LEE UNIVERSITY

FACULTY HANDBOOK & CONSTITUTION

2025-2026

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A Message from the President

Hello faculty colleagues:

Now that we have settled into the semester, I want to pause for a moment and say how grateful I am to be back at Lee—with all of you.

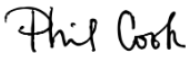
Returning to Lee after a few years away has reminded me just how special this place really is. And that is because of the people—you. The heart, the talent, the commitment you bring to our students and to one another—it is inspiring.

From where I sit, I get to see the incredible work you are doing across campus. And I've got to tell you: it is impressive. You are pouring so much into your teaching, your mentoring, and your creativity, and it is making a difference.

What I feel most is gratitude. I am thankful to be serving alongside such a capable and caring group of colleagues.

Lee has always meant so much to me and serving as president only deepens my commitment. I believe we are in for a meaningful, exciting year—and I am so glad we are in it together.

Cordially,



Phil Cook
President

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

Lee University has emerged in recent years as an institution of national standing in many areas that are frequently ranked by outside observers. One of the reasons for this emergence is that Lee stands out in a select group of higher education institutions, that of Christ-centered, liberal arts colleges and universities. Another reason is that Lee's original core values and goals have remained strong even as it has adapted to the changing landscape of academic and professional life.

Lee University's recent success belies its humble beginnings almost a century ago. In response to its need for trained Christian workers, the Church of God considered establishing a Bible training school at its sixth annual General Assembly in 1911. The Assembly appointed a committee to locate a building site and established a board of education consisting of seven men. However, six years passed before these early plans bore fruit. The denomination's General Assembly of 1917 passed measures to institute a school, with classes to meet in the Council Chamber of the Church of God Publishing House in Cleveland, Tennessee. The Reverend A. J. Tomlinson, Superintendent of Education, opened the first term on January 1, 1918. There were twelve students with Mrs. Nora B. Chambers as the only teacher.

By the beginning of the fifth term one room was no longer sufficient to house the school. A vacant church building on 24th and People streets was converted into classrooms and a dormitory in 1920. Again, the school outgrew its facilities. In 1925 it was moved to the Church of God Auditorium on 24th Street and Montgomery Avenue.

A high school division was added in 1930 and continued to be a part of the school's program until 1965. In 1938 the Murphy Collegiate Institute was purchased, and the Bible Training School moved from Cleveland to Sevierville, Tennessee. With the start of a junior-college division in 1941, the name changed to Bible Training School and College. This division was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1960. The school returned to Cleveland in 1947 after purchasing the Bob Jones College campus, a site which as early as 1885 had housed Centenary College and Music School, a Methodist institution. Upon returning to Cleveland, Bible Training School received its new name, Lee College, in honor of its second president, the Reverend F. J. Lee.

The liberal arts initiative at Lee College came into its own in the mid-1980s with a deliberate move to embrace the broader evangelical Christian community. The shift brought an influx of new students, quadrupling student enrollment to over 5,000 in the subsequent 3 decades. This growth in enrollment fueled a diversification of faculty and programs, broadening not only the academic opportunities but also enriching the cultural and religious landscape of campus.

While Lee remains committed to its denominational affiliation, the institution's enrollment policy now attracts students with a variety of religious traditions, academic abilities, and ethnic and socio-economic backgrounds. Lee draws students from nearly all 50 states and more than 45 countries.

In 1995, Lee added its first graduate level programs in music, to an already robust offering of undergraduate programs. In 1997, Lee College became Lee University. In 2019, doctoral level programs were also added to Lee's academic offerings. While Lee University continues to enrich the available bachelor's programs, Master's and Doctor's degrees are offered by all six of its schools: School of Business, College of Arts & Sciences, the Helen DeVos College of Education, the School of Music, the School of Theology and Ministry, and the School of Nursing.

The growth that came in the early 2000's necessitated additional land and buildings to accommodate more residential students as well as expanded academic offerings and facilities for increased student services and activities. Among these include dormitories and classroom buildings, a student union building, a chapel, recreation center, athletic facilities, a health clinic, additional space for theatrical productions, a recital hall, and a 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 Honor Roll of Character Building Colleges; appearing multiple years on the Corporation for National and Community Service's Honor Roll for the service efforts of our students, once receiving its President's Award, a distinction it shared with five other American universities; and named one of the Great Colleges to Work For, sponsored by the Chronicle of Higher Education.

Presidents of Lee University

A.J. Tomlinson 1918-1922
F.J. Lee 1922-1923
J.B. Ellis 1923-1924
T.S. Payne 1924-1930
J. H. Walker, Sr 1930-1935
Zeno C. Tharp 1935-1944
J. H. Walker, Sr 1944-1945
E. L. Simmons 1945-1948
J. Stewart Brinsfield 1948-1951
John C. Jernigan 1951-1952
R. Leonard Carroll, Sr 1952-1957
R. L. Platt 1957-1960
Ray H. Hughes, Sr 1960-1966
James A. Cross 1966-1970
Charles W. Conn 1970-1982
Ray H. Hughes, Sr 1982-1984
R. Lamar Vest 1984-1986
Charles Paul Conn 1986-2020
Mark L. Walker 2020-2024
Charles Paul Conn ..... …. 2024-2025
Phil Cook ……..…2025-present

PURPOSE AND OBJECTIVES

This handbook and its appendix articulate the employment policies and procedures for the faculty of Lee University, herein referred to as “faculty members” or “employees.” The information contained in this handbook serves as a guide for employees, and except for the Faculty Contract supersedes any prior conditions or statements from previous employment materials, handbooks, or notifications.

The university may amend, delete, or revise its policies and procedures contained in this handbook at any time. This handbook is not intended to form a contract or bind the university to a particular course of action. The university has sole discretion and flexibility in how it implements the provisions contained in its policies and handbooks.

The university does not waive any rights under the United States Constitution or other laws protecting the religious freedom of the university, including any rights to be exempt from laws that are contrary to the university’s religious beliefs. The university’s policies and handbooks shall be interpreted at all times within the context of the university’s religious beliefs.

Accreditation

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates, baccalaureates, masters, education specialists, 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:
National Association of Schools of Music
Accreditation Council for Business Schools and Programs
Commission on Accreditation of Athletic Training Education
Commission on Collegiate Nursing Education
Commission on Accreditation for Marriage and Family Therapy Education
The Association for Advancing Quality in Educator Preparation
Tennessee Board of Education
Tennessee State Board of Nursing

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 God; however, numerous students come from other denominations.

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 school graduation. Roughly half of the traditional undergraduate 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.

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.

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 50 states and more than 50 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. To the extent consistent with its tenets as a religious organization, the university has adopted the policy that no person in whatever relation with Lee University shall be subject to unlawful discrimination because of any protected class.

Lee University attracts students with widely varied academic skills. The university is committed to serving 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, friends, and federal programs.

All baccalaureate degree students at Lee University must complete a general education and religion core. The general education courses foster intellectual development by enhancing the student's ability to observe, read and

think critically, and 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 to both understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European, African, and Asian studies programs, study tours, and service to humankind projects.

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, residential living, and distance education. 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 services 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 whereas Holy Scripture is the ultimate revelation of God’s truth, even so, truth found in a laboratory or an artistic masterpiece is God’s truth as well; 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 Christ-centered university operated under the auspices of the Church of God, Cleveland, Tennessee, 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:

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 premillennial 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 for a thousand years.
In the bodily resurrection, eternal life for the righteous, and eternal punishment for the wicked.

All employees are encouraged to support the church of their choice with regular church attendance and finances.

Institutional Goals

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

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.

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.

Provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.

Provide graduate programs in various areas, which will prepare students for success in postgraduate programs.

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.

Provide academic support through computer facilities, library resources, student support services and faculty development opportunities to ensure quality instruction and a challenging academic environment.

Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural, and physical development.

Prepare students for successful personal and professional life by developing in them a commitment to Christian values in vocational goals and lifestyle choices.

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.

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.

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- co- curricular involvement.

Continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.

Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.

Provide quality academic, spiritual, cultural, and recreational services to its various publics.

Philosophy of Education

To offer a philosophy of education is to engage in critical and constructive introspection. It includes an appreciation of the past, an assessment of the present, and a will to dream, even to dare, respecting the future. The Lee University Philosophy of Education has been a commitment-in-process since 1918. At whatever stage in institutional development, those engaged in the enterprise have sensed a common calling, i.e., our community is a discipleship of equals, our work is a kind of sanctification of the ordinary, and our disposition is doxological in nature.

A philosophy of education necessarily considers teachers, students, and the creative engagement of the two. Furthermore, a Christian philosophy of education presupposes the integration of faith and learning. The following represents a corporate commitment in these regards.

Teaching, to this community of Christian scholars, is a calling to serve the Kingdom of God through scholarly discovery of truth, dissemination of appropriate knowledge, and development of effective constituents. This mission requires a commitment to invest the time necessary to prepare students intellectually and spiritually to be productive citizens in the twenty-first century. Effective teachers challenge and inspire succeeding generations to discover gifts, to discern callings, to formulate life plans, and to begin to implement all of these for excellence in service. Furthermore, they lead students toward personal excellence by modeling the goals and values of the learning community, by facilitating student learning of discipline knowledge, personal skills, and Christian perspectives, and by inspiring students to reach for transformational growth.

Effective teachers are characterized, most notably, by commitment to lifelong learning. Lee University faculty members are committed Christians who believe in being led by the Holy Spirit as they fulfill their professional roles in scholarship, teaching, and service.
Those teachers support collegiality and accountability with respect for academic freedom within the bounds of the Christian faith. Effective relational and communication skills, disciplinary expertise, care for students, and a strong work ethic are viewed as essential qualifications for a community of Christian teacher-scholars. As members of a teaching- learning community, Lee faculty contribute to life beyond the classroom through involvement in campus organizations and events, service on faculty committees, civic and church responsibilities, and scholarly accountability.

Aware that an intentional teaching-learning community significantly impacts the growth and development of students, members of the Lee University faculty share these distinctive educational commitments: the integration of biblical truth with the disciplinary knowledge of academic specialties; the promotion of the Lordship of Jesus Christ through all that is done in the classroom, on the campus, and in the full scope of living; the encouragement of students to strive for excellence in mastery of subject knowledge, in critical thinking, in skills development, in moral and spiritual growth, and in social development; the importance of service learning experiences for all students; the fostering of global perspectives through cross-cultural interaction and multi-cultural experience; the holistic development of students through collaboration with other institutional partners; and the mentoring of students as their academic and spiritual role models.

The learning experience at Lee University includes the development of critical thinking skills and the challenge of creative thought issuing from and empowered by a Christ- centered approach to education. Working in partnership with faculty who are grounded in the integration of faith and learning, students are empowered and encouraged to discover and investigate the facets of their disciplines as they learn to adapt to a constantly changing landscape. Each student is regarded as a product of God's design, distinctively gifted to learn and to grow. The faculty's role is to help students, God's workmanship, to understand the call that God has placed on them, and to challenge them to examine and to use their gifts in discharging those callings.

The centrality of the classroom with designed educational activities is a given in the formation of students' intellectual habits. Therein the life of the mind is nurtured, and students become more than merely passive

recipients of information. Even so, to embody this process requires a level of faculty responsibility outside the classroom whereby to build personal and collegial relationships that enhance the learning process. Desiring for students and integration of faith and knowledge, Christian teachers in that external context also mentor and counsel students to the fullest engagement of Christian discipleship. Engaging students in the learning process, then, whatever the venue, is integral to the educational mission. While acknowledging that not all students may be challenged successfully and that ultimate responsibility for learning rests with the students themselves, Lee faculty do believe that efforts at such engagement must be intentional, aggressive, and thorough. Students must not be treated as passive consumers; rather, because of their created dignity in the image of God, the faculty proposes to challenge them by ennobling intellectual and scholarly endeavors sufficient to fulfill their distinctive vocations in life.

Sensitive Christian educators intend to approach all students as worthy of time, care, and attention. While acknowledging varied levels of academic preparation in their backgrounds, Lee faculty do maintain that all students who meet University admission standards and are placed before them are worthy of the best efforts, which include teaching techniques that are flexible and accommodating in order to meet the needs of a diverse population. Far from relaxing standards in the face of such differentiation, faculty commit to engage students in such ways that each one might realize his/her highest potential, all to the glory of God.

In retrospect, the principals, i.e. teachers and students, involved and the process undertaken may be characterized succinctly in this way: The positive engagement of the passionate intellect and the inquiring mind represents the intersection of calling, the sense of divine vocation; of commitment, the belief that the arts and sciences represent the core values of one's academic identity; of confession, the concurrence of Christian faith affirmations and transcendental values; of confidence, the challenge that academic faithfulness does make a difference in the development and expression of one's own character and contribution; of competence, the amalgam of academic integrity and quality assurance so essential to any Christian enterprise; and of community, the holistic and relational perception of the teaching-learning paradigm. These matters have not been consigned to the vagaries of chance but have been decidedly intentional. Indeed, the energizing Geist at Lee University is that academic engagement is a spiritual discipline.

General Education Core

The General Education Core at Lee University hopes to provide students with a meaningful foundation of knowledge, skills, and core values for their programs of study as well as for life during and after 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 should develop people who are ethical practitioners, lifelong learners, integrative thinkers, and faithful believers.

General Education Core Competencies

Students who have completed the General Education Core requirements at Lee University should demonstrate competency in the following key categories:

- Communication Skills
    - Students should be able to gather information (through reading, engaging in research, and critical listening), organize it, and present it effectively in correct written and spoken English.
    - [English, writing, and reporting components of other core classes]
- Critical Thinking
    - Students should be able to demonstrate critical, analytical, and integrative thinking as they engage in creative decision-making and problem solving.
    - [Math, Science, Philosophy, research components of other core classes]
- Cultural Literacy
    - Students should be able to demonstrate a foundational level of knowledge about Western cultural heritage, American social and political institutions and studies of human interaction and behavior.
    - [Humanities, Literature, Fine Arts, History, Political Science, Sociology, Psychology, and content components of other core classes]
- Cultural Engagement
    - Students should be able to engage cultures besides their own equipped with knowledge of diverse social, linguistic, religious, and traditional practices from other parts of the world.
    - (World Languages, Anthropology, Global Perspectives, Western and non-Western History, World Literature, etc.)
- Core Values
    - Students should be able to demonstrate the integration of faith and vocation through the practice of ethical action, redemptive service and responsible citizenship in the church, community, and the world.
    - [Service learning, Global Perspectives, religion core courses, faith integration capstones and the core as a whole]

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; 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 him/her to think about athletics with a competitive spirit from the Christian perspective.

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 Flames are members of the Gulf South Conference (GSC) and the National Collegiate Athletic Association – Division II (NCAA DII). Teams compete in basketball, tennis, soccer, cross-country, golf, indoor/outdoor track, softball, volleyball, women's lacrosse, and baseball.

Honorary Degrees

The basic philosophy of the honorary degree program at Lee University is that the person on whom the degree is conferred is a person of academic stature in his/her field. It is assumed that he/she has made some academic contribution that is objectively recognizable as meriting the distinction of a doctorate. Essentially, the honorary degree has the same philosophy behind it that is behind the earned doctorate, the recognition of outstanding educational contribution, outstanding progress in personal study and teaching.

The recipient must have the potential and bearing of a scholar as evidenced by study, academic breadth, experience, contributions in the academic fields, and outstanding accomplishments in his/her profession.

In 1979 the Board of Directors adopted the following criteria and procedures for the awarding of honorary doctorates.

That three categories of recognition determine those upon whom the honor is to be conferred:

- Scholarship
- Humanitarianism and philanthropy
- Singular professional achievement

That four considerations determine the procedures for nominations to the conferral of the honor:

- That nominations be received by the President, reviewed by the Academic Council (in the case of “a” and “c” above) and by the Cabinet (in the case of “b” above), returned to President with the advice of the Council, and submitted to the Board of Directors;
- That no more than five such honors be conferred within any five–year period, and that each category of recognition be represented at least once during that five–year period;
- That at least once in each five–year period consideration be given to conferring the honor upon one already having earned the doctorate; and
- That Lee University exercise considerable reserve in conferring such an honor upon anyone within the institution.

Rationale

Lee University is eager to recognize persons whose careers, within or without the church, have been ones of conspicuous achievement, especially in educational, humanitarian, and philanthropic areas. The sum of a nominee’s contribution should have brought favorable attention to the Church of God and/or Lee University and should have provoked a level of public attention so impressive that the university wished to identify with him/her by the awarding of a degree honoris causa.

It should be emphasized that conferral of this honor is a means of institutional recognition for some outstanding accomplishment and not a means of providing a person without an earned doctorate with some substitute for one. We feel that the prestige of the Lee University honorary degree would be enhanced if the recipients were, on occasion, persons already having earned doctorates. This would serve to accentuate the true purpose of the honorary degree.

Those who have received honorary doctorates from Lee University include:

Avis S. Swiger	Litt.D.	1959	Charles W. Conn	Litt.D.	1962
Ray A. 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	Peter J. Zondervan	Litt.D.	1972
W. Paul Stallings	D.D.	1972	H.D. Williams	D.D.	1973
David L. Lemons	D.D.	1974	Lewis J. Willis	Litt.D.	1974
James L. Slay	Litt. D.	1976	Alexander Thompson	D.H.L.	1976
E. C. Thomas	D.D.	1977	Zeno C. Tharp	D.H.L.	1977
Cecil B. Knight	D.D.	1978	Stanley B. Rupy	D.D.	1978
Lois Beach	D.Sc.	1981	Roosevelt Miller	D.S.M.	1982
C.C. Pratt	D.D.	1983	Charles Beach	Litt. D.	1984
R. Lamar Vest	Litt. D.	1984	O.A. Lyseight	D.D.	1985
John Keeble	D.H.C.	1987	John D. Nichols	D.D.	1987
Paul L. Walker	D.D.	1989	Gene D. Rice	D. D.	1991
Walter P. Atkisson	D.D.	1994	Stephen Strang	Litt. D.	1995
Abraham A. Tanusaputra	D.D.	1995	Rowland J. Gardner	D.S.M.	1996
Frank Brock	Litt. D.	1998	Raymond Culpepper	D.D.	2000
Loran Livingston	D.D.	2001	Orville Hagan	D.D.	2001
William G. Squires	D.H.L.	2003	Anton S. Van Deventer	D.D.	2004
Mark L. Williams	D.D.	2010	Bill Haslam	LL.D.	2012
Dan Betzer	D.D.	2019			

ORGANIZATION OF THE UNIVERSITY

Board of Directors

The charter and bylaws of the university authorize the Lee University Board of Directors to fulfill the governance function and to set policies for the operation of the institution. The Board of Directors consists of a maximum of 25 members appointed biennially by the Executive Committee of the Church of God.

Responsibilities

The charter and bylaws provide that the Board of Directors shall perform the following duties:

- Serve as a legislative body and determine school policy.
- Select and employ the university President.
- Consider nominations of faculty and school personnel submitted by the President, with power to approve or veto.
- Set salaries of faculty members and other school employees, in session with the President.
- Set the cost of tuition, board, private lessons, and all other school fees, in session with the President.
- Exercise final jurisdiction of all charges brought against any faculty member.
- Approve an annual budget for the operation of the university.
- Consider nominations of personnel for all administration and administrative staff positions submitted by the President, with power to approve or veto.

The members of the Board of Directors shall sign a contract and see that the President, administrative officers, and all faculty members of Lee University sign a contract that they will not teach, publish, or allow to be taught or published anything contrary to the Declaration of Faith or any other established doctrine of the Church. It shall permit no person unable or unwilling to accept the said Declaration in good faith to be employed. In the event of the failure on the part of any faculty member to live up to said agreement, the Board of Directors is authorized to dismiss him or her from the faculty.

Committees

The standing committees of the Board include the following: (a) Budget & Finance; (b) Marketing & Public Relations; (c) Administration and Operations; (d) Academic Programs; (e)Student Life Programs; and (f) Compensation. Each committee reviews with the administration the progress of the university in these respective areas and reports to the Board with appropriate recommendations.

Office of the President

President

As chief executive, the President is responsible for the general welfare and progress of the university. The President is responsible to the Board of Directors for the administration of the institution.

In relation to the Board of Directors, the President is to:

- Prepare the agenda for each meeting of the Board of Directors.
- Prepare, with the assistance of the Director of Business and Finance and in consultation with the Budget Committee, an annual budget for submission to the Board of Directors.
- Nominate to the Board of Directors all members of the administration, administrative staff, and faculty.
- Administer policies established by the Board of Directors.

In relation to the faculty, the President is to:

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

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

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

As the chief executive of the university, the President has the following financial responsibilities:

- Prepare, in consultation with the Budget Committee, the annual budget.
- Control the administration of the budget and disbursement of funds.
- Supervise fundraising and promotional programs.

As the chief public representative of the university, the President has specific duties which relate to the supporting denomination and the world of higher education. The President is responsible to:

- Keep the educational program, progress, and needs of Lee University before the general church and its agencies.
- Represent Lee University at denominational conventions.
- Represent Lee University at professional education societies and convocations.

Executive Assistant to the President

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

- Serve as Executive Secretary to the President.
- Serve as assistant to the President in office management and administration.
- Serve as recording secretary for the Board of Directors.
- Serve as secretary to the Chairman of the Board of Directors for board communications during or between sessions.
- Serve as custodian of permanent minutes of Board of Directors' meetings.
- Serve on campus committees as assigned by the President.
- Serve as recording secretary for the Cabinet.

Office of the Chancellor

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:

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

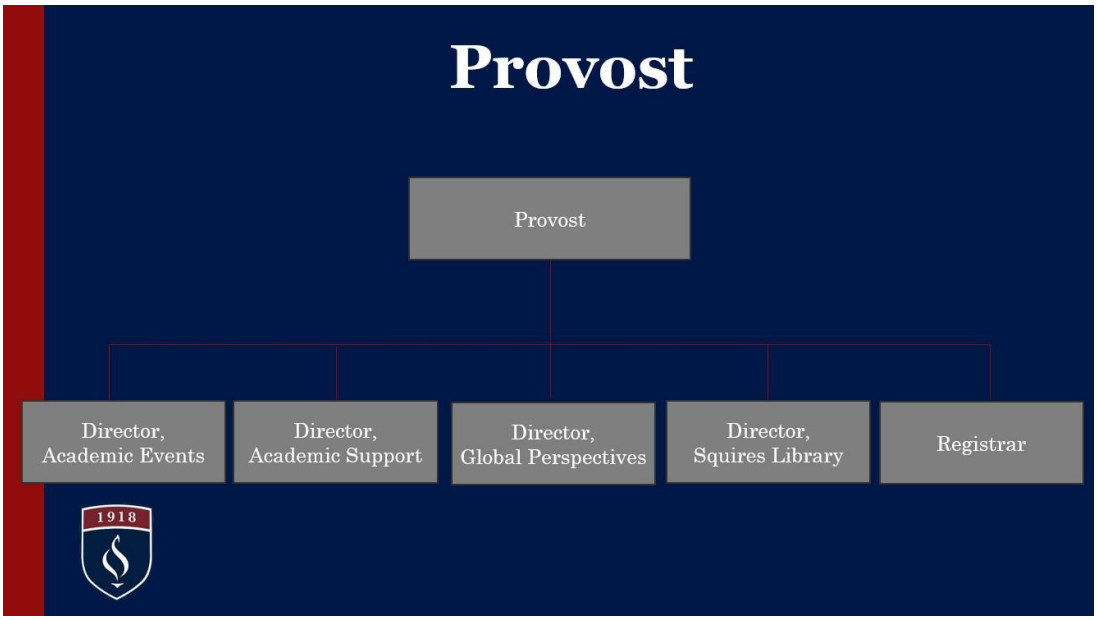
Office of the Provost

Provost

The Provost serves as the chief academic officer of the university and reports directly to the President. The Provost serves as the institution's liaison with SACSCOC, approves candidates for graduation, presides over commencement exercises, and leads the academic sector in the areas of academic expansion and innovations, grant development, and initiatives that address the scope of academic impact in both the on-campus and off-campus programs. The Provost leads the strategic plan in the academic sector, initiates appropriate task forces and initiatives encompassing academic effectiveness. The Provost will perform any official functions assigned by the President and will be responsible for the following specific duties:

- Serve as consultant to the VPAA.
- Supervise and coordinate the following services:
    - Academic initiatives and special projects
    - Academic Events
    - Academic Support
    - Records and Academic Services
    - Squires Library
    - Lee Online Expansion
    - Global Perspectives and International Programs
    - McNair Scholars Program
- Lead and facilitate academic vision casting endeavors.
- Coordinate Academic Assessment Program.
- Serve on the Academic Council, the Dean's Council, Undergraduate Curriculum Committee and Graduate Council
- Serve on the President's Cabinet, the Budget and Planning Committee, Assistant/Associate Professor Review Committees, Lecturer Review Committees, Disability Review Committee, and Retention Committee.
- Approve candidates for graduation.
- Supervise the control of the budgets of all offices reporting directly to the Provost.
- Serve as the SACSCOC Accreditation Liaison, with the following responsibilities:
    - Ensure that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
    - Notify SACSCOC in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
    - Update the President and Cabinet on the status of Substantive Change submissions to SACSCOC.
    - Serve as the primary contact person for SACSCOC staff.
    - Coordinate the preparation of the annual profiles and all other reports requested by SACSCOC.
    - Ensure that the institutional information in the SACSCOC database is current and periodically updated, including information about key administrative contacts and the peer evaluators affiliated with the institution.
    - Maintain a file of all accreditation materials and ensure that reports to SACSCOC are archived for future reference.
- Coordinate dual enrollment programs with admissions and enrollment.
- Activate and facilitate strategic planning.
- Serve as Lee University's representative to the Appalachian College Association.
- Maintain and expand Lee Online.
- Prepare bi-weekly and annual reports for the President.
- Perform any functions designated by the President.
- Supervise preparation of the academic portions of the university catalog.
- Supervise the editing and designing of documents of the faculty, including:
    - the university catalog.
    - the Faculty Handbook & Constitution.

- the Academic Administrators Handbook.
- the Part-Time Faculty Handbook.
- the General Education Core Handbook.

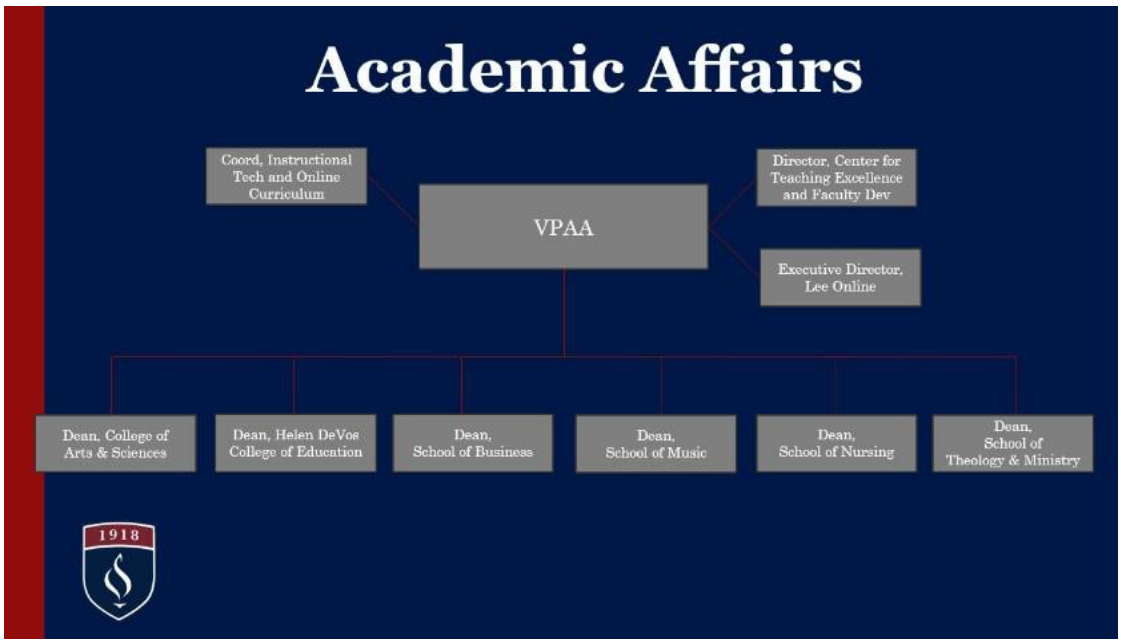


Office of Academic Affairs

Vice President for Academic Affairs

Vice President for Academic Affairs (VPAA) reports to the President for the development and supervision of the faculty, the curriculum, instructional processes, academic resources, and the recognition of student achievement by the faculty. The VPAA performs any official functions assigned by the President and works in collaboration with the Provost to ensure alignment and coordination of the daily operations of the VPAA's role and responsibilities with the broader parameters of the Provost/Chief Academic Officer. The VPAA will be responsible for the following specific duties:

- Plan the agenda for faculty meetings in consultation with the President and Provost.
- Moderate meetings of the university faculty.
- Supervise and coordinate the services of the following offices:
- College of Arts and Sciences.
- Helen DeVos College of Education.
- School of Business.
- School of Music.
- School of Nursing.
- School of Theology & Ministry.
- Lee Online.
- Center for Teaching Excellence.
- Serve as chair of the Academic Council, the Dean's Council, the Undergraduate Curriculum Committee, the Third Year Review Committee, and the Graduate Council.
- Serve on the President's Cabinet, the Budget and Planning Committee, Faculty Research and Scholarship Committee, Tenure Review Committees, Assistant/Associate Professor Review Committees, and Lecturer Committees.
- Plan the agenda for graduate faculty meetings and moderate meetings of the graduate faculty.
- Provide oversight of the Center for Teaching Excellence (CTE) and faculty development.
- Supervise New Faculty Development.
- Supervise the Kairos Honors program
- Provide new leadership development opportunities
- Prepare and submit in consultation with the Provost recommendations to the President concerning the following:
    - Faculty appointments.
    - Faculty promotions in rank.
    - Awarding of faculty tenure.
    - Senior Faculty merit bonuses.
    - Other academic appointments.
- Supervise the control of the budgets of all offices reporting directly to the Vice President for Academic Affairs.
- Supervise the preparation and dissemination of academic reports.
- Supervise the development of class schedules and assignment of classrooms and other instructional facilities.
- Maintain credential files on all members of the university faculty.
- Administer, evaluate, and update the faculty evaluation system.
- Prepare bi-weekly reports for the Provost and the President.
- Perform any functions designated by the President and/or the Provost.



Structure for Academic Affairs

There are six colleges and schools within Lee University: The College of Arts and Sciences, the Helen DeVos College of Education, the School of Business, the School of Music, the School of Nursing, and the School of Theology & Ministry. The College of Arts and Sciences includes the departments of Behavioral and Social Sciences; Communication Arts; History, Political Science, and Humanities; Language and Literature; Mathematical Sciences; and Natural Sciences. The College of Education consists of the departments of Early Childhood, Elementary, and Special Education and Health, Exercise Science, and Secondary Education.

The university offers Associate of Science, Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Music Education, and Bachelor of Science in Nursing degrees at the undergraduate level. At the graduate level, the College of Arts and Sciences offers a Master of Science in Holistic Child Development, Master of Science in Marriage and Family Studies, Master of Science in Marriage and Family Therapy, Master of Science in School Counseling, and the Doctor of Philosophy in Marriage and Family Therapy. The Helen DeVos College of Education offers a Master of Arts in Teaching, Master of Education in Curriculum and Instruction, Master of Science in Higher Education Administration, Master of Science in Athletic 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 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 Studies, and Master of Arts in Ministry Studies. The School of Nursing offers the Doctor of Nursing Practice (DNP).

Business and Finance

Vice President for Business and Finance

The Vice President for Business and Finance is the chief financial officer of the university. He/she serves as the primary financial advisor to the President and performs duties assigned by the President. Responsibilities include leadership in the areas of finance, student and business accounting, human resources, physical plant, and campus security. The Vice President is responsible for oversight of auxiliary enterprises such as food services and the campus bookstore. By serving as the Chief Business Officer for the university, the Vice President for Business and Finance works closely with the university's internal and external constituencies to enhance the institutional business and financial posture. Duties are as follows:

- Provide leadership in the development and implementation of an integrated financial system.
- Plan, develop, implement, and monitor the university's budget relating to academic and student affairs, institutional support, operations, capital construction, auxiliaries, and athletics.
- Plan and coordinate the measured growth and improvement of the university to ensure that all areas of the university are working in unison to achieve institutional financial goals.
- Serve as the administrative liaison officer to the Board's Standing Committee on Finance and Endowment.
- Oversee the requirements for compliance reporting, budget preparation and reporting, financial planning, and management reporting.
- Implement business practices and policies for responsibility areas.
- Oversee accounting internal controls and coordinate annual audits and preparation of financial statements in accordance with generally accepted accounting principles.
- Serve as the purchasing agent of the university.
- Supervise the implementation of hiring and process for staff and organizational management.
- Administer a plan for protection of the university through risk management.
- Supervise the financial management and correlate the auxiliary services for the dining program, bookstore, and leased and rented properties.
- Review and approve major contracts for various services, benefits, assets, and equipment to ensure they align with the greater goals of the university.
- Regulate campus parking and traffic policies.
- Oversee the Campus Emergency Plan.

The Vice President for Business and Finance serves as a member of the President's Cabinet, Budget and Planning Committee, Food Service Committee, Student Financial Aid Committee, Information Technology Committee, Fringe Benefits Committee, Intellectual Property Rights Review Board, and the New Student Orientation Committee.

Enrollment and Marketing

Vice President for Enrollment and Marketing

The Vice President for Enrollment and Marketing reports directly to the President.

Responsibilities include:

- Provide strategic leadership to the areas of Enrollment (Undergraduate Admissions, Online and Graduate Admissions, Financial Aid), Marketing, Communications, Institutional Research, and Information Technology.
- Manage the release of official statistics from the university as requested by government and third-party information organizations.
- Execute research and analysis to support institutional strategic decision-making.
- Provide support in the collection and analysis of student enrollment, achievement, and satisfaction data to improve programs and services.
- Ensure the institution's technological infrastructure and systems support the strategic goals and objectives of the university.
- Facilitate quality, affordable, and accessible online opportunities.
- Oversee institutional processes and procedures that ensure continuous improvement and accreditation compliance with institutional effectiveness standards.
- Perform other duties as assigned by the President.

Information Technology

Vice President for Information Technology

The Vice President of Information Technology reports directly to the President. The duties of this position are:

- Collaborate with the Director of IT Systems and the Vice President for Enrollment and Marketing to develop strategic objectives for Information Technology.
- Manage the team responsible for the network infrastructure and related appliances to ensure network stability and uptime.
- Manage the team responsible for the Help Desk.
- Develop and carry out appropriate procedures to ensure the security of the institutional
- network and the integrity of institutional data.
- Develop policies and procedures around the management of technological assets on campus throughout their life cycle.
- Provide technology resources which encourage effective teaching and learning in the academic enterprise.
- Provide service and equipment to meet the printing and duplicating needs of the campus.
- Provide training for faculty and staff in the responsible use of technology and technological equipment on campus.
- Recommend to senior management ongoing strategies for the development and use of technological systems campus wide and implement those strategies as approved.
- Deliver high quality software and services that support the mission of the university.
- Provide application development and support for the client community related to all business systems being maintained by IT Systems.
- Evaluate emerging technology trends and develop proposals for integration with the university technology environment.
- Evaluate and prioritize projects for Information Technology Systems.
- Provide leadership for the following areas within Information Technology Systems: Application Development, Business Analysts, Web Development.

Student Life

Vice President for Student Life

The Vice President for Student Life has the responsibility of guiding the development of policies and procedures of the sector (under the leadership of the President) to ensure effectiveness of student programs and services for students' success and persistence. This person is the chief administrator of all Student Life programs.

The duties of the Vice President for Student Life will include the following:

- Budget preparation for the Student Life sector.
- Student Conduct and Care
- Residential Life and Housing
- Student Engagement
- Campus Recreation
- Counseling Center
- Health Services
- Racial and Ethnic Relations
- First Year Programs
- Summer Honors
- Student Care Committee

Student Life Activities & Functions

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

• Maintain confidential student records.
• Oversee and support student clubs and organizations of the university.
    - Support the work of CAB (Campus Activities Board), Council and Club sponsors
• Oversee the student discipline process.
• Oversee the formulation and implementation of student discipline policies.
    - Lead and ensure collaboration among various offices in the execution of new student orientation programs
    - Provide general oversight of on-campus Housing and Residential Life
    - Promote best practice and current research in student development.
    - Provide leadership development for student life directors and staff.
    - Facilitate leadership development opportunities for student leaders
    - Prepare bi-weekly and annual reports for the President.
    - Perform any functions designated by the President.

Committee Functions

The Vice President for Student Life has the following committee assignments by virtue of office:

- President's Cabinet
- Planning and Budget Committee
- Campus Events Committee
- Student Care Committee
- Threat Assessment Committee
- New Student Orientation Committee

- Lee Day Committee
- Summer Honors Committee
- Disability Review Committee
- Policy Review Committee

Student Success

Vice President for Student Success

The departments in the portfolio of the Vice President for Student Success will include the following:

1. Center for Calling and Career (CC&C)
2. HUB, Center for Student Success (HUB)
3. First Year Programs (FYP)
4. Learn Engage Achieve Program (LEAP)
5. Commuter & Transfer Services (CTS)
6. Counseling Center (LUCC)

The duties of the Vice President for Student Success will include the following:

- Promoting student success and persistence on campus within the sector and among the wider university contexts.
- Coordination and supervision of the work of the subdivisions within the Student Success sector.
- Oversees new and transfer student orientation sessions.
- Ensure collaboration among various programs and offices.
- Promote best practice and current research in student success and retention.
- Provide leadership development for student success directors and staff.
- Facilitate leadership development opportunities for peer and transfer leaders.
- Work with other sectors, specifically Academic Affairs, Student Life, and Enrollment & Marketing, to enhance student success.
- Seek appropriate grants to support student success efforts.
- Coordinate program evaluation and assessment for continuous improvement.
- Prepare bi-weekly and annual reports for the President.
- Perform any functions designated by the President. Committee Functions

The Vice President for Student Success has the following committee assignments by virtue of office:

- President's Cabinet
- Planning and Budget Committee
- Lee Day Committee
- Summer Honors Committee
- Policy Review Committee
- Retention Committee

Teaching: The Vice President for Student Success shall carry a part–time teaching load, one course per semester.

Operations

Vice President for Operations

The Vice President for Operations reports directly to the President and is responsible for supervision and coordination of Campus Ministries, Campus Security, and the Office of Events (Event Planning and Event Production), as well as liaison to the President for University Relations Sector. The Vice President for Operations serves as the Lee University Liaison in the construction process for new buildings on campus. The Vice President is responsible for campus management and special projects as directed by the President.

Administrative and Supervisory roles

As chief administrator of Operations, the Vice President for Operations is responsible for:

- Budget preparation for the Operations sector.
- Integration and coordination of the work of the subdivisions within the Operations sector.
- Serves as the university's Clerk of Works.
- Assists with property acquisition and long-range planning.
- Responsible for university campus presentation and signage.
- Provides special analysis and reports as directed by the President.

Committee Functions

The Vice President for Operations has the following committee assignments by virtue of office:

- President's Cabinet
- Planning and Budget Committee
- Construction Surveillance Committee (ex officio member)
- Mainstreet Cleveland Board of Directors member
- Member of various university event committees (Lee Day, Homecoming, Celebration)

University Relations

Vice President for University Relations

The Vice President for University Relations is directly responsible to the President for advancing Lee University through internal and external communications, strategic marketing, fundraising and the development of relationships with key constituency groups at the local, state, and national levels. The duties include:

1. Supervise and coordinate the services of the following offices:
    a. Advancement Services
    b. Alumni Relations
    c. Church Relations
    d. Community Engagement
    e. Development and Donor Relations
    f. Foundation, Corporate and Government Relations
    g. Grants
2. Formulate policies and direct programs relative to the financial support of the university from all philanthropic sources.
3. Promote public understanding of and support for Lee University.

Distinguished Alumnus Awards

Every year Lee University honors one of its former students as its Distinguished Alumnus. The Alumni Advisory Board makes an annual survey of the alumni family for one whose life after leaving Lee has exemplified and personified its ideals, principles, and purposes. The person designated as Distinguished Alumnus is one who was fostered and nurtured by Lee University and whose life patterns reflect those ideals in later years. The person chosen each year is one who has gained distinction for himself/herself and Lee University through achievements and service to God and man.

Those who have received the award since its inception in 1960 are:

Charles W. Conn	1960	Raymond A. Conn and Gary Sharp	1993
James A. Cross	1961	Dennis McGuire	1994
J.H. Walker, Sr.	1962	Mark Harris	1995
R.E. Hamilton	1963	Robert J. Jenkins	1996
Charles R. Beach	1964	Bill F. Sheeks	1997
James A. Stephens	1965	DeWayne Knight	1998
Paul H. Walker	1966	Raymond F. Culpepper	1999
David L. Lemons	1967	Bill Balzano	2000
O. Wayne Chambers	1968	Martin D. Smith	2001
W.C. Byrd	1969	W. Donald Price	2002
W.E. Johnson	1970	David Black	2003
Dora P. Myers	1971	Bill George	2004
Ray H. Hughes, Sr.	1972	John Gentry	2005
J.H. Walker, Jr.	1973	Judy Markham Pittman	2006
Odine Morse	1974	Steve Dorman	2007
Bill Higginbotham	1975	P. Jeffrey Conn	2008
Ralph E. Williams	1976	Andrea Hudson	2009
Jerry Lambert	1977	Marcus Lamb	2010
Charles Paul Conn	1978	Darlia Conn	2011
Cecil B. Knight	1979	Andrew and Tori Smith	2012
Bennie S. Triplett	1980	Delton Alford	2013
Zeno C. Tharp	1981	Cyndi Joyner	2014
E.C. Thomas	1982	Claire Sanger	2015
Paul L. Walker	1983	Nathan Chapman	2016
Robert White	1984	Alisa White	2017
Lucille S. Walker	1985	Patricia Carroll	2018
R. Lamar Vest	1986	Danny Murray	2019
Billi Jones	1987	Stephanie Taylor	2020
Don Medlin	1988	Steve Black	2021
Robert Daugherty, Sr.	1989	Christopher Camp	2022
Kenneth Hall	1990	Jessica Beran Juarez	2023
Loran Livingston	1991	Bruce Deel	2024
J. Patrick Daugherty	1992		

Honorary Distinguished Alumnus Awards

In 1994, a new tradition began with the selection of an Honorary Alumnus, recognizing exceptional friends of the institution who exemplify the ideals of Lee University.

Jim Sharp	1994	Tom Rowland	2010
Paul Duncan	1995	Allan Lockerman	2011
Henry and Iris Atkins	1996	Al Hartgraves	2012
H. Bernard Dixon	1997	Andy Sinclair	2013
Mark Walker	1998	Robert Bernhardt	2014
Betty Baldree	1999	Bob Barnett	2015
J. Hoyle Rymer	2000	Mike Seago	2016
Carolyn E. Dirksen	2001	Forrest Preston	2017
Christine Paynter	2002	MaryBeth Wickes	2018
Jack Higgins	2003	Jerry Dixon	2019
David Holsinger	2004	Alex Kendrick	2020
Edward E. Hollowell	2005	Bonnie Hathcock	2021
Lois Underwood Beech	2006	Avery Johnson	2022
Joe Novenson	2007	Judy and Steve Holt	2023
Raymond Crowley	2008	Scott Taylor	2024
Matthew Yelton	2009		

FACULTY CONSTITUTION AND BYLAWS

Preamble

Having been nominated by the President and appointed by the Board of Directors for the conduct of instruction, research, and all other facets of the academic program, the members of the Faculty of Lee University establish this Constitution and Bylaws for the better discharge of their responsibilities, as they are indicated by the Charter of the university, delegated by the Board of Directors through the President.

ARTICLE I. MEMBERS OF THE FACULTY

Section 1. Voting Members
The President of the university and full-time personnel who hold academic rank of lecturer or above shall constitute the voting members of the faculty.

Section 2. Associate Members
Non-ranked members of the Cabinet, Administrative Staff and adjunct faculty shall constitute the associate members. Associate members attend faculty meetings, but the privilege of speaking on issues extends only to voting members except by invitation of the presiding officer.

Section 3. Emeritus Members
The emeritus members of the faculty shall have the privilege of associate members.

ARTICLE II. OFFICERS OF THE FACULTY

Section 1. Presiding Officer
The President or the Vice President for Academic Affairs shall preside at all regular meetings of the university faculty. When necessary, a voting member of the faculty shall be designated by the President as presiding officer pro-tem.

Section 2. Secretary of the Faculty
The Vice President for Academic Affairs shall appoint annually a secretary of the faculty who shall keep a record of the proceedings, promptly distribute the minutes of each meeting, and attest to the accuracy of all recorded actions of the faculty. The secretary shall assume office at the first regular meeting of the faculty in each academic year. In the event the secretary is absent, the presiding officer shall appoint an acting secretary for the meeting.

Section 3. Parliamentarian of the Faculty
The President shall appoint annually from the voting members of the faculty a Parliamentarian who shall advise the presiding officer and members of the faculty as to the proper conduct of faculty concerns in accordance with this Constitution, Bylaws, and other parliamentary rules as may be adopted. (Robert's Rules of Order Newly Revised shall be followed). The Parliamentarian shall assume office at the first regular meeting of the faculty in each academic year.

ARTICLE III. CONDUCT OF FACULTY CONCERNS

Section 1. Regular Meetings
The university faculty shall meet in regular session once each month during the academic term.

Section 2. Special Meetings
Special meetings may be called by the President or the Vice President for Academic Affairs. Three days prior to the meeting date notice shall be given to the faculty except in cases of emergency.

Section 3. Quorum
In all meetings of the faculty, a majority of the voting members shall constitute a quorum. All substantive questions at issue, excepting amendments to this Constitution and the adoption or amendment of Bylaws, shall be decided by a simple majority of the voting members present and voting. Amendments to the Constitution and Bylaws shall require a two-thirds vote of those present and voting, and the approval of the Board of Directors.

Any voting member may request a secret ballot for the entire faculty on a given item. This request shall be granted unless there is an objection by a voting member, in which case a simple majority vote of all those present shall be required for the secret ballot motion to be denied.

Section 4. Agenda
The Vice President for Academic Affairs shall distribute the agenda three workdays preceding each regular meeting of the faculty. Individual faculty members may submit proposals in writing to the Vice President for Academic Affairs, who in turn may submit these items and/or proposals to the President for inclusion in the agenda. Recommendations shall be considered a part of the agenda and curriculum items not on the agenda may not be acted upon by the faculty until a second reading at a subsequent meeting of the faculty.

Section 5. Powers and Duties of the Faculty

- The faculty, in conjunction with the administration and Board of Directors, is entrusted with the conduct of the academic programs of the university and has responsibility in such fundamental areas as curriculum, subject matter, and methods for instruction, research, faculty status and welfare, and those aspects of student life which relate to the educational process. In matters wherein the power of review or final decision lodged in the Board of Directors or delegated by it to the President is exercised adversely, the faculty shall have opportunity of transmittal of its views to the President or to the Board of Directors.
- The faculty shall establish the requirements for all degrees offered and for coursework required. In the case of honorary degrees, the faculty will enjoy the privilege of recommendations of the same.
- The faculty shall recommend to the administration and/or Board of Directors on all matters indirectly but substantially related to those areas in which the faculty has responsibility or vital concern, as in the selection of the President of the university, the Vice President for Academic Affairs, Deans, and appropriate academic administrators (AAA); the formulation of the annual budget of the university; and the establishment of administrative policy.

ARTICLE IV. COUNCILS AND COMMITTEES OF THE UNIVERSITY

Section 1. Councils of the University

Academic Council
The Academic Council is Chaired by the Vice President for Academic Affairs and is comprised of the Provost, the Vice President of Academic Affairs, Registrar, Assistant Registrar, school Deans, AAAs, the Director of Library Services, the Executive Director of Lee Online, an elected faculty representative, and a member of the Faculty Council designated by the Faculty Council. The Academic Council establishes academic policies and procedures, making recommendations to appropriate councils and committees for implementation. The Council also considers special requests and concerns of students and university community constituents regarding academic matters. The Academic Council meets monthly, as needed.

Undergraduate Curriculum Committee
The Undergraduate Curriculum Committee is chaired by the Vice President for Academic Affairs. Each department faculty (including the library) will elect a representative to serve on the Undergraduate Curriculum Committee in the spring semester to serve in the following academic year. Representatives must have successfully completed their first formal review and non-library faculty must have a primarily undergraduate course load. The Registrar and the Provost will serve as non-voting ex officio members of the committee.

The duties of the Undergraduate Curriculum Committee are to review and approve all changes in department undergraduate curricula, including addition, deletion, or substantive renaming of courses; significant revisions in course syllabi; all changes in the catalog copy for any program of studies; and changes in requirements for any major, minor, or professional sequence in any program of studies controlled by the school's faculty.

Deans Council
The Deans Council is Chaired by the Vice President for Academic Affairs and is comprised of the Provost, the Vice President for Academic Affairs, the Deans of the colleges and schools of the university, the Executive

Director of Lee Online and the Director of Library Services. The Deans Council recommends academic policies and procedures to the Academic Council who may approve, reject, or refer policies or procedures back to the Deans Council for clarification or modification. New majors, new minors, changes in the General Education Core and other new programs are to be sent to the Deans Council for assessment of their possible impact on institutional resources.

Approved proposals will be sent to the appropriate governing body; unapproved proposals will be returned to the originating group. Undergraduate curricular proposals will be sent to the university Undergraduate Curriculum Committee and graduate proposals to the Graduate Council.

Graduate Council

The Graduate Council serves as the administrative advisory group for all graduate programs and review board for all academic policies and regulations for graduate programs; reviews and approves the university-wide guidelines regarding graduate matters (forwarding to other appropriate bodies for decision); and reviews and approves curricular changes recommended by departments and schools relative to graduate curricula.

Composition: The Vice President for Academic Affairs and the Provost; all graduate program directors; Deans; two faculty representatives elected at large from the graduate faculty; and one graduate student selected by the Council. AAAs will attend meetings as recommended by the appropriate Dean.

Committee on Rank

The Committee on Rank consists of nine persons elected from full-time, tenured academic personnel holding the rank of Associate Professor or Professor (excluding full-time administrators), with four members nominated by the College of Arts and Sciences (each from a different department) and one member nominated by each other college/school (hereafter: “college”).

The function of the Committee on Rank is to review all nominations for promotion, using the guidelines set forth in the Faculty Handbook. Its members will be chosen by way of the following nomination and election process:

Elections will take place on a rotating basis, with members chosen in 3-year cycles.

Year 1: CARS (1), CARS (2), COE
Year 2: CARS (3), CARS (4), SOM
Year 3: SOB, SON, STM

Every third year, or when a seat becomes vacant, affected colleges will elect and present at least two nominees to the faculty as a whole. Librarians with faculty voting privileges will nominate with the smallest college. The faculty will then select one of these nominees to serve on the Committee on Rank. Colleges will make available the names of nominees to the faculty at least two weeks prior to this vote. Faculty members serving on the committee on Rank are ineligible for promotion during their elected term.

The Chairperson will be elected by the committee and must hold the rank of Professor (unless the committee lacks a member of such rank). (See page 4-15 and 4-16)

Faculty Council

The Faculty Council consists of members elected from each of the university’s academic departments. For the purpose of this section, the library shall be considered as any other academic department. Members will serve two-year terms. Elections will take place on a rotational basis. Representatives of the departments from the College of Arts and Sciences shall be elected in the spring of the years ending in even numbers and representatives of the departments from the other colleges and schools including the library shall be elected in the spring of the years ending in odd numbers. Each department shall be responsible for electing its representative by secret ballot. The Chairperson of the Faculty Council, who must be tenured, shall be elected from the membership of the Council and by the Faculty Council in the spring of the year prior to assuming office. The Faculty Council shall be responsible for electing a recording secretary and other officers, as it deems necessary.

The Faculty Council's functions are: (1) to advise the President concerning any faculty interests, (2) to consult with the Vice President for Academic Affairs on matters of general faculty concern, and (3) to consult with other administrators and staff as needed. Administrators and faculty may submit recommendations in writing to the Faculty Council. All proposed amendments to the Faculty Constitution shall be presented in writing to the Council, and Faculty Council will facilitate a written faculty response to all proposed amendments. The Faculty Council conducts meetings, as needed.

Third Year Review Committee

The voting members of the Third Year Review Committee for each school will be composed of the Vice President for Academic Affairs (who will chair the committee), the AAA, the Dean of the school, one administrator appointed by the president, and two tenured faculty members of the Faculty Council. Neither faculty member may have an appointment in the same department as the candidate. The Faculty Council will choose the two representatives from tenured members of the Faculty Council, along with an alternate who can serve in cases of conflict of interest.

Tenure Review Committee

The voting members of the Tenure Review Committee for each school will be composed of the President (who will chair the committee), the Vice President for Academic Affairs, the AAA, the Dean of the school, one administrator appointed by the president, the Faculty Council Chairperson, and the Chairperson of the Senior Faculty Review Committee.

The Vice President for Academic Affairs, in consultation with the AAA or Dean, may add additional current and/or previous direct supervisors as non-voting members to the committee. The faculty candidate will be notified of these additions at least thirty days prior to the tenure review hearing.

Tenure review candidates may also request a separate meeting with the President and the Vice President for Academic Affairs for the purpose of discussion of tenure within thirty days prior to the hearing. The faculty candidate may also have the privilege of selecting a peer advocate to present him or her to the tenure review committee.

Assistant/Associate Professor Review Committee

The Assistant/Associate Professor Review Committee is composed of the faculty member's Chairperson (and Assistant/Associate Chairperson where applicable), Dean (and Associate Dean where applicable), the Provost, the Vice President for Academic Affairs, Director of Faculty Development, Administrative Representative, and a representative from the Faculty Council. (See 4-15.)

Senior Faculty Review Committee

The Review Committee is composed of one representative from each school or college except the College of Arts and Sciences, which has three representatives. The Deans of the respective schools or colleges appoint the members upon recommendation from AAAs. Committee members must be full-time tenured Professors, excluding administrators. Members serve for a term of three years and are eligible for reappointment. A committee member is not eligible to serve during the year of his or her own review. The committee elects its Chair for a one-year term. Chairs may serve two consecutive terms. The Director of Faculty Development will serve as a non-voting ex officio member of the committee. The appropriate department chairperson, associate dean, or dean will present a comprehensive review and evaluation of the faculty member's strengths and areas of improvement. The committee performs a summative review of senior faculty members six years following the completion of the promotion cycle.

Upon completion of a senior faculty review, the committee may recommend "exceptional" and "highly exceptional" candidates to the Board of Directors for consideration of a merit pay increase. Faculty candidates are eligible for merit consideration at their first two senior reviews only. Board approval of committee recommendations will result in a merit- based salary increase equivalent to 3% (exceptional) or 5% (highly exceptional) of a Full Professor base salary.

Senior faculty previously reviewed by this committee prior to the adoption of this amendment will be eligible for merit consideration at their next two reviews.

Budget and Planning Committee

The Chair of the Faculty Council or his/her designee shall serve on the Budget and Planning Committee.

Other Faculty Committees

Other committees are appointed annually by the President and the Cabinet. The duties of the committee are set forth in the Faculty Handbook.

Section 2. Membership on Standing Faculty Committees

- No full-time teaching faculty member need serve concurrently on more than three standing committees.
- No member shall serve more than two consecutive terms on the same elected committee.

Section 3. Time of Meetings

All meetings of committees involving appointed or elected faculty or student representatives shall be set at such a time that the meetings will not conflict with the regularly scheduled duties of the member.

ARTICLE V. CONDITIONS AND BENEFITS OF FACULTY SERVICE

Section 1. Recruitment and Employment Procedures

- The creation of a new faculty position or the declaration of a faculty vacancy is a function of the Board of Directors.
    - Prior to any announcement of vacancy in any department, the Chairperson of that department, in consultation with department faculty, will furnish to the Dean a statement of the vacancy and the necessary proficiency an applicant must have in any one or more areas in order to meet the needs of that department. The Dean will request approval for the vacancy from the Vice President for Academic Affairs, who in turn will consult the President.
    - After a vacancy is approved, the Chairperson, working with the Dean, will be responsible for recruiting potential candidates and sorting all applicant files.
    - Tenure track positions are open to individuals with the appropriate terminal degrees (see “Lee University Appropriate Discipline Degrees” chart). Persons without the appropriate terminal degree but with graduate degrees and/or professional experience may be accepted on a year-to-year renewable, temporary, or part-time basis (see degrees chart).
    - The Chairperson, in consultation with department faculty, will select those persons who are believed to meet the minimum qualifications for the position and will review these with the Dean. The Dean will then confer with the Vice President concerning the vacancy with a report on the progress to date.
    - If the interview involves expense to Lee University, the interview should be scheduled at such a time that the department may be visited and that the person be interviewed by the Dean, the Vice President for Academic Affairs and the President during the same visit.
    - The Chairperson will be responsible for making a formal recommendation to the Dean after interviews are completed. He/she will include with that recommendation all qualifications both academic and personal which are available to him/her.
    - The Dean will then, if he/she concurs, recommend to the Vice President the hiring of that individual subject to approval of the President and the Board of
    - The completed credentials of all persons hired will remain in the office of the Vice President for Academic Affairs. The Board of Directors acts on the nomination. If the applicant is hired, the President, as the representative to the Board of Directors, signs a contract and presents it to the prospective teacher for his/her signature. The teacher signs the contract, if it is acceptable to him/her, and returns it to the President. In cases of promotion in rank or awarding of merit pay the university will update the rank and/or increase salary for that year’s contract without signature.

- School of Theology and Ministry: In combination with the above procedures, the hiring process for new faculty appointed to work in the School of Theology and Ministry will also include the following:
  - A Faculty Hiring Advisory Committee will be utilized in the hiring of new faculty. This committee will be comprised of three Ordained Bishops of the Church of God (a local pastor, an administrator from the Church of God Division of Education, and a sitting member of the Executive Council). The committee's purpose will be to provide an assessment of the candidate as it relates to the religious mission of the University. The committee may review STM faculty applications and/or interview STM faculty candidates. The committee's recommendations will be advisory only and will be provided to the University president for consideration by the Board of Directors.
  - It is the policy of the Board of Directors that faculty hired to teach in the STM will be Pentecostal scholars and that a hiring preference will be given to Church of God scholars. Exceptions to this policy require Board approval.
  - All new faculty candidates for STM will be required to submit a written response outlining their views on the doctrinal commitments of the Church of God and the Lee University Statement of Beliefs on Human Sexuality.

- Each contract will be for ten months. The contract will consist of two semesters and in-service professional development sessions. The winter meeting of the Board of Directors is usually the meeting in which teachers are approved for the following school year. The President shall ordinarily issue contracts for the following academic year not later than March 1. The contract becomes effective on August 1 of each year, unless otherwise stated. Exceptions in length of contract may be made for librarians and other faculty positions.

Section 2. Academic Freedom
Employment at Lee University places upon both the institution and the teacher certain obligations.
As citizens of the kingdom of God and members of learned professions, Lee University faculty enjoy the liberty to pursue knowledge in preparation for teaching, and to nourish thinking that may result in research and presentation of that research in a public forum. In the institution an academic atmosphere should prevail that encourages investigation and the sharing of such investigation with academic peers in a responsible and professional manner.

Lee University welcomes intellectual inquiry and the free exchange of ideas in the quest for truth but recognizes that there are limits to the freedom of expression by faculty of a Christ-centered institution. Lee University accepts its responsibility to inform faculty of ways in which these exchanges may occur while respecting the teaching of its sponsoring denomination (Church of God, Cleveland, TN). Lee University and its faculty fulfill their joint mission both respectful of the institution's denominational affiliation and mindful of their responsibility to teach with awareness of institutional core values and published policies.

Faculty sign a contract that clarifies the limits of their academic freedom. As a part of his/her contract, each teacher is required to sign that he/she will not advocate in his/her teaching or publications anything contrary to the "established doctrines of the Church of God and the Declaration of Faith" (offered here below along with the list of twenty-two (22) Church of God Teachings). The university will make faculty aware of this statement and the doctrines of the Church. The "established doctrines" derive primarily from these sources: the Doctrinal Commitments (Church of God Teachings) and the Declaration of Faith.1

Declaration of Faith (Church of God, 1948) We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons: namely, the Father, Son, and Holy Ghost.
3. 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.
4. That all have sinned and come short of the glory of God and that repentance is commanded by God for all and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.

6. In sanctification subsequent to the new birth, through faith in the blood of Jesus Christ, through the Word, and by the Holy Ghost.
7. Holiness is to be God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. 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.
11. Divine healing is provided for all in the atonement. In the Lord's Supper and washing of the saints' feet.
12. In the premillennial 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.
13. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Church of God Teachings (orig. 1910). Below are Scriptural references for specific doctrines (*most of which are mentioned in the Declaration of Faith)* that the Church of God views as representing their core beliefs.
Repentance. Mark 1:15; Luke 13:3; Acts 3:19.
Justification. Romans 5:1; Titus 3:7.
Regeneration. Titus 3:5.
New birth. John 3:3; 1 Peter 1:23; 1 John 3:9.
Sanctification subsequent to justification. Romans 5:2; 1 Corinthians 1:30; 1Thessalonians 4:3; Hebrews 13:12.
Holiness. Luke 1:75; 1 Thessalonians 4:7; Hebrews 12:14.
Water baptism. Matthew 28:19; Mark 1:9, 10; John 3:22, 23; Acts 8:36, 38.
Baptism with the Holy Ghost subsequent to cleansing; the enduement of power for service. Matthew 3:11; Luke 24:49, 53; Acts 1:4-8.
The speaking in tongues as the Spirit gives utterance as the initial evidence of the baptism in the Holy Ghost. John 15:26; Acts 2:4; 10:44-46; 19:1-7.
The Church. Exodus 19:5, 6; Psalm 22:22; Matthew 16:13-19; 28:19,20; Acts 1:8; 2:42-47; 7:38; 20:28; Romans 8:14-17: 1 Corinthians 3:16, 17; 12:12-31; 2 Corinthians 6:6-18; Ephesians 2:19-22; 3:9, 21; Philippians 3:10; Hebrews 2:12; 1 Peter 2:9; 1 John 1:6, 7; Revelation 21:2, 9; 22:17.
Spiritual gifts. 1 Corinthians 12:1, 7, 10, 28, 31; 1 Corinthians 14:1.
Signs following believers. Mark 16:17-20; Romans 15:18, 19; Hebrews 2:4.
Fruit of the Spirit. Romans 6:22; Galatians 5:22, 23; Ephesians 5:9; Philippians 1:11.
Divine healing provided for all in the Atonement. Psalm 103:3; Isaiah 53:4, 5; Matthew 8:17; James 5:14-16; 1 Peter 2:24.
The Lord's Supper. Luke 22:17-20; 1 Corinthians 11: 23 – 26.
Washing the saints' feet. John 13:4-17; 1 Timothy 5:9, 10.
Tithing and giving. Genesis 14:18-20; 28:20-22; Malachi 3:10; Luke 11:42; 1 Corinthians 16:2 ; 2 Corinthians 9:6-9 ; Hebrews 7:1-21.
Restitution where possible. Matthew 3:8; Luke 19:8, 9.
Premillennial second coming of Jesus. First, to resurrect the dead saints and to catch away the living saints **to Him in the air**. 1 Corinthians 15:52; 1 Thessalonians 4:15-17; 2 Thessalonians 2:1. Second, to reign on the earth a thousand years. Zechariah 14:4; 1 Thessalonians 4:14; 2 Thessalonians 1:7-10; Jude 14, 15; Revelation 5:10; 19:11-21; 20:4-6.
Resurrection. John 5:28, 29; Acts 24:15; Revelation 20:5, 6.
Eternal life for the righteous. Matthew 25:46; Luke 18:30; John 10:28; Romans 6:22; 1 John 5:11-13.
Eternal punishment for the wicked. No liberation nor annihilation. Matthew 25:41-46; Mark 3:29; 2 Thessalonians 1: 8, 9; Revelation 20:10-

1 See Minutes 2018: Church of God Book of Discipline, Church Order, and Governance: Containing Extant Rulings of the Church of God International General Assemblies 1906-2018, ed. Daniel L. Black (Cleveland, TN: Church of God Publishing House, 2018), 19-22.

Section 3. Tenure

Third Year Review

A. Full-time teaching faculty members in a tenure-track position will be reviewed during the spring semester of their third year by the Third-Year Review Committee. The committee will evaluate candidates for progress towards tenure, encourage the candidates in areas of strength, and make recommendations to the candidates regarding areas in need of continued development prior to consideration for tenure.

B. The Committee will make a formative review using
   1. The past two years of Professional Activity Contracts and Professional Activity Reports
   2. The past two years of Annual Performance Reviews from the AAA
   3. The past five semesters of SCE data and comments
   4. The faculty member under review will write a statement of faith and vocation describing how the candidate understands the interplay of their teaching philosophy with their faith and Christian commitment. This document should reflect on their experience at Lee and include specific examples of the outworking of their understanding. (2000-word limit, due to the committee chair by the second Monday in January in the semester of review)

The faculty member under review will write a statement of contribution to the life and mission of the University outside of the classroom (professional development, university service, etc.) (1000-word limit, due to the committee chair by the second Monday in January in the semester of review)

C. At the end of the review, the AAA will draft a letter identifying the strengths and weaknesses of the faculty under review. After consideration and editing by the committee, all members of the committee will sign the letter.
D. The faculty member's Dean and AAA will meet with the faculty member to deliver and discuss the letter.
E. The faculty member may make a written response to the letter.
F. The letter, and any faculty response, will be added to the faculty member's portfolio.

Tenure

The granting of tenure indicates that the university sees the faculty member as capable of long- term positive contributions to the institution. The faculty member, in pursuing tenure, indicates a willingness to commit to supporting the mission of the university and maintaining high standards of academic performance and personal conduct.

Qualifications and Terms of Service

A. The faculty member must hold the appropriate terminal degree from an accredited institution or have demonstrated commensurate professional achievement.
B. The faculty member must hold the rank of assistant professor or higher.
C. The faculty member must demonstrate:
   1. Strong personal commitment to a life of Christian faith.
   2. Excellent teaching skills as judged by the "pool of information which has been systematically gathered" by the Faculty Evaluation System (Faculty Evaluation System, Lee University Faculty Handbook & Constitution, Section 8).
   3. Continuing professional development in such areas as additional graduate work, attendance at workshops and seminars, research, active participation in professional organizations, and recitals and/or other high-quality public performance.
   4. Contribution to the life of the university in areas other than the classroom.

Consideration for Tenure

A. The faculty member will be considered for tenure in the sixth year of full-time, uninterrupted service at Lee University if holding the rank of assistant professor or above and the appropriate terminal degree from an accredited institution. Professional achievement in lieu of the doctorate must be established in advance with a Portfolio of Evidence reviewed by experts in the field and approved by the Tenure Review

Committee. Faculty members being considered for tenure will be reviewed by the committee during the summer and fall semester of the sixth year. If tenure is approved, it will become effective in the seventh year of service.

1. A maximum of three years toward tenure may be negotiated by the faculty member at the time of a full-time tenure track appointment at Lee University for one of the following reasons:
   a. Full-time teaching and service at Lee University at a rank lower than Assistant Professor or as an adjunct professor.
   b. Commensurate teaching and service at an accredited college-level institution other than Lee.
   c. Outstanding commensurate professional experience in his or her field.

B. The faculty member who is not approved for tenure in the sixth year of service at Lee University may be terminated, granted continuing contract status, or may continue in a probationary status. The faculty member whose tenure is delayed in the sixth year of service at Lee University may continue in a probationary status with a subsequent tenure review. Such faculty members may be reviewed again at any time specified by the Tenure Review Committee, but the final review must be no later than the ninth year of full-time service. A faculty member who fails to receive tenure in the ninth year of full-time teaching may be terminated at the end of that academic year or be considered for continuing contract status.

Procedures for Evaluation, Granting of Tenure, and Notification

A. A Tenure Review Committee will evaluate faculty candidates for tenure and make a one-page recommendation to the Board of Directors based upon the criteria of Faith Commitment, Excellence in Teaching, Professional Development, and Contribution to the University. The President will write the committee's recommendation to the board.

B. It is the primary responsibility of the tenure candidate to submit a tenure portfolio to the Tenure Review Committee. The candidate's AAA should assist in the construction of the portfolio. The portfolio is due to the committee by the first Monday in June in the year of review.

C. The AAA should add to the portfolio the following materials:
   1. The past five years of Professional Activity Contracts and Professional Activity Reports
   2. The past five years of Annual Performance Reviews from the AAA
   3. The past five years of Student Course Evaluation (SCE) data and comments
   4. A copy of the third-year review, including a copy of the statement of faith and vocation from that review.
   5. The AAA and Dean's recommendations, which will be made available to the candidate at least 10 days prior to the deadline for submitting the tenure portfolio. The recommendations will be for the granting of tenure, its deferment, or the denial of tenure, and will provide an explanation of that recommendation.

D. The candidate should add to the portfolio the following materials:
   1. An updated statement of teaching philosophy, interacting with the original document submitted when hired at Lee, select classroom experiences, and SCE's. (2000-word limit, not including original statement)
      a) A copy of the statement of teaching philosophy provided when hired should be attached for reference.

2. A current statement of faith and Christian commitment that exhibits a firm historical and theological foundation as well as a spirit of cooperation with the established doctrines of the Church of God. Specific examples of how the candidate's faith and commitment has been challenged or grown since the time of hiring should be included. (2000-word limit)
3. A statement of contribution to the life and mission of the University outside of the classroom highlighting professional development, university service, and other such contributions relevant to tenure consideration. (2000-word limit)
4. Any other material the candidate deems relevant to their tenure application. (1000- word limit)

E. The Tenure Review Committee will make use of this file and other relevant materials in reaching its tenure decision about a particular candidate.
F. The committee may make one of four recommendations in respect to a tenure candidate: to grant tenure, to deny tenure, to defer a decision until the candidate's next tenure evaluation period (1-3 years) or put on continuing contract without further consideration. A candidate given a deferred decision, being subsequently evaluated in her or his ninth year, must be either granted or denied tenure at that time. A faculty member who fails to receive tenure in the ninth year of full-time service may be terminated at the end of that academic year or be considered for continuing contract status.
G. Competency in teaching, professional attitude toward one's duties, faithful performance of the terms of the contract and Christian conduct of one's personal life and individual social obligations always will be expected of the faculty member, whether or not he/she has been granted tenure.
H. The President will present the Tenure Review Committee's recommendation regarding tenure candidates, as well as his/her own recommendation, to a committee of the Board of Directors. The board committee will review the recommendations of the Tenure Review Committee and President before bringing their recommendations to the full Board.
I. Candidates will receive from the Chairman of the Tenure Review Committee written notification of the tenure decision (and a summary of the assessment of their performance by January 31 of their sixth year.)
J. The granting of tenure shall not abridge the normal prerogatives of the academic officers of Lee University to transfer members of the faculty from one position to another within the faculty.
K. The awarding of tenure means that employment as a member of Lee University Faculty will not be terminated by the institution, except for adequate cause. Adequate cause shall be interpreted as incompetence, continued failure to discharge professional duties in an effective manner, unprofessional conduct, moral turpitude, drinking of alcoholic beverages, illegal use of drugs or narcotics, use of tobacco, conviction of a criminal offense, advocating or publishing any doctrine contrary to the Declaration of Faith of the Church of God, and financial exigencies which require the abolition of the faculty member's teaching position. Such adequate cause must be demonstrated by due process as set forth in the section on termination of employment and dismissal procedures.
L. Upon awarding of tenure, the faculty member may be considered for promotion by the Committee on Rank in the same year, using the guidelines set forth in the Faculty Handbook.

Section 4. Assistant/Associate Professor Review

- Faculty who have been in the rank of Assistant or Associate Professor for 8 years (and every 6 years thereafter), will be reviewed by the Assistant/Associate Professor Review Committee to assess his/her continued development.
- The committee will review the faculty member's portfolio and provide developmental feedback (similar to the 3rd year review letter).
- Upon completion of an Assistant/Associate Professor review, the committee may recommend merit pay for Assistant/Associate Professors performing noteworthy work to the Board of Directors for consideration of merit pay increase.
- Board approval of committee recommendations will result in a merit-base salary increase equivalent to 3% of an Assistant/Associate Professor base salary. (See page 4-5.)

Section 5. Senior Faculty Review

A. Tenured faculty who have attained their highest possible rank through the regular promotion process will be reviewed every six years by a committee of peers whose primary purpose is to provide professional

development in the form of advice, affirmation, evaluation and recommendations for improvement. The summative review performed by the review committee is meant to complement the existing faculty evaluative process and provide senior faculty an opportunity to assess their contribution with the benefit of peer perspectives.

- The Senior Faculty Review Committee will conduct the senior faculty reviews. The Review Committee is composed of one representative from each school or college except the College of Arts and Sciences, which has three representatives. The Deans of the respective schools or colleges will appoint the members upon recommendation from the AAA. Committee members must be full-time tenured Professors, excluding administrators. Members serve for a term of three years and are eligible for reappointment. A committee member is not eligible to serve during the year of his or her own review. The committee elects its Chair for a one-year term. Chairs may serve two consecutive terms. The Director of Faculty Development and the individual's AAA will also serve as non-voting ex-officio members of the committee.
- Senior Faculty Reviews take place in the fall of the sixth year following the final regular promotion of the faculty member. The faculty member will prepare a portfolio for the committee that will include the five Annual Evaluation Portfolios (as defined in Section 11 of the Faculty Handbook) completed since the last evaluation, student course evaluations for all courses taught in the year prior to the review and other information the faculty member may choose to submit. The faculty member will write a cover letter for the review portfolio. The appropriate department chairperson, associate dean, or Dean will present a comprehensive review of the faculty member.
- The Senior Faculty Review Committee members will evaluate the sixth-year review portfolio using the criteria listed above in Section 3 under Qualifications and Terms of Service for the awarding of Tenure. Once the committee has completed its work, the committee Chair and the individual's AAA will meet with the faculty member to review the findings and make recommendations.
- Recommendations by the review committee may be affirmative, developmental and/or prescriptive. Specific recommendations regarding incentives and professional resources will depend upon the availability of such resources.
- If deemed necessary, the Director of Faculty Development will work with the faculty member to create a six-year development plan. The goals and activities of the plan will then become part of the annual Professional Activities Contract and Report.

Section 6. Termination of Employment and Dismissal Procedures

- Resignations and Voluntary Termination
- Professional ethics require a professor to give written notice in advance, when possible, if he/she does not intend to renew his/her contract. This is especially true of those on tenure. If a contract has not been signed and returned within 30 days after it is mailed from the President's office, the administration shall consider it to have been declined. The faculty member may properly request a waiver of this requirement of notice in case of hardship.
- Renewal and Termination of Faculty on Probationary Status
- During the period of probation, the faculty member is entitled to the same guarantee of academic freedom as the tenured faculty. He/she shall not be dismissed before the expiration of a term contract except for adequate cause demonstrated by due process. If he/she asserts that he/she has been given notice of non-reappointment in violation of the university's standards of academic freedom, he/she is entitled to establish his/her claim in accordance with the provisions of due process outlined below.

  The faculty and administration have an important responsibility to evaluate the performance of a non-tenured Lecturer and to recommend for tenure only those who have demonstrated high standards of professional performance. The following principles should govern the interaction of the non-tenured faculty member and his/her colleagues:
  - Criteria and notice of standards: The faculty member should be advised, early in his/her appointment, of the substantive and procedural standards generally employed in decisions affecting renewal and tenure. Any special departmental standards must be brought to his/her attention.
  - Periodic review: There should be provision for periodic review of the faculty member's situation during the probationary service. He/she should be advised of the time when

decisions affecting renewal and tenure are ordinarily made, and he/she should be given the opportunity to submit material which he/she believes will be helpful to an adequate consideration of his/her circumstances.

- Notice of reasons: In the event of a decision not to renew his/her appointment, the faculty member should be informed of the decision in writing, and, if he/she so requests, he/she should be advised of the reasons which contributed to that decision. He/she should also have the opportunity to request a reconsideration by the administration. But it should be understood that these procedural rules do not imply that the administration and faculty are obligated to prove that the decision not to reappoint was a good one. In the absence of a violation of his/her academic freedom rights, the burden of proof regarding competence and performance for the faculty member on probationary status, unlike the tenured faculty, rests with the individual in question.
- Written reasons: If the faculty member expresses a desire to petition the Faculty Council or an ad hoc committee elected by the faculty for this purpose, to use its good offices of inquiry, recommendation, and report, or if he/she makes the request for other reasons, he/she should be given a written explanation by the President of the reasons for the non-renewal.
- Petition for review alleging an academic freedom violation: insofar as the petition for review alleges a violation of academic freedom, the functions of the committee which reviews the faculty member's petition should be the following:
  - To determine whether or not the notice of non-reappointment constitutes on its face a violation of academic freedom.
  - To seek to settle the matter by informal methods.
  - If the matter remains unresolved, to decide whether or not the evidence submitted in support of the petition warrants a recommendation that a formal proceeding be conducted in accordance with the due process provisions below, with the burden of proof resting upon the complaining faculty member.
- Petition for review alleging inadequate consideration: Insofar as the petition for review alleges inadequate consideration, the functions of the committee which reviews the faculty member's petition should be the following:
  - To determine whether the decision of the appropriate faculty body was the result of adequate consideration in terms of the relevant standards of the university, with understanding that the review committee should not substitute its judgment on the merits for that of the faculty and its offices.
  - To request reconsideration by the academic administration when the committee believes that adequate consideration was not given to the faculty member's qualifications.
  - To provide copies of its report and recommendation to the faculty member, the academic administration, and the President.

- Provisions of Due Process in Cases Involving: (1) Suspension of Services and (2) Allegations of Academic Freedom Violation. In order to safeguard the rights of the individual teacher while protecting the interests of the institution, the following procedures shall apply in situations requiring suspension of a teacher's services before the expiration of a period covered by a contract:
  - The administration and Board of Directors of Lee University reserve the right to suspend temporarily the services and campus activities of any employee at any time. Full compensation as specified in the employee's contract will continue during such suspension pending the outcome of discussions or dismissal proceedings.
  - In addition to any other possible communications regarding the suspension, the President will provide the suspended faculty member a written statement of the reasons for the suspension.
  - If an agreement cannot be reached, the President shall inform the faculty member that he/she has a right to a hearing before a committee of his/her peers elected by the faculty, if he/she feels that adequate cause for his/her dismissal does not exist. The President shall inform the faculty member of the time and place of the meeting at least three days prior to the date established for the meeting. The faculty member shall have the right to be assisted at the hearing by counsel of his/her choice.

- If the faculty member does not indicate a desire for a hearing in response to the President's communication, the President will present the grounds for dismissal of the faculty member to the Board of Directors for decision.
- The purpose of the ad hoc committee in the hearing will be to assess the evidence bearing on charges against the faculty member, together with his/her defense, and to render judgment concerning the adequacy of the grounds for dismissal according to the terms of the employment contract and the stipulations of the tenure policy in the Faculty Handbook.
- After due consideration, the ad hoc committee will, by majority vote, formulate an assessment of the evidence and present a recommendation concerning dismissal, reinstatement, or other disposition of the matter to the President for consideration by the Board of Directors. If the ad hoc committee recommends dismissal, the faculty member shall have the right to appear before the Board of Directors. If the Board of Directors, after consideration of evidence, feels that the decision should be reversed or reconsidered, it will refer the case back to the faculty committee for a second hearing. The final decision will be made by the Board of Directors, and no appeal may be taken to any other body.

- Termination of Tenured Status

  The due process procedures to be followed in the termination of the employment of a faculty member who is on tenure will be the same as those in Section C, above, except that a year's written notice must be given of intent not to reappoint for adequate cause. In the case of interruption of teaching duties of a tenured faculty member, his/her salary and fringe benefits will continue until the decision of the ad hoc faculty committee is acted on by the Board of Directors. In all cases of revocation of tenure involving causes other than moral turpitude, the faculty member will be entitled to full salary for one year after notification of the decision of the Board.

Section 7. Academic Rank

The ranks of full-time academic personnel at Lee University include Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor.

Special appointments include Visiting Lecturer, Part-time Faculty, Continuing Contract Faculty, Adjunct Faculty, Senior Adjunct Faculty, Professor Emeritus, and Distinguished Professor. Special appointment categories are defined as:

- Visiting Lecturer – a non-voting member of the faculty serving a one-year contract.
- Part-time Faculty – a non-voting member of the faculty serving on a per-class basis.
- Continuing Contract Faculty – a voting member of the faculty with all rights and privileges granted the rank of Lecturer or Assistant Professor. Continuing contracts are 1, 2, or 3-year contracts offered after the initial probationary period, renewable at the discretion of the university administration and board of directors.
- Adjunct Faculty and Senior Adjunct Faculty – a non-voting member of the faculty hired annually. Pay is negotiable as related to duties required.
- Professor Emeritus – an associate member of the faculty with rights and privileges defined in Chapter 6 – Benefits of Faculty Service.
- Distinguished Professor – a rank awarded by the Board of Directors in those rare circumstances in which a Lee professor has performed with great distinction over an extended period of time, and has performed at a level of excellence, which has been recognized as exceptional among fellow Professors at the university. It is awarded at the recommendation of the President.

Purposes

- To encourage the development of professional excellence on the part of individual faculty members.
- To provide a clear understanding of one's status and one's opportunity for advancement.
- To establish a basis for a pay scale commensurate with academic credentials, experience, and responsibilities.
- To develop an appealing program for recruiting and for maintaining an excellent faculty

Personnel

- The ranking system is provided for the ranking of full-time academic personnel.
- Academic rank pertains to teachers. Members of the administration who also teach are ranked on the basis of their preparation for and participation in the task of teaching.

Methods of Assignment

- Assignment of Rank upon Employment
    - Teachers holding only a Bachelor's degree may be employed only as temporary faculty.
    - Teachers holding at least a Master's degree or a first professional degree (i.e., M.Div., or their equivalent) may be assigned the rank of Lecturer.
    - Teachers holding a Doctoral degree or other terminal degree may be assigned the rank of Lecturer or Assistant Professor.
    - Teachers holding rank from other institutions may be employed at the same rank provided their rank meets approximately the same criteria as that in practice at Lee University. However, at the discretion of the President, such persons may be employed at lower rank or advanced not more than one grade above their present rank.
- Criteria for Promotion
    - General Guidelines
        - Promotions from one rank to another shall be based primarily upon merit by the criteria below and secondarily upon seniority.
        - All faculty members are eligible for promotion in rank until retirement. Upon retirement, they may be considered eligible for the rank of Professor Emeritus if they hold the rank of Professor or Associate Professor at time of retirement.
    - General Criteria
        - Completion of earned academic degrees and professional training.
        - Excellence in teaching or excellence in professional service for non-teaching faculty.
        - Demonstration of professional expertise through research studies, publications, performances or projects applicable to the field and responsibilities of the individual.
        - Recognition of professional achievement, such as leadership in, contribution to, or recognition by professional organizations.
        - Participation in non-teaching activities, which contribute to professional growth and reflect credit upon the university.
        - Cooperation with university academic community in assuming fair share of extracurricular assignments.
        - Exemplification of an appropriate attitude toward professional responsibilities.
        - Compatibility with educational philosophies and purposes of the university.
    - Minimum Requirements for Promotion in Rank
        - The qualifications listed shall serve as guidelines for those making and approving nominations for promotion in rank. The requirements may be waived in exceptional cases where clear equivalency is established in terms of (a) distinctive or specialized performance or (b) recognized contributions in teaching through research, professional service, and performance; (c) meritorious full-time service in the ministries of the church other than Lee University may be considered by the administration and board as equivalency for the determination of rank and salary status of faculty members.
            - Lecturer
                - Master's degree, or equivalent, appropriate to the teaching field.
                - When possible, persons in education and religion should have a minimum of two years appropriate professional experience.
                - For all others appropriate professional experience is desirable.
                - Any Lee University Lecturer, upon successful completion of the requirements for the Doctoral degree or appropriate terminal degree, may be reclassified Assistant Professor.
            - Associate Lecturer

    - Master's degree plus at least three years of Lee University teaching experience;
    - Demonstrated excellence in teaching and effective guidance of students; and
    - Demonstrated ability in at least one of the following:
    - Excellence in service to students;
    - Excellence in service to the university and/or community;
    - Participation and/or positions of leadership in professional organizations
- Senior Lecturer
    - Master's degree plus at least six years of Lee University teaching experience;
    - Demonstrated excellence in teaching and effective guidance of students and;
    - Demonstrated ability in at least one of the following:
    - Excellence in service to students;
    - Excellence in service to the university and/or community;
    - Participation and/or positions of leadership in professional organizations
- Assistant Professor
    - A Doctoral or appropriate terminal degree (such as J.D. or M.F.A.); or
    - Demonstrated excellence in teaching or excellence in professional service for non-teaching faculty and effective guidance of students, and a second graduate degree (such as Th.M., or Ed.S.), with two years appropriate professional experience, or a professional degree (such as M.Div.), with three years appropriate professional experience, or a Master's degree with five years appropriate professional experience.
- Associate Professor
    - A Doctoral or appropriate terminal degree (such as J.D. or M.F.A.), plus five years appropriate professional experience or a second graduate degree (such as Th.M., Ed.S.) plus six years appropriate professional experience, or the completion of all requirements except the dissertation for the Doctoral degree plus six years appropriate professional experience, or a professional degree (such as M.Div.) plus seven years appropriate professional experience, or a Master's degree plus eight years appropriate experience; and
    - Demonstrated excellence in teaching or excellence in professional service for non-teaching faculty and effective guidance of students; and
    - Demonstrated ability in at least one of the following:
        - Research beyond that which is required in the conferral of the advanced degree;
        - Publications, performances, presentations, compositions, or other scholarly activity appropriate to one's discipline
        - Participation and/or positions of leadership in professional organizations;
        - Successful educational administrative experience; or
        - Service to students, to the university, and/or to the community.
- Professor
    - A Doctoral or appropriate terminal degree (such as J.D. or M.F.A.) plus ten years appropriate professional experience, or a second graduate degree (such as Th.M., or Ed.S.) plus fifteen years appropriate professional experience or the completion of all

- Demonstrated excellence in teaching or excellence in professional service for non-teaching faculty and effective guidance of students; and
- Demonstrated excellence in at least one of the following:
  - Research beyond that which is required for the conferral of the advanced degree;
  - Publications, performances, presentations, compositions, or other scholarly or professional activity appropriate to one's discipline;
  - Participation and/or positions of leadership in professional organizations;
  - Successful educational administrative experience; or
  - Service to students, to the university, and/or to the community.
- A minimum of five years at the Associate Professor rank;
- The promotion to Professor is reserved for those who have earned tenure and have maintained the excellent standards of teaching, scholarship, and service required for tenure. In addition, those awarded the rank of full professor will have demonstrated continuing growth after receiving the rank of Associate Professor and should have made significant contributions to the university beyond those required for the awarding of Associate Professor rank. These contributions should encompass two or more of the following areas: teaching, scholarship, campus leadership, and/or service.

- Special Appointments
  - Visiting Lecturer
    Terminal appointments may be for a special session (workshop, summer school), for a semester or for a time up to one year. Appointments as Lecturer may be made for special contributions by persons of competence in various fields;
  - Temporary (part-time or emergency faculty)
    These shall be terminal appointments with requirements for rank the same as for regular faculty;
  - Professor Emeritus
    This honorary designation may be awarded to those faculty members who have retired after at least twenty years of distinctive service to the university;
  - Adjunct Faculty
    This non-voting faculty designation is for individuals hired annually. Pay is negotiable according to the duties required;
  - Senior Adjunct Professor
    The non-voting faculty appointment is conferred on tenured faculty who retire and desire to continue a half-time workload and involvement with the university;
  - Distinguished Professor
    This rank is awarded by the Board of Directors in those rare circumstances in which a Lee professor has performed with great distinction over an extended period of time, and has performed at a level of excellence, which has been recognized as exceptional among fellow Professors at the university. It is awarded at the recommendation of the President;
  - Continuing Contract Faculty
    A voting member of the faculty with all rights and privileges granted the rank of Lecturer. Continuing contracts are 1, 2 or 3-year contracts that may be offered after three years of service on the faculty, annually renewable at the discretion of the university administration and board of directors.

- Faculty-in-residence
  A member of the faculty with specifically negotiated individual status, role, responsibilities, and salary. May be an artist-in-residence, writer-in-residence, teacher-in- residence, or other similar designation.

- Procedures in Promotion
  Promotion recommendations shall be received by the Vice President for Academic Affairs from the respective Deans. The committee shall vote by secret ballot on the nominees, approving or disapproving the nominations for promotion in rank. Any faculty member who wishes to be recommended for promotion by their Dean and who is not so recommended may appeal directly to the Vice President for Academic Affairs to be nominated for promotion. In the event the Vice President for Academic Affairs declines, the faculty member may appeal to the Faculty Council to be nominated to the Committee on Rank. The Faculty Council may then nominate the faculty member by a simple majority vote. (See section 4-4)

ARTICLE VI. AMENDMENTS

All proposed amendments to this document shall be presented in writing to the Faculty Council. The Faculty Council shall submit proposed amendments to the Vice President for Academic Affairs for inclusion on the agenda of the next faculty meeting. Faculty members will be given one month's notice of meetings pertaining to amendment changes.

A two-thirds vote of faculty members present and voting in an authorized session by secret ballot shall be required to amend this document.

Amendments passed by the faculty will be sent to the Board of Directors for final approval.

The Board of Directors shall have the right to amend this Constitution after giving the faculty due notice and providing the opportunity for Faculty Council due time and 60 days within the annual contract period to facilitate a written faculty response.

ARTICLE VII. RATIFICATION

This document shall become effective immediately upon a two-thirds vote of faculty members present and voting in authorized session, and upon a majority vote of members of the Board of Directors present and voting in authorized session.

The foregoing statement shall also apply to amendments in this document.

Lee University Appropriate Discipline Degrees

College of Arts & Sciences

BEHSC	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Anthropology	PhD	ABD	MA	MA	
Psychology	PhD/PsyD/EdD	PhD/PsyD/EdD	MA/MS/MEd	MA/MS/MEd	
Sociology	PhD	PhD/DSW	MA/MS/MSW	MA/MS/MSW	
Graduate Counseling Program	PhD/PsyD/EdD	PhD/PsyD/EdD	PhD/PsyD/EdD	PhD/PsyD/EdD	

COMAR	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part-time/Adjunct	Comments
Art/Graphic Design	PhD/MFA*	MA*	MA	BA*	*MFA requires professional portfolio. MA and BA require portfolio and minimum 10 years of professional experience
Communication Studies	PhD	PhD	MA	MA	
Comm Mass Media (PR, Journalism, Advertising, Photography)	PhD	MA*	MA	BA*	*MFA requires professional portfolio. MA and BA require portfolio and minimum 10 years of professional experience
Cinema	PhD	MA*	MA	MA	
Digital Media	PhD	MA	MA	MA	
Theatre/Drama	PhD/DA/MFA*	MA*	MA	MA	

LANLT	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
English	PhD/DA	MA	MA	MA	
Creative/Professional Writing	PhD/MFA*	MA*	MA	MA	*MFA and MA require professional portfolio.
Foreign Languages	PhD/DML	MA/MSLT	MA	MA	
Linguistics/TESOL	PhD	MA	MA	MA	

HISPC	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
History	PhD	ABD	MA	MA	
Humanities/Classics	PhD	ABD	MA	MA	
Political Science	PhD	ABD	MA	MA	
Latin American Studies	PhD	ABD	MA	MA	
International Studies	PhD	ABD	MA	MA	
Public Administration	PhD	ABD	MA/MPA	MA/MPA	
MTHSC	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Mathematics	PhD	MA	MA	MA	

NATSC	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Biological Science	PhD/DA	MA, MD, DC, DDS, DVM*	MA	MA	*Or other related professional degree
Chemistry	PhD/DA	MA	MA	MA	
Health Science	PhD	MA, MD, MPH, DC, DDS, DVM*	MA	MA	*Or other related professional degree
Physical Science	PhD	MA	MA	MA	

College of Education

ECESE	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Early Childhood	PhD/EdD	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Education	PhD/EdD	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Elementary Education	PhD/EdD/DA	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Special Education	PhD/EdD	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	

HESSE	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Athletic Training	PhD/EdD/DA	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Health Education	PhD/EdD/DA	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Health Science	PhD/EdD/DA	EdS/MA/MS/MEd	MA/MS/MEd	MA/MS/MEd	
Physical Education	PhD/EdD/DA	EdS/MA/MS/MEd	MA/MS/MEd	BS/BA*	*Portfolio documenting course-related expertise

School of Business

BUSIN	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Accounting	PhD/DBA	MA/MBA/MS	MA/MBA/MS	BA/BS*	A part-time candidate holding only a Bachelor's degree, but with exceptional business experience, accomplishments, certification (e.g., CPA, CMA), and skills will be accepted.
Business Admin	PhD/ DBA/DM	MA/MBA/MS/MM	MA/MBA/MS	MA/MBA/MM/MS	
Computer Information Systems	PhD/DS/DBA*	MA/MS	MA/MS	MA/MS/BS/BA*	work experience and professional certification
Healthcare Administration	PhD/DBA/DM	MBA/MS/MM/MHA	MBA/MS/MM/MHA	MBA/MS/MM/MHA	

School of Music

SOM	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Music Business	DMA/MM*/MA*	MM	MM	BA*/BM*	*Performer Portfolio
Music & Worship	DMA/DWS/MM*	MM	MM	MM	*Performer Portfolio
Music History & Literature	PhD	MM	MM	MM	
Music Theory	PhD	MM	MM	MM	
Applied Music	DMA/MM*	MM	MM	BA*/BM*	*Performer Portfolio
Conducting	DMA/MM*	MM	MM	MM	*Performer Portfolio
Music Education	EdD/DME/PhD/MM*/MME*	MM/MME	MM/MME	MM/MME	*Performer Portfolio
Ensembles	DMA/MM*MA*	MM/MA	MM/MA	BM*	*Performer Portfolio

*All performance portfolios as judged by jury or critical review in compliance with published standards

School of Nursing

BSN	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part-time/Adjunct	Comments
Traditional	PhD/DNP/EdD	MSN	MSN	MSN	
BA/BS	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part-time/Adjunct	Comments
Disaster Health Mission Management	PhD/EdD	MA/MS	MA/MS	MA/MS	

DNP	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part- time/Adjunct	Comments
Doctor of Nursing Practice	PhD/DNP/EdD	PhD/DNP/EdD	MSN	MSN	

School of Theology & Ministry

Christian Ministries	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part-time/Adjunct	Comments
Children's Ministry	PhD/DMin	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Christian Education	PhD/DMin/EdD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Christian Ministry	PhD/DMin/ThD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Intercultural Studies	PhD/DMin/DMiss	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Pastoral Ministry	PhD/DMin/ThD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Youth Ministry	PhD/DMin/Ed.D.	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	

Theology	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Minimum Degree Part-time/Adjunct	Comments
Biblical Studies	PhD/DPhil/ThD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Historical Studies	PhD/DPhil/ThD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Theological Studies	PhD/DPhil/ThD	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	
Philosophy	PhD/DPhil	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	MA/MDiv/MTS/ThM	

*Any Master's Degree listed under any specified discipline must contain 18 semester hours in that discipline

Squires Library

Library	Terminal Degree for Tenure Track	Minimum Degree Renewable	Minimum Degree 1-Yr Temporary	Comments
Library	Doctorate or Master's degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association, and an additional discipline-specific degree (masters or doctorate) or a Portfolio of published and/or independently reviewed research	Master's degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association	Master's degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association	Section 54.2.1 of the ALA Policy Manual under Academic Librarians states the master's degree in library science from a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic librarians. The American Library Association Committee on Accreditation is recognized by the Council for Higher Education Accreditation as the accrediting agency for these programs.

RESPONSIBILITIES OF THE FACULTY

Employee Moral Conduct

Lee University is committed to a Christ-centered, wholesome, and safe workplace and learning environment. All employees have an essential duty to uphold and implement the university's faith statement and biblical beliefs as part of their job. They each have a shared responsibility to develop the faith-based community that Lee University offers. Religious education does not just occur in the classroom, but also in the day-to-day interactions that students will have with all categories of employees. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties. As a result, all employees are expected to lead both work-place and personal lives that reflect the mission and values of the university. Their choices should mirror a Christ-like example for students, fellow colleagues, and the community on a daily basis.

Employees must conduct themselves with dignity, morality, integrity, honesty and in compliance with all laws, university policies, and handbooks. Employees may not engage in any activity likely to injure or damage the reputation of the employee or impede their ability to carry out their job and the university's mission. They must refrain from any behavior that reflects negatively on the university's Christian standards.

All faculty members must abide by the requirements in the Outside Employment (Moonlighting) Policy not to work at churches or other religious organizations that have doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality. In addition, given their central role in training future ministers for service in this complex world, faculty members in the School of Theology and Ministry may not regularly attend or be involved in churches or other organizations with doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality.

Lee affirms the importance of fidelity in marriage, and does not condone premarital or extramarital sexual relations, same-sex sexual behavior, the use of pornography, and other forms of sexual behavior which violate scripture and the university's religious beliefs. No member of the Lee University Community may reside in off-campus housing with individuals of the opposite sex, unless the individuals are (1) married, (2) children of the married couple, or (3) siblings or other close relatives.

As a Christ-centered campus committed to learning about and building healthy relationships, Lee University encourages God-honoring displays of love within the context of a committed relationship between a man and a woman, yet with consideration of the effect that displays of affection might have on others. Displays of affection that make a recipient or others feel uncomfortable are not condoned. We must be conscious of others' personal space and respectful of any unease at any time. Public displays of romantic affection between members of the same sex are a violation of Lee University policy.

Every member of the Lee University Community should diligently seek to embrace and live consistent with their God-given biological sex. No member of the Lee University Community may publicly identify or behave as a gender that does not correspond to his or her biological 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.

Teaching Load

Assumptions of the Workload Profile Development

- All academic assignments such as courses and preparations will be made first. Faculty are expected to teach Monday through Friday. Requests from faculty for special schedules that are not five days a week require approval, so the faculty member should send his/her Appropriate Academic Administrator (AAA) a rationale and a request in writing. If the AAA agrees with the request, it should be forwarded to the Dean and the Vice President for Academic Affairs for approval. University Service assignments will be determined after the teaching load has been established.
- Overloads will only be compensated when they result from a request made by the AAA. The respective Dean and the Vice President for Academic Affairs must approve the overload. Additionally, a dean or the Vice President for Academic Affairs may request an overload. Individuals may not initiate overloads for pay. If an overload is the result of another school/department, the Dean/AAA of the school/department causing the overload must also approve the overload request.
- The scope of service for faculty will be established in meetings with the faculty and AAA at the beginning of each academic year. Standing university, departmental, and school committee and sponsorships can constitute service defined in the faculty's PAC. Ad hoc committees of the department and the university will be considered to be part of the faculty member's commitment to the university. All service is subject to the approval of the Dean and the Vice President for Academic Affairs in the PAC review process.
- It is the responsibility of non-tenured faculty to establish a reasonable amount of involvement with students outside the classroom. AAAs and Deans should keep this important value in mind while negotiating workloads with probationary faculty.
- Community service, service to students beyond academic and Student Life assignments, and service to a community of faith are expected elements of a faculty member's Christian and professional commitment in the Lee University context and will not be given specific load credit.
- Profiles that provide release for research or administrative release (9-12) must be requested and approved before the assignment is finalized by the AAA, Dean, and the Vice President for Academic Affairs.
- Faculty in Profiles that provide release for research (9-12) may not teach overloads. This includes overloads generated by teaching LEEU-101, GNST-200, and LEEU-202.
    - Profile 1: 24 Hours Teaching Faculty
      This profile is the default faculty profile. Service expectations will be balanced with the teaching loads with consideration of class size and number of preparations. People with larger classes or more preparations will be expected to do less university service.

      Faculty members are expected to remain current in their fields, to participate in professional organizations, and to do research for excellence in the classroom, but they are not required to publish or present papers. Some teaching and advising loads may be dictated by departmental demands.
    - Profile 2: 6 Hours Deans
      This profile is specifically designed for Deans. Many of their committee assignments are ex officio and are included as part of their administrative assignment. Deans are expected to teach 6 hours per year.
    - Profile 3: 12 Hours Chairs
      Associate Deans and Department Chairpersons are expected to teach 12 hours per year. Their remaining 12 hours are credited for administrative responsibilities and ex officio committee assignments. Any exceptions to this minimum must be approved in advance by the immediate supervisor.
    - Profile 4: Full-Time Business Hours per week Librarian
      Degreed librarians with faculty rank work under this profile. They will serve normal full- time business hours per week in the performance of professional duties which include, but are not limited to, reference assistance and library instruction for students, faculty research assistance, collection development, general and Strengths Vocational Advising, cataloging, database maintenance, and operational and supervisory duties. In this profile, faculty are expected to

remain current in their field and to participate in professional organizations. Librarians may teach at the request of an academic department with prior approval of the Library Director.

- Profile 5: 0 hours Part-Time
  Faculty who are hired on a semester basis to teach specific campus classes contingent upon enrollment demands and Lee Online faculty who are hired for 7-week sessions are assigned this profile. Teaching administrators fall into this category. Administrative staff members with appropriate academic preparation are encouraged to participate as teachers in their disciplines under the following guidelines:
  - Some administrative staff have teaching as part of their job description. In this case, courses can be scheduled during the normal workday, and administrators will not be compensated for their teaching. The agreement to teach as part of the normal workload will be made clear to the administrator at the time of hiring, and their availability to teach during the normal workday will be communicated to the AAA or Dean. Upon contract renewal each year, it will be the
  - responsibility of the President, in consultation with the appropriate vice president, to determine whether teaching is part of the job description for the upcoming contract period.
  - When teaching is not part of the job description, courses should be taught outside the timeframe of the usual workday (8:00 – 5:00) and teaching will be compensated at the standard pay for faculty overloads.
  - Employees requesting to teach part time will submit the Approval for Employees to Work as Part Time Faculty form. The form is reviewed by the immediate supervisor, administrative officer and final approval by the Vice President for Academic Affairs. Approval to teach part time must be obtained prior to a part time faculty contract being issued and signed by the employee.
- Profile 6: 12 Hours / Senior Adjunct
  - Faculty who receive a Senior Adjunct Letter of Agreement are assigned this profile. The teaching responsibilities are considered to be 6 hours per semester with expectation of half-time office hour availability. No service expectations are required. Overload compensation is possible.
- Profile 7: 18 Hours Adjunct / Senior Adjunct
  - Faculty who receive an Adjunct Letter of Agreement are assigned this profile. They generally teach 9 hours per semester and assume other responsibilities as assigned by the AAA.
- Profile 8: 12 Hours Sabbatical
  - Faculty who are granted a sabbatical by the Board of Directors are assigned to this profile.
- Profile 9: 18 Hours Full-time with Release/Research
- Profile 10: 20 Hours Full-time with Release/Research
- Profile 11: 21 Hours Full-time with Release/Research
- Profile 12: 22 Hours Full-time with Release/Research

Full-time faculty members may have reduced teaching loads to compensate for university service or research.

University service includes but is not limited to discipline coordinators who are given varying amounts of credit for their administrative responsibilities, assigned short-term services such as directing a self-study, doing a limited project in institutional research, researching, or launching a new program, or other service roles that are determined to be of value to the university to deserve load reduction. This is individually negotiated, and release is approved by academic administration.

Research profiles include release for faculty research. The amount of load credit given for research will vary according to the assignment to be negotiated between the faculty member and the academic administration.

- Profile 13: 27 Hours Teaching/Limited Service
  - Faculty members may request to focus their professional energies on teaching. If so, the expectation for university service will be removed. In these profiles, faculty members are expected to remain current in their fields, to participate in professional organizations and to do research for excellence in the classroom, but they are not required to publish or present papers. This profile can only be requested by the faculty member and not assigned administratively. It is anticipated that this profile will not be chosen for an indefinite period of time.
- Profile 14: 24 Hours Adjunct
  - Faculty who have received an Adjunct Letter of Agreement are assigned this profile. They generally teach twelve hours per semester and assume other responsibilities as assigned by the AAA.
- Profile 15: 0 Hours Contracted Assignment
  - Faculty members may be assigned to positions within the university that are non-standard and individually negotiated in terms of load and service required at a special contracted amount. These faculty include but are not limited to artist-in-residence and special assignment. The workload profiles assigned indicates 0 hours required, but load and compensation are determined by individual contract and not the workload profile. Deans and AAA will supervise fulfillment of contract on a case-by-case basis.

    This profile should only be used if the faculty member has an individually negotiated contract which precludes overload pay.

Overload Policy

If the needs of the department make it necessary for a faculty member to surpass the guidelines for the selected profiles, the Dean or AAA may request that the faculty member accept an overload. If the faculty member agrees, the terms of the overload should be submitted to the Dean and the Vice President for Academic Affairs for approval. Overloads will be compensated at the rate of $700 per credit hour on a semester basis for faculty with a doctorate in the discipline or $600 per hour for faculty with a master's degree. Faculty may volunteer for additional service or teaching, but additional pay will be reserved for overloads requested by the administration. Hours will be calculated, and compensation will be based on each individual teacher's overall load.

- The following procedures will govern the assignment of overloads for full-time university faculty:
- The AAA and faculty member should first arrive at a workload that falls within the parameters of the workload profiles. This profile will be posted to the shared drive for the Dean's and the Vice President's approval.
- If, in working on the class schedule, the AAA determines that additional sections or courses will be needed, the AAA can go back to the faculty member and request that he/she teach an overload. If the faculty member declines this offer, the AAA must find a part-time person to teach the class. Faculty members can do overloads only if
- requested by the Dean or AAA, but it is the faculty member's prerogative to decline the addition of an overload.
- If the faculty member agrees to teach the overload, an overload request form should be filled out by the AAA and signed by the faculty member, the AAA, and the Dean, then sent to the Vice President for final approval. The current workload of the faculty member should be attached the overload request form. Faculty will not be considered for more than 3 hours of overload per semester except in unusual circumstances.
- If Lee Online needs a full-time on-campus faculty member to teach an online or intensive class, the Executive Director of Lee Online will request approval from the AAA before assigning the class to the full-time faculty member. These classes will typically be overload, added after the full load of on-campus classes.
- The Vice President for Academic Affairs will expect to receive overload request forms in August for Fall semester and December for Spring semester.

- AAAs are expected to teach twelve hours per year, and Deans are expected to teach 6 hours per year. Any exception to this minimum must be approved in advance by the immediate supervisor.

Graduate Pay for Final Projects, Thesis, and Recitals
In most programs a minimum of $500 will be paid to each director of a thesis or final project with the amount to be determined by the appropriate program director and Dean.

The total amount paid for thesis supervision must not exceed the amount of tuition paid by the student for the thesis or project. If the graduate program requires an area or comprehensive exam in lieu of a thesis, the total amount paid to a board of examiners must not exceed the amount of tuition paid by the student for the area or comprehensive exam.

In most cases, pay should not be requested until the project or thesis is completed, and a grade assigned. In cases where students require additional semesters for completion, a stipend of $100 for the project/recital director may be requested at the beginning of each additional semester in which the student enrolls in a continuation graduate project/recital/thesis course.

Directed Studies
If a scheduling problem makes it necessary for students to take a course through Directed Study, the faculty member supervising one to three students in the study will be given load credit for 33% of the total number of hours of the study. Faculty members must be requested to teach Directed Studies by the AAA with the approval of the Dean. No faculty member may supervise more than one Directed Study. No faculty member may supervise more than three students in a Directed Study on the same topic. Faculty may volunteer for non-required Directed Studies for no compensation.

Summer School
The maximum load for any session of summer school should not exceed 8 hours, and any load in excess of 6 hours should be approved by the AAA. This load should include all teaching activities such as Summer Honors, and Music, Drama, and Art Camps. Load credit for Summer Honors will be 1.5 hours; and credit for Music, Drama, and Art Camps will be 1 hour.

Summer school compensation will be based on the scale below. Enrollment will be determined at the end of the final day to add a class. Students who are auditing courses will not be counted in the enrollment number.

Faculty Summer School Compensation Scale

Traditional	1 hr.	2 hrs.	3 hrs.	4 hrs.
0-1 students	$0	$0	$0	$0
2-7 students	$ 600	$1,200	$1,800	$2,400
8-12 students	$ 800	$1,600	$2,400	$3,200
12-18 students	$1,002	$2,005	$3,007	$4,010
19-28 students	$1,200	$2,400	$3,600	$4,800
29+ students	$1,404	$2,807	$4,211	$5,614

Excluded from this compensation model:
- GNST sections
- Courses taken as part of study abroad trips
- Internships and practicums
- Summer Honors sections
- Non-course work (Major and general field-testing, service hours, etc.)
- Directed studies
- Music Applied lessons
- All Lee Online classes

Faculty Advising

All faculty members are expected to participate in academic advising. The AAA determines the number of advisees an individual teacher may be assigned, and the Office of Records and Academic Services assigns the individual student to an advisor. The maximum number of advisees assigned to any academic advisor should not exceed 50.

Whenever possible, students are assigned advisors in the area of study for which they have expressed an interest. Students who have not declared a major or area of interest will be referred to specially designated faculty advisors. Lee Online students are advised on-line by full-time success coaches.

Faculty Advisor's Role

- The advisor should serve as coordinator of the student's learning experience, assisting the student in selecting proper courses, interpreting course requirements, and selecting a well–balanced program.
- The advisor should offer assistance in exploring vocational and professional plans, making referral to the Center for Calling and Career when more specialized help is needed.
- The advisor should assist the student in periodic evaluation of his/her academic progress, including recommending substitutions or adjustments on the student's degree audit evaluation.
- The advisor should be available at designated academic advising times and at other times during the semester by appointment.
- It is the advisor's responsibility to check the student's proposed course plan for accuracy and to make sure the student is following all academic policies.

Advising Beginning Students

- Talk with students about their ACT/SAT scores, high school GPA, and extracurricular interests.
- Encourage them to verbalize their expectations and any anxiety about the university situation.
- Go over the general education core and explain that these are requirements for graduation.
- Discuss the suggested curricula for freshmen.
- Explain what is meant by semester hours and quality points. Compare college class scheduling and grading with high school scheduling and grading.
- Explore the problem of overloading with non–academic activities such as club activities, sports, and working.
- When possible, allow students to select their courses within the following guidelines: one course in religion is required each semester until the four core religion courses have been completed; students should take English Composition each semester until they have completed the core requirement; probationary students are limited to 12–14 hours; the following levels are permissible according to classification: freshmen 100–200; sophomore 100–300; junior 200–400; senior 300–400.
- Impress upon the student the advantages of talking with his/her academic advisor, success coach, and a Strengths/Vocational advisor during the semester.

Any questions related to the assignment of or change in advising should be directed to the Office of Records and Academic Services. The AAA has the privilege of recommending changes in advisor/advisee assignments. Any questions related to the assignment of or change in advising for Lee Online students should be directed to the Coordinator of Instructional Technology and Online Curriculum.

Faculty Service Commitments

Requirements for Scholarly Writings by Faculty in the School of Theology and Ministry

Given their central role in advancing the religious mission of the University, all ranked faculty members in the School of Theology and Ministry are required to produce at least one scholarly writing per year on an article of the Church of God Declaration of Faith. Faculty should include their plan for meeting this requirement in their proposed Scholarship Goals on the Professional Activities Contract.

Faculty Attendance Expectations

Advising for Early Class Selection during Summer
Summer school faculty may be asked to advise during summer periods of early class selection. If there are not enough summer faculty members available, other members of the faculty may be asked to come to campus for these events. Faculty are encouraged to participate and their willingness to come in during summer will be greatly appreciated

Chapel and Convocation
Chapel services are held each week on Tuesday and Thursday during the school year. All faculty are encouraged to participate in chapel services by attending in person or participating via Livestream. Chapel services are held from 10:45 a.m. until 11:30 a.m.

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. Faculty attendance to these services makes a significant statement about the faculty member's concern for the spiritual life of the campus and of individual students.

During convocation week, evening classes on Monday through Wednesday will meet from 5:45 p.m. to 6:45 p.m. Required study should be limited and faculty members are asked not to give exams during convocation week.

Commissioning Services, Graduation Exercises, and Special Events
All faculty are expected to attend Spring and Winter graduations and commissioning services unless they have received prior approval for absence from the Vice President for Academic Affairs. All faculty who teach in any session of summer school are expected to attend Summer graduation and commissioning unless they have received prior approval for absence. Graduate faculty are expected to attend hooding ceremonies. Occasionally, the university has additional events requiring academic regalia. Faculty attendance at all such occasions is required.

Faculty Meetings and Seminars
Seminars for the purpose of in–service training are provided for the faculty three times during the school year. All faculty members are expected to take advantage of these educational opportunities. Attendance at monthly faculty meetings and all pre–session and post–session faculty seminars is required of both regular and associate faculty. Faculty members should have absences approved in advance by the Vice President for Academic Affairs by submitting a request in writing prior to the absence.

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. AAA will inform faculty members about their duties at these events and about the department's expectations for participation. All advisors must be available for Lee Day.

Faculty Absences from Class
When a faculty member must be absent from a class, the university requires that prior notification be given to the AAA. If an absence results from unexpected circumstances which make prior approval impossible, the faculty member should notify the AAA as soon as possible so that arrangements can be made. When possible, the AAA will assist the faculty member in providing for a make–up class or a teacher substitution. Prolonged absences will be handled under the institutional sick leave policy. AAAs should keep a record of faculty absences to be included as part of the annual personnel report.

Office Hours
Each teacher is expected to arrange a schedule of eight office hours per week during which he/she is available for student consultation. The schedule should include hours each day during times which are generally convenient for students. If some special circumstances make it impossible to have office hours on each day from Monday

through Friday, an explanation of the circumstances should be made to the AAA. Office hours must be posted on the office door and included in each course syllabus.

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 Vice President for Academic Affairs for final approval.

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.

Faculty Committee Assignments

Academic Council establishes academic policies and procedures, making recommendations to appropriate councils/committees for implementation. It also considers special academic requests and concerns of students and university constituents.

Athletic Training Education Committee is composed of the Director of the Athletic Training program and administrative staff trainers. Its work is to monitor and ensure the quality of the program.
Asian Studies Program Committee seeks to promote awareness of Asian studies through special campus events, ensure curricular offerings in the Asian Studies minor, interface with the Asian Council (student organization), and maintain the objectives achieved with the UISFL grant. This committee will be composed of the chair and three other faculty members.

Campus Events Committee is composed of the Vice President for Student Life, chairperson; two staff persons; two faculty members; and two students. Its functions are to plan and promote cultural and social events and to approve disbursements from student activity funds. The duties of the committee are approval of the activities, dates, funding, facilities, and staging of campus cultural, social, religious, and educational events.

Center for Teaching Excellence Advisory Board is appointed and includes one full-time faculty member from each department/school. Members offer guidance to the Director of Faculty Development for the programming of the Center. The board will help in setting Center policies, goals, and strategies and will develop ideas for Center function.

Commencement Marshals serve during the Spring, Summer, and Winter commencement ceremonies. There is a head marshal, student marshals and faculty marshals who are responsible for lining up the students and faculty prior to each service and for leading their assigned groups in the processional and recessional.

Committee on General Education is composed of two representatives from each department in the College of Arts & Sciences, two from the School of Religion and one representative from each of the other colleges and schools. Committee members are selected by their respective departments, colleges, or schools. The Vice President for Academic Affairs chairs the committee, and the Deans of the College of Arts & Sciences and the School of Theology & Ministry are ex-officio members. The committee is responsible for regular review of the General Education Core and its content, for ensuring that institutional core competencies and values are adequately addressed across courses, for assessing the overall effectiveness of the Core, and for approving revisions or exceptions to General Education prior to review by the Dean's Council. New courses proposed for the General Education Core must be approved by the Undergraduate Curriculum Committee before review by the General Education Committee. Changes to the General Education Core must be ultimately approved by the faculty.

Committee on Rank consists of nine persons elected from full-time, tenured academic personnel holding the rank of Associate Professor or Professor but excluding full-time administrators. Elections take place on a rotational basis, with members serving a three- year term of office. The committee shall not include more than two members of any one department. The function of the Committee on Rank is to review all nominations for promotion, using the guidelines set forth in the Faculty Handbook.

Committee on Undergraduate Research shares and promotes opportunities for undergraduate students to engage in research and presentation, supported by faculty mentors.

Cultural Diversity Committee raises awareness of diversity issues on campus and implements programs which highlight minority cultures. This committee is also responsible for creating and implementing a plan for increasing the cultural diversity of the faculty and the student body.

Disabilities Review Committee works on strategies for making the campus accessible to students with disabilities. Their work includes a consideration of needed changes in the physical plant as well as recommendations for modifications in teaching/learning strategies and appropriate accommodations for students with disabilities.

Faculty Council advises the President concerning any faculty interests, consults with the Vice President for Academic Affairs on matters of general faculty concern, and consults with other administrators and staff as needed.

Faculty Parliamentarian is appointed by the President from the voting members of the faculty. The Parliamentarian advises the presiding officer and members of the faculty as to the proper conduct of faculty concerns.

Faculty Scholarship and Research Awards Committee is comprised of the chair and five full–time faculty members with doctorates appointed by the President. The committee includes the immediately previous recipients of the Excellence in Scholarship Award. The purpose of the committee is to select the Excellence in Scholarship Award winner and to award research grants based on faculty proposals.

Fine Arts Committee is composed of three faculty members, three student representatives and a chairperson. This committee plans programs designed to enrich the
students' cultural life, such as concerts by professional entertainers, film series, dramas, lectures, art exhibits and music festivals presented each fall and spring.

Fulbright Fellowship Advising Committee's mission is to assist students who are graduating in attaining the Student Fulbright Fellowship. The members of this committee spend time with the students who apply to guide and direct them by evaluating their applications and proposals. The FFAC will make recommendations upon interview completions on behalf of the students to Fulbright.

Global Perspectives Committee is the governing body for the Global Perspectives portion of the General Education Core. They standardize existing study abroad programs, approve new programs, and approve independent experiences for Global Perspectives credit.

Graduate Council serves as the administrative advisory group for all graduate programs and as a review board for all academic policies and regulations for graduate programs. They also review university-wide guidelines regarding graduate matters; and approve curricular changes recommended by departments and schools relative to graduate curricula.

Human and Animal Subjects Research Advisory Committee reviews research proposals to make sure they meet federal guidelines and the highest ethical standards for working with human subjects and with animals as research subjects.

Institutional Effectiveness Committee works with the Office of Assessment to develop the assessment plan for university-wide programs and initiatives. In addition, the committee periodically reviews the annual unit assessment process for adherence to "best practices" in higher education assessment.
Institutional Technology Steering Committee sets the technology vision, ensuring close alignment with the vision and mission of the university. It reviews, approves, and prioritizes important technology projects and reviews and affirms the standards of operational effectiveness.

Intellectual Property Review Board is an advisory body responsible for evaluating intellectual property generated by Lee University employees as described in the Intellectual Property Policy. The board reports its recommendations directly to the Provost.

Judicial Council for Student Discipline works with the Director of Conduct to determine penalties for infractions of the rules established by the Administration Sector. Judicial Council Appeal Board hears appeals brought by students who have seen the Judicial Council for Student Discipline.

Latin American Studies Committee seeks to promote awareness of Hispanic studies through special campus events, ensure curricular offerings in the Latin American Studies minor, interface with the LeeTinos and the Spanish Honor Society (both student organizations), and maintain the program objectives achieved with the

UISFL grant. This committee is chaired by the Director of the Latin Studies Program and has 3 other faculty as committee members.

Lee Environmental Action Force (LEAF) promotes environmental awareness through increased curricular programming, suggests ways to conserve energy and enhance recycling activities interfaces with student groups that are also working on environmental issues and promotes campus ecology efforts to the wider community. The committee is open to all faculty, staff, and administrators.

Library Committee is composed of representatives from various sectors of the university, including two faculty representatives from separate departments, three student representatives, two members from academic services (such as The Hub and McNair), and one member-at-large, as well as the Library Director and one member of the library personnel. As an advisory committee rather than a policy-making committee, the purposes of the Library Committee are: (1) to consult with the Library Director concerning library services; (2) to provide suggestions concerning the library's goals and vision; (3) to recommend development and utilization of library facilities; and (4) to serve as liaison between the library and the faculty and students.

Ministerial Examination Committee is composed of the Campus Pastor, chairperson; and two ordained ministers from the college community who serve as a committee to examine those candidates for ministerial licensing who have been referred to them by the Church of God Administrative State Bishop.

Missions Week/Missions Team plans, coordinates, and oversees the annual missions week activities in and out of Chapel.

NCAA/GSC Faculty Representative is appointed by the President to represent the university in the development of sound educational policies for athletics. The representative is responsible for ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the NCAA.
New Faculty Mentors are selected by AAAs or Deans and are responsible for facilitating for new faculty a smooth transition to life at Lee.

New Student Orientation Committee chaired by the Director of Student Engagement in coordination with the Coordinator of First Year Programs plans and implements the orientation of freshmen and transfer students.

Semester in the UK Committee selects students to participate in the United Kingdom: Semester Study Abroad program. Committee members also evaluate the programs on an ongoing basis and make recommendations for improvements.

Senior Faculty Review Committee performs a summative review of senior faculty members six years following the completion of the promotion cycle. The committee is composed of one representative from each school or college except the College of Arts and Sciences, which has three representatives. The Director of Faculty Development serves as an ex-officio member. Committee members must be full-time tenured Professors, excluding administrators.

Service-Learning Committee is comprised of the Director of the Leonard Center, the Vice President for Academic Affairs, and other faculty and staff appointed by the President. This committee is the governing body for the Service-Learning component of the General Education Core, and it oversees the implementation of the various projects of the Leonard Center, the center for Christian service funded by the Lazarus Foundation.

Some of the committee's specific duties include standardizing opportunities for service credit, assisting faculty in designing service-learning activities for their classes, approving new programs, and approving individual experiences for service-learning. The committee also awards service grants based on proposals.

Strengths Vocation Advisors (SVAs) are a group of trained faculty members who volunteer their time to meet with students to discuss their strengths and their calling. After analyzing a student's gifts, SVAs counsel with him/her about major and career choices. SVAs work under the auspices of the Center for Calling and Career.

Teaching Coaches are appointed by the Vice President for Academic Affairs to serve the faculty by working with individual faculty members on best practices in the classroom.

Teacher Education Committee is the policy–making body for the Teacher Education Program at Lee University. The committee usually meets monthly but may meet more or less often according to need. The Teacher Education Committee considers recommended curricular and program changes from the various departments or schools that offer teacher education programs. The committee also acts on applications for the Teacher Education Program and applications for student teaching. The committee, chaired by the Director of Teacher Education, is composed of representatives from the College of Education, one representative from each of the other departments or schools that offer education majors, and representatives from the local school systems.

Undergraduate Curriculum Committee includes one elected representative from each academic department, the Registrar, the Assistant Registrar, Coordinator of Instructional Technology and Online Curriculum, and a representative from the library. It is chaired by the Vice President for Academic Affairs and considers all significant changes in the university's undergraduate curriculum.

Web Site Development Committee, chaired by the Vice President for Enrollment and Marketing, designs and updates the Lee University Web site.

Faculty Sponsorships

Each faculty member may request the sponsorship of a club or organization as part of his/her faculty workload

Administrative staff may indicate their preferences to the Vice President for Student Life

Faculty Sponsorships

Spiritual Unity Organizations

The spiritual life organizations are dedicated to the development of mature Christians through worship, training, practical experience, and other Christian service, placing their main emphasis upon individual involvement in the advancement of the Kingdom of God.

Backyard Ministries brings together Lee University students and neighborhood kids for tutorial and mentoring opportunities.

Baptist Collegiate Ministries provides an opportunity for social interaction among students and faculty from Baptist church backgrounds.

Big Pal/Little Pal presents the love and redemptive power of Jesus Christ to the children of Cleveland.

Deaf Ministry Outreach (Outreaching Hands) is an organization whose purpose is to bring an awareness of the deaf and their culture to the Lee University campus and to the Church of God; to educate students, faculty, and churches about deafness and the need for deaf ministry; administer training in American Sign Language and Pidgin Signed English to enable better communication when working with the deaf; to organize and conduct educational workshops that would aid the deaf community and provide teaching and training for hearing workers to the deaf; to provide effective ministries and services to the deaf in the community; to provide churches with trained workers in deaf ministry through a summer and career placement program; and to assist other religious and service organizations to the deaf as needed.

Fellowship of Christian Athletes is an opportunity for student athletes of all sports to share by their ministry and fellowship as they study God's Word.

Life 423 is a female spiritual life club. Members provide an after-school program once a week for Cleveland Middle School female students which includes various activities and ministry.

Missions Alive is organized to promote Christian missions throughout the world, to sponsor an interest in and current knowledge of the progress in world missions, and to pray for missions and missionaries.

Pioneers for Christ seeks to stimulate Christian services by encouraging personal evangelism and providing opportunities for the Christian collegian to improve his/her personal witnessing abilities.
Street Reach Children's Program is an outreach to children in the local community working with the Boys and Girls Clubs in the area. The purpose is to help these children realize their potential and to fulfill the destiny God has placed in their lives.

Academic Clubs

The academic or professional organizations at Lee University are to provide activities and associations that will create interest and increase appreciation in students' chosen professions. The organizations also seek to offer opportunities for useful training and professional growth.

Advertising Federation is the Lee chapter of the American Advertising Federation. Its purpose is to provide and promote a better understanding of the functions of advertising and its values; to stimulate and encourage advertising professionalism; and to apply the skills, creativity, and energy of advertising to help solve social problems.

Alpha Chi is a national honor society whose major purpose is the promotion and recognition of scholarship. Membership is limited to the top ten percent of the junior and senior classes.

Alpha Kappa Delta is an international sociology honor society whose primary focus is to promote social research and provide students with an opportunity to engage in academic discussions to supplement their in–class lectures. In addition, the chapter will provide for special recognition of those students who show a particular interest and are doing outstanding work in the field of sociology.

Alpha Phi Delta (Pre-Med) is Lee University's pre-medical and allied health honor society. Its objectives are to (1) encourage excellence in scholarship, (2) stimulate an appreciation of the importance of premedical education, (3) promote relationships between medical and pre-medical students and educators, (4) benefit health organizations, charities, and the community, and (5) instill in each member the significance of Christian character in the practice of medicine.

Alpha Psi Omega (Drama Honor Society) seeks to develop dramatic talent and the art of acting, to cultivate a taste for the best in drama, and to foster cultural and spiritual values.

American Choral Directors Association-Student Chapter fosters and promotes choral singing, the finest types of choral music, and attaining the highest level possible in musicianship and artistic performance.

Anthropology Club is for students who have interest or professional goals in the discipline of anthropology. The club will bring guest speakers to campus to present information on topics that are timely and who will enhance the research and professional development of the club's membership.

Aria da Capo exists to familiarize students with the world of opera and to provide opportunities to attend performances of opera companies in Atlanta, Knoxville, and Chattanooga. Membership is not limited to voice majors but is open to all who are interested in opera, whether they perform or just enjoy listening.

Art Club (C.I.V.A.-Christians in Visual Arts) is an open membership club dedicated to promoting the visual arts on the university campus and giving interested students opportunities to engage in creative artistic activities and events.

Association of Women in Mathematics (Lee Chapter) (AWM) is organized and will be operated for educational and scientific purposes to promote the following: an increased knowledge of and greater interest in the mathematical sciences, including pure and applied mathematics, statistics, and their applications' greater understanding of the contributions of women in the mathematical sciences; and mentoring and encouraging women and girls as they prepare for careers in the mathematical sciences.

Collegiate Middle Level Association is a student organization which supports and encourages teacher candidates interested in the education of young adolescents. Through campus and community activities, members will promote the importance of middle level education, concepts, and practices. Membership is open to all students with a major or minor in middle grades education but especially those with any subject focus and includes grades 6-8, 6-12, or K-12. CMLA is a division of the Association for Middle Level Education which is the leading international organization advancing the education of all students aged 10 to 15.

Council for Exceptional Children advances the education of individuals with exceptionalities and promotes related educational, scientific, and charitable purposes. The organization is open to students, faculty, and local persons interested in the education of individuals with exceptionalities.

Delta Mu Delta is the business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of the individual members and the business community through lifetime membership.

Forever in Training (FIT) has a mission to provide students in Wellness, Education, Exercise Science and Recreation with opportunities to share their passion for education and practice in the realms of recreational activities and exercise with Lee University and the Cleveland community, by on and off campus educational opportunities.

Humanities Coalition encourages and facilitates a spirit of Christian intellectualism across the varied disciplines and propensities of the student body by engaging in critical dialogue with the complex ideas and identities advanced through cultural expressions of the past and present.

Iota Tau Alpha is the honor society for students in the Athletic Training Education Program.

Kairos Honors Scholars (from "Kairos," Greek for the right moment) is designed to challenge, engage, and expand the educational experience of highly motivated students. Kairos Scholars are invited to interact with select instructors to create a meaningful community of learners who use their gifts to serve others.

Kappa Delta Pi is the international honor society for education and is open by invitation to students in teacher education programs who distinguish themselves academically.
Kappa Lambda Iota (History Club) brings together students who have a shared interest in history to develop this interest through activities.

Kappa Mu Epsilon is the National Honor Society of Mathematics. Its members are selected from students of mathematics, and other closely related fields, who have maintained standards of scholarship, have professional merit, and have attained academic distinction. Kappa Mu Epsilon strives to foster student interest and involvement in the science of mathematics among undergraduate students. Lee University's chapter has been founded as the Tennessee Zeta.

Lambda Alpha National Honor Society, Beta chapter, is offered to junior and senior students in anthropology who meet the requirements for overall academic achievement and for academic achievement in the major of anthropology. Competitive scholarships are offered by the Lambda Alpha Honor society. The Lambda Alpha Honor Society encourages students to pursue excellence and professionalism in the discipline of anthropology.

Lambda Pi Eta is an organization to provide a forum for interaction between students, students and faculty, and students and professionals interested in the speech
communication discipline and provide social and educational functions that are relevant to the membership of the association.

Lee's Future Educators seeks to interest capable young men and women in education as a life-long career, to develop among students preparing to be teachers an understanding of the teaching profession through professional associations, to give students preparing to teach practical experience in working with professional associations on the problems of the teaching profession and society, and to provide students preparing to teach with the history, organizations, policies, ethics, and programs of the professional associations.

Lee University Creation Care Club seeks to honor God's workmanship through conservation of the natural world. Club members meet twice a month to discuss environmental issues and prepare for their next community service projects. Projects have included collecting recycling, litter removal, trail maintenance, and community gardening to contribute to local food banks, and hiking.

Lee University Composers Forum serves the Lee Community in three ways. It creates opportunities for student composers to perform and discuss their music. It provides meaningful encounters between student composers and seasoned professionals. It fosters Christian camaraderie among creative musicians at Lee. The forum promotes the view that creating new music should not be self-serving but should be for the benefit of others and to the glory of God.

Math Club (Lee Prime) provides enrichment activities for students interested in mathematics. The purposes of the club are to culture a medium for the fermentation of the science of mathematics and the fellowship and the interchange of ideas of mathematicians. Its purpose is also to decisively take on the future of mathematics in this university while provide opportunities for its members. These do not include tutoring students and members except on special arrangements.

Middle East Club is an advocacy group whose primary purpose is to educate and foster participation among the campus and local communities on issues concerning the countries, people, and interest of the Middle East region of the world.

The Model U.N. is designed to furnish a structure and forum for students to work with the most pressing international issues from a perspective outside of the classroom, and thus broaden their awareness of the world of politics. The club will promote interest and understanding of the nations of the world, help students gain a

broader perspective of global issues and the role of the United Nations in world politics, and encourage investigation into the field of international studies.

National Association for Music Education is a professional organization for anyone planning to go into any phase of music teaching. Programs, activities, and lectures are designed for the spiritual, intellectual, and professional growth of the student.

National Association of Teachers in Singing purpose is to educate and inspire. The goal of this organization is to contribute guidance toward the academic, intellectual, and social welfare of its members, to provide supplementation where present education leaves off and to encourage public interest and support of vocal music.

Student Nurses Association mission is to establish and advance at Lee University School of Nursing witnessing communities of students and faculty who follow Jesus as Savior and Lord and growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world. Nurses Christian Fellowship pursues this purpose of equipping students and faculty to integrate Christian faith and professional nursing, to engage in evangelism and service, and to practice spiritual formation in the context of community.

Percussive Arts Society mission is to promote and encourage interest in the study of percussion on our campus and in the surrounding community through the sponsorship and promotion of musical productions (recitals, master classes and concerts) which feature percussion as well as sponsorship and promotion of percussion education and instruction in the local community; to collaborate as partners in learning; to nurture every person toward Christian maturity through music, leadership and service; and to provide opportunities for all members to participate in music for service to the community, the church and the world.

Phi Beta Lambda is the collegiate division of the largest business career student organization in the world. PBL exists to bring business and education together in a positive working relationship. The Lee University Chapter of PBL encourages members in the development of projects which contribute to the improvement of business and community. Students from all majors are welcome to join.

Phi Delta Psi (Psychology Club) promotes interest in the field of psychology; develops social and academic interest for fellowship among psychology majors; provides opportunities for learning and for keeping up with Christian developments in the field by sponsoring and attending seminars, lectures, and regularly scheduled meetings; and promotes any campus activities relating to psychology.

Phi Eta Sigma (National Freshman Honor Society). Eligible sophomore scholars must be currently enrolled in a Lee University baccalaureate degree program, have achieved a cumulative grade-point average of at least 3.5 and be ranked in the top 20 percent of his/her class. The academic work upon which the grade-point average is based is completed during the first year of enrollment at Lee.

Phi Mu Alpha (Sinfonia) encourages and actively promotes the highest standards of creativity, performance, education, and research in music in America. This fraternity purposes to develop and encourage loyalty to the Alma Mater, to foster the mutual welfare and brotherhood of students of music, to develop the truest fraternal spirit among its members, and to instill in all people an awareness of music's important role in the enrichment of the human spirit.

Phi Sigma Iota (Honor Society) is designed to recognize and support excellence in the field of TESOL at Lee. It serves as a vehicle for students to focus on Global outreach, cultural awareness, and academic excellence in TESOL within a Christ-centered context.

Philosophy Club meets biweekly to discuss philosophical issues that arise in various readings, films, and cultural events. The club offers interested students the opportunity to explore topics in greater depth than the time constraints of the classroom setting allows.

Pi Alpha Sigma (Koine Greek Language Club) is dedicated to maintaining the interest of and active participation of students in the reading of the New Testament in its original language.
Pi Delta Omicron is an honor society for religion majors.

Pi Delta Phi (French Honor Society) purposes to acknowledge excellent work in pursuit of French language and cultural studies. Students in Pi Delta Phi are encouraged to propagate the study of French language and culture via special events such as sponsoring French film nights, inviting guest speakers of renowned French studies, and the sharing of world-wide francophone culture with those in our community.

Pi Kappa Lambda (Music Honor Society) seeks to recognize and encourage the highest level of musical achievement and academic scholarship. The Society recognizes and honors persons who have enhanced their talents by serious, diligent, and intelligent study.

Pi Sigma Alpha (Political Science Club) is an honor society that was founded with the purpose of bringing together students and faculty in order to stimulate scholarship and intelligent interest in political science. The society functions at the national and chapter levels, sponsoring programs and events of value to the profession and teaching of political science.

Psi Chi is the national honor society in psychology. Its purpose is to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

Public Relations Student Society of America seeks to cultivate a favorable and mutually advantageous relationship between students and professional public relations practitioners. PRSSA has more than 7,000 members in 227 chapters on college campuses across the country.

Sigma Alpha Iota is an international music fraternity for women who have a sincere interest in music. Members purpose to uphold the highest standards of music, to further the development of music in America and throughout the world, to give inspiration and encouragement to members, and to adhere to the highest standards of citizenship in school, community, and fraternity life.

Sigma Delta Pi (Spanish Honor Society) aims to encourage university students to acquire a greater interest in, and a deeper understanding of, Hispanic culture; and to foster friendly relations and mutual respect between Spanish-speaking and English-speaking nations. The Spanish Honor Society Sigma Delta Pi is based on scholastic attainment, character, and a genuine interest in things Hispanic.

Sigma Tau Delta recognizes students for their outstanding work and high achievement in any English-related field. The society strives to foster all aspects of the discipline of English, including language, literature, and writing. Seeking to create a community of students and professors who share a love of language and literature, Sigma Tau Delta encourages high standards of academic excellence.

Society for Collegiate Journalists promotes an understanding of journalism and its function in society and promotes the development and support of Lee's journalism program. The organization provides students with co-curricular opportunities and encourages them to adhere to the highest ideals and principles of journalism. Society for Law and Justice attempts to advance student involvement in public service and to help create better citizens in both the secular political system and our Lord's kingdom.

Sociology Club strives to minister in the area of Christian service, to aid in career preparation, and to create fellowship and social support for each of its members.

School of Theology and Ministry Roundtable is committed to the well-being and holistic personal development of students in the School of Theology and Ministry. The Roundtable exists to encourage students in their endeavors both ministry-related and academic; to facilitate interpersonal relationships among students within the School of Theology and Ministry.

Theta Pi Chi mission shall be to maintain the interest of and active participation from students in the exploration of theological literature and issues. It shall endeavor to maintain a high degree of professional fellowship among its members, to quicken professional growth and to honor achievement in educational work.

Tri-Beta Biological Honor Society promotes scholarship in the biological sciences and the dissemination of biological knowledge and encourages research. These purposes will be achieved through the directed study of relevant peer-reviewed journal articles, community service to Lee University and the Cleveland-area, sponsoring seminars on biological topics, and by the facilitation of student presentations and attendance at national conferences. TriBeta is dedicated to improving the understanding and appreciation of biological study and extending the boundaries of human knowledge through scientific research.

Greek Letter Clubs

Lee University does not have any nationally affiliated sororities or fraternities. All Greek Letter Clubs are local and are operated under strict guidelines to ensure the enactment of Christian principles.

Alpha Gamma Chi desires to promote Christian brotherhood on campus in cultural, academic, and religious activities and to develop fellowship and cooperation between students and campus, representing various points of view and differing areas of campus life.

Delta Zeta Tau society seeks to serve the Lee University administration, faculty, and student body by striving to excel spiritually, academically, and socially. The women of Delta Zeta Tau serve as hosts at official university functions and special events.

Epsilon Lambda Phi society seeks to maintain the moral character expected of all Christians by portraying the model set forth by Jesus Christ through dedicated worship, academic excellence, and Christian service. The organization name stands for faith and hope, service, and friendship. Their motto is “Striving to become one in Christ.”

Omega Alpha Phi strives to set the standard in Christian grace, excellence, and sisterhood.

Pi Kappa Pi is established in the spirit of social service, stewardship, unity, and, above all, Christian character. The organization proclaims faith in God, scholarly pursuit, and campus fellowship as preeminent goals.

Sigma Nu Sigma women’s society endeavors to benefit church, school, and community through Christian and social service. This practical application of Christian character is exemplified through contribution to civic and campus affairs, campus–wide projects, social functions, acts of benevolence, and academic achievement.

Tau Kappa Omega is devoted to the advancement of the Kingdom of Christ.

Theta Delta Kappa’s purpose is to establish Christian brotherhood among a diverse group of men, all maintaining their individual identity while attaining a unified body.

Upsilon Xi is Lee’s oldest Greek–letter society for men and is concerned primarily with Christian fellowship and service in all areas of campus life. The guiding philosophy of the men in black and gray is “for the good of university, society, and self.” Membership is by invitation.

Social Service Organizations

The social service organizations serve the student body, faculty, administration, and community in various academic, cultural, and religious activities while emphasizing Christian fellowship.

Adopt-a-Grandparent seeks to develop relationships with the senior adults of Cleveland, Tennessee, and the surrounding areas. The primary focus will be on residents of nursing homes and assisted living facilities but those who live independently are also eligible. Members will visit their adopted grandparent on a consistent basis and commit to praying for and encouraging their grandparent.

College Democrats seeks to promote interest in and debate about political issues in American government as well as in the state and local arena.

College Republicans seek to promote interest and education in American government and local leadership.

Fiber Arts Club serves the community through service projects and the utilization of such skills as knitting, crocheting and other textile arts.

Lee Best Buddies mission is to establish a volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities.

Mu Kappa is a student organization for missionary kids on campus. The purpose is to provide support, encouragement, and adjustment assistance to students at Lee University who have grown up in a country other than their passport country (Third Culture Kids/Adults – TCKs).

Sew It Seems provides students with a basic foundation in creating textiles and apparel. The purpose is to enhance the sewing abilities of members while creating an atmosphere of community with those with similar interests.

Shenanigans is the Lee Improv Team and promotes activities which allow members to develop improvisational abilities and to widen the knowledge and appreciation of theatre and the arts within the student body.

Student Leadership Council (SLC) seeks to enhance students' leadership skills by developing, utilizing, and modeling servant leadership principles based on the life of Jesus Christ. They focus on preparing students for leadership roles in their communities by allowing for practical application of skills while in college.

Students for Life seeks to promote respect for life at all stages and to educate on issues regarding life, its sanctity and purpose.

Social Justice Council On the Lee campus, social justice clubs promote social justice awareness through a variety of activities, both on and off campus. Of particular concern are issues that affect the most vulnerable and disadvantaged groups in the local communities. Two social justice organizations on Lee's campus:

Cleveland Against Sex Trafficking (CAST) strives to empower the public with tools and information needed in the fight against the existence of human trafficking in America.

School of Theology and Ministry Women's Roundtable has a mission to encourage women in their endeavors both ministry-related and academic. It is our goal to facilitate interpersonal relationships among women within the School of Theology and Ministry, provide a social space for listening to the concerns of women and other minority voices. Further, we will raise awareness of the presence of women in the School of Theology and Ministry to both incoming students and the campus as a whole.

Diversity Organizations

Asian Student Council is a student organization that highlights Asian culture on campus.

Bahamian Connection serves as the official club for Bahamian students. The main purpose of this club is to plan activities for its members, allowing them to grow socially, intellectually, and spiritually.

International Student Fellowship is an organization designed to promote goodwill and a better understanding between American and foreign students.

LeeTinos (formerly Familia Unida) is the Lee University Hispanic Cultural Awareness club. It was established to provide the opportunity for Hispanic and non-Hispanic Lee students to grow socially, spiritually, and academically through the integration of faith, culture and the Spanish language and culture.

Lee University African Student Association (LUASA) mission is to increase awareness of the continent of Africa and exhibit the cultures of the African fathers in order to educate fellow students on Lee's campus. The club's goal also is to aid African countries in the areas of health, education, and living.

Student Publications

The Lee Clarion is the student news service published online under the auspices of the Department of Communication Arts.

The Lee Review is the student literary magazine published through the Department of Language and Literature.

The Vindagua, the university yearbook, is published twice annually under the auspices of the Department of Communication Arts.

General Policies & Guidelines

Confidentiality Agreement

All employees have a shared responsibility to preserve the confidential and proprietary information of the university. Employees must protect and maintain the non-public status of the university's confidential and proprietary information both during their employment and indefinitely thereafter. For purposes of this policy, "confidential information" includes, but is not limited to:

- Student educational information, discipline records, or other personally-identifying information under the Family Education Rights to Privacy Act
- Non-public personal information concerning faculty, staff or students including, but not limited to, personal identification numbers and passwords, banking or financial information, medical and health information, non-public employment records, disability status, etc.
- University-related information which has not been publicly published or released with university authorization, including but not limited to internal university communication and work product
- University research data, information, and findings that have not been disclosed
- Information described as confidential under any other university policy, rule or directive
- Other information and records which are required by law to be kept confidential or that the employee is directed by the university or the employee's supervisor to not disclose

Confidential information does not include information publicly disclosed by the university or which is required to be disclosed pursuant to law or contract.

In addition to these requirements, by the nature of some positions within the university and the exposure to certain confidential information and/or other information regarding the overall business operations and/or the overall operations of the department, an employee may be required to sign an additional Employee Confidentiality Agreement.

Family Educational Rights and Privacy Act

FERPA, Family Educational Rights and Privacy Act, is a federal law that protects the privacy of student's educational records. Generally, the university must have written consent prior to releasing any personally identifiable information from a student record.

FERPA allows certain "directory information" to be released if the student has not opted out. And FERPA allows the university to disclose certain categories of records to specified individuals or organizations when specific conditions have been met.

All employees with access to confidential student information are considered guardians of these records and must receive training on how to respond to the release of this information. This training is accessible online and can be accessed as often as needed. All new hires who will have access to confidential student information are provided access to a computer-based FERPA training and are required to complete it within their first 30 days of employment. Anyone needing a refresher course may gain access to the training by contacting the Office of Human Resources. If there is a question about whether it is appropriate to release specific information, please contact the Office of the Registrar at (423) 614-8200.

Outside Employment (Moonlighting)

Lee University recognizes that some faculty members may need or want to hold additional jobs outside their employment with the university. Faculty of the university are permitted to engage in outside employment, subject to the following restrictions.

For purposes of this policy:

"Outside employment" means (1) a job, self-employment, contract work, consulting activity, or other work performed for compensation.

Procedures
Outside employment must not compete with, conflict with, or compromise the university's interests, mission, or purpose. As all university employees are expected to set Christ-like examples both on campus and in the community, no faculty member may accept outside employment with a business or organization that requires the employee to engage in conduct that conflicts with the religious doctrines of the university. Faculty members may not engage in outside employment or serve in a ministerial staff position, whether or not for compensation, at churches or other religious organizations that have doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality. Faculty are prohibited from performing any services for vendors of Lee that are normally performed by the vendor. If a faculty member's outside employment presents a conflict of interest with Lee University or if such outside employment has any potential for negative impact on Lee University, the faculty member will be required to terminate the outside employment.

Lee University faculty must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or work different hours. If outside employment activity causes or contributes to performance-related problems at Lee University, the faculty member will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

In addition, faculty members may not solicit or conduct any outside employment during work time for Lee University. Faculty may use their accrued Paid Vacation and Personal Days to conduct outside employment. However, faculty members may not use Lee University paid sick leave to perform outside employment.

Faculty members must keep the university apprised of any changes in their outside employment. All full-time faculty members must request permission from their supervisors prior to engaging in outside employment.

Notice of Retirement or Departure

The university is committed to providing timely advance notice to non–tenured faculty members if the institution is not extending another contract. A reasonable effort will be made to give faculty members who will not be given a contract renewal for the following academic year a semester's notice. The university expects faculty members who plan to resign to provide a full semester's notice if the faculty member is not tenured. Tenured faculty are asked to notify the administration of tentative retirement plans twelve months in advance, if possible, and, at the latest, by December 1 of the last regular contract year.

Solicitation

To create an atmosphere of safety and privacy, an employee wishing to sell merchandise on campus for any outside activity or organization during the workday, should first obtain prior approval from the sector vice president. Any employees authorized to sell merchandise shall ensure that their efforts do not interfere with their job duties, disrupt the workplace or otherwise cause undue pressure on others.

Departmental solicitation of funds for gifts to employees must be approved by the supervisor and confined to the department in which the employee has been working.

Visits from Family or Friends

Lee University values family and work-life balance and strives to be a family-friendly workplace. Children, family members, or friends are welcome for occasional, brief visits in the workplace. Employee guests will be allowed in the workplace if the employee has received prior approval from their supervisor. Visits must be short, must not impede the work of the employee or others, cause privacy concerns, or create a potential liability for the university, or risk of harm to the visitors.

Anything other than short visits is not permitted due to safety and other workplace concerns. In general, the workplace is not an appropriate place for minor children on a frequent or continuing basis, as children in the workplace create an atmosphere that may not be conducive to achievement of the department's specific goals and objectives.

Special occasions that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the department. The employee's schedule for that day should take the child's presence into consideration to eliminate potential hazards. Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a physician's appointment, for example).

It is generally not appropriate for children of any age to be in the workplace on a regular basis, such as after school each school day or on regularly scheduled school holidays.

Parent employees must supervise their children at all times and may not leave such child(ren) in the custody of another university employee, even for brief periods of time. Parents are responsible for their guest and children's behavior and safety at all times and will be required to remove them if their behavior conflicts with Lee University policies or causes a safety or disruption concern. Minor children are not permitted as visitors in any hazardous area unless appropriate precautionary measures are taken, and hazards have been fully controlled or removed during the visit.

Employees and guests may not bring animals to the university workplaces apart from service animals used to guide or assist persons with disabilities.

If an employee is faced with unusual circumstances regarding visitors at work, the employee should speak with their immediate supervisor.

Dress/Attire

Lee University employees should project to students, parents, and customers a professional and appropriate image that aligns with our position as a faith-based community. The appropriateness of attire will be measured by whether it is consistent with our religious tenets, is modest, and is professional. Employees should dress in a manner that is appropriate to their working environment and to the type of work performed. Employees should also maintain personal cleanliness and hygiene that is reflective of our religious and professional environment.

No member of the Lee University community may wear clothing or reveal any images on their body that contain graphics or messages that are contrary to scripture or to university policies or handbooks. Employees may not dress or outwardly present as a gender that does not correspond to the person's biological sex.

The vice president for each sector is responsible for assuring that these standards are maintained. Some employee positions require a specific dress code. Employees should check with their director or sector vice president to confirm if specific attire is required.

Business casual attire is appropriate for all employees working in professional office settings. Traditional professional business attire is highly recommended when departments or sectors are featured and/or hosting guests of Lee University.

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.

Employees are prohibited from organizing or participating in a campus club or organization with missions or goals that are contrary to the University's policies or religious beliefs.

Advertisements and Publications

All printed notices and publications to be displayed on campus must be approved by the Office of Student Engagement prior to posting. All items must be displayed only on bulletin boards in buildings across campus. All notices and publications for digital signage on campus must be approved by the Office of Publications.

University publications are the only approved publications or informative materials that may be displayed in public areas on campus. These public areas include the lobbies of all academic buildings, recital halls, Dixon Center, Higginbotham Administration Building, Conn Center, and Paul Conn Student Union.

No materials may be displayed, published, or distributed on campus or online that violate university policies, handbooks, or religious tenets. 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.

On-Campus Guest Speakers

All guest speakers must be vetted and approved by the Dean 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. When submitting your request include speaker name, date, topic, reason for visit, and audience.

Travel and Business Related Expenses

Objective
This policy is intended to provide all employees with guidelines to encourage sound judgment in the manner and extent to which institutional funds are used for travel. University-related travel should be exercised with integrity and is defined as reasonable food, beverage, transportation, lodging, and other related travel expenses required while conducting Lee University business out of town. Whether an employee obtains funds via a travel advance, reimbursement, or use of their departmental purchasing card, this policy applies to ALL employees. Expenses incurred which fall outside of this policy and/or have not been approved will not be reimbursed and will be included in the employee's gross income as fringe benefits and will be added as taxable income. The university reserves the right to withhold reimbursement for any expenditure deemed too frequent or an unacceptable business expenditure.

The policies and procedures described are to allow reasonable flexibility and do not cover every situation. Items of an unusual nature should be explained on the corresponding Travel Expense Form. Exceptions to this policy must be approved by the Vice President for Business and Finance or the President.

Travel Advance
A cash advance is an authorized pre-payment of funds from Lee University directly to an individual or third party in support of anticipated travel expenses out of town for university business. Virtual conferences do not qualify for travel expense reimbursements.

Travel advances to or on behalf of an individual not associated with Lee University will only be issued upon written pre-approval of the appropriate vice president. An employee may sign for an advance on behalf of a student or non-employee. In so doing, the employee is fully responsible for the entire amount of the advance and is subject to collection procedures if the advance is left unpaid. Cash advances cannot be used to pay for any services performed by individuals. Payments to individuals must follow standard university payment to individuals' procedures.

Travel advances are considered a loan. All requests for travel advance must be received by Accounts Payable no later than ten (10) days prior to the travel date.

An employee receiving an advance must submit adequate documentation supporting the use of the advance via a Travel Expense Form and return any unused portion of the advance to the university's Head Cashier in Student Financial Services no later than thirty (30) days following the completion of the travel for which the advance was made. A Travel Expense Form can be obtained from the Accounting Services website. Any advances not cleared within ninety (90) days of the completion of the travel will be considered taxable income, and the taxes for this income will be deducted from the employee's next paycheck. NOTICE: Cash advances will not be issued to individuals who have prior outstanding advances with the university.

Reimbursement
A Travel Expense Form for reimbursement of university-related expenses must be approved by the appropriate academic administrator/director or the next higher level of authority. The authorizing individual is accountable for ensuring compliance with all university travel policies. The Travel Expense Form presents all costs incurred and must have attached original receipts where required. When receipts are missing, it is up to the individual 1) to attach a Missing Receipt Affidavit with an explanation, and 2) to obtain duplicates before the request for reimbursement is submitted. All Travel Expense Forms are reviewed by Accounts Payable to determine compliance with policies concerning reimbursable travel expenses before a reimbursement will be processed.

Procedure
Within thirty (30) days of completion of university-related travel, the employee (or employee on behalf of a non-university individual) will do the following:

Print and complete a Travel Expense Form
Any expenses which have been charged by a personal credit card or advance money used should be reported in the appropriate section. (i.e., airline tickets, registration fees, lodging, etc.) Reimbursement cannot be claimed for

any expenses charged to a departmental purchasing card, since these expenses are paid directly by the university.
Expenses should be reported on the day incurred and in the appropriate line item (i.e., breakfast, lunch, dinner, taxis, tolls, etc.).
Original receipts must be attached to the Travel Expense Form in order of documentation.
If an employee receives an advance and money is owed to the university, the employee must deposit the appropriate amount directly to the university's Head Cashier in Student Financial Services. Along with the deposit and deposit slip, the Travel Expense Form and receipts must be attached.
If the expenses incurred exceed the travel advance amount, a voucher (Payment Request) must be entered into Self-Service Procurement for reimbursement. It must be approved by the appropriate academic administrator/director or next higher level of authority.
Employees should forward the completed voucher along with the Travel Expense Form, all supporting documentation, and receipts to the next level approver within the sector.

Registration Fees
An employee who plans to attend a conference/seminar will enter a voucher (Payment Request) into Self Service Procurement. The voucher is then forwarded to the appropriate academic administrator/director and next level of authority for approval. Registration materials and documentation indicating what the registration fee includes should be attached to the voucher. The payment will be issued and mailed directly to the payee along with the registration forms. A departmental purchasing card may also be used to pay for registration fees.

Lodging
Lee University will pay actual room costs only as supported by the hotel bill for each day that lodging away from home is required for business reasons. When travelling, employees are expected to use good quality, but reasonably priced accommodations whenever possible. The original hotel bill should be paid in full and attached to the Travel Expense Form for reimbursement as documentation for a travel advance or as a receipt if the departmental purchasing card has been used for payment.

It is the employee's responsibility to cancel reservations in the timeframe required by the hotel. The person canceling the hotel reservation should note the cancellation number and the name of the person accepting the cancellation call. Room costs due to failure to cancel will be deducted from the employee's subsequent reimbursement. If there is a possibility that arrival will be later than the required check-in time, employees should request a guaranteed late arrival reservation.

Travel by Personal Vehicle

Individuals who use their personal vehicle for university-related travel will be reimbursed for actual miles traveled at the effective mileage rate of $.585 per mile. Insurance coverage, gas, oil, towing, repairs, etc. are included in the mileage rate. When traveling on university business, the departure and termination point for determining the actual mileage will be the employee's home. The reasonable vicinity mileage will be reimbursed; however, a log of vicinity mileage should be attached to the Travel Expense Form when it exceeds 100 miles.

Individuals driving privately-owned vehicles on official university business are afforded NO protection under the university's insurance policy. Those individuals approving this mode of travel might consider air travel, which may be less expensive when time and subsistence costs are included. Employees should make every effort to travel as economically as possible.

Rental Car
The use of a rental car is justified only as an economical business necessity and not as a matter of personal convenience. All rentals should be at the corporate/government rate or the lowest possible rate per day. When traveling in groups, sharing of cars should be practiced to minimize costs. The use of rental cars is appropriate for those situations where other methods of transportation are unavailable or impractical.

All terms and conditions of the car rental agreement should be read and followed, particularly regarding the person authorized to drive the vehicle and driving on non-paved roads. Violations of the agreement or any driving

regulation may leave the university responsible for additional damages. The university has preferred pricing which includes extra insurance coverage with Enterprise-Rent-A-Car. Employees who choose to use another rental car agency will need to purchase extra insurance at their own expense.

Procedure
An employee requiring the use of a rental car for university-related travel will do the following:

Make all necessary arrangements with Enterprise Rental online through the link below.https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=L EEU
Select Enterprise Direct Bill. Our Direct Bill Number is 17115231.
Attach documentation from the rental agency and gas receipts to the Travel Expense Form for reimbursement, if applicable.

If expenses are billed to the Lee University account, employees should send a completed voucher (Payment Request) along with the rental invoice voucher to the appropriate academic administrator/director and next higher level of authority for approval. Accounts Payable will issue the payment to the rental agency.

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 per diem rate includes breakfast, lunch, and dinner.

The standard maximum allowances for meals, including tips, are:

Breakfast	$13.00
Lunch	$15.00
Dinner	$26.00
Incidental Expenses	$5.00
Full Day Per Diem Rate	$59.00

Business meals that are incurred while traveling must be reported on the Travel Expense Form under the “Meals" section. For meals that exceed the allotted per diem rate, a receipt along with proper explanation for the excess must be attached to the *Travel Expense Form*. Employees requesting meal money for a group trip must supply a list of names, ID number, and the amount each individual will receive.

Miscellaneous Expenses
Incidental expenses, such as toll charges, parking fees, and excess baggage handling charges require receipts when the costs exceed ten dollars ($10). These types of expenses must include an explanation and be reported on the Travel Expense Form under “Other Expenses.”

Taxi
The cost of taxis or other transportation to and from hotels, airports, etc. in connection with business activities is reimbursable. Taxi costs must be reported on the Travel Expense Form under the "Transportation" section. Receipts are required when the costs exceed ten dollars ($10).

Non-Reimbursable Expenses
Expenses incurred that are personal in nature will not be reimbursed. Non-reimbursable expenses include, but are not limited to, travel expenses for family members or other individuals (unless approved by the sector vice president or president) and entertainment while traveling. The purchase of alcohol with university funds is prohibited.

Moving Expenses

Newly hired full-time faculty requesting that the university pay relocation expenses must submit a written request to their supervisor who will forward the request to their sector vice president. Approval of the vice president is required prior to the university making commitment to pay or reimburse the employee's moving expenses.

This benefit is limited to the first $3,000 of the reasonable costs of transporting the employee and their family to the new residence and of moving ordinary and customary household goods and personal effects.

In the event the university advances money for relocation expenses, all unsubstantiated and/or unspent amounts must be returned to the Office of Accounting Services. Employer funded moving expenses are considered a taxable fringe benefit, and the university is required to report all moving reimbursements to the Internal Revenue Service on the employee's Form W-2. Questions related to the taxability of moving and relocation expenses should be directed to the Office of Accounting Services at (423) 614-8104.

Employee Parking

Vehicle Registration
Every employee that has the potential to utilize Lee University's parking facilities will be required to obtain a permit in a timely manner from the Campus Security Office at 1000 Barnes Street NE. Employees are required to have a properly displayed permit to park legally on campus. Parking permits are issued by the Office of Campus Security at no cost to employees and do not expire. Employees are eligible to receive more than one permit to allow for multiple vehicles. Permits are specific to the employee and the vehicles (license plates) to which they are registered. Permits may not be transferred to other owners, sold, or duplicated. All permits remain the property of Lee University and must be returned upon request. Permits must be returned to Human Resources or Campus Security upon leave without pay, termination, retirement, or by request of Campus Security to end responsibility for fees.

Lost/Stolen Permits
If a permit is lost or stolen, the incident should be reported immediately to the Campus Security Office. A replacement permit will be issued at no cost.

License Plate and Windshield Changes
Permit holders are responsible for reporting license plate changes to Campus Security. If a windshield has been replaced and the previous permit was not removed, employees should notify Campus Security to obtain a new permit. These changes may be reported via email to security@leeuniversity.edu.

Temporary Vehicles
If a temporary vehicle is being utilized, the Campus Security Office can issue a Temporary Parking Permit at no cost.

Regulations:

- All reserved spaces, such as ADA, service/delivery areas, Presidential Office spaces, etc., are reserved 24 hours a day, 7 days a week unless otherwise noted on the sign. This includes holidays and times when the university is not in full operation.
- Any vehicle not parked in a designated legal space is subject to citation and/or towing at the owner's expense.
- Parking permits must be properly displayed while the employee's vehicle is parked on the Lee University campus.
- Failure to register a vehicle parked on Lee University campus will result in citation.
- All parts of the vehicle must be inside the designated parking space; generally indicated by two white lines.
- Parking in grassed areas is not permitted unless at the direction of special event parking staff.
- Parking outside of a marked space is not permitted.
- Blocking another vehicle or blocking a dumpster is not permitted.
- Parking in a barricaded area or removing a cone will result in a citation.
- Any vehicle parked along curbs or on sidewalks, in designated disability parking spaces, wheelchair ramp laydown (hashed out) areas, in fire safety lanes, reserved spaces, and/or hindering/damaging university operations or property or obstructing roadways is subject to citation and/or towing at the owner's expense.
- Parking is not permitted in Americans with Disabilities Act (ADA) spaces without a state-issued disability parking placard or license plate and a Lee University parking permit. The ramp laydown (hashed out) area adjacent to the space is considered part of the space and will be enforced accordingly. Employees parked in handicap spaces must display both their ADA placard and their Lee University parking permit to be considered legally parked.

Assigned Lots
Employees that have been issued a proper parking permit are allowed to park in any lot on campus that is considered Lee University property. This policy is subject to change based on parking assessments conducted by various departments that are approved by the President's Office. Any changes in assigned lots for employee parking will be announced via email.

Parking Citations
Citations issued to employee vehicles registered with Campus Security are the responsibility of the permit holder, regardless of who drives the vehicle. Citations issued to vehicles NOT registered with Campus Security will be assigned to the affiliated owner
after a license plate search is done with a national vehicle database by the Bradley County 911 Center.

Abuse of Parking Privileges
Effective July 2022, parking violation warnings will be issued via email to the employees that receive a citation. After four (4) emailed warnings of a citation during a given fiscal year (July 1 - June 30), the employees will be responsible for paying their parking fines.

No warnings will be given for handicap space violations. Employees will be responsible for all citations that are a result from parking in an ADA space without a proper ADA placard or state issued license plate.

Appeals
Employees' parking violations may be appealed by emailing Campus Security at security@leeuniversity.edu with the subject line of the email "Employee Citation Appeal". Failure to utilize this subject line in the email will forfeit the ability to submit a citation appeal to the Appeal Team. Photocopies of the violation must be included in the citation appeal. For employees, citation appeals must be received within twenty (20) calendar days from the date of the violation in order to be accepted and processed to the Appeals Team. Campus Security submits appeals to the appropriate Appeals Team for independent review. The appellant is notified of the committee's decision.

Payment
Citations may be paid to Student Financial Services in the Higginbotham Administration Building. The Campus Security office does not accept payment for citations. The Campus Security Office is not responsible for payments or correspondence lost in the USPS mail or via Interoffice Mail.

Non-Payment
If an employee fails to correct parking violations and does not pay for their citations, penalties may include, but are not limited to, a large fine, referral to the Office of Human Resources, referral to immediate supervisor and/or vice president, and revocation of parking privileges. Citation appeals after four (4) warnings will not be accepted. Campus Security reserves the right to write citations or tow any vehicle at the owner's expense for failure to follow direction of Campus Security personnel or blatant disregard of parking policies.

Campus Security Parking Website
https://www.leeuniversity.edu/security/campus-parking/

Use of Campus Facilities

Lee University has a variety of spaces that are available to reserve for private events. To begin the reservation process, please email Room Reservations at roomreservations@leeuniversity.edu with the location/room and time frame you are requesting.

Lee University facilities may not be used to officiate or celebrate same-sex unions. The facilities may not be used for events where the purpose is to promote or advocate for same- sex unions or relations or for any beliefs or activities that contradict university policies. This does not apply to academic events where same-sex issues are discussed both in the classroom and in forums. Lee University encourages the discussion of these issues in a variety of academic settings on campus to prepare our students to live responsible Christian lives in a complex world.

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 .

Lee University Identification Card
Each employee of Lee University will be issued a Lee University identification card. The card serves as proof of employment with Lee University and provides access to many resources provided by and available through the university community such as:

- Controlled access to campus buildings
- Dining services
- Library access and services
- Fitness and athletic access

All employees must carry a current ID for the entire period they are employed by Lee University. The cardholder is responsible for the care and safekeeping of the ID. To protect card holders, university staff will examine ID when presented for goods or services to confirm that the card is being used by the person to whom it was issued. The employee to whom the card is issued will be responsible for any 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 university official. The card will be revoked by the university upon end of employment. The Campus Security office staff will dispose of any invalid cards.

Any transfer, alteration, falsification, or forgery of an ID constitutes a violation of university policy and may result in an appropriate disciplinary action to be determined by the Department Supervisor in conjunction with Human Resources and Lee University Campus Security. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.

Employee ID cards are issued by and administered through the Campus Security Office. The office is located at 1000 Barnes Street, behind Pathway Press. The initial s issued without charge. To request an ID, the employee must present to the Campus Security Office staff a government-issued picture ID or passport and his or her Lee University Colleague number. The Campus Security Office staff will verify that the employee has completed all the paperwork with Human Resources and is an active employee. A head shot photo image of the employee will be taken if one has not already been submitted by the employee and the card is then printed, encoded, laminated, and presented to the employee.

Technology & Equipment

Computer Hardware and Software Procurement
Lee University-owned computer hardware (computers, central processing units, memory devices, monitors, etc.) and software (digitally stored data, such as computer programs and other kinds of information read and written by computers) purchased with university funds are supported by Information Technology (IT).

All upgrades to devices provided by the Workstation Replacement Program must be funded by the requesting department and will remain in the device at the end of the lease period. IT will not be responsible for storing components removed for upgrades.

Network and Systems Technology Purchases
IT will review and approve acquisitions of all departmental computer hardware, software, and networking equipment purchases. In situations where services are being considered for purchase or new systems are being considered for in-house development, IT will review and approve vendor selections, consultant engagements, and development plans to ensure that vendor or consultant competencies and system interface requirements are appropriate to protect University information and assets.

Network and Computer Hardware
IT will review and approve any hardware technology purchase or deployment that modifies the university's network structure or could compromise the physical or logical security of the network. All networking equipment that is to be used on the university's network must be authorized and approved by IT before purchase and deployment.

Additional departmental computer hardware that requires access to or from any portion of the university's network may include, but is not limited to servers, shared storage, and other network-attached technologies must be approved by IT. This also applies to purchases of other types of equipment, such as networked video projectors or another network accessible A/V equipment.

New Technology Initiatives
IT will review all business applications and system implementations.

Purchasing Devices
Offices requesting devices, such as iPads, netbooks, laptops, smartphones, and other similar devices purchased with departmental funds, should provide a business rationale to their respective vice president. Once purchased, the device becomes the property of Lee University and the requesting department, rather than the personal property of the employee.

Purchasing Software
Purchase of operating systems and software applications that will be utilized on servers or in the cloud (software as a service) connected to the campus network must be approved by IT. Administrative access is always required for all software systems.
All orders for bulk licensing, including site and volume licenses for desktops, Macs, and servers, must have prior approval of IT.

Services
IT requires approval of all agreements or engagements that modify or extend the function of centrally maintained systems, which require the use of any IT software or hardware system services, or that interface with centrally maintained applications or systems.

IT also requires a review and approval of systems or services to be contracted by off- campus entities (outsourced, hosted or Cloud-based) that contain or house University data or records or require interfacing with university data or records.
IT should be involved in the initiation and discussion of the project from idea to implementation.
Where possible, multiple vendors should be evaluated by IT.
Requirements should be provided by the requesting office. The requirements will be used during the evaluation process to ensure the best possible solution is selected.

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 comply with all federal, state, and other applicable laws. Examples include but are not limited to laws pertaining to libel, copyright, trademark, child pornography, and hacking, and all applicable software licenses.

Authorization
Users may use only those Information Technology resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass university-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other Information Technology resources does not, by itself, imply authorization to do so.

Personal Use
Limited, occasional, or incidental use of these systems for personal purposes is acceptable, if done in a professional manner that does not interfere with work and is consistent with the university's conduct expectations for employees and the university's religious beliefs. Personal use should not result in fees or charges being assessed to the university and material may not be downloaded or installed on university equipment without prior approval.

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 authorized by Lee University
- Harassing, threatening, defaming, slandering, or intimidating messages
- Viewing or spreading indecent or inappropriate material
- Performing work for other employers or organizations

Copyrighted Materials
Users of the Lee University technology systems may not distribute copyrighted material (e.g., text, digital media, programs, etc.) via any file sharing method, including peer-to-peer file sharing, email, or web hosting. This also includes (but not limited to) music, images, videos, games, texts, web graphics, sound files, software, logos, film clips, and trademarks. Breaking this rule is a federal offense that could result in imprisonment. The only exception to this rule is if employees have written permission from the copyright holder to disseminate the information. Use of the university logo or any other property of the university without prior consent is also a violation.

Indecency
Indecent materials are prohibited. These items include (but are not limited to) any material that is pornographic, obscene, violent, hateful, or harassing in nature. This includes placing or sharing links that may lead others to indecent or inappropriate material. Employees should also avoid language or images that could be construed as racist, sexist or otherwise discriminatory. The university reserves the right to judge the appropriateness of the communication or the digital media in question and take action accordingly.

Overuse of Resources
Lee University reserves the right at any time to temporarily or permanently suspend websites, email accounts, network devices, or other digital resources in order to preserve system resources or in response to an employee's violation of this policy.

Password Security
It is each employee's responsibility as a user to protect their password and create a password that is not easy to guess. Please refrain from revealing employee password to any other individual. If the password has been revealed to an individual through a direct or indirect manner, the password is now considered compromised and must be changed immediately. In the event of an account breach, please contact Help Desk or the Information Technology office immediately. Attempts to capture and/or distribute passwords are prohibited.

Privacy
All electronic equipment and technology systems are the property of the university, including all use-histories, call logs, files, data, and messages whether composed, received or accessed by the employee. Employees should have no expectation of privacy regarding their university-supplied phones, computers, or other electronic equipment or their use of university technology systems or internet. To protect from unauthorized or improper use, Lee University reserves the right with or without prior notice to monitor, review, access, examine, record, block, and preserve all information accessed, stored or transmitted through one of its technology systems. An employee's use of university-provided technology or equipment or any of the university's systems constitutes expressly consent to the aforementioned monitoring.

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 of Privacy
Lee University technology systems are not to be used for the following:

- Attempts to access information that employees have not been given permission to obtain
- Intercept any form of electronic communication
- Destroy, alter, or degrade data
- Hack into another person's or the university's computer(s), email, network, or technology systems
- Capture, store, or manipulate passwords, IDs, email addresses, or any other personal information that is not the employee's own

Information regarding Lee University Brand Guidelines can be found at https://brand.leeuniversity.edu/

Violation of this policy may result in a suspension of equipment or network privileges, as well as other discipline up to and including termination or referral to law enforcement as appropriate.

Moodle Policies and Procedures

Introduction
This document is intended to serve as a set of guidelines for decision-making related to the use of the MOODLE LMS at Lee University. This document will reside online for ease of access, as well as to ensure its currency. Do not rely on printed copies of this document without first verifying their accuracy against subsequent updates. Changes to these policies will be reflected in the "Last Updated" date listed at the end of the online document.

Access
Access to MOODLE learning management software, materials, and affiliated online tools will be granted as follows:

One User Account
All Lee University students, faculty members, and staff are allowed one MOODLE account each intended to be used for all of their MOODLE activities. Employees who are enrolled in a course or courses will be assigned a student account that is to be used for course work.

Exceptions
A limited number of users who are not officially affiliated with the Instructional Technology Department (guest discussants or mentors) may each be provided an account that is a MOODLE-only username and password, at the request of a "sponsor" (faculty or staff member). These accounts (referred to as "exceptions") are considered temporary but are renewable with the approval of the Center for Teaching Excellence sponsor. Such accounts are assigned only to individuals who are working with the Center for Teaching Excellence faculty/staff on officially recognized activities on the MOODLE system (i.e., those included under the institution's license for MOODLE).

Guests
The Lee University MOODLE system will not allow guest accounts in general, but an instructor may request that a guest account be set up for a specific course. Guest accounts will be considered on a case-by-case basis.

Student Access
Students who are registered for classes with MOODLE components will be given full access to those course sites no later than the first official day of classes for each semester (given that course sites are requested no later than 48 hours in advance). Instructors may not provide full access to their course site(s) to currently enrolled students who are not yet registered for the course, or who are in the process of adding the course to their schedule. As students add courses to their schedule, after classes begin, they will typically be added to the appropriate MOODLE rosters ("enrolled") within 48 hours. Students who drop courses after registration closes will not automatically be removed from the course.

Length of Access to Course Site
At the end of a given semester, course sites will remain viable until 30 days after the semester is over. Reasons for extending course access may include providing access to students who are finishing "incompletes" or the continuation of an online discussion. In general, retaining MOODLE course sites beyond the usual cut-off date will be discouraged, due to amounts of space required, potential confusion generated for students, increased work created for the Center for Teaching Excellence staff, and possible copyright concerns where materials are shared within a semester course.

Acceptable Use
Sites on the MOODLE server is managed in order to reduce the time and effort faculty and staff need to utilize online tools and materials, and to improve server performance by eliminating redundant or unnecessary demands on the database.

Courses Kept on the MOODLE Server
To meet the goal of using server space efficiently, the only course sites that will be maintained on the MOODLE server are those in use during the current semester, and course sites and community groups that will be used in a future semester. These could include previously used course sites that will be "recycled" for use with another group of students, or course sites that are in development. There is one exception to this and that is in cases of

Lee Online courses. Lee Online courses may stay on MOODLE for an indefinite amount of time while actively being used. The Lee University MOODLE Administrator will not be responsible for these courses. The Lee Online program has a MOODLE Administrator that will remove, add, and maintain courses.

Course Size Limitations
At this time, there is no set limitation on the size of MOODLE course sites. The MOODLE Administrator will work with faculty and instructors whose MOODLE sites contain extremely large files (video clips, for example) to provide advice and assistance to help them compress files in order to utilize space as efficiently as possible.

End of Semester Notification and MOODLE Site Deletion
At the end of each semester, all MOODLE faculty and instructors will receive an e-mail message detailing their options for re-using or deleting course sites. In this announcement, they will receive instructions on how to archive their course files. Courses not recycled for re-use (see Course Archives below) will be deleted no sooner than three months after the last day of final exams.

Course Archives (grade concerns / material backup)
Prior to deleting or recycling the semester's course sites, an archived copy of each course will be made. These copies will be retained for later retrieval, if this becomes necessary; however, instructors will be reminded to print out the gradebook and any other documentation of student work in case a grade is contested.

Retrieving these records from the archive is a time-consuming and imperfect process and should be considered a last resort for retroactive grade information. Once a course site has been archived, it will only be retrieved upon request of the original instructor who created/offered it (usually the instructor on record). The exception to this would be if the MOODLE Administrator received permission from the original instructor to make the archived course materials available to another instructor/staff member or if the instructor left the university and the supervisor requested access in order to resolve a student dispute.

Recycling Courses for Future Use
Each semester, instructors will be given the option to retain their MOODLE course sites for re-use in a later semester. The Administrator will copy these course sites and rename them with the appropriate (future) semester designations (e.g., 2012SP Introduction to Computing (CISS-101) so that instructors will recognize them in their My Courses list. The roster will be emptied, the gradebook cleared of names 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 line number are required to set up a course site. Before the site will be made available, however, the instructor (or his/her assistant) must attend an orientation workshop to become familiar with the MOODLE software. This is done to reduce the number of support calls made to the Administrator and to provide constructive teaching ideas for using Internet resources and instructional development advice for online teaching. Individuals who have experience working with MOODLE at other institutions may have this prerequisite waived, although it is recommended that they meet with a MOODLE administrator to discuss the course management protocols that are specific to the Center for Teaching Excellence.

Non-instructional Uses
The MOODLE system is maintained for instructional use (i.e., to support courses offered by Lee University). Organizational sites may be setup on MOODLE after an electronic request and only with the MOODLE Administrator's approval.

Gradebook Information
The MOODLE Online Gradebook is a tool designed for the convenience of students and faculty. Thus, it is not an official record of student grades, nor should it be considered a legally binding record of student scores. Faculty members are strongly encouraged to periodically print out a copy of the Online Gradebook, and to print a final copy for their records after the semester ends. In addition, faculty members are strongly encouraged to post student grades only in the secure MOODLE gradebook.

Information Security
The MOODLE user database is populated with information attained from the Colleague system, thus allowing users to login with an already-familiar username. The security of these systems is of paramount importance in maintaining a reliable and trusted resource for virtually available instructional materials and tools.

Controlling Access to Student Information
As with other university records, faculty are cautioned to assure that student information (including, but not limited to, grades, test scores or usernames) be closely guarded. All Lee University faculty and staff, being versed in FERPA guidelines, are advised to refer to these guidelines when questions arise.

E-mail Address Display
All MOODLE users have the option to limit the display of their e-mail address within MOODLE. Due to system design, the one exception to this is the Discussion Forum areas, where the user's e-mail address will appear unless messages are posted anonymously. Instructions for disabling this, or for enabling the display of other directory information within the MOODLE system, are included in the MOODLE help files, accessible from the homepage.

Additional instructions can be found on the MOODLE training website, located on the CTE site.
http://webpages.leeu.edu/cte

Copyright Issues
Posting Copyrighted Materials: Copyright law and Fair Use Guidelines allow faculty to provide access to copyrighted materials using the MOODLE system. Information regarding these uses and legal constraints on such uses are available through this address: https://copyright.gov/fair-use/

Linking to External Sites from MOODLE
The MOODLE software provides an easy-to-use interface for integrating links to other Websites into course materials. Instructors are encouraged to link to other sites, rather than attempting to integrate the desired materials directly into the MOODLE course site. This alleviates copyright concerns and retains the integrity of the materials (and associated links) in their original environment. It is the responsibility of the instructor to confirm that links from MOODLE to external sites are viable.

Please note the library has multiple electronic resources that can be used. This would help alleviate some of the copyright concerns and issues.

Student-Created Materials on MOODLE
Instructors may choose to share students' work (or expect students to post their own work(s)) on the MOODLE course site. Students must be informed of this (preferably in writing) at the beginning of the course. They must also be told if their work will be retained in the course site beyond the duration of the semester and whether others will have access to it. No evaluative commentary or grade information from the instructor may be included with student work if the work includes information identifying its creator. Students retain all rights to their work. These policies also apply to student-posted messages in Discussion Forums.

Privacy of Student Records are protected as stated in Section 7 of the Faculty Handbook.

System Management Data
Information regarding MOODLE system performance or usage is considered the property of the Informational Technology Department. Information regarding specific MOODLE sites or individual accounts will be held in confidence, although data may be gathered and presented in aggregated form by staff/faculty members for professional development activities, such as conference presentations and/or scholarly/industry publication.

Phone Use Policy

This policy describes the use of both desk and cellular phones used by Lee University employees. The university provides the use of desk phones for most employees and cellular phones for those employees whose duties and responsibilities require immediate or remote communications capabilities.

Usage of any university-provided phones must comply with the provisions of the university's Technology & Internet Use policy in addition to the provisions below.

It is the policy of Lee University that all university-owned phones are to be used for business purposes. Employees are expected to exercise discretion while using university-owned phones for personal use. Excessive incoming or outgoing personal calls from either a university-owned phone or a personal cellular phone during the workday can interfere with employee productivity and be distracting to others. Employees should make personal calls during non-work times and ensure that friends and family members are aware of the university's policy. On occasion, it is understood that personal calls will be made or received during work hours. These should be kept to a minimum in terms of the number of calls and the duration of any call.

Flexibility may be provided in circumstances demanding immediate attention as long as the employee discusses it with their supervisor. Utilizing a cellular phone while operating a motor vehicle is a violation of university policy.

Employees who use a university-owned cellular phone are responsible for the security and maintenance of the phone and must promptly report any damage or theft to their appropriate supervisor or department head.

Violation of this policy may lead to suspension, loss of service, or other disciplinary action.

Email Use Policy
This policy applies to all users of email systems owned or managed by Lee University as well as an employee's use of any email system to conduct university business. Lee University reserves the right to address issues on a case-by-case basis that may not be outlined within this policy.

Use of emails must comply with the provisions of the university's Technology & Internet Use policy in addition to the provisions below. Employees are personally and individually responsible for maintaining the integrity and privacy of the electronic records and information transmitted via email.

Employees are responsible for protecting the privacy and confidentiality of records or information transmitted through email, including information protected by HIPPA, FERPA, personal health information (PHI), and other forms of protected or sensitive data. An employee's email address is to be used to conduct university business while limiting personal correspondence. Occasional personal use is permitted if it does not impact or interfere with the user's ability to conduct university business or their work responsibilities. Employees are to refrain from redirecting students, employees, alumni, or other vendors to a personal email address when conducting university business.

Employee email services will be terminated upon leaving the university. Prior to termination, the employee or vendor may not copy or export their mailbox to a personal account or to any other storage system.

Mass Emails

All mass emails must comply with FERPA, HIPPA, and maintain the privacy of individuals and the institution. Mass email messages must be sent using a Lee University domain, authorized email services vendor, and contain contact information of the sender/organization. Prior approval from the employee's immediate supervisor is required prior to sending a mass email.

Appropriate use of mass emails includes:

- Critical/time sensitive information
- Pertains to the safety of the students, faculty, staff, vendors, alumni, and guests of the university
- Communicates valuable information from the President, Chancellor, Provost, Vice President, other senior leadership, or designees at Lee University
- Pertains to the health of the students, faculty, staff, vendors, alumni, and/or guests of the university
- Announcements or events approved by Lee University

Social Media and Digital Platforms

Social media and digital platforms are tools that have a significant ability to impact Lee University's reputation as an institution committed to faith, scholarship, and community. The university supports the appropriate use of personal social media and other digital platforms by employees. However, employees of Lee University have the responsibility to acknowledge that personal use of social media and digital platforms often blurs the lines between the voice of the person and the voice of the institution. Respectful of the Christ- centered mission of the university, and each employee's responsibility to conduct themselves in a Christ-like fashion and as a model for students and others, employees are expected to engage social media and all digital platforms in conformity with the university's handbooks and religious beliefs.

University Accounts

If a social media account is created or maintained on behalf of the university, a club/organization, group, or department, the following applies:

- A minimum of two Admins or Moderators will be assigned to the social media page.
- All accounts must have at least one Admin or Moderator who is a faculty or staff member of Lee University AND include a member of the university Marketing Team.
- Admins and Moderators will monitor the page closely for violations of acceptable behavior stated below.
- All copyright laws and intellectual rights must be observed at all times.
- Sourced materials should be linked when a source is available.
- Branding standards of Lee University (logo, color scheme, etc.) should be followed where possible (https://brand.leeuniversity.edu/).
- 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 Moderators are responsible for protecting the privacy and confidentiality of records or information protected by HIPPA, FERPA, Personal Health Information (PHI), and other forms of protected or sensitive data.

University Websites
All university websites should be created by or with the Information Technology department's support and permission. The university branding standard's website has additional details (https://brand.leeuniversity.edu/).

All university domains should be registered by the Information Technology department to ensure proper ownership. Domain names should follow the naming format of xxxxx.leeuniversity.edu or leeuxxxxxx.com when used.

Lee University requires that all websites and content published after Oct. 31, 2011, conform to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), version 2.0, Level AA.

Acceptable Behavior on University Affiliated Social Media Pages & Websites
Lee University digital media sites are not to be used for personal gain.

- The integrity and values of Lee University must be upheld on all platforms.
- Social media pages or accounts associated with Lee University, campus organizations, groups, or departments will not be used to slander, harass, threaten, intimidate, or spread hateful and/or intolerant information of any individual group.
- All posts must be relevant to the target audience.
- It is prohibited to engage in personal business in the name of Lee University.
- All posts must follow the terms and conditions stated by the digital media site.
- Posts are not to be used to spread false information.
- Posts are not to be used for any type of political purposes and/or political statements.
- Indecent material is prohibited.
- Spam and advertisement posts must be avoided.

Violations
Employees must report immediately all violations of policy issues related to the health, safety, and security of the university to the IT Leadership Team or an appropriate faculty/staff member. The university reserves the right to judge the appropriateness of digital media site content in question and act accordingly.

Unauthorized Recordings
Unauthorized recordings by employees are disruptive to employee morale and inconsistent with the respectful treatment Lee University requires of its employees. For this reason, employees are prohibited from making any recordings (by any means) of faculty, staff, administrators, students, or other third parties without each of the following:

- A legitimate purpose for the recording
- A recording device in plain view
- Recorded or written consent by each individual to the conversation

This policy does not prohibit recordings of public events, marketing related recordings, or those of an instructional nature (such as chapel services, classroom lectures, labs, sporting events, public speakers, etc.).

Employees violating this policy may be required to return the unauthorized recording and to delete it at the university's direction, and may be subject to disciplinary action, including termination.

Company-Owned Equipment

This policy defines equipment and other university property, and outlines related procurement, accounting, and reporting requirements. Each department is accountable for its own equipment and other property. This includes the safeguarding, maintaining, and tracking the location and status of individual items of equipment.

University property is defined as any item of tangible property, operable or inoperable, which is purchased by or donated to a university department. Use of university property is restricted to purposes related to the university's mission. All equipment purchased or otherwise acquired by the university to conduct activities related to its mission is considered university property upon acquisition. All equipment purchased by the university to conduct activities related to its mission must follow the Accounts Payable purchasing policies. In order to maximize university resources, departments are asked to avoid purchasing items that are currently accessible, available, and suitable for sharing.

Departments should develop clear, consistent policies and procedures for management and control of all equipment. Department heads may appoint subordinates to be responsible for equipment; however, the department head is primarily responsible for all equipment assigned to the department.

Since the university acquires and disposes of equipment daily, it is necessary to employ standard operating procedures when processing the various types of acquisitions, dispositions, and transfers.

- Acquisition. Equipment acquisitions result from purchases and donations. Donated equipment should be reported to University Relations.
- Disposition. Disposal of equipment can result from decisions regarding trade- ins, cannibalizing for parts, etc. and indicates that the property will no longer be used. All disposals should be reported to the Accounting Services Department.
- Transfer. Transfers of equipment between university departments can occur only when equipment will remain property of the university and the receiving department agree to use the equipment for university purposes.
- Loss. Equipment is deemed "lost" only after a concerted effort has been made to find it. The lost asset should then be reported as "lost" to the Accounting Service Department.
- Stolen. Any university property, including items of equipment, supplies, foodstuffs, etc., stolen or otherwise missing must be reported to Campus Security at the time it is discovered missing and subsequently reported to the Accounting Services Department.

University equipment may not be removed from campus unless authorized by the sector vice president.

All university employees have the responsibilities set forth in this policy. The university is responsible for safeguarding all of its equipment. University employees have stewardship responsibilities for university property assigned to the employee. Employees are required to use good judgment in the use of all university equipment. University equipment may not be rented or loaned to any person, group, or organization for personal use.

University equipment and other resources may not be used for any purpose that is illegal, unethical, dishonest, potentially damaging to the reputation of the university, likely to subject the university to liability, or is otherwise contrary to university policies, handbooks, or religious tenets.

Employees observing or otherwise aware of violations of this policy should report such incidents within three days to their immediate supervisor. The supervisor shall, as soon as possible, report such information or evidence to the head of the respective department. In the event the supervisor or department head is suspected of a violation of this policy, the employee should report such information to the sector vice president.

Any theft of university property or removal of university property off campus without appropriate approval may be subject to civil and criminal penalties.

The university may proceed with disciplinary action and demonstrate a violation of this policy regardless of whether civil or criminal proceedings have been instituted or charges have been dismissed or reduced. Restitution will be required for theft or damage done to university property or for the improper disposal of university equipment.

Employee Conduct and Disciplinary Action

Rules of conduct for Lee University employees are intended to promote our Christian- based community, an orderly and efficient operation, and to ensure the safety of all employees. Employees are expected to conduct themselves in accordance with the university's religious tenets, policies, and handbooks at all times. Each employee should serve as a Christ-like role model to students, colleagues, and visitors. In those situations where employees have violated our work-place expectation, the university will use its discretion to carry out the disciplinary action appropriate to the circumstance.

Workplace Safety & Security

Violence-Free Workplace

The university is committed to a work and learning environment that is both safe and secure for our faculty, staff, and students as well as providing protection for university assets. The university will not tolerate violence or abuse by any employee or other individual which in any way suggests, threatens or creates harm to any individual. Any occurrence of violence may be considered grounds for immediate discharge in addition to appropriate legal action.

Right to Search
The university reserves the right to search all university property, including but not limited to lockers, desks, offices, computers, phones, etc., assigned to individual employees. In the event of a suspicion of a threat or violation of university policy, the university also reserves the right to search vehicles, individuals and personal property of any individuals while on campus or entering or exiting university facilities or campus. Supervisors are required to consult with Human Resources before any individual search. An employee's refusal to undergo the individualized search will be grounds for disciplinary action up to and including discharge.

Weapon-Free Campus
Lee University is a weapon-free campus. Weapons of any kind are strictly prohibited on university property, in university facilities, in vehicles parked on school property, and at
university events. A weapon includes any device defined by statute or the university that is capable of producing death, harm, or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft pellets, etc.). Explosives, ammunition, bowie knives, hawk bill knives, switchblade knives and other knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows) are prohibited. Common items such as ice picks, razor blades, canes, and smaller knives can also be considered weapons when carried for the purpose of going armed.

In the interest of public safety, this weapon-free campus policy also prohibits items resembling weapons including but not limited to replica, non-firing, rubber, plastic, and/or toy guns. Stage props are excluded from this prohibition only as stipulated in the theatrical addendum below.

Carrying any weapon on school property for the purpose of going armed is both a violation of university policy and state law. Violation of the Weapons on School Property statute is a Class E felony and subject to criminal prosecution under TCA 39-17-1309.

Employees possessing a valid Handgun Carry Permit or who are "carrying" under the "open carry" statute are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities. Non-student employees may possess a firearm inside their vehicle while on campus property if the weapon is contained within the vehicle and is not handled by the employee or any other person while the vehicle is on school property. TCA 39-17-1309(c)(1)(B).

Hunting firearms, hunting bows and arrows, and crossbows may be kept inside a non- student employee vehicle if they are not handled by the employee or any other person while the vehicle is on school property.

Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be addressed via university conduct processes and/or state and federal statutes.

Tasers and other electronic stun guns or incapacitating devices are not permitted on campus.

Exceptions to this Policy
Those who are exempt to this policy include uniformed police officers, off-duty police officers, authorized Lee University security personnel, and users of theatrical props within the provisions identified below (see addendum). Off-duty police officers are requested to notify Campus Security of their presence if they will be carrying a firearm during their time on campus.

Weapons on Campus Policy Theatrical Addendum
Stage weapons may be used in preparation and performance of theatrical productions under the restrictions and stipulations that follow:

A stage weapon refers to any device or approximation of a device described as a weapon in the university's Weapons on Campus Policy. This includes but is not limited to guns, knives, swords, spears, bow and arrows, and crossbows, whether capable of inflicting bodily injury or not. These stage weapons may be used on campus only in the context of practice for a university-sponsored theatrical event or during the performance under the authorization of university personnel. Stage weapons are permitted only in defined theatrical performance and practice venues. They must be stored and maintained by authorized university personnel and "checked-out" for use under their approval. Campus Security must be notified of each instance a stage weapon is to be used and each performance and rehearsal at least one week prior.

Blades must be blunted and dulled sufficiently to pose no actual threat to participants. Real, operable (even if unloaded) firearms are not permitted. Firearms should be rubber or nonfunctional replicas and must be mechanically incapable of firing a projectile. Starter pistols or other approved theatrical weapons designed to fire a blank, and only a blank, are also acceptable. Any strange or unusual stage weapon used in a classroom, rehearsal, or production event must receive prior approval from the director or assistant director of security. Audience members must be notified prior to the beginning of the performance when stage firearms are to be in use.

Drug and Alcohol-Free Workplace

Lee University prohibits the use of tobacco, drugs, alcohol, and electronic nicotine or smoking devices on campus. Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

The university recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting employees who seek treatment for these conditions. Counseling is available for employees through our Employee Assistance Program (EAP).

Lee University reserves the right to test an employee for drugs or alcohol at any time if there is reasonable suspicion to warrant such a test. Refusal to consent to such a test is grounds for termination. Employees in Building Services, Campus Security, Grounds, Maintenance, and Residential Life are required to pass a drug test as part of the employment process. Upon receipt of an offer of employment from one of these departments, candidates must complete required drug testing within 24 hours. The testing lab will retain samples in accordance with state law, so that the candidate may request a retest of the sample at their own expense if they disagree with the initial test results. Random drug testing is required for those working in Physical Plant and Campus Security. All records concerning test results will be kept in medical files that are maintained separately from employees' personnel files in the Office of Human Resources.

Worker's Compensation

All Lee University employees are covered by insurance as specified in the Worker's Compensation Law. In the event an employee receives a work-related injury or illness, a report should be made to their supervisor within 24 hours of the occurrence. The employee should then go to Human Resources, during business hours, to fill out the proper paperwork and receive further instruction. If Human Resources is closed, the employee should follow up with Human Resources the following day to move forward with the process.

If the injury requires urgent treatment, the employee should go to the emergency room or call 911. Medical treatment is available at no cost to the employee if a doctor from the Panel of Physicians is selected. The panel contains health care providers approved by the university for the treatment of work-related injuries and illnesses. Employees have 24-hour access to the panel of physicians by visiting the link provided.

Human Resources will notify the Worker's Compensation insurance carrier when a work- related injury or illness report has been received. According to law, an employee has up to fifteen (15) calendar days from when they knew or should have known about their suspected injury to notify their employer. Employees will not be retaliated against for making a good faith claim for workers compensation.

Return to Work Policy
Lee University strives to assist employees to return to work safely following an injury or illness. Employees who have been released to return to work on a regular or reduced schedule basis but with temporary job restrictions, as supported by medical documentation on the Physician's Release to Return to Work form/note, should discuss the restrictions with their supervisor. The supervisor will determine if there is work that can be done in the department that will meet the restrictions. If no accommodation can be provided, the employee will be referred to the Office of Human Resources for further instructions.

Emergency Plan Policy

Lee University's Campus Emergency Plan contains procedures for critical incidents that could take place while employees are on the Lee University campus. These include, but are not limited to severe weather, fire/explosion, bomb threat/attack, active shooter/armed subject, bioterrorist incident/attack. A copy of the Campus Emergency Plan can be found on the Lee University website at https://www.leeuniversity.edu/wp- content/uploads/Emergency-Plan.pdf.

Employees should read the policy and be aware of the procedure for each incident. It is recommended that each employee keep a written copy at their desk or place of work for quick reference should one of the events occur. Any questions about the Campus Emergency Plan should be forwarded to Campus Security.

Fire Prevention Policy
Lee University is graced by many beautiful historic buildings as well as densely populated newer buildings. A fire in any of these structures can result in significant harm to people and to property. The fire prevention policy is intended to protect persons from harm and Lee University property from damage. Even a small fire can have a devastating effect on individual lives and/or the continued functioning of one or more Lee offices/departments. It is the responsibility of every employee to comply with the following regulations in order to prevent fires on campus. Failure to comply with these regulations will result in disciplinary action at the discretion of the violator's immediate supervisor.

In order to prevent fires in work and/or break areas, the following regulations must be followed at all times.

- Burning candles is prohibited.
- Physical Plant and Campus Security employees are the only persons authorized to reset breakers. Care should be taken not to overload circuits. If office equipment is overloading the electrical system (signified by tripping the breaker), the employee should call the Physical Plant for help in solving the problem.
- No items may be stored in mechanical rooms.
- Physical Plant must approve all office/building modifications prior to their initiation. This includes electrical changes and lighting installation.
- Items may not be stored or placed so that they obstruct doorways, hallways, stairwells, exits, or pathways.
- Malfunctioning or damaged electrical equipment must not be used.
- Flammable materials may not be placed on or around electrical equipment.
- Extension cords may not be placed where they will be stepped on or pinched in any way.
- Fire suppression sprinkler heads will be maintained with a three-foot area free from obstruction in all directions at all times.
- Corridors, stairwells, and other passage areas must be kept clear of objects such as, but not limited to, bicycles, boxes, furniture, and garbage.

When a fire alarm sounds, employees must evacuate the building. Refusal to evacuate the building when instructed by a campus security officer, fire department, and or any other emergency service personnel will result in disciplinary action by the immediate supervisor. If any employee continually refuses to evacuate a building due to the potential of a fire and or fire drill, the employee will be reported to their respective Vice President for further disciplinary action that could result in termination.

Emergency Weather
When dealing with the possibility of severe weather while working inside a Lee University- owned building, employees must remember that the health and safety of the students, faculty, staff, and guests is a priority. There are some basic safety guidelines that should be followed. Sheltering in place is the preferred tactic of building-occupant safety when confronted with severe weather conditions. First warnings will be issued through LeeU ALERT.
The LeeU ALERT system is designed to enhance and improve communication so that all members of the Lee University campus community can stay informed in the event of an emergency.

Lee University has partnered with Nixle to allow students, faculty, staff along with parents and university friends to "opt in" for text or email notifications in the event of an emergency. Employees should opt-in by texting LEEUALERTS to 888777.
LeeU ALERT will not be used to distribute advertising or other unsolicited content. Subscribers to LeeU ALERT will pay no fees for this service. Standard text messaging fees from cell phone service providers may apply.

Below are guidelines to be followed when dealing with certain weather conditions.

Tornado Warning
A tornado warning is issued when a tornado has been sighted or indicated by weather radar. Campus Security will notify the administration about the warning and will work with the designated building emergency contacts to move everyone into a designated shelter area. Residential Life and Housing will move all students from on-campus dorm rooms to designated shelter areas.

Once a tornado warning has been issued
Lee University will give emergency notification to take cover immediately in appropriate locations which include:

- Interior hallways
- Interior restrooms
- Areas protected from flying glass and debris

Large open rooms are not considered acceptable locations for shelter.
Campus Security will work with Residential Life and Housing to assist students in locating and moving to safe shelters.
Everyone should remain sheltered until the all-clear has been received. (LeeU ALERTS)
Once the tornado warning has expired, administration and Campus Security will issue the all-clear to return to the workplace or to the appropriate Residential Life and Housing locations.

Tornado/Thunderstorm Watches
No action is required during a watch. Employees should monitor local weather updates via radio, internet, or television and be aware that conditions may change.

Winter Weather
Employees should monitor storm progress via National Weather Service, local media, weather radio, EMA Notifications, or LeeU ALERTS.
If the decision is made by the Lee University President's Office to close the campus, employees should be prepared to comply per instructions from the President's Office.
Designated building emergency contact employees will help facilitate the employees in their respective buildings to communicate any weather announcements.
When applicable, designated building emergency contacts will encourage all students, faculty, and staff to safely leave the building, or, if conditions warrant, employees may be asked to shelter in place or move to another location.

Key Replacement Policy

Lee University Physical Plant and Campus Security provide building, office, and other common area access to employees at the time of their employment. The Physical Plant will not issue keys for exterior entrances of buildings equipped with electronic entry devices. The employee is expected to safeguard any access devices or key(s) provided for their use. A request for door entry access to an area where the employee has not previously been assigned must be approved by their supervisor and/or the sector vice president. Replacement of access devices or keys that have been misplaced or lost will be considered a personal expense for the employee at a rate of $20.

The employee responsible for the device or key must report the loss to their supervisor immediately and make a request for a replacement from Physical Plant. If it is a key that is lost, and it is to an area that requires strict security and the decision is made to replace the locks, the Vice President for Business and Finance will determine what expense will be shared by the employee.

Upon termination of employment or transfer to a different department, employees must return their assigned keys to their supervisor or the building administrator. The supervisor or building administrator must notify the Physical Plant when the keys are reassigned to a different employee to ensure the electronic record kept at the Physical Plant is updated. If the departing employee is not replaced, the keys must be returned to the Physical Plant.

Equal Opportunity & Commitment to Diversity

Discrimination, Harassment, and Retaliation Policy

Lee University is committed to treating all individuals with respect and dignity and providing an environment free of unlawful discrimination, harassment, or retaliation. The following provisions set forth the university's policy against discrimination, harassment, and retaliation. In addition, all individuals are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the religious doctrines of the university.
Notice of Non-Discrimination
Lee University does not engage in unlawful discrimination or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment, admissions, or participation in educational programs will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously sponsored institution of higher education, the university is exempt from compliance with some provisions of certain civil rights laws. The university maintains its Christian mission and reserves its right to make employment and admissions decisions on the basis of religious criteria to the extent permitted by the Constitution of the United States and other relevant laws. The university prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees and students are required to comply with the university's policies set forth in their respective handbook.

Prohibited Activities

Lee University expects all students, faculty, and staff to comply with biblical standards of conduct, promote equal opportunity, treat all individuals professionally, and act without bias in a Christ-like fashion.

Prohibited actions include, but are not limited to, treating individuals less favorably based on their protected class or characteristics; harassment; denial of opportunities or benefits for discriminatory reasons; and retaliation against someone who reports, threatens to report, or participates in an investigation or claim.

Harassment is verbal, written, or physical conduct that degrades or shows hostility toward an individual because of his or her protected class or characteristics and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or c) otherwise adversely affects an individual's employment or educational opportunities. Examples of harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; name-calling; offensive objects or pictures; or electronic, written, or graphic material that shows hostility toward an individual or group. Harassment that adversely impacts a student, faculty, or staff member's environment or opportunities is prohibited regardless of where and how it takes place. This policy applies to all persons involved in the operations of the university. The university will not tolerate discrimination or harassment toward or by any faculty, supervisor, co-worker, student, visitor, or representatives of other businesses with whom one interacts as part of their employment or education at Lee University.

The university prohibits retaliation against any person who files a complaint, participates in an investigation or lawsuit, or otherwise opposes practices that they reasonably believe are discriminatory.

Reporting Procedures

While the university encourages students, faculty, and staff to communicate directly with the alleged harasser, when possible, to make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, they are not required to do so.

Addressing Complaints About Conduct by Employees

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a Lee University employee should be reported to their direct supervisor.

If a faculty member's complaint involves his or her supervisor, the faculty member should contact their dean. If the complaint involves the faculty member's dean, they should contact the Vice President for Academic Affairs. If an administrator or staff member's complaint involves his or supervisor, they should contact their respective vice president. Faculty members, administrators, and staff may also contact the Office of Human Resources directly to make a report.

Janell Satterfield
Director of Human Resources Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

It is essential that employees notify their supervisor immediately even if they are not sure the offending behavior is considered discrimination or harassment. Any supervisor who is aware of discrimination or harassment must make a timely report to the Office of Human Resources.

Addressing Complaints About Conduct by a Student or Student Group:
For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a student or student group that may violate the university's Discrimination, Harassment, and Retaliation Policy should be reported to:

Chris Gates
Executive Director of Student Life
Conduct Phone: (423) 614-8410
Email: cgates@leeuniversity.edu

Response by University
Allegations of unlawful discrimination, harassment, or retaliation will be taken seriously and will be promptly investigated. The university will seek to ensure confidentiality to the extent possible under the circumstances. Any student, faculty, or staff found to be responsible for unlawful discrimination or harassment will be disciplined as appropriate, up to and including termination of employment or dismissal from the university.

The university prohibits any individual from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse action will be taken for any individual solely for making a good faith report of alleged discrimination or harassment. Any individual found to have retaliated against an individual for making such a report will be disciplined as appropriate, up to and including termination from employment or dismissal from the university.

The university recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires factual determination. However, knowingly making false accusations of discrimination or harassment can have serious effects on innocent persons and the educational and working environment. If an investigation reveals that an individual has knowingly, maliciously, or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action up to and including termination or dismissal from the university.

Special Rules for Sexual Harassment and Sex Discrimination

In addition to other types of discrimination and harassment, Lee University prohibits any form of sexual harassment or misconduct. A summary of the sexual harassment and sex discrimination grievance procedures and policies is set forth separately in this handbook. For more information, visit our website at www.leeuniversity.edu/titleix.

Maintenance of Religious Freedom
Nothing in this policy or the university's sexual harassment and sex discrimination policies waives the university's religious freedom rights under the United States Constitution and other applicable laws. The university's policies shall be interpreted at all times within the context of the university's religious tenets and shall not be viewed to prevent the university from enforcing or applying its religious doctrines and standards of personal conduct.

Sexual Harassment and Sex Discrimination Summary
Lee University is committed to creating and maintaining a safe learning and working environment free of sexual harassment or other prohibited conduct on the basis of sex. Insofar as it is consistent with its tenets as a religious organization, Lee University is committed to complying with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA).

Lee has adopted policies and procedures that are intended to ensure that all students, faculty, and staff impacted by an incident or complaint of sexual harassment or other prohibited conduct on the basis of sex receive appropriate support and fair treatment, and that allegations are handled in a prompt, thorough and equitable manner. Discrimination under Lee's policies will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment.

Scope of Policies:
Lee University has three applicable grievance procedures and policies relating to sexual harassment and discrimination.

The Title IX Sexual Harassment Policy ("Title IX Policy") covers the subset of sexual harassment that must be addressed under a defined formal grievance process required by Title IX Regulations. The Title IX Policy applies to sexual harassment as defined by the Title IX regulations (see Section 2 of the linked policy) that occurs in a Lee "education program or activity," which is defined by the Regulations to include locations, events or circumstances over which Lee exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Lee, if such conduct occurs in the United States.
The Non-Title IX Sexual Harassment and Non-Discrimination Policy serves as Lee's policy against sexual harassment and other prohibited conduct on the basis of sex that is not otherwise covered by Lee's Title IX Policy. Sexual harassment and other prohibited conduct on the basis of sex that falls outside of the Regulations' definitions and jurisdictional criteria but otherwise meets the policy's definitions, such as off-campus conduct, conduct outside of the United States, sexual exploitation and many forms of verbal harassment, is governed by the Non- Title IX Sexual Harassment and Non-Discrimination Policy.
The Title IX Non-Harassment Discrimination Policy governs allegations of sex discrimination that do not involve sexual harassment or other prohibited conduct on the basis of sex.

Each of these policies shall be interpreted and applied within the context of the University's religious tenets. For more information, please see below and visit our website at www.leeuniversity.edu/titleix.

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:

Kate Chapman
Assistant Director of Human Resources & Title IX Coordinator

Phone: (423) 614-8699
Email: kchapman@leeuniversity.edu

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:

Janell Satterfield Director of Human Resources & Title IX Liaison Office of Human Resources Phone: (423) 614-8105 Email: jsatterfield@leeuniversity.edu	Tyler Allen Director of Campus Security & Title IX Liaison Office of Campus Security Phone: (423) 303-4444 Email: tallen@leeuniversity.edu
Jessica McIntyre Deputy Athletic Director/Senior Woman Administrator & Title IX Liaison Office of Athletics Phone: (423) 473-1191 Email: jmcintyre@leeuniversity.edu	

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 Human Resources Department has the authority to respond to an employee's request for reasonable accommodations due to a disability.

Nothing in this policy waives the university's religious freedom rights under the United States Constitution and other applicable laws.

Reasonable Accommodations for Pregnant Employees Consistent with Tennessee Code Annotated § 50-10-103, Lee University will make reasonable accommodations for medical needs arising from pregnancy, childbirth, or related medical conditions unless the accommodation would impose an undue hardship on the operation of the university or would violate its religious tenets. Employees should request such accommodations from the Office of Human Resources.

Break Time for Nursing Mothers

Nursing mothers who need to express breast milk for their infant child may take reasonable break time each day to do so. Break time shall run concurrently with other existing break times when possible and 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.

Managing Conflicts & Making Reports

Conflict of Interest Policy
This statement sets forth the policy and procedures of Lee University regarding conflicts of interest as they apply to all employees of the University. The policy and procedures set forth here are subject to modification from time to time as the University determines appropriate.
Generally, a conflict of interest occurs when an employee either (1) has an existing or potential financial or other interest which impairs, or might appear to impair, the employee's independent judgment in the discharge of responsibilities to the University or (2) may receive a material financial or other benefit from knowledge or information confidential to the university.

An employee shall be considered as having a personal interest, not only if he/she has a direct personal interest, but also if there will be benefit to a member of the employee's immediate family (by which is meant the employee's spouse and dependent children) or to any business enterprise in which the employee has a substantial interest or to any business enterprise in which any member of his/her immediate family has a substantial interest or to any business enterprise in which he/she or an immediate family member serves as a director, trustee or officer.

A conflict of interest arises from the situation, rather than from the character, or even the actions, of the individual. Thus, when an employee has a financial interest at variance with his/her duty to the University, a conflict of interest will exist, even if the employee acts without regard to his/her financial interest.

Employees should conduct their affairs so as to avoid or minimize conflicts of interest and must respond appropriately when a conflict of interest arises. Any employee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with their vice president.

Required Disclosures
All conflicts of interest must be disclosed to their vice president. Moreover, common sense must prevail in the interpretation of the disclosure requirements of this policy. That is, if a reasonable person could be expected to question a relationship or financial interest, it should be disclosed, and approval sought.

Without limiting the generality of the foregoing, the following applies to conflicts of interest relating to any project sponsored by a governmental agency or other third party.

Initial Disclosures in Connection with Sponsored Projects
Prior to the University entering into any sponsored project proposal in which any employee who is an intended investigator on the project, or any member of his/her immediate family, has a "significant financial interest," as defined below, the employee must disclose that interest to their vice president.

A "significant financial interest" means anything of monetary value, including but not limited to salary or other payment for services (e.g., consulting fees or honoraria); equity interest (e.g., stocks, stock options, or other ownership interest); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

Examples of a "significant financial interest" by an employee or his/her immediate family member in a project include, but are not limited to, an employment or consulting arrangement with, and/or other financial interest in, the proposed sponsor of the project or any proposed subcontractor, vendor, collaborator, or any entity affiliated with any of the foregoing.

The employee must disclose both existing and pending relationships with any of the foregoing entities, the relationship of the proposed University project, or other activity to that entity and the means by which the employee will ensure separation of their role in the project from the role or interest of the employee (or his/her immediate family member) in the entity.

Subsequent Disclosures in Connection with Sponsored Projects
During the period of any sponsored project, each employee working in that project must update any initial disclosure of a "significant financial interest" annually or at such more frequent intervals as the University may require.

In addition, each employee who is involved in the project must immediately disclose any subsequent "significant financial interest" at the time it arises.

Review of Disclosures
The Vice President for Academic Affairs and the Vice President for Business and Finance are designated by the university to review all disclosures under this policy. In this capacity, they will determine whether a conflict of interest exists and determine what conditions or restrictions, if any, should be imposed to reduce or eliminate such conflict of interest.

In appropriate circumstances, a conflict, or potential conflict, of interest may be referred to any outside entity for management. For example, a conflict related to an NSF project may be referred to the NSF's Office of General Counsel.

Enforcement of this Policy
A violation of any provision of this policy may subject an employee to sanctions, up to and including termination of employment.

Reporting Misconduct and Whistleblower Policy

The purpose of this policy is to provide a process for all Lee University employees to report in good faith any actual and reasonable belief that misconduct has occurred that is wrongful, illegal, unethical, or a violation of the university's policies or handbooks. For this policy, misconduct is defined as a violation of law, the mismanagement or gross waste of university assets, the abuse of authority, or the violation of the university's policies or handbooks. University assets include physical property, financial assets, information, systems, relationships, or any other resources including the university's reputation and prestige. Directors, officers, faculty, and staff are custodians of the university's assets and must abide by ethical behaviors expected by the university. All university employees or volunteers are encouraged to report any misconduct suspected to their supervisor. If the supervisor is the subject of the allegation, university employees or volunteers are encouraged to report any misconduct to the Director of Human Resources.

This policy also serves to protect all individuals who report, in good faith, misconduct from any retaliatory behavior because of reporting. Lee University adopts the stance that any employee or volunteer will be protected from retaliation for the reporting of misconduct carried out by their supervisor, fellow employees, or contractors of the institution. Any employee with a reasonable suspicion who makes a good faith report of misconduct will be protected from any and all retaliatory acts.

This policy is also intended to protect individuals against false allegations of misconduct and against allegations not made in good faith. Any employee or volunteer who knowingly or with reckless disregard for the truth (i) gives false information, (ii) makes a false report of misconduct, or (iii) makes a false report of retaliation may be subject to disciplinary action, up to and including termination. Allegations that are not substantiated, but are made in good faith, are not subject to disciplinary action.

Lee University is generally not under any legal obligation to ensure confidentiality of complaints and cannot promise to do so. However, the university does attempt to maintain the privacy of complainants to the extent consistent with its obligation to enforce law and policy. Information related to a complaint of misconduct will be shared with a limited number of Lee University employees who need to know in order to assist in the assessment, investigation, and resolution of the complaint and any related issues. During an investigation, information may be disclosed to participants as necessary to facilitate the thoroughness and integrity of the investigation.

Nothing in this policy is intended to expand the definition or legal treatment of a "whistleblower" in any federal or state law.

Addressing Written Student Complaints

Employees must respond in writing to each written student complaint submitted to them. In compliance with SACSCOC requirements, employees will keep a record of each written student complaint and the written response given to the student. Documentation of both the written complaints and the responses will be given to the employee's supervisor who will submit it to the respective vice president upon request. If a student complaint (oral or in writing) involves a protected class or activity (e.g. complaints of sexual harassment, discrimination, retaliation, etc.), it must be immediately referred to the appropriate official for handling and the student should be informed of the office to which the complaint has been referred.

Grievance Procedure

Conflicts arise at every workplace. As a Christ-centered University, the method offered in Matthew 18:15 is still recognized and upheld at Lee University as best practice in the workplace. We encourage all employees to begin to resolve disputes as Christians, whenever possible.

If conflicts are not able to be resolved in this manner, conflicts should be handled according to the steps enumerated below. Lee University believes these steps will ensure that concerns receive full consideration and are resolved in a timely manner. The university expects all employees to follow the procedure outlined below, and expects all parties involved to conduct themselves in a professional manner. The resolutions brought forth in this process will be in the best interest of the employees and the overall well-being of the university.

An employee with a complaint or concern regarding employment and or performance actions should first attempt to discuss the matter with their immediate supervisor. If an acceptable 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.

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.

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.

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 due to other extenuating circumstances. Variances in these timeframes are permitted, when necessary, in the sole discretion of the university. This policy does not apply to claims of harassment, discrimination, or retaliation based on a protected class, which will be handled separately by the university. It also does not apply to claims of sexual harassment or sex discrimination, which will be addressed through the university's policies on those topics.

Reporting Suspected Child Abuse or Neglect

According to Tennessee law (T.C.A. 37-1-605), ANY PERSON who has knowledge of or suspects abuse or neglect of a child MUST report it IMMEDIATELY. It must be reported to either the Department of Children's Services, the local sheriff, or the local police department. The law makes no distinction between professionals and non-professionals on the issue of reporting (including doctors, mental health professionals, children care providers, dentists, ministers, family members, and friends). Failure to report child abuse or neglect is a violation of the law and subjects the person failing to report to criminal penalties. Reports of abuse/neglect or suspected abuse/neglect are confidential.

If a university employee believes that a child has been abused or neglected, they should call 877-237-0004 anytime to report it. In Tennessee, a person is considered a legal adult at 18 years old.

BENEFITS OF FACULTY SERVICE

Compensation
Faculty salaries are paid in twelve monthly checks on the fourth Friday of the month. The December check is paid before the Christmas holidays. Payroll checks are paid by direct deposit to the employee's account of choice.

All payroll disbursements are made by direct deposit to any banking institution of the faculty's choosing. Forms for direct deposit enrollment may be found in the Office of Human Resources and can also be found in Self-Service in Portico. The forms must be submitted to the Payroll Manager at least 7 days prior to a payroll disbursement date.

Final pay checks for departing employees will be paid no later than the next regular pay day for the employee or twenty-one (21) days following the employee's separation date, whichever occurs later.

Social Security
The university participates in the Federal Insurance Contributions Act (Social Security). Employees of the university are eligible to participate. The university contributes 7.65 percent of salary to match monthly employee contributions.

Available Paid Leave

Personal Leave

Each full-time employee will be granted three (3) personal days a year, accrued at the start of each year, which must be approved and scheduled in advance with the employee's supervisor. Pay for personal days is intended to replace the normal hours an employee is scheduled to work within their normal workday and may be taken in increments. Personal days must be used or forfeited within the calendar year for all employees.

Personal days may not be used until the successful completion of a new employee's 90-day probationary period. After the initial 90-day probationary period, if an employee voluntarily leaves employment in good standing, personal days that have accrued during the calendar year and not been taken will be paid in the final paycheck.

Sick Leave

Lee University recognizes the need to provide paid time off for faculty for reasons relating to the illness of a faculty member, medical reasons, and an illness involving the faculty member's spouse, child, or parent who is dependent on the faculty member for care. This policy includes "step" of child/parent relationships.

An illness or other need for sick time must be reported as soon as possible to the faculty member's supervisor. 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 as described above.

A physician's statement may be required at the option of the supervisor or Human Resources.
Faculty members will be allowed to accumulate up to thirty (30) days of sick leave.
Faculty members do not receive payment for unused sick leave time when they terminate their employment with the university.

Paid Parental Leave Policy

Lee University encourages new parents to take time off from work to recover from childbirth and spend time to bond with new family members. In order to facilitate such time, Lee University offers paid parental leave for eligible faculty and staff. Eligible mothers giving birth to a child are entitled to six weeks (30 days or 240 hours) of paid parental leave immediately following childbirth. Eligible faculty and staff that did not personally give birth are entitled to 2 weeks (10 days or 80 hours) of paid parental leave within the first twelve weeks following childbirth or adoption. Eligible grandparents are entitled to three days (up to 24 hours) grandparent leave within the first six weeks.

This benefit is available to regular, full-time active employees, who work at least 30 hours per week on a regular schedule and on payroll for at least 12 consecutive months prior to the start of the requested leave.
If both parents are employees of the University at the time of the birth or adoption of the child, both parents are eligible for separate paid parental leave. Parents may use their paid parental leave concurrently or during separate periods.

Benefits associated with this policy end if/when the employee separates from the University. Employees will not be paid for any unused paid parental leave in the event of separation.
The birth of multiples (e.g., twins) or adoption of siblings does not increase the total amount of paid parental leave granted for that event.

Use period
A birth mother's parental leave must be taken at the time of birth, and all other parental leave must be used within 12 weeks after the birth or adoption of a child. However, adoptive parents may use their paid parental leave before the placement if necessary to fulfill the legal requirements of the adoption process. Paid parental leave may not be used or extended beyond this 12-week period.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the leave period. Any unused paid parental leave will be forfeited at the end of the period.

Grandparents
Eligible employees who are celebrating the birth of a grandchild may take up to three paid days off of Grandparent Leave within 6 weeks of the arrival of a new grandchild. Days must be taken consecutively, and any unused days will be forfeited at the end of the period.

Procedure
An employee must provide his/her supervisor at least 30 days advance notice before parental or grandparent leave is to begin if leave is foreseeable. If leave is not foreseeable, notice must be given as soon as possible. The employee must contact Human Resources to initiate a request for Paid Parental or Grandparent Leave and must fill out a Leave Request form. . The University may require written confirmation and/or documentation of the family relationship in order for Paid Parental or Grandparent Leave to be granted.
Interaction with related policies.

Parental leave is concurrent with statutory entitlements to unpaid leave: The paid parental leave under this policy will run concurrent with the 12 weeks (480 hours) of unpaid leave provided by the Family and Medical Leave Act (FMLA) and the four months of unpaid leave provided by Tenn. Code Ann. § 4-21-408.
If employees wish to remain on paid leave after the expiration of their paid parental leave period, they may use other accrued leave benefits for the remainder of their leave entitlement periods.

No impact on health insurance or other group health benefits: During paid parental leave, the employee's health insurance and other group health benefits (e.g., flexible spending accounts, health saving accounts) will continue just as if the employee were not on leave.

Regular pay during leave: During paid parental leave under this policy, the employee's pay will be the employee's hourly or monthly salary, which includes pay increases and bonuses but does not include overtime, extra service pay, or other compensation.

Restricted funding sources: For employees paid through grant funds or other restricted funding, the university may be required to change the source of funding during paid parental leave. Such a change of funding source will not affect the employee's pay during the leave.

Holidays and administrative closures during parental leave: Employees will be paid for holidays and administrative closures during parental leave, which will extend the period of paid parental leave by the number of days covered by holiday pay.

Retirement service credit: Parental leave will be treated as continuous service for purposes of retirement service and any other service credit policies or programs.

Sick Leave and Personal Leave

The paid parental leave under this policy is available without regard to the amount of sick or annual leave accrued by the employee, and the use of paid parental leave will not overlap the use of other paid leave.

Employees may use their accrued Sick Leave or Personal Leave to extend the total period of paid leave related to birth or adoption up to the maximum amount of leave provided by the relevant statute (12 weeks under the FMLA and 4 months under Tenn. Code Ann. § 4-21- 408).

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. The 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.

Election Leave

According to Tennessee Code § 2-1-106, employees of institutions in the State of Tennessee are allowed to take time away from work to vote in elections. An employee's time away from work is
not to exceed three hours and is paid leave. Employees must first make a request to their supervisor by noon (12 p.m.) of the day before the election. If the employee's work hours begin three or more hours after the opening of the polls or end three or more hours before the closing of the polls, the supervisor is not required to approve this leave.

Jury Duty

Lee University encourages employees to serve their community when summoned for jury duty. When jury service requires the employee to be absent from work, the employee should notify their supervisor within one workday upon receipt of a jury summons. Employees who satisfy this notice requirement will accrue seniority and benefits while serving on a jury and will be reinstated to the same or an equivalent position upon their return from jury service.

For employees on jury leave, Lee University will pay the difference between jury pay and the employee's regular pay. The State of Tennessee provides the opportunity for employees summoned to jury duty to also count their hours for travel to and from the court. To be compensated, the employee should submit a statement from the court clerk, showing travel time, hours served, and amount paid for jury service, to their supervisor.

Employees serving more than three (3) hours of jury duty on a particular day are permitted to take the entire day off but will only be paid for the time spent within their regular workday serving and traveling to and from jury duty.
Unpaid Leaves & Absences

Family and Medical Leave

The university is committed to providing employees with the leave and protections afforded by the Family and Medical Leave Act (FMLA). Details on the conditions, eligibility, benefit continuation and other information are described below.

Eligibility
To be eligible for FMLA benefits, an employee must (1) have worked for the university for a total of 12 months, and (2) have worked for at least 1,250 hours over the previous 12 months.

Types of FMLA Coverage

Birth/Adoption/Foster Care Leave
An employee may take up to 12 weeks for the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. Generally, the leave period will begin the first day of work that is missed and end when the employee returns to work. Intermittent leave or reduced working hours to care for or bond with a newborn or newly placed child will only be granted at the discretion of the university. The leave entitlement for birth, adoption, or foster care placement extends only until one year from the birth or the placement.

Medical Leave
An employee may take up to 12 weeks if they suffer from a serious health condition, including any period of incapacity due to pregnancy, prenatal medical care, or childbirth, which makes the employee unable to perform one or more of the essential functions of their job. A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Family Care Leave
An employee may take up to 12 weeks to care for a family member suffering from a serious health condition (as described above). For these purposes, the term "family member" means an employee's spouse, parent, or child under the age of 18, as well as an adult son or daughter over the age of 18 who is disabled or incapable of self-care. The definition of "child" under the FMLA includes not only a biological or adopted child, but also a foster child, stepchild, a legal ward, or a child of a person standing in loco parentis. In loco parentis means the employee intends to assume the responsibilities of a parent and provides either day-to-day care or financial support for the child.

Qualifying Exigency for Military Family Leave
Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave to Care for Covered Service Member
An employee who is next of kin, spouse, parent, son, or daughter to a covered service member who becomes seriously ill or injured because of active military service may take up to 26 weeks leave in a single 12-month period to care for the service member. This leave is combined with all other FMLA leaves in that period, resulting in a maximum total leave entitlement of 26 weeks within a 12-month period. The definitions for a covered service member (including eligible veterans) and a serious injury or illness will be applied as defined in the FMLA.

Maximum Period for Leave
Generally FMLA leave may not exceed 12 weeks (or 26 weeks to care for a covered service member) in a 12-month period, measured backward on a rolling basis (i.e., looking back to see how much leave has been used in the previous 12-month period). For example, if an employee uses 12 weeks of FMLA leave between August 2, 2021, and October 24, 2021, then they would not be eligible again for any FMLA leave until after August 2, 2022,

except when requesting leave to care for a covered service member. Leave to care for a covered service member will be measured forward from the first day of leave. The leave entitlement for birth, adoption or foster care placement extends only until one year from the birth or the placement.

Intermittent Leave
Intermittent leave or reduced working hour arrangements may be provided for family care leaves or medical leaves when required as part of a medically necessary course of conduct, provided adequate medical certification of such need is obtained. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment in order not to unduly disrupt the university's operations. The university reserves the right to temporarily transfer an employee to an alternate position with equivalent pay and benefits to accommodate scheduled intermittent leaves.

Two-employee Households
In the event two employees working for the university are married to each other, they may only take a combined total of 12 weeks of FMLA leave in connection with a birth, adoption, foster care, or the care for an ill parent. They may take a combined total of 26 weeks to care for a covered ill or wounded service member. Eligible spouses are each entitled to up to 12 weeks of FMLA leave without regard to the amount of leave their spouse uses, for the care of a spouse or child with a serious health condition, the employee's own serious health condition, and any qualifying exigency for military family leave.

Overlap with Other Benefits
FMLA leave itself is unpaid. However, as described below, employees may be permitted or required to overlap certain leave, workers compensation, or disability benefits with FMLA leave. Employees who take FMLA leave to care for a family member or for the birth or placement of a child for adoption or foster care must utilize all earned vacation and personal days at the beginning of any such leave and all such time will run concurrently with the FMLA leave of absence.

Employees who are out due to their own serious health condition will be required to use all sick days before using any other accrued benefits or commencing Short- Term Disability Compensation. Any sick leave or short-term disability will run concurrently with the FMLA leave of absence.

Employees injured on the job will have their workers compensation leave run concurrently with their FMLA leave if their injury qualifies as a serious health condition under the FMLA.

The university may in its sole discretion require employees to exhaust all earned vacation and personal days before taking unpaid leave of any sort.

Employees on a leave of absence will not accrue any new vacation, personal, or sick days until they have returned to work for five consecutive business days.

During FMLA leave, the employee will continue to receive health benefits coverage; however, for periods of unpaid FMLA leave, the employee will be responsible for paying the employee portion of benefits upon return to work.

Scheduling/Notice and Certification
The Initial request for FMLA and any questions regarding FMLA leave should be directed to the Office of Human Resources. An employee intending to take FMLA leave must give 30 days' advance notice if the leave is foreseeable, and if not foreseeable, as much advance notice as possible. The appropriate forms to request leave may be obtained in the Employee Benefits Office. Employees may be required to provide medical certification and proof of the qualifying condition for leave to be approved. Fraudulent use of FMLA can lead to the termination of employment.

Return to Work
The university may require an employee on Family/Medical leave to report periodically on their status and intent to return to work. The university also may require an employee returning to work from their own serious health condition to furnish a fitness-for-duty certification from their health care provider. With limited exceptions,

employees who return to work following an approved FMLA absence and who are capable of performing the essential functions of their job will be returned to their same or equivalent positions.

Protection of Rights

This policy is meant to comply with the FMLA and other required laws. It should not be read to provide benefits beyond required law. The university will not: 1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; or 2) discharge or discriminate against any employee for opposing any practice made unlawful by FMLA or retaliate against any employee involved in any proceeding under or relating to the FMLA. Any employee who believes that the employee's FMLA rights have been violated should contact the Office of Human Resources immediately.

Leave for Adoption, Pregnancy, Childbirth, and Infant Nursing

Lee University permits, in accordance with Tennessee Code Annotated § 4-21-408, full-time employees who have worked at least twelve (12) consecutive months to take up to four months unpaid leave for pregnancy, childbirth, adoptions, and infant nursing. Employees must give the University's Office of Human Resources notice of their anticipated date of departure for this leave, their length of leave, and their intention to return to full-time employment at least three months in advance unless there is a medical emergency or lack of notice of an adoption that prevents notice being given. The leave must be taken in one concurrent block of time and cannot be accessed intermittently. The first twelve (12) weeks of this leave will run concurrently with Family and Medical Leave. Employees with accrued leave benefits (e.g. vacation, sick, or personal days) may utilize their accrued benefits to convert this leave to paid leave. Employees may not work part- time or full-time for another employer or pursue other employment opportunities during the period of leave.

Employees participating in Lee University insurance plans will continue to be covered during the leave period if the employee's portion of premiums continue to be paid. For additional information, employees should contact the Office of Human Resources.

Military Leave

Lee University will grant a military leave of absence to employees who are absent from work because of active service in the uniformed armed services of the United States in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Military leave is unpaid; however, employees will accrue seniority and benefits while on leave. The employee should notify their supervisor at least two weeks prior to their return to work.
Upon return from military leave, employees will be reinstated to the same or equivalent position.

Service in the Tennessee army and air national guard, The Tennessee state guard, or civil air patrol
In compliance with Tennessee Code § 8-22-110, University employees on active state duty are entitled to the following unpaid leave in addition to the leave of absence and protections provided under USERRA.
If the period of service is for thirty (30) days or less, the employee must report to work not later than the first full regularly scheduled work period following a period of eight (8) hours after completion of service and safe return home;
If the period of service is between thirty-one (31) days and one hundred eighty (180) days, the employee must submit an application for reemployment within fourteen (14) days after completion of service; and If the period of service is more than one hundred eighty (180) days, the employee must submit an application for reemployment within ninety (90) days after completion of service.

Sabbatical Leave

Professors, associate professors, and assistant professors who have had six years of continuous service on the Lee University faculty are eligible to apply for a sabbatical leave. Teaching years in the rank of full-time instructor, and three years of time in the rank of lecturer, may be counted as part of the six years of service.

Sabbaticals may be awarded on the basis of one semester at full pay and fringe benefits or, in some circumstances, for a full year at half pay. Recommendation for such leave will be made to the President by the Vice President for Academic Affairs after consultation with the dean and recommendation by the AAA. The President will decide whether it will be presented to the Board of Directors. Application for leave, paid or unpaid, must be made in writing at least one year prior to the desired time so as to provide sufficient time for securing replacement faculty.

Sabbaticals at Lee University are offered for the intellectual refreshment and engagement of its professors. When writing a sabbatical proposal, faculty members should reflect on the task/s or project/s that they are intending to do as well as offer a clear, detailed agenda of their work. One may consider writing this proposal as if writing for a grant that is worth one-half (½) of his/her annual salary at Lee. Along with a timeline for the sabbatical, the details of what one plans to do should be clearly stated and the results of that work should be projected. The sabbatical is not granted for the purpose of individual rest from the admittedly exhausting duties of a professor, but rather is offered for individuals to improve their contribution to the academic community—both locally and globally—at Lee University and beyond. In preparing this proposal, faculty should keep in mind two questions:

- What will this time away from teaching at Lee University contribute to the academy in general and this university in particular?
- Is the time away from teaching worthy of the monetary investment of the university.

This is the faculty member's case to make—to the AAA, dean, Vice President for Academic Affairs, the President, and the Board of Directors.

Paramount in any sabbatical leave is the issue of time—especially time to reflect on one's research material and bring it to life in writing or production of some type. The freedom of a sabbatical is a precious gift from the academy so that learning may occur throughout one's lifetime, not merely in one's formative educational years. Such work away from campus offers our students a model for life-long learning. The university hopes that the sabbatical leave will produce something that will make faculty members better professors and academicians.

It should be noted here that we realize family constraints may impinge upon a faculty member being gone for extended periods of time. Therefore, in speaking of being "away from campus", or the town of Cleveland, Tennessee, we are not suggesting that one needs to be away the entire
sabbatical semester. Rather, we are encouraging at least some research time away from campus during the semester, not necessarily all research time.

Types of Research Activities Considered Appropriate
Not every proposal for sabbatical research leave is worthy of consideration for a semester away from the university. Therefore, the faculty member is encouraged to make a strong case for the value of his/her projected work for both the academic community and Lee University.
Appropriate sabbatical research proposals tend to include measurable activities whose primary location is away from Cleveland, Tennessee, or the university campus. These may be placed in the following categories. (This list is meant to be illustrative, not exhaustive):

- Taking post-doctoral courses related to one's teaching discipline at other educational institutions
- Engaging in academic research appropriate to one's discipline at other university/college libraries
- Writing a chapter in a book, an article for a peer-reviewed academic journal, or a research-level book
- Singing, playing, conducting, directing, or acting in juried performances
- Teaching and researching in a prek-12 school
- Producing works of art

- Composing music
- Studying statistics and data for one's academic discipline
- Renewing one's ability in a foreign language—if one can show how that language is useful for research in his/her discipline
- Performing a "literature review" that evaluates previous work in the realm to be investigated

The following types of research and work will be given less consideration for sabbatical leave than those above:

- Writing a book (or dissertation) while remaining in town
- Preparing teaching material/lessons for future course
- Preparing new course curricula for one's department
- Travel— without designating how that travel will engage one in research or benefit the academic community
- Visiting a conference or academic society meeting (only)
- Teaching at another institution—without giving clear expression as to the benefit that lee university might gain from such work
- Doing research that could be performed during time off in the summer

Presentation Summary of Sabbatical Research
While not all the benefits of a sabbatical leave can be compiled in a finished product, there does need to be some accounting for the granting of a leave by means of a presentation summary to the President and Board of Directors. Within one calendar year from the conclusion of a sabbatical, faculty members are requested to provide a brief description of the work accomplished during the leave time. In addition, they may attach or forward appropriate documents that have been prepared or published as further evidence of the work performed. This is not meant to be a threatening dimension of the sabbatical leave, but rather a celebration of the tasks projected and completed during this time.

All leaves shall be controlled by the administration and Board of Directors, and a leave may be withheld whenever it is felt that the absence of the candidate will seriously impair the interest of the university. It is expected that those receiving a sabbatical leave will return to Lee University for at least six full semesters. This obligation applies to all types and lengths of sabbatical whether one year of less. If one does not return or gives only partial service, he/she will reimburse the university on the following basis:

No subsequent service	All to be reimbursed
One year of service	2/3 of leave payment
Two years of service	1/3 of leave payment
Three years of service	Sabbatical obligation is fulfilled

The terms of repayment shall be 20% per year until the remaining indebtedness is paid. Death or total and permanent disability relieves the faculty member of this obligation. If a person is elected by the General Church to another position in the Church, the sabbatical leave indebtedness will be reviewed by the Board of Directors for adjustment.

The number of sabbatical leaves made available each year will be determined by the administration and Board of Directors. Other criteria for the selection of candidates are personnel needs of the department, personal initiative, academic position, and availability of personnel for the release of an individual.

No faculty member shall be eligible for a sabbatical leave within five years of his/her retirement date. Faculty members are requested to pursue every avenue possible to secure fellowships and grants. Those whose initiative and performance enable them to obtain supplementary funding will not be penalized in the awarding of university funding. The goal of the university is to fund two sabbatical leaves each year. Personnel who are on sabbatical leave may be reimbursed by the university for tuition and fees for the period of one year.

The Procedure for Applying
Since the Board of Directors considers sabbaticals in its Winter Session (usually January) applications and supportive materials must be handed in to a professor's academic administrator by September 15 of the year prior to the year for which the sabbatical is requested. Since sabbaticals are granted for professional development, applications should include a detailed description of the proposed study following the format of proposals made to the Faculty Research Committee.

The AAA will evaluate all sabbatical requests in the department and will make recommendations to the Dean. Evaluation will be based on the value of the proposed research to the department and the ability of the department to cover classes during the absence. If there is more than one request for sabbatical within a department, the AAA will also write a letter to the Dean that offers a prioritization of the applicants. All materials from the professor and letter(s) from the AAA will be forwarded to the Dean for assessment.

In conjunction with the AAA, the Dean will ascertain how the professor's classes will be covered and evaluate the viability of each candidate for sabbatical and the quality of the proposed study. The Dean will then add his/her own letter of recommendation for each applicant to their materials and the AAA's letter. In addition, the Dean will provide a letter of prioritization of the various applicants in his/her school or college; all of this material is passed on to the Vice President for Academic Affairs, who in turn will offer her/his own recommendation to the President.
Timetable:

September 15: All materials, forms, and an official letter of request for a sabbatical for the following academic year must be delivered to the AAA by this date.

September 20: The AAA passes along to the Dean all of the materials prepared by the professor; in addition, the AAA will offer his/her letter of recommendation and – if more than one application for sabbatical has been made within the department – his/her letter of prioritization for the multiple departmental applicants.

September 20-30: The Dean will work with the AAA in order to determine appropriate replacement(s) for the applicant(s); the Dean will collect all materials and write a letter of recommendation for each applicant as well as a letter of prioritization for the applicants. On September 30, the Dean will forward all items to the Vice President for Academic Affairs.

October 15: By this date, the Vice President for Academic Affairs will forward all sabbatical application materials to the President.

Professional Leave
In unique situations where the business interests of the university are adequately protected, an employee may be granted a leave of absence for a clearly specified period of time without pay in order to pursue professional interests that would not otherwise be considered working time for the university. Requests to take professional leave without pay must be submitted to the president through the employee's supervisor. The decision of whether to grant a professional leave and the timing or length of such leave rests solely with the President. While on a professional leave of absence, the employee will continue to accrue seniority, but all fringe benefits will stop. University- offered health, dental, and vision insurance coverage will terminate, unless the employee elects and pays for COBRA. The Office of Human Resources can assist with COBRA election and premium payment options. Any failure to return from professional leave on the date specified will be considered abandonment of the job and is grounds for immediate dismissal.

Other Paid Leaves for Professional Development
Administration, faculty, and administrative staff may apply to the President of the university through their supervisor for a paid leave for professional development. The granting of such a leave will be subject to the guidelines approved by the administration and Board of Directors.

Faculty Research Grant Award
The recipients of the Faculty Research Grant awards are selected by the Faculty Research and Scholarship Awards Committee. The composition of the committee and the guidelines for the selection of the Research Grant recipient will be the same as those listed for the "Excellence in Scholarship Award" (see 6-28).

Applicants are required to submit a research proposal, the format of which is available from the deans or the Vice President for Academic Affairs. The committee has the option of dividing research money among applicants. Recipients will file a report on the outcome of the research project with the Scholarship Awards Committee the following year.

Mini-Sabbaticals
Money for study, professional travel, and other projects conducted during the summer is awarded annually through the President's Office. The President and the Vice President for Academic Affairs will announce or publish the application deadlines.

Health & Group Policies

General
The university is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a positive work/life balance. The university's benefit offerings, including the deductibles, premiums, amount, and types of benefits may change at any time. Information in this handbook and the Benefit Guide is intended to serve as an overview of the options currently available for employees. In the case of any discrepancies between this handbook, the Benefit Guide, and the actual plan documents, the plan documents will prevail. The ultimate decisions as to whether someone or something is covered under a policy are made by the insurance companies.

For more plan details, employees should refer to the Benefit Guide provided by the Office of Human Resources.

Health Insurance
Health insurance is available to all full-time employees. Coverage can begin on the date of hire or the first of the month following 30 days of employment, based on the employee's preference. For more plan details, employees should refer to the Benefit Guide provided by the Office of Human Resources.

Premiums for the health insurance benefit will be deducted from the employee's paycheck one month prior to the coverage effective date.

Dental Insurance
Dental Insurance is available to all full-time employees. For more plan details, employees should refer to the Benefit Guide, provided by the Office of Human Resources.

Premiums for this benefit will be deducted from the employee's paycheck one month prior to the effective date.

Vision Insurance
Vision Insurance is available to all full-time employees. For more plan details, employees should refer to the Benefit Guide, provided by the Office of Human Resources.

Premiums for this benefit will be deducted from the employee's paycheck one month prior to the coverage effective date.

Flexible Spending Account
Full-time employees may elect to participate in the Flexible Spending Account (FSA) benefit. Employees are eligible to participate in this benefit on the first of the month following 60 days of employment. The FSA benefit consists of three types of accounts: Health Care Reimbursement Account, Non-Employer Sponsored Premium Reimbursement Plan (NESIP) and Dependent Care Reimbursement Account.

All FSA account types allow employees to set aside tax-exempt money to help pay for applicable expenses. Health Care Reimbursement Account - allows employees to pay for expenses not covered by medical insurance. Employees can enroll in either a Standard Health FSA or a Limited Health FSA. A list of eligible expenses for each account can be obtained from the Office of Human Resources.

Non -Employer Sponsored Premium Reimbursement (NESIP) – offers employees the opportunity to be reimbursed for privately purchased insurance premiums, including health and disability insurance.

Dependent Care Reimbursement Account – provides the opportunity for employees to pay for dependent care services that are necessary for the employee or spouse to work.

To continue participation in these benefits, employees must re-enroll during every open enrollment period prior to the start of the new plan year on November 1 of each year.

Health Savings Account
Full-time employees enrolled in a high deductible health plan (HDHP) at Lee University may elect to participate in the Health Savings Account (HSA). Employees are eligible to participate in this benefit on the first of the month following 60 days of employment.

This benefit allows employees the opportunity to set aside money on a pre-tax basis to pay for qualified medical expenses. If an employee is enrolled in an HSA, they will be limited on their use of the Flexible Spending Account (FSA) benefit. The HSA benefit does not require an open enrollment to continue participation and allows contribution updates to be made prior to each payroll period end date.

Enrollment
Employees receive notification from the Office of Human Resources prior to their eligibility date to allow time to complete the online application process. If the eligible employee does not complete enrollment within 90 days of their eligibility date, the employee is automatically enrolled into the retirement plan, and contributions of 2% are made on their behalf to the retirement plan provided by the university.

Employees should contact the Office of Human Resources for complete information on these benefits or see the Benefits section of the Human Resources webpages in Portico for more information.

Continuation of Insurance Benefits (COBRA)
Federal and state law gives certain rights to continue an employee's group health and welfare insurance coverage beyond the date when the coverage would otherwise end. The employee must have a qualifying event to continue coverage at the employee's expense under COBRA. Qualifying events are certain events that would cause an employee to lose health coverage under a group health plan. The following are examples of a qualifying event:
Voluntary or involuntary termination of employment for reasons other than gross misconduct

- Reduction of the employee's work hours below plan eligibility requirements
- The employee becomes eligible for Medicare
- Death of the employee
- Divorce or legal separation of the employee and the employee's spouse*
- Loss of dependent child status at age 26*

*The employee, the employee's spouse, or the employee's dependent is responsible for notifying the Office of Human Resources of any events marked with an asterisk

Life Insurance

Lee University covers 100% of a $50,000 Life and Accidental Death & Dismemberment (AD&D) insurance policy for all full-time employees, $5,000 for eligible spouses and up to $2,500 for eligible dependents. Eligibility for this benefit begins on the first of the month following 60 days of employment. Employees should contact the Office of Human Resources for additional information.

Disability Insurance
Short-term and long-term disability insurance is available to all full-time employees. Disability insurance can help protect your income when you cannot work due to illness or injury. Eligibility for both insurances can begin first of the month following 60 days of employment.

Premiums for both insurances will be deducted from the employee's paycheck one month prior to the coverage effective date. For additional details, employees should refer to the Benefit Guide.

- Short-term disability pays 60% of your weekly earnings, not to exceed $750
- Benefit payout begins after 14 days of a covered illness or accident
- Maximum benefit payout period is 26 weeks
- Long-term disability
- Pays 60% of your monthly earnings, not to exceed $5,000
- Benefit payout begins after 180 days of a covered illness or accident
- Maximum benefit payout period is up to the employees Social Security Normal Retirement Age (SSNRA)

Optional Insurance Program
Optional Insurance is available to all full-time employees. Eligible employees may purchase the following insurance: cancer, critical illness, accident, and hospital indemnity through AFLAC, additional life insurance through USAble, and auto and home insurance through Liberty Mutual. Premiums are paid by the employee through payroll deductions. Additional information and enrollment materials are available in the Office of Human Resources.

Employee Assistance Program

Lee University offers a confidential Employee Assistance Program (EAP) through USAble and New Directions Behavioral Health. This program provides a wide range of work-life services, including but not limited to, child/elder care, financial resources, daily living, family resources, career and work, and emergency resources. Services are cost-free to employees and individuals within their household. For more information on the USAble Employee Assistance Program, employees should visit www.ndbh.com or contact the Office of Human Resources.

Retirement Plans

Lee University Retirement Plan
Employees of the university may participate in the retirement plan administered by the Teachers Insurance and Annuity Association (TIAA) or may be covered under the Church of God Benefits Board (COGBB). Each participant may contribute any amount of his/her salary annually through a salary-reduction agreement not to exceed the annual limits set by the Internal Revenue Service (IRS). Catch-up contributions may be made by employees over the age of 50 according to published IRS limits.

Description of the Lee University Defined Contribution Retirement Plan (the "Plan")
The Plan is a participant-directed defined contribution plan, adopted on July 1, 1971, to provide retirement benefits for employees of Lee University. The Plan is a 403(b) plan covering all eligible employees of the university on their date of hire (participants). However, the participants cannot receive employer contributions until they reach age 21 and complete one year of service. Students are not eligible to participate in the Plan if employment is incidental to an educational program. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions
Participants may voluntarily make qualified retirement contributions to the Plan. These contributions are federal income tax deductible under Section 403(b) of the Internal Revenue Code (IRC). Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans. Catch-up contributions may be made by employees over the age of 50 according to published IRS limits. An opportunity is given twice annually, January and July, for employees to change their contribution election.

At the discretion of the Board of Directors, the university can make a minimum non-elective contribution of 2% for each eligible participant that enrolls in the plan, even for eligible participants electing a zero percent deferral. Non-elective contributions are unrelated to elective deferrals and may be made anytime at the university's discretion. Participants may direct these non-elective contributions to a variety of investment options offered by TIAA. All newly eligible participants will be automatically enrolled in the Plan with a 2% deferral election, unless the participant requests otherwise.

At the discretion of the Board of Directors, the university can match an amount equal to 100% of each participant's contributions beyond the 2% level, up to 5% of each participant's compensation after a year of service. The university's contribution percentage is paid on an employee's base pay which does not include overtime, bonuses, or other types of excess pay.

All Lee University employees, including staff and faculty who work at least 1,000 hours annually are eligible for the university funded retirement plan matching contributions.

Participant Accounts
Each participant's account is credited (charged) with the participant's contributions, Plan Sponsor contributions, allocations of investment earnings (losses), and administrative expenses. Allocations are based on participant account balances as defined in the plan agreement. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting
Participants are immediately vested in their elective salary deferral and Plan Sponsor matching and non-elective contributions plus actual earnings (losses) thereon.

Participant Loans
Effective January 1, 2020, participants may borrow from their fund accounts a minimum of $1,000 up to a maximum equal to the lesser of $50,000 or 50% of their account balance. The loans are secured by the balance in the participant's account and bear interest at rates of 4.25%, which are commensurate with local prevailing rates as determined quarterly by the plan administrator. Principal and interest are paid ratably through payroll deductions.

Payment of Benefits
On termination of service due to death, permanent disability, or retirement, a participant (or his/her beneficiaries) may elect to receive either a lump-sum amount equal to the value of the participant's interest in his/her account, or in monthly, quarterly, semiannual, or annual installments over a period not to exceed the participant's (or beneficiaries') life expectancy or a joint and survivor annuity. For termination of service due to other reasons, a participant may receive the value of the interest in his/her account as a lump-sum distribution.

Hardship Withdrawals
The Plan permits distributions in the event of a hardship, as defined in the plan agreement. These distributions are taxable and subject to a tax penalty equal to 10% of the hardship distribution amount if the participant is younger than age 59½. Hardship withdrawals are limited to the participant's elective account balance.

Administrative Expenses
Certain expenses of maintaining the Plan are paid directly by the university. Fees related to recordkeeping, advisory, and certain other expenses are included in administrative expenses and allocated among the participant accounts. Investment-related expenses are included in net appreciation in fair value of investments.
University-funded matching and non-elective discretionary contributions
Lee's employer funded retirement plan contribution is subject to change if the President, in consultation with the Board of Directors, enacts reductions or increases to its retirement plan contribution.

Plan Termination
Although it has not expressed any intent to do so, the University has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants will become 100% vested in their accounts.

Enrollment
Employees receive notification from the Office of Human Resources prior to their eligibility date to allow time to complete the online application process. If the eligible employee does not complete enrollment within 90 days of their eligibility date, the employee is automatically enrolled into the retirement plan, and contributions of 2% are made on their behalf to the retirement plan provided by the university.

Employees should contact the Office of Human Resources for complete information on these benefits or see the Benefits section of the Human Resources webpages in Portico for more information.

Tuition Assistance & Educational Benefits

Tuition Assistance

Full-time faculty members are eligible to apply for assistance with tuition by following the steps outlined below. If approved, tuition assistance will be granted to an individual for a maximum of 4 years. The individual should write out a plan for the proposed degree including all the following elements:

- The exact degree sought
- The university in which he/she plans to pursue the degree
- Any courses which might be required prior to admission
- The estimated date of admission to the program
- The estimated number of hours in the total program
- Other requirements in addition to the required curriculum (e.g. language)
- An estimated timeframe for completion of the degree including the number of courses to be taken each semester and summer
- An estimate of requests for financing over the entire period broken down by semester
- An estimate of other requests such as released time or special scheduling of classes
- A summary of how this degree will benefit the university

In addition to the general plan, the faculty member should submit a specific request for the next semester. Requests should be submitted at least one month prior to registration. The individual should submit the proposal to his/her AAA and schedule a time to discuss it. If the AAA agrees that the proposal has merit and warrants full or partial funding, he/she will submit the proposal with a recommendation to the Dean who will pass it on to the Vice President for Academic Affairs, and in some cases, to the President. Approval of the general plan does not imply that full funding will be available.

Before receiving funding, the faculty member will be asked to sign a letter of understanding which outlines the university's expectation of service after the financial assistance is provided. The expectation of the university is that the faculty member will provide three full years of service after completion of their course of study and obtaining the doctorate. Should the faculty member decide to leave their position at Lee, the repayment of all tuition assistance paid by the university will be required according to the following schedule:

NO subsequent service	All tuition costs will be repaid
One year of service	2/3 of the tuition costs
Two years of service	1/3 of the tuition costs
Three years of service	Obligation will be fulfilled

Subsequent requests for funding should be made at least one month prior to registration for each semester or summer directly to the office of the Vice President for Academic Affairs.
Following each semester for which funding is granted, the instructor will provide an official transcript to the office of the Vice President for Academic Affairs.
It is the responsibility of the faculty member to keep the plan updated and to keep the AAA fully informed.

Educational Benefits of Family/Dependents of Faculty

Undergraduate Tuition (Traditional On-Campus)
Spouses and never-married, dependent children of full-time faculty are entitled to a 100% tuition remission immediately with no credit hour limit.

Graduate Tuition (Traditional On-Campus)
Spouses can receive a 100% tuition discount on graduate courses, and never- married, dependent children can receive a 50% tuition discount on graduate courses.

Lee Online Tuition (Undergraduate/Graduate)
Spouses and never-married, dependent children of full-time faculty are entitled to a 100% tuition remission immediately with no credit hour limit.

Tuition Waiver Exchange Benefits
Undergraduate Tuition Waiver Exchange Programs (TWEP)
Lee University offers full-time employees and their dependents the Tuition Waiver Exchange Program (TWEP) through participation in three (3) coalitions. As a member of The Council for Independent Colleges (CIC), the Council for Christian Colleges & Universities (CCCU), and the Tuition Exchange (TE), Lee employees or their dependents may attend other participating member institutions with a waiver of regular tuition for provision of full educational benefits. Guidelines, student application, and a list of participating institutions may be found at these websites:

(CIC) www.cic.edu/member-services/tuition-exchange-program
(CCCU)www.cccu.org/programs-services/#heading-tuition-waiver-exchange-8
(TE) www.tuitionexchange.org

Students can create applications through the CIC and TE websites. Applications for CCCU require assistance through the university's TWEP liaison in the Office of Human Resources. Applications made through the CIC and TE portals will be validated by Lee's TWEP liaison and forwarded to the accepting institution. Students must have applied to the accepting institution prior to submission of the student TWEP application form. When the Lee University TWEP liaison has been notified of a successful application request, the employee and the student will be notified.

The TWEP program requires recertification of eligibility each academic year. Recertification of eligibility will be forwarded to the accepting institution on the student's behalf in April of each year. The student's continued eligibility requires that he/ she continue to meet the academic and social standards of the host institution. The student, student's parent, or student's spouse must continue to be employed by Lee University to be eligible for TWEP benefits.

Graduate Tuition Waiver Exchange Program
Certain institutions in the TWEP have expanded to graduate studies. These institutions participate in the Council of Independent Colleges (CIC), the Tuition Exchange (TE) (CCCU is undergraduate studies only). The ACA (Appalachian College Association) also offers tuition discounts with several institutions for graduate studies. The list of participating institutions can be found on the respective websites, seen above. The guidelines and procedures for making application, attaining eligibility, and being recertified are the same for both undergraduate and graduate studies.

LeeU Advantage

Credentialed Ministers
Incentives for Credentialed Ministers with the Church of God, in support of its religious mission, the University places a high value on the recruitment and retention of faculty members who are credentialed ministers with the Church of God. Therefore, the University may, in its sole discretion and subject to the availability of funds, award compensation incentives to faculty members who are credentialed ministers with the Church of God. Such incentives may include increased salary or fringe benefits. These incentives are not guaranteed, are not part of the faculty member's base salary outlined in their faculty contract and may be adjusted or withdrawn as determined by the University.

Christmas Gift
Each December, if funds are available, the decision may be made to provide employees of the university a gift of 1% of their regular salary, with no one receiving less than $500 or more than $1,000. Seasonal / temporary employees are not eligible for this gift. The following criteria will be used to determine how a gift may be calculated:

- Employees must be actively employed before November 15, and continually employed until December 31, in order to be eligible to receive this gift.
- Employees who work less than forty (40) hours per week shall receive a prorated gift based on their average weekly hours.

Adoption Assistance Policy
Lee University wishes to assist employees adopting a child by providing financial assistance. To be eligible for this benefit, the employee must be full-time and continuously employed for 12 months or more at the time the child is placed in the home. The child being adopted must be under the age of 18 and may not be a relative, stepchild, or step-grandchild of the employee or the spouse of the employee. Once the eligibility requirements have been met, the university will provide the following financial assistance:

Domestic adoption-related expenses will be reimbursed to a maximum of $2,500 per adopted child. An international adoption or adoption of a child with special needs such as a permanent mental or physical disability, will qualify for an additional $1,000 reimbursement per child. The additional benefit of $1,000 is offered for either international or special needs; not both.

This policy is subject to be amended or terminated at any time. For additional information, employees should contact the Office of Human Resources.

Burgundy Bucks
Burgundy Bucks work just like cash - dollar for dollar. The Burgundy Bucks advantage is that meals are not taxed - saving employees money at all on-campus dining locations.
Employees can add money to their Lee University Identification Card via Sodexo's website or in- person at all on-campus dining locations. The funds do not expire. Unused funds will be refunded to the employee upon request.

Prayer Requests
The Office of Campus Ministries gathers and shares prayer requests with the Lee University community every Friday afternoon. Faculty may email prayer requests to campusministries@leeuniversity.edu by 8 a.m. on Friday morning.

Moving Expenses
Newly hired full-time faculty requesting that the university pay relocation expenses must submit a written request to their supervisor who will forward the request to their sector vice president. Approval of the vice president is required prior to the university making commitment to pay or reimburse the employee's moving expenses.

This benefit is limited to the first $3,000 of the reasonable costs of transporting the employee and their family to the new residence and of moving ordinary and customary household goods and personal effects.
In the event the university advances money for relocation expenses, all unsubstantiated and/or unspent amounts must be returned to the Office of Accounting Services. Employer funded moving expenses are considered a

taxable fringe benefit, and the university is required to report all moving reimbursements to the Internal Revenue Service on the employee's Form W-2. Questions related to the taxability of moving and relocation expenses should be directed to the Office of Accounting Services at 614-8104.

Credit Union
Two credit unions are available for membership by university employees and their immediate family members. Cleveland/Bradley County Teachers Federal Credit Union and Pathway Credit Union offer a full range of financial services for their members. These services include, but are not limited to, savings accounts, draft accounts, loans, automobile insurance, and Individual Retirement Accounts (IRA). To obtain membership at either credit union, employees should visit the locations or websites below.

Cleveland/Bradley County Teachers Federal Credit Union
420 Central Ave. NW
Cleveland, TN 37311
www.cbctfcu.com

Pathway Credit Union
2751 Ralph Buckner Blvd. NE.
Cleveland, TN 37311
www.pathwaycredit.com

Purchase Discounts
Lee University employees are eligible to receive purchase discounts at auxiliary enterprises such as food service and the campus bookstore as follows:

- Follette Campus Bookstore – 10% Discount
- Deacon Jones Dining Hall – discounted meal price and Employee Meal Plan option

Tenured Faculty Regalia
When faculty are awarded tenure, the university will contribute up to $655.00 toward the cost of regalia if the faculty member wishes to purchase their own regalia. Newly tenured faculty should contact the Office of the Vice President for Academic Affairs with questions.

Resources for University Employees

Health Clinic
The Lee University Health Clinic provides on-campus health care services to employees of the university. The clinic does not accept or file medical insurance. The clinic provides limited treatment for acute illnesses and offers first aid and blood pressure checks. Individuals with chronic conditions that require on-going care will be referred to a private physician.

After being examined by the nurse, employees can schedule an appointment to see the attending physician. When the physician is present, health clinic staff can administer allergy injections and laboratory tests ordered by the physician. These tests may be administered at a reduced cost. Flu vaccines are offered each fall for a minimal charge.

Campus Recreation Complex
Lee University provides employees opportunities to improve their health and well-being through the services and facilities offered at the Campus Recreation Complex and the Devos Recreation Center.

The Campus Recreation Complex consists of the DeVos Student Recreation Center, the DeVos Tennis Center, and outdoor volleyball and basketball courts. The DeVos Recreation Center houses a full-size basketball court, racquetball courts, group fitness studios and weight room. Additional facilities included in the Campus Recreation Complex are the Carroll Court Field, Operations Field, Souther Field, and Mayfield Annex Gym.

Annual memberships are free to employees, employee spouses and employee children under the age of 18 with the completion of the Annual Membership Form and a valid Lee University ID. Programs Include:
Fitness Classes: Employees and eligible members can register for group fitness classes and personal training through IMLeagues or the LeeU Rec app. Full class schedules, fees, and policies can be found online or on the app.

Outdoor Programs: Employees are eligible to rent available outdoor equipment through the DeVos Recreation Center front desk. Academic classes have first priority, but any remaining unused equipment is available for member use.

Intramural Sports
Employees are eligible to participate in all Intramural events by registering through IMLeagues or the LeeU Rec app. Applicable fees and rules outlined in IMSports handbook apply to all participants.
Club Sports: Employees are eligible to participate in club sports when allowed by the club constitution and/or the respective governing bodies. These are student organizations and rules for participation vary from club to club.

For more information about memberships, programs, and the LeeU Rec App please contact the Office of Campus Recreation at campusrecreation@leeuniversity.edu.

Racial & Ethnic Relations
The Office of Racial and Ethnic Relations (R&ER) is available to all employees, students and alumni of racially, ethnically, and internationally diverse backgrounds to know they are valued members of the Lee University community.

The mission of R&ER is based on the Scriptural principles that:

- Each human being is created in God's image.
- The kingdom of God includes and values people from diverse backgrounds.
- God calls for the just treatment of all people.
- R&ER offers assistance to employees, students, and alumni from racially, ethnically, and internationally diverse backgrounds with their concerns, while advocating for the university's development in racial and ethnic relations (e.g., strategic concerns, governance, human resources, curricular enhancements, constituent relations, student recruitment and retention, student services).

This office encourages and models an incorporated mindset consistently working with all employees to provide a complete, integrated approach to racial relations.
Employees should contact the Office of Racial and Ethnic Relations at 423-614-8238 for more information.

Center for Calling & Career
The Center for Calling & Career (CC&C), provides resources for students, faculty, staff, and alumni to examine their strengths and discover a clearer sense of calling by understanding who they are as God's "work of art." Students visit the CC&C to declare or change their academic program, explore career information, receive individual career counseling, or employment preparation.

The CC&C uses a strengths-based approach to advising that allows time for students to enter dialogue with a Strengths/Vocational Advisor (SVA) to discuss who they are, what they enjoy, what they do best, and what they believe they are called to do in their lives. The CC&C SVA team consists of over a dozen faculty and staff members who volunteer to advise students in their callings and coach them in their strengths.

Strengths-Vocational Advisor's Responsibilities and Expectations

- Listen, question, encourage, and guide students in self-discovery.
- Affirm and celebrate each advisee as a "work of art" created for God's glory.
- Contribute 1 hour per week for scheduled or drop-in student advising in the CC&C.
- Participate in workshops and seminars to prepare for this role.
- Attend Fall and Spring meetings for debriefing and continuing advisor education.
- Support the activities and events sponsored by the Center for Calling & Career.
- Represent the interests of the Center to your department.
- Adhere to the standards of confidentiality as stated in the Advising Handbook.

The CC&C also facilitates the Chapter 2 Sophomore Experience, which exists to guide second- year students through milestones addressing the unique needs of sophomores such as increasing pressures of financial needs, more rigorous class demands, opportunities for leadership involvement, career decisions, major declarations, strengths exploration, and desire for community.

All faculty and staff are invited to take the Clifton Strengths Assessment and schedule an individual strength coaching session with the CC&C. Faculty and staff members interested in strengths coaching, classroom workshops, serving as an SVA or as a Sophomore Guide may contact the Director for more information.

University Facilities

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 faculty offices, departmental offices, and workroom, 2 lounges and Einstein's Bros. Bagels.

Dixon Center, built in 1992, includes a 500–seat theater and administrative offices. It currently houses offices of the Chancellor, Vice President for Business and Finance, Department of Language, Literature the Academic Support Office, and student testing rooms. 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 the 205-seat Rose Lecture Hall.

Monument Building was purchased in August of 2013. It was renovated over the following months and became the home of Lee Online. This two-story building sits between Ocoee Street and Broad Street.

School of Business opened in the Fall of 2017 to house the newly established School of Business. This space includes an investment lab, two computer labs, eight classrooms and 18 faculty offices.

School of Nursing Building was built in 2016. The 41,000 square foot building overlooks the university's new South Campus quadrangle. The building includes the Patricia Carroll Lecture Hall which offers 140-seats, two interactive classrooms, five standard classrooms, a learning resource center, a quiet room and 17 faculty offices. The facility features six hospital-like simulation labs along with control rooms, a competency lab, assessment lab and two debriefing conference style rooms.

School of Theology and Ministry Building, built in 2008, is the primary classroom building for theology and ministry classes. The 35,000 square foot building houses a preaching lab, 203-seat Jones Lecture Hall, and the Jerry Dixon Reading Room housing the Charles W. Conn Collection and other books donated by influential members of the Lee community. The theology and ministry faculty, associate dean and dean's offices are also located in this building.

Science/Math Complex completed in 2010. The complex provides approximately 73,000 square feet on three floors. It has 14 classrooms, 10 science labs, Walker Lecture Hall which seats 100 and a seminar room. There are 30 faculty offices in the building and two administrative suites. The complex has a 4,500 square foot student lounge and commons area with Dunkin Donuts.

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 158,000 volumes. It contains the Squires Library, which serves Lee University and the Pentecostal 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 1988 it was completely renovated into a 22,000 square foot classroom building and named for Lamar Vest, the 17th President of Lee College. The President's Office as well as the Provost and the Vice President for Academic Affairs are located here.

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.

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. A gift from Richard and Helen DeVos funded it. A second gift from DeVos funded the DeVos Recreation Center which was completed in 1993. It contains a basketball court, three racquetball courts, weight and fitness rooms, classrooms, and faculty offices.

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

Larry Carpenter Stadium at Olympic Field, originally 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. In 2018 the stadium was constructed on the same footprint significantly improving the facility by providing 400 chair back seats, expanded concessions and restrooms for spectators. The home locker rooms were expanded, as well as the press box. The stadium was named for long time athletic director Larry Carpenter and the press box is named for the voice of the Flames, George Starr.

Ray Conn Multi-Sport Complex, opened in the spring of 2021, and is home to the Lee track & field and women's lacrosse teams. The state-of-the-art complex also serves as the alternate home venue for men's and women's soccer and consists of an eight-lane track wrapped around a turf field – equipped with everything needed to host NCAA sanctioned events.

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 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, and enlarging the locker room areas, restrooms, and meeting space. Access to the arena was improved by increased space in the lobby and entrance hallway areas. In 2016, a new gym floor was installed in the Arena and in 2017 the bleacher system was upgraded to include chair back seats.

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.

The Chapel was built in 2011. This 350-seat structure was funded by gifts from over 2,000 individuals and includes the John Nichols Room and Courtyard on the lower level.

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

Darlia McLuhan Conn Forum and Bell Tower, completed in the Fall of 2017. The Tower includes a four-sided clock, along with a set of nine bells which were originally cast in 1870 in Troy, NY. Prior to their installation on the Lee Campus, the bells hung in a church in Minnesota. The construction of this tower has been sparked by numerous Greek clubs, including Alpha Gamma Chi, Delta Zeta Tau, and others, as well as Music Honor Societies.

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.

Flame and Fountain is located between Walker Arena and the DeVos Recreation Center. It was funded by gifts from the alumni of Alpha Gamma Chi in honor of the late Dr. Donald and Nancy Bowdle. The original flame and fountain were built in 1993 but was removed to make way for construction. It was rebuilt in 2009.

Leonard Center, completed in summer 2007, houses the Leonard Center offices and 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 benevolence classes 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.
North Gate Arch and the surrounding improvements were completed in November 2012 as a part of the “Find Us Faithful” campaign. The Upsilon XI Alumni Association raised $25,000 in contribution toward the project which was dedicated by their membership in 2012 at the club’s 50th reunion.

Paul Conn Student Union, named in honor of former university President Paul Conn, was built in 2000. It houses many high-traffic student services. It includes a post office, bookstore, computer lounge, meeting rooms and office space for student services staff. It also features a newly renovated student lounge and cafe area with food service from Chick-Fil-A on the main-level. The Lee Market is located at the basement level. All these food services are run by Sodexo.

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.

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 former board member, B. L. Hicks.

Keeble Hall built in 1999 is 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 and alumni of Lee, 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.

New Hughes Hall, built in 2011, a 126-bed men's residence hall named for former president Ray H. Hughes Sr., who led Lee during two periods, 1960-66 and 1982-84.

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 128-bed men's residence, completed in 2002 and named in honor of the late Professor Robert O'Bannon and his wife, Nancy.

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 30-unit apartment building housing 120 students. This hall was named for board member Lee and Tammy Storms and their parents, Don and Ruth Storms.

Tharp and Simmons Halls provide housing for women. These residences are named for sixth and seventh presidents, Zeno C. Tharp, and E.L. Simmons, respectively.

Offices and Administrative Buildings

Admissions Center, located in Higginbotham Administration building which the Admissions/Visitor staff conducts campus tours, interviews potential students, and counsels parents through their college search process.

Athletics Operations House is located on the northern end of campus. It houses the offices for the athletic coaches.

Campus Security is located on Barnes Street. It is the home of our Director of Campus Safety and his staff. The theatre department's Scene and Set Shop, as well as Costume Shop, occupy a portion of the 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 space now houses the Financial Aid Office and the Residential Life Offices.

Higgins-Pressley Building was named in honor of Jack Higgins and Arthur Pressley in May 2016 and is the home of the university's Physical Plant. It is a 13,000 square foot warehouse located on 8th Street that houses the office of the Director of Physical Plant, offices for Maintenance, Building Services and Grounds supervisors; storage space for supplies, tool storage areas; and work benches for all trades.

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.

Mayfield Annex was an elementary school from 1920 to 2006 and was purchased by Lee in 2007 for use beginning fall semester 2008. This multi-use building is home to the art major classrooms, the Play Therapy Center, the Marriage and Family Therapy Clinic, the International Student Lounge, and the Center for Teaching Excellence.

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

Pangle Hall is a performance venue that opened in the fall of 2014. Formerly, the First Baptist Church sanctuary, the space was gutted, stage enlarged, side wing-walls added, and 662 fixed seats were installed. A completely new sound system, as well as video capture and playback system were added during the renovation. The organ was also upgraded during this process.

Watkins Building, a 9,000 square foot academic building built in 1992, houses the Counseling and Testing Center. It is named for the late Bill and Joyce Watkins of Atlanta, benefactors of Lee.

Faculty Development Opportunities and Mentoring

Each new faculty member is assigned to an experienced faculty member who will assist him/her through the first three years at Lee University. Mentors facilitate three major areas of adjustment: social, institutional, and professional. It is the mentor's responsibility to introduce the new faculty member to people with shared interests and to help him/her make a successful adjustment to Cleveland. If necessary, the mentor will also assist the new faculty member in acquiring the requisite classroom skills by observation, coaching, and modeling. Throughout the first three years of the faculty member's career, the mentor will serve as his/her advocate.

New Faculty Seminars
New faculty also have the opportunity to attend a monthly orientation seminar intended to provide information about teaching at Lee University.

Professional Organizations
Faculty members are strongly encouraged to join and participate in professional organizations, and the university provides $150 for professional dues and journal subscriptions. Faculty members must obtain approval from the AAA before attending professional meetings and/or conferences. Full-time faculty members receive $600 for travel to attend a professional meeting. (Please see the Travel Policy at the end of this section.) Please note, if faculty do not take advantage of the $600 to attend a professional meeting, the AAA can allocate funds for other faculty members at his/her discretion. Requests for additional funds may be submitted to the dean if the faculty member is presenting a paper, responding to a paper, chairing a session, or if he/she holds an office in the organization.

Leonard Center Grants
The Leonard Center for Christian Service will fund competitive grant applications for projects which combine community service with an academic discipline.

Cross Cultural Teaching Opportunities
As part of the general education core, each student must meet the requirements of a Global Perspectives component before graduation. In addition to an introductory seminar course, students must participate in a university-approved cross-cultural study opportunity.

Faculty members coordinate and lead these trips and are encouraged to develop new study abroad opportunities for students. Trips may be associated with a specific major or open to all majors. Most of these trips are taken over the summer, but a few are scheduled during Spring break and between the Fall and Spring semesters.

Faculty pay is determined by number of credit hours taught and the number of students on the trip. Standard pay is $600 per credit hour for faculty with master's degrees and $700 per credit hour for faculty with Doctoral degrees. The GNST 251/252/253 course is always $300 per credit hour regardless of the number of students or faculty education.

Some study abroad trips are offered annually, while others are offered on alternate years, and new trips are developed each year.

Study Abroad Proposals
Faculty are encouraged to develop and lead study abroad trips for students. The university has a strong commitment to cross-cultural education and is proud of the on-going growth and success of the Global Perspectives Program. Guidance for preparing a study abroad proposal is available to faculty by contacting the Global Perspectives Office.

Opportunities Available Through the Appalachian College Association
The Appalachian College Association is a non-profit consortium of 33 private four-year liberal arts institutions located in the central Appalachian Mountains in Georgia, Kentucky, North Carolina, Tennessee, Virginia, and West Virginia.

ACA member institutions are critical contributors to their local and regional communities. Each campus serves as a beacon for its particular region, providing its students and its surrounding community access to exceptional educational and cultural experiences, often in areas facing serious economic distress. Serving nearly 80,000 students annually, with over 3,000 full-time faculty, ACA schools collectively generate nearly $1.3 billion in direct annual expenditures, further supporting regional communities.

The mission of the Association is to serve Appalachian communities through the transformational work of its faculty, staff, and students. Programs offered by the Association are designed to promote cooperation and collaboration among member institutions, and to support scholarly and creative activities of faculty and students. The ACA is governed by a board comprised of the presidents of all member institutions, and an executive committee with representation from presidents and chief academic officers.

Awards may be provided to faculty in any discipline, and fellowships honoring John B. Stephenson (Arts and Sciences), Wilma Dykeman Stokely (Education), and Jean Ritchie (Visual and Performing Arts) may be awarded each year. The funding supports one-year pre- or post-doctoral research, one-semester pre- or post-doctoral research, summer or short-term pre-or post-doctoral work, and faculty/student research grants. Priority is given to applications that emphasize the use of technology in teaching and research.

The ACA is proud to provide substantial support toward the professional development of faculty members at its member institutions. The fellowships provide up to $20,000 for pre- or post- doctoral study. Fellowships are awarded in three categories: professional leave fellowships (maximum one semester and $20,000); summer research fellowships (maximum $7,500); and in- year research fellowships during the academic year (maximum $10,000). To be considered for support, ACA faculty must have served for at least two years in fulltime status at her/his current ACA institution and must return to teach full-time at same school for at least one additional year after completion of the fellowship.

One-Semester Professional Leave Fellowships
Faculty may apply for funding to support professional leave/sabbatical from their institution for a full semester. An application may seek up to a maximum of $20,000 to cover institutional expenses associated with the absence of the faculty member from her/his normal duties and/or costs associated with the research project. These funds may be used for post-doctoral research or to support pre-doctoral progress toward completion of one's terminal degree.

Summer Research Fellowships
Faculty may apply for support for their research during a summer term, up to a maximum of $7,500. These funds may cover costs associated with the research project, e.g., travel, research materials, and up to a maximum of $3750 as a direct stipend to the recipient. The proposed stipend will be evaluated by the Review Committee as it regards time and effort related to the project.

In-Year Research Fellowships
Faculty may apply for support for release from their standard institutional duties during a semester in the academic year, or over a full academic year. These funds may be used to cover replacement expenses incurred by the institution and/or research costs associated with the applicant's project. Projects entailing a standard one-course release are available up to a maximum of $5,000. Projects supported by release from two or more standard classes (or equivalent duties) may seek up to $10,000.

Fellowship funding must be designed to occur within a single academic/fiscal year, and support cannot be carried over into a new year. All recipients will be expected to furnish the ACA a final report on their projects at the end of the academic year in May, at which time final disbursement of funding will be provided to the institution.

Application Materials
Qualified faculty members from ACA institutions may submit online application for fellowships each year during the fall semester. Normally, the application cycle will open in August and close at or near the end of October. (To assist member institutions in their personnel and budgetary planning, the ACA seeks to determine the fellowship recipients before the end of each fall semester.) In the application, candidates will denote which type of fellowship they are seeking. The required application materials include

- A project narrative explaining in detail the research and/or project, including the project goals, methodology, anticipated outcomes, and timeline. The narrative is limited in length, and it should also include a brief statement on the importance of this project to the individual, the institution, and/or the academic discipline. The methodology, anticipated outcomes, and timelines must be clear and realistic. The applicant should address how this work will inform the broader knowledge of the discipline. A page of works cited may be included.
- Outline of the anticipated expenditures related to the fellowship request, e.g., amounts to be applied to offset the expenses of the leave or course releases (to institution or applicant), to cover other institutional expenses, to be used to cover legitimate expenses incurred by the applicant related to the research project.
- Documentation that satisfies (at least) one of the following requirements:
    - For applicants working toward a terminal degree seeking a pre-doctoral fellowship: Proof of admission to the terminal degree program and a transcript of work already completed in that program.
    - For applicants seeking support for post-doctoral research: Applicants should submit a letter from a colleague from another institution who possesses expertise in the area of study, indicating the applicant's competence to complete the project within the time allotted.
- Letters of Support from the following persons:
    - One's Chief Academic Officer: This letter is very important as it should identify and explain the importance of the project to the institution and furnish an assessment of
    - the applicant's capacity to complete the proposed project in a competent and timely manner. It must also verify that the applicant and CAO have reviewed the anticipated expenditures in the proposal and agree with the final itemized budget. Letters should be on institutional letterhead.
    - (For pre-doctorate proposals only) The advisor/mentor at the doctoral institution indicating the applicant's ability to complete the proposed project (coursework) within the time allotted.
- Current Curriculum Vitae, not to exceed five pages.

General Guidelines and Information
Only completed electronic applications submitted through the ACA's web portal will be reviewed by the committee. The applicant is responsible for ensuring that all parts of the final application, including letters of support, are uploaded in a timely manner. (The CAO's letter of endorsement will be submitted electronically directly to the ACA.) Colleague endorsement letters may be submitted directly to the ACA electronically (rather than through the applicant), if preferred. Incomplete applications will not be reviewed by the committee.
All proposals should avoid professional jargon and be written so that individuals not in the specific discipline can understand the project.

If the applicant has previously received ACA funding for a similar project, include in the project narrative when the grant was received and evaluate the success of the previous effort.

The amount for the one-semester professional leave fellowship will depend in part upon the applicant's salary during the application year and any other external support. If the fellowship is being used to offset the applicant's lost salary, it will not allow for the individual to exceed lost income from her/his institution.

Other funding sources should be applied to faculty compensation before ACA funding. If all funding sources add up to more than the applicant's salary, then the ACA will reduce the fellowship award accordingly. If other external funding comes through after the ACA Faculty Fellowship has been awarded, the ACA requires the ACA funding overage to be refunded to the ACA up to the amount of ACA's original award.

The fellowship is provided to institution rather than individual applicant. When the institution receives fellowship funds from the ACA, the institution determines how the faculty fellowship funding will be allocated based upon the initial proposal. The applicant is required to include the budget regarding expected expenditures from the fellowship support, with confirmation that the applicant and her/his CAO agree with the proposed budget.
The itemized budget may include expenditures related to reduced salary, replacement costs for the institution (if related to a one-semester fellowship or to an in-year grant for release from teaching or other institutional duties) and/or expenditures to be incurred by the applicant related to the specific proposal. In addition, pre-doctoral

applicants may include in their budgets the costs of tuition or other direct costs associated with progress toward the completion of degree, i.e., instructional expenses.

Replacement costs for a one-semester leave may not exceed $20,000. Replacement costs for in-year grants may not exceed $5,000 per standard course release or equivalent, and up to no more than $10,000 per recipient. The maximum award for a summer research grant is $7,500. No more than $3750 may be requested in direct stipend to the applicant. Proposals for the Summer Research Fellowship require an itemized budget, and any proposed stipend will be evaluated by the Review Committee as it regards time and effort related to the project. Faculty who have signed a contract for a book with a for-profit press (i.e., not a university press) and want a fellowship to conduct additional research or to revise their manuscript are ineligible.

Member institutions may not have reviewed more than four applications for any form of fellowships in a single year. A single institution may not receive awards totaling more than $40,000 funding in each application cycle. For institutions submitting multiple applications, the CAO is encouraged to prioritize the proposals for the Review Committee; however, final determination of awards remains with the Review Committee. Schools will determine internally which applications will be reviewed if more than four candidates exist.

While it is expected that fellowship research will inform course development, proposals with the primary goal of developing courses are discouraged.

The ACA does not withhold any taxes or fees from the award amount. Any necessary deductions are the responsibility of the institution or the individual.

Successful applicants submit a signed Fellowship Agreement, provided by the ACA, enumerating conditions and terms of the award and procedural remedies should the ACA Executive Board determine that the fellow is in default of the conditions or terms. The fellow agrees to:

- A report on the project is expected by no later than May 15 of the year the funding is expended. The report must include a final expenditure budget. If any remaining expenditures are outstanding, these should be included in the report as best estimates. (If there are unusual circumstances regarding spending later in the cycle, the recipient should work directly with the ACA to establish an alternate timeline.)
- Each fellow is expected to provide a final report (no more than two typed single-space pages) that captures the essence of the project, e.g., its goals and outcomes. The final report should include a general accounting of expenditures from the fellowship, which is expected to abide by the original proposal agreed upon by applicant and CAO (unless approved for adjustment by the ACA and CAO during the project).
- Recipients are required to return to full-time duty at their ACA institution for at least one full year after completion of the fellowship.
- Fellowship recipients may also be required to participate in assessment activities (such as a one year follow up questionnaire and a five-year follow up questionnaire) requested by ACA program staff.

The ACA reserves the right to withhold any final allotments of the fellowship until the recipient's final report, with record of expenditures, is furnished to the ACA.

Post-doctoral residency/research fellowships

Application Materials:

- Project Narrative
- Clear and realistic goals, methodologies, expected outcomes, and timeline
- Limited word count based upon type of fellowship sought (2,000/1,200/750 words)
- Demonstrates importance of project to applicant, to institution, and/or to academic discipline
- Anticipated Budget/Expenditures:
    - Funds flow to institution, who allocates funds based upon internal protocols and approved proposal budgets
    - Funds may be used to offset the expenses incurred by the institution due to faculty absence and/or to cover legitimate research expenses related to the applicant's project

- Reference Letter from Peer
    - Must be a colleague from another institution who possesses demonstrated expertise on the applicant's research
    - Letter should indicate applicant's competence to complete the project within the time allotted
- Current Curriculum Vitae (not to exceed five pages)
- CAO Endorsement Letter
    - Furnishes assessment of applicant's competence to complete the project and its value to one's institution
    - Verifies that applicant and CAO agree on allocation of proposed budget for the project

Conference Travel Grants Procedures
A limited amount of funds are available to assist faculty taking an active role in professional conferences, seminars, and workshops.

- The funds cannot be used to sponsor research trips.
- Travel grant applications are turned into the and Vice President for Academic Affairs office.
- The Vice President for Academic Affairs reviews the proposed travel to assure that it falls within ACA guidelines.
    - The person should be making a presentation at a professional, discipline-based regional, national, or international conference, or attending an intensive workshop focusing on a single topic that lasts 5 or more days.
- The Vice President for Academic Affairs decides who receives the grants and in what amounts (one award of $1,000, two awards of $500 or 10 awards of $100, or any other combination).
- The university issues a check to the faculty member.

Once the trip(s) is taken, the faculty member submits receipts and a brief report to the Vice President for Academic Affairs. The report should mention what was accomplished at the conference, how attending the conference is beneficial to them, their students, the school, etc. Ideally, the report is about one page long.

At the end of each semester or when the Vice President for Academic Affairs has advanced $1,000 in ACA Travel Grants (whichever comes first), the Vice President for Academic Affairs completes a reimbursement request to the ACA. The reimbursement request must contain a list of the recipients; the name, dates and location of the conference; the title of the person's presentation (if applicable); the person's discipline area; the amount each person received; and a copy of the person's report on the conference.

When the request is received by the ACA office and the documentation attached verifies the eligibility of the grants under the guidelines on the website, the ACA will write a single check reimbursing the university for the funds allotted in association with the ACA travel grants with a maximum amount of $1,000.

Appalachian College Association, Inc.
7216 Jewel Bell Lane
Bristol, Tennessee
Phone (859) 986-4584

Faculty Honors

Excellence in Teaching Award
The recipient is selected by an unannounced Selection Committee appointed annually on or before February 1 by the President. The Committee is composed of three faculty members, each from a different unit; and three students, each from a different unit. No two members of this committee shall be from the same academic department.

Nominations may be submitted in letter form to the President by faculty members and students. Deadline for nominations shall be March 15. Candidates are not limited to those nominated by students and faculty; therefore, any member of the Selection Committee may nominate a candidate. The committee shall consider each candidate on the basis of the established criteria and, by means of secret balloting, select the recipient of the award by majority vote (4 of 7). The selection is submitted to the President by the Selection Committee Chair by April 15. This award carries with it recognition at commencement and a stipend.

The criteria for selection are as follows:

- SCALE I: Demonstration of Ability for Effective Teaching (1–10 rating)
- Analytic/Synthetic Approach
- Discusses points of view other than his/her own.
- Emphasizes conceptual understanding.
- Seems well read beyond the subject he/she teaches.
- Organization/Clarity
- Is well prepared.
- Presents well organized lectures, discussions, and demonstrations.
- Instruction–Group Interaction
- Encourages class discussion and sharing experience.
- Knows when students are bored or confused; is aware of student reaction to his/her lecture.
- Has students apply concepts to demonstrate understanding.
- Allows enough flexibility in assignments, testing, and requirements to provide for individual differences and to encourage creative and original thinking.
- Dynamism/Enthusiasm
- Is enthusiastic about his/her subject.
- Varies the speed and tone of his/her voice.
- Has a sense of humor.
- Expresses interest and concern about the quality of his/her teaching. SCALE II: Relations with Students (1–7 rating)
- Has a genuine interest in students.
- Is friendly towards students.
- Relates to students as individuals.
- Recognizes and greets students out of class.
- Is accessible to students out of class.
- Is valued for advice not directly related to the course.
- Respects students as persons.
- SCALE III: Participation in the Academic Community (inside and outside the university) (1– 5 rating)
- Is involved in on–campus and off–campus activities that affect students.
- Attends many lectures and other events on campus.
- Has a congenial relationship with colleagues. SCALE IV: Research Activity (1–5 rating)
- Presents papers at meetings.
- Publishes book and articles.
- Keeps current with development in field.
- Makes practical application of results of research in teaching.

The recipients of the Excellence in Teaching Award are as follows:

Carolyn Dirksen	1972	Terry Cross	2000
Donald N. Bowdle	1973	Robert Barnett	2001
Charles R. Beach	1974	Ruth Crawford Lindsey	2002
French L. Arrington	1975	Jim Wilkins	2003
Lois Beach	1976	Johhny Evans	2004
Myrtle Fleming	1977	Paul DeLaLuz	2005
J. Martin Baldree	1978	Carlanna Gill	2006
William Snell	1979	Tony Deaton	2007
Robert O'Bannon	1980	William Estes	2008
Charles Paul Conn	1981	Trevor Milliron	2009
Jerome Boone	1982	Virginia Horton	2010
Karen Mundy	1983	Eric Moyen	2011
John Sims	1984	Kevin Brown	2012
Sabord Woods	1985	Laura Anderson	2013
William T. George	1986	Skip Jenkins	2014
Dewayne Thompson	1987	Shane Griffith	2015
Ellen B. French	1988	Donna Summerlin	2016
Robert Herron	1989	John Coats	2017
Jerald Daffe	1990	Matthew Fisher	2018
Murl Dirksen	1991	Chad Schrock	2019
Pamela Browning	1992	Christine Williams	2020
Clifford Schimmels	1994	Heather Quagliana	2021
Jean Eledge	1995	Lori West	2022
Penny Mauldin	1996	J. Anthony Minutolo	2023
Robert W. Fisher	1997	Sherry Kasper	2024
Eleanor Sheeks	1998	Justin Walker	2025
Michael Laney	1999		

Excellence in Scholarship Award

The award may be given annually at spring commencement ceremonies, in conjunction with the Excellence in Teaching Award. A stipend will be given to the recipient of the scholarship award. The recipient of the scholarship award will receive a certificate of recognition during the award ceremony.

The recipient of the award will be selected by a committee appointed by the President at the beginning of the school year. This committee will be comprised of the Vice President for Academic Affairs, Chair; and five full–time faculty members holding earned doctorates. The committee will include the immediately previous recipient of the award. Members of the committee will be ineligible to receive the award. A member of the committee who is nominated for the award may resign, to be replaced by a new member appointed by the President.
All persons holding faculty rank will be eligible for the award. Administration and faculty members will be notified through the mail of the names of committee members during the fall semester.
Administration and faculty members may nominate individuals holding faculty rank by sending a letter of nomination and a resume to the Chair of the committee. Members of the committee may request additional information on the nominees.

The recipients of the Excellence in Scholarship Award are as follows:

Donald Bowdle	1986	Steven Lay	2006
William R. Snell	1987	Michael Freake	2007
Karen Carroll Mundy	1988	Linda Thompson	2008
Robert O'Bannon	1989	Mike Iosia	2009
Kathaleen Reid	1990	Kevin Brown	2010
Evaline Echols	1991	Richard Jones	2011
Carolyn Dirksen	1992	Lisa Stephenson	2012
Murl Dirksen	1993	Aaron Johnson	2013
William Simmons	1994	Christopher Stephenson	2014
John Simms	1995	Chad Schrock	2015
Milton Riley	1996	Daniela Augustine	2016
Jerome Boone	1997	Lori West	2017
Dora Vargas	1998	Brian Peterson	2018
Dan Hoffman	1999	Andrew Bledsoe	2019
Erik Lindquist	2000	William Woolfitt	2020
Terry Cross	2001	Alexander Steffanell	2021
H. Lee Cheek	2002	Bryan Poole	2022
David Holsinger	2003	Laura Singletary	2023
Emerson Powery	2004	John Wykoff	2024
Dale Coulter	2005	Daniel Glover	2025

Excellence in Advising Award

Each spring a committee chaired by the Registrar selects a faculty member to receive the Excellence in Advising Award from nominations made by AAA or school deans. The nominations are based in part on information gathered from student evaluations of their advisors. This award carries a stipend.

The winner of this award should be a faculty member who strives for excellence in filling the role of academic advisor by doing the following:

- Demonstrating Christian care and concern for each advisee
- Being available and accessible
- Providing accurate information about institutional policies, procedures, resources, and programs
- Assisting students in their consideration of life goals
- Assisting students in developing an educational plan consistent with life goals and objectives
- Assisting students in evaluation or re-evaluation of progress toward established goals and educational plans

The recipients of the Excellence in Advising Award are as follows:

Janet Rahamut	1996	Thomas Doolittle	2006	Mary Dukes	2016
Carlanna Gill	1997	Louis Morgan	2007	Mark Wickam	2017
Robert Barnett	1998	Jeff Sargent	2008	Jason Robinson	2018
Jerald Daffe	1999	Shane Griffith	2009	Heather Quagliana	2019
Matthew Melton	2000	Patricia McClung	2010	Megan Moe	2020
Paul DeLaLuz	2001	Kevin Brown	2011	Chad Schrock	2021
Pamela Browning	2002	Skip Jenkins	2012	Holly Perleoni	2022
Donna Summerlin	2003	Sherry Kasper	2013	Betsy Poole	2023
Lee Cheek	2004	Ingrid Hart	2014	Justin Walker	2024
Debbie Murray	2005	Randy Sheeks	2015	Delia Price	2025

Twenty-Five Year Award
The fulfillment of twenty–five years' service to Lee University is regarded as a significant milestone in service to the institution. In recognition of this attainment of longevity and seniority, the university honors such persons with a special citation and modest gift during the commencement exercises of the twenty–fifth year.

Distinguished Professor
Distinguished Professor is a rank awarded by the Board of Directors in those rare circumstances in which a Lee professor has performed with great distinction over an extended period of time and has performed at a level of excellence which has been recognized as exceptional among fellow professors at the university. It is awarded at the recommendation of the President. No individual will be considered for this rank with less than 15 years of service at Lee.

Senior Adjunct Professor
Senior Adjunct Professor is a rank conferred on a tenured faculty member who relinquishes tenured status and requests continuation as a member of the faculty with all normal faculty privileges except a formal vote and the fringe benefit package. This status carries a minimum teaching load of 12 credit hours per year. Senior Adjunct Professors also assist colleagues with advising, recruiting, letters of recommendation, etc.

Professor Emeritus Status
Faculty members who have attained the rank of Associate Professor or Professor by retirement at age 62 or later and who have served a minimum of twenty years at Lee University, the last 10 of which must be continuous, are eligible for nomination to Professor Emeritus status.

The procedure for granting emeritus status is as follows: any member of the faculty or administration may offer a recommendation to the Vice President for Academic Affairs, who then makes recommendations to the President; the President submits nominations to the Board of Directors, and the Board grants final approval for emeritus status. An appropriate resolution and certificate are presented at commencement.
The criteria for selecting emeritus faculty are dedication to teaching, loyalty to the institution, and outstanding contributions during one's tenure at Lee University.

The emeritus members of the faculty have the rights and privileges of associate members: they may attend faculty meetings (without a vote); participate in commencement exercises; enjoy faculty rights and privileges when teaching part–time; receive a free pass to all athletic events, campus events, and library; be entitled to faculty discounts at the bookstore and the cafeteria; and receive a parking permit when space is available.

Faculty members who are granted emeritus status are listed in the University Catalog and Faculty Handbook as Emeritus Professors and shall receive an invitation to all university functions that faculty members of the institution (or their spouses) receive.

The Vice President for Academic Affairs is responsible for implementing the procedures as outlined in the policy for emeritus faculty.

Present faculty emeriti are:

- Jerome Boone, Professor Emeritus of Old Testament and Christian Formation
- Carolyn Dirksen, Distinguished Professor Emeritus of English
- Evaline Echols (2019), Professor Emeritus of Business
- Ronald Harris, Professor Emeritus of Science Education
- Karen Mundy Judkins, Professor Emeritus of Sociology
- Ollie Lee, Distinguished Professor Emeritus of Sociology
- Barbara McCullough, Professor Emeritus of Library Science
- Dewayne Thompson, Distinguished Professor Emeritus

ACADEMIC POLICIES AND PROCEDURES

Undergraduate Curriculum Development Procedures

The duties of the Curriculum Committee include:

- To review and approve all proposed changes in department curricula, including new major, minor and emphasis, and addition and deletion of courses.
- To review and approve significant revisions in course syllabi.
- To review and approve all changes in the catalog copy for any program of studies.
- To review and approve changes in requirements for any major, minor, or professional sequence in any program of studies controlled by the school's faculty.

The procedure for adding or deleting a course or making revisions to academic programs is as follows: Curricular changes originate at the department level where proposals for additions or deletions generally initiate under the leadership of the discipline coordinators in discipline group discussions. After a recommendation from the discipline group, the discipline coordinator sends the proposed change to the Appropriate Academic Administrator (AAA) for inclusion on a department meeting agenda. Following department approval of the change, it is presented to the school Dean by the AAA with recommendation.

The Dean reviews proposals from the AAAs and either consults with the AAA about suggested revisions or sends them on to the Vice President for Academic Affairs for inclusion on the agenda of the Deans Council. Proposals approved by the Deans Council are presented to the Undergraduate Curriculum Committee. Course approval ends with Curriculum Committee approval. Program revisions are presented to the Academic Council for approval. New programs must be approved by the faculty and the Board of Directors. New programs that are Substantive Changes are also submitted to the SACSCOC for approval. Courses and program revisions which are part of any teacher education program are sent to the Teacher Education Committee for approval prior to being considered by the Curriculum Committee.

Curricular changes in general education requirements recommended by the Curriculum Committee are submitted to the General Education Committee and faculty for ratification. Any amendments proposed at the general faculty meeting must be referred to the Curriculum Committee unless adopted by a unanimous vote. Changes to the general education core are also presented to the Board of Directors for final approval.

Once it has completed the approval process, the course will be added to the university undergraduate catalog. Curriculum in Lee Online that crosses traditional departments will be developed and updated in conjunction with the traditional department maintaining ownership in that discipline. Full-time faculty in the traditional schools will be given preference to serve as Subject Matter Experts for Lee Online curriculum development with approval of the Deans and AAA/Graduate Program Director. New courses will be approved by the full-time faculty in the disciplines and Lee Online before being presented to the Deans Council and the Curriculum Committee for review and approval.

Changes in Lee Online curriculum will be recommended by the Coordinator of Instructional Technology and Online Curriculum in consultation with the Executive Director of Lee Online, faculty, and AAAs of the traditional departments where applicable.

- See pages 7 – 3 through 7 – 6 for an example of the format for course proposals.

Course proposals must include the following:

- The course title and number, the credit hours, any prerequisites, any additional fees attached to the course and whether the course is designed for computer-assisted instruction which requires that it meet in a computer classroom.
- The university mission statement.
- A catalog description and purpose statement for the course.
- A statement of the general and behavioral objectives of the course.
- An outline of the topics to be covered.
- Instructional procedures, responsibilities of students, and evaluation.

- A statement of 504 Compliance. (A statement concerning students with disabilities.)
- Academic Integrity Statement.
- A reading list.
- Suggested textbooks and supplementary reading lists.

Format for Course Proposals

[Discipline Code – Course Number] [TITLE OF COURSE]

TEXT:

UNIVERSITY 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.

CATALOG DESCRIPTION:

Prerequisites: Credit Hours:

Computer-Assisted Instruction (Y/N): Additional Fees:

PURPOSE
This course is intended to:

OBJECTIVES OF COURSE

General Learning Objectives This course seeks to:

1., 2., 3

Specific Behavioral Objectives
As a result of the activities and study in this course, the student should be able to:

X.
XI.
XII.
XIII.
XIV.

XV.TOPICS TO BE COVERED XVI.
XVII.
XVIII.
XIX.
XX.
A.
XXI.

INSTRUCTIONAL PROCEDURES
XXII.
XXIII.
XXIV.
XXV.
XXVI.
A.
XXVII.

RESPONSIBILITIES OF STUDENTS XXVIII.
XXIX.
XXX.
XXXI.
XXXII.
XXXIII.

EVALUATION

Evaluation Activities
XXXVI.
XXXVII.
XXXVIII.
XXXIX. XL.
XLI.

Grading Scale
XLII.

STUDENTS WITH DISABILITIES:
Lee University in conjunction with the Academic Support Office works to ensure students with documented disabilities have access to educational opportunities. Students who need accommodations based on a disability should visit the Academic Support Office or call (423) 614-8181, or email academicsupport@leeuniversity.edu. It is the student's responsibility to share the Accommodations Form with the instructor in order to initiate the accommodations.

XLIII. ACADEMIC INTEGRITY:
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, but 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.

XLIV. READING LIST

Introduction of New Majors or Minors

Initial proposals for majors and minors should be developed by faculty in the appropriate disciplines and approved by the originating department. The AAA should present the proposal to his or her Dean for review and feedback. The Dean will then forward the proposal to the Vice President for Academic Affairs who will distribute copies to the members of the Deans Council.

Proposals for new programs of study may follow a two-step process. First, a proposal in the form outlined below should be approved by the department(s) and submitted through the Dean to the Dean's Council, as indicated above. The AAA should make sure that the proposal is complete and contains all the relevant documentation, including course descriptions for new courses, before sending it to the Dean. The Dean should also read through the proposal carefully before presenting it to the Dean's Council.

The Dean should also consider the proposal in light of the department's master plan and the master plan for the school or college. If he/she does not agree with the proposal, he/she may discuss it with the AAA and the department, but it is his/her responsibility to send it on to the Deans Council if the department does not withdraw it.

All proposals for majors, emphases, and minors for the following year must be approved by the Deans Council. If the proposal is approved by the Dean's Council, it will go to the Undergraduate Curriculum Committee, university Faculty, the President, and the Board of Directors. Approval by these bodies implies a willingness on the part of the institution to pursue the academic and financial support necessary for the full implementation of the program.

New programs must then be approved by the Southern Association of Colleges and Schools Commission on Colleges and if the new program is a substantive change, a Substantive Change Proposal must also be submitted to SACS Commission on Colleges. (See p. 7-11 for the Substantive Change Policy.)

The initial proposal should include:

- Description of the Program
    - What is the official statement of purpose of the program?
    - Who would benefit from it?
    - Who would administer it?
    - What purpose would it serve?
    - What current need does it fulfill?
    - Relationship to the university mission
    - How does the proposal move the university toward its long-range goals?
    - How does it fit with the Expanded Statement of Institutional Purpose?
    - Which of the university's goals is addressed by this proposal?
    - Implications and effects
    - What department(s) initiated the proposal?
        - What is the extent of support or resistance in the rest of the university community?
- To what extent are other departments involved in the planning, studying, or implementing of the proposal?
- What are the advantages and disadvantages of this proposal to the department and to the university community as a whole?
- Outcome Goals
    - What knowledge and skills should graduates of this program be able to demonstrate?
- Curriculum Overview
    - The proposal should include a listing of all the courses included in the program of studies with a title, proposed course number, and proposed catalog description. Courses which need to be developed should be distinguished from courses already in the catalog. Each proposal should also include a four-year projected sequence of courses including the General Education Core.
- Data support
    - What institutional effectiveness data have led to the development of this proposal?
    - What do surveys indicate about the interest of current students in this program of study?
    - What evidence is there that additional students would choose Lee if this program were offered?

  - What evidence is there that this program provides a background for further study or for future employment?
  - What additional research supports the need for this program?
- Resources required
  - What specific resources—existing and additional—are needed to implement this program?
  - What indirect and overhead costs are involved?
  - How will resources be acquired or reallocated to fund this request?
  - What grants or other funding have been or will be pursued?
- Library Impact
- Implementation process
  - The proposal should include a timeline with resources, staffing requirements, and accountability for each step.
- Assessment plan
  - Show the assessment criteria and techniques for each outcome goal in section 4 above.
  - What data and analysis will be implemented for evaluation of this program?
  - Who will be responsible to evaluate and to recommend and implement improvements?
  - Under what circumstance should termination of the program be considered?

After the overall program proposal has been approved by the Board of Directors, those responsible for the program should develop the individual course proposals which will be submitted by the department to the Dean who will send them on to the Vice President for Academic Affairs for review by the Curriculum Committee. Once the curriculum has been approved, the new program of studies will appear in the university catalog. All new programs and course syllabi must be approved by the November Curriculum Committee (and December faculty meeting) in order to appear in the catalog.

Implementation
Once the catalog has been published, no new major or minor will become effective until the next catalog is published. A new major or minor will become effective in the year it is announced in the catalog.

Format for Proposing a New Graduate Program

ABSTRACT
Describe the proposed program, its location; initial date of implementation; projected number of students; description of primary target audience; any extra fees associated with the course; and instructional delivery methods including computer-assisted which will require the course to be taught in a computer classroom.

BACKGROUND INFORMATION
Provide a clear statement of the nature and purpose of the new program in the context of the institution's mission and goals. Also, explain whether the program will be offered on the main campus or at other off-campus sites.

ASSESSMENT OF NEED AND PROGRAM PLANNING
Discuss the rationale for the new program, including an assessment of need; evidence of inclusion of program in the institution's on-going planning and evaluation processes; and a description of how faculty and other groups have been and will be involved in the review and approval of the new program.

DESCRIPTION OF THE PROPOSED PROGRAM
Provide a description of the proposed change, including the specific outcomes and learning objectives, a schedule of proposed course offerings for the first two years, and a copy of course descriptions. [NOTE: Approved syllabi must be submitted with SACS prospectus.]

FACULTY
Provide a complete roster of those faculty who will teach in the new program, including a description of those faculty members' academic qualifications and course load in the new program as well as course work taught in other programs currently offered; evidence that adequate faculty members are assigned to support the program; and the impact the new program will have on workloads. If additional faculty will be needed to support the

program, include these salaries in the budget proposal. Document the scholarship and research capability of the faculty.

LIBRARY AND LEARNING RESOURCES
Describe library and information resources specific to the program and staffing services that are in place to support the initiative. Outline additions to the collection that will be mandated by the approval of this program.

PHYSICAL RESOURCES
Provide a description of physical facilities and equipment to support this program. Assess the impact the proposed new program will have on existing programs and services.

FINANCIAL SUPPORT
Provide business plan that includes the following (a) a description of financial resources to support the program, including a budget for the first year; (b) projected revenues and expenditures and cash flow; (c) the amount of resources going to institutions or organizations for contractual or support services; and (d) the operational, management, and physical resources available for the program. Provide contingency plans if required resources do not materialize.

EVALUATION AND ASSESSMENT
Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of degree programs or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For distance learning or compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

APPENDICES
Appendices may include items such as (1) vitae of key faculty; (2) selected letters of support.

Initiation of New Graduate Programs
Proposals for new graduate programs follow the same phases of development as undergraduate programs. A new program may be proposed by a AAA (if the discipline does not already have a graduate program) or by a graduate program committee or graduate program director/coordinator.

As with undergraduate proposals, graduate proposals should be submitted to the Dean to be considered by the Deans Council. The initial proposal should follow the format on the preceding pages. Special attention should be given to the feasibility study for the recommended program.

If the Deans Council approves the proposal, it will be presented to the Graduate Council. If approved by the Graduate Council, it will be presented to the Graduate Faculty. All new programs must be approved by the Board of Directors.

After the first stage of approvals, the course proposal will move to phase 2. Those responsible for the program will develop course proposals to be approved by the department(s), the Graduate Council, and the Graduate Faculty. They will prepare a prospectus and Substantive Change Proposal, if appropriate, for the Commission on Colleges of the Southern Association of Colleges and Schools. (See page 7-11 for the Substantive Change Policy.) The prospectus must be approved by SACSCOC before students are recruited for the program. After full approval, the new program will appear in the graduate portion of the catalog.

Graduate Curriculum Development Procedures
The Chair of the graduate program committee and/or the director/coordinator of the graduate program may solicit course proposals for his/ her program. Individual faculty members or faculty teams will develop proposals and submit them to the program director.

The program director/coordinator will present course proposals to the program committee with recommendations. If a course bears a discipline prefix (e.g., ENGL, HIST, THEO) it will be presented to the faculty of the department in which the discipline is offered. They must approve the use of the discipline designation.

The graduate program committee processes the recommendation and, if approved, sends it on to the Graduate Council. If approved by the Graduate Council, the course is then presented to the Graduate Faculty for ratification. Once approved, the course will appear in the graduate catalog.

Course Syllabi
Once a course has been approved for addition to the curriculum, the course proposal becomes the official syllabus for the course. The official syllabus must be kept on file in the offices of the AAA or program director/coordinator and the school Dean, and it must be updated as changes occur in the course. It is suggested that the last day to withdraw from a class and the day and time of the final exam be stated on each syllabus before it is distributed to the students.

Course Level Policy
Last Revised: March 29, 2019
The level of a course is recommended by the appropriate disciplinary faculty when the course is developed, using the system detailed below. The level of coursework is one of the factors considered by the primary approving bodies in the curriculum approval process. The Undergraduate Curriculum Committee approves undergraduate courses (000 – 499), and the Graduate Council approves graduate courses (500 – 799). (These committees may approve, question, and/or reject the proposed course level.)

Definition of Course Levels
000-level course designation
Remedial courses designed to prepare students for college-level competencies.
100-level course designation
Survey courses, or courses defining basic concepts/terms of a discipline, or courses with no prerequisites.
200-level course designation
Courses of intermediate college-level difficulty; some with 100-level pre-requisites; general education survey courses; courses devoted to particular fields within a discipline; or introductions to majors.
300-level course designation 0
Courses of advanced college-level content taken by majors and upper division students; these are typically courses within a major offered for students who have met the requirements for taking a more advanced course.
400-level course designation
Advanced upper-division courses and/or seminars and special topics courses.
500-600 level course designation
Masters-level and Education Specialist graduate courses numbered 500-600 require a bachelor's degree and admission to a graduate program. 500-level courses are more rigorous than undergraduate courses. These courses require a higher level of critical thinking, necessitate considerably more intellectual rigor, and demand integration of information into frameworks of knowledge.
600-700-level course designation
Doctoral-level courses require admission to a doctoral program. 700-level courses are restricted to doctoral programs.

Substantive Change Policy
Last Revised: June 2025

Policy
Lee University will maintain compliance with Substantive Change policy and procedures of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Purpose/Definition
Substantive Change is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution." According to federal regulations, substantive change includes the following:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.

- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs (i.e., credentials) at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
- Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students. Other substantive change requirements, including those required by federal regulations, include:
- An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.
- An institution is responsible for always maintaining compliance with Standard 14.2 (Substantive change) of the Principles of Accreditation and with the Substantive Change Policy and Procedures and related policies, viz.,

    a. Advertising and Student Recruitment; b. Credit Hours; c. Direct Assessment Competency-based Educational Programs; d. Distance and Correspondence Education; e. Dual Enrollment; f. Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status and; g. Request for a Period of Noncompliance.

It is the responsibility of the institution to follow SACSCOC substantive change procedures. The Provost, who serves as the SACSCOC Accreditation Liaison, has the following responsibilities as it relates to Substantive Change:

- Be aware of both Lee University and SACSCOC policies on substantive change;
- Work with the President, Vice Presidents, Deans to determine whether a proposed change is substantive;
- Determine what action with respect to SACSCOC is needed when a change is substantive;
- Submit the appropriate notice and/or prospectus to SACSCOC;
- Coordinate any required follow-up activity; and
- Update the President and Cabinet on the status of Substantive Change submissions to SACSCOC.

References

Southern Association of Colleges and Schools, Commission on Colleges.
SUBSTANTIVE CHANGE FOR SACSCOC ACCREDITED INSTITUTIONS: Policy Statement.
Southern Association of Colleges and Schools, Commission on Colleges. THE ACCREDITATION LIAISON.

Credit Hour Policy
Last Revised: May 9, 2014

Policy
A semester credit hour is defined by Lee University as approximately 50 minutes of class work or faculty instruction per week for approximately fifteen weeks of the semester. Additionally, the average minimum requirement for out-of-class work is the equivalent of two hours per credit hour, per week for the fifteen-week term. Practices for awarding credit hours in various academic activities are consistent with commonly accepted practices in higher education and are reviewed by the various bodies in the curriculum approval process to ensure compliance and consistency.

Purpose/Definition
For several decades, the federal government has relied on credits as a measure of student academic engagement as a basis of awarding financial aid. Because of the significance of the awarding of credit for coursework or experiences, an institution is obligated to ensure that credit hours awarded for courses and programs conform to commonly accepted practices in higher education.

Lee's definition of a credit hour corresponds to the Federal definition of the credit hour. "In accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates (1) not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or (2) at least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Procedures
As stated in the Lee University Faculty Handbook, credit hours for each course are determined within the curriculum development process.
References:

Lee University. FACULTY HANDBOOK: ACADEMIC POLICIES AND PROCEDURES. http://www.leeUniversity.edu/uploadedFiles/Content/publications/FacultyHandbook.pdf
Southern Association of Colleges and Schools, Commission on Colleges. (2024).

RESOURCE MANUAL FOR THE PRINCIPLES OF ACCREDITATION: FOUNDATIONS FOR QUALITY ENHANCEMENT.
https://sacscoc.org/app/uploads/2024-POA-Resource-Manual.pdf

Southern Association of Colleges and Schools, Commission on Colleges, CREDIT HOURS: Policy Statement. https://sacscoc.org/app/uploads/2024Credit-Hours.pdf

Classroom Procedures

Syllabus Distribution
The official syllabus, with the addition of the teachers' office hours, telephone number, e-mail address, attendance policy, methods of student evaluation, and daily course guide with specific assignments and due dates must be distributed to students within the first two weeks of class. (Posting the syllabus on Moodle is an appropriate method of distribution.) A copy of this individualized version of the file syllabus should also be submitted to the AAA at the beginning of each semester.

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.

Students with Disabilities
Each syllabus should include an official statement concerning students with disabilities, and instructors should encourage such students to identify themselves to both their instructors and to the Academic Support Office. Once a student meets with the Academic Support Office to set up academic accommodations, the student is responsible for providing each instructor a copy of their accommodations form. Instructors must work with Academic Support to ensure proper accommodations are provided for the student from that point forward.

If a student with a physical disability has a class located in a building which is inaccessible to the student, every effort is made to accommodate the student without impacting the classroom experience. The student should be directed to the Director of Academic Support who will work with department secretaries to move the class to an accessible location.

The size of the class, the teacher's schedule and the type of class must be taken into consideration. When an accessible room is identified, the class is moved. If there are no unassigned rooms to meet the need, a class is selected whose location can be switched with the class that needs special access. The department secretary and the faculty member(s) impacted are informed of the change, and the room changes are entered into the Colleague system. The students from each class impacted by the change are also notified via email.

While every attempt is made to accommodate all special needs, some classes, such as chemistry labs, cannot be relocated due to OSHA regulations. In those cases, the instructor will work with the student to establish alternatives to class attendance. Also, with a limited number of computer labs on campus, students may need to adjust their schedules if a move cannot be made.

Class Rosters

Teachers can access their class rosters through the faculty module of Self-Service any time after pre-registration. Throughout the registration period at the beginning of the term, the Registrar will send official rosters to faculty. Faculty should check their rosters carefully and report any discrepancies to the Records Office. Any student who is attending the class but does not appear on the roster must be sent to the Records Office to complete the registration process. If the name of a student who has not attended the class appears on the roster, the teacher should email the Records Office. An email notification will be sent to faculty if a student add/drops/withdraws from their class throughout the semester. 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. This information will be required to submit if a grade of F is entered for a student at the end of the term.

Attendance Policies

Each teacher has the prerogative of developing his/her own attendance policy within certain limits. The teacher may develop a system by which grade reduction can be made not to exceed one letter grade per semester based on absence alone. Consideration should be given to students who are absent because of school–related activities such as participation in athletic teams or music organizations, provided the student is responsible in his/her attempts to make up work according to the teacher's guidelines. Students' attendance in 100–level courses should be more closely monitored. Absences totaling two weeks should be reported to the Vice President for Academic Affairs and the Vice President for Student Success and Retention.

The teachers' attendance policy must be given to students in writing as part of the course syllabus within the first two weeks of the semester.

Due to the nature of the delivery system of courses, Lee Online has established a separate attendance policy. Please see the Lee Online Section 8 of this handbook.

Non-confirmed Students Attending Classes

The Registrar will send email to students notifying that they are not enrolled and cannot attend class after the 2nd purge on the morning after the 12th day.

Any non-confirmed student attending class after the 12th day of registration should be referred to the Director of Student Financial Services by the instructor immediately following the 12th day of registration.

If the student is approved to register by Student Financial Services, the Director will share with him/her the registration form, Registration Process for Purged Students After Registration Period.

If the student cannot yet confirm enrollment, the student would appeal to the Director of Student Financial Services for the extension to confirm enrollment (not to exceed 30 calendar days after the 1st day of class). The Chair and instructor of the courses will be notified if the appeal is granted.

After the 30-day deadline, the student cannot take tests and cannot get a grade. The Director of Student Financial Services will communicate with the student via email with a cc to the Vice President for Business and Finance, the Registrar, the Vice President for Academic Affairs, and the instructors.

If student still attends class after the 30-day deadline and after the Director of Student Financial Services has communicated to him/her (in writing via email) that they should cease attending classes, the instructor needs to reiterate to the student that they are no longer allowed to attend class.

If the student persists, the instructor should contact the Vice President for Business and Finance who will then contact the student.
In only extreme circumstances, Campus Security will be contacted to remove the student from the class. If the Director of Student Financial Services and the Vice President for Business and Finance have both communicated to the student, then they will determine whether to contact the Director of Campus Security.
Traveling Group Academic Policy
(as approved by the Academic Council in January 2000)

A student placed on Academic Probation will have two semesters to raise his/her GPA. If the student fails to be removed from Academic Probation, the student will not be allowed to continue membership in the traveling group. We will follow the Academic Probation Standard set by the Admissions and Retention Committee. They are as follows:

1.6	Freshman	1-29 hours
1.7	Sophomore	30-59 hours
1.9	Junior	60-89 hours
2.0	Senior	90-120 hours

It is at the discretion of Traveling Group Directors to create a higher GPA requirement for their groups.

Missed Class Time – Student Athletes
No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest (practice can happen on campus or on the road).

Missed Class Policy

Introduction:
The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain unavoidable, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes. The overarching theme of this policy is early, frequent, and consistent communication between student-athletes, faculty, and coaches.

Responsibilities of student athletes:
Per NCAA Bylaws, no class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is travelling to an away-from-home contest and the practice is in conjunction with the contest.

Student-athletes are expected to strictly follow a zero absence policy above required athletic events and be punctual to all classes. The few exceptions to this are family emergencies and personal sickness or injury related absences, each with reasonable documentation.

Student-athletes are expected to initiate and maintain early, frequent, and consistent communication with faculty concerning absences, work to be missed, work that is to be or has been submitted, travel schedule, home game/match schedule, schedule changes, etc. The student is strongly encouraged to use both face to face and electronic and/or written communication.

Student-athletes are responsible for knowing what assignments are due during the missed class(es), knowing what is assigned and presented during the missed class (es), and working with faculty on punctually submitting assignments, even though the student athlete may be traveling or away from campus at the time of the class. Faculty may require that assignments be submitted in advance.

Student-athletes must select presentation and/or project due dates that are not in conflict with any athletic involvement. Additionally, if schedule changes occur due to weather, it is the student-athlete's responsibility to communicate these changes and work with their professor(s) to find resolutions.

Responsibilities of Faculty:

Faculty should distribute the semester class schedule within the first two weeks of classes. Due dates for major projects and exams should be specified, but with a reasonable amount of flexibility as determined by the faculty member. Faculty should be open to assignments being submitted in advance. Faculty and students are encouraged to use technology as an important part of this policy.

Faculty members should not penalize student-athletes for missing classes due to conflicts with scheduled athletic contests or related travel. Authorized absences for scheduled athletic competitions and related travel do not relieve student-athletes of their class responsibilities. Student-athletes are responsible for any course material covered during a missed class.

When there are scheduling conflicts, absences or other issues, it is the responsibility of the student-athletes and faculty members to work towards a resolution. In the event this cannot happen, the Faculty Athletic Representative (FAR) will work in concert with the student-athlete, faculty member, and the coaching staff for the most optimal solution. This protects the integrity of the academic process while enabling, when possible, the student to participate in university-sanctioned athletic events.

Responsibilities of Coaches and the Athletic Department:

The athletic department is responsible for helping student athletes with access to technology. This includes a hot spot on buses, coaches having a mobile device that can be used for quizzes or submission of papers and providing lodging in hotels that provide internet access.

Head Coaches are to provide schedules to faculty. This can be done by sending notification directly to faculty or providing the schedules to student-athletes (electronic or hard copies) for them to share with faculty. If a change to the schedule is necessary (weather, travel, etc.), it is the responsibility of the Head Coach to direct the student-athletes to communicate with their professors.

All Head coaches are responsible for ensuring their students are attending and progressing in their classes. This can be monitored by class checks, progress reports, or responding to faculty concerns. If requested by faculty, head coaches or assistant coaches are permitted to proctor tests while on the road.

Lee Online Classes

Faculty Scheduling
Faculty are scheduled into Lee Online courses based on credentials, course availability, faculty development participation, and successful teaching experience. Online faculty are not guaranteed a course each session. As a full-time faculty member teaching a Lee Online class you will continue to follow the university policies of the full-time faculty.

Course Cancellation
Lee University reserves the right to cancel a course due to low enrollment, to change class times or class instructors, cancel classes or create new classes, and alter any other policies or dates related to registration and academics at any time without prior notice. Notification of such changes will be published in an appropriate manner.

Faculty Expectations
Lee Online expects faculty to teach their courses without altering the class schedule. Instructors may not cancel classes. If the instructor cannot be present for the course, he or she should contact Lee Online so a substitute can be found. Faculty will be present for all seven weeks of instruction, modeling consistent presence through various models, providing timely, descriptive feedback to enhance the student experience, and serving students intentionally through active communication, intervention, and support.

Lee Online faculty are expected to:

- Contact all students prior to the start of a course to welcome each student.
- Provide office hours in the course to be held virtually or by individual conferencing.
- Create and provide a welcome video within the course to connect with students.
- Engage in the course a minimum of 4 of the 7 days each week.
- Actively interact with students in all discussion forums.
- Respond to students within 24 hours of an inquiry/question.
- Grade all discussion and assignments within seven days of their required due date, providing personalized, descriptive feedback.
- Set college writing expectations and direct students to all research and writing supports offered within the course.
- Monitor student participation and immediately report students at risk to include students not responding, not turning in assignments, not participating, not performing well, etc. Students at risk should be reported to Online and Graduate Admissions (online@leeuniversity.edu) so their staff can intervene.

Grades and student records

Withdrawal from School
Although students drop individual courses through the schedule change process described above, students wishing to withdraw from the university must do so through the Office of the Student Success and Retention before Reading Day. Faculty members do not sign for these withdrawals but will be informed of them by the Registrar's Office. Teachers who are aware that students wish to withdraw from school can be helpful in advising them to complete the process through the Office of Student Success and Retention.

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.

Final Examinations
A schedule for final semester examinations is prepared by the Vice President for Academic Affairs and is posted on the Lee University web site each semester. 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.

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	4.0
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-	0.7
F	0.0

Grade "I"
A grade of "I" indicates the student's work is incomplete. The "I" grade becomes "F" if the work is not completed by the end of the following semester, unless a written extension has been approved by the Vice President for Academic Affairs. A grade of "I" is given only to students who encounter some personal difficulty such as a severe illness or an extreme family emergency near the end of the semester. The "I" grade is not given in order to allow students additional time to complete assignments.

Grade "NG"
A grade of "NG" represents "no grade". One month after the deadline for faculty to submit grades at the end of each term, the Registrar will post a grade of "NG" for all missing grades. The "NG" grade carries no academic weight and will not be averaged into the GPA. It can be changed via a paper grade submission form at any time in the future by the respective faculty member.

Grade "W"
A grade of "W" is assigned to a student who, for any reason, officially withdraws from the university or withdraws from a course at any time after the registration (add/drop) period. The "W" is assigned without academic penalty to the student.

Timely Grades
Completion of each term depends on timely submission of final grades. Mid-term grades are also collected for two student populations.

Mid-term Grades
Mid-term grades (Pass or Fail) are collected for student-athletes and for Trio Grant (LEAP) students. NCAA has strict "progress toward degree" and GPA requirements in order to remain eligible to practice and participate in the respective sport. The Trio Grant (LEAP) also has strict academic guidelines in order to remain compliant with the terms of the grant. For these purposes, timely mid-term grades posted in Portico are required for compliance in both areas.

Final Grades
Final grades are due at the end of each term for each and every class
(including Encore, service learning, dual-enrolled, labs/cafés, directed studies, etc.).
Under normal circumstances, senior grades are due by noon on Wednesday before Commencement in order to prepare the Commencement program. All remaining final grades are normally due on Monday or Tuesday following Commencement. However, these dates can change at the discretion of the Vice President for Academic Affairs due to calendar conflicts.

Administrative tasks are dependent on final grades. There are a limited number of days for completion of these administrative tasks due to Christmas break and the fact that summer school begins immediately following Commencement. For this reason, grades should be posted as soon as they are calculated for timely completion of administrative tasks.
Final grades are necessary for completion of the following administrative tasks:

Graduation clearance
Return of unused federal aid (which has a strict deadline)
Fulfillment of end-of-term transcripts held for final grades
Determination of probation status
Calculation of students' financial aid for the following term
NCAA eligibility for the next term
Clearinghouse reporting of students who withdraw from the university
Faculty evaluation result

As a Christian community of scholarship, Lee University is 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, but 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.

Academic Integrity

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:

- 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:
    - Directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline.
    - Paraphrasing all or part of another person's words without documentation.
    - Stating an idea, theory, or formula as one's own when it actually originated with another person.
    - 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.
- 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:
    - Copying or allowing others to copy answers to an exam.
    - Transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested.
    - Giving or receiving answers to an exam scheduled for a later time.
    - Completing for others or allowing others to complete for oneself, all, or part of an assignment.
    - 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.
    - Unauthorized use of calculators or other electronic devices.
- 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:
    - Giving false reasons for failure to complete an academic assignment.
    - Falsifying the results of a laboratory talk or other data.
    - Altering academic work after it has been submitted.
    - Altering grades, lab work, or attendance records.
    - Falsely signing another person as present when he/she is absent in a class.
    - Submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work).
- 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:
    - Removing from a professor's office materials which would give a student an unfair advantage on an academic assignment.
    - Procuring information from a professor's computer hardware or software.
    - Taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance.

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:

- 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.
- If the faculty member wants additional input from colleagues, he/she may ask the AAA 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. The committee has the ability to prevent the student from dropping the course during the consideration of the situation and after the penalty has been determined.
- 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 AAA 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.

Non–Traditional Credit

In some courses a proficiency examination may be given to qualified students in a course offered and/or required by Lee University on the recommendation of the AAA and approval of the school Dean and the payment $30.00 fee for each hour of credit received. Students taking proficiency examinations will be required to present evidence that they have developed those abilities and aptitudes expected of students who have taken the course involved. When possible, this evidence should be in the form of recognized and standardized tests. Upon passing the examination with a minimal grade of B, the student may be given credit. The maximum number of hours that can be earned by proficiency examination and/or correspondence is 32 semester hours. Credit earned through proficiency will be recorded with a grade of "P" and will not affect the student's grade point average.

The provision that permits proficiency credit is an attempt to give credit for skills already achieved so that the student avoids needless repetition. This is not a program of "directed study" and cannot be used as a means of obtaining credit outside the classroom. Therefore, the student should not expect the teacher to provide study guides or other detailed direction in preparation for a proficiency examination. The teacher may indicate the minimum level achievement for credit.

Process of Approval for Proficiency Credit

Signature of the administering teacher. The teacher by signature signifies:

- That he/she is willing to administer the test.
- That he/she has an adequate instrument for determining proficiency in the course named and that the test has been approved by the department faculty.
- Signature of the AAA of the department where the course is taught. The AAA by his/her signature certifies:
- That the student's record indicates a reasonable prospect of success in the course named.
- That the proficiency credit applied for is acceptable to the department for either required or elective credit.
- Signature of the school Dean. The school Dean by his/her signature certifies:
- That the proposed test is satisfactory.
- That the applicant was offered previous training or experience which has prepared him/her for this examination.
- That he/she grants permission to the student and the teacher to proceed with the examination.

Three copies of the application are completed. The original is filed in the Office of the Registrar, one copy is filed in the student's advising folder, and one copy is filed in the Student Financial Services Office. Students may not repeat proficiency examinations in the same subject.

General Academic Procedures

Procedure for Establishing Graduate Faculty Membership
March 24, 2020

The Dean of the graduate program must develop the nomination for graduate faculty status. The nomination must include the following documentation:

- A letter of nomination written by the program Dean, certifying appropriate coursework and degrees for the projected courses to be taught
- The nominee's updated vita
- The nominee's graduate transcripts

Minimum criteria for graduate faculty status include:

- Earned doctorate or appropriate terminal degree
- Rank of Assistant Professor or higher
- Research or creative productivity, and/or professional experience deemed appropriate for teaching at the graduate level

If the individual's highest earned degree is not a doctorate in the discipline of the proposed courses, the nomination must also include either a justification of the Master's degree as the terminal degree in the field or a portfolio of evidence justifying the recognition of the nominee as graduate faculty based on exceptional scholarly or creative activity or professional experience in the discipline. This option should be used only in unusual cases. The portfolio must include:

- A letter of nomination written by the Dean which certifying appropriate coursework and degrees
- The nominee's updated vita
- The nominee's graduate transcripts
- Certification or special training, and a description of his/her professional and/or creative experience (This would be a narrative in addition to the vita.)
- The syllabus of the course(s) the individual would teach.

The nomination portfolio must be submitted to the Vice President for Academic Affairs at least one week prior to the August Deans Council meeting. The Dean will present his/her recommendations for approval to the Deans Council in the August and January meetings. The names of faculty who have been approved for graduate faculty status will be forwarded to the chair of the Graduate Council by the Vice President for Academic Affairs. Associate or part-time graduate faculty status may be extended to individuals who perform vital academic services for graduate programs but who do not meet the minimum criteria for graduate faculty status. The procedure for establishing Associate graduate or part-time graduate faculty status will be the same as outlined above. Part-time graduate faculty must meet the same criteria as Associate graduate faculty.

Adjunct Faculty
Occasionally, the institution may extend adjunct faculty status to individuals who carry more than six hours of part-time teaching, who teach part-time for several years, or who bring special
expertise to a curricular area. Adjunct faculty receive different compensation than part-time faculty and often have additional responsibilities such as advising or office hours.

Budget Preparation

Budget requests are submitted by the faculty member to his/her closest academic supervisor. Academic administrators should consult with the department faculty to review the proposed departmental budget. The AAA sends his/her recommended budget requests to the office of the school Dean. The Dean then presents his/her recommendations to the Vice President for Academic Affairs who then makes his/her recommendations to the Vice President for Business and Finance for inclusion in the proposed budget.

The university's fiscal year begins on July 1. The Vice President for Business and Finance will have posted to Colleague on that date the approved budget for each department. A timeline for processing end-of-the year expenses will be distributed by the Business Office sometime in June in order to assist departments in using funds remaining or encumbered at the end of the budget year.

Budget summaries are available through Portico for every department. Beginning budgets, expenditures, and balances can be reviewed at any time by the AAAs and Deans.

Some line items are the same for all departments: e.g., allocation for professional meetings ($600 per year per faculty member), dues and memberships ($150 per year per faculty member), and membership in associations specific to each department. These line items are funded by the Vice President of Business and Finance according to the number of full-time faculty in the departments.

The Budget and Planning Committee considers all budget requests prior to presentation of the final budget recommendations to the Board of Directors. After the Budget and Planning Committee has considered the budget, the Vice President for Business and Finance apprises appropriate persons of the recommended budget amounts for the coming fiscal year. Appeals for reconsideration by the Budget Committee are made to the President through the supervisor.

Requisitions
In the annual budget each department is allotted an appropriation for salaries, student labor, instructional supplies and other expenses, travel, and equipment. In order to purchase supplies and equipment, faculty members will direct a request to the AAA. Upon approval of the request by the AAA, a voucher will be entered into Colleague which goes through the approval process to the Dean of the school and the Vice President for Academic Affairs. After the voucher has received appropriate approval, the Business Office processes the voucher by issuing a check or effects the acquisition of supplies and equipment by issuing a purchase order. Purchases violating the above procedures may not be honored by the institution. Liability for such purchases would then be assumed by the individual employee. (The university Travel Policy can be found in Section 6).

Textbook Adoptions
Lee University has a contractual agreement with Follett Higher Education Group to provide comprehensive bookstore services.

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 their responsibility to get that information to the bookstore in a timely manner. After receiving the textbook information, the bookstore looks at the previous enrollment and sales history. It is then the responsibility of the bookstore to place the "order" with the publisher. The bookstore also makes certain that a sufficient quantity of books are ordered and communicates with the faculty member in the case of new editions being offered or books that have gone out-of-print.

Required vs. Recommended
Special attention should be given to whether a book is Required, Recommended, or Suggested. This often dictates whether or not a student buys the book. If a textbook is indicated as being required on the adoption form, it must be used in class. Faculty members, in consultation with their AAAs, may decide whether a textbook is required in a class, but if it is decided that the book is not a primary source, it should be listed as a recommended or suggested title.

Digital vs Physical
In some cases, it is both less expensive, and more convenient, to use a digital book instead of a physical book. Many titles have a digital equivalent that automatically appear as a purchase item in the bookstore.

Additionally, some digital books, courseware, and learning platforms can be part of the "Lee University Book Bundle" and be delivered through Moodle (LMS) for Day One Access, Single sign-on, and tremendous cost savings. Be sure to ask your bookstore manager about these options.

Procedures
Contact the bookstore directly at bookstore@leeUniversity.edu or submit via your department secretary. This varies by AAA.
Textbook adoptions will be due on the following dates: Adoptions for Fall are due April 15th, for Spring, October 15th, and for Summer, March 15th.
Note: Departments may differ on how adoptions are to be submitted. The AAA or secretary can explain any variation in the adoption process specific to that department.

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 Department Chair. If the Department Chair approves the request, it will be forwarded to the Dean who will send approved requests to the Vice President for Academic Affairs for final approval.

Student Workers
Secretarial help and other student assistance is requested by the AAA from the Director of Financial Aid (federal work study) or from the Student Employment Office (institutional work study). Teacher requests for student assistance should go directly to the AAA of the department. Normally, a faculty member will be given a student worker for 5 hours a week. Teachers should give consideration to their student assistants so as not to overload them in special rush periods such as during final and mid–term examinations.

Faculty Grants

External Funding Opportunities and Grants
Faculty may apply for external funding for university projects or programs in cooperation with and approval through the university's Office of Grants. The Director of Grants is available to aid faculty who seek external funding.

Types of Grant-Related Assistance:

- Funding research
- Review of grant program guidelines
- Project development
- Proposal development and writing
- Budget development
- Proposal editing & review
- University data, support letters and coordination
- Project management – guidance & oversight
- Financial management – guidance & oversight
- Report preparation

Lee University Grants Development and Approval Process
All grant applications submitted from Lee University must be approved through the Office of Grants. Most faculty-driven grant proposals begin in one of two ways: the faculty member identifies a project of interest that would benefit from external funding; or the faculty member identifies a grant program or funding opportunity that seems to fit with an individual research project or a Lee program or project.

Faculty members are advised to proceed according to the following steps:

- Discuss the proposed project or funding need with your AAA to ensure academic administrative support. For the Department of Natural Sciences, please see Grants Coordinator for departmental approval form.
- Contact the Director of Grants to discuss the project or program and plan the next steps depending on the project or funder identification.
- Once a project and a specific funding source are identified, the Office of Grants will assist with development of the project, proposal, and budget, as needed. The Grant Project Development Guide includes helpful questions to consider when developing a proposal for external funding.
- Complete a Grant Proposal Approval Form to secure internal administrative approval of project details, particularly personnel time and compensation, university impact (curricular, programmatic, etc.) and requests for use of university resources (facilities, cash cost sharing or match, or other in-kind support) through the Office of Grants. This form requires signatures from the AAA, Dean, and Provost.
- Obtain final submission approval from the Office of Grants. The Director will assist with the submission of the proposal or application on behalf of Lee University.
- All Lee University personnel time and compensation related to a grant-funded project require the approval of the AAA, Dean and Provost (see Grant Pay Request Form at end of this section) and the Office of Grants.

Post-Award Grant Management
If a grant is awarded to the university, the Office of Grants and the Office of Institutional Risk & Compliance will assist with coordination of post-award grant and financial management and reporting requirements. For the Department of Mathematical Sciences and the Department of Natural Sciences, the Grants Coordinator will assist with post-award financial management and reporting requirements.

The university maintains policies and procedures related to grant management, including compliance with federal award guidelines as required in OMB 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A comprehensive Grants Manual, along with documents and forms related to grant award management are available in Portico under University Services - Grants Office site. Written policies and procedures related to Conflict of Interest, Time & Effort, Intellectual Property, Responsible Conduct of Research, Research Involving Human Subjects, Procurement, Participant Support, Grant Pay Request, Award Close-out and others are available on the Grants Office Portico site.

All Lee University personnel time and compensation related to a grant-funded project require the approval and signature of the AAA, Dean and Provost (see Grant Pay Request Form at the end of this section) prior to submission to the Office of Grants or the Office of Institutional Risk & Compliance to process payment.

Grant Project Development Guide
Use the following questions as a guide for developing a project for grant proposal submission. You do not need to answer all these questions before submitting a Grant Proposal Development Form for approval. They are simply questions to consider as you develop the project idea.

Project Summary:
What are the specific purposes and needs for this project? (Whom will this project serve?)
What are the goals for this project, both immediate and long-term?
What are measurable outcomes for this project?
What are the major components of this project? (What methods will you use to achieve the stated outcomes?)
What is the project's timetable?
How will it be evaluated or assessed?
How will the results be disseminated to others (if applicable)?
How will this project be sustained, or will it?

ESTIMATED BUDGET:
What are the major categories and amounts of funding needed? (i.e., compensation, benefits, equipment, travel, student help, materials, etc.)
If this is a multi-year project, what is the estimated amount needed per year?

UNIVERSITY IMPACT
Do you anticipate any cost sharing/matching requirements by Lee University?
Are there costs to Lee University following the grant period?
How will you proceed with this project/program if you receive partial funding?
Are other departments or sectors of the university impacted by this proposal?
Are there needs for classroom/facility space or equipment?

Project Development Needs
What types of assistance will you need to develop the grant proposal?

Lee University Intellectual Property Policy
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 listed below:

Preamble
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.

Definitions

Intellectual Property – legal rights granted in certain creations of the human mind. Forms of intellectual property include Patents, Copyrights, Trademarks, know how, Trade Secrets, and any other such rights that may be created by law in the future.

Software – any set of instructions for a computer or other information processing device, whether in machine or human readable form, or any database or other set of data to be read by such a device. Software may be protected by Patent, Copyright, Trademark or Trade Secret.

Invention – a new, process, art, method, technique, machine, device, Software, or composition of matter, or improvement thereof, whether or not patentable.

Inventor – an individual associated with the university who makes an Invention, or an individual who is a member of an "inventorship entity" comprising two or more individuals, one or more of whom are associated with the university, who jointly make an Invention.

Invention Disclosure Form – a form to be completed and signed by the Inventors that reports and describes a new invention, signed by the Inventor(s).

Patent – a legal right issued by the U.S. or another country that gives its owner the right to exclude others from making, using, selling, or importing the subject matter of an Invention within such country for a fixed period, usually measured from the date of filing of the patent application.

Employment Responsibilities – Any activity an employee performs routinely as a necessary part of their job description.

Copyright – a set of legal rights in an original work of authorship that has been fixed in a tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Copyright includes a bundle of rights: the right to make reproductions of the work, the right to distribute copies of the work, the right to make derivative works based upon the work, and the right to display or perform the work in public.

Intellectual Property Agreement – an agreement to be signed by faculty, students and employees (collectively referred to herein as "University Personnel") which is to be signed by all University Personnel, and which constitutes acceptance by such Personnel of the application of this Policy and their agreement to comply with its terms in regard to the ownership of Intellectual Property.

Trademark – a word, symbol, design, or device (or any combination thereof) that identifies the source of goods or services. A Trademark may be registered or unregistered.

Trade Secret – confidential information, including a formula, pattern, compilation, program, device, method, invention or discovery technique or process, which derives independent economic value from not being generally known or readily ascertainable by others, and is the subject of reasonable efforts to maintain its secrecy.
Author – a person who creates a copyrightable work.

Tangible Research Property (TRP) – research results in their physical form, and includes, but is not limited to, software, biological organisms, reagents compositions of matter, instruments, machines or devices, and other property that can be physically distributed. Tangible Research Property may be subject to Intellectual Property rights.

Sponsored Research Agreement (SRA) – a contract between the university and a sponsoring organization that sets the terms and conditions for the conduct of a research or training project. An SRA typically includes a

description of the work to be performed, the terms of payment, use of data, ownership of intellectual property, publication rights, and other legal assurances.

Royalties – all consideration of whatever kind received from the sale, license, or other transfer of Intellectual Property rights by the university to another entity, usually a company. Royalties include, but are not limited to, percentage payments, up-front fees, milestone payments, shares of stock, and any other financial or in-kind consideration.

Data – all notes, workbooks, prototype drawings, or information, in a tangible form, related to research or inventions.

Intellectual Property Review Board – the board, when needed, is appointed by the Vice President for Academic Affairs with recommendations from the Deans Council.

Policies & Procedures for the Protection of Human Subjects in Research

Copyright

This Policy addresses Copyright ownership, the assignment of rights associated with Copyright ownership, licensing of those rights, and the distribution of any Royalties therefrom. The university encourages the preparation and publication of copyrightable works that result from teaching, research, and scholarly and artistic endeavors by members of the faculty, staff and student body. The university's general policy is to permit faculty members to retain primary control over their works. However, the sharing of knowledge is central to the success of the university and Copyright policies should encourage, not inhibit, productive work. Thus, Copyright ownership is treated as a divisible bundle of rights to be allocated among different parties to promote learning and the sharing of information.

Ownership of Copyrighted Works

In keeping with academic tradition, except to the extent required by the terms of any grant or Sponsored Research Agreement, the university does not claim ownership of the Copyright in pedagogical, scholarly or artistic works, regardless of their form of expression. Such works include, but are not limited to, novels, poems, musical compositions, popular nonfiction, textbooks, course materials, refereed literature, recordings, audio/visual productions, and most works created by students in the course of their education, such as dissertations, theses, papers and journal articles (subject to paragraph XI below).

Authors of teaching and classroom materials, such as class notes, curriculum guides, or laboratory notebooks, shall retain ownership of the Copyright therein, but shall grant the university a non-exclusive, Royalty-free, perpetual license to use, display, copy, and distribute such works, and prepare derivative works based upon such works, for internal university use.

The university is the Author of all copyrighted works, including Software, Courseware, or other electronic media, that are created for an institutional purpose in the course of employees' prescribed duties. These include simultaneous or sequential contributions over time by numerous faculty, staff, or students. Accordingly, works that are created as part of a faculty member's independent research or scholarship are not owned by the University. Whether a copyrighted work is owned by the University depends upon the purpose for which the work is created and not the form of its expression.

Lee University recognizes the intellectual property rights of the faculty member (who partners with the university in development of Courseware content) as the owner of materials incorporated into or augmenting the approved university Courseware shell (see definitions.) These incorporated materials are defined as, but are not limited to lecture notes, examinations and quizzes, handouts, presentations, and the like. Developing Courseware requires the contribution of extraordinary university resources, including, but not limited to, technical support staff, computer programmers, legal and business counsel, computer hardware and software, and Internet access. Whereas the university provides such resources to Authors of Courseware shells, authors shall assign their rights in/for such Courseware shells to the university in exchange for the compensation described in section VII below. This compensation is deemed for development, not delivery of the Courseware shell materials. Compensation for the development applies to the original author of the Courseware, and not to the subsequent instructors who make use of the Courseware shell. Instructors who teach the course are expected to augment the course as appropriate, but this action does not constitute development as defined above and incurs no further compensation for development. Faculty teaching on-line courses will be compensated at the rate established by the university for instruction. In exchange for the compensation relative to the development of Courseware shells, the author understands that Lee University retains: a royalty-free, non-exclusive license to use the Courseware shell materials for educational purposes; the right to update, alter, and revise the original work for educational purposes; and the right to assign others to teach using the Courseware shell. The university's title shall include all rights provided by U.S. Copyright law. Such title is necessary to guarantee the university's right to control the method and manner in which its educational programs and courses are offered to the public and to secure new revenues from which to replenish and enhance university technology resources. Nevertheless, Authors retain the copyright to their texts and other original works of authorship (including items addressed in III.A.2) incorporated into Courseware.

Whenever Deans, directors or administrators commission new works, copyright issues should be clarified and fixed in a written agreement prior to the start of the project, according to the guidelines of this policy. In the absence of such an agreement with respect to a commissioned work, the IP Review Board will determine application of this Policy thereto. In determining the ownership of any commissioned work not covered by a written agreement, the IP Review Board will consider: (a) at whose initiative the work was created (b) control over the content and final approval, and (c) any funding or extraordinary resources provided by the university.

Authorship and Permissions
Collaborators on a single work are joint Authors, as that term is defined under U.S. Copyright law. Because joint ownership of Copyrights creates complex management problems, it is recommended that joint Authors have agreements that define the rights and duties among them prior to beginning work.
All copyrighted works owned by Lee University shall prominently bear the legend "© 20 Lee University. All rights reserved."

All individuals associated with the university are responsible for securing permissions or licenses from the owners of Copyrights before reproducing, distributing, displaying, or performing any works in which such individual does not own the Copyright, or creating derivative works based upon any such work. It should be assumed that all material displayed on the World Wide Web is copyrighted and not freely available for use unless permission is expressly granted by the owner of the Copyright in such material, or it is clearly in the public domain. Whether a particular use constitutes "fair use" under U.S. Copyright law can be difficult to ascertain.

Use of university logos or other trademarks requires permission of the university. Requests for permission should be directed to the Office of University Relations.

Disclosure, Licensing and Commercialization
The university's attorney shall draft standard agreements consistent with this Policy for the university to enter into with faculty members and others in order to clarify ownership of Copyrights and the allocation of rights associated with specific projects. Such agreements shall set out a framework for unbundling rights associated with new works in order to make them most appropriately available for teaching, learning, and research. Such agreement will be ratified by the IP Review Board.

Agreements that grant to third parties the rights to commercially develop Software, Courseware, or any other copyrighted work owned by the university are encouraged. The university's attorney is responsible for negotiating such agreements on behalf of, and in close coordination with, Authors. The policies for disclosure and assessment of such works shall be the same as those described in V, Patentable Inventions, part B.
Licenses, sales, or other transfers of Copyrights owned by the university must be approved by the d Vice President for Academic Affairs on the advice of the university's attorney.

Authors of works in which the university owns the Copyright shall, whenever practicable, be advised and consulted on the progress of license negotiations, but in no event shall they have a right of approval to the legal or payment terms of any agreement. The university shall not have a duty to such an Author to secure a minimum Royalty.

Tangible Research Property
The university owns all Tangible Research Property (TRP), except data as defined in Section II. If the TRP arises as a result of a grant, contract or SRA which has been negotiated and approved by the university, rights in the TRP will be subject to the terms and conditions of such agreement.

Principal investigators and laboratory directors are primarily responsible for the custody, care, and control of TRP, including its storage, use, and distribution.

Principal investigators are encouraged to make TRP broadly available for the scientific use of other academic non-profit researchers. As a rule, scientific exchanges should not be inhibited due to potential commercial considerations. The Vice President for Academic Affairs should be contacted for instructions prior to distribution of any TRP that is the subject of or related to Inventions that have been or will be disclosed under this Policy.

Patentable Inventions

Ownership of Inventions
Inventions may rise directly related to an individual's employment or as a consequence of the individual using university resources. In such cases:

- Any Inventions arising from activities directly related to an individual's employment responsibilities with the university using university resources, any Patents or applications, therefore, are owned by, and must be assigned to the university.
- For any invention arising not directly related to an individual's employment, but with use of university resources, ownership will be negotiated on a case-by-case basis. Permission for the use of university resources in the invention process must be obtained from the Dean in advance of any purchase(s). Should the use of university resources be determined to be incidental, sole ownership will be assigned to the Inventor.
- An Invention arising from but not directly related to an individual's employment responsibilities and developed on his or her own time and without university resources will be owned by the Inventor.
- Inventions may arise in the course of, or result from, work supported by a grant or contract with a governmental entity, or an SRA with a non-profit or for-profit non- governmental entity. Such Inventions will be subject to the terms of the grant, contract or SRA, and will be owned by and must be assigned to the university unless otherwise specifically required by the terms of the grant, contract, or SRA.

Disclosure, Assignment and Protection
All persons subject to this policy shall promptly disclose their Inventions that are governed by article V section A, item 1a and 1b above using the prescribed Invention Disclosure form, which must be signed by each of the Inventors and submitted to the Vice President for Academic Affairs. Each Inventor must at the same time submit to the Vice President for Academic Affairs a signed Intellectual Property Agreement. Disclosure of inventions described by article V, section A, item 2 is not required, but may be disclosed at the discretion of the Inventor. To protect and preserve the Intellectual Property rights defined in this policy and to comply with applicable federal regulations, Inventors shall execute assignments and other appropriate documents as may be requested by the Vice President for Academic Affairs to perfect, evidence, or enforce the university's ownership and rights to Inventions.

The Vice President for Academic Affairs shall, with the assistance of the Intellectual Property Review Board, review all Invention Disclosures, evaluate patentability and potential commercial value, and provide an interim report to the Inventor within 45 days after receipt of completed and fully signed Invention Disclosure Forms. The Intellectual Property Review Board shall make a determination whether the university should seek patent protection for an Invention within 3 months of formal submission of a patent to the Vice President of Academic Affairs. That determination will depend upon the availability of funds and an assessment of the Invention's commercial value, and at the request of the Inventor. When the decision not to seek patent protection is based solely upon lack of funds, any Dean or Director may commit university funds that are under his/her discretionary control to patent an Invention. In the event such an Invention is licensed, the Dean or Director may recover out of gross Royalties costs incurred in connection with seeking patent protection.

Nothing in these polices creates an obligation in the university to seek patent protection for Inventions. Should the university determine to refrain from seeking patent protection for an inventor, the invention is released to the Inventor(s). Any grant of release to the Inventor(s) will be subject to any restrictions that may be imposed by a grant, contract or SRA, or applicable law. The university expressly reserves the right to refuse to release any invention that it deems to conflict with or compromise the university mission. In such cases where a violation or compromise of the university mission is claimed, the university shall provide the inventor(s) a written explanation of the conflict or compromise within 7 days. In cases where a violation or compromise of the university mission is claimed, the inventor(s) can appeal the decision to the Vice President for Academic Affairs and the IP review board (see Section X of this policy entitled Dispute Resolution), but there shall be no appeal beyond the university to a mediator or arbitrator. The university shall release an invention in this situation if the Inventor(s) resign their position and choose to pursue the invention separate from the university.

Faculty, students, and employees are strongly encouraged to publish the results of research. However, any public disclosure of an Invention, such as a presentation, publication, or grant proposal, prior to filing a Patent

application, may limit Patent rights and may reduce an Invention's commercial value. Therefore, faculty, students and employees are encouraged to disclose their Inventions as early as possible and prior to submitting any manuscripts, abstracts or grant proposals or applications or making any other public disclosure.

In some instances, the terms of a grant, contract or SRA may require the university to maintain confidentiality of results or TRP for a period of time pending the filing of patent applications. In order to comply with such requirements, Inventors may take reasonable precautions to assure the confidentiality and physical security of confidential information, including formulas, methods, processes, patterns, computer code, devices, compositions of matter, and Tangible Research Property. In such cases, faculty and employees shall endeavor to provide students the reasonable opportunity to publish and otherwise participate in the research efforts. Submission of abstracts, papers or theses involving students may not be delayed more than 30 days except with prior approval of the Vice President for Academic Affairs.

Licensing and Other Disposition of Intellectual Property Rights
The university, at its discretion, may seek to license or otherwise transfer rights in Intellectual Property to other entities, usually for-profit companies. The Vice President for Academic Affairs will have primary responsibility for licensing activities. Each license negotiation is unique. The university will not be obligated to any Author or Inventor to negotiate for or secure Royalties, in any amount; however, Inventors or Authors will be party to all licensing negotiations, in accordance with the stipulations outlined in any contractual agreement between the university and the inventor.

Duty of Disclosure under Federal Grants
The federal government retains Intellectual Property rights for Inventions created, conceived, or first reduced to practice, in whole or in part, with federal funds. Under federal regulations, 37 C.F.R., 401, et seq., the university must report all such Inventions to the federal funding agency and may elect title to and file for a Patent within a prescribed period, i.e., one year prior to any statutory bar date. If the university elects not to retain title to or file for a Patent, it must so inform the agency, which then has the right to take title to the Invention. Invention disclosure forms will be submitted to the government if the disclosed Invention was made using federal funds.
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.

Sponsored Research Agreements

Sponsored Research Agreements
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.

To retain maximum flexibility and effectuate the goals of this Policy, the 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 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.

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 any portion of sponsored research funds. The university has sole discretion in determining whether the university's interests will be best served by accepting either or both Royalties or sponsored research funds. Whenever practicable, Inventors and Authors will be advised and consulted in the progress of negotiations, but in no event will they have any standing in any negotiations, or any right to approve or reject the terms of any license or sponsored research agreement.

Distribution of Copyright and Patent Commercialization Income

Financial Responsibility and Costs

The university assumes financial responsibility for Intellectual Property to which it takes ownership. This responsibility may include, for example, the costs of assessing patentability, filing, and maintaining Patents, registering Copyrights, marketing and licensing Inventions, Courseware, and copyrighted works. The university is not obligated to protect or commercialize any particular invention or copyrighted work, except as may be required by a grant, contract or SRA. Activities related to the protection and marketing of University Intellectual Properties are intended to be self- supporting. Thus, the Vice President for Academic Affairs is charged with the responsibility of using the university's resources carefully, with a view to promoting the interests of the institution as a whole. Income earned from the sale, licensing, or other transfer of Intellectual Property of the university will belong to and be received solely by the university and will, except where a grant, contract or SRA specifies otherwise, be distributed successively as follows: 1) Reimbursement to the university for all direct expenses related to prosecuting and maintaining Intellectual Property protection, and marketing and securing licenses, such as 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. 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.

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.

Waiver of University Rights

Time for Review

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 Vice President for Academic Affairs.

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.

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.

- 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 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.

Policy Administration

Intellectual Property Review Board
The Intellectual Property Review Board ("Board") is an advisory body, reporting directly to the Vice President for Academic Affairs.

The Board members shall be appointed as needed by the Vice President for Academic Affairs with recommendations from the Deans Council. The Board members shall include a representative from the Business and Finance sector and a representative from the Information Services sector. The remaining members will include at least 4 faculty members.

In addition to duties described elsewhere in this Policy, the Board shall advise the Vice President for Academic Affairs by a) interpreting the terms of this Policy; and b) recommending changes or exceptions to this Policy.

Dispute Resolution
The inventor(s) can request to resolve any dispute with the university. The first appeal must be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall attempt to resolve any claim, dispute or controversy involving the rights to Inventions or copyrighted works within 2 weeks of the date of appeal by the inventor(s). Upon the failure of the involved parties to reach a negotiated agreement, the Vice President for Academic Affairs shall refer the matter to the Intellectual Property Review Board.

The Intellectual Property Review Board shall review all documents and records and hear testimony from all interested parties and attempt to resolve any claim within 4 weeks of the original date of appeal of the inventor(s) to the Vice President for Academic Affairs. Upon the failure of the involved parties to reach a negotiated agreement, the matter will be referred for mediation.

The choice of a neutral mediator is to be agreed upon by both parties. Mediation shall begin no later than 8 weeks from the original date of the appeal of the inventor(s) to the Vice President for Academic Affairs.

Student Research and Scholarship

University students are subject to this Policy when they participate in faculty research programs. A student is an employee within the meaning of this policy. Intellectual Property created by a student during such employment or course of study shall be owned by the entity so designated in the SRA, or if no entity is so designated, by the university. Thus, in circumstances where a student originates Intellectual Property independently, using resources generally available to students, and without faculty supervision, such Intellectual Property is owned by the student.

Student Research in the Sciences.
In the disciplines of Chemistry, Biology, Physics, Mathematics, Computer Science, and Health Sciences, the model for faculty direction of undergraduate student research is that of master/apprentice. In this setting, all Inventions, Courseware, and copyrightable works by students originate primarily from faculty direction of the master/apprentice relationship and are owned by the university under the terms described in sections III. and IV. above.

Faculty who supervise undergraduate student research have custody and control over all Tangible Research Property (TRP) (See IV., Tangible Research Property), subject to the terms of any grant or SRA. Student researchers have the right to access and use TRP, and it is appropriate for them to have copies in so far as is practicable.

The faculty advisor decides all matters concerning the publication of research results. Such decisions include the timing and choice of manuscript submissions and all issues pertaining to co-authorship and inventorship.

Graduate student Authors own the Copyrights in their theses, essays, or dissertations, subject to the rights of any co-authors. Student Copyrights may be limited, however, when student manuscripts are based upon research conducted under an SRA or when manuscripts are accepted for publication. In those cases, the students' rights will be subject to the rights of the sponsor, which may include prior review of publications, delay of 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.

Students are expected to maintain the confidentiality of proprietary information and trade secrets belonging to research sponsors and faculty. The university may require students to sign and agree to be bound by confidentiality agreements, reasonable in their scope, when such an agreement is required by a research sponsor or otherwise required by the Vice President for Academic Affairs to protect patentability. Such confidentiality extends not only to the research and TRP, but also to information received from Sponsors.

A student working under an SRA who violates this Policy becomes subject to appropriate academic discipline, including termination from his or her academic program, for the unauthorized oral, written, or electronic release of TRP to a third person not a party to the SRA.

Research and Scholarship in the Humanities
In the departments of the humanities, the model for faculty direction of students is that of critic or reviewer of independent scholarship. Thus, independent student scholars own the Copyrights, without limitation or license, to their written theses, essays, dissertations, or other copyrighted works and TRP. However, graduate students who assist faculty advisors by performing specific research tasks or functions or who become a scholarly collaborator of a faculty member are not independent scholars. In such a situation, rights to Intellectual Property are those described in paragraph XI., A. above.

Research and Scholarship in Business, and the Social Sciences
In the College of Education, and the Departments of Business, Communication, and Behavioral and Social Sciences, the model for faculty direction of students may be either that of master/apprentice or reviewer/critic of independent scholarship. Students should clarify their relationships with faculty advisors and note the above policies applicable to each model before undertaking a project. In the absence of a mutual understanding between faculty and student, the relationship will be determined by the Dean of the appropriate College.

Modification and Appeal
Faculty and students may mutually agree to work differently than described, provided that the disposition and use of Intellectual Property and TRP comply with this Policy. Such agreements must be reduced to writing, signed by the parties, and approved by the graduate program director at the beginning of the student-faculty relationship. Students who believe that they may have been treated unfairly by faculty under this Policy should report such concerns to the Vice President for Academic Affairs for resolution as otherwise provided under this Policy.

Policies and Procedures for the Protection of Human Subjects in Research Any research of any kind using Lee University students as subjects must be approved by the Cabinet before being submitted to the Institutional Research Review Board.

Code of Ethics for Research
All research at Lee University shall incorporate the integrity that would be expected from research conducted at a university where a personal commitment to Jesus Christ as Lord and Savior is the controlling perspective of the educational enterprise. Specific areas that require honesty and integrity include but are not limited to the following: developing steps to assure the accuracy of the results, using research tools and methods of analysis that are well suited to the research problem, interpreting results which are consistent with the data available, assigning the confidence level that the data warrants, and protecting the rights, privacy, and physical and mental welfare of all persons involved in human subject research. All findings and methods shall be honestly and accurately detailed in any resulting research reports.

The sacredness of human life as revealed in scripture is a predominant theme at Lee University. Therefore, human subject research shall follow the ethical principles and guidelines for protection of human subjects of research outlined in the Belmont Report as chronicled in the Federal Register (April 18, 1979). Lee University will also adhere to the Department of Health and Human Services policy on "Protection of Human Subjects" (Title 45 CFR, Part 46, revised June 18, 1991) in all research activities requiring human subjects. It is expected that all researchers will familiarize themselves with these policies and design their research accordingly. In addition, all research involving human subjects will be reviewed and monitored by an Institutional Research Review Committee in accordance with the above-mentioned policies.

In designing a study, the researcher at Lee University must assume the responsibility to evaluate its ethical acceptability. One fundamental principle to use as a guide in evaluation is respect for persons (subjects). Subjects should be treated as autonomous agents, and persons with diminished autonomy entitled to protection. Thus, the researcher should assess the risks and benefits of the study thoroughly. Another principle is beneficence. This implies not only respecting the decisions of the individual and protecting them from unnecessary risk but making efforts to secure their well-being. The researcher is obligated to establish a clear and fair agreement with the research participants (informed consent) prior to their participation and then honor all promises and commitments in the agreement. Part of the informed consent agreement should include the method of reporting results and the plan for keeping records confidential.

A third fundamental ethical principle is justice. Justice in this sense involves the selection of subjects. Selection of the subjects should be monitored so that they are not chosen because of their easy availability, compromised position, or manipulability but for their relevance to the study. Justice also indicates that those subjects taking part in the study should benefit from the results of the study.

Upon completion of the investigation, the researcher should provide the participant with information concerning the nature of the study and attempt to remove any misconceptions that may have arisen in a debriefing session particularly if the methodology of the study requires concealment or deception. Also, if any undesirable consequences have occurred, the researcher has the responsibility to detect and remove or correct these consequences. Research undertaken following these fundamental guidelines will not only add to the existing body of knowledge in a particular field but honor the basic Christian principles upon which Lee University was founded.

"The Belmont Report", Federal Register, April 18, 1979 Practice of Social Research, Babbie
Experimental Psychology, Kantowitz

Definition of "Research"
Human subject research is a systematic investigation including research development, testing and evaluation designed to develop or contribute to generalizable knowledge concerning living individual(s) about whom an investigator, whether professional or student, conducting research obtains data through intervention or interaction with the individual(s) or identifiable private information. This does not include research involving the collection or study of existing data, documents, records, pathological specimens if these sources are publicly available or research on elected or appointed public officials or candidates for public office.

Lee University Institutional Review Board Policies and Procedures –Revised Summer 2023
Research using Lee University students or faculty as participants is subject to review by the Cabinet before being submitted to the Institutional Research Review Board. Please contact the IRB chairperson for further information.

Functions and Responsibilities of the Institutional Review Board (IRB)

The IRB will:

- Review and approve, require modifications in (to secure approval), or disapprove proposals for all research activities covered by this policy.
- Require information given to subjects as part of informed consent to be in accordance with standard regulations. The IRB may require that additional information be given to subjects when in the IRB's judgment the information would meaningfully add to the protection of the rights and welfare of subjects.
- Require documentation of informed consent or may waive documentation.
- Notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.
- Conduct continuing review of research covered by this policy at intervals appropriate to the degree of risk, but not less than once per year, and shall have authority to observe or have a third party observe the consent process and the research.
- Advise appropriate University officials of current federal regulations or proposed changes in federal regulations pertaining to the protection of human subjects, and advise on University policy development and regulation changes which will best ensure the safety and health of human investigative subjects.

IRB Committee Membership

The IRB shall consist of at least five members. The members of the board shall be sufficiently qualified through the experience, expertise, and diversity of its members to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The members, other than ex officio 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 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:

- Risks to subjects are minimized.
- Risks to subjects are reasonable relative to the anticipated benefits, if any.
- Subjects are selected equitably.
- Informed consent will be obtained from each subject or the subject’s legally
- authorized representative.
- Informed consent will be appropriately documented.
- Data collection will be monitored (where appropriate) to ensure the safety of participants.

- The privacy of subjects and confidentiality of data are maintained.
- The inclusion of safeguards to protect the rights and welfare of all subjects, particularly those who are vulnerable to coercion or undue influence.

Review Procedures
All researchers involving human subjects in their work must submit the Human Subjects Review Form to the Office of Undergraduate Research & Scholarship (OURS) for review by the Chairperson of the IRB. Upon submission of the Human Subjects Review Form, the Chairperson (or a representative he/she designates from the IRB) shall determine if the research requires review from the university Cabinet. Research that is highly risky or divisive; samples from all students or faculty; and/or is proposed from outside of the university requires Cabinet review before IRB review. The Chairperson shall then determine if the research qualifies for an exempt, expedited, or full review (described later). If the research qualifies for exempt or expedited status, the Chairperson (or the representative) has the authority to approve the research without a full review by the committee. An IRB member who is an author of a proposal for review should recuse himself/herself from the review process.

After reviewing each proposal, the IRB may approve, require modifications in (to secure approval), or disapprove proposals. The Chairperson (or designated representative) will then notify the researcher of the status of the research within one week of the date of submission. The IRB Chairperson or representative will maintain records of all research proposals and make these records viewable to all members of the committee.

Researchers whose research has been approved by the IRB will be notified in writing. The notification date will serve as the effective date of initial approval. Researchers who receive notice to modify their proposals should do so in a timely manner and clearly demarcate all changes to the original proposal before submitting a modified Human Subjects Review form to the Chairperson via the OURS. Researchers who receive notice that their research has been disapproved by the IRB may request additional information from the Chairperson about this decision and be given an opportunity to respond to the decision in writing.

Required Documentation
All researchers must submit the following documentation directly to the IRB Chairperson via the OURS before a review can begin. Additional documentation may be requested by the Chairperson to facilitate the review.

Human Subjects Review Form. (Consult the OURS for the most updated copy.)
Informed Consent* (or a request for waiver of consent)
Research Proposal (only if the research requires full-board review)
Responsible Conduct of Research (e.g., CITI training) completion certificate

*Researchers must obtain informed consent from each human subject involved in the research or the subject's legally authorized representative (unless the researcher is directed otherwise). The information should be presented in language understandable to the subject or representative. To constitute informed consent, the following information should be provided to each subject:

A description of the project, including its purpose and procedures.
Any possible risks or discomfort that a subject may experience.
Proposed benefits of the research.
Compensation given as a result of participating in the research.
Notice of the confidentiality of participants' data.
Notice of voluntary participation and withdrawal.

Project Categories
Once it has been determined that an activity is considered "human subjects research," it will be reviewed under one of three categories: Category I is eligible for "exempt review," Category II is eligible for "expedited review," and Category III requires "full review". The review procedures for each of these are described below. Each researcher should make the initial determination regarding the appropriate category of review, although the Chairperson may require review under another category. The researcher can always request a higher level of review than that required.

Following are the project categories along with examples of the types of projects included in each category:

Project Category I: Exempt Review

Projects deemed eligible for exempt review (using exempt categories found at 45CFR 46.101b) are reviewed and approved by the Chairperson. Research projects in this category must involve minimal risk to the subject and must satisfy one or more of the following criteria:

Research conducted in established or commonly accepted educational settings (including K-12), involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability, or reputation. PLEASE NOTE: An exemption cannot be used when children are involved for research involving survey or interview procedures or observations of public behavior, except for research involving observation of public behavior when the investigator(s) do not participate in the activities being observed.

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph B. 2. of this section, if: (a) the human subjects are elected or appointed public officials or candidates for public office; or (b) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available, or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Research and demonstration projects, which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed, or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration, or approved by the Environmental Protection Agency, or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Project Category II: Expedited Review

This research generally does not require written documentation of informed consent by law, but oral consent is required for all research involving direct interaction with subjects. However, it is undoubtedly safer to obtain written consent for all projects when possible. All research in schools requires written permission from the school district. Examples include:

- Recording of data from subjects 18 years of age or older, using noninvasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance, and do not involve input of matter or significant amounts of energy into the subject, or an invasion of the subject's privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally

occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (for example, x-rays, microwaves).
- Collection of blood samples by venipuncture, in amounts not exceeding 450 milliliters in an eight-week period, and no more often than two times per week, from subjects 18 years of age or older, and who are in good health and not pregnant.
- Voice recordings made for research purposes, such as investigations of speech defects.
- Moderate exercise by healthy volunteers.
- The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
- Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects' behavior, and the research will not involve stress to subjects.
- Collection of: hair and nail clippings, in a nondisfiguring manner; deciduous teeth, and permanent teeth if patient care indicates a need for extraction.
- Collection of excreta and external secretions, including sweat, uncannulated saliva, placenta removed at delivery, and amniotic fluid at the time of rupture of the membrane prior to or during labor.
- Collection of both supra- and sub-gingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic sealing of the teeth, and the process is accomplished in accordance with accepted prophylactic techniques.

Project Category III: Full Review

For all research involving subjects who have been determined to be "at risk", written documentation of legally effective informed consent is required. Research on minors or subjects incompetent to give consent requires permission by a parent or legal guardian. Deception research will only be approved if it meets certain conditions (e.g., debriefing). Examples include:

- Research which might put subjects at risk beyond what they may experience every day.
- Research involving psychological or physiological intervention.
- Non-curricular, interactive research in schools.
- Research involving deception that might have adverse effects on subjects.
- Interviews or surveys on sensitive topics.
- Research on special populations, such as minors, prisoners, and the mentally disabled.
- Research conducted outside the US regardless of the procedures involved.

Sponsored Research Contracts
Any research conducted by a Lee University faculty member and/or student that may receive funding from internal or external sources should submit a research proposal to the Chairperson via the OURS for review prior to collecting data for the project. Although not all funding agencies require IRB approval at the time a funding application is submitted, the researcher should submit a proposal to the IRB in the early stages of the application process. Submitted proposals that are deemed preliminary or incomplete may be given temporary approval to facilitate approval of the funding application (if needed). However, a completed research proposal, including all methods and measures, must be submitted and approved by the IRB prior to data collection.

Changes to Approved Research
Researchers may not initiate changes to research without prior IRB review and approval except when necessary to eliminate apparent immediate hazards to subjects (e.g., through training programs, materials for investigators, specific directives included in approval letters to investigators). Researchers must report changes in research to the IRB before they are initiated by modifying the Human Subjects Review Form and demarcating any changes made. The Chairperson will then review the modified Human Subjects Review Form and communicate with the researchers and/or IRB committee about the status of the research.

Continuing Review of Approved Research
The date on which the IRB Chairperson or representative notifies researchers of their approved research will serve as the effective date of initial approval. Researchers should communicate with the OURS if the research has not concluded within one calendar year of its initial approval. The IRB will then review the research again via an updated Human Subjects Review Form, which should be submitted to the Chairperson via the OURS. The Chairperson will then document the approval period in the IRB meeting minutes or elsewhere in the IRB records, and communicate the IRB's determinations to the researchers.

Research from Another Institution
Research that is reviewed and approved by an IRB at another institution need not be reviewed again by the Lee University IRB (allowable by federal law). However, a copy of the proposed research, the form submitted and approved, and any other documentation that was necessary for approval must be submitted to the Chairperson of Lee University IRB to be kept on file for the length of the research (if the research involves subjects at Lee University or the surrounding community). This will be true for faculty or others completing research for their dissertation that requires the use of human subjects from the Lee University campus or surrounding community. After viewing the submitted material, the Chairperson or the designated representative from the IRB has full authority to require a second review by the Lee University IRB if they deem it necessary.

Unanticipated Problems, Noncompliance, and Termination
All researchers are responsible for promptly reporting to the IRB, appropriate institutional officials, and, as applicable, any department or agency head, OHRP, and/or FDA any unanticipated problems involving risks to human subjects or others; serious or continuing noncompliance; and/or suspension or termination of IRB approval. Researchers encountering unanticipated problems involving human subjects should communicate in writing with the IRB Chairperson, summarizing the problem, the outcome, and any steps taken to prevent recurrence.

Issues of noncompliance with the IRB policies, procedures, and/or determinations will be discussed by the committee. Any member of the committee may document issues of serious or noncompliance by summarizing the problem, the outcome, and any steps taken to prevent recurrence. The IRB reserves the right to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements, or that has been associated with unexpected serious harm to subjects. If the IRB elects to suspend or terminate an approved study, the Chairperson will notify the researchers about the IRB's determinations in writing. The researchers will then inform subjects of the suspension or termination, and cease research operations until approval is returned (if applicable).

Lee University Human and Animal Research Committee

ANIMAL RESEARCH PROTOCOL REVIEW FORM

Name of Principal Investigator:
[NOTE: students cannot be listed as PI. They may be listed as Co-PI, and their major professor listed as PI]

Name of Co-PI(s):

Department:

PI's Office number:

PI's E-mail Address:

PI's Telephone Number:

Project Title:

Source of Funding (check applicable box):

- ☐ Internal (Department/College/University)
- ☐ External

Granting/Funding Agency that the Research Proposal was Submitted to:

GENERAL INFORMATION ON ANIMAL CARE AND USE

1. Nature / Purpose of the Research Project – Rationale for Proposed Use of Animals

What are the objectives of this study?

Describe the relevance of the study to human or animal health, the advancement of scientific knowledge, or the good of society.

If this project is an extension of previous work, briefly explain why more work needs to be done.

2. Justification of Species Selection

Please provide additional justification for selection of the species selected by checking all applicable boxes below:

- ☐ This is a new model.
- ☐ A large database exists for this species which will allow comparisons with previous data.
- ☐ The anatomy, genetics, physiology or behavior of the species to be used is uniquely suited to the study proposed.
- ☐ This is the phylogenetically lowest species that provides adequate size, tissue, or anatomy for the proposed study.
- ☐ The results will be directly applicable to the health or care of this species.

Explain in the box below why living animals are required for the study, and why "lower order species" or non-animal alternatives cannot be used to achieve the desired results.

3. Justification of Number of Animals to be Used

A key principle in the ethical use of animals in research, testing and teaching is that the number of animals used in each project is the minimum necessary to obtain valid and meaningful results. The Federal Animal Welfare Act and PHS Policies require that the ACC review the number of animals requested in each protocol and agree that the number is appropriately justified in terms of the stated goals of the project.

In the table below, list the Animal Species & Total Number Proposed for up to 3 years:

Species or Strain	# in Year 1	# in Year 2	# in Year 3	TOTAL

Researchers are required to provide a written justification for the proposed numbers of animals to be used. Related to Section 1.5, describe in the box below how you determined the required sample size, number of groups, replications, trials, etc. as they relate to the total number of animals requested:

In determining the numbers of animals required, which of the following are applicable:

- ☐ A statistical assessment (power analysis) was performed to determine the numbers of animals needed to provide statistically significant results. In the box below, please describe the statistical method/test used to determine appropriate group sizes / animal numbers, and state if a statistician was consulted to assist in the determination:

- ☐ Based on the PI's experience, these are the required numbers/group sizes as determined in the literature or discipline.
- ☐ The numbers of animals or group sizes have been established by Federal guidelines/requirements.
- ☐ This is a Pilot Study, and numbers reflect the minimum number of animals required to provide meaningful data, although not representing numbers that would be considered statistically significant as would be required in a standard protocol.

Pain Category

Please indicate which pain category your study will be in, based on the descriptions below. If animals will undergo procedures in more than one pain category, list only the highest category.

Pain Category:

B -- Breeding or holding animals only; no research conducted (fill in the blank using the categories below - based on procedures used in the study)

C – no pain, or slight/momentary pain or distress (e.g., observational studies; injection of non-irritating agents; blood collection from peripheral vessels; collection of cells or tissues following euthanasia)

D – pain or distress, but with pain relief provided (e.g., minor or major surgical procedures [survival or non-survival] performed under anesthesia; collection of cells or tissues prior to euthanasia; painful procedures performed under anesthesia [retro-orbital blood collection in rodents])

E – pain or distress without anesthesia, analgesia, or relief where use of those drugs would adversely affect the procedures, results, or interpretation of the experiments (e.g., toxicity and lethal disease studies and other studies where pain and distress are not relieved through use of anesthetics, analgesics, tranquilizers, or euthanasia – in which the animals are allowed to die without intervention and mortality is the endpoint). Approval to conduct Category E requires detailed justification (see Section 1.4.7)

4. Evaluation of Alternatives and Refinements for Painful and/or Stressful Procedures

The Federal Animal Welfare Act and PHS Policies require that researchers evaluate the existence of alternatives (i.e., less sentient animal models, computer models, audio-visual training programs, etc.) when procedures cause more than slight or momentary pain or distress for the animal. In addition to searching for alternatives to replace and/or reduce live animal use, it is required that refinements to proposed procedures also be evaluated.

Complete the following if your research involves Category C, D or E procedures:

4.1 Which database sources or methods were used to establish that alternatives were or were not available:

- ☐ Medline (Index Medicus)
- ☐ VetCD (Index Veterinarius)
- ☐ AGRICOLA Biological Abstracts
- ☐ PubMed
- ☐ Current Contents
- ☐ Other (please list/identify):

4.2 Which keywords were used in conducting the database search, to rule in/out the existence of alternatives:

4.3 On what date(s) was the search was conducted:

4.4 What were the inclusive years utilized in the search (e.g., 1985 to 2005):

4.5 What Alternatives (Replacements), Reductions and Refinements to live animal use were identified [indicate none, or list the alternatives found] (NOTE: the use of anesthetics or pain-relieving drugs for surgical and other procedures is considered as a refinement):

4.6 Justification for Not Selecting / Utilizing Alternatives
If existing alternatives and refinements were not selected, provide in the boxes below written justification for rejecting the alternatives and refinements, and justify why animals are required to accomplish the research objectives.

Explain why your proposed animal model will better achieve the research goal(s) than the alternative method(s):

Explain how, in your research design, you will minimize expected animal pain and distress consistent with the goals of your research, refining animal use by lessening or eliminating pain or distress and, thereby, enhancing animal well- being (e.g., familiarization/conditioning of the animal; use of sedatives, tranquilizers, or anesthetics):

4.7 **For Pain Category E protocols** (procedures involving pain and distress but for which appropriate anesthetic, analgesics or tranquilizing drugs would affect the procedures, results or interpretation of results), provide an explanation for the requirement to perform these procedures and reasons (detailed scientific justification) why appropriate drugs can be administered.

5. Experimental Design

Using non-technical (lay) language that a Senior high school student would understand, describe the experimental design in no more than one or two paragraphs in the box below. Please do not use scientific jargon, acronyms, and abbreviations.

Describe in the box below the number of experimental and control groups, the number of animals in each group, the number of replicates, and the numbers and rationale for including extra/replacement animals. Those combined numbers must equal the total number of animals requested as listed in the table in Section 1.3. For complicated experimental designs, submission of a flow chart, diagram, or table is strongly recommended to help the ACC understand what is proposed.

6. Experimental Procedures

Check the applicable box(es) below for all procedures involved in this research protocol:

	Procedures Used	**For each checked item, you must complete the appropriate Appendix form listed below for submission with this protocol form.**
☐	Standard Housing and Husbandry (to be completed for all live animals to be acquired; not required if carcasses are obtained)	Appendix A
☐	Antemortem Specimen Collection – blood, tissues, other body fluids (CSF, peritoneal fluid, urine, feces, nasal or bronchial flushes), tail snips for PCR	Appendix B
☐	Test Substance Administration – Injection or inoculation of toxic agents; use of bacterial, fungal, parasitic, rickettsial or viral infectious agents; biological materials; radioactive agents; recombinant DNA or RNA; use of adjuvants; use of Select agents; use of human cells	Appendix C
☐	Surgical Procedures --- Major/Minor, Survival/Nonsurvival	Appendix D
☐	Antibody Production	Appendix E
☐	Stress Studies	Appendix F
☐	Tumor Production	Appendix G
☐	Field Studies and Wild Caught Animals	Appendix H
☐	Behavioral Studies	N/A
☐	Production / Feeding Evaluation (livestock, poultry, horses, fish)	N/A

Describe in the box below the procedures that you will perform in animals when conducting this study, briefly summarizing those procedures which you must fully describe in the applicable Appendices:

D

Location of Animal Handling / Use
If animals are removed from their housing area and transported to another area for experimental manipulation, indicated in the box below the location of the procedures / lab area (building and room #):

7. Adequacy of Training and Experience of Personnel in Proposed Procedures

List below the names of all research staff expected to handle and work with the animals or their wastes or tissues in this study.

Name	Education / Training	# Years Experience with these Procedures and these animal species

If personnel do not have experience with the exact procedures described in this protocol, please answer the following:

How will they be trained:

Who will train them:

What are the training experiences or qualifications of the person(s) doing the training:

8. Criteria & Process for Removing or Euthanizing Animal if Stressful or Painful Outcomes are Anticipated

Will death be used as an endpoint in this study (e.g., must animals progress to death without use of humane euthanasia procedures)?

- ☐ Yes
- ☐ No

If yes, provide the specific federal code or agency requirement for allowing animals to progress to death without euthanasia:

Unless mandated by a federally validated procedure, PIs must monitor their animals and establish alternative endpoints when animals can be humanely euthanized to minimize pain and suffering. In the box below, discuss the specific endpoint criteria that will be used for determining when sick animals, both on and off study, will be euthanized or otherwise removed from a study. Examples of appropriate criteria that should be considered include a weight loss limit as a percentage of initial or expected body weight, allowable durations of anorexia, allowable tumor size or total tumor burden expressed as a percentage of body weight, the presence of health problems refractory to medical intervention, and severe psychological disturbances. Note that the ACC requires the PI or designated staff to monitor the animals every 4 hours (24 hours/day including weekends and holidays) once they have developed significant signs of illness or toxicity. The specific endpoint criteria that will be used for determining when sick animals will be euthanized or otherwise removed from a study are:

Provide the name(s) and contact #s of the person(s) responsible for monitoring the condition of the animals:

9. Animal Disposition (For all antemortem specimen collection, complete Appendix B)

a. Non-Terminal Studies (Animals not killed):
   - ☐ Yes (double-click box to check if applicable)

   Animals will not be killed/euthanized at the end of the experiment, but will be sold, transferred to other approved studies, or retained within teaching or research pools. Describe in the box below the proposed disposition of the animals if they will not be euthanized (e.g., remain in herd, sold, transferred):

b. Animals Will be Euthanized:
   - ☐ Yes (double-click box to check if applicable)

   Is the proposed method of euthanasia one that is in accordance with the Recommendations of the 2000 Report of the AVMA Panel on Euthanasia?
   - ☐ Yes
   - ☐ No

☐ No Prior Procedures (double-click box to check if applicable)

Animals will not undergo any experimental treatments or procedures, but will be euthanized to obtain tissues or specimens.

☐ Euthanized After Experimental Procedures (double-click box to check if applicable)

If the method of euthanasia involves Chemical agents (e.g., euthanasia solution, injectable or inhalant anesthetic overdose, carbon dioxide asphyxiation, etc.), complete the following boxes:

- List the name of the agent/drug to be used: _____
- If an injectable agent is used, list its concentration: _____
- If an injectable agent is used, list its route of administration (e.g., i.m., i.p., i.v., s.c., i.c., or other): _____
- If an injectable agent is used, list the dose (in mg/kg of body weight) to be administered: _____
- Does the procedure involve exsanguination under anesthesia ☐ Yes
- Who will be performing the procedure (list all applicable staff): _____
- Is the person performing the euthanasia adequately trained and experienced in the technique used, and if so, what is their experience: _____

If the method of euthanasia involves Physical procedures (e.g., cervical dislocation, decapitation/guillotine, captive bolt device, pithing, creation of pneumothorax, etc.), complete the following boxes:

- List the method to be used: _____
- Who will be performing the procedure: _____
- Is the person performing the euthanasia adequately trained and experienced in the technique used, and if so, what is their experience: _____
- In the box below, provide written detailed scientific justification why a physical method (e.g. decapitation or cervical dislocation), rather than a chemical method, is required. Explain why chemical agents would adversely affect experimental parameters or samples collected for analysis. You must include published references which support excluding the use of chemical euthanasia methods. _____

In the box below, describe how research staff will assure / confirm that death has indeed occurred following chemical or physical euthanasia (e.g., type of assessment/monitoring, criteria to ensure death has occurred, and timeframe of monitoring) [e.g., (1) Thoracotomy under anesthesia; (2) Cervical dislocation under anesthesia; (3) Exsanguination under anesthesia; (4) Prolonged exposure (>5 minutes) to CO2; (5) Observation of vital signs for 5 minutes; (6) other]:

Disposition of Animal Carcass(es) [check applicable box]:

- ☐ How will animals that are euthanized or which were found dead be disposed:
  - ☐ Rendering

- ☐ Sent as Regular Medical Waste
- ☐ Landfill
- ☐ Other (please describe):

If an animal caretaker finds an animal that is dead in its pen or cage, what do you want them to do:

- ☐ Dispose of the carcass and then notify you later
- ☐ Refrigerate the carcass, and then notify you to obtain additional instructions

10. Unusual Housing and Husbandry Requirements (For Standard Housing and Husbandry for all live animals to be acquired, please complete Appendix A)

- ☐ NO, there are no special or unusual housing or husbandry requirements.
- ☐ YES, the following special or unusual housing or husbandry requirements are required (check all that are applicable):
  - ☐ Food restriction. Please describe/justify: _____
  - ☐ Water restriction. Please describe/justify: _____
  - ☐ Single housing of social animals.
  - ☐ Greater than short-term restraint. Justify why this is needed:

    _____
  - ☐ Environmental temperatures outside of established ranges. Please describe/justify:

    _____
  - ☐ Captive housing of wild-caught species. Please describe how they will be held and cared for, and whether they are to be released or euthanized at the conclusion of the study:

    _____

11. Assessment of Unnecessary Duplication

Does the proposed research unnecessarily duplicate previous work? ☐ Yes or ☐ No

In the box below, provide a narrative description of how you came to your conclusion that your study does not unnecessarily duplicate previous work (e.g., current/ongoing scientific literature assessments, recent scientific meetings, consultation with peers):

12. Multiple Major Operative Procedures: ☐ Yes or ☐ No

A major operative procedure is defined in the ILAR/NRC"Guide" as a surgery which "penetrates and exposes a body cavity (e.g., abdomen, thorax, or skull) or produces substantial impairment of physical or physiologic functions".

Multiple survival surgeries involve completion of a major operative procedure, recovery of the animal from anesthesia, and a subsequent major operative procedure from which the animal recovers from anesthesia. The ACC cannot approve the use of an animal in more than one major operative procedure from which the animal is allowed to recover from anesthesia unless:

- ☐ There is a scientific justification (e.g. related components of the same study) provided in writing and approved by the IACUC. Cost savings alone is not an adequate reason for performing multiple major survival surgery on animals.
- ☐ The surgeries are required as routine veterinary procedures or to protect the health or well-being of the animal as determined by the attending veterinarian.

Under special circumstances the ACC can submit, in writing, to the USDA/APHIS Administrator, for review and possible approval, a description of other special situations that may require multiple major survival surgery.

If your project involves multiple major operative procedures as defined above, please provide a written scientific justification for the need for multiple surgeries in the box below:

Certification of Compliance Assurance by Principal Investigator

To the best of my knowledge, I certify that the information provided in this Animal Research Protocol Review Form is complete and accurate. I understand that protocols involving animal species regulated by the Animal Welfare Act must undergo annual/continuing re-review by the Lee University Human and Animal Research Committee (LUHARC) as federally mandated, whereas protocols using non-regulated species are approved for a maximum period of three years. I understand that every third year the LUHARC must perform a new review of my protocol, and that I must submit a new protocol review form at the time of the triennial review.

I also understand that LUHARC approval must be obtained before I:

- Use additional animal species, increase the number of animals used, or increase the number of procedures performed on individual animals
- Change procedures in any way that might increase the pain/distress category in which the animals are placed, or might otherwise be considered a significant departure from the written protocol
- Perform additional procedures not described in this Animal Research Protocol Review Form
- Involve new study personnel who were not listed in this Animal Research Protocol Review Form
- Allow other investigators to use these animals on other protocols or use these animals on another of my LUHARC -approved protocols.

I further certify that no personnel will perform any animal procedures until they have been approved by the LUHARC. When new or additional personnel become involved in these studies, I will submit their qualifications, training, and experience to the LUHARC and seek LUHARC approval before they are involved in animal studies. I will ensure that all personnel are enrolled in the institutional Occupational Health Assurance Program prior to their contact with animals.

I certify that I will notify the LUHARC regarding any unexpected project results that impact the animals. Any unanticipated pain or distress, morbidity or mortality will be reported to the attending veterinarian or her/his designee.

As Principal Investigator, I assure that these proposed activities do not unnecessarily duplicate activities/research previously conducted here or elsewhere, and that I have conducted a thorough literature search in making this determination.

As Principal Investigator, I assure that I have considered alternatives (if any) to all above-listed procedures which may cause more than momentary slight pain or distress.

Finally, I certify that I and my research staff will comply with the procedures described in the ILAR/NRC Guide for the Care and Use of Laboratory Animals (National Academy of Sciences, 1996), with Public Health Service Policy, the Animal Welfare Act, and applicable University policies.

Name of PI: _____

Signature: _____ Date: _____

APPENDIX B
Antemortem Specimen Collection

Blood Collection
Will blood be collected from live animals (anesthetized or awake) as a part of this proposal?

☐ No. Proceed to item 3.

☐ Yes, but all collections are described in Appendix E, "Antibody Production", so no further information need be provided here; proceed to item 3.

☐ Yes (but not for antibody production). Complete the table below, respond to Section 1.1, and then proceed to item 2

Site and Method of Blood Collection	Amount of blood collected, expressed as volume (ml) and % of body weight (assume 1 ml of blood weighs 1 gram)	Total Number of Blood Collections	Time Interval Between Collections

[NOTE: Safe bleeding volumes for common laboratory species may be found in the Formulary for Laboratory Animals, second ed., Iowa State University Press, Ames, Iowa. Maximum volume collection expressed in ml /kg: mouse – 7.7; rat – 5.5; rabbit – 7.7; guinea pig – 7.7; hamster – 5.5; Cat – 7.7; Chicken – 9.9; pig – 6.6; and sheep – 6.6.]

Who will perform this procedure?

What training/experience does that person have in collecting blood from this species?

If this is a Pharmacokinetic study, how many serial blood samples will be taken within a 24-hour period (# =), and what is the volume of each sample (ml)?

Use of Short or Long-term Catheters ☐ Yes or ☐ No

Is the catheter to be used:

- ☐ a commercially manufactured, sterile intravenous catheter
- ☐ a catheter made in the lab from plastic tubing. If so, describe how the catheter will be sterilized before implantation/placement in the animal:

  _____

If an indwelling catheter is used to facilitate multiple blood collections, how long will it be left in place before it is removed (e.g., hours, days, weeks)? _____

If the catheter is surgically implanted and then exteriorized through the skin:

- Describe how the exit site in the skin will be maintained to prevent infection, and the monitoring used to assess the presence of a catheter tract infection:

  _____
- Describe what steps will be taken to prevent clotting/thrombus formation in the catheter:

  _____
- Describe how animals with long-term catheters will be assessed to determine if septicemia (infected bloodstream) has developed: _____

Use of Anesthetics, Tranquilizers, or Analgesics for Blood Collection.
Will anesthetics, tranquilizers, or analgesics be used to prevent pain or stress during collection of blood described in item 1 above?

- ☐ No. Justify below the omission of pain-relieving agents
- ☐ The use of drugs would negatively impact biochemical or immunological parameters under study.
- ☐ The collection method involves no or only momentary pain
- ☐ Yes. Complete the following table, and then proceed to item 3

Anesthetic, tranquilizer, or analgesic agent	Dose (mg/kg) & volume (ml)	Route	Frequency of Administration

Other Tissue Collection.
Will other body fluids (e.g. cerebrospinal fluid, peritoneal fluid, urine) or tissues (skin biopsies, aspirates, or tail snips) be collected from live animals (awake or anesthetized) as a part of this protocol?

- ☐ NO.
- ☐ YES. Complete the following table; then proceed to item 4.

Tissue or Fluid Collected	Site & Method of Collection	Amount (g) or Volume (ml)	Number of Collections	Interval Between Collections
Tail tissue	Amputation of tip	1-2g	1	

Who will perform this procedure?

What training/experience does that person have in collection of those tissues?

Use of Anesthetics, Tranquilizers, or Analgesics for Collection of Fluids or Tissues.

Will anesthetics, tranquilizers, or analgesics be used to prevent pain or stress during collection of body fluids or tissues described in item 3 above?

- ☐ No. Justify below the omission of pain-relieving agents
- ☐ The use of drugs would negatively impact biochemical or immunological parameters under study.
- ☐ The collection method involves no or only momentary pain
- ☐ Yes. Complete the following table.

Anesthetic, tranquilizer, or analgesic agent	Dose (mg/kg) & volume (ml)	Route	Frequency of Administration

Who will administer the agent(s)?

What training/experience does that person have in administering those agents, and monitoring the depth of anesthesia or relief of pain?

APPENDIX H

Field Studies and Wild Caught Animals

1. List agencies who have issued required permits and permit approval status:

Agency Name	Permit Type	Permit Number	Approval Period

2. Do the species which will be caught, handled, or housed carry zoonotic diseases which would pose a risk to normal or immunosuppressed humans?
   - ☐ No.
   - ☐ Yes. Please list the likely diseases: _____

3. List special training and precautionary measures that will be taken to prevent infectious disease transmission to field students and staff working under field conditions.

Training.

Who has or will provide the training _____

List the date(s) that study staff received the training _____

Describe the nature of the training _____

Use of Personal Protective Equipment (PPEs).

Which of the following will be used when handling animals, their wastes or tissues (check all that are applicable):

- ☐ gloves
- ☐ surgical (dust) mask
- ☐ respirator (half-face, full-face, or PAPR) lab coat or coveralls
- ☐ disposable Tyvek jumpsuit

Transportation. (check all that are applicable):

- ☐ No transportation of wild animal species is involved
- ☐ Animals will be transported to another location (check all that are applicable):
  - ☐ Transport will be in a State vehicle
  - ☐ Transport will be in faculty/staff/student personal vehicle
  - ☐ Animals will be in a compartment other than the passenger compartment
  - ☐ Animals will be carried in the passenger compartment of the vehicle
  - ☐ The environment of the animal(s) will be climate controlled during transport to avoid effects of temperature excesses (e.g., hyperthermia or hypothermia)

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

School/Department: _____

Address: _____

Tel No.: _____

Co-Investigator(s):

Estimated Time Period for This Project:

Funding: Internal External None

If funded, please list name of funder:

Project Title:

Please check one of the following:

_This project meets the requirements of Paragraph 46.101(b) and is exempt.
(Please complete sections A [check the appropriate exemption category] and B.)

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.)

Principal Investigator's Signature: _____

Date: _____

==========

Has the Principal Investigator and Co-Investigator(s) previously completed a responsible conduct of research (RCR) training course, such as ones provided by the NIH or CITI?
Check one: ☐ YES* ☐ NO**

*If you checked yes, please include a copy of your completion certificate when you submit this form for review.

**If you checked no, you are required to complete a training course and submit the completion certificate before your proposal can be approved. Please contact a member of the IRB if you need access to one of these training courses.

EXEMPT RESEARCH PROJECTS

[Par. 46.101(b)]

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
   - Research on regular and special education instructional strategies or
   - Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests such as (cognitive, diagnostic, aptitude, achievement, personality), survey procedures or observation of public behavior unless:
   - Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
   - Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation

3. Research involving the use of educational tests such as (cognitive, diagnostic, aptitude achievement, personality), survey procedures or observation of public behavior that is not exempt under paragraph (b)(2) of this section if:
   - The human subjects are elected or appointed public officials or candidates for public office; or
   - Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency (federal govt.) heads, and which are designed to study, evaluate, or otherwise examine:
   - Public benefit or service programs;
   - Procedures for obtaining benefits or services under those programs;
   - Possible changes in or alternatives to those programs or procedures; or
   - Possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and food quality evaluation and consumer acceptance studies,
   - If wholesome foods without additives are consumed or
   - If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below
   - The level found to be safe, by the fda or approved by the epa or the food safety and inspection service of the u.s. dept. Of agriculture.

7. Provide a concise description (~1-2 paragraphs) of your proposed project, including purpose and objectives.

8. Provide a detailed description of all procedures involving human subjects including (but not limited to):
   a. Subject selection procedure, including a description of your target population, recruitment procedures, intended sample size, and sampling method:
   b. Informed consent procedures, including how participants will receive the consent form (e.g., hard copy, electronically) and how participants will indicate consent. Please attach a copy of the Informed Consent form at the end of this document.
   c. Measures to be collected on Human Subjects. Please describe all measures (i.e., tests, surveys, observations, questionnaires, interview questions, assessment scales to be collected or used on your participants). Provide a copy of each measure at the end of this document.

9. Is this an experimental project? That is, does your project require any manipulation of human behavior or assigning participants to experimental/control groups?
   Check one: □ YES* □ NO

   *If you checked "yes," please describe your manipulation below.

10. Are any risks pertaining to participants' physical well-being likely to occur?
    Check one: □ YES* □ NO

    *If you checked yes, please describe the nature of the physical risk present in this study and what protections you will put in place to protect against this risk.

11. Do you expect any possible psychological or emotional risks? Check one: □ YES* □ NO

    *If you checked yes, please describe the nature of the psychological or emotional risks present in this study, and what protections you will put in place to protect against this risk.

12. Will data be recorded in such a manner that the human subject can be identified?
    Check one: □ YES* □ NO

    *If you checked yes, please justify the need to identify participant data and explain how these data will be secured.

13. Does this study involve significant deception to the participants?
    Check one: □ YES* □ NO

    *If you checked yes, please justify why deception is necessary to conduct this study and why the potential value of the findings merits this deception.

SECTION C

Please attach a copy of the proposal for the study (typed, double-spaced). This should be similar to the proposal for a dissertation in the field of study and should include categories that are specific to the discipline and the type of research under study. If the research is being submitted to or is supported by an external or internal funding agency or program, a copy of the grant or proposal that will be submitted for funding can be used.

Since this research involves human subjects all proposals must also include: a discussion and analysis of all possible risks in the proposed methodology, rationale as to why the benefits of this study outweigh the risks, proposed method for absolving any negative consequences (such as debriefing, etc.).

PLEASE NOTE:

If an "expedited review" project extends beyond a 5-year period, you are required by federal law to submit a new application to be reviewed at the end of five years. The IRB may require this more often if they deem it necessary. Please check with the chairperson.

Exempting an activity from review does not absolve the investigator(s) from ensuring that the welfare of the subjects participating in the research is protected and that methods used and information provided to gain subject consent are appropriate to the activity. Also, it is the investigator(s) responsibility to notify the IRB if any changes or modifications are made in the study's design, procedures, etc.

Research projects in the "full review" category must be reviewed and approved annually by the IRB. It is the investigator(s) responsibility to notify the IRB if any changes or modifications are made in the study's design, procedures, etc. or if any accidents or problems have occurred involving the human subjects.

INFORMED CONSENT FORM
Lee University

Project Title:

You have been asked to take part in a research project described below. The following instructions will explain the project to you in detail. If you have questions after completing the following surveys, please contact [NAME] at [PHONE#] or [EMAIL].

Description of the project:

Procedures:
If you decide to take part in this study, here is what will happen:

Risks or discomfort:
The risks that you will be exposed to in this study are minimal.

Benefits of this study:
It is hoped that results of this study will be presented or published in a scientific setting that will allow for better understanding of…

Compensation:
There is no compensation for participating in this study.

Confidentiality:
Your part in this study is confidential within legal limits. The researchers and Lee University will protect your privacy, unless they are required by law to report information to city, state or federal authorities, or to give information to a court of law. Your data will be matched by code to your identity so your results can be tracked over time. However, all reported, presented, and published data will have all identifying information removed. All data will be collected on paper or on password-protected computers, to which only members of the research team have access. After completion of the research, all paper data will be securely stored in the locked lab rooms, and all computer data will be stored on password-protected computers.

Voluntary participation and withdrawal:
All participation is voluntary. Refusal to participate in any or all aspects of this project will be immediately honored. If you decide to be in the study and change your mind, you have the right to drop out at any time. If you drop out during this study, please contact the researcher to obtain credit for participating.

Questions, Rights and Complaints:
If you have questions after completing the following surveys, please contact [NAME] at [PHONE#] or [EMAIL]. If you have any questions or concerns about your rights as a research participant in this study, please contact the Office of Undergraduate Research and Scholarship at Lee University (ours@leeuniversity.edu).

Consent statement
By reading and moving to the next screen you consent to participating (or having your child participate) in this project being given by the [INSERT DEPARTMENT/SCHOOL HERE] Department at Lee University. This statement certifies the following: that you are 18 years of age or older and you have read the consent and all your questions have been answered. You understand that you may withdraw from the study at any time. All of the answers you provide will be kept private. You have the right to see the results of this study if you wish. A copy of the informed consent will be given to you if requested.

Signature:

Date:

Please copy and paste all measures and manipulations below

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:

Faculty Evaluation System

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.

The Criteria for Evaluation

During Faculty Seminar each fall, each faculty member writes goals for the academic year. Each goal must be no longer than 250 words. Goals include both performance outcomes and self–development activities. Separate goals are written for each important area of work:

- Teaching effectiveness
- Scholarship
- Service

Goals are negotiated and mutually agreed upon by the faculty member and the appropriate academic administrator (AAA). They are written in measurable terms and serve as the basis for evaluation. Once goals have been agreed upon, they become part of the faculty member's Professional Activities Contract. Non–tenured faculty members are evaluated every year until they attain tenured status. Tenured faculty members write goals every year, but they are only evaluated fully on alternate years.

Sources of Evaluation Data

To assess whether the faculty member has reached his/her goals, data are collected in a variety of ways. Each semester, all courses are evaluated except for courses with 5 or fewer students. The Office of Institutional Research and Assessment is responsible for the distribution and analysis of Course Evaluations to and from academic departments and units. Course evaluations are distributed after the final withdrawal date (with a W). Appropriate evaluation results are made available to instructors and department/college/school administrators via Portico after the final grade submission deadline when all grades are submitted. The evaluation results are filed electronically with the instructor's Evaluation Portfolio kept by the AAA.

Classroom observations
The AAA or his/her designee observes one class per semester for non–tenured faculty and one class for tenured faculty every other year. The observer completes a class observation form during the observation. One copy of the form is given to the faculty member, and another is placed in the faculty member's Evaluation Portfolio. Faculty members have the option to provide a written response which will be kept with the evaluation portfolio. All part-time and adjunct faculty classes should be observed by the AAA.

Advisees
Students evaluate their advisors each spring semester and results are reported back to the advisor and the AAA. This is also filed in the Evaluation Portfolio.

The Annual Evaluation Portfolio

Each spring the faculty member completes a Professional Activities Report in which he/she explains which goals were met and comments on those that were not met. This report also includes lists of committees, sponsorships, and other contributions to the university as well as a record of professional memberships, conferences and workshops attended, and papers presented or published. The Professional Activities Report also becomes part of the Annual Evaluation Portfolio.

After receiving the Professional Activities Report, the AAA reviews all the evaluation sources and completes the evaluation. This completes the Annual Evaluation Portfolio which is then reviewed by the faculty member in conference with the AAA. Both parties sign the portfolio, and it becomes part of the evaluation record of the faculty member. The Annual Evaluation Portfolio includes the Professional Activities Report, the Professional Activities Contract, the person's Summary Report, the annual statistical report of student evaluations, the advisors evaluation report, the class observation form, and any other evidence the faculty member chooses to include. A copy of the Annual Evaluation Portfolio is sent to the office of the school Dean.

Annual Evaluation Portfolios are kept on file in the AAA's office until the time of the tenure review for non–tenured faculty and for six years for tenured faculty. After that time, the file is sent to the faculty member for his/her disposal.

After a faculty member has completed three years at Lee, the Third-Year Review Committee meets for a preliminary evaluation of his/her progress toward tenure. All three annual portfolios are reviewed by the committee, and the faculty member is informed in writing of the committee's assessment of his/her performance. This correspondence includes any suggestions the committee has about how weaknesses might be addressed before the sixth–year tenure review.

The compiled annual portfolios are also submitted by the AAA with any nomination for promotion and are considered again by the Tenure Review Committee in the fifth year.

The faculty member should submit to his/her AAA, a current resume each time his/her Evaluation Portfolio will be posted for review. This includes Third-Year Review, Tenure Review, Promotion Recommendation and Senior Faculty Review. The resume should have the current date noted each time it is updated and submitted.

Guidelines for PAC Goals

On the Professional Activities Contract, faculty members are asked to submit two to three goals in each of these areas: Teaching, Scholarship and Service. Faculty members are encouraged to develop goals that express one or more of the following areas:

- Achievement/ Improvement
- Personal Strengths
- University Mission

Next are tips and guidelines for developing these goals.

Achievement
The faculty member may have some specific things he or she wishes to accomplish during the coming year. For instance, in teaching, a faculty member may have a new preparation for a class, and this may require research and development of the course. In scholarship, a faculty member may wish to write and present research or create a grant proposal. In service, a faculty member may wish to volunteer service in his or her church, the community or at Lee University. These achievements may be viewed as "check list" items that the faculty member can check off at the end of the year.

Example: Teaching Performance
In the spring, I will teach ENGL 360 for the first time in 5 years. To prepare for this, I will read extensively on pragmatics since this field has changed dramatically since I last taught this course. I will also update the reading list and partner with a librarian to add electronic resources and databases. I will use CTE teaching books and articles as resources for rethinking the structure of the class and for integrating more critical engagement with students, particularly in the writing assignments and in the evaluation of student learning. I will put this course on Moodle to foster discussion and engagement with the material.

Improvement
The faculty member may wish to target areas that have been highlighted in course, advisor, or AAA evaluations. He or she will then write goals that reflect ways in which to address these improvements.

Example: Teaching Performance
My ratings in "encourages students to think for themselves" is below the mean for the department, school and university. To address this weakness, I will read Engaging Ideas to learn better methods for encouraging independent thinking; I will observe teachers who do this well to get an idea of their techniques; I will invite a colleague to observe my class and coach me in this area, and I will attend Center for Teaching Excellence sessions that relate to critical engagement.

Means of Assessment: To assess my progress, I will ask my AAA to observe my classes with this specific goal in mind and to give me targeted feedback on my engagement of students in independent thinking. My goal is to raise my mean student rating score on
this item from 3.5 to 4.0 by the end of spring semester, and to receive a positive evaluation from my administrator's observation.

Strengths
A faculty member may also wish to develop goals that correspond to his/her Gallup Strengths Profile. Lee University has access to many resources through the Center for Calling and Career that can assist in developing strengths-based goals in Teaching, Scholarship or Service. The books Now Discover Your Strengths, How Full is Your Bucket? and Teach With Your Strengths offer specific advice for this kind of goal development.

Example: Teaching Performance
My Strengths Profile includes Input. This means I like tangible learning resources. I will work on making those resources more available to students both in and out of class. I will develop assignments that help students develop strategies for doing research and make them understand what sources are better. This will also link with Critical Skills #2.

Means of Assessment: I will include copies of the new assignments in the electronic portfolio

University Mission
Faculty may wish to develop goals to complement specific university mission objectives. For instance, Lee University has many initiatives such as Global Perspectives, service learning, critical thinking and others. Faculty may wish to link their work in the classroom or in scholarship or service to any of these university emphases.

Example: Teaching Performance
I will include critical skill #2 in each of my classes. After discussing the writing assignment, I will take my classes to the library for multiple sessions of hands-on instruction in information literacy. At the end of the semester, students in all my classes will be able to access a wide range of electronic sources, distinguish between sources available on the open web and those available through data bases and specialized searches and assess the validity of each, distinguish between biased and unbiased sources, and give a rationale for the sources they select for their final project.

Means of Assessment: I will administer a pre-test prior to the fist library assignment and a post-test at the end of the semester. Students' scores will improve by at least 50%. I will also ask students to explain their search for and selection of sources for their final project to determine whether they were consciously using the skills taught in the class. My goal is for them to exhibit a high level of awareness and use of the steps in critical skill #2.

Teaching goals should address specific courses that require targeted attention, specific methods, or techniques a faculty member wishes to try, new uses of technology in the classroom or documented areas of improvement on which the faculty member intends to focus.

Scholarship goals should be as specific as possible. Research to be proposed, presented, or published should be listed here. Conferences, conventions, memberships, and subscriptions may also go here. Books and articles reviewed or refereed are also good listings. Enrollment in academic courses may also be mentioned in this section. If a faculty member intends to do reading or research within his or her discipline, this should be stated in the form of a plan including titles, if possible.

Example: Scholarship
I will research, write, and present a paper at the C.S. Lewis Conference in Kansas City next fall.
Or

I will read six books in my discipline in the coming year: From Puritanism to Postmodernism by Richard Ruland, History of Reading by Alberto Manguel, The Rough Guide to Cult Fiction by Paul Simpson, The Modern American Novel by Malcolm Bradbury, Stranger Shores by J.M. Coetzee and The Myth of the Goddess by Anne Baring

Student Guidance/Advising Goals are not limited to advising. These goals may include advising improvement or student mentoring. For example, one might write goals in terms of assisting students in career preparation.

Example: Student Guidance/Advising
I will increase the number of contacts with my advisees to three times per semester.
Or
I will connect my advisees with career opportunities either through my own contacts or with the Calling and Career Center. Additionally, I will assist students in resume writing and interview skills.

Service goals may include service to the university, to students, to one's church home or to the community at large. These goals should reflect voluntary effort in any or all of these areas. Memberships in university, church-related or civic organizations may be listed here as well as any volunteer activities performed for groups in various contexts. Some professional expertise provided in any of these contexts outside the normal course of events may be listed here. Mentoring, strengths-vocational advising and other services provided in the university context are also appropriate in this category.

Example: Service Goals
I will volunteer regular hours in the counseling center at The Caring Place.
Or
I will assist with the music ministry in my local church.
Or
As sponsor of the College Democrats, I will devote extra time and resources to event planning, student recruiting and guest scheduling.

All faculty goals should represent fresh, targeted or significant effort and should not reflect the kinds of activities one is naturally expected to do either in employment or as part of good citizenship. For example, "being available to my students," "being punctual to my classes," "doing my best at teaching," "attending faculty and department meetings," "faithful church attendance," "voting during elections" and other common activities that ordinarily form part of reasonable expectations are not legitimate goal items. Should any of these categories form part of cited areas of improvement, however, the faculty member would be advised to address them as goals in that context.

Goals Assessment on the Professional Activities Contract (PAC) and Professional Activities Report (PAR)

An important part of the Professional Activities Contract and the subsequent Professional Activities Report (PAR) is the assessment of performance goals. All the goals on the PAC should be assessed in some way on the PAR, but the most important goals for which some form of assessment is required are the teaching performance goals. The faculty member is asked to delineate on the PAC how he or she will know that the teaching goals are achieved.

Example: Teaching Performance
My ratings in "encourages students to think for themselves" is below the mean for the department, school, and university. To address this weakness, I will read Engaging Ideas to learn better methods for encouraging independent thinking; I will observe teachers who do this well to get an idea of their techniques; I will invite a colleague to observe my class and coach me in this area, and I will attend Center for Teaching Excellence sessions that relate to critical engagement.

Means of Assessment: To assess my progress, I will ask my AAA to observe my classes with this specific goal in mind and to give me targeted feedback on my engagement of students in independent thinking. My goal is to raise my mean student rating score on this item from 3.5 to 4.0 by the end of spring semester, and to receive a positive evaluation from the administrator's observation.

Assessment Outcomes: This goal was achieved. My AAA observation rating in fall semester was 3.5, and it was 4.0 in the spring. My mean student course evaluation score on this item for the year was 4.2.
I found the book Engaging Ideas to be very helpful, but I benefited most from observing other classes and from having a "coach" observe my class and work with me on improving in this area.

Assessment will depend to some degree on the kind of goal written. In the case of achievement goals in which a list or a specific activity is projected, self-reporting is suitable. The faculty member need only report whether he or she accomplished the
anticipated task or activity. If a documented need for improvement is cited, then the same documentation used to indicate the need can be used to indicate whether or not the goal was attained.

For strengths-based or mission-oriented goals, as well as other teaching-related goals, the faculty member may use a variety of possible assessment tools. Course evaluations and AAA observations may be used. Faculty may also implement a variety of informal feedback options, such as brief surveys strategically administered throughout the semester to document student response. Another option is to make use of peer review, a process that might entail allowing oneself to be observed and reviewed by a colleague either in or out of the department or discipline.

Student Evaluation of Classes Taught by Part-time Faculty

Every course taught by part-time faculty will be evaluated every semester using the Student Rating of Instruction form.

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 to work out the best date and time.

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.

Retention Recommendations

Each October, the AAA present their Deans with a Personnel Report for their department. The report has three main sections: the retention recommendations for all non-tenured faculty, request for new positions, and position announcements.

AAAs make retention recommendations for each faculty member in the academic unit. The recommendation for non-tenured faculty will include the Annual Performance Report summarizing the evaluation instruments.

If the faculty member is not recommended for retention, the Dean and the AAA will meet to discuss the situation before sending the recommendation for non-renewal to the vice president. If the AAA and Dean agree, the recommendation for non-renewal will be presented to the Vice President for Academic Affairs with accompanying documentation.

If the academic chain of command agrees that any non-tenured individual should not be offered another contract, his/her name will not be sent to the Board of Directors. After the winter Board meeting, the faculty member will be notified regarding non-renewal. The AAA should schedule an appointment to discuss this decision. In some cases, the AAA and Dean may mutually decide not to recommend retention in October but to discuss weaknesses with the faculty member and design a development plan that could lead to a later recommendation for a contract.

AAA should schedule an appointment to discuss this decision. In some cases, the AAA and Dean may mutually decide not to recommend retention in October but to discuss weaknesses with the faculty member and design a development plan that could lead to a later recommendation for a contract.

FACULTY EVALUATION SCHEDULE SUMMARY

Action	Person Responsible	Form/Reference	Due Date
FALL SEMESTER			
PAC (Final Copy)	Faculty Member	Faculty Handbook; Section 8	August
Goal Setting Conferences (Review finalized PAC)	Faculty Member and AAA* (faculty schedules meeting with AAA)	Faculty Handbook; Section 8 Completed PAC should be signed by faculty member and AAA and placed in the faculty member's file. A copy should be sent to the Dean.	August
Retention Recommendations	Dean/AAA	Performance Report prepared by AAA	October
Senior Faculty Review	Dean/AAA	Portfolio prepared by faculty member Faculty Handbook; Section 4 (Constitution)	Posted by Oct 1; complete reviews by end of October
Class Observation by AAA	Dean/AAA/Faculty Member (faculty schedules with Dean/AAA; Deans may choose to observe when someone is eligible for promotion)	Faculty Handbook; Section 8 (non-tenured faculty - one course each semester; tenured faculty - one course on alternate years except the year of Senior Review)	October
Advisor Evaluations	Academic Services/Data Entry Personnel	Faculty Handbook; Section 8	Advance Class Selection
Student Course Evaluations	AAA/Faculty/Secretary	Faculty Handbook; Section 8	November

FACULTY EVALUATION SCHEDULE SUMMARY

Action	Person Responsible	Form/Reference	Due Date
SPRING SEMESTER			
PAC Update	Faculty/AAA	Faculty update their progress to AAA on goals (met or unmet) to date	January
Proposed Faculty Workload Report	Faculty Member (approved by AAA/Dean, and Vice President for Academic Affairs)	Proposed Workload Profile (new forms)	January
Assistant/Associate Professor Review (if applicable)	Faculty Member/AAA (compiled by AAA & faculty member; submitted by AAA)	Portfolio prepared by faculty member Faculty Handbook; Section 4 (Constitution)	Posted by 2nd Monday in January
Third-year Review Packets	AAA/Faculty Member	Faculty Handbook; Section 8 (materials should follow this outline every year)	Posted by 2nd Monday in January
Lecturer Review	AAA/Faculty Member	Faculty Handbook; Section 8	Posted by 2nd Monday in January
Promotion Packets – see detailed timeline on next page	Dean/AAA/Faculty Member	Faculty Handbook; Section 8	Posted by 2nd Friday of February
Class Observations by AAA	Dean/AAA/Faculty Member (faculty schedules with Dean/AAA; Deans may choose to observe when someone is eligible for promotion)	Faculty Handbook; Section 8(non-tenured faculty - one course each semester; tenured faculty - one course on alternate years except year of Senior Review)	February
Student Course Evaluations due to Assessment Office	AAA/Faculty/Secretary	Faculty Handbook; Section 8	April
Advisor Evaluations	Academic Services/Data Entry Personnel	Faculty Handbook; Section 8	Advance Class Selection
Professional Activities Report (PAR)	Faculty member schedules with AAA	Faculty Handbook; Section 8	Due by end of May
Tenure Review Packets	Faculty Member/AAA (compiled by AAA & faculty member; submitted by AAA)	Faculty Handbook; Section 8 (materials should follow this outline every year)	Posted by 1st Monday in June
Conferences with AAA (end-of-the-year)	Faculty member schedules with AAA		May-August
Annual Faculty Performance Report/Annual Evaluation Portfolio	AAA	Faculty Handbook; Section 8	August

*AAA= Appropriate Academic Administrator

Annual Faculty Evaluation Portfolio

Instructor's Name _____ Rank _____

Department _____ Academic Year _____

Department Chairperson _____

Department Chairperson's Signature _____ Date: _____

Personal Data:

Date of initial employment _____ Total years university teaching experience _____

Date tenured _____ Date of last promotion _____

Dates of leaves of absence _____

To the Instructor:
This evaluation will be filed in your official record. You may provide a written response to be filed with this evaluation. You have access to your official record upon request.

_____ I acknowledge that I am aware of the contents of this evaluation.

Instructor's Signature _____ Date _____

Appendices

- Department Chairperson's Report
- Professional Activities Report
- Professional Activities Contract
- Student Course Evaluation Report
- Faculty Peer Evaluation Report
- Classroom Observations
- Advisor Evaluation Report
- Other Information

LEE UNIVERSITY

Class Observation Summary

Instructor's name:	
Course number and title:	
Date course was observed:	
Observer's name:	

Session Purpose (primary evidence from pre-observation)

- **What is the purpose/goal of this teaching session?**

- **Is there a teaching goal from the PAC that will be evident in this session? If so, then explain how it will be incorporated.**

- **What other context would you like to provide the observer?**

Purpose Development (primary evidence from the observation)

How did the session opening set the purpose?

How did the sequence of the session provide opportunities for students to acquire disciplinary knowledge/skills at an appropriately rigorous level for the course level?

Items normally addressed in every class:

- **The instructor is prepared for class (SCE 10)**

- **The presentation of course content is clear (SCE 12)**

- **The instructor engages the class appropriately to address the outlined learning goals**

- **There is checking for understanding during class time through effective questioning, assessment, or appropriate activities**

- **Class time is managed effectively (SCE 11)**

- **The instructor interacts appropriately with students in ways that enhance learning**

- **The instructor shows interest in students and their learning (SCE 15).**
- **When possible, the instructor integrates Christian faith into the learning**

Other Observations that address effective learning (can be discipline-specific goals):

How did the session conclude in an intentional way that supported the session's purpose?

Items normally addressed in every class:

- **The class incorporates a summary of the content for the day**
- **An expectation for future learning is expressed (can include preview, communication of assignment and due date, or other activity)**
- **A final check of comprehension (can include ending assessment in class, assigned after class, or another mechanism)**

Session Assessment (primary evidence from the post-observation conversation)

The instructor reflections on the lesson development and student performance:

- **Was the opening of the class effective?**
- **How effective were the engagement activities employed? What worked? What could be improved?**
- **Were you able to conclude the class as you designed?**

Suggestions for faculty improvement after reflection and observation:

Professional Activities Contract
*** For Academic Year 20XX – 20XX**

(This document is a significant component at each evaluation point in faculty professional development.)

Name Date

Title/Rank College/School

Department

Teaching Performance Goals*

*** The PAC should reflect the previous year's feedback from the PAR and the performance summary.**
*No more than three goals.
If applicable, address the following questions:

- How does this goal further develop my skills as a teacher and/or address data from my Student Course Evaluations? Teaching goals should focus on student learning outcomes. For example, how does this goal help students learn? How should it be measured. For example, "80% of business ethics students will accurately apply the ethical decision-making framework" is the assessment that would be linked to a Teaching Performance Goal such as "I will: 1) provide a pre-test/post-test of the decision- making framework, 2) hold review sessions, 3) make the framework available on Moodle.
- "How will I know whether I have accomplished this goal?"

Scholarship Goals*

Professional meetings, presentations, publications, performances, research, etc.
Scholarship goals (one or two goals is preferred) must align with the definition of scholarship as determined by the applicable college or school.

Student Guidance/Advising Goals*

*While this includes advising, it is not limited to advising. For example, it may include informal student mentoring. One or two goals is preferred.

Department / Discipline Specific Goals (if applicable)*

Goals not already addressed in the previous sections. (i.e. student clinicals, teaching visitations, vocal or instrumental performances, etc.)

Off-Campus Employment

List all off-campus employment, current and projected, for this academic year, including employer name, nature of activity and time commitment. Refer to Faculty Handbook, section 5-23 for policies and approval procedures.

Please attach an explanation of any other factors that will affect your workload.

Service Goals*

*Service goals (one or two goals is preferred) should represent voluntary activity rendered to civic organizations, churches, and/or the University including one's school, college or department. (Service should be beyond the scope of one's expected responsibilities.) Ideally, service connects to one's area of expertise.

Signatures:

Faculty Member _____

Department Chair _____

Dean _____

Appendix: Service Commitments*

* List service commitments on campus and off campus.

Professional Activities Report
For Academic Year 20XX – 20XX

(This document is a significant component at each evaluation point in faculty professional development.)

Name _____ Date _____

Title/Rank _____ College/School _____

Department _____

General Information: This report provides an opportunity to furnish your academic leadership team with information regarding your professional activities and your contributions to your department and the university during the past academic year. The appropriate administrator will consult this report in composing his/her evaluation of your performance for this evaluation period with a focus on those areas where you demonstrated improvement and suggesting areas needing improvement. Your Professional Activities Report becomes part of your permanent evaluation portfolio and will also be used in evaluating you for retention, promotion, and tenure.

Part One: Courses and Activities Listing:
Please respond to the following items with reference to the past 12 months.
Discuss any activities, which you consider to be noteworthy and describe any of your strengths that should be recognized.

1. List by discipline and course number all the courses you taught during the evaluation period. For team-taught classes, specify your proportionate contribution.
2. List those committees of your department and those committees of the university on which you have served during the year. If you chaired any of these committees, please indicate so.
3. List your current membership(s) in professional and/or honor societies. If you have been an officer of such a society during the past year, please describe the office you held.
4. List any papers, books, articles, or reviews you have written and any papers you have referred to. Describe any research or other creative professional activity in which you have engaged or participated.
5. List by title, date, setting and audience any talks, addresses, concerts, recitals, etc., you have given during the past year.
6. List by organization, name, date, location, etc. any professional meetings you have attended during the past year. Please indicate for each meeting the percentage of your expenses paid by university funding.
7. List by name of sponsoring organization, date, location, content, any seminars, graduate courses or workshops in which you have participated during the past year. Please indicate for each activity the percentage of your expenses paid by university funding.
8. List any professional or related services that you have rendered to your department, the university, the community or to students or colleagues during the past year.
9. List the funding source and the amounts of each grant awarded to you this past academic year.
10. List all off-campus employment during the past year. Give name of employer, nature of activity and time commitment.

PART TWO: Professional Performance Self-Evaluation
Please comment on the following aspects of your professional performance during the past year.

Summarize your teaching evaluation data from this academic year. Discuss activities, which you consider noteworthy and describe your strengths that should be recognized.

11. **Teaching Effectiveness.** List your teaching effectiveness goals from your Professional Activities Contract and indicate whether you attained each one. Include references to the method you used to measure your success.
12. **Scholarship and Creative Activities**. List your goals from your Professional Activities Contract and indicate whether you attained each one. Include references to the method you used to measure your success. Discuss any activities which you consider noteworthy and describe your strengths that should be recognized. Attach a paper copy or link to the paper or creative work presented at professional meetings or published in books, journals, or other appropriate periodicals.
13. **Student Guidance/Advising.** List your goals from your Professional Activities Contract and indicate whether you attained each one. Include references to the method you used to measure your success. While you may reference the advising evaluation instrument, this section may require more narrative than others due to the individualized nature of this component, and this section will be more qualitative than other areas of review. Discuss any activities which you consider noteworthy and describe your relevant strengths.
14. **Service.** List your service goals from your Professional Activities Contract and indicate whether you attained each one. Include references to the method you used to measure your success. Discuss any activities which you consider noteworthy and describe your strengths which should be recognized.

PART THREE: Self Reflection
Provide a response to your evaluation. Take this opportunity to indicate those areas in which you feel you excelled and those areas you believe need improvement. Please cite specific aspects of your evaluation documents. Consider reflecting on the following Self-Evaluation instrument.

PART THREE: General Professional Department Self-Evaluation

15. Support of the spiritual life of the campus by regular chapel attendance.
16. Demonstration of exemplary character and Christian role model for students and colleagues.
17. Cooperative support of the goals of the department and the university.
18. Regular and consistent availability for conferences with individual students and advisees.
19. Consistency in keeping posted office hours.
20. Timeliness with written communications and punctuality in meeting deadlines.
21. Quality professional service on department committees and department projects.
22. Quality of written communications and record keeping.
23. Attendance at department and general faculty meetings.

Promotion Recommendation

Instructor's Name _____ Department _____

Biographical Information

A. Full-time teaching experience	Total Years*	Years at Lee*	Post Doctoral Years*
1. Non-College teaching			
2. College Teaching (total full-time)			
a. As a lecturer			
b. As an assistant professor			
c. As an associate professor			
d. As a professor			

B. Other related experience (describe fully under Appendices section

- Present academic rank and discipline _____
- Present tenure status _____
- Date of birth _____
- Academic degrees (Give the degree name, the awarding institution, and the year the degree was awarded.)

1.
2.
3.
4.

*NOTE: Include the present year as one full year in each appropriate entry.

Comments of Department Chair.
In providing comments, be mindful of the fact that each of the candidate's previous annual evaluations (with appendices) automatically becomes a part of this recommendation and that these evaluations will be reviewed with this recommendation at each stage of its consideration. Comments, therefore, should not attempt to duplicate information contained in these materials, but, rather, should be directed to the question of why this promotion is especially appropriate at this time. It is suggested that comments be limited to the space provided on this page.

Recommendation

I recommend that _____
(Instructor's name)

be promoted from _____ to _____

effective _____.

This instructor meets all minimum requirements of Lee University for this promotion.

_____
Signature of Department Chairperson

_____
Date

Appendices.
A resume of the candidate's entire professional history at Lee University must accompany this recommendation as an appendix. This resume is to be prepared by the candidate and is to be organized according to the outline of the Lee University Professional Activities Report. The department chair may provide other supporting materials as well. A listing of such materials and some commentary as to the relationship of each to this candidacy is to be provided in this space.

Tenure Recommendation

Instructor's Name _____

Department _____

Biographical Information

A. Full-time teaching experience	Total Years*	Years at Lee*	Post Doctoral Years*
1. Non-College teaching			
2. College Teaching (total full-time)			
a. As a lecturer			
b. As an assistant professor			
c. As an associate professor			
d. As a professor			

B. Other related experience (describe fully under Appendices section)

- Present academic rank and discipline _____
- Total years* accumulated toward tenure _____
- Date of birth _____
- Academic degrees (Give the degree name, the awarding institution, and the year the degree was awarded.)

  1.
  2.
  3.
  4.

*NOTE: Include the present year as one full year in each appropriate entry.

Comments of Department Chair.
In providing comments, be mindful of the fact that each of the candidate's previous annual evaluations (with appendices) automatically becomes a part of this recommendation and that these evaluations will be reviewed with this recommendation at each stage of its consideration. Comments, therefore, should not attempt to duplicate information contained in these materials, but, rather, should be directed to the question of why this award of tenure is especially appropriate at this time. It is suggested that comments be limited to the space provided on this page.

Recommendation

I recommend that _____(Instructor's name)_____

be awarded tenure effective _____. (Date)_____

This instructor meets all minimum requirements of Lee University for the awarding of tenure.

_____
Signature of Department Chairperson

_____
Date

Faculty Acknowledgment

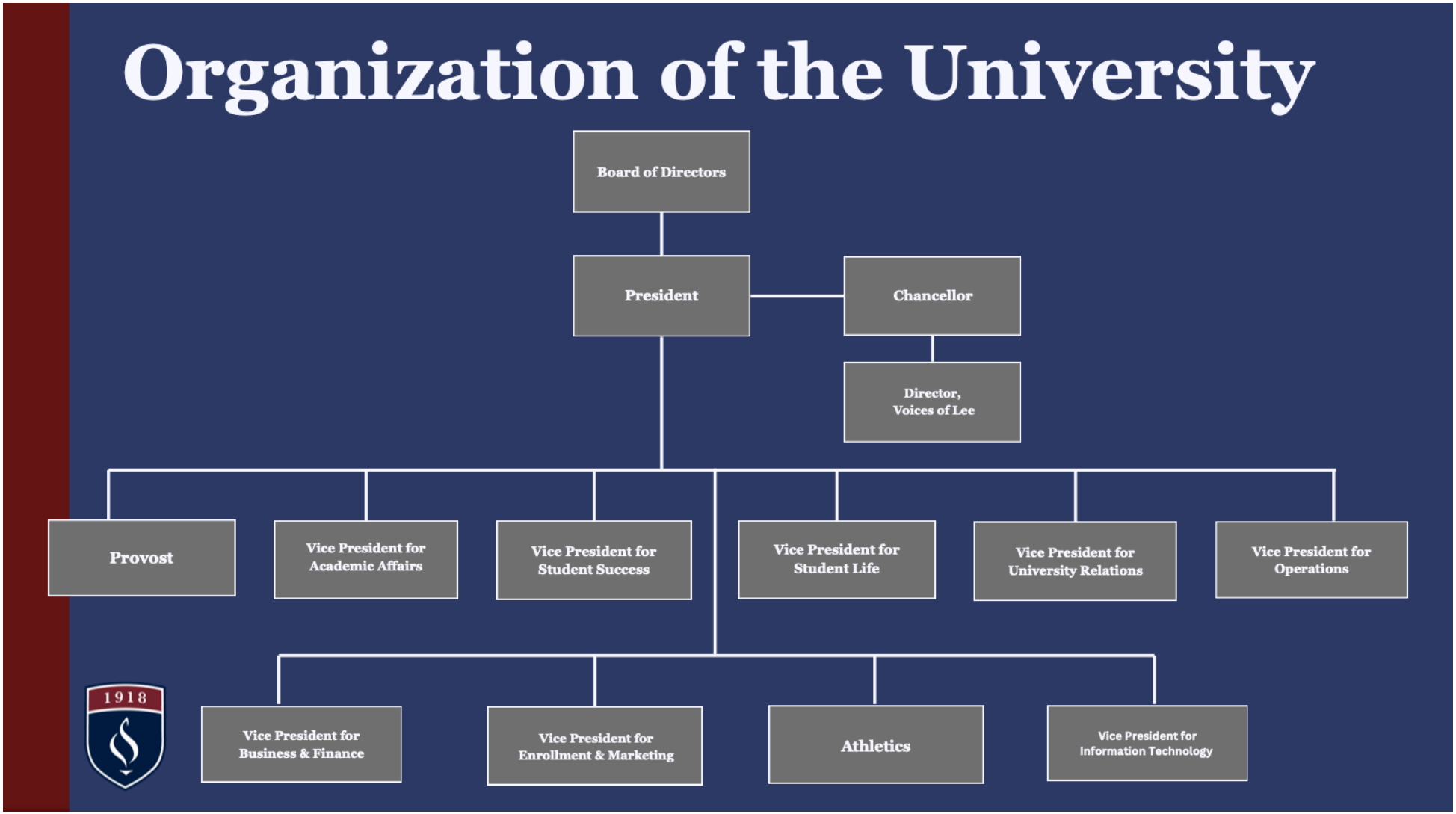
I acknowledge that I am aware of the contents of this recommendation.

_____
Signature of Instructor

_____
Date

Appendices.
A resume of the candidate's entire professional history at Lee University must accompany this recommendation as an appendix. This resume is to be prepared by the candidate and is to be organized according to the outline of the Lee University Professional Activities Report. The department chair may provide other supporting materials as well. A listing of such materials and some commentary as to the relationship of each to this candidacy is to be provided in this space.

ADMINISTRATION, FACULTY AND STAFF



ADMINISTRATION, FACULTY AND STAFF

THE ADMINISTRATION, FACULTY AND STAFF OF LEE UNIVERSITY

The guidance, instruction, and assistance you will receive at Lee University will come primarily from the people listed on the following pages. Each member of the faculty, administration and staff possesses great individual devotion to Lee University and our students. Whether conversing with you over coffee in the Student Center, assisting you with your career planning, or working behind the scenes ensuring the smooth operation of the school, you will find the Lee University family's devotion genuine and contagious.

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*__Cameron Weatherford__ (2021) Assistant Professor of Choral Music
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__Muen (Vanessa) Wei__ (2021) Assistant Professor of Piano
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Briley Williams (2023), Lecturer in Nursing
B.S.N. Lee University

Christine Williams (2007), Professor of Theatre
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*__Kirstee Williams__ (2012), Professor of Psychology
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Marcie Williams (2024), Assistant Professor of Engineering
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William Woolfitt (2012), Associate Professor of Creative Writing
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*__John Wykoff__ (2011), Distinguished Professor of Music Theory and Composition
B.A., Covenant College; M.A., Queens College; Ph.D., City University of New York

*Member of the graduate faculty

FACULTY EMERITI

R. Jerome Boone (2019), Professor Emeritus of Old Testament and Christian Formation
B.A., Lee College; M.A., Wheaton College; D.Min., Th.M., Columbia Theological Seminary

Carolyn Dirksen (2018), Distinguished Professor Emeritus of English
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Evaline Echols (2019), Professor Emeritus of Business
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Ronald Harris (1966), Professor Emeritus of Science Education
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Karen Mundy Judkins (1980), Professor Emeritus of Sociology
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Ollie J. Lee (2016), Professor Emeritus of Sociology
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Barbara McCullough (2014), Professor Emeritus of Library Science
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Dewayne Thompson (1981), Distinguished Professor Emeritus of Business Administration
B.S., Lee College; M.B.A., Middle Tennessee State University; D.B.A., Nova Southeastern University

JANET RAHAMUT FACULTY AWARD

2002	Eddie Brown	2010	Edley Moodley	2018	Alexandrer Steffanell
2003	Hermillo Jasso	2011	JoAnn Higginbotham	2019	Alex Sandoval
2004	Carlanna Gill	2012	Mike Iosia	2020	Jennifer Cornett
2005	Craig Sarine	2013	Skip Jenkins	2021	Christopher Blake
2006	Robert Barnett	2014	Milton Riley	2022	Amy Dummer
2007	Evaline Echols	2015	Donna Summerlin	2023	James Wilkins
2008	Rolando Cuellar	2016	Laura Singletary	2024	Jake Fast
2009	Guy DeLoach	2017	Pam Womack	2025	Dan Lawson

ADMINISTRATIVE STAFF

Tyler Allen, M.B.A.	Director, Campus Security
Geandra Almeida, M.B.A.	Head Women's Golf Coach
Jose Bojorquez, M.A.	Assistant Director, Residential Life & On-Call & Care
Mark Brew, M.S.S.	Head Baseball Coach
Marbi DiPastena, M.S.	Director, Event Planning
Andrea Campbell-Brown, M.Ed.	Executive Assistant for Academic Affairs
Tracey Carlson, M.Ed.	Director, Academic Events
Carolyn Carroll, M. A.T.	Director, Advancement Services
Rachel Coffey, R.N.	Director, Health Services
Brian Conn, M.F.A.	Director, Communications
Amber DeLong, B.S.	Director, Early Learning Center
Marbi DiPastena, M.S.	Director, Event Planning
Kevin Dixon, B.A.	Director, Student Financial Services
Olivia Eaves, MBA	Director, Accounting Services
Christa Fabre, B.A.	Head Coach, Volleyball
April Ford Peterson, B.S.	Director, Financial Aid
Chris Gates, M.B.A.	Executive Director, Student Life
Kristen Murray Grisham, M.Ed.	Director, Community Engagement
Samantha Hasty, M.A.	Assistant Director, Financial Aid
Brandon Holt, Ph.D.	Director, Counseling Center
Kevin Hudson, M.S.	Director, Recreation Center & Student Activities
Lee Hughes, M.S.	Head Coach, Women's Soccer
Patric Hynes, B.S.	Head Coach, Tennis
Fijoy Johnson, Ph.D.	Director, Church Relations
William Lamb, Ph. D.	Director, Leonard Center
Carman Lastoria, M.B.A	Director of Alumni and Donor Relations
Anthony Lombard, D. Min.	Director, Student Connection & Engagement
Erin Looney, M.S.	University Registrar
Wes Lutes, M.A.	Campus Pastor
John Maupin, M.B.A.	Athletic Director
Jessica McIntyre, M.S.A.	Deputy Athletic Director and Sr Woman Administrator
Chris Montgomery, B.S.	Assistant Director, Residential Life
Jason Moore, M.FA.	Creative Director
Caleb Morgan, B.S.	Head Coach, Cross Country/Track and Field
Danny Murray, B.A.	Director, Voices of Lee
Elizabeth Pace, M.S.	Director, Undergraduate Admissions
Andrea Patrick, M.A.	Executive Assistant to the President
Derek Potteiger, B.S.	Head Men's Soccer Coach
Marty Rowe, B.S.	Head Coach, Women's Basketball
Emily Russell, M.A.T.	Head Coach, Women's Softball
Janelle Satterfield, B.S.	Director, Human Resources
Gloria Scott-Richmond, M.M.E.	Director, Racial and Ethnic Relations
Ryan Smith, B.A.	Head Coach, Men's Basketball
George Starr, B.S.	Director, Sports Broadcasting
Lorielen Sullivan, M.S.	Assistant Director, Housing
Stephanie Taylor, B. A.	Executive Assistant to the Chancellor
Sharron Thomas, M.Ed.	Assistant Director, Freshman Admissions
Whitney Thompson, M. S.	Assistant Director, Commuter & Transfer Services
Jeni Turner M.Ed.	Director, Calling and Career
Stephanie Valadez, M.A.	Director, Media Services
Rocky Walker, M.Ed.	Director, Institutional Research & Assessment
Angie Waltrip, Ph.D.	Director, LEAP Trio Grants
Byron Whittington, M.B.A.	Director, Risk & Compliance and Grant Accounting
Melodia Wilson, M. A.	Director, Online Admissions
Evangeline Wykoff, M.A.	Director of Accompanying
Cathy Yaun, M. A.	Director, Strategic Enrollment Partnerships
Anthony York	Director, Event Production

Statement of Beliefs Concerning Human Sexuality and Gender

Overview

As a Christ-centered institution under the auspices of the Church of God denomination, Lee University's beliefs concerning human sexuality and gender[1] arise from contexts and commitments seen as timeless truths written in God's Word, the Bible. First of all, and of highest importance to us, the Bible is God's revelation to His people for the purpose of knowing His will in all areas of life; it is not silent on human sexuality, it is our primary guide. In addition, the standards of the Church of God (located in Cleveland, TN), which gave birth to Lee in the early 1900s, are found in its established doctrines and in its *Declaration of Faith*; the university and the denomination align on issues of faith and practice. Lee is also guided by a nearly 2000-year-old consistent history of scriptural interpretation by the Christian church.

In alignment with the Word of God, Lee University acknowledges that God created humans as male and female in His image (Genesis 1:26-27); He himself called what He made "very good" (Genesis 1:31). Thus, Lee University recognizes that all people have inherent value and dignity and that all are loved by God without condition. Genesis declares biological and physiological distinctions between the two sexes are integral to God's created order for humanity. We profess that humans are sexual beings and that sex, within the guidance set forth in Scripture, is good. We celebrate sexuality as God's gift to humanity that fulfills the directive to be fruitful and multiply (Genesis 1:28) and provides intimacy and pleasure. As a Christ-centered community, we view human sexuality as one part of God's plan for human flourishing on earth (Psalm 19:7-14). Since an essential aspect of our educational task at Lee University is to nurture students to understand God's intentions as outlined in His Word, discussion about sexuality and gender is framed within a specific context of Christian development and living. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties.

One may ask: If gender and sexuality are gifts from our Creator, why are there limits to their expression? A biblical response lies in the account of the fall of humans (the Fall) into sin (Genesis 3) where God's perfect order and creation are distorted by human choices. As Christians, we recognize that the Fall affected the natural and intended order of everything that came after it. Rather than embrace and celebrate God-designed differences between the two sexes, male and female, the Fall has caused humans to reject these differences, and even seek to identify as a gender other than the one rooted in biology at conception. The act of sex itself can also be used to include forbidden same sex sexual relations. Further, due to the Fall, sex can be used as an instrument of power, abusing another person for one's selfish desires. As people made in the image of God, humans are worthy of respect and love, and should never be devalued and reduced to sexual objects.

Lee University recognizes that engaging questions about sexuality and gender is an important part of students' development. To this end, we work to provide opportunities for conversations on these issues. Further, we acknowledge that the university's position as outlined in this statement may raise challenges for those who experience same-sex attraction or have questions about their gender/sexuality.

[1] For purposes of this Statement, we use the word "gender" to refer to a person's biological sex, which is determined by a person's genetics and physiology. We recognize that "gender" may be used in a variety of ways in our current culture, but that is not the focus of our statements here.

- As stated in Lee University's Community Covenant, we commit to treating each person with respect and dignity regardless of any differences of belief on this subject. Jesus Christ is our model who consistently loved all people with a balance of grace and truth. Therefore, we commit to loving one another in like manner, while respecting and upholding the biblical design for gender and sexuality.

- We believe that Christian communities should offer kindness to those who experience same-sex attraction or identify with a gender other than their biological sex; thus, any form of harassment will not be tolerated at Lee University.
    - Sexual harassment is not tolerated.
    - Harassment is not tolerated.

- We commit to engaging in discussion of topics such as sexuality, same-sex sexual behavior, same-sex attraction, sexual orientation, sexual identity, and gender identity with grace and humility, always directing each other toward God's grace and truth in this fallen world.

- We commit to hold students accountable for disregarding the sexual limits of Scripture, yet we will also work with them to support repentance as well as restoration in their relationship with Christ and others. Every year, Lee University welcomes students from a diverse set of backgrounds and life experiences who choose Lee for, among many reasons, our unique religious tradition and environment. Our students are our "mission field." And those with questions about their sexuality and gender identity will find at Lee a community of faculty, staff, and students willing to walk with them in love as they seek answers. Our approach to such students will be to consistently and compassionately explain God's biblical standard for human sexuality and gender as outlined in this Statement of Beliefs.

- Students wanting resources to help process the relationship and experiences of faith and sexuality may choose several options on the Lee University campus, including but not limited to the following: 1) the Lee University Counseling Center; 2) the Health Clinic and 3) the Campus Ministries Office.

- We commit to upholding the values of a Christ-centered community, asking students to adhere to the Community Covenant and policies as set forth in this Statement of Belief and the Student Handbook in order to benefit the entire institution.

- Similarly, administration, faculty, and staff will abide by the behavior expectations as set forth in this Statement of Beliefs, the Declaration of Faith, and their respective handbooks. All administration, faculty, and staff, share an obligation to model and support the expectations of our Christ-centered community.

All expectations for the Lee University Board, Administration, Faculty, Staff, and Students (the Lee University Community) are rooted in the below biblical/theological understanding; the policies related to them are ultimately interpreted by the Lee University Cabinet.

Theology and Policy Implications

I. Lee University believes that God created humans in His image as male and female.

This belief stems from the description of creation in Genesis 1:27:

> "So God created humankind in his image,
> in the image of God he created them;
> male and female he created them" (NRSV).

God's design is not accidental; males and females are specific, and complement each other physically, emotionally, and spiritually in order to fulfill God's commission for them; "be fruitful and multiply," (Genesis 1:28). Males and females bear God's image (Genesis 1:27), equal in personhood. Therefore, despite current cultural suggestions that gender is a mental or cultural construct that may be removed from bodily or biological considerations, we believe gender is determined by one's body.[2] One's biological sex should be understood as binary—male or female, as God created them. Therefore, humans do not have an ability, or observed right, to choose a gender; it is chosen for them by their Creator, who knit them together in their mother's womb as a biological male or female (Psalm 139; Gen. 1:27).

II. Lee University believes that God created humans as male and female for the purpose of procreation, cooperation, companionship, and pleasure.

In Genesis it is evident that male and female were blessed by God to unite for a central purpose of sexual intercourse in order to procreate.[3] "God blessed them and said to them, 'Be fruitful and multiply!'" (Genesis 1:28 NRSV). Genesis 2 provides a clarification of this union when it describes God making the woman from the side of the man: "Therefore a man leaves his father and his mother and clings to his wife, and they shall become one flesh" (Genesis 2:24 NRSV). They unite physically in order to generate offspring who will help to take care of God's earth as well as form a covenant people through whom God will bless the whole world (Genesis 12:1-3).

We believe that God's intention in marriage is the union between one man and one woman so that God's purpose of procreation may be fulfilled; it is also in alignment with God's plan that humans should not be alone (Genesis 2:18; 1 Corinthians 11:9). Marriage is, therefore, more than a contractual agreement that can be entered into by persons of either gender. It is a covenant between a male and female that is witnessed by God (Malachi 2:14). The Scriptures mention the covenant love between a husband and wife several times. Therefore, we conclude that unions blessed by God are solely those between one man and one woman and do not include those of same-sex because such unions, even if they may be legal, are not the unions as described by God.

III. Lee University believes that our bodies are the temple of the Holy Spirit and that Christians are responsible to their faith community for sexual behavior.

For Christians, sexual behavior impacts the body of Christ and in particular the local faith community of which we are a part. Sex is a gift from God, but like any gift it can be abused or misused. Instead of

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[2] W. Ross Hastings, *Theological Ethics: The Moral Life of the Gospel in Contemporary Context* (Grand Rapids: Zondervan, 2021), 167.

[3] Procreation is not the only purpose for sexuality, but it is a central one referenced in the Bible.

being vulgar or disrespectful to describe sex, as is common in culture, the biblical phrase most used to imply sexual relationships that are within God's parameters is "to know" (Genesis 4:1).[4] It is not merely an intellectual understanding of the other person but a knowledge based on experience.

In Scripture, the Apostle Paul encourages the Corinthians to see that how they behave sexually affects their union with Christ and His community: "glorify God in your body" (1 Corinthians 6:20 NRSV). A common cultural narrative says that what I do in my sex life is a private, individual matter; however, we believe that followers of Christ are called to be accountable for their sexual choices and behaviors. Being followers of Christ means that there are some activities and behaviors that remain off-limits to us because they are prohibited by Scripture. While the local church and Lee University may not monitor sexual behavior, once it has become public knowledge that someone has erred, the church and/or Christian institution (such as Lee University) seeks to address the individual/s involved so as to foster repentance and restoration.

Christians view prohibitions concerning sexual acts in Scripture as important directives from the Creator and the Covenant God to His people for how best to live their lives. Such prohibitions include sexual activity outside of the marriage covenant between a man and a woman such as extra marital sex, or sexual immorality [πορνεία |*porneia*] (1 Corinthians 6:13; Ephesians 5:3; Colossians 3:5-6); same-sex relations and behaviors (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9-11); incest and lewdness. Violent behaviors related to sexuality are prohibited (Galatians 5:19-21), as is prostitution (the selling or bartering of one's sexual being for money or profit) and pornography.

We also believe that expressing love for others is important in this educational community; yet we should always exercise care in such behaviors in order to honor Christ and each other. The limits on sexual activity as prescribed in scripture are for God's purposes *and* human benefit. Christians can support displays of love for one another in public, mindful that 1) Displays of affection can be healthy but may also be taken too far by married and unmarried couples and therefore should be considered by the couples involved in order to honor Christ; 2) cultural and personal backgrounds may influence what is considered acceptable or non-acceptable within a diverse community such as ours; therefore, we should live with awareness and act with wisdom.

Conclusion

Living in a Christ-centered community requires humans to consider aspects of their individual lives that affect others. As an institution of Christian higher learning, we aim to focus the attention of the minds and lives of our Lee University Community on how we honor God and each other, and how we develop a definition of human flourishing for the work that God has called us each to do (Ephesians 2:10). In this way, we believe Christian higher education is more than an exchange of information; it is learning a way of life while in a community dedicated both to Christ and His cause in the world.

Learning about the Creator's gift of gender—male and female as an image of God—is a vital aspect of a student's education at Lee. Learning God's rationale for biblical limits on sexual behavior is one essential part of an overall education at this university. Learning how to live as sexual beings in a community with many different understandings of what might be appropriate is necessary for navigation

[4] The Hebrew word *yada'* can refer to intimate knowledge as one would have in sexual intercourse. For example, "Adam knew Eve his wife" and she bore a son (Gen 4:1). See "*yada*" (848) in *Theological Wordbook of the Old Testament*, 2 vols., ed. R. Laird Harris, Gleason Archer, Jr., and Bruce Waltke (Chicago: Moody Press, 1980), I:366.

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