reporting Form for Scholarship.

a. Regular Graduate Faculty

Every year Regular Graduate Faculty are expected to engage in scholarly activities that total a minimum of five (5) points with at least one activity from Category 1 or Category 2. Every five (5) years they are to engage in at least one (1) Category 1 activity.

b. Faculty Teaching both Graduate and Undergraduate Courses

Every year faculty teaching both graduate and undergraduate courses are expected to engage in scholarly activities that total a minimum of three (3) points, with at least one activity being from Category 1 or Category 2.

c. Undergraduate Faculty

Every year Faculty who teach only undergraduate courses are expected to engage in scholarly activities that total a minimum of three (3) points.

4.5.3.2 Standards Interpreting the Scholarship Requirement

The faculty members of each academic department and the University shall define, adopt and periodically revise standards interpreting the University's scholarship requirement. These standards shall articulate the minimum expectations for scholarly productivity on the part of all faculty members in the academic department.

4.6 Rank and Promotion Policies

The strength of Lourdes University is in large part a reflection of the quality and expertise of the faculty who are responsible for facilitating the intellectual growth of its students. The professional development of the faculty is an ongoing process consistent with the Mission of the University. Lourdes University hires, retains and promotes faculty who demonstrate continuous progress in teaching, scholarship, and service to the University and the broader community. Rank is both a privilege and a public acknowledgement of the individual faculty member's outstanding performance and commitment.

The granting of elevation in rank is a matter given the most careful consideration by the University Committee on Rank and Promotion. In recommending candidates for promotion, it is of utmost importance that all faculty members familiarize themselves fully with the standards in effect before submitting their portfolios for consideration.

The qualifications for the various academic ranks are as listed below. Each rank represents a higher expectation for the level of an individual's academic, professional, and service activity.

Candidates cannot expect to be granted a new promotion on the same evidence that justified the previous one.

It is hoped that procedures will be studied carefully and applied rigorously by the individual applying for an elevation in rank. While it is the responsibility of the Committee on Rank and Promotion to evaluate relevant data and documentation, it is the responsibility of the applicant to establish the validity and significance of this material.

4.6.1 Procedures for Rank and Promotion

The faculty member seeking advancement in rank should initiate the process by preparing a professional portfolio that includes supporting documentation and summative essays that are reflective in nature. This portfolio should be presented in a format that best exemplifies the candidate's work and accomplishments. Only the evidence presented by the candidate will be evaluated; therefore, this body of work should be an inclusive representation of carefully selected artifacts and well-written descriptions highlighting the candidate's achievements since initial hiring or since the previous promotion, whichever is more recent. Candidates should demonstrate

that they meet the criteria of the rank requested as outlined in the appropriate rank description (Instructor: 4.1.4.1; Assistant Professor: 4.1.4.2; Associate Professor: 4.1.4.3; Professor: 4.1.4.4.)

Whenever possible, portfolio artifacts should present direct evidence of competency in a given area, rather than indirect evidence. If the candidate publishes a book, for example, the portfolio evaluators would rather see an excerpt of the book than the reviews of that book. The artifacts should also be tied to the case made for promotion in the self-reflections. If the candidate claims to have incorporated technology into his/her classroom, then the committee would like to see at least one artifact that shows that technical proficiency, like a course syllabus showing online exercises. The following guidelines serve as a framework for selecting pertinent artifacts, writing narratives for addressing the criteria, and submitting the portfolio.

Submission Formats

Promotion portfolios may be submitted in various formats including hard copy, electronic copy, or a combination of both. It is the responsibility of the candidate to submit the portfolio in the manner that best presents the work. The method of submission will have no impact on the committee's decision, but rather the quality of the work and the fulfillment of the criteria will be used to judge the candidate's qualifications for promotion. After the portfolio has been submitted to the department chair, no further amendments or additions may be made.

Hard Copy

Promotion portfolios and artifacts can be submitted on paper in a binder, with documents in clear plastic sheet protectors and dividers for each section of the portfolio.

Electronic Copy

Portfolios and artifacts can also be submitted electronically. Electronic artifacts must be presented in a format that is easily readable by all of the committee members. Access should be limited to those providing letters of support for the candidate and to the Rank and Promotion Committee. Possible electronic delivery methods include but are not limited to:

- (1) A password-protected website
- (2) A Sakai site
- (3) A LiveText portfolio
- (4) A CD ROM

Candidates submitting electronically should extensively test the portfolio and included artifacts to be sure that everything functions as it should and that all documents are readily accessible.

Whenever possible, a copy of any external links should be made and saved to the portfolio to prevent problems in document access. In the event of a technical problem that prevents access to the portfolio and accompanying artifacts, the chair of the Rank and Promotion Committee will contact the candidate promptly. If an appropriate remedy cannot be provided in time for the committee's access and thorough review before the deadline for promotion decisions, the candidate will be asked to supply the artifacts in an alternate format or to reapply in the next year.

Standards for portfolios remain the same whether they are presented electronically or in paper form. The focus of the committee will be on the quality of the artifacts and not their presentation.

Candidates who choose to submit their artifacts electronically should have the technical competence necessary to deliver them in a format that presents their material effectively without distracting from it.

Portfolio Organization and Required Elements

The faculty member's portfolio should include the items listed in #1-9 below and should be divided into these sections.

1. **Letter of Request for Promotion.** A letter of request for promotion should be addressed to the Provost. The request will include the current academic rank in addition to the rank requested.

2. **Letters of Recommendation.** Letters of recommendation should be submitted in hard copy, regardless of the format of the rest of the portfolio. Candidates should indicate their letter writers. Letters from within Lourdes University are based on a review of the candidate's portfolio. The candidate should indicate which writer will be first and which will be second. The first letter writer should transmit the portfolio to the second letter writer when his/her review is complete (except in the case of an external recommender).
 - a. For a Faculty Candidate, the first letter of recommendation must come from his/her Department Chair. The second letter of recommendation must come from the Dean of his/her College.
 - b. For a Department Chair candidate, the first letter of recommendation must come from any person of higher academic rank who knows the chair well enough to recommend his or her work. The second letter of recommendation must come from the Dean of his/her College.
 - c. For a Faculty Candidate whose Department Chair is also the Dean, the first letter of recommendation must come from any person of higher academic rank who knows the candidate well enough to recommend his or her work. The second letter must come from the Department Chair/Dean.
 - d. For a Dean, the two letters of recommendation must come from individuals in academia of higher academic rank who know the candidate well enough to recommend his or her work. At least one letter must be from a person of higher academic rank within Lourdes University.

3. **Curriculum Vitae.** A copy of the candidate's curriculum vitae should be included; please follow the university's template found in Appendix 4.6.1.1). Please clearly date all items on the CV so that it is clear to the committee when the activity occurred.

4. **Academic Preparation Documentation.** Documentation on the candidate's academic preparation should be included.
 - a. The candidate shall hold a recognized terminal degree from a regionally accredited college or university. (See Appendix 4.1.4.1 for listing of recognized

degrees.) The degree must be in the academic discipline in which that individual teaches or in a related discipline. If the degree is in another field, then the responsibility lies with the candidate to demonstrate that the field is related to the area in which the candidate teaches.

b. List of degrees, institution awarding the degrees, and dates degrees were awarded.

c. If additional graduate study has been completed, list semester hours according to this formula:

#_____ graduate semester hours in addition to degree (if courses taken are in quarter hours, calculate the equivalent semester hours using the following formula:

#_____ quarter hours X .67 = #_____ semester hours

5. Collegiate Teaching Experience and/or Related Experience. Documentation of the candidate's collegiate teaching experience and/or related experiences should be included. List institutions, dates, and number of years.

Collegiate Teaching Experience

Institution: _____ Dates: _____ Number of Years: _____

Institution: _____ Dates: _____ Number of Years: _____

Institution: _____ Dates: _____ Number of Years: _____

Total Number Years of collegiate teaching _____

For related experience, list institutions, dates, and number of years and give a summary of each position and your responsibilities. Also describe how these experiences relate to collegiate education.

Institution: _____ Dates: _____ Number of Years: _____

Institution: _____ Dates: _____ Number of Years: _____

6. Transcripts. A copy of all official academic transcripts should be included. (Official transcripts issued by all degree-granting institutions must be on file in the Provost's office.)

7. Introductory Reflection. This summative introductory reflection essay is one of the most important documents in the portfolio and the first document that reviewers will read. It should provide a contextual framework that demonstrates an integrated professional identity that includes the three primary categories of faculty responsibility: (a) excellence in teaching, (b) professional competence and evidence of scholarship, and (c) service to the University and community. In addition to highlighting syntheses among these areas, the reflection should examine how the candidate's strengths have developed over the period reviewed. This essay should be a roadmap that will help reviewers understand how to read the candidate's portfolio. It should explain how the candidate's work strengthens and supports the mission of his or her department and Lourdes University as a whole.

8. Section Narratives and Artifacts

The portfolio section narratives should be divided into three sections:

- 8a. Excellence in Teaching
- 8b. Professional Competence and Scholarship
- 8c. Service to the University and Broader Community

Artifacts supporting each key area should be included, and the section narrative should describe their significance in fulfilling the criteria. These section narratives are personal reflections that guide the Rank and Promotion Committee to an understanding of how each of the included artifacts demonstrates accomplishment at the level appropriate to the requested rank. Candidates should focus their attention on selecting the most effective artifacts and writing strong section narratives that demonstrate their qualifications for promotion. Any multimedia included should be directly relevant to those qualifications.

If the candidate has other responsibilities under the authority of the Provost equivalent to a full-time teaching load (see 4.1.2) or any other variance of criteria (see 4.1.5), these circumstances should be explained in the appropriate section narratives.

The committee strongly recommends that candidates for promotion select the most important evidence of the above criteria. Three to five carefully selected, high-quality artifacts should be sufficient to demonstrate that the candidate has met each of the criteria. The selected artifacts should demonstrate the faculty member's achievements in each area since the initial hire date or last promotion, whichever is more recent.

Examples of possible artifacts for each category are listed below.

Excellence in Teaching:

Candidates may provide evidence of curriculum development, new course development, curricular changes in response to assessment, innovative teaching techniques, integration of technology into the classroom, or include peer/chair review or student evaluations. Please note that if student evaluations are provided, a complete set from a class or classes should be submitted (not just selected evaluations from a class).

Professional Competence and Scholarship:

Candidates should provide evidence of professional competence, growth, and scholarship as defined by the University. See 4.5.3 above.

Service to the University and Broader Community:

Candidates may provide evidence of University service such as academic advising, committee participation, organizing departmental or University events, playing a leadership role at faculty/committee meetings, seminars or workshops, organizing outreach activities, and/or overall involvement in University activities and events, serving as department chair, election to Faculty Senate; candidates may provide evidence of service to the broader community such as board membership, charitable events, volunteer work, church service, and/or participation in civic and community activities, consultation services, participation in outreach activities, lecturing, seminar/workshop leadership, and/or assuming an active role in professional organizations.

Supplemental Items:

Supplemental items such as notes from students, alumni, or community partners may be optionally included, but these items should not be used as primary section artifacts.

Below is a checklist identifying the necessary components for a complete portfolio:

Necessary Components Checklist

1. ___ Letter of Request for Promotion
2. ___ Letters of Recommendation
3. ___ Curriculum Vitae
4. ___ Academic Preparation Documentation
5. ___ Collegiate Teaching Experience and/or Related Experience
6. ___ Transcripts
7. ___ Introductory Reflection
8. ___ Section Narratives and Artifacts
 - 8a. Excellence in Teaching
 - (i) ___ Section Narrative on Excellence in Teaching
 - (ii) ___ 3-5 artifacts recommended
 - 8b. Professional Competence Scholarship
 - (i) ___ Section Narrative on Professional Competence and Scholarship
 - (ii) ___ 3-5 artifacts recommended
 - 8c. Service to the University and the community
 - (i) ___ Section Narrative on Service to the University and the Broader Community
 - (ii) ___ 3-5 artifacts recommended

4.6.2 Schedule for Promotion Procedures

April	Prior to the academic year in which the portfolio is to be submitted, Committee conducts informational meetings for all faculty applying for promotion.
October 15	The faculty candidate submits the completed portfolio and promotion request to the first recommendation letter writer. See 4.6.1 "Letters of Recommendation" for more information.
October 15 – 30	The first recommender reviews the portfolio, drafts a letter of recommendation, and forwards it to the second recommendation letter writer.
November 1 – 10	The second recommendation letter writer reviews the portfolio, drafts a letter of recommendation, and forwards it to the Provost's office.

November 10	The Provost's office forwards the portfolio to the Rank and Promotion Committee for review.
November 10 – December 5	The Rank and Promotion Committee reviews all the portfolios and submits only those recommended for promotion to the Provost. The Rank and Promotion Committee will notify the candidate of its decision.
December	The Provost reviews the recommendations from the Rank and Promotion Committee and submits a recommendation to the President.
Spring Term	The President reviews the recommendation of the Provost and submits a recommendation to the Board of Trustees.
Spring Term	The Board of Trustees reviews the recommendation of the President and submits the final decision to the President.
Spring Term	The President notifies candidates of the Board of Trustees' final decision.
Spring Term	Faculty Promotions announced publicly at a meeting.

4.6.3 Committee Evaluation

The Rank and Promotion Committee members will carefully read each portfolio received and evaluate it according to the criteria specified in this document. The committee meets as a group to discuss the portfolios and come to a consensus on their recommendation. Committee recommendations are made solely on the materials submitted in the portfolio. Committee members should be careful not to advocate for or against a candidate's promotion based on other factors.

If the Rank and Promotion Committee does not recommend the candidate for promotion, the candidate will be provided with a letter detailing the reasons, indicating specific areas where the portfolio did not seem to meet promotion criteria. The candidate may request a conference with the Chair of the Committee to discuss the reasons for the recommendation. These candidates also have the option to appeal the committee's decision as outlined in section 4.6.4.

4.6.4: Appeals Process

A candidate has 15 days from the delivery of the committee's letter to appeal the committee's decision not to recommend the portfolio for promotion. In this case, the candidate should respond to the committee's letter in writing, referring to specific evidence in the portfolio that does, in fact, demonstrate that all criteria for promotion have been met. The appeal process is initiated from the date that the chair of the Rank and Promotion Committee receives the candidate's written response.

In the case of an appeal, a new, three-member Appeals Committee will conduct a review. To be eligible to serve on an Appeals Committee, faculty must be former members of the Rank and Promotion Committee who have served within the last five years. This assures that Appeals Committee members are in touch with the current standards and procedures of the Rank and Promotion Committee. The Appeals Committee will be selected as follows:

- The candidate will select one member
- The Rank and Promotion Committee will select one member
- The Provost will select one member

The Appeals Committee will make their decision based on the Rank and Promotion Committee's letter and rubric, the candidate's response letter, and the candidate's promotion portfolio. No new evidence may be added to the portfolio at the time of appeal.

The review of the Appeals Committee will be completed within 21 days of the appeal being initiated by the candidate's letter.

If the Appeals Committee overturns the Rank and Promotion Committee's decision, the portfolio will be forwarded to the Provost with a recommendation for promotion. If the Appeals Committee does not overturn the Rank and Promotion Committee's decision, the portfolio will not be forwarded to the Provost and the candidate has the option to reapply for promotion in the next academic year.

4.7 No Tenure

Lourdes University does not offer tenure.

4.8 Separation

At times the University or individual faculty members may find it necessary to sever their contractual relationship. To protect the interests of both parties, categories of separation are defined, and the policies and procedures related to each are set forth.

4.8.1 Resignation

Resignation releases a faculty member from an appointment. Resignation is initiated by the faculty member and requires a written release from the contract by the Provost.

4.8.2 Retirement

A faculty member may retire at any time consistent with the applicable provisions of this Section 4.8.

Any ranked faculty member at the University who retires or is pensioned is deemed to have been separated from service to the University in good standing.

4.8.3 Non-Reappointment of Faculty with Notice Appointments

Legitimate reasons for non-reappointment of a full-time or pro-rata faculty member with a notice appointment may include, but are not limited to, the following:

1. Cancellation of or change in a program as defined in Subsection 4.8.6;
2. Evidence of declining enrollment;
3. Demonstrated need for reduction in faculty;
4. Incongruence between the teaching interests of the faculty member and the educational goals of the University;
5. A pattern of unfavorable reviews of the faculty member's major appointment responsibilities of teaching and/or advising as evaluated according to the criteria and procedures of Sections 4.5 and 4.6; and

6. A pattern of inadequate performance of the faculty member's other appointment responsibilities as illustrated throughout Section 4.9 and as evaluated according to the procedures of Sections 4.5 and 4.6.

In order to facilitate relocation, the University will give faculty members advance notice of the University's intent not to reappoint them for a subsequent academic term in accordance with the notice provisions below. (See Subsection 4.8.3.1)

The final decision not to reappoint a faculty member is made by the Provost, except that any such decision shall not be unlawfully discriminatory or unreasonable. The Provost shall act after receiving the recommendation of the Department Chair and the appropriate Dean. If the faculty member is the Department Chair, the recommendation of the appropriate Dean shall suffice. In cases where faculty members believe that their non-reappointment has been unlawfully discriminatory or unreasonable, they may file a grievance in accordance with procedures established the Faculty Grievance Policy in Section 4.13.

4.8.3.1 Notice of Non-Reappointment

Notice of impending non-renewal of appointment on the part of the University is extended in writing to full-time or pro-rata faculty. This notice shall be given:

1. On or before March 15 in the case of a faculty member holding their first year of a full-time contract;
2. On or before December 15 in the second year or third year of their full-time contract;
and
3. On or before September 15 of the third year of the current appointment.

A notice of non-reappointment is not a dismissal for cause. The faculty member is entitled to know the reasons for non-reappointment and, upon written request, to have the reasons given in writing. If the faculty member wishes to know the reasons for non-reappointment, the written request should be made to the appropriate Dean and the Department Chair within fifteen (15) working days of the notice.

4.8.4 Financial Exigency

Financial exigency is a rare and serious institutional crisis which is defined as the critical, urgent need of the University to reorder its current fund monetary expenditures in such a way as to remedy and relieve its inability to meet projected annual monetary expenditures with sufficient revenue.

The Board of Trustees, upon recommendation of the President, who shall have consulted with the Faculty Senate, decides:

1. If a financial crisis meets the criteria; and
2. Whether a financial exigency should be declared.

Subsequently, the faculty shall be represented in administrative processes relating to program reorganization, or the curtailment or termination of instructional programs because of financial exigency, through the Faculty Senate.

Faculty shall not, however, necessarily be represented in an individual personnel decision. The Provost, the President and the Board of Trustees shall have final authority in all matters related to financial exigency.

4.8.5 Major Changes in Curricular Requirements, Academic Programs or Departments

Termination of a faculty member may occur as a result of a major change, including, but not limited to, discontinuation of a curricular requirement, an academic program, or a department in whole or in part.

Decisions about such major changes are made by the President after receiving recommendations from the appropriate Dean and Departmental Chair, the appropriate curriculum committee, and the Provost.

Should such a change occur, individual layoff decisions resulting from curricular changes will follow the general procedures and order of layoff described in Subsection 4.8.7.

Faculty laid off under a major curricular change shall receive notice according to the schedule in paragraph 4.8.3.1. Should the University decide to terminate a program, the program, and the faculty member's relationship with the University, end at the completion of the academic term.

Faculty terminated under this section have the same rights as those affected by an enrollment emergency or by financial exigency, as delineated in Subsection 4.8.4 and Subsection 4.8.6.

4.8.6 Enrollment Emergency

An enrollment emergency shall be defined as either a sudden or unplanned progressive decline in student enrollment, and the detrimental effects of such an emergency are too great or too rapid to be offset by the normal procedures outlined in Subsection 4.8.4.

The number of full time enrolled students is calculated by the Registrar's Office and is used in determining whether or not an enrollment emergency exists.

The President, after consultation with the Faculty Senate and Board of Trustees, shall make the policy declaration of a state of enrollment emergency to the University.

4.8.7 General Procedures Regarding Layoff

Once a state of enrollment emergency or financial exigency has been declared, the appropriate Dean and Department Chair, in consultation with the affected department faculty, shall recommend action to the Provost. The Provost shall, via and with input from the President, then recommend action to the Board of Trustees for their approval. Such action may be to eliminate some departments or programs in whole or in part, or to distribute layoffs throughout the faculty so as to prevent the elimination of any program or department.

1. If a ranked faculty member is to be laid off for reasons described in Subsections 4.8.4 through 4.8.6, no replacement for that faculty member's position shall be hired within a period of three (3) years unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of layoff, and has been given thirty (30) days after written notice of the offer of reappointment within which to accept, in writing, the reappointment.

2. It shall be the duty of laid-off faculty members to keep the University informed of a current address for the purpose of this section, and notice sent to the last-known address by the University shall be presumed received if sent by certified mail, postage prepaid.

4.8.7.1 Specific Procedures on Layoff

Once the department or academic program to be affected has been determined, the decision to lay off a particular faculty member shall proceed according to the following guidelines:

1. Layoff of specific faculty shall be recommended by the appropriate Dean and Department Chair in consultation with the department involved to the Provost. The Provost makes a recommendation to the President. The President makes the final decision.
2. In the case of financial exigency where short notices and effective action are necessary, when time permits, the President, in consultation with the Provost and the Faculty Senate, may deem it necessary to hold all contracts until May 31st (date subject to revision) and serve notice to affected faculty members of non-renewal of contracts, pending a final decision on the seriousness of the financial exigency or enrollment emergency.

4.8.7.2 Order of Layoff within a Department or Program

The decision to lay off a faculty member in a particular academic department shall be in accordance with the procedures outlined below.

1. Prior to involuntary dismissals, voluntary measures should be considered, such as the possibility of voluntary early or phased retirements.
2. Involuntary Programs
 - a) All administrators with faculty rank should first be laid off from teaching within the academic department, except as necessary to avoid serious distortion of program integrity.
 - b) Term contract faculty members should next be terminated within the academic unit involved, except as necessary to avoid serious distortion of program integrity.
 - c) In making a recommendation about the termination of the appointment of notice contract faculty member's program integrity will be considered.
 - d) In making a recommendation about the termination of the appointment of a faculty member employed pursuant to a Notice Contract, program integrity, rank, and seniority will be considered.
 - e) The appointment of a three-year Notice Appointment faculty member will not be terminated in favor of retaining a faculty member who does not have a multiple year appointment, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result. The recommendation of extraordinary circumstance to the President will be made by the Provost in consultation with the applicable Dean, applicable Department Chair, the Faculty Senate and the Rank and Promotion Committee; and

- f) The Provost shall provide the appropriate committees and any laid off individuals with appropriate documentation supporting program integrity as well as rank, degrees, and seniority.

During periods of layoff the President of the University will meet during each semester with the Faculty Senate to review the continued need for layoffs and that the above requirements have been carried out properly.

4.8.7.3 Appeals on Layoff

If the University issues notice to a particular faculty member of an intention to terminate the appointment because of reasons discussed in Subsections 4.8.3 through 4.8.6 the faculty member shall have the right to an appeal in accordance with the procedures established in Section 4.13. The issue of the appeal shall be confined to procedures, including adequacy of sources of data. The layoff shall not be delayed in the case that the appeal is not settled by the effective date; nor shall the appeal procedure be interrupted or denied because of the layoff.

4.8.8 Dismissal for Cause

Dismissal for cause is a severance action by which the University terminates its contract with the faculty member for just cause. Any faculty contract is subject to action under this section. Dismissal for cause must be directly and substantially related to the fitness of a faculty member to continue that individual's professional capacity.

Dismissal shall not be used to restrain a faculty member's academic freedom.

4.8.8.1 Dismissal Proceedings

Dismissal for cause proceedings may be instituted on, but are not limited to, the following grounds:

1. Professional incompetence;
2. Continued neglect of academic duties, contractual responsibilities or unacceptable job performances in spite of oral and written warnings;
3. Serious personal misconduct; including harassment or violation of the faculty-student relations policy;
4. Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators, or students;
5. Conviction of a crime directly related to the faculty member's fitness to practice the faculty member's profession;
6. Serious failure to follow the professional ethics of the academic discipline;
7. Falsification of credentials and experience;
8. Acts or activities that are inconsistent with the standards, goals, or policies of the University; or
9. Failure, after oral and written warnings, to follow standards of the University as designated in this Volume IV of the Policy Manual or the Employee Handbook.

4.8.8.2 Procedures for Dismissal for Cause

The President makes the decision on dismissal for cause. Except in an emergency, dismissal procedures shall include the following steps:

1. Written notice to the faculty member from the appropriate Dean after consultation with a Department Chair that a recommendation for dismissal for cause shall be made to the Provost. This notice shall contain a written statement of the grounds upon which the recommendation is to be made, and a brief summary of information supporting such grounds;
2. A demonstrable opportunity for the faculty member to meet with the Dean to present the faculty member's defense concerning the dismissal recommendation, before the final recommendation is made; and
3. A reasonable opportunity for the faculty member to meet with the President to present the faculty member's defense concerning the dismissal recommendation, if it is made to and accepted by the President.

4.8.8.3 Appeal of Dismissal for Cause

The decision of the President may be the basis of an appeal in accordance with the procedures established in Section 4.13 of this Volume IV of the Policy Manual.

4.8.8.4 Action Short of Dismissal

1. Depending on the circumstances, the President may elect to impose a disciplinary action short of dismissal for causes listed in paragraph 4.8.8.1, such as suspension for a period of time with or without pay and/or withdrawal of faculty privilege. In unusual circumstances, such as when a faculty member is an apparent danger to self or others, the President may take disciplinary or other appropriate action without previous citation or warning.
2. Suspension may also be the temporary separation of a faculty member from the University when it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the University poses an immediate threat of harm to the University or to individual members of the University community. Such suspension shall be with pay and shall last only so long as the threat of harm continues or other action is taken by the President.
3. In view of the past merits of the faculty member, final action by the President may take a milder form of temporary suspension rather than outright dismissal. Such a suspension shall not last beyond one (1) full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments, and the temporary suspension or withdrawal of all faculty privileges.
4. The decision of the President to take action short of dismissal may be the basis of an appeal in accordance with the procedures established in Section 4.13 of this Volume IV of the Policy Manual.

4.8.8.5 Progressive Discipline of Faculty Members

Dismissal for cause should, in normal circumstances, be preceded by a written admonition by the appropriate administrative officer describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning shall also stipulate a period of time within which correction of the alleged problem is expected. The faculty member may contest the allegation. If the faculty member does not contest the allegation and proceeds to fulfill the faculty member's duties, the matter is settled. If the faculty member fails to correct the problem, dismissal procedures or a lesser sanction may be applied.

4.8.8.6 Exit Interviews

When a faculty member leaves the University, the individual will have an exit interview with the Director of Human Resources or a designated representative prior to or on the individual's last day. This exit interview documents the reasons for leaving and solicits constructive feedback to improve the University. Any University items must be returned at this time including keys and policy manuals.

4.9 Faculty Duties, Responsibilities and Rights

Faculty are responsible for teaching, scholarship and service duties as indicated below.

- a. Undergraduate Faculty
Teaching (70%)
Scholarship (10-20%)
- b. Regular Graduate Faculty
Teaching (65%)
Scholarship (20-25%)
Service (10-15%)
- c. Faculty Teaching both Graduate and Undergraduate Courses
Teaching (70%)
Scholarship (15-20%)
Service (10-15%)

4.9.1 Teaching

4.9.1.1 Teaching Effectiveness

- Faculty actively participate in the development of curriculum.
- Faculty provide feedback to students and are responsive to their concerns.
- Faculty update course content to be current with their discipline.
- Faculty explain and/or model/demonstrate course material in an effective manner. This includes variety and creativity in teaching methods as well as demonstrating an awareness of different learning styles.

4.9.1.2 Support for Student-Centered Learning

- Faculty stimulate student interest in their discipline.
- Faculty demonstrate respect for students.
- Faculty serve as professional and academic mentors.
- Faculty endeavor to be objective in their evaluation of and interaction with students.

4.9.1.3 Planning and Administration

- Faculty meet University and departmental administrative deadlines.
- Faculty plan effectively to fulfill their teaching responsibilities.
- Faculty engage effectively in collaboration with other faculty in meeting teaching goals.
- Faculty actively participate in University wide assessment strategies (institution, program, course and student).
- Faculty actively fulfill any administrative and planning responsibilities when so assigned (i.e., Department chair, special projects, etc.).

4.9.2 Scholarship

4.9.2.1 Scholarly Initiatives

- Faculty engage in scholarship of discovery, integration, application and/or teaching as articulated in the Faculty Handbook.
- Faculty meet scholarship expectations for their faculty status (i.e. undergraduate, graduate and faculty teaching both graduate and undergraduate courses).

4.9.2.2 Professional Development

- Faculty hold professional memberships appropriate for their discipline.
- Faculty are active in professional development. This may include but is not limited to attendance at conferences, seminars, workshops, clinical practice or lectures as well as grant writing and collaboration with scholars from other institutions.
- Faculty maintain professional certification and/or licensure where appropriate.
- Faculty are encouraged to pursue, as institutional resources permit, formal course work or an advanced degree so as to expand their knowledge in their respective disciplines.

4.9.3 Service

4.9.3.1 University Service

- Faculty attend and participate in regularly scheduled meetings.
- Faculty participate in significant University events such as convocation and commencement. Faculty are encouraged to support other University activities.
- Faculty participate in accreditation processes. This may include but is not limited to membership on task forces, research or document preparation.

4.9.3.2 Department Service

- Faculty collaborate with others to meet the goals and needs of the department.

- Faculty serve on appropriate department and/or University committees.
- Faculty are supportive of their department and its students. This may include activities such as academic advising, student recruitment, mentoring, tutoring, guiding student projects, involvement with alumni activities and/or sponsoring clubs and honor societies.
- Faculty are encouraged to be an available resource for their department, University, and/or community beyond the University.

4.9.3.3 Community Service

- Faculty are encouraged to be active in the community beyond the University. This may include activities such as volunteer work, presentations to community organizations, service on boards, etc.

4.9.4 Professional Ethics

It is the duty of every faculty member to protect the academic freedom of students, to maintain one's intellectual honesty in the classroom, to show respect for students as individuals, to adhere to the proper role of intellectual guide and counselor, to protect against the exploitation of students for an individual's own private advantage to ensure confidentiality and extend professional respect to other faculty members.

Faculty must conduct themselves as professionals and maintain ethical standards befitting employees of a Catholic institution.

4.9.4.1 Consensual Relationships between Employees and Students

Lourdes University is committed to maintaining an environment that places significant value on learning, reverence, service. As such, the education of our students is of great importance. Dating, romantic, and/or sexual relationships between University employees and students, even if consensual, can negatively affect the educational environment for students. These consensual relationships between employees and students can create conflicts of interest and/or appearances of impropriety or bias that impair the integrity of academic, employment, or other decisions. Power differentials, real or perceived, can also diminish a student's ability to give meaningful consent to such a relationship. For these reasons, dating, romantic, and/or sexual relationships between Lourdes University employees and students are strongly discouraged.

This policy addresses consensual relationships between Lourdes University employees and students.

I. Definitions

- a. A "consensual relationship" is a mutually acceptable dating, romantic, and/or sexual relationship or encounter.
- b. An "employee" includes any full-time, part-time, or adjunct faculty member; administrator, or staff member of Lourdes University.
- c. A "position of authority" is any situation in which an employee is responsible for or participates in the advising, teaching, supervision, evaluation, coaching, or other academic or work-related assessments, references, or decisions of any nature regarding a student; or any situation in which an employee exercises or attempts to exercise influence over University decisions regarding the student.

d. A “student” is any person enrolled at Lourdes University, either full-time or part-time, or any person who is not enrolled for a particular term, but has not officially withdrawn from the University.

II. Prohibited Relationships

- a. No employee shall occupy a position of authority over a student with whom the employee has a consensual relationship.
- b. No employee shall enter into consensual relationship with a student if the employee occupies a position of authority over the student.
- c. Any dating, romantic, and/or sexual relationship between an employee and a student under age 18 is strictly prohibited.

If, notwithstanding this policy, an employee occupies a position of authority over a student with whom the employee has a consensual relationship, the employee’s position of authority over the student must be immediately terminated without negative consequence to the student.

III. Responsibilities

- a. It is the responsibility of the employee who occupies a position of authority over a student with whom the employee has a consensual relationship to immediately disclose the relationship to his or her direct supervisor (dean, chair, vice president, etc.) and the Director of Human Resources so that the employee’s position of authority over that student can be immediately eliminated.
- b. It is the responsibility of the employee who occupies a position of authority over a student with whom the employee has had a consensual relationship to immediately disclose the previous relationship to his or her direct supervisor (dean, chair, vice president, etc.) and the Director of Human Resources so that it can be determined, on a case-by-case basis after speaking with the relevant employee and student, whether a conflict of interest persists.
- c. It is the responsibility of the employee who occupies a position of authority over a student with whom the employee has a consensual relationship to cooperate with efforts to terminate the employee’s position of authority over the student.
- d. When an employee’s position of authority over a student with whom the employee has a consensual relationship cannot be eliminated, the employee is responsible for promptly terminating the consensual relationship with the student.
- e. It is the responsibility of supervisors, including faculty supervisors, who obtain information that would lead a reasonable person to believe that one of his/her employees is involved in a prohibited relationship under this policy to report the potential violation to the Director of Human Resources.
- f. Any doubt or question regarding whether notification is required must be resolved in favor of disclosure/notification to the Director of Human Resources.
- g. Alleged violations of this policy should be reported to the supervisor of the employee involved or the Director of Human Resources.

IV. Violations

- a. An employee who occupies a position of authority over a student with whom the employee has a consensual relationship without notifying his/her supervisor or the Director of Human Resources shall be found in violation of this policy.

- b. An employee who occupies a position of authority over a student with whom the employee has a consensual relationship and does not cooperate with efforts to terminate the employee's position of authority over the student shall be found in violation of this policy.
- c. A supervisor who obtains information that would lead a reasonable person to believe that one of his/her employees is involved in a prohibited relationship or violation under this policy and who does not report the potential violation to the Director of Human Resources shall be found in violation of this policy.
- d. An employee whose position of authority over a student with whom the employee has a consensual relationship cannot be eliminated and who continues the consensual relationship with the student shall be found in violation of this policy.
- e. An employee who demonstrates a pattern of engaging in a series of consensual relationships with students over whom the employee occupies a position of authority shall be found in violation of this policy.
- f. The University may find that a consensual relationship, either past or present, between an employee and student is detrimental to the University community in situations including, but not limited to, when the employee is not in a position of authority over the student; such situations may be considered violations of this policy and will be addressed on a case-by-case basis by the employee, employee's direct supervisor, and the Office of Human Resources in an effort to remove the potential conflict and maintain our paramount commitment to the integrity of the student's educational experience. Employee cooperation is expected under this policy.

V. Corrective Action

- a. The University will investigate all alleged violations of this policy in a prompt, thorough, and professional manner, consistent with University policy.
- b. If it is determined that a violation of this policy occurred, the University will initiate corrective action as appropriate under the circumstances.
- c. Employees who are found to have violated this policy are subject to disciplinary action up to and including termination of employment.

VI. Advisory Statement

Employees must be aware that consensual relationships with students are fraught with danger for exploitation and pose a legal risk to both the employee and the institution.

All members of the Lourdes community should be aware that initial consent to a sexual relationship does not preclude the potential for charges of sexual harassment, sexual misconduct, or sexual assault should consent be withdrawn by either party.

VII. Policy Administration

The Office of Human Resources is responsible for the administration of this policy.

VIII. Confidentiality

To the extent possible, all information received in connection with the alleged violations of this policy will be treated as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved.

4.9.5 Core Responsibilities

The teaching portion of a full-time faculty member's load is defined as 24 semester hours per academic year. The teaching assignments may be in the day or evening, weekdays or on weekends. The Department Chairs work with the Deans in assigning the faculty workload. Individual differences are considered, but each faculty member should make these differences known to the Department Chair. Each full-time faculty member is expected to serve on at least one University committee.

Committee work, supervisory work, planning new courses, etc., are considered in the total faculty load. Other factors considered are administrative duties, academic advising, number of preparations, co-curricular activities and research.

Faculty members hired on a pro-rata basis are expected to be involved in the institution in proportion to the percentage of time contracted. Attendance at faculty meetings, department/division meetings, committee work, etc. is expected.

Faculty members contracted to teach one course, known as adjunct or per-course faculty, are expected to meet students as needed, attend meetings for adjunct faculty, and abide by the general academic rules and regulations of the University.

4.9.6 Faculty Workshop and Orientation

The academic year begins with a faculty meeting and a University-wide Academic Convocation. Faculty participation in the faculty meeting and academic convocation is mandatory. In-service workshops may also be arranged by the Faculty Senate during the course of the academic year and faculty members are expected to attend. Faculty meetings and agenda are determined by the Faculty Senate and the Provost. In-service days are published before the fall semester.

4.9.7 Office Hours Policy

One of the many responsibilities of a full-time faculty member is to be available to students outside of the classroom setting to answer questions, clarify classroom discussion, provide guidance, etc. To ensure that students have such opportunities, each member of the University faculty is expected to hold a minimum of three hours a week of regularly scheduled office hours during the semester. The time of these office hours should be clearly communicated to the students via the course syllabus as well as a posting outside the faculty member's office. To the extent possible, these office hours should be scheduled at times that are convenient for the majority of the faculty member's students. Appointments outside of the established office hours may be necessary to meet the needs of particular students.

4.9.8 Publications and Special Recognition

Whenever a faculty member publishes a scholarly work, presents a paper at a professional meeting, receives special awards and honors, makes distinctive community contributions, or is elected to an office of a professional organization, the faculty member should inform the Faculty Professional Recognition and Development Committee and the Provost in writing. This information should also be reported to the Department for proper recording. It should be part of the faculty member's personnel file.

4.9.9 Academic Freedom

The following excerpt from the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors is endorsed:

Teachers are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching material matter which has no relation to their subject. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

This statement shall be interpreted and applied subject to the Mission and Goals of the University.

4.9.10 Intellectual Property Policy

Intellectual property broadly describes creations of the mind, including creative works, inventions, discoveries, and designs. It includes original ideas that have been expressed in such a way that can allow others to recreate the work(s). Intellectual property rights provide a creator with the ability to exclude others from capitalizing on their creations.

Lourdes University is committed to encouraging creative activity and the prompt and open dissemination of ideas and inventions by recognizing and rewarding individual members of the Lourdes community for their creations. This policy upholds Lourdes University's academic and service missions by establishing a framework for who holds intellectual property rights in works created at or in association with the University.

4.9.10.1 Definitions

- a. "Copyright" refers to the property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work. Copyright protection begins at the moment a work is fixed in a tangible medium. Subject to the limitations set forth in the Copyright Act of 1976 (as amended), an individual or entity who holds copyright ownership has the exclusive right to make copies, create derivative works, distribute works, display and perform works publicly, and give others permission to exercise these rights.
- b. "Patent" refers to the exclusive right to make, use, or sell an invention. The inventor or patent holder is granted the right to exclude others from making, using, or selling the relevant invention for a specified time period.
- c. "Invention" refers to any patentable or potentially patentable idea, process, discovery, or know-how and any associated/supporting technology required for application or development of the idea, process, discovery, etc.

- d. “Scholarly works” refers to works authored by faculty within the scope of their employment as part of or in connection with their teaching, research, or scholarship that are not created as an institutional initiative. Examples of scholarly works include lecture notes, course outlines, and class tests.
- e. “Significant contribution” requires the use of University resources to a degree/nature not typically available to all faculty. For example, extended IT support or providing a faculty member with his or her own dedicated lab space would constitute a “significant contribution” on the part of the University. Ordinary use of computers, library resources, or lab space that is available to all department members does not constitute a “significant contribution” on the part of the University.
- f. “Individual Project Agreement” refers to an agreement executed between the creator(s) of a copyrightable or patentable work and the University that explicitly established intellectual property rights in the work.
- g. “Inventor” refers to a person who individually or jointly with others makes an invention.
- h. “Faculty” refers to full-time, part-time, clinical, and adjunct faculty members.
- i. “Staff” refers all employees of the University other than faculty.
- j. “Student” refers to any person enrolled at Lourdes University, either full-time or part-time.
- k. “University Community” refers to the aggregate group of Students, Faculty, and Staff of Lourdes University.
- l. “Independent Contractors” refers to individuals retained by the University to provide goods or services.

4.9.10.2 Copyrights

Under federal law, Lourdes University holds the copyright to works authored by its employees when the employees are acting within the scope of their employment unless the copyright ownership has been transferred legally to another party by written assignment or other process of law. This is known as the “work for hire” doctrine.

In keeping with longstanding academic custom and notwithstanding this legal default, Lourdes University strives to recognize faculty ownership of copyright for scholarly works that are created as course materials or created independently by faculty and at their own initiative for academic purposes.

As such, the University hereby transfers any copyright ownership it holds in scholarly works to the faculty who authored those works, subject to the following conditions and exceptions:

- a. Conditions: The University retains a nonexclusive, royalty-free, perpetual license to use the scholarly works for educational purposes.
- b. Exceptions: The University does not transfer to faculty its copyright ownership in scholarly works:
 - 1. When doing so would put the University in violation of or in conflict with a relevant law or contract;

2. That are developed in the course of assigned duties or administrative assignments not connected with traditional scholarship, teaching, research, or artistic endeavors;
3. In circumstances where University involvement in the creation/development of the copyrightable work is more than incidental and/or in which the University makes a significant contribution as defined under this policy in section 4.9.10.1.
4. When such rights are or have been transferred to the University in writing;
5. Produced under contract with a third party if the University makes a significant contribution as defined under this policy in section 4.9.10.1;
6. Created for Web-Enhanced Course Development unless the faculty expressly forfeits in the relevant contract the compensation to which s/he would be entitled in exchange for copyright ownership of the relevant work.

Staff-authored Works: The University retains copyright ownership in all works authored by staff within the scope of their employment. Under this policy, administrative faculty are considered staff when they are fulfilling their administrative roles and faculty when they are carrying out their duties as regular faculty members.

Student-authored Works: University students hold the copyright in works they author unless they have authored the works as employees or co-authors or transferred their copyright in writing to the University or elsewhere. When a student co-authors a work with another member of the University community, all parties should contemplate copyright ownership prior to the commencement of the relevant project and execute an agreement explicitly establishing copyright ownership.

Collaborative and Joint Works: When University community members collaborate with each other and/or non-University third parties, the result is often “joint work.” Holding copyright jointly for joint work, however, is not automatic, and all parties are encouraged to determine and describe in writing the disposition of copyright prior to authoring the work.

Responsibilities: Faculty members who create copyrightable work in which the University may have an interest under this policy are required to make reasonably prompt written disclosure of the work to the Office of the Provost and to execute the agreements necessary to perfect legal rights in the University and enable the University to file for copyright registration, when appropriate. This disclosure to the Office of the Provost should be made at the time when legal protection for the creation is contemplated, and it must be made before the work is sold, used for profit, or disclosed to the public.

4.9.10.2.1. Commercialization of Copyrightable Works

For all copyrightable work subject to University ownership under this policy, it is within the sole discretion of the University to determine whether to seek additional copyright protection and whether to pursue commercialization of such copyrightable works. Each creator of a copyrightable work shall share in the net proceeds received by the University from commercializing the copyrightable work unless the creator(s) are:

Independent Contractors: To the extent Independent Contractors are hired by the University to produce or contribute to any copyrightable works, they shall generally be required generally execute a relevant Individual Project Agreement transferring

copyright ownership to the University as a condition of their partnership with the University prior to any relevant work commencing;

Members of the staff or administration (unless specifically included in an Individual Project Agreement);

Faculty employed by the University on a “work for hire” basis or authors of work specifically commissioned by the University by explicit, prior agreement in which the parties express their intent regarding copyright ownership of works created.

Subject to these exceptions, revenue from the commercialization of University owned copyrightable works will be distributed in the following manner after the University recovers its direct expenses, including, but not limited to, costs associated with filing the copyright, use of University resources, outside consultants, and/or other relevant resources not available at the University from the gross proceeds prior to distributing the remaining net proceeds in accordance with the following schedule:

Net Proceeds	Creator	Department	College	University
The first \$5,000	100%			
\$5,001-50,000	75%	10%	10%	5%
\$50,001+	50%	10%	10%	30%

4.9.10.2.2. Using Copyrighted Material

The Copyright Act of 1976 (as amended) does permit certain limited copying of copyrighted works for educational or research purposes without permission of the copyright owner under the doctrine of “fair use.” Members of the University community must conform to the “fair use” standards delineated in the Copyright Act and Lourdes University’s Fair Use policy. Please refer to 2.15 of the Employee Handbook, Volume II, for more information.

4.9.10.3. Patents

Patentable inventions or discoveries may result from educational activities performed by members of the University community. Lourdes is committed to disclosing and utilizing ideas and discoveries for the greatest possible public good and to protect the rights of the University faculty, staff, and student body, as well as those of the institution itself.

This policy shall apply to any invention or discovery by a University community member who made the invention or discovery either (1) within the normal field of his or her activity or employment responsibilities with the University or (2) to which the University made a “significant contribution” as defined under this policy.

Ownership: The University owns all inventions and discoveries created at or in association with the University and the exclusive right to assign, license, or otherwise transfer rights in such inventions/discoveries, subject to the following exceptions:

- a. The University has contributed nothing substantial or essential (as, for example, funds, space, materials, or facilities) to the conception or development of the invention or discovery, and the invention or discovery is outside the scope of the inventor’s normal field of employment responsibility or activity with the University;

- b. The University has entered into an agreement for a project related to the invention or discovery with a third party, in which case the terms of that agreement will govern the disposition of patents and licenses.

Responsibilities: Any inventor making an invention or discovery subject to this policy shall report it promptly in writing and in reasonable detail to the Office of the Provost prior to any public disclosure.

Members of the University community who enter into consulting or other agreements with parties outside of the University must ensure that such agreements contain no requirement to assign, license, or otherwise transfer rights in any inventions and discoveries in which the University may have an interest.

Members of the University community must notify the Office of the Provost of any patents or inventions arising from external consulting agreements.

4.9.10.3.1 Patent Protection

Following disclosure of an invention or discovery by the inventor to the University, the University shall make reasonable efforts to determine the potential patentability and commercial value of the invention. When, in the judgment of the University, there appears to be basis for proceeding, the University shall apply for a patent at no expense to the inventor, in which case the University owns the invention and any patent obtained. The University will pursue appropriate contractual arrangements for development of commercial use of the invention if the University applies for a patent, and the inventor shall cooperate and participate in obtaining patent protection, including signatures on appropriate documents.

Revenue from the commercialization of University owned patentable works will be distributed in the following manner (as a percentage of net proceeds) after the University recovers its direct expenses, including, but not limited to, costs associated obtaining the patent, use of University resources, outside consultants, and/or other relevant resources not available at the University:

Net Proceeds	Creator	Department	College	University
The first \$5,000	100%			
\$5,001-50,000	75%	10%	10%	5%
\$50,001+	50%	10%	10%	30%

If the University does not file a patent application, the University will so notify the inventor within six (6) months from full disclosure of the discovery to the University, and the University will release its rights in the invention or discovery to the inventor, who may decide to seek a patent or to continue prosecution at his or her own expense.

If the University terminates an application for a patent after initiating the application process, the University will so notify the Inventor, and the University will release its rights in the invention or discovery to the inventor, subject to the inventor agreeing to reimburse the University for any direct expenses incurred by the University in obtaining, maintaining, or marketing the patent before its release to the Inventor. Release of these rights will be perfected in a mutually agreeable written agreement that will explicitly address the terms of the ownership transfer.

If the Inventor declines to accept the patent, the University, at its discretion, may abandon the property at no cost to the Inventor.

4.9.10.4. Policy Interpretation & Dispute Resolution

The Office of the Provost is responsible for the administration of this policy.

Where there is disagreement regarding intellectual property ownership rights or the retention of rights by the University, members of the University community should make every attempt to resolve disputes under this policy informally with the assistance of the Provost and/or the General Counsel (for legal clarification). If informal procedures and consultation do not provide resolution, the matter must be addressed through the Grievance Policies outlined in 4.13 and 5.7 of the Employment Handbooks for faculty and staff, respectively; and the Grievance Policies set forth in the Academic Catalog for students.

4.10 Faculty Development

A Faculty Professional Development program exists for the benefit of full-time and pro-rata faculty members. The program is administered by the Faculty Recognition and Professional Development Committee of the Faculty Senate and the Provost.

Faculty development at Lourdes University will be identified as Faculty Professional Development. It is defined as that which facilitates the professional growth of a full-time or pro-rata faculty member.

4.10.1 Professional Growth and Development

Faculty members are encouraged to affiliate with learned societies in their chosen fields. Active membership in professional organizations should be maintained.

Involvement in professional organizations through committees, attendance at conferences, holding of office, presentation of papers, sharing of research and publications is encouraged. In addition, all faculty members are expected to update themselves periodically through formal education. Faculty professional development funds may be used for education, professional memberships, along with enrichment, improvement, and development within academic disciplines and/or advancement in the scholarship of teaching.

Faculty members should include a rationale for use of professional funds into their annual self-evaluation form, and that is shared with the Department Chair (or Dean, in the case of Department Chairs). The rationale will identify the manner in which the development activities contribute both to the individual's professional growth and to the University as a whole. Faculty Recognition and Professional Development Program Committee of the Faculty Senate

One committee member will be responsible for the accounting of the professional development funds. This individual coordinates reimbursements to faculty members as they use their allotted funds. This individual uses appropriate accounting code numbers, works with the finance department, and facilitates reimbursements. Additional responsibilities include:

1. To review all professional development requests for financial support; and
2. To disseminate funding information related to faculty professional development.

4.10.2 Faculty Professional Development Funds

4.10.2.1 Requirements

Full time, three-fourths time and half-time faculty members at Lourdes University are eligible for Professional Development funding. The annual allocation of funds is subject to the budgetary considerations of the University.

Funds are allocated to individual faculty members to encourage all faculty members to participate in professional development activities. Faculty members are encouraged to spend all of their own professional development funds.

Funds that are not spent or allocated by May 15 are eligible for redistribution to faculty members who have spent personal funds for professional development travel (see 4.10.2.6).

4.10.2.2 Rights

Full time and three-fourths time faculty members at Lourdes University may apply for professional development funds. Half-time faculty who work half-time or less may apply for proportional funds. If during the fiscal year, a faculty member's status on campus changes, funds will be allocated accordingly.

Funds may be used for enrichment, improvement, and development within academic disciplines and/or for personal advancement in the scholarship of teaching. Use of development funds may include but is not limited to conferences, workshops, academic courses, continuing education, academic organization's membership, and books.

4.10.2.3 Responsibilities

Faculty members should identify the manner for use of professional funds into their self-evaluation form that is shared with the Department Chair and/or Dean (in the case of Department Chairs). The rationale will identify the manner in which the development activities contribute both to the individual's professional growth and to the University as a whole. The reflection on personal development that highlights the use of the development funds will be included in the departmental year-end report.

4.10.2.4 Process for Approval

Individuals requesting faculty development funds will:

- Complete the request form along with appropriate receipts identifying how the funds will be used (conference, workshop, class, etc.) and submit to the Faculty Recognition and Professional Development Committee contact.

The Faculty Professional Development Check Request Form is provided in Appendix 4.10.2.4.1.

4.10.2.5 Faculty Professional Development Plan Budget

The Lourdes University Faculty Professional Development Plan includes a budget that identifies costs related to specific activities that faculty can participate in throughout the year. This budget will vary annually depending on available resources.

4.10.2.6 Reallocation of Unspent Funds

Faculty are encouraged to spend all of their own professional development funds. However, each year there have been faculty who do not spend their funds or plan to spend them. Faculty who plan to use their Professional Development Funds are encouraged to spend them (or provide a budget encumbering these funds to the Faculty Recognition and Professional Development Committee contact) by May 15.

Faculty who do not spend or encumber their funds by this date will have their funds reallocated to a fund to be used by the Faculty Recognition and Professional Development Committee to reimburse faculty who have traveled for professional development at their own expense. Faculty who would like to be considered for these funds should submit an application to the Faculty Recognition and Professional Development Committee by May 15.

The Faculty Recognition and Professional Development Committee will evaluate applications based on criteria reflecting the Evaluation of Scholarship (4.5.3.1 Evaluation of Scholarship) once the unspent/unencumbered funds are allocated to the committee for distribution.

The committee should report to the Faculty Senate on the use of personal professional development funds and the respective dollar amounts requested in applications each year, as well as the amounts actually granted.

4.10.3 Degree Training Leave Policy

4.10.3.1 Requirements

Ordinarily, individuals must have at least six years of continuous full-time teaching service at Lourdes University. Individuals must use the time to continue their education in their teaching field and may be directed to do so, based on the needs of the University.

4.10.3.2 Rights

Individuals may apply for a one-semester leave or an academic year leave. Individuals approved for a one-semester degree training leave will be paid their full salary and individuals approved for an academic year degree training leave will be paid ½ their salary for the period for which the leave is in effect. All benefits in effect at the time of the leave will continue (including, but not limited to: health and death benefits, years of service accrual, retirement contributions, retention of rank and position). Individuals may receive more than one degree training leave dependent on various factors, such as the needs of the institution.

4.10.3.3 Responsibilities

Individuals will be expected to return to the University for two years of service after the completion of the degree training leave. Individuals will be expected to provide evidence of completion of the project and whatever transcripts and other documentation the University requires. Individuals may not engage in outside employment during the leave, unless that employment is necessary to retain a certification or licensure, or the employment is an integral part of the proposed degree training leave project. In either case, the terms of the employment need to be approved by the appropriate Department Chair and the Provost as part of the degree

training leave process. In addition, individuals are relieved of their campus duties unless such duties are an integral part of the proposed degree training leave project.

4.10.3.4 Process for Approval

Individuals wishing to obtain a degree training leave will adhere to the following process:

1. The individual will submit an application form with a letter of proposal to that individual's Department Chairperson. The letter should outline the proposed project and include a specific plan of study and benefit of work to the individual, the department and the institution. The letter should be of sufficient detail for the authorizing agents to make an informed decision.
2. The Department Chairperson will review applications and forward recommendations to the Dean of the School. In the event that more than one application is received in a term, the Chairperson will prioritize each and provide the Dean with the rationale and plan for temporary staffing during the leave.
3. After reviewing applications, the Dean will forward the proposals to the Provost.
4. After reviewing applications, the Provost will forward the proposals to the Faculty Recognition and Professional Development Committee (FRPD) for evaluation and ranking.
5. After reviewing applications, the FRPD Committee will return them to the Provost who will make a recommendation to the President.
6. The Provost will recommend to the President the number of Degree Training Leaves of Absence to be granted in any given year based on the needs of the institution. The President has the final determination.

Since the financial support for academic year leaves is half salary, individuals are encouraged to seek additional funding for the research/study time.

For the purposes of this policy, the full academic year is defined as a contract year (generally mid-August through mid-May); the semester is defined as mid-August (when contracts go into effect) through mid-January (the first day classes begin second semester) or mid-December (the last day of the first semester) through mid-May (the date contracts end). Salary pay periods will not be interrupted.

See Appendix 4.10.3.1 for copies of the Degree Training Leave Cover Sheet Application, Degree Training Report Forms, Degree Training Timeline, and Budget Illustrations.

4.10.4 Sabbatical Leave Policies

4.10.4.1 Requirements

Faculty hired prior to fall 2001 applying for sabbatical leaves, must hold the rank of at least Assistant Professor with six years of continuous full-time teaching service at Lourdes University. Those hired fall 2001 and after must hold a terminal degree with the rank of at least Associate Professor with six years of continuous full-time teaching service at Lourdes University. Individuals must present a project plan with specific goals and demonstrate how the study will benefit the University as well as the individual.

4.10.4.2 Rights

Individuals may apply for a one-semester leave or an academic year leave. Individuals approved for one-semester sabbaticals will be paid their full salary and individuals approved for an academic year sabbatical will be paid ½ their salary for the period for which the leave is in effect. Individuals' benefits in effect at the time of the leave will continue (including, but not limited to: health and death benefits, years of service accrual, retirement contributions, retention of rank and position). Individuals may reapply for a sabbatical leave after another six years of continuous full-time teaching service at Lourdes University.

4.10.4.3 Responsibilities

Individuals will be expected to return to the University for two years of service after the completion of the sabbatical leave. Individuals will be expected to demonstrate how the specific goals of the project were accomplished and to make a presentation on the project to the University community. Individuals may not engage in outside employment during the leave, unless that employment is necessary to retain certification or licensure, or the employment is an integral part of the proposed sabbatical project. In either case, the terms of the employment need to be approved by the appropriate Department Chair and the Vice President for Academic Affairs as part of the sabbatical leave application process. In addition, individuals are relieved of their campus duties unless such duties are an integral part of the proposed sabbatical leave project.

4.10.4.4 Process for Approval

Individuals wishing to take a Sabbatical Leave of Absence will adhere to the following process:

1. The individual will submit an application form with a letter of proposal to the Department Chairperson. The letter should outline the proposed project and include the specific goals of the sabbatical, description of the project, and a specific plan of study and benefit of the work to the individual, the department and the institution. The letter should be of sufficient detail for the authorizing agents to make an informed decision.
2. The Department Chairperson will review applications and forward recommendations to the Dean of the School. In the event that more than one application is received in a term, the Chairperson will prioritize each and provide the Dean with the rationale and plan for temporary staffing during the leave.
3. After reviewing applications, the Dean will forward the proposals to the Provost.
4. After reviewing applications, the Provost will forward the proposals to the Faculty Recognition and Professional Development Committee (FRPD) for evaluation and ranking.
5. After reviewing applications, the Faculty Recognition and Professional Development (FRPD) Committee will return them to the Provost who will make a recommendation to the President.
6. The Provost will recommend to the President the number of Sabbatical Leave of Absences to be granted in any given year based on the needs of the institution. The President has the final determination.

Since the financial support for academic year leaves is half-salary, individuals are encouraged to seek additional funding for the research/study time.

For the purposes of this policy, the full academic year is defined as a contract year (generally mid-August through mid-May); the semester is defined as mid-August (when contracts go into effect) through mid-January (the first day classes begin second semester) or mid-December (the last day of first semester) through mid-May (the date contracts end). Salary pay periods will not be interrupted.

See Appendix 4.10.4.1 for copies of the Sabbatical Leave Cover Sheet Application and Sabbatical Report Forms. See Appendix 4.10.3.1 for copies of the Sabbatical/Degree Training Timeline and Budget Illustrations for both Sabbatical and Degree Training Leave.

4.11 Faculty Work Load and Working Conditions Policies

4.11.1 Teaching Loads

A full time faculty teaching load is 24 workload credits in an academic year. Teaching workload credits are assigned according to the following:

1. 1.0 workload credit is the assigned value for a lecture, science laboratory and studio course credit hour (e.g. a 3 semester hour course is worth 3 workload credits).
2. 1.5 hours workload credits is the assigned value for each clinical course credit (e.g. a 2 semester hour clinical course is assigned the value of 3 workload credits).
3. In field placement and field experience courses, the assigned value is negotiated with the Vice President for Academic Affairs.
4. Full-time faculty members who accept independent study by choice must realize that their teaching load does not include it. The faculty member who teaches independent studies will receive a stipend per credit hour. Beyond five students with same course it no longer can be classified as independent study and the faculty member receives a pro-rata overload contract.
5. Full-time faculty members may be hired for a maximum of two overload courses or three science labs per semester.

4.11.2 Graduate Faculty/Teaching Workload

Graduate faculty/teaching workload policies are articulated in the Graduate Faculty Policies and Guidelines. Generally, full time graduate faculties teach three graduate courses per semester.

4.11.3 Chairs/Deans

Chairs/Deans are given release time for their administrative and advising duties. Release time is determined by the number of faculty supervised and the number of student advisees in the degree programs and is determined by the Provost. As degree programs increase and decrease with regard to advisees, release time may be altered.

Full Time Equivalent (F.T.E.) is equal to 12 semester hours of instruction or equivalent for one semester.

4.11.4 Additional Teaching

4.11.4.1 Overload Teaching

The Administration may ask a full-time faculty member to teach a course or courses in excess of the normal workload under mutual agreement by the faculty member. In such cases, extra remuneration will be given according to the prevailing salary schedule for pro-rata faculty. Full time faculty may be hired for a maximum of two overload courses or three science labs per semester.

4.11.4.2 Teaching Summer School Courses

Faculty members who are available for summer school teaching should inform their Department Chair. Faculty will be reimbursed according to the prevailing scale for pro-rata teaching appointments.

4.11.5 Office Space and Facilities

Offices are assigned to the administrative officers by the President and to the faculty by the Provost. When changing offices, only personal effects should be moved. University furnishings should not be transported. Requests for additional or new furnishings should be directed to the Provost's Office through the Department Chair/Dean. When vacating a particular office, keys to doors, desk, and files should be returned to the Assistant to the Vice President for Finance and Administration.

4.11.6 Keys and Facilities

Keys are distributed from the Office of the Assistant to the Vice President for Finance and Administration. Administrators are issued an office key and an outside door key. Full-time and pro-rata faculty members will receive a key for their office and keys for files. All keys are to be returned when an employee has terminated employment.

Faculty members who use the facilities outside of University hours are requested to take responsibility for locking doors, turning off lights, and closing windows.

At no time will faculty members make a copy of keys, or give their keys to others.

4.11.7 Faculty Administrative Support Staff

Department Chairs and faculty members are provided with administrative support staff. Faculty members who have questions about support staff should contact the Dean through whom assignments are made.

4.11.8 Use of University Facilities and Services

University facilities may be used by faculty members in connection with academic or scholarly activities described in Section 4.9 without being subject to the requirements of prior approval or reimbursement. While faculty members may utilize the services of the secretarial staff of their respective academic unit to assist in the preparation of professional articles, papers, reviews, etc.,

such clerical assistance will not interfere with pre-assigned work and shall be accommodated as time permits.

Except for the use of office space assigned to a faculty member and available library services, University facilities may be used by faculty members in connection with “outside activities” and “outside professional activities” only after written approval by the Provost. In all cases, the faculty member or their outside employer or sponsor will pay the rate established by the University for the use of the facility, equipment, materials, or services.

4.11.9 Outside Employment

Faculty are encouraged to participate in professional activities which contribute towards satisfactory evaluations and the University recognizes the value to the institution when a faculty member elects to be recognized as an employee of the University while participating in these activities. It is expected that such activities, including outside employment, will not interfere with the faculty member’s rights and responsibilities as defined in Sections 4.9 and 4.11.

The University assumes no responsibility for the competence or performance of “outside activities” engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Faculty members may not represent themselves as acting on behalf of the University. The applicable Department Chair and the Provost shall be available for advance consultation with respect to potential conflicts between a faculty member’s primary responsibility and any outside activities. The University expects faculty members to seek advice from these sources. Legal guidance is also available for problems not otherwise resolvable.

If the applicable Dean/Department Chair is concerned about whether a faculty member is meeting the standards of this policy, the Dean/Department Chair will discuss this with the faculty member. If a satisfactory resolution cannot be reached, the Dean/Department Chair will meet with the Provost and the faculty member to resolve the issue. The decision of the Provost is final with regard to such matters.

4.12 Faculty Compensation Policies

4.12.1 Salary

Contracts of full-time or pro-rata teaching faculty are for nine (9) months from August into May, unless otherwise specified in the employee’s contract. Faculty who also serve in an administrative role may have up to a 12-month contract.

A salary schedule based on rank and experience is established for all faculty positions. The salary schedule is reviewed each year by the administration in consultation with the Faculty Senate and appropriate committees.

Full-time faculty members qualify for all fringe benefits listed in the Policy Manual including sick time, short term disability, retirement, etc.

All employees, except adjunct faculty, are paid biweekly, for a total of twenty-six (26) pay periods per year.

4.12.1.1 Special Salaries (Overloads, Adjunct and Summer Faculty)

Salaries for adjunct teaching and for summer school are paid on a per-unit basis. Faculty members receiving extra compensation for overload will have this included in regular salary payments, and is paid over the particular semester in equal installments.

4.13 Faculty Grievance Policy

4.13.1 Overview of the Grievance Policy

The Lourdes University grievance policy defines what a grievance is and provides the method by which a faculty member may bring grievances forward for review by that person's peers without fear of prejudice or reprisal. The policy is meant to ensure that grievances are mediated in a fair and orderly manner. The procedure for filing and reviewing a grievance provides a two-step process by which the University resolves such matters internally. A faculty member must first direct the grievance to the Faculty Grievance Committee. If the grievance cannot be resolved at this level, then the faculty member may call for another review of the matter by a Grievance Hearing Committee.

4.13.2 Definition of a Grievance

A grievance is an alleged breach or misinterpretation of the terms of agreements defined in Volumes I, II, III and IV of the Lourdes University Policy Manual.

Grievances include but are not limited to dismissal, suspension, reassignment, layoff, non-reappointment, discrimination, and violation of governance or academic freedom. Grievances related to violations of governance may only be filed by the Faculty Senate which shall act on behalf of the entire faculty in such matters.

4.13.3 Filing a Grievance

A faculty member has 60 calendar days to file a grievance in writing from the date that faculty member is first aware of the grievance. The written statement includes: 1) a detailed description of the incident; 2) all relevant parties involved in the incident; 3) how the incident is a breach or misinterpretation of the terms of agreements as defined in Volumes I, II, III and IV of the Lourdes University Policy Manual; 4) recommended relief sought by the faculty member; 5) any other relevant details related to the matter. The faculty member signs and dates the written statement, and forwards it to the Chair of the Faculty Grievance Committee.

4.13.4 Review of a Grievance (First Step)

Once a grievance has been filed, the Faculty Grievance Committee has 10 calendar days to acknowledge the grievance in writing to the faculty member and begin the review process. Members of the Faculty Grievance Committee who are a party to the grievance, members of the grievant's department, or members who feel they cannot evaluate the grievance objectively shall recuse themselves from the review process, and the Faculty Senate will choose replacements from among the faculty who will serve only for the duration of the process. If the recused

member is the committee chair, the other members of the committee shall choose a chair from among themselves who will serve for the duration of the process.

The committee attempts to resolve the matter by interviewing the related parties and reviewing all pertinent documents. In the first step of the grievance, the committee will identify relevant witnesses to interview. Each named party and witness will be interviewed individually by the committee. Interviewees should provide copies of or access to relevant evidence as requested by the committee. Interviewees should regard all communications with the committee as confidential. The committee must choose one of its members to keep a confidential file that includes minutes of meetings and copies of related documents.

The committee makes a decision on the grievance by at least a simple majority vote of its members. The decision is a recommendation only and does not overturn a decision made by other parties related to the grievance at the University. This recommendation must be stated in writing, signed by the Chair of the Faculty Grievance Committee, and forwarded to all related parties in the grievance. The confidential meeting minutes and related documents are sealed turned over to the office of Provost. If the Provost is a named person, the records go to the office of the President.

If the committee's recommendation and the response to it by related parties are acceptable to the faculty member who has brought the grievance, then the faculty member notifies the Chair of the Faculty Grievance Committee in writing that the faculty member considers the matter resolved. If the faculty member rejects the committee's recommendation or is dissatisfied with the response to it by related parties, then the faculty member has 10 calendar days to notify the Chair of the Faculty Grievance Committee in writing of the faculty member's request. The Chair will then initiate the second step of the grievance process.

4.13.5 Review of a Grievance (Second Step)

Once a faculty member has requested a formal grievance hearing, the Chair of the Faculty Grievance Committee has 10 calendar days to notify all involved parties and the President of the University.

The Chair of the Faculty Grievance Committee oversees the selection of the Grievance Hearing Committee. The faculty member selects the first faculty member to serve on the committee. The President or designee chooses the second faculty member to serve on the Grievance Hearing Committee. The two members of the standing Grievance Committee choose a third faculty member who will act as the Chair of the Grievance Hearing Committee. Neither the faculty member's chair nor any member of the Faculty Grievance Committee may be chosen to serve on the Grievance Hearing Committee.

The formal grievance hearing must occur within 10 days from the time that arrangements for the hearing are first made. The Grievance Hearing Committee will meet to review the case, identify relevant witnesses and schedule the grievance hearing. All parties should provide evidence and may bring additional witnesses who may be questioned. The grievant may choose a member of the Lourdes University faculty or professional staff to be present as the grievant's advisor. The grievant may hold discussions with the advisor throughout the proceedings, but the advisor may only address committee members at their invitation.

The formal hearing will be conducted in private and all the parties involved will make no public statements on the matter during the hearing.

For dismissal, suspension, or layoff under an approved contract, violation of governance or academic freedom, or discrimination, the burden of proof in support of the action shall be on the University whose proof shall be a preponderance of the evidence.

For all other issues including but not limited to non-reappointment, sabbatical/degree-training leave, or salary determination dispute, the burden of proof in support of the grievance shall be on the faculty member whose proof shall be a preponderance of the evidence.

For cases involving termination related to an academic program that is to be discontinued, the decision to discontinue the academic program will be considered valid provided that applicable procedures set forth on this matter in the Lourdes University Policy Manual have been followed.

The Grievance Hearing Committee shall choose one of its own members to act as secretary to keep a confidential file that includes minutes of meetings and copies of related documents.

4.13.6 Recommendation of the Grievance Hearing Committee

After reviewing the evidence, the Grievance Hearing Committee makes a decision on the grievance by at least a simple majority vote of its members. The decision must be based solely on the evidence presented at the formal hearing. The decision is a recommendation only and does not overturn a decision made by other parties at the University related to the grievance.

The recommendation must be stated in writing and must include: 1) findings of fact; 2) conclusions; 3) final disposition. The recommendation must be signed by the Chair of the Grievance Hearing Committee, and delivered to all related parties in the grievance and the President of the University within 10 calendar days of the conclusion of the hearing.

If the committee's recommendation and the response to it by related parties are acceptable to the faculty member who called for the grievance hearing, then the faculty member notifies the Chair of the Grievance Hearing Committee in writing that the faculty member considers the matter resolved. If the faculty member rejects the committee's recommendation or is dissatisfied with the response to it by related parties, then the faculty member may decide to appeal the matter and has 10 calendar days to notify the Chair of the Grievance Hearing Committee of the appeal and submit the written appeal to the appropriate party (see section 4.13.7 below).

The Chair of the Grievance Hearing Committee shall turn over meeting minutes and related documents to the office of the Provost. If the Provost is a named person, the records go to the President's Office.

4.13.7 Appeals Process

If the President is not a direct party in the grievance, the faculty member seeking an appeal of a Grievance Committee Hearing recommendation or response to it by related parties files a written

appeal with the President. Ordinarily, the President has 10 calendar days to respond to the faculty member in writing. The President's decision is final.

If the President is a direct party in the grievance, the faculty member seeking an appeal of a Grievance Committee Hearing recommendation or response to it by related parties files a written appeal with the Board of Trustees. Ordinarily, the Board of Trustees (or the Executive Committee of the Board) has 30 calendar days to meet in regard to the appeal, and must make its decision in writing (to the faculty member, the President, and the Chair of the Faculty Grievance Committee) within 10 calendar days of its meeting on the matter. The decision of the Board of Trustees is final.

4.13.8 Reporting Grievance Committee Activity

In order to maintain an institutional record, but also to preserve the confidentiality of the committee's work, the chair of the standing Grievance Committee will report on the number of formal grievances in the annual written committee report submitted to the President of Faculty Senate.

4.14 Academic Integrity Policies

4.14.1 Academic Honesty Policy

A mission of Lourdes University is to engage students in an "honest and dynamic search for truth." Academic honesty is a hallmark of such a quest. Accordingly, students are expected and encouraged to engage in all aspects of their academic studies in an honest and ethical manner. Should instances of academic dishonesty arise, the following policies and procedures will be in force.

4.14.1.1 Definition

Academic dishonesty is unethical behavior, which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another violate any part of this policy. Plagiarism is the failure to give credit for the material from other sources. It includes, but is not limited to, verbatim use of a quote without quotation marks and adequate documentation, submission of a paper prepared by another person as one's own work, using the ideas, facts, words, or data of someone else and claiming them as one's own, or not documenting ideas, facts, words, or data gathered in research.

4.14.1.2 Sanctions

Faculty members who suspect a student of academic dishonesty may resolve the problem directly with the student. In cases where culpability is substantiated or admitted, the sanction may include failure of the course as well as other sanctions up to and including suspension or expulsion from the University. When a student is sanctioned, the faculty member must report the incident in writing to that faculty member's Department Chair. A copy of the report will be sent to the Dean of the School and the Provost.

4.14.1.3 Appeals Procedure

Any appeal by a student must be made in writing to the instructor within ten (10) university working days from the time the student is notified that a penalty has been levied against the individual. If the appeal is denied, the student may submit a written petition to the Department Chair with the student's concerns. The Department Chair should then consult with the faculty member involved before rendering a decision. The student may then appeal the decision to the Dean of the School. If the student wishes, a final appeal may be made to the Provost.

4.15 Revision of this Volume IV

While the adoption of policy and of its changes is ultimately the prerogative of the Board of Trustees, members from all segments of the University community enjoy the privilege and responsibility of contributing to the formulation and alteration of the University's policy statements. Since the faculty is the group most accountable for upholding the academic standards and implementing the academic mission of the University, it is imperative that Volume IV Policy Manual be kept current. In order to facilitate the revision process, the following guidelines should be observed.

4.15.1 Revisions Pertaining to Specific Committees and Their Functions

1. The proposed revision, addition, or deletion should be approved according to the policy established by the Faculty Senate.
2. The proposed change should be worded as the committee wishes it to appear in the Policy Manual Volume IV. A brief explanation of the reason(s) for the change should accompany the proposal.
3. The committee must notify the President of the Faculty Senate that a revision will be proposed to the Faculty Senate. This will allow appropriate time for consideration of the proposal at a future Faculty Senate meeting. A manual change must be listed in the agenda for the next Faculty Senate meeting and distributed to the full faculty seven (7) days in advance of the meeting.
4. A member of the committee should then bring the proposal before the Faculty Senate for approval.
5. The Faculty Senate may then choose one of the following courses of action:
 - a) Endorse the proposal without change or comment and request that the President of the Faculty Senate submit it to the Provost for consideration by Administrative Council;
 - b) Alter the wording of the proposal in consultation with the committee's representative before having the President of the Faculty Senate forward it to the Provost;
 - c) Recommend substantive changes and send the proposal back to its originating committee for revision; or
 - d) Present the proposal before the faculty at an All-Faculty meeting(s) or special discussion session(s). On the basis of the discussion with the faculty, the originating committee will then rework and/or reword the proposal and resubmit it for consideration by the Faculty Senate. If approved by the Faculty Senate, the President for the Faculty Senate will deliver the proposed revisions(s) to the Provost for consideration by Administrative Council.

6. Editorial changes to the Faculty Manual, when written for clarification, can be made by the Faculty Senate in conjunction with the Provost and communicated to the faculty.

4.15.2 Additions/Revisions Submitted by Individual Faculty Members to the Faculty Senate

The faculty member should give the Faculty Senate President a copy of the proposed revision(s) to this Policy Manual, along with a brief written explanation of the rationale for the change.

The Faculty Senate will determine if the proposal should be sent to the representative committee for further review, or the Faculty Senate may act on the matter. The Faculty Senate must notify the faculty member who submitted the proposed revision of the Faculty Senate's action. If the committee is asked to review the revision, it will inform the said faculty member of its decision.

If the committee determines that the proposal should be presented before the Faculty Senate, the committee shall follow the steps stated above in Subsection 4.15.1.

4.15.3 Administrative Approval

After the Faculty Senate has endorsed a change in this Volume IV of the Policy Manual, it shall submit the recommended change to the Provost and the President of the University.

If the proposed change is approved by the Provost and the President of the University, the President shall present the proposed change to the Board of Trustees for consideration through the appropriate Board Committee.

If the President or the Provost disagrees with the proposed change, the President, citing reasons for the disagreements, shall meet with the Faculty Senate to discuss the next steps. These steps may include further study, modification, or resubmission of the proposal.

4.15.4 Board of Trustees Approval

Before definitive action on Policy Manual revision proposals, the Board of Trustees may commission a subcommittee of its members to meet with the Provost and the President of the University, and the Faculty Senate to discuss final adjustments in the revised texts.

The Board of Trustees shall either approve or reject the proposed revision.

The Board of Trustees shall retain the right, in the best interest of the University and in their fiduciary capacity, to alter the provisions of this Volume IV of the Policy Manual after following the procedures in this Section 4.15.

4.15.5 Emergency Procedure

When the Provost and the President of the University, after consultation with the Executive Committee of the Faculty Senate, determine that, in the best interests of the University a modification of any part of Volume IV and Volume I, Subsection 1.6.2 of the Policy Manual is necessary, the President of the University may petition the Chair of the Board of Trustees for review of a specific change at the next Board or Executive Committee meeting. The Board of Trustees may accept or reject such a petition. The President shall communicate the decision of the Board of Trustees to the Faculty Senate.

If any provision of Volume IV of the Policy Manual is in conflict with federal, state, or local law or ordinance or is otherwise illegal, invalid or unenforceable to any extent, the remainder of Volume IV of the Policy Manual and the application of the provision in question to persons or circumstances other than those to which the provision is improper, shall not be affected. In addition, the Board of Trustees shall act to bring the University into compliance with such law, ordinance, or invalidity, and the Policy Manual will be amended as soon as possible, providing none of these laws are in conflict with the Mission of the University.

Appendix 4.1.4.1 Recognized Terminal Degrees

Honorary Terminal Degrees are not recognized as faculty credentials. Recognized Terminal degrees include:

DBA	Doctor of Business Administration
DDS	Doctor of Dental Surgery
DM	Doctor of Management
DMA	Doctor of Musical Arts
D.Min.	Doctor of Ministry
DNAP	Doctor of Nursing Anesthesia Practice
DNP	Doctor of Nursing Practice
DNS	Doctor of Nursing Science
DSW	Doctor of Social Work
Ed.D.	Doctor of Education
JD	Juris Doctor
MBA/CPA	Master of Business Administration/Certified Public Accountant
M.D.	Doctor of Medicine
MSA/CPA	Master of Science of Accounting/Certified Public Accountant
Ph.D.	Doctor of Philosophy
Psy.D.	Doctor of Psychology
S.T.D.	Doctor of Sacred Theology
MFA	Master of Fine Arts in Studio Arts

Appendix 4.2.1.1

Certificates of Appointment

Certificate of Appointment

Full-Time – One-Year

This is to certify the appointment of «First_Name» «Last_Name», «Degree», to the full-time position of «Academic_Rank» in the Department of «Department» at Lourdes University for a salary of «M_2004_Salary_» for the period of «Cont_Length» beginning «Start_Date» and ending «End_Date». Teaching workload is «Load».

The Appointee shall render services in conformity with the established calendar of the University, in accordance with the pertinent policies and practices of the University under the auspices of the Board of Trustees, and according to the job description, guidelines and requirements as specified in the *Faculty and Administration Manual* (1999), as amended from time to time.

The University will pay a salary to full-time faculty (after services are rendered) in twenty-six (26) substantially equal biweekly installments, less any authorized deductions.

Keith K. Schlender, Ph.D.
Provost

Date

Appointee

Date

Certificate of Appointment
Full-Time – Three-Year

This is to certify the appointment of «First_Name» «Last_Name», «Degree», to the faculty of Lourdes University for three (3) academic years beginning on «Start_Date» and ending «Ending». The salary for the first year of this appointment beginning «Start_Date» and ending «End_Date» will be «M_2004_Salary_» for a period of «Cont_Length» for the position of «Academic_Rank» in the Department of «Department». The salary for the second and third years will be determined in the annual faculty salary review process. Teaching work load is «Load».

The Appointee shall render services in conformity with the established calendar of the University, in accordance with the pertinent policies and practices of the University under the auspices of the Board of Trustees, and according to the job description, guidelines and requirements as specified in the *Faculty and Administration Manual* (1999), as amended from time to time.

The salary each year will be paid (after services are rendered) in twenty-six (26) substantially equal bi-weekly installments, less any authorized deductions.

Keith K. Schlender, Ph.D.
Provost

Date

Appointee

Date

**Notification to Current Appointees
of the Three -Year Contract**

This is to certify the continuation of the appointment of «First_Name» «Last_Name», «Degree», as «Academic_Rank» in the Department of «Department», at the annualized salary of «M_2004_Salary_» for «Cont_Length», beginning «Start_Date» and ending «End_Date» of the three-year contract ending «Ending». The salary for the second year will be determined in the annual faculty salary review process.

The Appointee shall render services in conformity with the established calendar of the University, in accordance with the pertinent policies and practices of the University under the auspices of the Board of Trustees, and according to the job description, guidelines and requirements as specified in the *Faculty and Administration Manual* (1999), as amended from time to time.

The salary each year will be paid (after services are rendered) in twenty-six (26) substantially equal bi-weekly installments, less any authorized deductions.

Keith K. Schlender, Ph.D. Provost	Date
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Appointee	Date
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**Certificate of Appointment for
One-Term**

This is to certify the appointment of «First_Name» «Last_Name», «Degree», to the position of «Rank» in the Department of «Department» at Lourdes University for a salary of «Total_» during the Spring 2006 semester ending May 20, 2006. Compensation is for teaching the following:

«Course__Section» «Course_Title» «Salary_»

The Appointee shall render services in conformity with the established calendar of the University, in accordance with the pertinent policies and practices of the University under the auspices of the Board of Trustees, and according to the job description, guidelines and requirements as specified in the *Faculty and Administration Manual* (1999), as amended from time to time.

Salary will be paid after services have been rendered on:

15-week session: February 3, 7; March 3, 17, 31; April 14, 28; May 13.

Session L: February 3, 7; March 3, 17.

Session Q: March 31; April 14, 28; May 13.

Keith K. Schlender, Ph.D.
Provost

Date

Appointee

Date

Appendix 4.6.1.1 Curriculum Vitae Template

LOURDES UNIVERSITY
Faculty/Staff Vita

1. Personal Data: Date of Update:

Name:

Professional/Academic Rank:

School/Department: Date of Hire:

Full-Time Half-Time Adjunct

2. Education *(please list in order from highest to lowest)*

3. Areas/Topics you are qualified to teach:

4. Past Work Experience: *(please list in order from most recent year, and go back)*

5. Professional Affiliations: *(Memberships, Associations)*

6. Professional Activity: *(research, publications, consultant's role, presenter at conferences, workshops, offices held.)*

7. Publications:

8. Service to Department and University: *(Student recruitment, task force, committees)*

9. Service to Community: *(community, church, etc.)*

10. Awards and Recognition's:

11. Interests, Hobbies: *(knowledge you have, where you might serve as a knowledge resource)*

12. Do you want to be included in the Lourdes University Speaker's Guidebook?

YES NO *(If YES, please list topics about which you feel qualified to speak in public)*

13. Do you want to be included in the Lourdes University Resource Guidebook?

YES NO *(If YES, please list topics about which you could serve as a knowledge source)*

Appendix 4.10.2.4.1 Faculty Professional Development Check Request Form

Payable to: _____ Amount \$ _____

Address: _____

City, State, Zip: _____

Check one:

_____ Mail check with accompanying stamped/addressed envelope

_____ Return check to me

_____ Date to be mailed by (in case of conference registration, etc...)

Rationale:

Requested By: _____

Date: _____

(For office use only)

Account Number: _____

Signature: _____

Appendix 4.10.3.1 Degree Training Leave Forms

Degree Training Leave Cover Sheet Application

Name: _____ Date: _____

Department: _____ Number of continuous years full time teaching (including current year): _____

Highest Degree: _____ Rank: _____

Time of Leave: Half Year: Semester _____ Year: _____
 Full Year: Semester _____ Year: _____

Degree Training:

Residence: _____

Other Grant/Fellowship Applications: _____

Please include documentation of acceptance by the program.

Please attach a detailed description of the project.

Signature of the Applicant: _____ Date: _____

Signature of Chair: _____ Date: _____

Signature of Dean: _____ Date: _____

Signature of Faculty Rep: _____ Date: _____

Signature of VPAA: _____ Date: _____

Interim Report on Degree Training Leave

Name: _____ Date: _____

Department: _____

Rank: _____

Length of Leave: Half-Year _____ Full Year: _____

Attach a written report addressing the following questions:

- I. What have you accomplished so far during your degree training leave?

- II. What progress have you made towards accomplishing the intended goals of your leave?

- III. What changes, if any, have you made to your original leave proposal? Explain how the changes impact your original goals.

Submit this mandatory report to the Chairperson of the Faculty Recognition and Professional Development Committee (FRPD) halfway through your leave.

Final Report on Degree Training Leave

Name: _____ Date: _____

Department: _____

Rank: _____

Length of Leave: Half-Year _____ Full Year _____

Attach a written report addressing the following items:

- I. What have you accomplished during your degree training leave?

- II. How were your intended degree training goals achieved?

- III. Please state the effectiveness of your degree training experience in light of personal and professional growth.

Submit this mandatory report to the Provost and your department chairperson within **two weeks** of returning to Lourdes University.

Degree Training and Sabbatical Timeline

September 15	Provost issues a call for applications for all full time faculty with at least 6 years of continuous full time teaching.
October 15	Candidate submits application to Department Chairperson.
November 1	Department Chairperson will review applications and forward recommendations to the Dean of the School. If more than one application is received in a term, the Department Chairperson will Prioritize each and provide the Dean with the rationale and plan for temporary staffing during the leave.
November 10	The Dean forwards the applications to the Provost.
November 15	The Provost will forward applications to the Faculty Recognition and Professional Development Committee.
December 15	The FRPD Committee will rank the candidates, no more than one per department if multiple applications are received, and submit the names to the Provost.
January 5	The Provost will submit recommendations to the President.
February 1	The President will notify candidates of status of sabbatical or degree training leave requests.

It is expected that no more than 10% of the entire faculty be on sabbatical and/or degree training, and only one per department.

Participants on leaves of absence must complete the forms noted below.

Interim Report	Submit the mandatory report to the Chairperson of the Faculty Recognition and Professional Development Committee (FRPD) halfway through your sabbatical or degree training leave.
Final Report	Submit the mandatory report to the Provost and your Department chairperson within two weeks of returning to Lourdes University.

Budget Illustrations

For budget illustrations, the following examples may be used for both the sabbatical and degree training leave.

Full Year

If for a Full Year sabbatical or degree training leave, the following Budget estimates can be used:

E.g. Professors salary at \$32,000 + .25 benefits = total compensation of \$40,000 per year.

A.	Part-time replacement		
	For a full year leave = ½ pay	=	\$20,000.00
	PT replacements at 4 per semesters	=	\$10,400.00
	Total yearly amount for institution	=	\$30,400.00
	Institutional Gain: \$40,000-\$30,400	=	\$9,600.00
B.	Full-time replacement		
	For full year leave = ½ pay	=	\$20,000.00
	If hired 1 year replacement at	=	\$30,000.00
	Assistant Professor salary of \$24,000 + .25 benefits		
	Total institutional payout	=	\$50,000.00
	Institutional shortfall	=	(\$10,000.00)

Half-year

If for a half-year (semester) sabbatical or degree training, the following Budget estimates can be used:

E.g. Professors salary at \$32,000 + .25 benefits = total compensation \$40,000.00 per year, or \$20,000.00 per semester.

	For a semester leave at full pay	=	\$20,000.00
	Hiring 4 pt replacements	=	\$5,200.00
	Total institutional cost	=	\$25,200.00
	Institutional shortfall	=	\$(5,200.00)

This amount could be reduced or even eliminated if instead of 4 pt replacements, the department reduced its course offerings to only 3.

Appendix 4.10.4.1 Sabbatical Leave Forms

Sabbatical Leave Cover Sheet Application

Name: _____ Date: _____

Department: _____ Number of continuous years full time teaching (including current year): _____

Highest Degree: _____ Rank: _____

Time of Leave: Half Year: Semester _____ Year: _____
 Full Year: Semester _____ Year: _____

Sabbatical: Residence: _____

Other Grant/Fellowship Applications or Awards: _____

Please attach a detailed description of the specific goals of the proposed project.

Signature of the Applicant: _____ Date: _____

Signature of Chair: _____ Date: _____

Signature of Dean: _____ Date: _____

Signature of Faculty Rep: _____ Date: _____

Signature of Provost: _____ Date: _____

Signature of President: _____ Date: _____

Interim Report on Sabbatical Leave

Name: _____ Date: _____

Department: _____

Rank: _____

Time of Leave: Half Year _____ Full Year _____

Attach a written report addressing the following items:

- I. What have you accomplished so far during your sabbatical leave?

- II. What progress have you made towards accomplishing the intended goals of your sabbatical?

- III. What changes, if any, have you made to your original sabbatical proposal? Explain how the changes impact your original goals.

Submit this mandatory report to the Chairperson of the Faculty Recognition and Professional Development (FRPD) halfway through your leave.

Final Report on Sabbatical Leave

Name: _____ Date: _____

Department: _____

Rank: _____

Time of Leave: Half Year _____ Full Year _____

Attach a written report addressing the following items:

- (2) What have you accomplished during your sabbatical leave?

- (3) How were your intended sabbatical goals achieved?

- (4) Please describe the effectiveness of your sabbatical experience in light of personal and professional growth.

Submit this mandatory report to the Provost and your department chairperson within **two weeks** of returning to Lourdes University.