Part Time Faculty

A Message from the Provost

This Faculty Handbook contains the policies and procedures that help direct the academic operations at Lee University. The information on these pages provides the framework within which routine operations as well as creative practices can take place.

Policy means little unless it is interpreted and used by individuals who are committed to the mission of the organization. The excellence with which you--the Lee faculty, administration, and staff--consistently execute your responsibilities goes well beyond the words printed in this handbook, however. You bring life to the policies as you use them in your work to enrich the quality of programs and the learning environment for our students.

As we celebrate the blessings of God at Lee University this new year, let us continue to develop and use all the resources available to us that we may better serve our students and glorify Him in our work. Have a productive and enjoyable year!

Debbie Murray, Ed.D.
Provost

HISTORICAL PROFILE OF LEE UNIVERSITY

The faculty has also grown and diversified to keep pace with the 57 undergraduate majors, 159 undergraduate programs, and 56 graduate programs in its six schools: School of Business, College of Arts & Sciences, the Helen DeVos College of Education,

the School of Music, the School of Theology & Ministry, and the School of Nursing. Faculty members come from around the world and represent a wide range of academic, cultural, and

religious backgrounds.

Campus construction programs have added significant acreage and more than 23 major buildings to Lee's landscape over the past twenty years. Among these are eight new dormitories, six classroom buildings, a student union building, a chapel, two recreation centers and two athletic facilities, a health clinic, a recital hall, and recording studio.

At the turn of the new millennium, Lee University became a higher education pioneer in incorporating benevolence and service learning, personal strengths development, and cross-cultural studies as a regular part of every student's educational experience. Lee was ranked by The Institute of International Education Open Doors (IIEOD) in the Top 5 of 40 institutions with the highest percentages of participation in Study Abroad programs in 2017-2018. The IIEOD also ranked Lee for the same year as one of the Top 15 out of 40 institutions for total number of study abroad students. In previous years, Lee has also been recognized for its leadership in various areas, appearing on the Templeton Foundation's Honoree.6 (o)

Avis S. Swiger	Litt.D.	1959
Charles W. Conn	Litt.D	1962
Ray H. Hughes, Sr.	Litt.D.	1964
James A. Cross	D.D.	1968
R. Hollis Gause	Litt.D.	1970
Laud O. Vaught	Litt.D.	1970
Stanley Butler	Litt.D.	1970

PURPOSE AND OBJECTIVES

Section 2

Accreditation

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates, baccalaureate, masters, education specialist, and doctoral degrees. Questions about the accreditation of Lee University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website sacscoc.org.

Additional, specific program accreditations include:

- Council for the Accreditation of Educator Preparation
- National Association of Schools of Music
- Accreditation Council for Business Schools and Programs
- Commission on Accreditation of Athletic Training Education
- Certification in Education for Public Relations
- Commission on Collegiate Nursing Education
- Commission on Accreditation for Marriage and Family Therapy Education

Lee also holds membership in the American Council on Education, Council for Christian Colleges and Universities, Appalachian College Association, Tennessee Independent Colleges and Universities Association, Council for Independent Colleges, National Association of Independent Colleges and Universities, Association for Continuing Higher Education, Association of Christian Distance Education, and the Christian Adult Higher Education Association.

Mission Statement

Lee University is a Christian institution, which offers liberal arts and professional education on both the undergraduate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability, and skills, which will prepare them for responsible Christian living in a complex world.

Expanded Statement of Institutional Purpose

Founded as the Bible Training School in 1918 by the Church of God, Cleveland, Tennessee, the institution was renamed in 1947 to honor its second president, the Reverend F. J. Lee, and attained university status in 1997. The original purpose was to provide both general and biblical training for those persons entering the Christian ministry, and through the years Lee University has continued this purpose of "ministry," ever more broadly defined to include both church and non-church vocations. Many of the students are affiliated with the Church of (s)]TJ0 adnTJ0 Tc 0 Tw 2.4416pa[(Ch)-3.4 (r)-81s

Enrollment consists primarily of traditional, on-campus, undergraduate students; whereas degree-completion, online, and graduate programs also draw some learners who are not as close to their high

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12. Continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.
13. Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.
14. Provide quality academic, spiritual, cultural, and recreational

college. Successful academic work depends on the essential thinking and communication skills presented in these courses. The broad liberal arts knowledge and Christian worldview orientation in this part of collegiate study

Understanding these gifts and callings as fundamental to a meaningful life on earth, Lee University attempts to create an atmosphere where questions about calling and career are encouraged and where the tools to help implement them in our lives are developed.

The University accomplishes this through discussion of calling within courses throughout the curriculum; through vocational retreats and chapel speakers; through the Center for Calling and Career; and through our own quest for understanding our personal strengths and call from God in the Spirit. The goal is that we all might love God with our whole being and our neighbors as ourselves.

Athletic Philosophy and Mission

Lee University, as a Christian liberal arts University, is committed to the principle that God is glorified when individuals develop to their full potential as whole persons - intellectually, spiritually, socially, and physically.

The existence of an athletic program at Lee University not only is consistent with this principle but necessary to it. A University without an athletic program omits an important part of the preparation of its students for “responsible Christian living in a complex world.”

The mission of the intercollegiate athletic program is to assist in the preparation of graduates for Christian service in their occupations, academic pursuits, and personal ministry. The success of this preparation depends on programs and services whereby physical, mental, social, and spiritual development is fostered. The mission is pursued within a variety of activities provided within the context of the intercollegiate athletic program.

The intercollegiate athletic program is designed to assist in preparing students for “responsible Christian living in the complex world.” Its commitment is to develop an integrated person - one who is spiritually alive, intellectually alert, and physically disciplined. This balance is achieved in each athlete by training

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consultation with the Budget Committee, an annual budget for submission to the Board of Directors.
3. Nominate to the Board of Directors all members of the administration, administrative staff, and faculty.
4. Administer policies established by the Board of Directors.

In relation to the faculty, the President is to:

1. Keep alert to pertinent developments in the field of education that may be advantageous to Lee University.
2. Moderate all administrative meetings and faculty meetings (or appoint a moderator).

In relation to students and campus life, the President is to:

1. Work to ensure general quality of campus life.
2. Promote the spiritual welfare of all students.

As the chief executive of the university, the President has the following

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outside athletic agency unless otherwise delegated.
4. Attend national, regional, and conference meetings, as the spokesperson for the athletic program.
5. Serve as

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OFFICE OF THE CHANCELLOR

The Chancellor is a senior administrative officer who provides strategic counsel to the President, Board of Directors, and other leaders of the university. As a member of the Cabinet, he directs special projects across a wide range of university activities, as assigned by the President.

Executive Assistant to the Chancellor

The Executive Assistant to the Chancellor manages the office of the Chancellor. Duties are as follows:

1. Serve as Executive Secretary to the Chancellor.
2. Serve as assistant to the Chancellor in office management and administration.

Director of Church Relations

The Director of Church Relations is directly responsible to the Chancellor. The duties include:

1. Develop and maintain relationships with local congregations and encourage them to participate in student enrollment, funding, and maintain goodwill with the institution.
2. Assist local congregations and pastors in the selection of staff members from the Lee graduate pool.
3. Visit local congregations for the purpose of community relations.
4. Represent Lee University at the Church of God Administrative Council.
5. Assist in special events including LeeU Preview, Lee Day, Homecoming, and Celebrations.
6. Director of Voices of Lee.

OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS

Structure for Academic Affairs

There are six colleges and schools within Lee University: the College of Arts and Sciences, the

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Training, Master of Education in Educational Leadership, Master of Education in Special Education, the Education Specialist degree in Curriculum and Instruction and in Educational Leadership, and the Doctor of Education in Professional Practice. The School of Business offers a Master of Business Administration. The School of Music offers a Master of Music – Music and Worship, Master of Music – Music Education, Master of Music – Music Performance, and Master of Music - Conducting (Choral Conducting and Wind Band). The School of Theology & Ministry offers a Master of Arts in Biblical Studies, Master of Arts in Theological Statmchip, Mudi

d. Serve as the primary contact person for SACSCOC staff.
e. Coordinate the preparation of the annual profiles and all other reports requested by SACSCOC.

10. Prepare and submit in consultation with the Provost recommendations to the President concerning the following:
    a. Faculty appointments.
    b. Faculty promotions in rank.
    c. Awarding of faculty tenure.
    d. Senior Faculty merit bonuses.
    e. Other academic appointments.
11. In collaboration with the Provost, coordinate the development of all academic budgets and supervise the processes of budget revision.
12. Supervise the control of pudgeth of de Tw Supervise the 0.0723 Tc 0 Tw 0.2723 0 Td [(32.6 T

project plans for instructional initiatives.

8. Working with the Vice President of Academic Affairs, provide opportunities for faculty to gather and share and demonstrate what they find to be some best practices.
9. Attend conferences related to instructional design, learning, and the integration of technology in the classroom environment.
10. Research and assess instructional design and technology trends; make recommendations on purchases and integration of new technologies and software.
11. Propose annual budget.
12. Assist the Vice President of Academic Affairs with effective operation of the Center for Teaching Excellence. This would include hiring and management of the student workers, ordering of supplies, and budget management.
13. Assist with grant-related technology research, initiatives, and implementation as related to the misehing Excaxguarac dr xgdev5 (a)-0 Tc 0 Tps

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the academic policies and procedures, the university's growth plan, and strategic goals.
2. Oversee the operations of Lee Online.
3. Develop the Lee University culture in the university's online programs.
4. Develop measurable goals and objectives for Lee Online and monitor their attainment.
5. Ensure programs, internal processes, and customer services are conducted in accordance with the policies of Lee Online, the university, and external regulatory agencies.
6. Create and modify curriculum to serve adult students at Lee University with innovative and engaging learning experiences.
7. Ensure the hiring, evaluation, and training of all Lee Online faculty and staff is in accordance with university policies.
8. Plan and manage Lee Online budgets to achieve revenue and expenditure targets.
9. Lead the annual assessment of academic programs and services within Lee Online.
10. Collaborate wCod (ues3wm261 w 1.87 0 Td[(Un)-3.4 (ie4,(i)w 4.207 0 Td( )Tu6w 0.207 0 Td 0-2 (i)2.7 (es

1. Coordinate and monitor all grant seeking activities of the university, ensuring appropriate administrative approval of all grant submissions.
2. Research potential private and government and other grant funding opportunities to identify sources for financial support of the institution.
3. Cultivate and maintain relationships with private foundations, government, and other granting agencies

the Graduate Council.

6. Manage and maintain the official curriculum of the university, the Degree Audit Check Sheets and Computerized Degree Audit Program.
7. Approve all courses for students participating in off-campus study programs.
8. Evaluate transfer eligibility for transfer student athletes and assist Registrar's office with continuing eligibility for NCAA compliance.
9. Assist with Undergraduate Curriculum Committee updates for the Catalog.

Personnel

1. Mentor department chairs and assist them in fulfilling their responsibilities to their departments and to the college.
2. Supervise the work of the department chairs in the administration of the university's personnel policies in the recruitment,

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3. Develop the scope and sequence for the Counseling graduate programs.
4. Develop, evaluate, and revise the curriculum as necessary.
5. Monitor certification and accreditation requirements as applicable.

Director of McNair Scholars Program / OURS / WRAP

The Director is directly responsible to the Dean of the College of Arts and Sciences. Duties and responsibilities include:

1. Recruiting and supervision of all personnel.
2. Lead the participation selection process.
3. Arrange training for Faculty and Peer Mentors.
4. Ensure that objectives and timelines are met.
5. Oversee management of program records and finances.
6. Direct evaluation activities.
7. Conduct the McNair Institute Seminars and workshops.
8. Engage in McNair and TRIO professional development offered by the Council for Opportunity in Education (COE) and the U.S. Department of Education.
9. Collaborate closely with Lee University's LEAP office, a TRIO Student Support Services program, to ensure that all McNair Scholars are prepared for graduate education.
10. Prepare a bi-weekly summary report of activities within the office to be given to the Dean of the College of Arts and Sciences.

Dean of the Helen DeVos College of Education

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the Helen DeVos College of Education (HDCE), and is responsible for the administration of the academic programs of the college. The Dean is expect

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regarding each student's educational experiences.eac .2 (.) Tc70.01-306 53-1 Tw 525 0 f2 (at)-orieduceTm4

during appropriate evening hours.

Dean of the School of Business

The Dean reports to the Vice President for Academic Affairs, provides vision and
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records of workloads and professional activities.

8. Work with faculty to establish class limits and manage the enforcement of limits during registration.
9. Facilitate the development of a long-range plan to support and preser29nf17 0Dd[(p)10.5-2 (uppoc -0.0-0.0.0

5. Plan and implement advertisement of the MBA BAACU MTj0 Tc 0 Tw 0.reW nBT/TT0 1 Tf6.9(er)-6.1 (t)-6.7 (i)

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3. Initiate and implement reaccreditation process for National Association of Schools of Music.

Facility Management

1. Oversee purchases, maintenance, and security of curriculum-related equipment for Curtsinger Music Building, Pangle Hall, and the music related facilities in the Humanities building.

University Activities

1. Initiate and implement seminars/colloquies as means of continuing education for alumni and recruitment of prospective students.
2. Recruit both undergraduate and graduate students and coordinate recruiting efforts by ensembles, faculty, and personnel.
3. Oversee and coordinate musical components for university-wide festival events such as Celebrations, Homecoming, and Lee Day.
4. Oversee and coordinate musical components for university-wide academic convocations such as Freshman Convocation, Honors Chapel, Commissioning, and Commencement services.

6. Monitor expected course needs, create class schedules, and propose workload assignments.
7. Maintain a complete file of all current course syllabi for the school.
8. Assist in the assignment or scheduling of:
    a. Course offerings and class limits, managing the enforcement of limits during registration.
    b. Classroom assignments.
    c. Non-classroom assessment activities (jury exams, UDAEs, proficiency

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fulfilling their responsibilities to the school.

13. Coordinate with the Director of Lee Online in the development and delivery of School of Theology & Ministry curriculum.
14. Assist and supervise the Benevolence coordinator in the implementation of the LEEU-j0 Tc 0 Tw 0.772 Tw 0.80 Tw (p4i6 (nai)4.6 (se)]TJ(di)2.og6 (se)](di)2.am(r)-5.0 Tc 0 Tw 1.37 er

Review Committee
Tenure Review
Committee Third-Year
Review Committee

Associate Dean of the School of Theology & Ministry

The Associate Dean reports to the Dean of the School of Theology & Ministry and assists the Dean in personnel issues, as well as student relations in the School of Theology & Ministry. The Associate Dean will teach eighteen hours in the School of Theology & Ministry per year and provide representation for the School of Theology &Ministry at official functions when the Dean is not available or when requested. In addition, he/she will:

1. Mentor ('elder') School of Theology & Ministry faculty and students on their spiritual well-being.
2. Attend department meetings for the School of Theology & Ministry.
3. Mentor the part-time faculty of the Religion Core.
4. Meet with the Dean as requested.

Director of Graduate Studies in Theology & Ministry

The Director of Graduate Studies in Theology & Ministry is directly responsible to the Dean of the School of Theology & Ministry. The Director's primary responsibilities are to:

1. Maintain a twelve-hour teaching load per year.
2. Assist the Dean in recruiting and hiring faculty to teach the graduate curriculum.
3. Recommend professional development opportunities for faculty teaching graduate courses.
4. Supervise evaluation of faculty teaching graduate courses.
5. Develop and revise graduate curriculum.
6. Develop and revise graduate programs in the School of Theology & Ministry.
7. Propose graduate courses for each semester.
8. Chair the Theology & Ministry Graduate studies
9. Represent the Graduate Studies in the School of Theology & Ministry on the Graduate Council.
10. Promote Graduate Studies in the School of Theology & Ministry to the various publics of Lee University.
11. Recruit new students for Graduate Studies in the School of Theology & Ministry and supervise their application process.
12. Serve as faculty advisor to students in Graduate Studies in the School of Theology & Ministry.
13. Maintain accurate records for all applicants and students in the School of Theology & Ministry Graduate Studies program.
14. Supervise the Graduate Studies secretary.
15. Supervise the Institutional Effectiveness and Planning activities of the Graduate Studies in the School of Theology & Ministry.
16. Assist the Dean in the development and administration of the Graduate Studies in the School of Theology & Ministry budget.
17. Perform other duties assigned by the Dean of the School of Theology & Ministry.
18. Supervise the international joint programs at ETS, SEMISUD, and SEBIPCA.

Director of Intercultural Studies

The Director of the Intercultural Studies Program is responsible to the Dean of the School of Theology & Ministry for the development and administration of the Intercultural Studies Program. Specific duties are as follows:

1. Develop courses appropriate to an interdisciplinary major in Intercultural Studies, coordinating his/her efforts with the chairperson and faculty of the School of Theology & Ministry for the courses which will be listed in that school and with other department chairpersons for courses which will be listed in their departments.
2. Maintain a nine–hour teaching load per semester.
3. Supervise the seminars and

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accounts receivable, accounts payable, federal funds management, payroll,
grant management, collections, and investmem(ount)AT a..48 747.12(pP4327.8 744.24 370 1 Tfe -0)13.5 (

and satisfaction data to improve programs and services.

5. Ensure the institution's technological infrastructure and systems support the strategic goals and objectives of the university.
6. Facilitate quality, affordable, and accessible online opportunities.
7. Oversee institutional processes and procedures that ensure continuous improvement and accreditation compliance witg6soutnsactittionaieftectivessnstdarnss.

5. Monitor graduate enrollment and collaborate with individual graduate programs to assist in recruiting new students.
6. Establish procedures that assist individual graduate programs implement the graduate admissions policies of the university.
7. Represent the university at designated college fairs, general ent0 T

3. Assist in formulation of office policy and procedures.
4. Assist with need analysis and financial aid packaging.
5. Oversee bundle disbursements for various funds and ensure reconciliation with the Student Financial Services.
6. Oversee staff who manage the financial aid portion of the R2T4 process to ensure timely processing.
7. Supervise and oversees NCAA Compliance and Athletic contracts.
8. Manages the university Endowment Funds awarding and eligibility criteria.
9. Oversees all institutional aid programs. Process payments, reviews eligibility, and batch awards funds on a semester basis.
10. Weekly Report: report funds paid to the Director of Financial Aid.
11. Work with IT Systems Team to complete monthly testing as necessary.
12. Counsel students and parents concerning financial aid options.
13. Back up: Serve as back up for all payment processing.
14. Keep up to date on federal and state

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10. Deliver high quality software and services

Creative Director

The Creative Director is responsible to the Director of Marketing and provides Lee University with creative services and coordination of promotional, marketing and publication materials from consultation through delivery of the finished product. It is the goal of the Office of the Creative Director to provide consistent, quality marketing materials that reflect the image of the university. Duties include the following:

1. Work with other administrative offices to develop various university advertising strategies, including marketing campaigns, video productions, publications, etc.
2. Coordinate the Lee University branding initiative campus-wide, including training employees, university signage, and brand marketing.
3. Develop, publish, and maintain the Lee University Identity Style Guidelines Handbook.
4. Develop and maintain an interactive Publications Web site, supplying the campus community with information, templates, marketing samples, and contacts.
5. Coordinate, in consultation with requesting offices, publications that are designed and produced, including letterheads, business cards, brochures, books, booklets, cards, flyers, forms, posters, and programs.
6. Coordinate, with the requesting offices and/or sectors, the publishing of university handbooks such as the Student Handbook, Core Curriculum Handbook, Athletics Policies & Procedure Handbook, etc.
7. Design multi-media ads in coordination with the requesting office(s).
8. Create and continue to maintain an interactive, campus-wide Lee University image library.
9. Procure with area printers in relation to turn-around time, quality, and cost- effectiveness by obtaining quotes and comparisons for various projects.
10. Disseminate information concerning trends in promotion, marketing, and publication materials.
11. Hire and supervise student workers and interns in creative design, photography, and business administration, giving them (on,)]TJ 0 -2 TD [(a)-586(d)-1(d)-1(i)-2(t)-1(i)-2(o)-1(n)-5(a)-4(l)-437.1

Student Life and Success Activities Functions

In relation to Student Life and Success activities, the Vice President for Student Life is responsible to:

1. Maintain confidential student records.
2. Oversee and support student clubs and organizations of the university.
3. Oversee the student discipline process.
4. clubs the the dkubs1.8 Tc 2.28 0 5 2 (T 3 0) 2 e t e) D C 0 0 0 2 ( ) c 7 . 3 0 T i s) 5 T (w) e 5 j E - 2

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23. Assists the Director and the Coordinator of Housing in the overall administration of Residential Life & Housing programs and services.
24. Prepares reports as necessary for the Director regarding department activity.
25. Promotes and maintains an atmosphere of excellent internal and external customer service.
26. Serves actively on departmental and other University committees/task forces, as assigned.
27. Identifies issues or areas of departmental concern and takes initiative to resolve or report them and assist in the identification of potential solutions.
28. Other duties and tasks as assigned.

Coordinator Of Housing

The Coordinator of Housing (COH) is a full-time professional staff member who reports directly to the Director of Residential Life & Housing. The COH assists in the implementation of the overall housing expectations for Lee University. The COH is a member of the Student Life & Success sector and assists with the supervision of Resident Directors. This is a 12-month position.
Responsibilities include:

1. Manage and assist with bed space occupancy for entire campus, residence hall assignments for new and current students, housing selection and oversight of the integrity of appropriate databases.
2. Liaison to Athletic Department for the housing needs of athletes.
3. Coordinate student housing accommodation as deemed necessary by the Disability Review Committee.
4. Place students together as roommates/suitemates, enter data in Colleague and eRezLife, and notify students of their roommate/suitemate assignment.
5. Regularly compare data (housing applications and deposits) in Target X (from Admissions) with that of the data in Colleague to ensure accuracy. Follow up with Student Financial Services as needed concerning housing deposit accuracy.
6. Oversee entirety of meal plan process and assignments. Communicate changes with students (personalized email reminders, residence hall flyers, etc.).
7. Oversee the early arrival/late stay process for all campus students in the spring and fall.

Director of Campus Recreation
The Director of Campus Recreation and Intramural Sports is

18. Serve on university committees and task forces as appointed (Specific committees include the Induction Review Committee and Campus Events Committee).
19. Serve as a Title IX investigator.
20. Mentor students in individual and group settings.
21. Oversee the staff and volunteers who work in the Office of Student Engagement.
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16. Work closely with administrative or student life personnel as a resource, particularly concerning matters of public health.
17. Provide an emergency medical services presence for campus events as necessary (e.g., graduation activities).
18. Coordinate and promote campus events on a regular basis (e.g., blood drives, Health Fair).
19. Maintain the clinic's information on the university's website and through social media.
20. Ensure compliance with state regulations regarding immunizations for incoming students.
21. Assist with the ove (at)-605 Tc 0.005 Tw 5.37 0 Td[(8 00 Tc 0 Tw 2.27[ht002(8.)]0.002 Tc 0.002 Tw 0.228 .88 0 Td( )Tj-0

God denomination (e.g., Cross-Cultural Ministries), individual denominational congregations, and other churches in matters related to racial and ethnic relations.

11. Collaborate with Alumni Relations to assist with keeping alumni connected with the university in meaningful ways.
12. Partner with Community Relations to enhance the university's presence in Cleveland and the surrounding area regarding the focus of the office.
13. Work with the various offices involved in marketing and media relations to enhance the university's messaging regarding racial and ethnic relations and representation.
14. Seek external resources (e.g., grants, gifts) in conjunction with the appropriate offices to assist the university in enhancing its services in areas related to the office's mission.
15. Offer counsel to students concerning racial and ethnic relations.
16. Oversee the staff and volunteers who work in the Office of Racial and Ethnic Relations.
17. Attend organizational meetings as necessary for the implementation of campus events.
18. RepTd[(1)-10 Tm 0 Tw 2 [(1)-4 (4)-1 (5)-1 (4)-1 (.)-3 (3)-1 (7)-1 (8)-1 (0)-1 (7)-1 (2)-1 (6)-1 (0)-1 (1)-1 (4)-1 (6)-1 (0)-1 (1)-1 (4)-1 (6)-1 (0)-1 (1)-1 (4

7. Assist with the LEEU-101 freshman seminar course schedule, including recruiting and assigning instructors and peer leaders to sections.
8. Assist First-Year Committee with the development of curriculum updates (textbook, instructor's manual, and other resources).
9. Coordinate and direct the transfer student support programs and events, including hiring and providing developmental support for the Transfer Student Leadership Council.
10. Collaborate with sponsors of the local chapter of Phi Eta Sigma, a national freshman honor society. This includes organizing the invitation and induction process for new members.
11. Lead, train, and supervise the office staff, student worker team, and peer leaders.
12. Propose and oversee the annual budget for First-Year Programs.
13. Compile weekly reports and an annual report for the Vice President for Student Success and Retention.
14. Prepare a bi-weekly summary report of activities within the office to be given to the Vice President for Student Success and Retention.

Director of TRiO Grant (LEAP)

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7. Serve as the public relations liaison for the sector.
8. Assist in the development and implementation of sector retention strategies, campaigns and events that effectively promote Lee University retention of students.
9. Assist with planning and organizing of sector events, as needed.
10. Serve on select university-wide committees.
11. Assist with the development of new programs and offices within the sector.
12. Perform other duties as assigned by the Vice President for Student Life and Success

Director Of The Center For Calling And Career

The Director of the Center for Calling and Career at Lee University serves current and former students, as well as Lee employees, in the lifelong process of discovering their gifts, talents, and strengths and using them with a sense of purpose to create a meaningful life in service to God and others. Responsibilities include:

1. Lead departmental staff and oversee recruitment, onboarding, training, scheduling, professional development, and evaluation of all departmental staff and volunteers
2. Assess the work of the Center for Calling & Career utilizing effective data collection and interpretation within the Annual Assessment process
3. Maintain membership and involvement in professional organizations including Gallup, NACE, SoACE, TACE, and NetVUE
4. Facilitate an effective process for students' change of programs, coordinating with Academic Services for students' major and minor declarations
5. Provide calling and career exploration services for all students including individual vocational advising, career assessment debriefs, CliftonStrengths coaching, and resource referrals
6. Offer a variety of career assessment tools including Gallup Clifton Strengths for Students, Career Direct, PathwayU, and others as appropriate
7. Promote career and graduate school preparation through individual coaching including resume reviews, mock interviews, job search strategy sessions, and social media audits
8. Foster positive career connections among students, alumni, employers and graduate schools through the management of the online

4. Support advancement staff fundraising activities related to major gifts, planned gifts, annual fund, and participate in the cultivation of gift prospects when appropriate.
5. Develop detailed weekly, monthly, and yearly gift and ad hoc reports of university's giving and/or donors to Vice President for University Relations, President's Office, Comptroller, Accounting Services, and Alumni Relations Director as requested.
6. Work with the University Relations' staff to coordinate tracking of all endowment scholarships and report earnings and award status to donors.
7. Serve as liaison between University Relations, Central Gifts, Alumni Fund, Comptroller, Accounting Services, Financial Student Services, and President's Office on notification of gifts received in Central Gifts.
8. Direct, test, and maintain a comprehensive and accurate fundraising data base to include all alumni records and all past and prospective donors.
9. Facilitate access and provide training on the university's fundraising database to other members of the

9. Manage and administer the alumni relations office. Provide leadership, management, and direction to the alumni relations staff.
10. Develop and implement standards of accountability for alumni relations staff.
11. Develop and monitor performance goals for the alumni relations staff and provide guidance for staff professional development.
12. Administer the ongoing business, activities, and operation of the alumni relations office, ensuring responsiveness to alumni needs and inquiries as well as university and divisional priorities.
13. Administer the budgets for the overall alumni relations program.
14. Perform all other duties and responsibilities as assigned or directed by the supervisor.
15. Develop a working knowledge of Lee University in general and funding priorities specifically to articulate a compelling case for support to all constituents.
16. Research and incorporate annual fund “best practices” into Lee University annual giving strategies.
17. Develop overall short- and long-range plans for annual giving, work with advancement team members by setting goals and objectives in line with the annual goals for the institution and manage the budget for all annual giving activities.
18. Organize and manage all aspects and segments of annual giving including phone based fundraising teams, direct mail appeals, online giving, and personal visits for annual fund gifts.
19. Assisted by the Office of Publications, create communications plan that positions and promotes giving to the Fund.
20. In collaboration with the Vice President for University Relations and other advancement staff, recruit,

10. Provide church leaders with evaluative information on student's involvement, experience, and performance in Christian ministerial activities.
11. Attend organizational meetings as necessary for the implementation of campus events.
12. Work with Church of God World Missions on yearly mission project selection.
13. Work with Poiema interns to coordinate mentoring opportunities.
14. Assist the graduation office in coordinating graduation weekend.
15. Support an informational and training meeting about ushering for graduation with everyone that will be working.
16. Represent the university at church, denominational, or professional meetings or conferences.
17. Assist with hosting chapel speakers and facilitating post-chapel lunches with speakers and campus guests on occasion.
18. Lead in planning and hosting family life functions.
19. Lead in designing and carrying out Missions Week functions.

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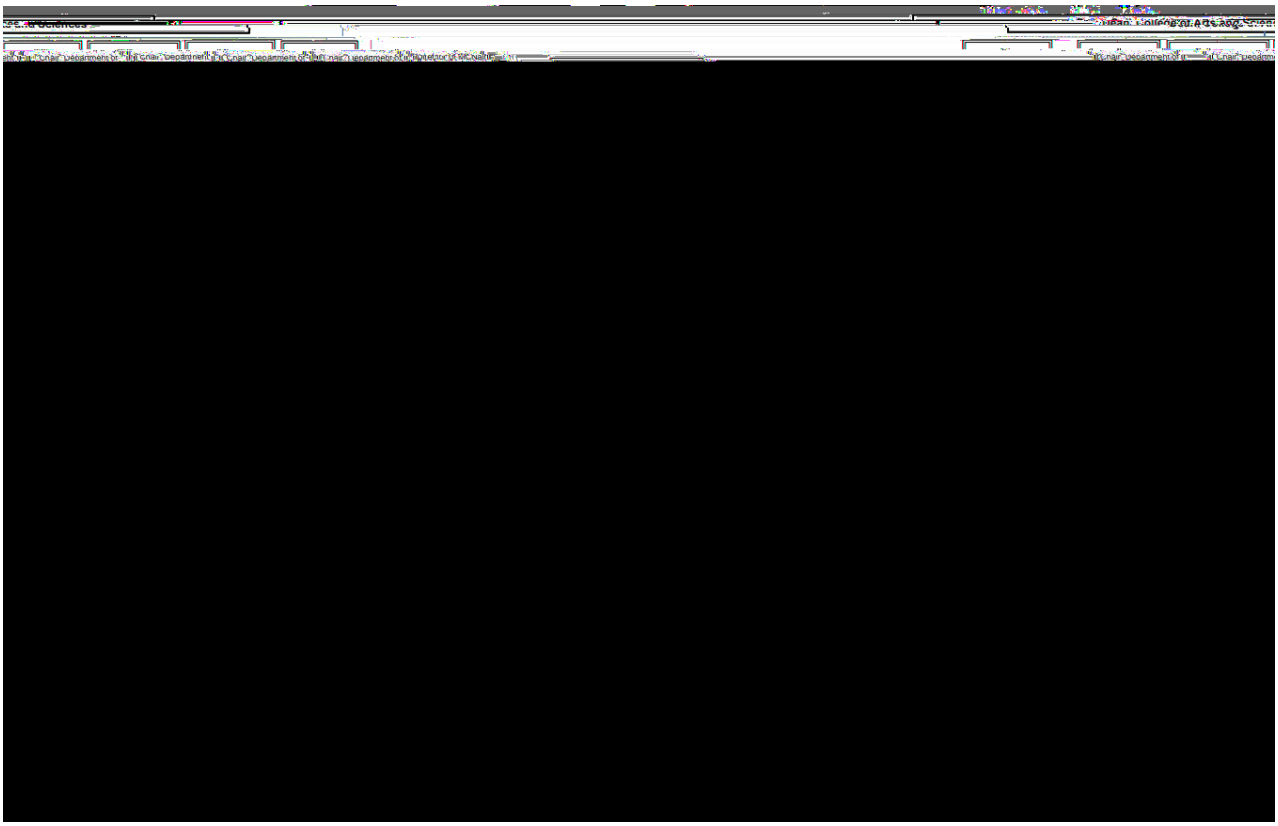
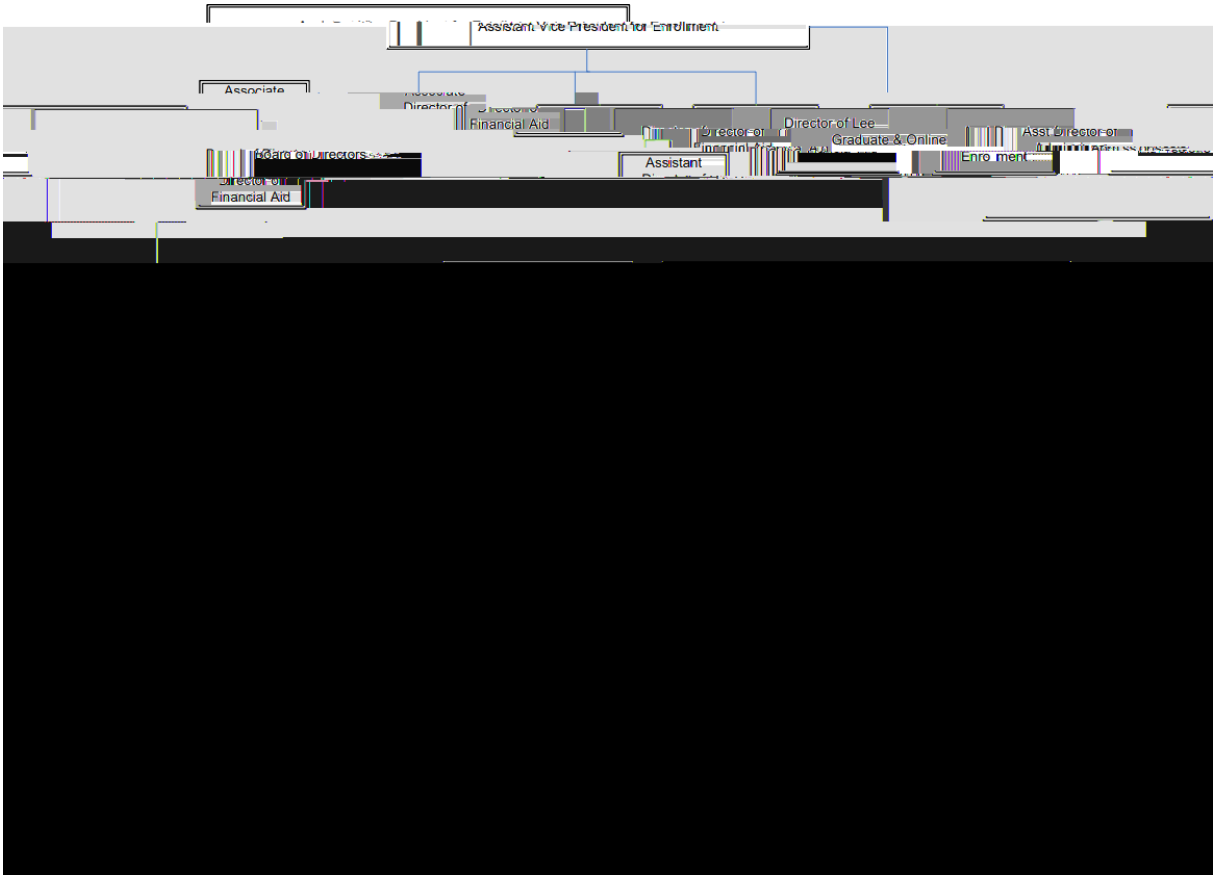


Board of Directors
Director of Food Services
President


Assistant Vice President for Enrollment
Associate
Financial Aid
Director of Lee
Graduate & Online
Assistant
Financial Aid

sex. This includes any of the following actions when taken for the purpose of identifying as a gender that does not correspond to the person's biological sex:

· Using or requesting others to use a different name or nickname;

· Using or requesting others to use pronouns that do not correspond to the person's biological sex;

· Presenting as a gender that does not correspond to the person's biological sex;

· Requesting a change to the sex/gender stated on any university or government- issued document or record; or Receiving any drug, medical service, or surgical procedure for the purpose of altering, removing, or preventing the development of physical or anatomical characteristics or features that are typical for the person's sex, and/or to instill or create physiological or anatomical characteristics that resemble a sex different from the individual's biological sex or receiving any psychological treatment to these ends

Because of the critical nature employees have in upholding our Christ-centered environment, any employee who fails to comply with this policy may be disciplined or terminated.

Credentials File

An official credential file (original signed contract, official transcripts, updated vita) for each faculty member is maintained in the Office of the Provost and Vice President for Academic Affairs. A current curriculum vita or resume must be submitted for the file, as well as, official transcripts of all undergraduate and graduate degrees. Each faculty member must request that these transcripts be sent by the respective colleges and/or universities directly to the office of their department chair prior to the beginning of the initial term of teaching. Subsequently, updated official transcripts should be requested if there is any substantive change in graduated credits. In addition to the credential file maintained by the Office of the Provost and Vice President for Academic Affairs, copies of the Part-time

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d. Purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own.

2. Unauthorized assistance

Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following:

a. Copying or allowing others to copy answers to an exam.

b. Transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested.

c. Giving or receiving answers to an exam scheduled for a later time.

d. Completing for others or allowing others to complete for oneself, all, or part of an assignment.

e. Submitting as a group assignment, work, which was prepared by less than all of the members of that group. It is the responsibility of the student to inform an instructor of the lack of participation of one member of a group.

f. Unauthorized use of calculators or other electronic devices.

3. Lying/ Tampering/ Fabricating

Offering false information with regard to one's performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:

a. Giving false reasons for failure to complete an academic assignment.

b. Falsifying the results of a laboratory talk or other data.

c. Altering academic work after it has been submitted.

d. Altering grades, lab work, or attendance records.

e. Falsely signing another person as present when he/she is absent in a class.

f. Submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work).

4. Theft

Stealing or otherwise taking in an unauthorized manner information which relates to Academic work is academically dishonest. Such activities include, but are not limited to the following:

a. Removing from a professor's office materials which would give a student an unfair advantage on an academic assignment.

b. Procuring information from a professor's computer hardware or software.

c. Taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance.

Procedures

Faculty Discretion

When any form of academic dishonesty occurs, the teacher has the authority of deciding how to deal with it. Faculty members have the following options:

1. The faculty member may determine an appropriate course of action ranging from giving the studenton th(en)10

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Sexual Harassment Contact Information:
For inquiries about the application of these policies, concerns about non-compliance, or to file a complaint or report, please contact Lee's Title IX Coordinator:

Kelsey Baker
Director of Student Care & Title IX Coordinator
Office of Student Care
Email: kbaker@leeuniversity.edu
Phone: (423) 473-3817
Office: CEN 117

Upon receipt of a report of potential sexual harassment or other prohibited conduct on the basis of sex, the Title IX Coordinator will promptly contact the complainant to discuss their rights and options, the processes for potentially filing a formal complaint, and available supportive measures.

Concerns can also be reported to the deputy Title IX coordinator, a Title IX liaison or a resident director, each of whom will promptly coordinate with the Title IX Coordinator. The deputy Title IX coordinator and the Title IX liaisons, along with their contact information, are:

Disability Discrimination and Reasonable Accommodations Policy

In accordance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, as applicable, Lee University will not discriminate against applicants and individuals on the basis of disabilities, and when needed, will provide reasonable workplace accommodations to employees and applicants who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential duties of the position as long as the reasonable accommodation does not create an undue hardship to the university.

When an individual with a disability requests an accommodation and can be reasonably accommodated without creating an undue hardship, or causing a direct threat to workplace safety, the individual and the university will engage in the interactive accommodation process to determine what, if any, reasonable accommodations may be provided.

Accommodations will be determined on a case-by-case basis. Examples of reasonable accommodations may include: making the workplace accessible, modification of work schedules, acquiring or modifying equipment or devices, and limited extended leave beyond what employees are entitled to under the Family and Medical Leave Act (FMLA) as a reasonable accommodation for a physical or mental impairment. The examples provided are not meant to be all-inclusive and may not be appropriate for all jobs and positions.

The university is not obligated to adopt an applicant's or employee's preferred or requested accommodation and may instead offer alternative reasonable accommodations if the alternative accommodations would be effective. If more than one accommodation allows for the performance of the essential functions of the position, the university has the discretion to choose which accommodation it will provide.

Employees or applicants with disabilities may initiate the process to request reasonable accommodations by contacting the University's Human Resources Department. Only the Hu-2 (t)- Td Tw 1.38 0 T.

solution is not reached, the employee may proceed to a formal grievance. Formal grievances should be submitted no later than fifteen (15) business days from the date the concern arose.

2. The employee will submit a formal, written grievance to their supervisor, explaining the desired resolution. The supervisor then has five (5) business days to provide the employee with a written response. If the employee is not satisfied with the response, they may submit the complaint to the next level of review.

3. The employee will present the written complaint, along with the supervisor's response, to the vice president of their sector. The vice president will have five (5) business days to review and provide the employee with a written resolution. If the employee is dissatisfied with the communicated outcome, they may advance the grievance to the university's final level of review.

4. The employee should submit the written grievance and previous resolution responses to the president of the university. The president should provide the employee a written answer within ten (10) business days of receiving the complaint. This decision of the president is final and binding to all parties. Documentation of all written grievances must be forwarded to the Office of Human Resources to be placed in the employee's permanent personnel file.

There may be circumstances where the above timeline is not feasible in order to conduct a thorough analysis of the situation or d

to contact the Director of Campus Security.

Change of Schedule

1. The student who seeks to change his/her schedule should be encouraged to first consult with his/her advisor.

Residence Requirement

The academic policy of the university requires that the last thirty hours be completed in residence. Any exception to this requirement begins with the student initiating a Petition for Exception for Academic Policy. Petitions are reviewed and granted or denied by the Deans Council.

Grades

Grades and quality points are assigned and recorded as listed below. A grade change can be requested in writing by the student and approved by the instructor. Grade changes must be made within one semester.

Grade	Quality points per semester hour
A	

Privacy of Student Records

The Privacy Act of 1974 requires that all claimants be informed of the purposes and uses to be made of the information in their records. The following is the policy of the Registrar's Office:

1. Transcripts made for students' use will be stamped "UNOFFICIAL COPY."
2. The Registrar's Office requests at least one day's notice for lists of students' GPAs.
3. Only authorized personnel in the Registrar's Office have access to the records (except by permission).
4. Because of the Privacy Act the students' grades are not to be posted by name or social security number at the close of the semester.

Non–Traditional Credit

Proficiency Credit

.07eSn In some courses a proficiency examination may be given to qualified students in a course offered and/or requirTw vt 0.826 0 Td( )Tj-0.013 Tc 0.013 Tw 0.467 0 Td[(t)-17.6 (he)6(num)-6 idit

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Teaching Schedule

Faculty are expected to teach Monday through Friday. A member of the faculty may request a temporary exception to this requirement by submitting a rationale and request to the AAA. If the AAA approves the request, it will be forwarded to the Dean who will send approved requests to the Provost and Vice President for Academic Affairs for final approval.

Intellectual Property

Lee University has an intellectual property policy that is applicable to all employees of the university (including faculty, administrative staff, and support staff) as well as students. Employees are expected to familiarize themselves with the contents of the policy, see Appendix B.

FACULTY EVALUATION SYSTEM

Section 6

The system for faculty evaluation at Lee University seeks to gather data in a broad, fair, and consistent manner and seeks to have those data serve as criteria for the evaluation.

Teaching Observations

Every part-time faculty member's teaching will be observed and evaluated once a semester. This will be conducted by either the AAA, or a tenured faculty member from the department designated by the AAA. An evaluation form will be completed with copies sent to the instructor and to the school dean. One copy will remain on file in the department.

Student Evaluation of Classes Taught by Part-time Faculty

Every course taught by part-time faculty will be evaluated every semester through the use of the Student Rating of Instruction form. The only exception is when a person teaches multi-sectioned courses. Then the AAA will select only one of the sections for evaluation.

The Student Rating of Instruction is administered by the AAA, the department secretary, by another faculty member selected from within the department, or by a student worker who meets the guidelines to assist with student course evaluations. Fifteen minutes is to be allotted at the beginning of the class on the date assigned. Faculty will be notified in advance by the person administering the evaluation in order to work out the best date and time, but faculty should not inform their students of the date on which the evaluation will occur.

The data will be processed and returned to both the individual faculty member and the AAA at the end of the semester, after final grades are submitted to the Registrar's Office.

Lee Online Faculty Evaluation

Lee Online faculty members regularly participate in a formalized evaluation of courses they teach. Students evaluate the effectiveness of faculty members and courses taught near the end of each 7-week session. Student Response Surveys and a summary of results are provided to faculty. When appropriate, pertinent results are reviewed with the faculty member and the Executive Director of Lee Online.

OTHER UNIVERSITY POLICIES

Section 7

Public Advocacy Policy

With the importance of our public witness in mind as a Christ-centered institution and consistent with our university's religious-based beliefs, public expressions that promote or advocate for any behaviors, beliefs, lifestyles, or activities that are in contradiction to Scripture or any other university policies derived from our religious beliefs are not permitted. This does not include appropriate coverage of material and discussion in the classroom setting or university-approved forums when different perspectives on issues are being covered.

Technology & Internet Acceptable Use

University-supplied computers, phones, e-mail systems, internet access and other technology are to be used for business purposes in accordance with the employee's duties and responsibilities and university policies and handbooks.

The following are specific provisions on electronic equipment and technology use at Lee University. If an employee is considering engaging in an activity that employees feel might be questionable, please contact the Information Technology office and/or the employee's direct supervisor.

Mission Alignment: Employees should use university equipment, technology and systems in a way that aligns with the university's mission and interests and abides by the university's moral conduct expectations, religious beliefs, and other provisions contained throughout its policies and handbooks. Employees' responsibilities to conduct themselves in a Christ-like fashion and as a model for students and others extends to both on and off campus activities as well as all use of electronic equipment, technologies and systems. No member of the Lee University Community may promote or advocate, in person, in writing, or online, for sexual acts, behaviors, or lifestyles that are contrary to Scripture or any other university policy. Members of the Lee University Community should regulate their own sexual drives by prudent care for what entertainment, digital platforms, and other literature or images of a sexually explicit nature they view. Therefore, the use of pornography or sexually explicit images or language is a violation of Lee University policy; it may also be illegal.

Federal, State, and Local Laws: Employees must co.8 (ta)tcontrararara 0 Td[(m)-17 (us)-13 ((ta))-13 (t)oc 0 0 Tc

Commercial Use: Lee University equipment and technology systems are not to be used for the following:

- To sell or advertise commercial services or products
- To send out unauthorized mass mailings
- Initiate chain letters
- Propagate scams or hoaxes
- Solicit job applications
- Commercial announcements not

Identity: In using any of the Lee University technology systems, employees agree that employees are representing themselves and no other person or entity. Use of, representing, or forging another identity other than the employee's own is strictly prohibited.

Viruses: Purposefully and/or maliciously distributing viruses, malware, or any other corrupt software meant to disable or defeat the Lee University computing and networking systems is prohibited, even if the aforementioned does not damage the system. If an employee believes that they have unintentionally distributed viruses, malware, or any other corrupt software, please contact the Help Desk or the Information Technology office immediately.

Invasion Univg (r)-5g-Q(Tsv8)]TJ 1 0 Td: Tc -02fc 0 Tw ( )Tj-0.1( )Tj-0.005Tc 0.005Tw 0.8 0 Td((d)-11.3(iv)-5(e)7(r

- Branding standards of Lee University (logo, color scheme, etc.) should be followed where possible.
- Posts should be checked for errors before posting. If an error occurs, it should be corrected immediately with the updated information.
- Being accurate and concise when posting about events or programs.
- Upholding the values and integrity of Lee University.
- Maintaining confidentiality: Admins and

Travel by Commercial Airlines

Employees have three options for purchasing airline tickets:

- Request an advance for travel expenses
- Departmental Purchasing Card
- Personal credit card*

Upon completion of travel, employees complete a Travel Expense Form indicating the charges for the airline ticket and attach the airline ticket and baggage fees. Travel by commercial airlines should be on the most reasonably priced flights available between points of departure and destination.

*No reimbursement of frequent flyers, coupons, personal vouchers, or certificates.

Meal per Diem Rates

The university will reimburse employees for reasonable meal expenses (breakfast, lunch, dinner) incurred during out-of-town travel. Meals not covered in the conference fee are reimbursable at the per diem rates. The (pe0 Tc 0 Tw 0.96a (m)-5.9 (i)0.5 (n)10.5 (u)-5.5 (t)3.9 (e)-3.1 (s)-2.1 (a)10.5 (r)-2.6 (e)-2.1 (i)2.6 (n)2.6 (c)10.5 (l)-2.6 (u)-2.6 (d)10.5 (e)-2.1 (d)2.6 (i)2.6 (n)2.6 (t)-2.6 (h)10.5 (e)-2.1 (c)10.5 (o)-2.6 (n)10.5 (f)-2.6 (e)-2.1 (r)-2.6 (e)-2.1 (n)10.5 (c)10.5 (e)-2.1 (f)-2.6 (e)-2.1 (e)-2.1 (i)2.6 (s)-2.6 (1)-2.6 (0)-2.6 (.)-2.6 (5)-2.6 (0)-2.6 (%)-2.6 (o)-2.6 (f)-2.6 (f)-2.6 (-)-2.6 (t)-2.6 (h)10.5 (e)-2.1 (-)-2.6 (t)-2.6 (o)-2.6 (w)-2.6 (n)10.5 (t)-2.6 (r)-2.6 (a)10.5 (v)-2.6 (e)-2.1 (l)-2.6 (.)-2.6 (M)-2.6 (e)-2.1 (a)10.5 (l)-2.6 (s)-2.6 (n)10.5 (o)-2.6 (t)-2.6 (c)10.5 (o)-2.6 (v)-2.6 (e)-2.1 (r)-2.6 (e)-2.1 (d)10.5 (i)2.6 (n)2.6 (t)-2.6 (h)10.5 (e)-2.1 (c)10.5 (o)-2.6 (n)10.5 (f)-2.6 (e)-2.1 (r)-2.6 (e)-2.1 (n)10.5 (c)10.5 (e)-2.1 (f)-2.6 (e)-2.1 (e)-2.1 (i)2.6 (s)-2.6 (r)-2.6 (e)-2.1 (i)2.6 (m)-5.9 (b)10.5 (u)-5.5 (r)-2.6 (s)-2.6 (a)10.5 (b)10.5 (l)-2.6 (e)-2.1 (a)10.5 (t)-2.6 (t)-2.6 (h)10.5 (e)-2.1 (p)10.5 (e)-2.1 (r)-2.6 (d)10.5 (i)2.6 (e)-2.1 (m)-5.9 (r)-2.6 (a)10.5 (t)-2.6 (e)-2.1 (s)-2.6 (.)-2.6 (T)-2.6 (h)10.5 (e)-2.1 (p)10.5 (e)-2.1 (r)-2.6 (d)10.5 (i)2.6 (e)-2.1 (m)-5.9 (r)-2.6 (a)10.5 (t)-2.6 (e)-2.1 (s)-2.6 (a)10.5 (r)-2.6 (e)-2.1 (b)10.5 (a)10.5 (s)-2.6 (e)-2.1 (d)10.5 (o)-2.6 (n)10.5 (t)-2.6 (h)10.5 (e)-2.1 (l)-2.6 (o)-2.6 (c)10.5 (a)10.5 (t)-2.6 (i)2.6 (o)-2.6 (n)10.5 (o)-2.6 (f)-

should be coordinated with the employee's supervisor as to not unduly disrupt the operations of the university. Employees who need support with this provision or a location to express milk should contact the Office of Human Resources.

Remote Work

Lee University strives to provide an on-campus experience for its students, faculty, and staff where they can benefit from daily interaction as part of a Christian community. In light of the university's goal (and each employee's role in that goal) to provide in-person modeling for living in faith as well as the nature of the university's services to students, a request for remote work will not typically be granted. Except in those extreme situations where the university is forced to close its campus and shift to universal remote learning, it is generally an essential job function for most employees to be present and perform their work in person. In those unique situations where approval of remote work would not constitute an undue hardship to the university, remote work may be approved by the university, in its sole discretion. Employees must submit a request to their supervisor and remote work may only be granted by the sector vice president. Employees performing work functions must abide by all of the university's handbooks and policies and perform all of their responsibilities as otherwise expected. Employees must follow their normal working schedule, accurately record their time at work, and be readily available during the workday for meetings, phone calls, and responding to emails. Employees must ensure that their remote work environment is safe and free from any hazards, is free from noise or distractions, and will enable them to carry out their functions in a professional manner. Employees may not regularly perform remote work outside of the state of Tennessee without the approval of the Vice President for Business and Finance. Employees are responsible for ensuring the security and privacy of their confidential work-related information and safeguarding any university-provided equipment. The university will not be responsible for any costs associated with the setup of a remote work environment, including costs for internet access. Employees may be required to sign and abide by a remote work agreement, and the university reserves the right to rescind approval for remote work at any time.

On-Campus Guest Speakers

All guest speakers must be vetted and approved by the department supervisor and the sector vice president prior to being invited to speak at or lead any Lee University affiliated event or activity. This includes, but is not limited to, all chapel services, guest lectures, department events, and student activities.

Use of Campus Facilities

Lee University has a variety of spaces that are available to reserve for private events such as the Chapel, outdoor areas, event rooms,

the discussion of these issues in a variety of academic settings on campus in order to prepare our students to live responsible Christian lives in a complex world.

In order to preserve the privacy, dignity, and safety of our community, and in line with the University's religious beliefs, all public restrooms, changing rooms, and locker rooms are designated as either women's or men's. No member of the Lee University Community may enter a facility designated for the opposite sex, unless the person is providing custodial services, rendering emergency assistance, assisting a person with a disability, or is a young child accompanying his or her parent.

Lee University has several single-user restrooms/changing rooms that may be used by any person. The location of all such single-user facilities may be obtained by contacting Campus Security at 423-303-4444.

The Campus Recreation Complex consists of the DeVos Recreation Center, the Devos Tennis Center, and the outdoor volleyball and basketball courts. Other recreational facilities include the Carroll Court Field, Operations Field, Souther Field and the Mayfield Annex Gym. To reserve facilities associated with the Campus Recreation Complex, employees should contact the Lee Campus Rec office at campusrecreation@leeuniversity.edu

Workplace Safety & Security

Campus Emergency Plan

The university Campus Emergency Plan can be accessed by the following link: Emergency-Plan.pdf (leeuniversity.edu). The Emergency Plan is updated annually by October 1 and is maintained by the office of the Director of Campus Security. Faculty should review the plan and become familiar with any responsibilities and procedures that may fall to faculty in the case of an emergency.

Violence-Free Workplace

The university is committed to a work and learning environment that is both safe and secure for our

activity, service, privilege or sales transactions occurring on the card. Protecting the ID reduces the risk of abuse related to privileges and funds associated with the card and extends the life of the card. Holes should not be punched in the ID and the use of stickers, pins, or other items affixed to the card is prohibited. The magnetically encoded information on the ID may be protected by keeping the card away from magnetic fields. No one other than the employee to whom the card is issued is to use the card. The ID card is the property of Lee University and must be presented upon the request of an appropriate

BENEFITS OF FACULTY SERVICE

Section 9

Monthly Salary

Faculty salaries are paid in twelve monthly checks on the fourth Friday of the month. The December check is paid before the Christmas holidays. The contract period is from August 5 through May 13, unless stated otherwise. Payroll checks are paid by direct deposit to the employee's account of choice.

Sick Leave

Faculty members may accumulate sick leave on the basis of one day for every month of full–time employment. Accumulated sick leave may not exceed 30 class days. Sick leave should not be used for purposes other than the illness of the faculty member or of an immediate family member of the faculty member.

The faculty member who takes sick leave is responsible for ensuring that his/her classes have met at least the minimal required number of times during the semester with any substitute or alternative arrangement approved by the AAA. Each class must convene a minimum of fifteen times the clock hours scheduled per week. For example, a class that meets three hours a week must meet a minimum of forty–five hours per semester.

The university will pay the substitute's salary during the period covered by the faculty member's accumulated sick leave days. After the faculty member has expended all of his/her sick leave days, the substitute's salary will be deducted from the teacher's salary.

The faculty member is required to notify their AAA in writing at least 5 days in advance of returning to work. If the employee has been under a doctor's care, a medical release from the attending physician may be required.

Bereavement Leave

Lee University will grant a maximum of five (5) working days off with pay in the case of a death of a member of an employee's immediate family. Immediate family is defined as spouse, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse's grandparent, or a relative living in the employee's residence. This policy includes "step" of child/parent/sibling relationships. In the case of a death of relatives other than members of the immediate family, one (1) day's absence with pay will be granted.

Military Leave

Lee University supports armed forces personnel by granting military leave when an employee is called to active duty. When the necessity for military leave is known in advance, the employee should provide his/her supervisor at least two weeks' written notice. Otherwise, the employee should give notice as soon as possible. Military leave is unpaid. The employee will accrue seniority and benefits while on military leave. The employee should notify his/her supervisor at least two weeks prior to returning from active duty to arrange reinstatement. Upon return from military leave, the employee will be reinstated to the same or an equivalent position.

Personal Leave

Three personal days are allowed per year and may be taken at the discretion of the employee provided approval has been obtained through the supervisor.

Jury Duty

Lee University supports its employees in their civic responsibilities and community activities. In the event a member of the faculty is summoned to jury duty, the AAA should be notified immediately. If it is felt that jury duty will create a hardship on students and tax department

UNIVERSITY FACILITIES
Section 10

Academic Facilities

Conn Center, completed in 1977, is an 1,800-seat auditorium named for Charles W. Conn, who served as president from 1970–82.

Communication Arts Building completed in August 2014, is a 40,000 square foot building that provides classrooms, faculty offices and specialized teaching spaces, including the Doris Johnson Screening Room, the Buzz Oates Theater, a converged newsroom, and a TV studio.

Creative Studio, acquired in 2022, the Creative Studio is home to the university Marketing Department staff including media services and social media producer. It contains six offices and an open area for staff and student collaboration, video editing, and social media content creation.

Curtsinger Music Building, built and dedicated in 1995, houses 33,000 square feet of classrooms and faculty offices, 23 practice rooms, seminar rooms, and instrumental and vocal rehearsal rooms. It is named in memory of a Lee University benefactor, the late Thurman J. Curtsinger.

Danny Murray Recording Studio, acquired in 2022, this state-of-the-art production facility has been designed by industry experts to provide an ideal setting for teaching and professional recording. In addition to a fully functional recording studio, this facility houses a 10-seat music technology lab that is equipped with digital audio workstations for classroom instruction and individual project completion. Students also have access to two private editing suites for dedicated work on audio projects.

DeVos Center for the Humanities was dedicated in September 2004. The 51,000 square foot building houses 13 classrooms, 2 computer centers, a 200-seat recital hall, a 125-seat lecture hall and a small ensemble rehearsal room. In addition, there are 10 music faculty studios, 10 music practice rooms, 26

School of Theology and Ministry Building, built in 2008, is the primary classroom building for theology and ministry classes. The 35,000 square

Soccer Field, completed in 1989, is used for varsity soccer and intramural football. In 2011, a large renovation took place at the facility to add locker rooms, new concession stand, new spectator restrooms and new team dugouts.

Walker Arena was built in 1983 as an expansion of the gymnasium which has occupied this location s.

Schimmels Park is located on the corner of Parker and 20th Street. It was built in 2003 in memory of Dr. Cliff Schimmels who was a beloved faculty member in the Helen DeVos College of Education. The park is in a natural setting of green space and has picnic tables, a half-mile jogging track and a playground.

Sharp Pedestrian Mall, the 11th to 13th Street portion was built in 1988, and the 13th to 15th Street portion was built in 1990. It converted a city street into a strolling walkway of over 10,000 plants, underground utilities, benches, and terraces. It is named for benefactors Jim and Sue Sharp.

Sigma Nu Sigma Fountain, located in front of the Higginbotham Administration Building. As part of the 50th anniversary of Sigma Nu Sigma, in 2020 the existing fountain was upgraded along with the surrounding plaza.

Student Housing

Atkins–Ellis Hall was completed in 1994 as a replacement for Ellis Hall which was destroyed by fire in 1993. It contains rooms for 130 women and is named for benefactors Henry and Iris Atkins and J.B. Ellis, third president of the college (1923-1924).

Bowdle Hall is a 128-bed men's residence, completed in 2002 and named in honor of the late Professor Donald N. Bowdle.

Brinsfield Row Townhouses, phase one, opened in Fall 2003, the second phase opened in January 2004, the third phase in 2008, and the fourth phase in Fall 2010. The complex is named for J. Stewart Brinsfield, president 1948-51. Each two bedroom, one-and-a-half-bathroom townhouse is designed to house four students. The 59 units provide housing for 236 male and female students.

Carroll Court was constructed in 1973, in memory of R. Leonard Carroll, the school's eleventh President (1952–1957). It provides housing for married students.

Cross Hall built in 1969 as a women's dorm. It is named for former president James A. Cross (1966–70).

Davis Hall is the northern building of a dual, 240–bed complex built in two phases in 1989 and 1990. It is named in honor of the late Clinton C. Davis, a businessman from Greenville, S.C.

Dirksen Row built in 2017 is an 11-unit townhouse complex that sits on the Eastern edge of the South Campus and is home to 44 female students. It is named for Carolyn and Murl Dirksen, in honor of their long-time service to the institution.

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PROVOST
Deborah B. Murray, Ed.D., Provost
B.S., Lee College; M.S., Ed.D., University of Tennessee, Knoxville

VICE PRESIDENTS
Chris Conine, B.S., Vice President for Business and Finance
B.S., Lee College; CPA

Jean Eledge, Ed.D., Vice President for Academic Affairs
B.A., Carson Newman College; M.A., Ed.D., University of Tennessee, Knoxville

Suzanne Hamid-Holt, Ed.D., Vice President for Student Success, Retention, and Student Life and Interim Vice President for Student Life
B.A., Lee College; M.S., University of Edinburgh; M.A., Church of God Theological Seminary; Ed.D., University of Tennessee, Knoxville

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Jayson VanHook, Ph.D., Vice President for Enrollment and Marketing
B.A., Lee College; M.S., University of Tennessee at Chattanooga; Ph.D., University of Nebraska-Lincoln

ACADEMIC DEANS
Bob R. Bayles, Ph.D., Associate Dean, School of Theology and Ministry
B.A., East Coast Bible College; M.Div., Church of God School of Theology; Ph.D., Trinity Evangelical Divinity School

Terry L. Cross, Ph.D., Dean, School of Theology and Ministry
B.A., Lee College; M.A., M.Div., Ashland Theological Seminary; Th.M., Ph.D., Princeton Theological Seminary

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B.M.E., Lee College; M.M., Georgia State University; D.M.A., University of Kentucky

Shane Griffith, D.B.A., Dean, School of Business
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Amy Jo Perry (2018), Interim Dean, School of Nursing
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Randy Sheeks, D.M.A., Associate Dean, School of Music
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Randy R. Wood, Ph.D., Dean, College of Arts & Sciences
B.A., University of Tennessee at Chattanooga; M.T.S., Harvard Divinity School; Ph.D., The Pennsylvania State University

ACADEMIC DEPARTMENT CHAIRPERSONS

Blayne Carroll, Ph.D., Chair, Department of Mathematical Sciences
B.S., Butler University; M.S., Ph.D., Emory University

John Coats, Ph.D., Chair, Department of History, Political Science and Humanities B.A., Baylor University; M.A., Ph.D., Texas A&M University

Paul DeLaLuz, Ph.D., Chair, Department of Natural Sciences
B.S., Lee College; Ph.D., University of Kentucky

Mike Iosia, Ph.D., Chair, Department of Health, Exercise Science and Secondary Education
B.S., University of Southern Mississippi; M.Ed., Auburn University; Ph.D., University of Alabama

Amy Moody, D.N.P., Chairperson Bachelor of Science in Nursing

Brandon Rodgers, Ph.D., Director, Graduate Studies in Counseling
B.S., M.A., Appalachian State University; Ph.D., Virginia Polytechnic Institute and State University

David Roebuck, Ph.D., Director, Dixon Research Center
B.A., West Coast Christian College; M.Div., Church of God Theological Seminary; M.A., Ph.D., Vanderbilt University

Kevin Ung, Ed.D., Director, McNair Scholars Program and Office of Undergraduate Research and Scholarship (OURS)
B.A., Union University; M.A., Wheaton College; Ed.D., Union University

Angela Waltrip, D. Min., Director of LEAP (Trio Grant)
B.A., Lee College; M.A., M.Div., D. Min., Church of God Pentecostal Theological Seminary

Douglas Warner, Director, Applied Music
B.M., University of Tennessee at Chattanooga; M.M., D.M.A., University of Cincinnati

John Wykoff, Ph.D., Director of Graduate Studies in Music
B.A., Covenant College; M.A., Queens College; PhPh hTw4.Wo2yUniversity 0 Tw (4Tc 0w 4Tc 0v-0.0024 T

*Robert Barnett (1995), Distinguished Professor of History
B.A., M.A., Ph.D., Texas Tech University

*Bob R. Bayles (1994), Professor of Discipleship and Christian Formation
B.A., East Coast Bible College; M.Div., Church of God School of Theology; Ph.D., Trinity Evangelical Divinity School

Dawn Bixler (2023), Public Services Coordinator and Lecturer
B.S. Lee University; M.S. Middle Tennessee State University

*Joshua Black (2012), Associate Professor of Educational Leadership for Adult Learning B.S., Lee University; M.A., Malone University; Ed.D., Nova Southeastern University

*Michaelia Black (2012), Associate Professor of Nursing B.S.N., Lee University; M.S.N., Walden University; Ph.D., Capella University

Julie Burchfield (2014), Assistant Professor and Distance Learning
B.S., Lee University; M.A., Regent University; M.L.S., Indiana University
*Julie Campbell (2018), Assistant Professor of Nursing
B.S.N., King College; Ph.D., University of Wisconsin-Milwaukee

Blayne Carroll (2006), Professor of Mathematics
B.S., Butler University; M.S., Ph.D., Emory University

*Roy Chan (2021), Assistant Professor of Education
B.A., University of California, Irvine; M.A., Boston College; M.Ed., The University of Hong Kong; Ph.D., Indiana University

*Gloria Chien (2004), Artist in Residence
B.M., M.M., D.M.A., New England Conservatory of Music

Ben Christmann (2013), Associate Professor of Biology and Health Science
B.A., Covenant College; Ph.D., St. Louis University

John Coats (2006), Professor of History
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*Charles Paul Conn (1971), Distinguished Professor of Psychology
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Darlia McLuhan Conn (1995) Director of Presidential Concert Series, Adjunct
B.A., Lee College; M.M., University of Tennessee at Knoxville61 0 Td[(P)2 (aul).6 (995))]TJTw 2.163 0 Td( )T2 0.27

*Andrea Dismukes (1992), Professor of Voice
B.M.E., Lee College; M.M., Austin Peay State University; D.M.A., University of Alabama

Mary Dukes (1999), Senior Lecturer in Communication
B.A., M.A., University of Central Florida

Amy Dummer (2019), Assistant Professor of Accounting
B.S., B.A., M.B.A., Geneva College

*Jean Eledge (1990), Distinguished Professor of French
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*Kathy Estes (2017), Associate Professor of Finance
B.A., Illinois College; M.B.A., University of Illinois at Springfield; Ph.D., Anderson University

*William E. Estes (1998), Distinguished Professor of Education
B.A., Wheaton College; M.S.E., University of Central Arkansas; Ph.D., University of North Carolina at Chapel Hill

Jacob Fast (2023), Assistant Professor of Emergency Management
B.S., Geneva College; M.Ed., University of Tennessee at Chattanooga; M.B.A., Lee University

Matthew Fisher (2011), Professor of Communication B.A., Lee
University; M.F.A., Savannah College of Art and Design

Michael Freake (2001), Professor of Biology
B.A., St. Catherine's College, Oxford University; Ph.D., Flinders University of South Australia

*James Frost (2007), Associate Professor of Voice
B.B.A., Southern Methodist University; B.M., M.M., University of Tennessee, Knoxville

*Michael E. Fuller (2000), Professor of Biblical Studies
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*Luke Gambill (2020), Assistant Professor of Music
B.A., Southeastern University; M.A., Liberty University; D.W.S., Robert E. Webber Institute for Worship Studies

*Julie Gardenhire (2020),

*Michael GrossKlaus (2016), Professor of Marriage and Family Studies
M.S. Lee University; Ph.D., University of South Africa
Carmen Guerrero (2007), Associate Professor of Spanish
B.A., Corporación Universitaria de la Costa, Columbia; M.A., Miami University of Ohio; Ph.D., University of Florida

Steven Hall (2023), Associate Professor of Pastoral Ministry
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Suzanne Hamid-Holt (1987, 2013, 2021), Associate Professor of Education
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Vanessa C. Hammond (1993), Lecturer in English
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David Harkins (2019), Assistant Professor of Chemistry
B.S., Wofford College; Ph.D., University of Tennessee, Knoxville

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*Andrew Harnsberger (2012) Professor of P24Ch P5(d)1.3 (f) K

Aaron Johnson (2010), Professor of Humanities
B.A., Colorado Christian University; M.A., Ph.D., University of Colorado

Amanda Jones (2013), Associate Lecturer in Mathematics
B.S., Lee University; M.S., Clemson University

Sherry Kasper (2007), Professor of Biology
B.A., Maryville College; Ph.D., Wake Forest University School of Medicine

*Taz Kicklighter (2013), Associate Professor of Athletic Training
B.S., Carson-Newman College; B.S., Kennesaw State University; M.S., Georgia State University; Ph.D., Rocky Mountain University

Matthew Krepps (2003), Professor of Chemistry
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William Lamb (2017), Assistant Professor of Leadership Development
B.A., Tomlinson College; [illegible]

Brian

*Delia Price (2013), Associate Professor of Education
B.S., Tennessee Temple University; M.Ed., Ed.D., Trevecca Nazarene University

*David Quagliana (2015), Assistant Professor of Counseling
B.A., Wheaton College; M.A., Ph.D., Fuller Theological Seminary

*Heather Quagliana (2008), Professor of Psychology
B.A., Lee University; M.A., Ph.D., Fuller Theological Seminary

*Alicia Paige Rapson (2022), Assistant Professor of Special Education
B.S. Lee University: M.Ed., University of South Florida; Ph.D., North Central University

Rachel Reneslacis (1999), Professor of English
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Rondall Reynoso (2019), Assistant Professor of Art
B.F.A., M.S., M.F.A., Pratt Institute

*Lorinda Roberts (2019), Assistant Professor of Youth and Family Ministry
B.S., Lee University; M.A., Pentecostal Theological Seminary; D.Ed.Min., Southern Baptist Theological Seminary

*Jason Robinson (2013), Associate Professor of Education
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*Brandon Rodgers (2018), Assistant Professor of Marriage and Family Therapy
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*David Roebuck (1991), Assistant Professor of the History of Christianity
B.A., West Coast Christian College; M.Div., Church of God School of Theology; M.A., Ph.D., Vanderbilt University

*Deborah Rosenow (2020), Assistant Professor of Elementary Education
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Jeff Salyer (2001), Assistant Professor of Communication
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*Jorge Alex Sandoval (2010), Assistant Professor of Special Education
B.S., Lee University; M.Ed., University of Missouri, Ph.D., University of Tennessee

*Jeff Sargent (2005), Professor of Psychology
B.A., Lee College; M.A., University of Alabama at Birmingham; M.S., Ph.D., University of Alabama

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JANET RAHAMUT AWARD

2002 Eddie Brown
2003 Hermillo Jasso
2004 Carlanna Gill
2005 Craig Sarine
2006 Robert Barnett
2007 Evaline Echols
2008 Rolando Cuellar
2009 Guy DeLoach
2010 Edley Moodley
2011 JoAnn Higginbotham
2012 Mike Iosia
2013 Skip Jenkins
2016 Laura Singletary
2014 Milton Riley
2015 Donna Summerlin
2018 Alexander Steffanell
2017 Pam Womack
2019 Alex Sandoval
2020 Jennifer Cornett
2021 Christopher Blake
2022 Amy Dummer

community with many different understandings of what might be appropriate is necessary for navigation in the modern world as Christians. It is to this task that we all agree, evidenced by the Lee University policy and to which students agree, when signing the Community Covenant.

When it comes to sexuality, the Lee University Community is committed to treating everyone with respect, loving each other as Christ loves us, and holding ourselves accountable that we might honor Christ, who is at the center of our community.

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V. Patentable Inventions

A. Ownership of Inventions

1. Ownership of inventions may rest entirely with the inventor(s) or may be shared with the University, depending on the circumstances under which the invention was made. Inventions made by faculty members in the course of their employment at the University are the property of the University. Inventions made by faculty members outside the course of their employment at the University are the property of the faculty member.

2. Authors and Inventors whose inventive work has been conducted under federal grants should be aware that the federal government retains a perpetual, non-exclusive license to all research results.

VI. Sponsored Research Agreements

A. Sponsored Research Agreements

1. The Sponsored Research Agreement (SRA) is the primary funding instrument used by the university to contract with companies and other non-grant-making entities that wish to sponsor faculty research, clinical or training projects ("Sponsors"). An SRA must be used with respect to sponsored research in any instance when university personnel conduct any activity using university resources in exchange for payment or other benefit from an external entity. Every SRA must name a Principal Investigator who will be primarily responsible for the conduct of the research program under the SRA. The Principal Investigator will be responsible for developing the research program and for providing the research budget.
2. To retain maximum flexibility and effectuate the goals of this Policy, the Provost and Vice President for Academic Affairs will negotiate each SRA individually in cooperation with the Director of Grants and the university's attorney. The terms of such agreements will vary, depending upon the type of the work and the interests of the Sponsor, Principal Investigator, and the university. Standard terms for such agreements will be developed in cooperation with the Director of Grants and the university's attorney. Only the Provost and Vice President for Academic Affairs or his/her designee has the authority to negotiate and sign SRAs; Faculty members do not have the authority to sign SRAs, or to otherwise bind the university in any dealings with Sponsors or other external entities.
3. An SRA and an Intellectual Property license may be negotiated simultaneously. Each such negotiation is unique. The university will not be obligated to any Author or Inventor to negotiate for or secure Royalties, in any amount, nor will any Author or Inventor be entitled to receive

fees for outside legal counsel and other experts, if required; 2) reimbursement to the inventor(s) of any costs related to the research, development, and production of the invention, if required; 3) and of the remainder, 50% to the Inventor(s) or Author(s), 45% to the university, and 5% to the Inventor's or Author's College, School or Program.

3. Where there is more than one Inventor or Author, distribution shall be prorated according to the contribution of each as may be agreed in writing between the parties. If an agreement cannot be reached, then the matter will be resolved in accordance with section X, Dispute Resolution.
4. Royalties are payable to Authors only upon actual receipt by the university. In the case of the death of an Inventor or Author, all Royalty distributions which would have been due such person shall be paid to his or her estate.

VIII. Waiver of University Rights

A. Time for Review

1. Inventors and Authors shall receive the written decision of the university's intention to pursue or release rights to ownership within 45 days of the date of formal submission to the Provost and Vice President for Academic Affairs.
2. If the university decides to pursue rights to ownership within the 45 days, the university shall investigate the possibility of financial support for the patenting process. A final decision on funding will be given within 90 days of the date the invention disclosure form was submitted. If, at the expiration of 90 days, the university has not secured full patent application funding, ownership of the invention will revert to the Inventor(s); however, the university may request an extension from the Inventor(s) to obtain patent application funding.
3. In order to ensure that valuable patent rights are not lost during the review period by the university, the Inventor will be given the opportunity and may choose, at his/her own expense, to pay for the costs of filing a provisional patent application or full patent application. A provisional patent application can be prepared by the inventor(s). Full patent application will be made using an attorney that specializes in patent law and patent preparation. If the university thereafter determines to proceed with seeking patent protection, it will reimburse the Inventor(s) for all payments made. If the university determines not to proceed with the Invention, the University will release the Invention to the Inventor(s) as described below.

B. Release of Invention to Inventor(s)

The university may determine that an Invention will not be patented and will not be licensed or otherwise commercialized by the university. In those cases, the Provost and Vice President for Academic Affairs will cause ownership rights to be waived by the university except in cases where a conflict with the university mission is claimed.

IX. Policy Administration

A. Intellectual Property Review Board

1. The Intellectual Property Review Board ("Board") is an advisory body, reporting directly to the Provost and Vice President for Academic Affairs.
2. The Board members shall be appointed as needed by the Provost and Vice President for Academic Affairs with recommendations from the Deans Council. The Board members shall

the Information Services sector. The remaining members will include at

publication for patent filing, excise of proprietary information or Trade Secrets, or other restrictions. Faculty have the obligation to ensure that students involved in sponsored research are aware of and understand the terms of any SRA.

4. Students are expected to maintain the confidentiality of proprietary information and trade

members, shall be appointed by the Provost of the university. The membership shall include at least one member from the graduate program; one member whose primary concerns are in scientific areas; one member whose primary concerns are in nonscientific areas; and one member who is not affiliated with the institution or who is not a part of the immediate family of a person who is affiliated with the institution.

The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. The faculty member whose research is being reviewed may attend the session in which their proposal is being reviewed. Students may also be nominated by faculty members to attend board meetings. These nominations should be submitted to the chairperson who will review the agenda and determine the feasibility of student attendance. Neither students, other expert individuals, faculty whose research is being reviewed, or ex officio members may vote with the IRB.

IRB Committee Meetings

The IRB will meet regularly throughout each semester and in the summer on an as-needed basis. Special meetings may be called by the Chairperson as deemed necessary for the performance of IRB responsibilities. Convened meetings may occur in person, via videoconferencing, or through other approved mechanisms.

A simple majority of the membership shall constitute a quorum. If a quorum is lost, no motions or votes may be presented. Any committee member may call for a secret ballot vote. If a member must be absent, notice should be given to the Chairperson as soon as it is known. Minutes of all IRB meetings will be recorded by the Chairperson or a designated representative.

Members of the committee will discuss the status of each research proposal under review. Before approving research, the committee will determine that all of the following requirements are satisfied:

1. Risks to subjects are minimized.
2. Risks to subjects are reasonable re

about the IRB's determinations in writing. The researchers will then inform subjects of the suspension

LEE UNIVERSITY
HUMAN SUBJECTS REVIEW FORM

Completion of this form is required for each research project using human subjects. This document acts as a statement by the investigator that the project complies with The Public Health Service Act (P.L. 93-348) as implemented by HHS regulation 45 CFR 46 and Lee policies.

Principal Investigator: (If a student, please list faculty advisor as co-investigator)

Department:_____ Address:_____ Tel No._____

Co-Investigator:

Department:_____ Address:_____ Tel No._____

Estimated Period for This Project: _____

Source of Funds/Funding Agency: _____

Project Title: _____

Please check one of the following:

‘ 1. This project meets the requirements of Paragraph 46.101(b) and is exempt. (Please complete sections A [check the appropriate exemption category] and B and attach a copy of the survey if applicable).

‘ 2. This project does not meet the requirements of Paragraph 46.101(b) and is not exempt from committee review. (Please complete Section B and C and attach a copy of the survey and/or Informed Consent form if applicable.)

Signature:

Principal Investigator_____

COMMITTEE USE ONLY

EXPEDITED REVIEW

Protocol No. Date Received:

This project ‘ does ‘ does not meet requirements for exemption.

Comments:

Chairperson of IRB (or assigned representative) _____
[Signature if approved]

FULL REVIEW
Committee Review

Date of Disposition: _____

‘ Approved ‘ Modified ‘ Disapproved

Comments:

Reviewers:
_____
_____
_____
_____

Chairperson:
_____

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c. Measures to be collected on Human Subjects -- Describe all measures (i.e., tests, surveys, observations, questionnaires, interview questions, assessment scales to be collected or used on your subjects). Attach a copy of each measure. -[(A)2 (t)-6.7 (t)-6.6 (a)10.6 (c)-2 (h)2.6 (ons).3 (ec)8.9 (a)10.44.88

and scores, and the discussion boards threads will be deleted, keeping the discussion topic intact. Until the semester when the course returns to active use, the instructor(s) and/or their designee will be the only individual(s) with continued access to the site.

Transferring Course Sites

Instructors may elect to transfer their course site and its materials to another faculty member or instructor or give other faculty members access to their course site. Course sites will not be re-assigned to a new instructor for re-use without written permission from the original instructor. If a faculty member leaves the university for other employment, he/she may request a copy of the course site(s) or request that a copy of their site be transferred electronically to their new institution, where it may be usable (within technological limits).

Requesting a MOODLE Course Site

Any faculty or instructional staff member may request that a MOODLE course site be established for their use. Course name and number, instructor name, and course

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