

LAMAR UNIVERSITY
CLASS PERIODS*
(Effective Fall 2012)

Rationale for change: Due to recent policies from the THECB regarding first and last class days, and to continue to provide the same contact minutes for instruction as well as breaks (usually 15 minutes) between periods, five minutes of instruction have been added to each period, effective with the Fall 2012 semester.

Period 1: 8:00 – 8:55 a.m., MWF
Period 2: 9:10 – 10:05 a.m., MWF
Period 3: 10:20 – 11:15 a.m., MWF
Period 4: 11:30 – 12:25 a.m., MWF
Period 5: 12:40 – 1:35 p.m., MWF
Period 6: 1:50 – 3:10 p.m., MW
Period 7: 3:50 – 5:10 p.m., MW
Period 8: 5:30 – 6:50 p.m., MW
Period 9: 7:05 – 8:25 p.m., MW
Period 10: 8:40 – 10:00 p.m., MW
Period 11 ("Early bird") 6:50 – 7:45 a.m., MWF

Period A: 8:00 – 9:20 a.m., TT
Period B: 9:35 – 10:55 a.m., TT
Period C: 11:10 – 12:30 p.m., TT
Period D: 12:45 – 2:05 p.m., TT
Period E: 2:20 – 3:40 p.m., TT
Period F: 3:50 – 5:10 p.m., TT
Period G: 5:30 – 6:50 p.m., TT
Period H: 7:05 – 8:25 p.m., TT
Period I: 8:40 – 10:00 p.m., TT
Period J ("Early bird"): 6:35 – 7:55 a.m., TT
Period K (Single Nights): 5:30 – 8:25 p.m. (includes 15-minute break), M-F
Period L (Saturday mornings): 9:00 – 11:55 a.m. (including 15 minute break), SAT

Contact hours for courses/labs scheduled for fewer than/more than three SCH should be adjusted proportionately. The model is an additional five minutes of instruction for each contact hour.

*Block scheduling, classes by arrangement, special periods based upon need and all other exceptions require the written approval of the dean and provost

PROVOST PROPOSED POLICY

Lamar University may permit a tenure track faculty member to stop the tenure clock (i.e., exclude not more than two academic years of countable service toward tenure) in order to accommodate one or more of the following exigencies or hardships: a) childbirth or adoption; b) dependent care (including children, parents, spouses, or other dependents); c) the faculty member's own illness or other personal emergency; and/or, d) the inability of the institution to provide agreed upon facilities for the faculty member's research. The request to do so shall, to the extent possible, be submitted prior to the occurrence of the event(s) stated above and, in any case, within one year of the event(s). Requests made after Lamar University provides written notice of commencement of the promotion and/or tenure review process (i.e., distribution and/or posting on the Academic Affairs website of the annual "Faculty Tenure and Promotion Schedule") will not be honored.

The faculty member shall notify his or her chair and dean and make a written request to the provost to stop up to two years of service on the tenure clock, clearly explaining the basis(es) for the request; namely, why the exigency or hardship prevents or significantly impedes the faculty member's ability to make progress toward achieving tenure, stating the estimated duration of both the exigency or hardship and the period requested, and providing such additional supporting documentation as Lamar University may require. The faculty member is not required to apply for leave in order to qualify for suspension of the tenure clock. The provost shall notify the faculty member, the chair, and the dean, and submit his recommendation to the System vice chancellor for academic affairs (VCAA) for his decision. The recommendation shall include the faculty member's date of hire, process used to decide to request extension (such as department chair and/or dean recommendation, Academic Council of Deans approval), rationale to exclude the requested period of countable service, other facts or documentation relevant to the case, and the date by which the faculty member will be reviewed for tenure if the extension is approved.

The total time excluded from countable service under this policy is two years (for example, a faculty member who excludes one year for childbirth or adoption and one year for dependent care has reached the maximum). The stopping of the tenure clock under this policy lies within the sole discretion of the Lamar University administration, subject to the VCAA's approval, and creates no property right, contractual or other legal entitlement in a member of the faculty. The administration may deny a request when, in its judgment, the needs and best interests of Lamar University, its academic units, and/or its students so require, provided that this policy shall not be applied in violation of Lamar University or Texas State University System non-discrimination policies. Chairs, directors, deans and the provost shall ensure that all faculty members, personnel committees at all levels, and all external recommendation writers are informed that the criteria for tenure do not change when service has been excluded by virtue of this policy from a faculty member's probationary period.

(NOTE: Texas State University terminology for this process is "tolling the tenure clock." See Chapter V, Subparagraph 4.24 of its *Rules and Regulations* for further information.)