



**PART-TIME FACULTY  
HANDBOOK**

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# INTRODUCTION

## A Message from the President

For all of us who work here at Lee University, our common labor together is more a mission than merely a job.

Lee University is an unusual kind of educational institution. In a marketplace which increasingly sees the educational enterprise as the simple delivery of an academic product, Lee persists in the notion that what we offer our students is a life experience of many dimensions.

At Lee, we see students not just as consumers, but as friends. We do not merely share with them the content of our various disciplines; we seek to engage them in a pursuit of life which integrates those disciplines with faith and values.

As a thirty-year veteran of this exciting process, let me reaffirm how much I treasure the opportunity to share the Lee University experience with all of you. On the Lee faculty, we enjoy more than mere collegiality; we enjoy the fellowship of a shared mission.

Thanks for being part of it!

*Charles Paul Conn, Ph.D.*  
*President*

## **A Message from the Vice President for Academic Affairs**

The pages of this part time *Faculty Handbook* are filled with the policies and perks, regulations and expectations of life on the Lee University faculty. Distilled and compressed into this format, the information can only point to what we are all building together. Even though we work hard to make the handbook as accurate and current as possible, there is something grand that eludes a summing up of the parts. Part of that unnamable “something extra” is how far we’ve come; part of it is our vision for where we’re going; part of it is our awareness of God’s hand on our work, and part of it is the strength of our community.

Lee is in the most dynamic period of its history, and the excitement of rapid growth and change infuses everything we do. We are at the point where almost anything is possible, and our hopes for new programs, new buildings, and better equipment are realized at a blinding rate.

Each fall we come back to better-equipped classrooms and more beautiful grounds and to a working environment improved by attention to more of the details of our professional lives. We still have a lot of ground to cover, but we have come a long way.

We approach another school year overwhelmed by God’s graciousness to us and keenly aware of the importance of this community. We have made great strides, and we continue to make progress because God is blessing us, and much of the joy in what we have accomplished--and are working for--is the camaraderie that comes from working together to achieve shared goals.

Carolyn Dirksen, Ph.D.  
Vice President for Academic Affairs

## Historical Sketch of Lee University

Lee University has emerged in recent years as a significant Christ-centered liberal arts institution of national reputation. Lee has seen remarkable growth in faculty and students and impressive physical improvements over the last few decades.

Lee's student enrollment has more than tripled from 1,214 students in 1986 to more than 4,000 today. Affiliated with the Church of God, Cleveland, TN, Lee's commitment to an inclusive enrollment policy brings in students with a variety of religious traditions, academic abilities, ethnic and socio-economic backgrounds. Far from being a local university, Lee has drawn students from every state, and Lee's percentage of minority and international students is one of the highest in the Council for Christian Colleges and Universities.

The faculty has also grown and diversified to offer an expanding slate of academic opportunities consisting of 94 undergraduate majors and 13 graduate programs, all offered through its four academic schools: the College of Arts & Sciences, the Helen DeVos College of Education, the School of Religion and the School of Music. The faculty members come to Lee University from around the world and represent a wide range of academic, cultural and religious backgrounds. Lee has been recognized for its leadership in preparing students for responsible living and was included in the *Honor Roll of Character-Building Colleges* by the Templeton Foundation.

To keep up with student and faculty growth, an ambitious campus construction program has added significant acreage and 20 major buildings to Lee's landscape over the past two decades. Among these are ten new dormitories, four classroom buildings, a student union building, dining hall, two recreation centers, and the latest addition, the 51,000 sq ft Center for the Humanities, the "signature" building of a newly designed campus.

Lee University's recent success belies its humble beginnings almost a century ago. Lee's history began in 1918 as a small Bible institute founded by the Church of God to invest in the ministerial training of its young people. From a hopeful beginning of twelve students and one teacher, the school grew and became Lee College, with a bible college and junior college on its current site, in 1948. By 1968 Lee was accredited by the Southern Association of Colleges and Schools as a four-year liberal arts college. Finally, in May 1997 Lee made the transition from college to the comprehensive liberal arts institution it is today, Lee University.

Though the curriculum has expanded dramatically from its ministerial emphasis in 1918 and though the campus has undergone a near total reconstruction since the 1980s, Lee University has maintained its core purpose — preparing and equipping individuals with knowledge, appreciation, understanding, ability and skills to be salt and light in their culture and in their world, whether through traditional Christian ministry or through one of many scholarly or professional callings.

# **PURPOSE AND OBJECTIVES**

## **Lee University Expanded Statement of Institutional Purpose**

### **Accreditation**

Lee University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane; Decatur, Georgia 30033-4097; telephone: 404-679-4501) to award bachelor's degrees and master's degrees. Teacher education programs are approved by the Tennessee State Department of Education for licensure. The School of Music is accredited by the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21; Reston, Virginia 20190; telephone: 703-437-0700). Lee also holds membership in the American Council on Education, the Council of Independent Colleges, the Tennessee College Association, the Tennessee Association of Independent Colleges and Universities, the Council for Christian Colleges and Universities, and the Appalachian College Association.

### **Mission Statement**

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and master's levels. 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.

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.

Enrollment consists primarily of recent high school graduates; fifty-two percent of the students reside on campus. In order to maintain a sense of Christian community and enhance the personal, spiritual, academic, emotional and physical development of students, Lee University seeks to foster a residential campus experience, with special focus on the needs of freshmen and sophomores. The university works to create common space on the campus and a common core of residential events around which the entire community operates. Most of the students are affiliated with the Church of God, although many come from other denominations. Lee University serves the Church and society by offering graduate programs in various professions and academic disciplines. These post-baccalaureate programs are designed to deepen one's understanding of a discipline and/or strengthen one's skills as a professional. The goal of all graduate degree programs is to nurture scholars and professionals who will better serve the kingdom of God and the world. In this way, the graduate programs are a natural extension of the university's commitment to undergraduate education. The graduate student body is relatively new and is in the process of defining its own identity.

As an independent institution, Lee University is controlled by a Board of Directors appointed by the General Executive Committee of the denomination. The President is responsible to this board for facilitating an educational program presented from a theological perspective that is conservative, evangelical and Pentecostal. In keeping with the amended Charter of Incorporation (1968) and the Bylaws of Lee University (article I, sections 2 and 4), all board

members, administrators and faculty members certify annually by contract that they will not advocate anything contrary to the Church of God Declaration of Faith.

Lee University endeavors to employ scholars with the highest academic credentials who present their disciplines from a distinctly Christian perspective. All truth is perceived to be God's truth, and the effective presentation and integration of truth is the goal. Lee University values teaching as the most important faculty role, and excellence in teaching is the primary standard for retention, tenure and promotion. Faculty research is seen as essential to teaching excellence. It, too, is an important criterion for faculty advancement. Lee University values and rewards Christian community service and service to humankind as significant faculty responsibilities.

Lee University identifies its public service region as being generally coterminous with the geographic scope of the denomination. While most students come from the United States, the student body typically consists of representatives of a broad range of socioeconomic backgrounds from all fifty states and more than twenty countries in Central and South America, Europe, Asia and Africa. Because of this geographic span, the university serves a racially, ethnically and culturally diverse student body with ten percent international or minority students. The institution has adopted the policy that no person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, gender or disability.

Lee University attracts students with widely varied academic skills. The university is committed to serve under-prepared students with a variety of support services. While the primary source of funding is from student revenues, the Church of God provides for the university in its annual budget. The university also receives support from alumni, businesses, churches, foundations and friends.

All baccalaureate degree students at Lee University must complete a general education core including eighteen semester hours of religion. The general education courses foster intellectual development by enhancing the student's ability to observe, read, and think critically and to communicate effectively. The courses also cultivate awareness, understanding and respect for cultural diversity. The religion core courses are predicated on the Reformation principle of the priesthood of the believers. The courses are designed to enable the student both to understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European and Asian studies programs, study tours, and service-to-humankind projects, as well as external studies for non-resident students.

An integral part of the university mission is a commitment to training responsible citizens to contribute their God-given gifts to the community at large. A Biblical understanding of service and benevolence is introduced in the general education core, actualized through planned, reflective community engagement and developed in various major courses.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services and residential living. The University realizes that the knowledge, appreciation, understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and service whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

The Lee University experience intends to demonstrate that there is a positive correlation between scholarship and wholeness; that one must approach all learning with a sense of privilege and responsibility under God; that truth is truth wherever it is found, whether test tube, literary or artistic masterpiece or Holy Scripture; that appropriate integration of truth is both intellectual and behavioral in nature; and that the pursuit and application of truth is, indeed, "ministry."

## **Faith Statement**

As a Christian university operated under the auspices of the Church of God, Lee University is firmly committed to the conservative, evangelical, Pentecostal religious position of its sponsoring denomination. This position is expressed in the "Declaration of Faith" as follows:

We believe:

In the verbal inspiration of the Bible.

In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.

That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead.

That He ascended to heaven and is today at the right hand of the Father as the Intercessor.

That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.

That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.

In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.

Holiness to be God's standard of living for His people.

In the baptism with the Holy Ghost subsequent to a clean heart.

In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.

In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.

Divine healing is provided for all in the atonement.

In the Lord's Supper and washing of the saints' feet.

In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.

In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

## **Institutional Goals**

The nature and range of this commitment are demonstrated in the objectives of the institution. Lee University seeks to:

1. Provide a general education program which will equip students with quantitative, verbal and technological skills; enhance their appreciation of their cultural and religious heritage; strengthen their commitment to the liberal arts; and give them a view of their responsibility as Christian scholars in the community and the wider world.
2. Provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs and to actualize their faith through consistent growth and practice by the integration of faith with all aspects of life.
3. Provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.
4. Provide graduate programs in various areas which will prepare students for success in post graduate programs.
5. Achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the development of the additional graduate programs where appropriate.

6. Provide academic support through computer facilities, library resources, student support services and faculty development opportunities to ensure quality instruction and a challenging academic environment.
7. Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural and physical development.
8. Prepare students for successful personal and professional life by developing in them a commitment to Christian values in vocational goals and lifestyle choices.
9. Prepare students for citizenship as Christians in the world through reflective community interactions and teach commitment to ideals of service, benevolence, civic virtue and social justice.
10. Increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.
11. Recruit, develop and retain a diverse community of teaching professionals, administrators and support staff who demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.
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 services to its various publics.

### **General Education Core Goals**

Education is built upon the pursuit, discovery, and understanding of truth and its application to the processes of life. Upon this foundation the general educational objectives of Lee University are projected. Graduates of Lee University should be able to:

1. Demonstrate a basic knowledge of biblical literature, biblical history, and the tenets of Christian theology including the distinctives of Evangelical, Pentecostal faith and practice.
2. Articulate a biblical world view and relate it to contemporary global issues.
3. Approach all of life from the perspective which a personal commitment to the Lordship of Jesus Christ gives to learning, social interaction, vocation and lifestyle.
4. Demonstrate the integration of biblical faith and learning in the chosen discipline.
5. Use spoken and written English effectively.
6. Demonstrate analytical, critical thinking, decision-making, and problem-solving skills.
7. Demonstrate computer literacy.
8. Identify and use appropriate resources and technology to perform research.
9. Apply mathematical principles to problem solving.
10. Demonstrate knowledge of the heritage of Western Culture.
11. Show an appreciation and understanding of the fine arts (music, drama, literature, and the visual arts) and express themselves through the arts and aesthetic means.
12. Articulate a Christian world view and relate it to contemporary social and political issues in a global context.
13. Exhibit an understanding of human behavior and the biblical mandates regarding personal responsibility to God, self, family and the social and natural order.
14. Demonstrate knowledge of American society including social institutions, social roles, and historical change.
15. Practice good financial principles, consumer economics, and biblical stewardship.
16. Demonstrate an understanding of the dynamics of economic systems and their impact on international relations.

17. Demonstrate an understanding and appreciation of the natural/ physical world and reveal a well-developed sense of stewardship of its resources.
18. Apply scientific research methods to the investigation of the natural/ physical world.
19. Demonstrate the knowledge, understanding, respect and language skills needed to function effectively in a culturally and ethnically diverse nation and world.

### **Philosophy of Calling and Career**

Lee University believes that God gives strengths, talents, or gifts to all humans in creation. We also believe that God calls people in two ways: primarily to a relationship with God, and, secondarily, to tasks and careers in response to that relationship.

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; through other programs sponsored by the Poiema Project; 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 is 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 him/her to think about athletics with a competitive spirit from the Christian perspective.

The Lee University Flames are members of the Southern States Athletic Conference (SSAC) and the National Association of Intercollegiate Athletics. Varsity teams compete in men’s and women’s basketball, tennis, soccer, cross country, golf; women’s softball and volleyball; and men’s baseball.

# **RESPONSIBILITIES OF PART-TIME FACULTY**

## **Academic Integrity**

### **Rationale**

As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

### **Definitions**

Students will not knowingly perform or assist others in performing acts of academic dishonesty. The following acts are those which we consider to be dishonest:

#### **1. Plagiarism**

Plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts which are not common knowledge. Students who present others' words or ideas as their own without fair attribution [documentation] are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a Works Cited page without having carefully cited the source within the text of the document.

Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

- a. directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline.
- b. paraphrasing all or part of another person's words without documentation.
- c. stating an idea, theory, or formula as your own when it actually originated with another person.
- 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:

- 2.1. copying or allowing others to copy answers to an exam.
- 2.2. transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested.
- 2.3. giving or receiving answers to an exam scheduled for a later time.
- 2.4. completing for others or allowing others to complete for oneself, all or part of an assignment.
- 2.5. 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.
- 2.6. unauthorized use of calculators or other electronic devices.

## 3. Lying/ Tampering/ Fabricating

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

- 3.1. giving false reasons for failure to complete an academic assignment.
- 3.2. falsifying the results of a laboratory talk or other data.
- 3.3. altering academic work after it has been submitted.
- 3.4. altering grades, lab work, or attendance records.
- 3.5. falsely signing another person as present when he/she is absent in a class.
- 3.6. 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:

- 4.1. removing from a professor's office materials which would give a student an unfair advantage on an academic assignment.
- 4.2. procuring information from a professor's computer hardware or software.
- 4.3. 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 student an F on the assignment or exam to awarding an F for the course. Students given an F for cheating will not be permitted to withdraw from the course.
2. If the faculty member wants additional input from colleagues, he/she may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments' faculties. The committee may then determine the penalty.
3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean's Council. The Vice President for Academic Affairs may then determine the penalty or refer the case to the Judicial Council.

### **Student Appeal**

If a student is accused of academic dishonesty, and he/she feels this judgment is in error, or the penalty is inappropriate, he/she may appeal to the department chair of the faculty member making the decision. If the committee determined the penalty, the student may appeal to the Vice President for Academic Affairs. If the Judicial Council determined the penalty, he/she may appeal through the Judicial Appeal Board.

### **Accessibility to Students**

All part-time faculty members must be available to their students outside the classroom. Faculty members may make arrangements that allow students to call them at their office or home, or faculty members may arrange time to meet with students before or after classes. In some cases the department chairs may provide a desk or office for the convenience of part-time faculty. Mailboxes are provided on-campus to aid part-time faculty in their communication with students. (Check with your department secretary for your mailbox location.) Mailboxes should be checked regularly because other offices on campus and your department colleagues may use these to communicate with you.

The specific arrangements which a part-time instructor makes for his/her students to have access for individual conferences or assistance must be stated in the written syllabus and distributed to the class during the first week of the semester. A copy of each course syllabus should be filed with the department at the start of each semester.

## **Change of Schedule of Studies**

1. The student who seeks to change his/her schedule of studies should be encouraged to first consult with his/her advisor.
2. A fee is charged to the student for changing his/her schedule unless the change resulted from an error other than the student's. The amount of that fee is currently \$10 per course.  
Each request for a change in schedule must be approved by the faculty member who is in charge of the class as well as the advisor.
3. All schedule additions must be made by the end of the second week of class.
4. All withdrawals must be made by the Monday of the 11th week of class.

## **Chapel and Convocation**

Although faculty members are not required to attend all chapel and convocation services, they are encouraged to attend as much as their schedules allow. Chapel provides the campus community with an opportunity for corporate worship which is central to the mission of Lee University, and it is essential that the faculty be part of that worship. Occasional attendance at Sunday evening services also makes a significant statement about the faculty member's concern for the spiritual life of the campus and of individual students.

## **Class Devotions**

Teachers are expected to open each class with prayer, scripture reading or brief devotional comments. The format for this time is left to the individual teacher's discretion; however, time for class devotions should not be excessive.

## **Class Rolls**

Teachers can access their class rolls through the WebAdvisor any time after pre-registration. After the last day to add, faculty members will receive the official roll sheet for the class. This should be carefully checked, corrected and returned to the Registrar's Office with the teacher's signature. Any student who is attending the class but does not appear on the roll sheet must be sent to the Registrar's Office to complete the registration process. If the name of a student who has not attended the class appears on the sheet, the teacher should make a note of this when the sheet is returned to the Registrar's Office. The corrected official roll sheet will be used as the grade report sheet for the class. The Registrar's Office will notify teachers when students drop the class or withdraw from school. If a student stops attending class, the faculty member should make a note of the last time the student attended even if that student does not officially drop the class or withdraw from the university.

## **Classroom Observations**

Every part-time faculty member's classroom teaching will be observed and evaluated once during the year. This will be conducted by either the department chair or a tenured faculty member from the department designated by the chair. The person

conducting the observation will contact the faculty member to select a day convenient for both and consistent with the scheduled activity of the class.

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.

### **Convocation Week Class Schedule**

During convocation week, evening classes on Monday through Wednesday meet from 5:30 – 6:45. Since students are expected to attend all services, study time will be limited and faculty is asked not to give examinations during convocation. The Vice President for Academic Affairs will send a memorandum to all students and faculty each semester reminding them of the special schedule and giving detailed times of schedule changes.

### **Credentials File**

An office personnel file for each faculty member is maintained in the Office of the Vice President for Academic Affairs. A current curriculum vita or resume must be submitted for the file, along with a signed Employee Agreement. Each faculty member must request that **official** copies of **all** graduate study transcripts be sent by the respective graduate universities directly to the Vice President for Academic Affairs prior to the beginning of the initial term of teaching. Subsequently up-dated official transcripts should be requested if there is any substantive change in graduate credits.

### **Faculty Absences from Class**

When a faculty member must be absent from a class, the university requires that prior notification be given the department chair. If an absence results from unexpected circumstances which make prior approval impossible, the faculty member should notify the department chair as soon as possible so that appropriate arrangements can be made. When possible, the department chair will assist the faculty member in providing for a make-up class or a teacher substitution. Department chairs should keep a record of all absences accumulated by each teacher in their department.

### **Final Examinations**

A schedule for final semester examinations is prepared by the Vice President for Academic Affairs and is listed in the Schedule of Classes each semester as well as being posted on the Lee University web site. **Teachers must adhere to this schedule. No exams are to be given other than at the time designated in the published schedule.** A student with three or more exams on the same day may appeal to the school dean for a change in his/her examination schedule. Accounts must be cleared prior to final examinations.

Accounts must be cleared prior to final examinations. All students must provide an exam permit before taking the final exam. If a student is unable to complete the semester's work in your course and presents to you convincing evidence of a genuine emergency, you may make arrangements with the student to complete the course after the end of the semester. In this case you should report the grade as an incomplete.

If, however, a student merely does not show up for the final exam, or cannot produce an exam permit, you should record a **zero** grade for the final exam, compute the semester grade average and report the grade earned for the semester.

## Grades

Grades and quality points are assigned and recorded as follows:

<u>Grade</u>	<u>Quality points per semester hour</u>
A	4
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	

A grade of “I” indicates the student’s work is incomplete. The grade becomes “F” if the work is not completed by the end of the following semester or unless a written extension has been approved by the Vice President for Academic Affairs. A grade of “I” should be given very sparingly and only to students who encounter some personal difficulty such as illness or a family emergency near the end of the semester. The “I” grade should not be given in order to allow students additional time to complete assignments.

A grade of “W” is assigned to a student who, for any reason, officially withdraws from the university or is dropped from a course at any time after the last day to drop. This “W” is assigned without academic penalty to the student.

A grade change must be requested in writing by the student and approved by the instructor. Grade changes must be made within one semester.

## Homecoming, Lee Day, and New Student Orientation

Lee University sponsors special events for former, prospective and new students. Each department usually has a role to play in these events, and the full participation of department faculty is essential to the success of these occasions. Department chairs will inform faculty members about their duties at these events and about the department’s expectations for participation.

## Instructional Time

Students are to receive a minimum of 700 minutes of instruction for each semester credit in regular courses. This does not include individual study time, unsupervised library time, etc. Classes must not merely be canceled.

Because of variations in the official calendar of the university from semester to semester, and because the time-placement of each class in the hour/days arrangement varies, it is important that each class meet the full amount of time shown in the published Class Schedule. Any questions about the accuracy of the schedule should be cleared up with the Vice President for Academic Affairs.

It is assumed that any class period of 100 minutes or longer should include a rest break, and the schedule should reflect some extra time for that. Classes that met once per week for three hours' credit are scheduled for a time span of 170 minutes (three 50-minute hours, plus 20 minutes for break time).

In the fall semester, Thursday-only classes must be scheduled for longer time periods because the university is closed for two Thursdays – Fall Break and Thanksgiving. In spring semester, Monday-only classes must meet for longer periods because classes do not meet on Easter Monday. Instructors should take these calendar variances into account when preparing the syllabus, and in personal scheduling.

### **Intellectual Property Policy\***

Lee University (the “University”) recognizes that commercially valuable intellectual property may be produced in the course of research conducted or other work performed by faculty, employees and students using University resources and facilities. The purpose of this policy is to define the conditions of ownership, legal protection, development, and licensing of intellectual property created by any University faculty member, employee or student. Under this policy, intellectual property can be managed so as to further the University’s mission and enhance the value of such intellectual property for the University, and for the authors and inventors thereof.

The Policy applies to all persons employed by the University, all students and all persons using Lee facilities under the supervision of University personnel, including, but not limited to, visiting and adjunct faculty and students. All exceptions to the Policy must be negotiated in advance and agreed to in writing by the Vice President for Academic Affairs or the Vice President’s designee.

The influence of new technologies on teaching, learning, research, and creative activity will continue, and their impact on higher education and intellectual property law are difficult to predict. Thus, this Policy is subject to periodic review. The Intellectual Property Review Board and the Vice President for Academic Affairs shall work closely with deans, directors and faculty to achieve an equitable approach to resolving these complex issues as they arise.

\*Please see the faculty handbook for the full text of the policy.

### **Lifestyle Expectations**

A vital part of the instructor’s role in a Christian university is that of a role-model for students. Part-time teachers are expected to be practicing Christians whose lifestyles reflect the basic value commitments of this evangelical community. Lee University’s faculty agrees to abstain from the use of alcohol, tobacco, and illegal drugs. Lifestyles should exemplify high ethical and moral standards in avoiding sexual immorality, vulgar language, abusive conduct toward students and disregard for professional obligations. Instructors’ attire should be modest and appropriate to the occasion.

## **Student Evaluation of Classes**

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 department chair will select only one of the sections for evaluation.

The Student Rating of Instruction form is administered by the department chair, the department secretary or by another faculty member selected from within the department. 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.

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

## **Syllabi**

Part-time faculty must file a current and correct syllabus with the department chair for each course taught in the university at the beginning of each semester the course is offered. It should be distributed to students the first week, preferable the first class session of the semester.

The syllabus should include the name of the teacher, the semester and year for which it is being prepared, the course title, the content of the course, a detailed course outline and a course calendar. In addition, each syllabus must contain a statement by the instructor on the attendance policy of the class and the method of evaluation. Part-time faculty should include home or office telephone numbers and e-mail address on the syllabus to assure accessibility by students. (Ask your department secretary for a generic syllabus outline.)

## **Acceptable Use and Technology Policy**

### **Acceptable Use Policy**

#### **1.0 Overview**

Information Services & Technology's (IS&T) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Lee University's established culture of openness, trust and integrity. IS&T is committed to protecting Lee University's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

**Internet/Intranet/Extranet-related** systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, **WWW** browsing, and FTP, are the property of Lee University. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Lee University employee and affiliate who deals with information and/or

information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

## **2.0 Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at Lee University. These rules are in place to protect the employee and Lee University. Inappropriate use exposes Lee University to risks including virus attacks, compromise of network systems and services, and legal issues.

## **3.0 Scope**

This policy applies to employees, contractors, consultants, temporaries, and other workers at Lee University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Lee University.

## **4. General Use and Ownership**

- 1.** While Lee University's network administration desires to provide a reasonable level of privacy, users should be aware that Lee University retains the right to review, backup, and otherwise control data created on the university systems. This does not supersede the Intellectual Property Rights policy, ([IP Policy](#)) but is intended to preserve the security and integrity of the Lee University computing environment. Lee University management cannot guarantee the confidentiality of information stored by users, on any network device belonging to Lee University.
- 2.** Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 3.** For security and network maintenance purposes, authorized individuals within Lee University may monitor equipment, systems and network traffic at any time, per IS&T's discretion.

Lee University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## **Textbook Adoption Process**

Lee University has a contractual agreement with Follett Higher Education Group to provide comprehensive bookstore services. Under the terms of this agreement, Follett Higher Education Group is responsible for operating a textbook service.

The Campus Store provides to the department secretaries adoption forms that are pre-printed with the textbook information from the previous corresponding semester. If the same textbook is to be used again, the faculty member merely signs the form and returns it. Blank forms are available upon request for new courses or special courses.

In addition to the paper adoptions, textbooks can be adopted via the Lee University Campus Store website, <http://www.lee.bkstr.com>. Faculty should call the Campus Store for a password to use this feature.

Textbook adoptions will be due on or about the following dates: Adoptions for Fall due April 15th, for Spring, October 15th, and for summer, March 15th.

- **Adoption vs. Ordering**

When a faculty member reads, researches and decides on a particular book for a class, he or she has then “adopted” it. It is then the responsibility to get that information to the bookstore in a timely manner. When the bookstore receives the textbook information from the faculty, looks at previous enrollment history, previous sales history, and analyzes market share data, it is then the responsibility of the bookstore to place the “order” with the publisher. It also falls upon the bookstore to make certain that a sufficient quantity of books is ordered, and to communicate in a timely manner with the faculty member in the case of new editions being offered or books that have gone out-of-print.

- **Required vs. Optional**

If a textbook is indicated as being “required” on the adoption form, it must be used in class. Faculty members, in consultation with their department chairs, may decide whether a textbook is needed in a class, but if it is decided that the book is optional, it must be ordered as an optional book.

Multiple sections of the same course must use the same textbook. Exceptions must be approved by the Department Chair. Except under unusual circumstances, no exceptions will be granted for core courses.

- **Desk Copies**

Faculty members must order complimentary desk copies directly from the publisher. The campus store can provide forms for desk copy requests and a complete directory of publisher information.

- **Publishing Alternatives**

If a faculty member plans to use unpublished and non-copyrighted materials by selling copies to students, he or she should bring the originals to the Campus Store. Copies will then be sold to students through the store.

Course packs that contain copyrighted material will be processed using Campus Custom Publishing, a partner company of Follett. Campus Custom Publishing will research copyright holdings on any materials including periodicals and books that have

gone out of print. They will also handle any royalty payments. Course packs can be customized and each comes with its own ISBN.

Faculty can also search an online database of already copyright cleared materials, assemble them, and then have students access them online through Pro Quest On-Line Coursepaks.

With sufficient notice, the bookstore can arrange to have a custom textbook prepared for a class. Teachers can choose chapters and readings from a variety of sources and have them put together with the proper copyright authorization. This is often more expensive than a standard textbook because, in some cases, publishers require payment for the opportunity to use their material. Faculty interested in this alternative should contact the Follett textbook manager. A booklet of common questions and answers about copyright law is available from the campus store.

## **UNIVERSITY SERVICES**

### **Computer Labs**

The Lee University Academic Computer Labs, are located in various building across campus, and are open to all students. Most computers in the labs are Gateway computers using Windows XP and are connected to a central server and the World Wide Web. There are dozens of software packages available for use including a large selection of popular productivity items like Office 2007, Internet Explorer, Photoshop, Flash and SPSS. A wide variety of programming and other systems development packages are also available for those who are more technically inclined. Available hardware includes digital scanners, headsets for multimedia applications and multimedia presentation systems. During peak use times, lab assistants are available to help students solve technical problems via Hotline phones located in each lab.

Three student computer labs can be found in the Paul Conn Student Union. Both of the labs located on the main floor have 14 Gateway and Dell computers and a Toshiba Copier/Printer that is connected to the network. There are two student computer labs located in the DeVos Center for Humanities, one is an open use lab that is open for all students to use with a Toshiba Copier/Printer, while the other lab is the Wireless Lab. It is the only lab on campus that has computers connected to the network via wireless network cards. There is one computer lab in the DeVos Education Building, as well as one lab in the Squires Library called the LINK. Walker Memorial houses most of the computer labs by far. We have four labs on the first floor. Three of them are teaching labs that are used throughout the semester, and one that is an open use lab for all students to use without worrying about disrupting a class.

### **Web Advisor**

All part-time faculty members have access to Web Advisor which offers a number of resources, including student contact information, student schedule information, class lists, class e-mail lists, etc.

For more information about Web Advisor and a “crash course” on how to use it, contact your department secretary.

## **ANGEL (A New Global Environment for Learning)**

ANGEL is a web-based course management system and collaboration portal that enables faculty to manage course materials and to communicate quickly, easily, and effectively with students.

ANGEL can function both as a complement to traditional in-class courses and as a site for distance learning. ANGEL is flexible and powerful to accomplish delivery of materials, grading, attendance recording and more. For faculty to get their courses setup on ANGEL, they should contact the Department of Instructional Technology. To email specifically for ANGEL setup and / or training use [angel@leeuniversity.edu](mailto:angel@leeuniversity.edu)

## **Squires Library and Dixon Pentecostal Research Center**

The William G. Squires Library, which is located on the corner of Eleventh and Parker streets, serves Lee University and the Church of God Theological Seminary. This facility offers seating for more than 300, including individual study carrels, leisure seating, reading areas, group study and seminar rooms, a computer lab, a video room, and a chapel.

An added feature of the building is the Dixon Pentecostal Research Center, which houses a comprehensive collection of materials pertaining to the Church of God and the global Pentecostal/Charismatic movements. This collection is utilized by scholars from around the world.

Students, faculty, alumni and church and community members have access to library services provided by professional librarians and staff. Services include telephone, in-person, and electronic reference assistance (including Instant Messaging and Facebook); library instruction for classes; organizing and providing access to a collection of approximately 150,000 print volumes (including Reference books and periodicals); 105,000 titles in e-book collections; 350 current periodicals in print format; access to more than 30,000 titles full-text in electronic databases; more than 50,000 microforms; and interlibrary loan access to 48 million titles.

The library utilizes the latest in electronic resources. These include the online catalog and automated circulation system, which provide the ability to search the holdings of the Squires Library as well as selected academic libraries throughout the United States. Such searches can be made in the library or on the World Wide Web. In addition to full-text periodical access, the library's electronic databases offer indexing to many periodicals. The library's electronic holdings are accessible off-campus via password.

Library hours:           Monday – Thursday..... 8:00 a.m. – midnight  
                                  Friday..... 8:00 a.m. – 8:00 p.m.  
                                  Saturday..... 11:00 a.m. – 9:00 p.m.  
                                  Sunday..... 2:00 p.m. – 5:00 p.m.  
                                  (any changes will be posted on the library website and the entrance  
                                  to the library)

Part-time faculty members are encouraged to make full use of the library. They are not charged fines but are asked to return books by the end of the semester or when

requested to meet other user needs. All stack areas are open to students except the Hal B. Dixon, Jr. Pentecostal Research Center. The study area of the Research Center is open to those doing special research at designated hours. In addition, part-time faculty members may check out materials at Cleveland Public Library by showing their Lee ID.

Each year the library budget includes an amount for journal subscriptions and book purchases. Each faculty member may submit requests for materials. Order forms are available in the library for requests.

A copy of a list of books or articles and documents in print-format which a faculty member wishes to be placed on reserve for his/her classes should be given to the library circulation department a week in advance of the time needed. Materials will remain on reserve until the librarian is notified by the faculty member to remove them or until the end of the semester.

To contact the library, you may call the Reference Desk (423) 614-8562, email [library@leeuniversity.edu](mailto:library@leeuniversity.edu), or visit the library's homepage for more information: <http://library.leeuniversity.edu>

### **Parking and ID**

The university provides parking areas for part-time faculty members. To secure a parking permit, each faculty member must register his/her automobile with the Office of Campus Safety. This office will issue a parking tag with a recommended area. ID's should also be obtained from the Office of Campus Safety. ID's are necessary to check books out of the library and to gain access to the DeVos Recreation Center facilities. The Office of Campus Safety is located in Lower Simmons Hall.

### **Special Adjunct Status**

Lee University has created a special status for selected part-time instructors who have demonstrated unusual commitment to the mission of the university by performance beyond the ordinary duties of the part-time instructor. Long-term part-time teachers who have been available to teach nine or more credit hours for a number of semesters and who have demonstrated teaching excellence and availability to serve student needs outside the classroom may be placed on Special Adjunct Instructor status. These adjunct faculty members are compensated at high rates of pay for their greater involvement.

## **BENEFITS OF FACULTY SERVICE**

### **Computer Services**

All faculty members are provided with computers by the university, including network cards and access IDs. Faculty members interested in purchasing home computers through the university should contact the Office of Business and Finance to apply for a payroll deducted loan. The loan must be paid in full by May in the year of the loan.

Computers purchased for home use will be sold at the University's cost; however, all ongoing support will be the responsibility of the employee and the vendor.

### **DeVos Recreation Complex**

All employees may have access to the DeVos Recreation Complex under the following guidelines: (1) Entrance is obtained by showing your Lee University staff identification card. Family members must also present a Lee University identification card. Cards may be obtained in the Campus Safety Office. (2) Children under the age of 16 MUST be supervised. (3) Guest passes may be obtained through the Student Life office and are the property of the staff member. Staff must accompany their guests when visiting the complex.

### **Employee Counseling**

In an effort to help employees perform well and succeed, cost-free counseling service is available. Any employee may schedule a counseling session by calling the Office Coordinator in the Office of Counseling and Testing.

### **Purchase Discounts**

Lee University employees will receive purchase discounts as follows:

Pathway Bookstore, Pathway Press	25% discount
Follet Campus Store	10% discount
Deacon Jones Dining Hall	discounted meal prices

### **Salary**

Faculty salaries are paid on the fourth Friday of the month. Part-time faculty members receive four checks each semester; in the Fall, September, October, November and December; in the Spring, February, March, April and May. The December check is paid before the Christmas holidays. Each contractual commitment is for one semester.

The rate of pay for part-time faculty is \$600 per credit hour for doctoral level teachers and \$500 per credit hour for teachers with a master's degree.

## UNIVERSITY FACILITIES

### Academic Facilities

**Beach Science Building**, built in 1965, is the primary classroom building for science and mathematics. It is named in honor of Dr. Lois Beach, a faculty member for 44 years.

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

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

**DeVos Center for the Humanities** was dedicated in September, 2004 and named in honor of Lee benefactors, Richard and Helen DeVos. The 51,000 sq. ft. 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 faculty offices, departmental offices and workroom and 2 lounges.

**Dixon Center**, built in 1992, includes a 500-seat theater, classrooms, video editing suites and faculty offices. It is named for board member and benefactor H. Bernard Dixon.

**Education Building**, built in 1998 to house the Helen DeVos College of Education. Offices for staff members as well as classrooms are situated in this building. It also houses a state of the art lecture hall.

**Squires Library**, built in 1984, replaced the old library which is now the Vest Building. The Pentecostal Resource Center has more than 43,500 square feet and houses more than 138,000 volumes. It contains the Squires Library, which serves Lee University and the Church of God Theological Seminary, a chapel, a historical display, and the Dixon Pentecostal Research Center, which houses archives of the Pentecostal movement.

**Vest Building**, first built in 1939 by Bob Jones College as a library and administration building, was used by Lee College as an administration building and library from 1948 until 1963. It was the library until 1984. In 1987 it was completely renovated into a 22,000 square foot classroom building and named for Lamar Vest, the 17th President of Lee College. Located here is the department of English and Modern Foreign Languages as well as the School of Religion. An elevator was retrofitted on the west side in 1996.

**Walker Memorial Building** was constructed in 1945 and is named in memory of J. H. Walker, Sr., fifth President of Lee (1930–1935, 1944–45). It houses 19 classrooms, 25 faculty offices and computer labs.

**Watkins Building**, an 8,000 square foot academic building built in 1992, houses the Center for Adult and Professional Studies. It is named for Bill and Joyce Watkins of Atlanta.

## **Athletic Facilities**

**Butler Field**, named in honor of the late Lee Admissions Director, Stanley Butler, serves as the primary field of play for the Lady Flames softball team.

**DeVos Tennis Center and Recreation Center**, a six court tennis center and pro shop, was built in 1988 as part of a major campus expansion project. An initial gift of \$250,000 from Richard and Helen DeVos funded it. A second gift from DeVos, for \$1 million, funded a portion of the DeVos Recreation Center which was completed in 1993. It contains a basketball court, three racketball courts, leisure games room, weight and fitness rooms, classrooms and faculty offices.

**McKenzie Building**, named after benefactor Toby McKenzie, was built in 2002. This building houses offices for the athletic director and coaches, as well as training facilities for the athletes.

**Olympic Baseball Field**, built in 1996 as a reminder of the Olympic games, the field is located on property owned by the Bradley County School System and was built entirely with Lee University funding.

**Soccer Field**, completed in 1989, is used for varsity soccer and intramural football.

**Walker Arena** was built in 1983 as an expansion of the gymnasium which has occupied this location since the days of Bob Jones College. It was funded through a drive to memorialize the late Paul Dana Walker (Class of '78), a star basketball player for Lee College. The arena was expanded again in 2005 increasing the seating capacity to 2,700. The renovation also increased the locker room areas, restrooms and meeting space. Access to the arena was improved by increased space in the lobby and entrance hallway areas.

## **Campus Life and Recreation**

**Amphitheatre**, funded by the 1988 Alumni fund drive project and constructed in conjunction with the pedestrian mall, can accommodate over 1,500 sitting and standing.

**Clock Tower**, funded by gifts from the alumni of Upsilon Xi, was completed in 1994.

**Deacon Jones Dining Hall**, built in 1996 and named Deacon Jones Dining Hall for board member Deacon Jones, replaces the 50 year-old structure on the same site built by Bob Jones College in the 1930s. It contains seating for 600, an elevator, faculty/staff dining room and Presidential Dining Room.

**Leonard Center**, completed in summer 2007, houses the Leonard Center offices and University Health Services. The Leonard Center section has 4 offices, a reception area, a work room and the campus food bank with food storage and food pick-up areas. The second floor has a conference room, a student lounge and 3 classrooms for REL200 and student organizations. The Health Services section of the building has a waiting area, 7 treatment rooms, a laboratory, hearing/vision testing area and office space for nurses and physicians.

**Paul Conn Student Union**, named for President Paul Conn, was built in 2000. It houses many high-traffic student services. It includes a post office, bookstore, computer lounge, workspace for student publications, meeting rooms and office space for student

services staff. It also features a 150 seat cafe area with food service from Pizza Hut, Chick-Fil-A, and an in-house sub sandwich counter run by Sodexo-Marriott.

**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.

## **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.

**Bowdle Hall** is a new men's residence, completed in 2002 and named for Donald Bowdle.

**Brinsfield Row Townhouses**, phase one, opened in Fall 2003. The second phase opened in January 2004, and the third phase opened in August 2008. Each two bedroom, one and a half bathroom townhouse is designed to house four students. The 32 units are occupied by females and are the first townhouses to be built on campus.

**Carroll Court** was constructed in 1973, in memory of Dr. 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.

**Hicks Hall** was built in 1996. This 100–bed, three story complex mirrors Livingston Hall, built in 1995, and houses male students. It is named for B. L. Hicks.

**Hughes Hall**, built in 1968, accommodates approximately 100 male students. Named for former two–time Lee president Ray H. Hughes, Sr.

**Keeble Hall**, built in 1999, is a 30-unit apartment building housing 120 students. This hall was named for John and Dottie Keeble.

**Livingston Hall** is a 25–unit apartment building housing 100 students. It was built in 1995 and is named for friends of the college Loran and Sandra Livingston, pastors in Charlotte, N.C.

**Medlin Hall**, built in the 1930s by Bob Jones College, has been a men's residence for Lee since 1948 and was renamed in 1983 from Walker Hall to Medlin Hall, honoring Don Medlin, a benefactor and member of the Board of Directors.

**Nora Chambers Hall**, built in the 1930s by Bob Jones College, this 148-bed complex connects with **Simmons** and **Tharp** halls, also built in the 1930's. It was given a complete renovation in 1994, enlarging the lobby and enclosing the stairwells.

**O'Bannon Hall** is a new men's residence, completed in 2002 and named for Nancy and Robert O'Bannon.

**Sharp Hall** is the southern building of a dual, 240–bed complex built in two phases, 1989 and 1990. It is named in honor of the Reverend Joe and Mae Sharp, veteran pastors in Tennessee.

**Storms Hall** built in 2000, is a 30-unit apartment building housing 120 students. This hall was named for Don and Ruth Storms and Lee and Tammy Storms.

**Tharp** and **Simmons Halls** provide housing for women. Totally renovated in 1981 these residences are named for sixth and seventh presidents, Zeno C. Tharp and E.L. Simmons respectively.

### **Offices and Administrative Buildings**

**Admissions Center**, located at 890 Ocoee Street, is a renovated historical house from which the Admissions/Visitor staff conducts campus tours, interviews potential students, and counsels parents through their college search process. The Office of the Vice President for Administration is also located in this building.

**Centenary Building**, the second and third floors above the Centenary Room, served as student housing from the first days of Lee College until the fall of 1997. In 1998 it was renovated to provide additional office space. This renovation includes space for the Financial Aid Office and the Academic Administrative Offices.

**Center for Counseling and Testing** and **Calling and Career** is located at the northern end of Sharp Pedestrian Mall. This facility houses the Counseling and Testing offices, the offices for Calling and Career, Academic Services and the Poiema Project.

**Higginbotham Administration Building** was constructed in 1964 as a replacement for Old Main, a structure built in 1885 as the main building for Centenary Female College which operated on this site from 1885 until 1928. When first built, it housed female students on the second and third floors, so the offices are laid out like dormitory rooms. In 1983, the building was named for Bill Higginbotham, a member of the Board of Directors and benefactor of the university.

**Arthur G. Pressley Maintenance Building** was constructed in 1987 and named for Arthur G. Pressley, Director of Maintenance, employed at the university from May 1954–February 1990. The uses of the building are as follows: offices for the Director of Physical Plant; office for maintenance and custodial supervisors; storage space for supplies; balconies for general materials storage; tool storage areas; and work benches for all trades.

**Student Life House**, located at the corner of Parker and 11th Street, serves as home to the offices of the Vice President for Student Life and the Dean of Students.

# ADMINISTRATION, FACULTY AND STAFF

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**Phil Cook**, M.Div., Assistant Vice President for Enrollment  
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**Jerome Hammond**, Ph.D., Assistant Vice President for University Relations  
B.A., Lee College; M.Div., Church of God Theological Seminary; Ph.D., University of Tennessee at Knoxville

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B.A., Lee College; M.Ed., University of Tennessee at Chattanooga; Ed.D., University of Tennessee at Knoxville

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B.A., Lee University; M.S., University of Tennessee at Chattanooga; Ph.D., University of Nebraska

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B.A., Lee College; M.A., M.Div., Ashland Theological Seminary;  
Th.M., Ph.D., Princeton Theological Seminary

**J. Matthew Melton**, Ph.D., Dean, College of Arts and Sciences  
C.B.A., C.M.A., International Institute;  
M.A., Ph.D., Regent University

**Deborah Murray**, Ed.D., Dean, Helen DeVos College of Education  
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B.M.Ed., Evangel University; M.M., D.M.A., University of Cincinnati,  
College Conservatory of Music

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B.A., Lee College; M.A., Wheaton College;  
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B.A., University of Tennessee at Chattanooga; M.T.S., Harvard Divinity School; Ph.D., The Pennsylvania State University

#### **ACADEMIC PROGRAM DIRECTORS**

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Director, Graduate Programs in Christian Ministries and in Bible and Theology  
B.A., East Coast Bible College; M.Div, Church of God of Theology;  
Ph.D., Trinity Evangelical Divinity School

**Ron Brendel, D.M.A.**

Graduate Discipline Coordinator – Music Performance  
B.M.E., Evangel College; M.M., D.M.A., Temple University

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B.S.Ed., Georgia Southern University;  
M.Ed., Ed.S., Ph.D., University of Georgia

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Director, Graduate Studies in Counseling Psychology  
B.A., M.S., Florida International University;  
Ph.D., Florida State University

**Barbara McCullough, M.S.L.S.**

Director, Squires Library  
B.S., Shippensburg State College; M.S.L.S., Drexel Institute of Technology

**Brad Moffett, D.W.S.**

Graduate Discipline Coordinator – Church/Sacred Music  
B.M.E., Lee University; M.M., Georgia State University;  
D.W.S., Institute for Worship Studies

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B.Th., University of South Africa; M.Div., Church of God Theological Seminary;  
Ph.D., Asbury Theological Seminary

**Benjamin Pérez, D.Min.**

Director, Center for Adult and Professional Studies  
B.A., Lee College; M.R.E., G.S.R.E., Southern Baptist Theological Seminary;  
D.Min., Beeson Divinity School, Samford University

**Gary L. Riggins, Ed.D.**

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B.S., M.Ed., Georgia Southern University;  
Ed.D., University of Tennessee at Knoxville

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Director, Educational Field Experiences and Teacher Education Program  
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Ph.D., University of Arizona

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Ph.D., Trinity Evangelical Divinity School

**Ron Brendel**, Graduate Discipline Coordinator – Music Performance

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**Terry L. Cross**, Dean, School of Religion

B.A., Lee College; M.A., M.Div., Ashland Theological Seminary;  
Th.M., Ph.D., Princeton Theological Seminary

**Carolyn Dirksen**, Vice President for Academic Affairs

B.A., M.A., Northern Arizona University;  
Ph.D., University of Arizona

**Vicki Glasscock**, Director, Graduate Enrollment

M.A., Regent University

**Doyle R. Goff**, Director, Graduate Studies in Counseling

B.A., M.S., Florida International University;  
Ph.D., Florida State University

**Ollie J. Lee**, Distinguished Professor of Sociology

B.A., Berea College; Ph.D., University of Pittsburgh

**J. Matthew Melton**, Dean, College of Arts and Sciences  
C.B.A., C.M.A., International Institute; M.A., Ph.D., Regent University

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B.M.E., Lee University; M.M., Georgia State University;  
D.W.S., Institute for Worship Studies

**Eric Moyen**, Assistant Professor of Education  
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**Deborah Murray**, Dean, Helen DeVos College of Education  
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B.S., Northern State University; M.S., University of Wisconsin;  
Ph.D., University of Arizona

**Doug Warner**, Assistant Professor of Music  
B.M., University of Tennessee at Chattanooga;  
M.M., D.M.A., University of Cincinnati, College Conservatory of Music

### EXCELLENCE IN TEACHING AWARD

1972	Carolyn Dirksen	1991	Murl Dirksen
1973	Donald N. Bowdle	1992	Pamela Browning
1974	Charles R. Beach	1993	Lonnie McCalister
1975	French L. Arrington	1994	Clifford Schimmels
1976	Lois Beach	1995	Jean Eledge
1977	Myrtle Fleming	1996	Penny Mauldin
1978	J. Martin Baldree	1997	Robert W. Fisher
1979	William Snell	1998	Eleanor Sheeks
1980	Robert O'Bannon	1999	Michael J. Laney
1981	Charles Paul Conn	2000	Terry L. Cross
1982	R. Jerome Boone	2001	Robert E. Barnett
1983	Karen Carroll Mundy	2002	Ruth Crawford Lindsey
1984	John Sims	2003	James Wilkins
1985	Sabord Woods	2004	Johnny Evans
1986	William T. George	2005	Paul DeLaLuz
1987	Dewayne Thompson	2006	Carlanna Gill
1988	Ellen B. French	2007	Tony Deaton
1989	Robert Herron	2008	Bill Estes
1990	Jerald J. Daffe		

### **EXCELLENCE IN SCHOLARSHIP AWARD**

1986	Donald N. Bowdle	1998	Dora del Carmen Ruiz Vargas
1987	William Snell	1999	Daniel Hoffman
1988	Karen Carroll Mundy	2000	Erik D. Lindquist
1989	Robert O'Bannon	2001	Terry L. Cross
1990	Kathleen Reid	2002	H. Lee Cheek
1991	Evaline Echols	2003	David Holsinger
1992	Carolyn Dirksen	2004	Emerson Powery
1993	Murl Dirksen	2005	Dale Coulter
1994	William A. Simmons	2006	Steven Lay
1995	John Sims	2007	Michael Freake
1996	Milton Riley	2008	Linda Thompson
1997	R. Jerome Boone		

### **EXCELLENCE IN ADVISING AWARD**

1996	Janet Rahamut	2003	Donna Summerlin
1997	Carlanna Gill	2004	H. Lee Cheek
1998	Robert E. Barnett	2005	Debbie Murray
1999	Jerald J. Daffe	2006	Thomas Doolittle
2000	J. Matthew Melton	2007	Louis Morgan
2001	Paul DeLaLuz	2008	Jeffrey Sargent
2002	Pamela G. Browning		

### **JANET RAHAMUT AWARD**

2001	Eddie Brown	2005	Robert Barnett
2002	Hermillo Jasso	2006	Evaline Echols
2003	Carlanna Gill	2007	Rolando Cuellar
2004	Craig Sarine		

### **ADMINISTRATIVE STAFF**

Stacy Ballinger, M.Ed.	Assistant Director of Center for Calling and Career
Marlena Barber, M.S.	Counselor
Phillip Barber, B.A.	Assistant Director of CAPS
Larry Berry.	Director of Physical Plant
Stephanie Brenning, M.A.T.	Athletic Trainer
Mark Brew, B.S.	Head Baseball Coach
Kim Brooks	Director of Special Events
Tommy Brown, M.Ed.	Head Men's Basketball Coach
Tracey Carlson, B.A.	Director of Residential Life
Larry Carpenter, B.S.	Athletic Director
Regenia Collier	Director of Publications
Brian Conn, B.A.	Director of Public Information
Suzy Deaton, B.S.	Director of Academic Services
Michael Ellis, M.A.	Director of Student Financial Aid
Lance Falagan, M.Ed.	Counselor
Trease Fitkin	Assistant Director of Residential Life
Gayle Gallaher, Ph.D.	Director of Academic Support Services
Ronald Gilbert, M.Ed.	Director of Media Services
Vicki Glasscock, M.A.	Director of Graduate Enrollment

Nadine Goff, B.M.E..... Director of Music Events  
 Craig Gray, B.A. .... Director of Information Systems & Technology  
 Vanessa Hammond, M.A..... Director of Grants  
 Kristy Harner, M.B.A.....Bursar  
 Jimmy Harper, D.Min..... Campus Pastor/Director of Campus Ministries  
 Kevin Hudson, M.S..... Director of Campus Recreation  
 Laurie Hunt..... Assistant Director of Financial Aid  
 William Lamb, M.A..... Director of Field Experiences, Leonard Center  
 Christen Logue, Ph.D. .... Director of Counseling and Testing  
 Marian Malone-Huffman, M.Ed. .... Associate Director of Financial Aid  
 Alan McClung, M.A..... Dean of Students  
 Brie McDaniel, B.A. .... Assistant Director of Student Development  
 Ann McElrath, B.A. .... Director of Human Resources  
 Ashley Mew..... Director of Campus Safety  
 Mickey Moore, RN, B.S.....Director of Health Services  
 Jeff Mullins, M.A. .... Head Athletic Trainer  
 Danny Murray, B.A. .... Director of Church Relations  
 Duane Pace, M.Div..... Comptroller  
 Andrea Patrick, B.A. .... Associate Director of Admissions  
 Taz Randles, M.Ed..... Assistant Director of Counseling and Testing  
 Anita Ray, M.A. .... Director of Alumni Relations  
 Marty Rowe, B.S..... Head Women’s Basketball Coach  
 Jeff Sargent, Ph.D. .... Director of First Year Programs  
 Kathryn Simmons, M.Ed..... Assistant Director of First Year Programs  
 George Starr, B.S.....Director of Sports Information  
 Merica Stum, B.A..... Director of Community Relations  
 Stephanie Taylor, B.A..... Executive Assistant to the President  
 Beth Thompson, B.A..... Director of Global Perspectives  
 Cathy Thompson, M.S.....University Registrar  
 Nate Tucker, M.B.A. ....Associate Director of Information Systems and Technology  
 Matthew Warren, B.A..... Assistant Director of Admissions  
 Debby White, Ph.D. ....Director of Center for Calling and Career

## MISCELLANY

### Lee University

Lee University is named for F. J. Lee, second president of the institution (1922–23) and one of the most respected leaders in the early years of the Church of God. Lee University was known as Bible Training School from 1918 until 1947 when the name was changed to Lee College. Lee became a university in 1997.

### University Seal



The Lee University seal symbolizes the mission of the university depicted by the torch of learning and enlightenment and the open Bible.

### Equal Employment Opportunity Guidelines

No person in whatever relationship with Lee University shall be subject to discrimination because of race, color, national origin, age, gender, disability, or other protected characteristics.

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