



# FACULTY HANDBOOK

LAMAR UNIVERSITY  
BEAUMONT, TEXAS

A Member of The Texas State University System

## PREAMBLE

The Lamar University Faculty Handbook intends to facilitate the tradition of shared governance at the heart of academic life. The Faculty Handbook addresses vital elements of the university's culture such as academic freedom, voting systems, grievance processes, and ethics.

Individual policies and associated procedures are outlined in MAPP (Manual of Administrative Policies and Procedures) documents. These documents are available on the [Academic Policies](#) page of the Office of the Provost and Vice President for Academic Affairs [website](#). Any policy not detailed in MAPP format will follow the procedures referenced in the relevant sections of the [prior version of the handbook](#). Once the replacement MAPP is reviewed and approved, the links will be updated to direct users to the MAPP.

Policies and procedures are reviewed regularly to adapt to changing circumstances and new perspectives. At the start of each academic year, the Academic Policy Advisory Council (APAC) identifies policies and procedures that are up for review and those that may require imperative revisions. Procedures for developing, approving, revising, rescinding, and maintaining university-level academic policies can be found in [MAPP 02.01.01 University-level Academic Policies](#).

The Faculty Senate Handbook Committee, together with APAC, reviews MAPP drafts and presents policy recommendations to the Provost's Office for approval. Appropriate standing committees of the Faculty Senate may be utilized in the research and drafting of policy and procedural language. While management of the handbook resides in the Office of the Provost, ultimate responsibility lies with the Texas State University System Office, which must approve major changes.

Undoubtedly, this Handbook is a dynamic document. To ensure your success as a Lamar University faculty member, the Faculty Senate and the Provost's Office continuously collaborate to compile and update the information contained in this document. Any questions or suggestions for modification are welcomed and can be brought to the Faculty Senate Handbook Committee through the committee chair, your representative Faculty Senator, or the Office of the Provost.

PREAMBLE.....	2
SECTION I: GOVERNANCE & POLICY DEVELOPMENT .....	1
<b>1. GENERAL INFORMATION .....</b>	<b>1</b>
1.1 MISSION STATEMENT .....	1
1.2 VISION.....	1
1.3 GUIDING PRINCIPLES .....	1
1.4 STRATEGIC PLAN .....	2
1.4.1 UNIVERSITY .....	2
1.4.2 CAMPUS MASTER PLAN .....	2
<b>2. HISTORY .....</b>	<b>2</b>
2.1 REGIONAL ACCREDITATION .....	3
2.2 PROGRAM LEVEL ACCREDITATIONS .....	3
2.3 NOTIFICATION OF PROGRAM ADDITIONS, DELETIONS & CHANGES TO ACCREDITATION AGENCIES, THECB AND SACSCOC .....	3
2.4 SUBSTANTIVE CHANGE POLICY: SACSCOC NOTIFICATION .....	3
<b>3. UNIVERSITY GOVERNANCE .....</b>	<b>4</b>
3.1 BOARD OF REGENTS .....	4
3.2 PRESIDENT .....	4
3.3 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS .....	4
3.4 VICE PRESIDENT FOR STUDENT AFFAIRS AND STRATEGIC INITIATIVES.....	4
3.5 VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT.....	4
3.6 VICE PRESIDENT OF ATHLETICS – ATHLETICS DIRECTOR .....	5
3.7 VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND MARKETING.....	5
3.8 VICE PRESIDENT OF OPERATIONS AND CHIEF FINANCIAL OFFICER.....	5
3.9 VICE PRESIDENT OF INFORMATION TECHNOLOGY AND CHIEF INFORMATION OFFICER.....	5
3.10 OMBUDS.....	5
3.11 DEPARTMENT CHAIRS .....	5
3.12 PROGRAM DIRECTORS.....	5
3.13 PROGRAM COORDINATORS .....	6
3.14 FACULTY SENATE .....	6
3.15 COUNCIL OF INSTRUCTIONAL DEPARTMENTS .....	6
3.16 STAFF COUNCIL.....	6
3.17 COMMITTEES AND COUNCILS .....	6
<b>4. UNIVERSITY POLICIES.....</b>	<b>6</b>
4.1 GENERAL EMPLOYMENT .....	6
4.1.1 FACULTY .....	7
4.1.2 STAFF.....	7
4.1.3 ADMINISTRATOR.....	7
4.2 FACULTY HANDBOOK .....	7
4.3 POLICY DEVELOPMENT, REVIEW, AND REVISION .....	7
4.4 TSUS RULES AND REGULATIONS AND TEXAS EDUCATION CODE .....	8
4.5 HR POLICIES .....	8

<b>SECTION II – FACULTY</b>	<b>8</b>
<b>1. PROFESSIONAL RESPONSIBILITIES</b>	<b>8</b>
1.1 ACADEMIC FREEDOM	8
1.2 ACADEMIC RESPONSIBILITIES	8
1.3 FACULTY ABSENCES	9
1.4 FACULTY WORKLOAD	9
<b>2. APPOINTMENT AND EMPLOYMENT</b>	<b>9</b>
2.1 AUTHORITY TO APPOINT FACULTY	9
2.2 FACULTY CREDENTIALS	10
2.3 TERMINAL DEGREES	10
2.4 WRITTEN TERMS OF EMPLOYMENT	11
2.5 INITIAL APPOINTMENT TO ACADEMIC RANK	11
2.6 CREDITABLE FULL-TIME SERVICE	12
2.7 NEPOTISM	12
2.8 GRADUATE FACULTY MEMBERSHIP	12
2.9 SUMMER SESSION AND MINI-SESSION EMPLOYMENT	13
2.10 PART-TIME FACULTY	14
2.11 ADDITIONAL EMPLOYMENT OF FACULTY	14
<b>3. FACULTY TRANSITION</b>	<b>15</b>
3.1 RETIREMENT	15
3.2 RESIGNATION	15
3.3 DISMISSAL	15
3.3.1 NON-REAPPOINTMENT FOR A TENURE TRACK POSITION	15
3.3.2 TERMINATION FOR GOOD CAUSE	16
3.3.3 TERMINATION OF EMPLOYMENT UNDER SPECIAL CIRCUMSTANCES	16
3.3.4 NON-REAPPOINTMENT OF NON-TENURE TRACK FACULTY	16
<b>4. EVALUATION, TENURE, AND PROMOTION</b>	<b>16</b>
4.1 ANNUAL EVALUATION	16
4.2 FACULTY EVALUATION OF PROGRESS TOWARDS TENURE	16
4.3 TENURE	17
4.4 POST TENURE REVIEW	17
4.5 PROMOTION	17
4.5.1 PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR	18
4.5.2 PROMOTION TO ASSOCIATE PROFESSOR	18
4.5.3 PROMOTION TO PROFESSOR	18
4.5.4 PROMOTION CRITERIA FOR LIBRARY FACULTY	19
4.6 APPEAL PROCEDURES	19
<b>SECTION III – COURSE MANAGEMENT</b>	<b>19</b>
<b>1. CLASSROOM AND COURSE MANAGEMENT</b>	<b>19</b>
1.1 MEETING OF CLASS	19
1.2 COURSE FACILITATION	19
1.3 OFFICE HOURS	19
1.4 COURSE SYLLABI	20

1.5 VIRTUAL PROCTORING SERVICE .....	20
1.6 ASSESSMENTS.....	20
1.7 TEXTBOOKS AND RELATED COURSE MATERIAL.....	20
1.8 SALE OF FACULTY PUBLICATIONS AND SIMILAR MATERIALS TO STUDENTS.....	21
1.9 OFF-CAMPUS AND ELECTRONICALLY DELIVERED COURSES.....	21
1.10 OUT-OF COUNTRY COURSES, PROGRAMS AND TRAVEL .....	22
1.11 OFF-CAMPUS SPEAKERS .....	22
1.12 ACADEMIC CONTINUITY .....	22
1.13 DISMISSAL OF MULTIPLE CLASSES.....	23
<b>2. ATTENDANCE POLICIES .....</b>	<b>23</b>
2.1 CLASS ATTENDANCE POLICY .....	23
2.1.1 STUDENT ABSENCE FOR RELIGIOUS DAYS .....	23
2.1.2 STUDENT ABSENCE FOR BEREAVEMENT .....	24
2.1.3 STUDENT ABSENCE FOR MILITARY SERVICE.....	24
2.1.4 STUDENT ABSENCE FOR UNIVERSITY REASONS.....	24
2.2 ATTENDANCE QUIZ.....	25
<b>3. ACADEMIC INTEGRITY .....</b>	<b>25</b>
3.1 STUDENT ACADEMIC HONESTY POLICY.....	25
3.2 DROPPING COURSES TO AVOID PENALTIES FOR ACADEMIC HONESTY .....	25
<b>4. GRADING AND RECORDS.....</b>	<b>25</b>
4.1 UNIVERSITY GRADING SCALE.....	25
4.2 ADDS, DROPS, AND WITHDRAWALS.....	26
4.3 APPEAL OF COURSE GRADE.....	26
4.4 CHANGE OF GRADES.....	26
4.5 REVIEW OF GRADING .....	27
4.6 RETURN OF GRADED MATERIALS .....	27
4.7 RETENTION OF GRADES.....	27
4.8 OFFICIAL GRADE REPORTS.....	28
4.9 STUDENT ACADEMIC GRIEVANCES.....	28
4.10 STUDENT RECORDS.....	28
4.11 ENROLLMENT OF STUDENTS 65 AND OLDER .....	28
<b>5. CURRICULUM .....</b>	<b>29</b>
5.1 CONTEMPORARY CURRICULUM .....	29
5.2 TUTORING RESOURCES.....	29
5.3 ACCESSIBILITY RESOURCE CENTER .....	29
5.4 ADVISING .....	29
5.4.1 ON-CAMPUS STUDENT ADVISING.....	30
5.4.2 DIGITAL LEARNING STUDENT ADVISING .....	30
<b>SECTION IV – RESOURCES AND FACULTY DEVELOPMENT .....</b>	<b>31</b>
<b>1. UNIVERSITY FACILITIES.....</b>	<b>31</b>
1.1 ON-CAMPUS FACILITIES.....	31
1.2 OFF-CAMPUS FACILITIES.....	31
1.3 SCHEDULING BY OUTSIDE GROUPS .....	31

1.4 SPEECH AND ASSEMBLY .....	31
<b>2. RESOURCES AND RESPONSIBILITY .....</b>	<b>31</b>
2.1 EMERGENCY PROCEDURES.....	31
2.2 ENROLLMENT IN COURSE WORK.....	31
2.3 FACULTY MAILING ADDRESSES AND PERSONAL INFORMATION.....	32
2.4 INDEMNIFICATION OF EMPLOYEES .....	32
2.5 INSTITUTIONAL GIFTS POLICY .....	32
2.6 MARKETING COMMUNICATIONS.....	32
2.7 FACULTY AND STAFF SPONSORSHIP OF STUDENT ORGANIZATIONS .....	32
2.8 INFORMATION TECHNOLOGY.....	33
<b>3. FACULTY DEVELOPMENT.....</b>	<b>33</b>
3.1 FACULTY DEVELOPMENT LEAVE .....	33
3.2 NEW FACULTY ORIENTATION .....	33
3.3 CARDINAL KICK-OFF .....	33
3.4 DIGITAL TICKET .....	33
3.5 CENTER FOR INNOVATION IN TEACHING AND LEARNING .....	34
3.6 MANDATORY DISTANCE LEARNING TRAINING .....	34
3.7 FACULTY RESEARCH AND CREATIVE ACTIVITIES .....	34
3.7.1 PROPOSAL DEVELOPMENT (PRE-AWARD SERVICES) .....	34
3.7.2 SPONSORED PROGRAM MANAGEMENT (POST-AWARD SERVICES) .....	35
3.7.3 RESEARCH COMPLIANCE.....	35

# SECTION I: GOVERNANCE & POLICY DEVELOPMENT

## 1. GENERAL INFORMATION

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### 1.1 MISSION STATEMENT

Lamar University strives to educate leaders, demonstrate excellence in student learning and career readiness, and pursue research with relevance.

### 1.2 VISION

To establish Lamar University as a first choice of tomorrow's leaders and career professionals in Texas.

### 1.3 GUIDING PRINCIPLES

#### **WHO ARE WE?**

Lamar University connects its brand to its purpose by offering programs that prepare graduates to be job and career ready. The focus is on developing skills for immediate job market competitiveness while also emphasizing the importance of preparing for a long-term career path through the integration of liberal arts. We strive to produce highly skilled graduates, researchers, and leaders who employ a balanced approach to risk-taking, entrepreneurship, strategic thinking, and ethical awareness. We invest in research with relevance to Texas, particularly Southeast Texas.

#### **HOW DO WE WORK TOGETHER?**

Lamar University values effective teamwork as a "force multiplier," where diverse ideas intersect to achieve exceptional results. We also value the diverse expertise of our employees and leverage it to solve complex problems. Our shared vision unifies unit-specific goals, propelling the entire university forward.

#### **WHO DO WE SERVE?**

Lamar University places students at the center of our focus, ensuring that their needs guide our work at every level and in every division. Projects and budgets directly contribute to student-specific outcomes, including academic success, social and psychological wellbeing, student research, and engagement.

#### **WHERE DO WE CHOOSE TO INVEST OUR RESOURCES?**

Lamar University strategically manages resources to support talent development in Texas. Streamlining academic offerings strengthens outcomes, promotes excellence in select concentrations, and builds a national reputation. We strategically fill vacant positions to

enhance our brand and purpose and to seize opportunities regionally and beyond. Investing in programs to enhance our academic brand is crucial for our future success.

## **1.4 STRATEGIC PLAN**

### **1.4.1 UNIVERSITY**

LU continues to provide the intellectual capital for today's workforce and the leaders of tomorrow. Our [Strategic Plan](#) not only provides direction for the university but also outlines how, as changes in higher education and the broader world arise, we can collaborate to develop solutions to the challenges facing society as a whole. The strategic plan is evaluated and revised and presented to the Board of Regents every 5 years.

### **1.4.2 CAMPUS MASTER PLAN**

The [Campus Master Plan](#) is designed to provide direction and planned growth of the physical facilities on campus. The plan is reassessed, reviewed, and revised every 5 years and presented to the Board of Regents.

## **2. HISTORY**

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When workers struck oil at Spindletop over 100 years ago, it forever changed the landscape of Southeast Texas and catapulted the world into the oil age. An important part of Lamar University's institutional identity is tied to that massive 1901 oil gusher, which set the foundation for South Park Junior College's creation in 1923. From our earliest days as an institution of higher education, we have adapted quickly to our environment, whether it be the unprecedented population growth of a young boomtown, or the rapid technological and business innovation that followed. In these early contexts, the institution quickly became an integral frontrunner in technology and energy education. Throughout the twentieth century, Lamar University has served Southeast Texas in a strategic, relevant, and sustainable way. Our founders wanted education that produced leaders for this region, and they succeeded.

Today, Lamar University is thriving as a boomtown of knowledge. Our faculty, staff, and students create a culture committed to student success and the advancement of research that energizes economic development around the world. Over the course of our rich 100-year plus history, the education we provide is far more versatile, firmly grounded in the humanities and sciences, but with a continued emphasis on practical applications. The result provides a sharp advantage to our graduates as they develop skills for lifelong learning and prepare for the jobs they will have throughout their careers.

As we look toward our second century, now is the time to tap into our strengths and find ways to multiply their impact for the future. With each new strategic investment in research, academic programs, internships and cooperative education, we extend the influence of Southeast Texas across the entire state and nation. We will need to think creatively about emerging economies



to ensure our graduates are the trailblazers of the next century. What we do next will be transformative - because our moment is now.

## **2.1 REGIONAL ACCREDITATION**

Lamar University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) to award degrees at the bachelor's, master's and doctoral levels.

Questions about accreditation 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.

Lamar University's faculty, staff, and administration affirm the critical importance of regional accreditation, recognizing the public trust it carries and the national and international credibility it confers on the University's degrees. In carrying out the University's mission, Lamar is committed to adhering to the principles and requirements set forth and refined by SACSCOC, including those referred to in SACSCOC literature under the heading of Institutional Effectiveness, a term which encompasses the systematic and documented processes of planning, assessment, and improvement.

It is incumbent upon the faculty to be familiar with and to abide by the requirements contained in the SACSCOC [Principles of Accreditation: Foundations for Quality Enhancement](#) and to participate in the institutional self-studies and *Quality Enhancement Plans* required by SACSCOC for each application for reaffirmation of accreditation.

## **2.2 PROGRAM LEVEL ACCREDITATIONS**

The [The Office of Data, Analytics, Reporting and Assessment](#) maintains a list of individual program accreditations and recognitions.

## **2.3 NOTIFICATION OF PROGRAM ADDITIONS, DELETIONS & CHANGES TO ACCREDITATION AGENCIES, THECB AND SACSCOC**

Before any new course or academic program may be offered for academic credit at Lamar University, it must be approved by the department and college (including the departmental and college curriculum committees) as well as by the Undergraduate Curriculum Council or Graduate Council (as appropriate), the Provost, the TSUS Board of Regents and the Texas Higher Education Coordinating Board (THECB). For the appropriate forms for the development of curriculum, contact the chair of the [Undergraduate Curriculum Council](#) or the chair of the [Graduate Council](#), as appropriate.

## **2.4 SUBSTANTIVE CHANGE POLICY: SACSCOC NOTIFICATION**

Lamar University is required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. For the detailed policy and

corresponding procedures, see [MAPP 02.06.02 Reporting Substantive Change to the Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#).

### **3. UNIVERSITY GOVERNANCE**

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Lamar University is governed by The Texas State University System Board of Regents, who have delegated and shared governance with the Administration, University Committees and Councils, Faculty Senate, Staff Council and other major entities on campus. Shared governance at Lamar University ensures that faculty and staff across all levels have a meaningful role in the discussions and deliberations that shape the University's strategic decisions. It fosters collaboration and transparent communication through representative governing bodies that reflect the interests of the University's diverse constituents, see [MAPP 02.05.01 Shared Governance](#).

#### **3.1 BOARD OF REGENTS**

The official governing body of Lamar University is the Texas State University System [Board of Regents](#).

#### **3.2 PRESIDENT**

The President is the chief executive officer of Lamar University and is appointed by the TSUS Board of Regents upon the recommendation of the chancellor of the system.

#### **3.3 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The [Provost and Vice President for Academic Affairs](#) serves as the university's chief academic officer, exercising broad academic leadership and having administrative responsibility for academic personnel, program, facilities, and services. The [Academic Affairs Council](#) assists the Provost in supporting the educational mission of the university.

Guidelines for the appointment and evaluation of Academic Affairs officers can be found in the [prior version of the handbook](#), Chapter 2 Section 7, 21 and Appendix L. (Replace with MAPP number)

#### **3.4 VICE PRESIDENT FOR STUDENT AFFAIRS AND STRATEGIC INITIATIVES**

The Vice President for [Student Affairs and Strategic Initiatives](#) serves as the chief student affairs officer of the University.

#### **3.5 VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT**

The Vice President for [University Advancement](#) serves as the chief administrative officer responsible for the university's advancement and development programs; alumni relations; media relations; promotions; and publications. The Vice President serves as a liaison with the Lamar University Foundation, and various community and civic organizations.

### **3.6 VICE PRESIDENT OF ATHLETICS – ATHLETICS DIRECTOR**

The [Athletics](#) Director serves as the chief administrative officer for the University's intercollegiate athletics programs.

### **3.7 VICE PRESIDENT OF ENROLLMENT MANAGEMENT AND MARKETING**

The Vice President for Enrollment Management and Marketing serves as the chief administrative officer for University Enrollment and Marketing. The VP for Enrollment Management and Marketing is responsible for the university's admissions and recruitment; financial aid, scholarships, and veteran affairs; student success; registrar and records; marketing communications; and web communications.

### **3.8 VICE PRESIDENT OF OPERATIONS AND CHIEF FINANCIAL OFFICER**

The Vice President of Operations and Chief Financial Officer exercises broad fiscal leadership and is responsible for the University's financial operations; facilities management; human resources and talent management; campus planning and construction; and campus operations.

### **3.9 VICE PRESIDENT OF INFORMATION TECHNOLOGY AND CHIEF INFORMATION OFFICER**

The Chief Information Officer oversees all core university software and applications, data storage and retrieval, data security, business continuity, institutional reporting, and decision support analytics.

### **3.10 OMBUDS**

The Ombuds serves as a neutral, impartial professional in dispute resolution, primarily offering confidential and informal support to university faculty and staff, in line with state law and TSUS System Rules and Regulations. This office complements, but does not replace, the University's formal conflict resolution resources and operates independently from the Office of the Provost.

### **3.11 DEPARTMENT CHAIRS**

Department chairs report to the deans and manage a wide range of departmental operations, supported by departmental committees when necessary. Their responsibilities include recruiting, hiring, evaluating, and mentoring faculty, as well as overseeing curricula, programs, and student majors within their departments.

### **3.12 PROGRAM DIRECTORS**

Academic Program Directors are tenured/tenure track faculty members who are responsible for the coordination of specialized programs. Academic Program Directors may report to their department chair, college dean, or the Provost's Office depending on the nature of the program.

### **3.13 PROGRAM COORDINATORS**

Program Coordinators, who are non-tenure track faculty or staff, manage specific curriculum components and course scheduling within a program of study. Their responsibilities may also include advising students, coordinating internship placements, and other assigned tasks.

### **3.14 FACULTY SENATE**

The Faculty Senate serves as the official body representing faculty perspectives on the institution's academic activities, offering policy guidance to the administration on issues related to faculty welfare, conduct, and engagement. The Faculty Senate's charter and by-laws can be accessed on the [Faculty Senate Website](#).

### **3.15 COUNCIL OF INSTRUCTIONAL DEPARTMENTS**

The [Council of Instructional Departments \(CID\)](#) provides guidance to the administration on policies and initiatives aimed at enhancing departmental administration and improving communication within the University's organizational structure. The council reviews and recommends academic policies and procedures impacting departmental operations. Membership comprises academic department chairs, who elect their own officers.

### **3.16 STAFF COUNCIL**

The Staff Council serves as the official body representing staff perspectives on activities at Lamar University, offering policy guidance to the administration on matters concerning the welfare, conduct, and engagement of university staff. The Council is responsible for presenting the President and other administrators with a consensus on staff opinions and concerns.

### **3.17 COMMITTEES AND COUNCILS**

Lamar University values the role of advisory organizations in shaping general policy and actively encourages faculty participation in these groups, considering it a faculty responsibility. Recommendations from official university advisory organizations are subject to review and approval by the President and the TSUS Board of Regents.

Procedures for Committee and Councils elections and appointments can be found in the [prior version of the handbook](#), Chapter 3 Section 50, 153-154. (Replace with MAPP number)

## **4. UNIVERSITY POLICIES**

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### **4.1 GENERAL EMPLOYMENT**

A Lamar University employee is any individual under the authority and paid service of the University, which operates under the jurisdiction and control of the TSUS Board of Regents. This definition excludes independent contractors and consultants.

#### **4.1.1 FACULTY**

An employee is considered faculty if they hold a specified academic rank with a teaching and research/creative activity appointment of 51% or more for a fixed term, as determined by the University President and approved by the Board of Regents.

#### **4.1.2 STAFF**

A staff employee is any non-faculty employee. Non-classified staff includes administrative officers and professional personnel without fixed terms, outside Lamar's employment classification plan. Classified staff comprises employees without fixed terms in designated job classes, requiring similar duties, skills, and qualifications, such as secretarial, clerical, technical, paraprofessional, protective services, skilled trades, and maintenance roles.

#### **4.1.3 ADMINISTRATOR**

Administrative officers include members of the President's Council and the Academic Affairs Council, deans, department chairs, and other personnel granted executive authority by the President. Before nominating individuals to the Board of Regents or appointing them under delegated authority, the President or other administrative officers of Lamar University conduct thorough investigations into the character, integrity, academic achievements, and qualifications of prospective administrative members.

### **4.2 FACULTY HANDBOOK**

The Academic Policy Advisory Council (APAC), guided by the Office of the Provost and Vice President for Academic Affairs, oversees this handbook and the related academic policies outlined on the [Academic Policies and Procedures](#) webpage. APAC works closely with the Council of Instructional Departments (CID), the Dean's Council, and the Faculty Senate Handbook Committee to ensure the handbook is regularly reviewed and aligns with State and Federal laws, TSUS Rules and Regulations, and the educational goals of both the TSUS system and Lamar University. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, faculty member, or staff employee and Lamar University or TSUS.

Each faculty member, program director, department chair, and all administrators from the level of department chair to the President of Lamar University are responsible for familiarizing themselves with and adhering to all rules and regulations related to their roles. It is important to note that this handbook serves as a resource for key policies and procedures but does not constitute a comprehensive policy document.

### **4.3 POLICY DEVELOPMENT, REVIEW, AND REVISION**

All faculty, staff, and administrators are encouraged to participate in the evolution of academic policy. Procedures for developing, approving, revising, rescinding, and maintaining university-level academic policies can be found in [MAPP 02.01.01 University-level Academic Policies](#).

#### **4.4 TSUS RULES AND REGULATIONS AND TEXAS EDUCATION CODE**

This Faculty Handbook is managed under the authority of the Texas State University System Rules and Regulations. In case of conflict, TSUS Rules and Regulations and Texas Education Code supersede institutional policy.

#### **4.5 HR POLICIES**

General employment policies and procedures are outlined in the [Human Resources Policy Manual](#). Employees are responsible for reviewing and understanding the information contained in the manual, including any subsequent amendments.

## **SECTION II – FACULTY**

### **1. PROFESSIONAL RESPONSIBILITIES**

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#### **1.1 ACADEMIC FREEDOM**

Institutions of higher education exist to serve the common good, which relies on the unfettered search for truth and the free expression of ideas. To fulfill this mission, it is crucial that faculty members have the freedom to engage in scholarly inquiry without undue constraints and to share and publish their findings based on evidence they deem significant.

This freedom ensures that faculty members can contribute to the advancement of knowledge without fear of reprisal or harm to their professional standing or material well-being, even when their views differ from those held by others within or outside the University community. Such protections are fundamental to fostering a vibrant academic environment and upholding the principles of intellectual integrity and academic freedom.

Faculty members are fully entitled to the protections afforded by the First Amendment to the United States Constitution, particularly as they engage in discussions related to their areas of teaching within the classroom. Additionally, all employees of Lamar University are protected under the Fourteenth Amendment, which ensures that the University, as a state entity, cannot deprive any individual of life, liberty, or property without due process of law. For more information concerning academic freedom, see the American Association of University Professors (AAUP) [1940 Statement of Principles on Academic Freedom and Tenure](#).

#### **1.2 ACADEMIC RESPONSIBILITIES**

The concept of academic freedom must be balanced by the equally important principle of academic responsibility, a commitment shared by both administrators and faculty members at Lamar University. Faculty members are entrusted with significant professional responsibilities. They are expected to maintain competence in their fields of expertise and to perform their assigned academic duties diligently and conscientiously. While exercising their academic freedom, they must ensure that it does not interfere with the fulfillment of their

responsibilities, such as avoiding the introduction of unrelated controversial material in the classroom and refraining from presenting themselves as representatives of the University when acting as private citizens. Faculty members are also obligated to provide adequate notice when intending to resign or request leave. Additionally, they must maintain proper and complete academic records, including accounts, enrollments, grades, and other related documentation.

### **1.3 FACULTY ABSENCES**

Faculty absences are governed by TSUS Board of Regent's Rules and Regulations and Texas Education Code Section 51.108. Formal definitions of authorized and unauthorized absences can be found in [TSUS Rules and Regulations](#) Chapter V, Subsections 4.821 and 4.822.

### **1.4 FACULTY WORKLOAD**

Each full-time faculty member paid from state appropriations must fulfill a standard academic workload as outlined by Texas Education Code Section 51.402, "Report of Institutional and Academic Duties," and in accordance with THECB guidelines. Faculty Workload consists of a blend of teaching, research and creative activity, and service to the department, college, university, community, and the profession. Detailed procedures concerning workload can be found in the [prior version of the handbook](#), Chapter 2 Section 36 85-87. (Replace with MAPP number and link to document).

## **2. APPOINTMENT AND EMPLOYMENT**

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Faculty appointments at Lamar University are categorized as tenure-track, non-tenure track, and adjunct (part-time), in accordance with the Texas State University System (TSUS) Rules and Regulations and Texas Education Code. Tenure-track appointments are full-time positions, typically at the rank of Assistant Professor or higher, that include the possibility of earning tenure after a defined probationary period. Non-tenure track appointments are also full-time but are limited to fixed terms without tenure eligibility. These positions—such as Instructor, Lecturer, or Clinical Professor—may be renewed based on institutional need and individual performance. Adjunct or part-time faculty are employed on a semester-by-semester basis to teach specific courses and are not expected to participate in research or service activities.

### **2.1 AUTHORITY TO APPOINT FACULTY**

Faculty appointments at Lamar University are made by the TSUS Board of Regents, as authorized by Chapters 95 and 96 of the Texas Education Code and outlined in the [TSUS Rules and Regulations](#) Chapter V, Subsection 4.1. The University President recommends faculty appointments to the Board, based on candidates' qualifications and their ability to serve the University's interests. Recommendations must include the nominee's name, tenure status, and academic accomplishments.

The President is empowered to extend employment offers, accept resignations, and assign ranks, titles, and salaries for faculty; all subject to Board approval. Faculty appointments are



finalized at quarterly Board meetings or following the approval of the State's General Appropriations Act. Appointees are notified in writing of the terms and conditions of their appointment by the President or a designated delegate.

The Board of Regents is dedicated to maintaining distinguished faculties whose teaching and leadership inspire students and enhance the University's reputation. Faculty contracts exceeding one year are prohibited to ensure consistency and alignment with these principles.

The President may temporarily fill a faculty vacancy through an interim appointment, pending ratification by the Chancellor and the Board of Regents. Interim appointments must be submitted for consideration at the next Board meeting following the temporary appointment. If the Board disapproves of the appointment, the individual's employment will be terminated effective on the date of the disapproval.

**SELECTION OF FACULTY.** Departments are responsible for recruiting new faculty in a manner that ensures balanced representation among sub-fields within a discipline and supports a range of academic preparation and institutional backgrounds. Faculty employment forms and related resources are available on the [Academic Affairs website](#). Employment-specific policies and procedures are outlined in the [Employment Practices HR Policy Manual Section 4](#).

## **2.2 FACULTY CREDENTIALS**

Lamar University follows the credential guidelines for instructional faculty set forth by SACSCOC [Standard 6.2.a - Faculty Credentials](#).

In a demonstrably exceptional case, a highly talented and productive candidate may be considered for an initial faculty appointment and assigned instructor-of-record responsibilities, even if they do not meet the minimum qualifications for the designated academic rank. Such an appointment must be determined by the President to serve the best interests of the University and must be supported by a written recommendation from the department chair, dean, and Provost. Any request for an exception to the stated minimum criteria, including cases where the candidate's credentials do not meet SACSCOC guidelines, must be thoroughly documented and justified based on extraordinary educational achievements, professional experience, or career accomplishments.

## **2.3 TERMINAL DEGREES**

A terminal doctoral degree earned from a regionally accredited institution of higher education is the standard requirement for initial appointment or promotion beyond the rank of instructor. However, the Academic Affairs Council recognizes that in certain disciplines, an earned terminal master's degree may be considered equivalent to a doctoral degree for the purposes of appointment and promotion. The Academic Affairs Council is responsible for determining the status of all accredited degrees in such disciplines. Each faculty member must have a



Documentation of Qualifications (DOQ) form on file, which includes supporting documentation and a rationale for their educational background and expertise in their field.

The definition of a terminal master's degree is outlined in [MAPP 02.02.07 Tenure and Promotion – Non-library Faculty](#). This document also includes a list of the terminal master's degrees currently recognized by Lamar University.

## **2.4 WRITTEN TERMS OF EMPLOYMENT**

The University will provide each full-time faculty member with an initial appointment letter detailing the terms of employment. This letter will specify the faculty member's rank, compensation, tenure status, the number of years of prior service applicable toward tenure, the designated probationary period, and any special conditions, responsibilities, or prerequisites associated with the appointment.

## **2.5 INITIAL APPOINTMENT TO ACADEMIC RANK**

The academic ranks for regular full-time faculty within the academic colleges are instructor, assistant professor, associate professor, and professor.

Initial academic rank is determined at the time of first employment, with specific minimum qualifications required for each rank.

- To qualify for the rank of Instructor, candidates must possess an earned master's degree from a regionally accredited institution of higher education with either 18 graduate semester hours in the teaching discipline or a major in the teaching discipline.
- To be eligible for the rank of Assistant Professor, candidates must hold an earned doctoral degree (or a recognized terminal degree) in the teaching discipline from a regionally accredited institution.
- To qualify for the rank of Associate Professor, candidates must hold an earned terminal degree in the teaching discipline from a regionally accredited institution, have six years of creditable experience, demonstrate teaching proficiency, present recognized scholarly and/or creative achievements, engage in research or other professional accomplishments, and actively participate in college and university affairs.
- To attain the rank of Professor, candidates must hold a terminal degree in the teaching discipline from a regionally accredited institution, possess twelve years of creditable experience, demonstrate superior teaching effectiveness, achieve recognized national prominence in scholarly or creative production, research, or professional accomplishments, make significant contributions to college and university affairs, and exhibit a proven record of leadership performance.

Administrative personnel being considered for an initial appointment to an academic rank must meet or exceed the minimum qualifications required for that rank.

For the initial appointment of faculty teaching courses that are not intended for transfer as academic credit—such as academic support courses, Cardinal Communities, and other non-credit-bearing courses—an earned baccalaureate degree in the teaching discipline from a regionally accredited institution is required.

Degrees earned from institutions outside the United States that are submitted to meet the minimum educational requirements for an initial academic appointment must be evaluated for U.S. equivalency by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or approved by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Exceptions to this requirement may be considered by the Provost upon receiving a written recommendation from the department chair and dean. The cost of such evaluations will be the responsibility of the faculty applicant.

## **2.6 CREDITABLE FULL-TIME SERVICE**

At the time of initial employment, the Provost will determine the number of years of creditable faculty experience, which will be specified in the initial appointment letter and recorded in the faculty member's personnel file. Creditable service will be considered for promotion and tenure requirements. The determination of creditable service will be based on recommendations from the department chair and academic dean, following the guidelines outlined below.

One year of creditable service may be granted for the following types of experience:

- Teaching 36 semester (or equivalent) hours as a part-time instructor at a regionally accredited college or university,
- Two years of instruction in a related field within an accredited school system, or
- Two years of relevant industrial, professional, or research experience.

The Provost may approve up to two years of creditable prior service toward the faculty member's required probationary period. An additional year of creditable service may only be granted with Presidential approval for tenure and promotion.

Credit awarded for experience other than full-time teaching at regionally accredited colleges or universities will not exceed 50% of the time requirement for appointment to the initial faculty rank.

## **2.7 NEPOTISM**

All appointments, whether full-time or part-time, are based solely on the qualifications of the appointee and must comply with Texas Government Code, Chapter 573, [TSUS Rules and Regulations](#), Chapter V, Subsection 2.2, and the [Nepotism Rule HR Policy Manual Section 3.9](#).

## **2.8 GRADUATE FACULTY MEMBERSHIP**

A terminal degree is required for all members of the graduate faculty, except in unusual circumstances that may be supported with appropriate rationale. Faculty not holding a terminal

degree must apply for Special Graduate Faculty membership unless otherwise approved by the Graduate Dean. All applicants must be active in research, scholarly, or creative activities. Any requests for exceptions to these requirements must be fully justified, documented, and approved by the Graduate Council.

In the case of graduate theses and dissertations, it is crucial to maintain a balance in committee composition: under no circumstances shall a majority of members on a graduate thesis or dissertation committee be special graduate faculty members.

All candidates for Graduate Faculty membership must complete a [G-4 \(Application for Graduate Faculty Membership\) form](#). This electronic form is routed for approvals to the Department Chair and Academic Dean. The Graduate Council then reviews the qualifications of candidates and makes recommendations to the Dean of Graduate Studies for final approval.

Membership is required for all faculty teaching graduate-level courses (5000 or 6000 level), including part-time and adjunct faculty. It is important to note that employment in a department offering only graduate-level instruction does not automatically grant graduate faculty status. Faculty teaching graduate coursework without graduate faculty status are out of compliance and must cease graduate teaching until Graduate Faculty Membership is obtained.

One-time requests for Special Graduate Faculty membership can be approved by the Graduate Dean upon recommendation from the faculty member's chair and college dean. All candidates for Special Graduate Faculty Membership must complete a [G-4A \(Application for Special Graduate Faculty Membership\) form](#). Any subsequent requests for the same person for consecutive long terms or semesters must be further reviewed by the Graduate Council and approved by the Graduate Dean initiated by the same form. Faculty with Special membership who now qualify for full membership are expected to apply by the annual October 1 deadline.

## **2.9 SUMMER SESSION AND MINI-SESSION EMPLOYMENT**

Notices for summer and mini-session employment are issued separately from academic year contracts, with assignments made fairly and equitably based on established procedures. The policy for summer and mini-session employment (excluding department chairs) is as follows:

**Need:** Faculty are offered summer and mini-session employment based on demonstrated instructional needs within each department.

**Rotation:** If budgetary or instructional constraints prevent offering all interested faculty equitable summer employment, a rotation system is implemented to ensure a fair distribution of summer courses. Only those teaching courses with demonstrated academic need are included in the rotation. A similar system applies to mini-session employment.

**Notice of Allocation:** Deans are notified of available salary funds for summer by the end of January or as soon as possible. Summer employment notices are issued promptly thereafter.

**Salary:** Summer salary is typically calculated as a percentage of the faculty member's regular salary.

**Early Retirement:** Faculty who take early retirement may qualify for employment during both summer terms.

## **2.10 PART-TIME FACULTY**

A part-time faculty member, commonly referred to as adjunct faculty, is one whose teaching assignment and appointment at Lamar University is less than full-time (<1.0 FTE).

**Role and Importance:** Part-time faculty play a vital role in advancing the University's academic mission by contributing specialized expertise and offering flexibility in addressing enrollment and staffing needs.

**Qualifications:** Adjunct faculty must meet the same minimum academic qualifications as full-time faculty, in accordance with standards set by Lamar University and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**Employment Process:** Part-time faculty are required to complete all University employment forms and will receive either a letter of appointment or a signed personnel action form (F3.2) detailing the terms of their appointment.

**Orientation and Development:** Academic departments provide orientation and mentoring. Part-time faculty are evaluated annually and, if continuing, are expected to engage in professional development as directed by their department chair and dean.

**Student Accessibility:** Part-time faculty must be accessible to students, hold regular office hours (in person or virtual), and remain available by appointment, in proportion to their teaching load.

**Departmental Participation:** Adjunct faculty are expected to follow departmental policies and, unless excused, attend faculty meetings at the department, college, and university levels.

## **2.11 ADDITIONAL EMPLOYMENT OF FACULTY**

Faculty members are encouraged to accept appropriate consultative or advisory appointments with governmental agencies, industry, or other educational institutions, provided these activities do not conflict with their university responsibilities or create a conflict of interest ([TSUS Rules and Regulations](#), Chapter V, Subsection 4.83).

### 3. FACULTY TRANSITION

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Faculty transitions include both voluntary separations, such as retirement and resignation, and involuntary separations, such as non-renewal and dismissal. Final salary payments for all separations are processed on the next regular pay date once written clearance is obtained through the completed and approved [Employment Exit Checklist](#), signed by the dean or Provost. This clearance ensures that all necessary records, including grade records, have been completed and transferred to the department chair, an exit interview has been conducted with the Office of Human Resources, and office and laboratory facilities have been properly vacated.

#### 3.1 RETIREMENT

Under Texas law, Lamar University cannot enforce a mandatory retirement age for tenured faculty. Retirement policies may differ depending on whether faculty members are retiring under the Teachers Retirement System (TRS) or another program. Qualified faculty have the option to participate in the Voluntary Modification of Employment (VME) Instructional Service Program after retirement, as outlined in [MAPP 02.02.06 - Voluntary Modification of Employment](#).

Full-time faculty members who have retired from Lamar and who held the title professor, associate professor, assistant professor, or instructor at the time of retirement shall be accorded retiree rights and privileges ([TSUS Rules and Regulations](#), Chapter V, Subsection 4.10) and may be eligible for bestowment of honorary or emeritus titles. The University reserves the right to offer additional retirement options dependent upon financial and fiscal resources.

#### 3.2 RESIGNATION

A faculty member is expected to resign no later than May 15 or 30 days after receiving notification of continued employment terms for the following year, whichever is later. Resignations must be submitted in writing to the President through the department chair, dean, and Provost.

Once a contract for the next academic year is signed, professional ethics discourage seeking other positions during the contract period. However, if an unsolicited offer is received and the faculty member wishes to accept it, a written request for release from the contract must be submitted to the department chair. The request, along with recommendations, is forwarded through appropriate channels to the President, who will notify the faculty member if the release is approved.

#### 3.3 DISMISSAL

##### 3.3.1 NON-REAPPOINTMENT FOR A TENURE TRACK POSITION

If a non-tenured faculty member in a tenure-track position is not reappointed, written notice must be provided by March 1 of the first academic year if the appointment ends that year, or by December 15 of the second academic year if the appointment ends that

year. After two or more academic years, written notice must be given by August 31, indicating that the following academic year will be the terminal year of appointment.

### **3.3.2 TERMINATION FOR GOOD CAUSE**

The employment of a tenured faculty member, or any faculty member before the expiration of their appointment term, may be terminated only for demonstrated good cause, except in cases of resignation or retirement. See [TSUS Rules and Regulations](#), Chapter V, Subsection 4.5.

### **3.3.3 TERMINATION OF EMPLOYMENT UNDER SPECIAL CIRCUMSTANCES**

The employment of tenured or non-tenured faculty may be terminated if deemed necessary by the Board due to budget cuts, mandated reductions, enrollment declines, departmental reorganization, program elimination, or financial exigency. For additional policy information, see [TSUS Rules and Regulations](#), Chapter V, Subsection 4.6.

### **3.3.4 NON-REAPPOINTMENT OF NON-TENURE TRACK FACULTY**

Non-tenure-track faculty should not expect employment beyond their contract period. Non-tenured faculty notified of non-reappointment or that the subsequent academic year will be the terminal year of appointment are not entitled to an explanation of the decision. See [TSUS Rules and Regulations](#), Chapter V, Subsection 4.27.

## **4. EVALUATION, TENURE, AND PROMOTION**

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Each department or college, including the library, must create promotion and tenure guidelines defining expectations for teaching, research, and service. Approved by faculty, the department chair, dean, and provost, these guidelines must be posted online, shared with new faculty, and reviewed or updated every five years. They guide annual evaluations, align with the university's mission, and accommodate variations across faculty careers.

### **4.1 ANNUAL EVALUATION**

Faculty are evaluated annually. Each faculty member completes an annual report detailing their contributions over the previous calendar year in the areas of instruction, research and creative activities, and service to the discipline, university, and community. Evaluation procedures can be found in the [prior version of the handbook](#), Chapter 2 Section 44.3, 103-104. (Replace with MAPP number)

### **4.2 FACULTY EVALUATION OF PROGRESS TOWARDS TENURE**

A faculty peer review is conducted as part of the annual faculty evaluation process at least twice, typically during the second and fourth years of the probationary period for tenure-track faculty. Detailed procedures for these reviews are outlined in [MAPP 02.02.07 Tenure and Promotion – Non-library Faculty](#).

### **4.3 TENURE**

Tenure signifies a status of continued employment as a member of the Lamar University faculty, unless dismissed for good cause in accordance with [TSUS Rules and Regulations](#), Chapter V, Section 4.5. Tenure is not awarded automatically or based solely on length of service. It is granted following a rigorous probationary period during which tenure-track faculty must demonstrate sustained, high-quality performance in the three core mission areas: teaching, research or creative activities, and service.

Tenure may be granted only in one of two ways: following the successful completion of a probationary period or through tenure upon appointment. According to [TSUS Rules and Regulations](#), Chapter V, Section 4.21, tenure upon appointment may be granted only in rare and exceptional cases and requires approval by the Board of Regents. To initiate this process, the President must submit a written justification and recommendation to the Chancellor. If the Chancellor concurs, they may authorize the President to offer tenure to the candidate, pending final approval by the Board of Regents.

The conferral of tenure grants faculty members specific rights not otherwise afforded to non-tenured faculty. Tenured faculty may expect the privileges customarily associated with tenure at Lamar University. As outlined in [TSUS Rules and Regulations](#), Chapter V, Section 4.21, these privileges include access to a suitable office and workspace, eligibility to serve as a principal investigator and conduct research, teaching responsibilities, and participation in faculty governance. However, tenure does not confer a property interest in any specific aspects of the faculty position beyond the annual salary. For example, tenure does not guarantee rights to laboratory space, a particular office, the ability to teach graduate students, or access to research materials or equipment.

Tenure may be granted only to faculty members holding the rank of Associate Professor or Professor. Procedures for applying for tenure are outlined in [MAPP 02.02.27 Tenure and Promotion of Tenure-track and Tenured Non-library Faculty](#).

### **4.4 POST TENURE REVIEW**

In accordance with Texas law and Texas State University System (TSUS) Rules and Regulations, all tenured faculty members at Lamar University are required to undergo a comprehensive performance evaluation at least once every five years following the date of their tenure award, most recent promotion, or last comprehensive review. Procedures can be found in [MAPP 02.02.37 Performance Evaluation of Tenured Faculty \(Post-tenure Review\)](#).

### **4.5 PROMOTION**

The criteria for faculty promotion establish the minimum standards of academic achievement required for consideration at each professorial rank. In general, successful candidates will demonstrate sustained, high-quality performance across all three areas of the university's mission: teaching, research/scholarship/creative activity, and service. Collegiality, as it



influences teaching, scholarly and creative contributions, service, and interactions with students, will also be considered in the evaluation process.

It is expected that departmental, college, and university personnel committees—composed of tenured faculty at or above the rank of Associate Professor—will be established at the beginning of each academic year. Candidates for promotion will be reviewed and evaluated by these committees at each level.

#### **4.5.1 PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR**

Faculty members holding the title of Instructor who earn a terminal degree in their discipline may be eligible for promotion to a tenure-track position at the rank of Assistant Professor. Candidates seeking promotion must demonstrate a high level of teaching proficiency and provide evidence of service at the departmental, college, and/or university level. Procedures for applying for promotion are outlined in [MAPP 02.02.33 Promotion from Instructor to Assistant Professor](#).

#### **4.5.2 PROMOTION TO ASSOCIATE PROFESSOR**

Faculty who have served as Assistant Professors for at least six years, including a minimum of three years of full-time service at Lamar University, and who meet all criteria for the rank of Associate Professor, are eligible to apply for promotion. They must also have six years of creditable professional experience, demonstrate proficiency in teaching, show evidence of recognized scholarly and/or creative activity, research, or professional achievement, and have made meaningful contributions to college and university service. Procedures for applying for promotion are outlined in [MAPP 02.02.27 Tenure and Promotion of Tenure-track and Tenured Non-library Faculty](#)

#### **4.5.3 PROMOTION TO PROFESSOR**

Faculty who have served as Associate Professors for a minimum of six years, including at least three years of full-time service at Lamar University, and who meet the established criteria for promotion to the rank of Professor, are eligible to apply. Candidates must present a record of academic achievement that reflects the standards and expectations of a full Professor. Minimum qualifications include demonstrated superior effectiveness in teaching; recognized national prominence in scholarly and/or creative activity, research, or professional achievement; significant contributions to college and university service; and a clear record of effective leadership. Procedures for applying for promotion are outlined in [MAPP 02.02.27 Tenure and Promotion of Tenure-track and Tenured Non-library Faculty](#)



#### **4.5.4 PROMOTION CRITERIA FOR LIBRARY FACULTY**

The promotion criteria for Library faculty differ from those of other academic faculty. Candidates are encouraged to consult [MAPP 02.02.28 Tenure and Promotion of Tenure-track and Tenured Library Faculty](#) for more details concerning promotion applications.

#### **4.6 APPEAL PROCEDURES**

Appeal procedures for negative tenure or promotion decisions follow [TSUS Rules and Regulations](#), Chapter V, Section 4.4 and Lamar University policies outlined in [MAPP 02.02.27 Tenure and Promotion of Tenure-track and Tenured Non-library Faculty](#)

### **SECTION III – COURSE MANAGEMENT**

#### **1. CLASSROOM AND COURSE MANAGEMENT**

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##### **1.1 MEETING OF CLASS**

Each instructor is expected to conduct class regularly, begin on time, and meet for the full duration specified in the official class schedule. Classes and other instructional activities must be delivered in the assigned location (or online), at the scheduled time ([MAPP 02.04.02 Schedule Usage & Approved Course Meeting Periods](#)), and on the designated days, using the approved course delivery method established by the university, see [MAPP 02.04.01 Course Delivery Methods](#).

##### **1.2 COURSE FACILITATION**

Faculty are expected to maintain a professional and orderly classroom environment that fosters learning and reflects the academic standards of Lamar University and the Texas State University System (TSUS). Instructors promote a respectful atmosphere, manage disruptions appropriately, and treat all students fairly and consistently. Faculty have the discretion to set reasonable expectations for classroom behavior and participation, as long as these are clearly outlined in the course syllabus and align with university policies. Instances of serious or repeated misconduct are reported to the [CARE Team](#) under the Division of Student Affairs, and if necessary, to the Lamar University Police Department (LUPD). Effective classroom management supports the university's commitment to academic integrity, student success, and a safe, inclusive learning environment.

##### **1.3 OFFICE HOURS**

Faculty are expected to maintain meaningful academic engagement with students beyond scheduled class sessions ([MAPP 02.02.62 Campus Presence and Engagement](#)). Each faculty member is required to establish regular face-to-face and/or virtual office hours ([MAPP 02.02.61 Faculty Office Hours](#)), clearly state them in the course syllabus, and share this information with students, the department chair, and the dean. Office hours must be visibly posted on the faculty member's office door at the start of each semester and kept on file with the chair.

When unable to attend scheduled office hours, faculty are expected to make a good faith effort to notify students in advance.

#### **1.4 COURSE SYLLABI**

Each instructor is required to prepare and distribute a syllabus for every course they teach. Official syllabi must be created in Concourse and posted in the LU Learn (Blackboard) no later than the first day of classes for the term in which the course is offered. The syllabus serves as a good faith agreement outlining the expectations and responsibilities of both the instructor and the students. Any changes to the syllabus after the start of the semester must be communicated to students in writing. This policy ensures consistency across all Lamar University courses and supports compliance with federal and state laws, accreditation standards, and institutional requirements ([MAPP 02.04.17 Course Syllabus Requirements](#)).

#### **1.5 VIRTUAL PROCTORING SERVICE**

LU Learn (Blackboard) serves as Lamar University's official learning management system, offering a secure and centralized platform for faculty to deliver course content, facilitate discussions, manage assignments, and conduct assessments online. When online testing is required, exams and quizzes administered through LU Learn may be proctored remotely. Lamar University currently utilizes Honorlock, a proctoring service that combines AI monitoring with human review to ensure academic integrity. This approach provides a secure, user-friendly testing experience for students and is easy for faculty to implement and manage.

#### **1.6 ASSESSMENTS**

In accordance with Texas State University System (TSUS) Rules and Regulations, Texas Education Code, and Lamar University policy, each instructor is responsible for determining and communicating the assessment policy and approximate schedule in the course syllabus. This includes examinations, quizzes, performances, and other graded activities. The assessment policy and schedule are subject to review and approval by the department chair. All assessments—excluding make-up work and final evaluations—must be administered during regularly scheduled class periods. No assessments may be given during the final scheduled class meeting of the fall or spring semester. Final assessments must follow the official, published final examination schedule.

#### **1.7 TEXTBOOKS AND RELATED COURSE MATERIAL**

Each academic department is responsible for developing procedures for the selection and adoption of textbooks, eBooks, software, equipment, and other required instructional materials. Faculty are required to complete departmental requisition forms for the adoption or revision of course materials, with all submissions subject to review and approval by the department chair. To ensure adequate availability and student access, departments are strongly encouraged to notify the bookstore of any changes to course materials as early as possible.

In accordance with the 2008 Reauthorization of the Higher Education Act, institutions must provide students with timely access to textbook and course material information, including pricing, at the point of course registration. Lamar University meets this requirement through its partnership with Barnes & Noble, which publishes textbook listings on its website. Faculty are responsible for submitting accurate and complete textbook information no later than one week before registration opens for priority populations. Adhering to this timeline supports compliance, promotes affordability, and ensures students have equitable access to required instructional resources

### **1.8 SALE OF FACULTY PUBLICATIONS AND SIMILAR MATERIALS TO STUDENTS**

In accordance with Texas State University System (TSUS) Rules and Regulations, Texas Education Code, and Lamar University policy, individual faculty members and academic departments have broad authority to select instructional materials for their courses, subject to approval by the department chair. While the university encourages faculty to author textbooks, manuals, software, and other instructional materials, the required use of such materials in courses must be governed by institutional review to ensure objectivity and transparency. When practical and equitable, the cost of departmental materials such as outlines or syllabi should be covered by the department itself. If students are charged for such materials, prices must remain as low as possible while allowing for reasonable royalties, and these charges may not be duplicated through incidental course fees.

Instructional materials authored or prepared by a faculty member may not be assigned or sold to students without prior written approval from the department chair, dean, and Provost. Requests for approval must include justification for the adoption, proposed pricing, and profit information. Approved use is valid only through the end of the fiscal year (August 31) in which approval is granted. All sales must be handled through the official campus bookstore (Barnes & Noble), which must provide the same purchasing opportunities to off-campus booksellers. Departments and faculty may not sell instructional materials directly to students. Additionally, faculty must obtain prior approval from the department chair to use university facilities or equipment in the development of these materials. These requirements ensure compliance with institutional policies and uphold principles of fairness and academic integrity.

### **1.9 OFF-CAMPUS AND ELECTRONICALLY DELIVERED COURSES**

All courses at Lamar University must comply with the policies of the University, the Texas State University System (TSUS), the Texas Higher Education Coordinating Board (THECB), and all other applicable state and federal regulations. [The Division of Digital Learning \(DoDL\)](#) is responsible for coordinating and approving the delivery of all off-campus and electronically delivered courses. In addition to standard curricular approvals, all online courses must be developed in collaboration with, and evaluated by, the DoDL's Center for Innovation and Teaching and Learning (CITL) through an approved, standardized assessment process. Faculty assigned to teach electronically delivered courses are required to complete mandatory instructional training provided by CITL prior to teaching the course.

### **1.10 OUT-OF COUNTRY COURSES, PROGRAMS AND TRAVEL**

All students and employees participating in university-sponsored, out-of-country courses or programs—including travel to Mexico, Canada, and U.S. Territories—are required to execute a [liability waiver and release of claims](#) in favor of the TSUS Board of Regents, Lamar University, and their officers and employees. Participation in such programs is contingent upon the completion of this documentation.

All official out-of-country academic courses and programs must receive prior approval from the Director of Study Abroad, the President of Lamar University, and the TSUS Board of Regents. Additionally, all official faculty travel outside the United States and its territories must be submitted for approval by the President no less than 45 days prior to the intended departure date. These requirements ensure compliance with TSUS policies, safeguard institutional oversight, and support the safety and accountability of international educational activities.

### **1.11 OFF-CAMPUS SPEAKERS**

Invitations to off-campus speakers, including those addressing classes or student organizations, must originate from a registered student, faculty, or staff organization and be submitted in writing with adequate notice. Prior written approval from the President or their designee is required before the speaker may be confirmed. All publicity and communications must clearly state that the invitation is issued by the sponsoring organization and that the views expressed by the speaker do not represent those of Lamar University or the Texas State University System. If a speaker is compensated using public funds, the event must be open to the public unless it is designated as a closed academic session. Sponsoring groups are responsible for ensuring that all invited speakers comply with the instructional standards outlined in this handbook and in the [TSUS Rules and Regulations](#). Approval may only be withheld if the presence of the speaker poses a clear and present danger to the orderly operation of the university. Once approval is granted, the President or designee must be notified, and a disclaimer may be required at the event.

### **1.12 ACADEMIC CONTINUITY**

Lamar University faculty are expected to resume instruction following a formal campus closure and evacuation due to a hurricane or other declared emergency. After a designated period for evacuation and relocation, as outlined in [MAPP 02.05.02 Academic Continuity](#), instruction will continue in an online format until on-campus operations can safely resume.

Faculty are required to use the University's official learning management system (LU Learn/Blackboard), institutional email, and the University website ([www.lamar.edu](http://www.lamar.edu)) to communicate with students and deliver course content. These platforms will serve as the primary means of instructional continuity. Faculty must post timely updates, assignments, and instructions to ensure students can continue progressing toward course and program

completion. These measures are designed to minimize academic disruption and support the successful completion of coursework and the academic term, in compliance with system and state-level mandates for instructional continuity.

### **1.13 DISMISSAL OF MULTIPLE CLASSES**

The dismissal or cancellation of two or more scheduled class meetings requires prior approval from both the department chair and the dean. In the event of an emergency—such as a sudden illness, power outage, or conditions that compromise health and safety—deans are authorized to approve the immediate dismissal of classes under their supervision. All such dismissals must be documented and reported to ensure compliance with institutional policies and to maintain the integrity of instructional time as required by state and system guidelines.

## **2. ATTENDANCE POLICIES**

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### **2.1 CLASS ATTENDANCE POLICY**

Regular and punctual class attendance is a critical component of academic success and the fulfillment of the university's educational mission. Each instructor is responsible for developing a course-specific attendance policy that aligns with departmental and college guidelines and reflects the instructional goals of the course. This policy must be clearly stated in the course syllabus and explained to students at the beginning of the semester. For online or hybrid courses, instructors must also define participation expectations, such as required login frequency or engagement with course materials. Any academic penalties associated with unsatisfactory attendance must be explicitly described in the syllabus. The instructor determines whether an absence is excused, except for approved university-sponsored activities. Students participating in official events must provide advance documentation, and these absences are considered excused under University policy.

Students experiencing extended absences may request that the [Division of Student Affairs](#) notify their instructors. This notification is not an excused absence but serves to inform faculty of the reason for the absence and the anticipated date of return. For medical or health-related absences, documentation from a licensed healthcare provider is required. The Dean of Students is responsible for reviewing such documentation, verifying its legitimacy, and notifying instructors when a health-related issue warrants consideration for an excused absence. This process ensures that attendance decisions are made fairly while maintaining academic standards and compliance with applicable laws and regulations.

#### **2.1.1 STUDENT ABSENCE FOR RELIGIOUS DAYS**

In accordance with Texas Education Code Section 51.911 and Texas State University System (TSUS) Rules and Regulations, Lamar University faculty must permit a student who is absent from class for the observance of a religious holy day to make up any examination, assignment, or other coursework missed due to that absence within a

reasonable period of time. It is the student's responsibility to provide written notice of the anticipated absence to each instructor no later than the 15th calendar day after the start of the semester. Faculty are expected to accommodate such requests in good faith and without penalty, consistent with the protections afforded under state law and TSUS policy.

#### **2.1.2 STUDENT ABSENCE FOR BEREAVEMENT**

Students may be granted emergency leave in the event of a death in their immediate family. For the purposes of this policy, "immediate family" includes the student's spouse, parent, sibling, grandparent, child, or grandchild, as well as corresponding relations of the student's spouse. Requests for emergency leave must be submitted in writing to the Vice President for Student Affairs and must include appropriate supporting documentation, such as an obituary or funeral notice. If approved, the Vice President for Student Affairs will notify the student's instructors of the leave. Emergency leave is generally limited to a maximum of three consecutive class days. Additional time may be considered on a case-by-case basis in consultation with academic leadership.

#### **2.1.3 STUDENT ABSENCE FOR MILITARY SERVICE**

In accordance with Texas Education Code Section 51.9111, Chapter 4, Rule 4.8 of the Texas Administrative Code, and Texas State University System (TSUS) Rules and Regulations, students who are called to active military service during a semester or term are entitled to authorized absence without academic penalty.

Students must present a copy of their military orders to each of their instructors as soon as possible. Upon notification, faculty and the University will make every reasonable effort to accommodate the student's academic progress. Options may include completing coursework through alternative means (such as online instruction), receiving a grade of "incomplete" with a plan for later completion, or withdrawing from courses or the University without academic or financial penalty. These accommodations are intended to support the academic continuity and legal rights of students serving in the armed forces.

#### **2.1.4 STUDENT ABSENCE FOR UNIVERSITY REASONS**

University-sponsored activities include official academic programs, extracurricular events, intercollegiate athletics, student organization or sport club competitions and presentations, band, drama, forensics, recruitment, and other activities formally approved by Lamar University (See [MAPP Excused Absences for University-sponsored Activities](#)).

Students who represent the University in these sanctioned activities are entitled to make up any missed assignments, quizzes, or examinations, provided that such



arrangements do not place an undue burden on the instructor or the University. It is the student's responsibility to notify each instructor in writing as early as possible, and no later than one week before the anticipated absence.

This policy supports student participation in official university activities while maintaining the academic integrity and expectations of each course.

## **2.2 ATTENDANCE QUIZ**

Federal regulations require colleges and universities to verify student attendance in order to distribute and manage federal financial aid, including Title IV funds such as Federal Pell Grants and Federal Direct Loans. Faculty are expected to encourage students to complete the Attendance Quiz available in the Blackboard course shell within the first three days of each semester.

## **3. ACADEMIC INTEGRITY**

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### **3.1 STUDENT ACADEMIC HONESTY POLICY**

Lamar University expects students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Lamar University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work. Additional information can be found in [Section 5.3 of the Student Code of Conduct](#).

### **3.2 DROPPING COURSES TO AVOID PENALTIES FOR ACADEMIC HONESTY**

Students found in violation of the academic honesty policy may not avoid academic penalties—such as a reduced grade or failure in the course, as specified in the course syllabus—by dropping the course or withdrawing from the University. In such cases, the instructor has both the right and the responsibility to assign a final grade that reflects academic dishonesty, including overriding a student-initiated drop (Q) or withdrawal (W) with an earned letter grade.

## **4. GRADING AND RECORDS**

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### **4.1 UNIVERSITY GRADING SCALE**

Lamar University uses a standard grading scale to evaluate academic performance in most courses. Letter grades and their corresponding grade point values are as follows: **A** = 4.0, indicating excellent performance; **B** = 3.0, for good performance; **C** = 2.0, representing satisfactory work; **D** = 1.0, denoting minimum passing achievement; and **F** = 0.0, indicating failure. Additional grading symbols include **I** for incomplete, **W** for withdrawal, **Q** for drop, and

**S/U** for satisfactory/unsatisfactory in designated courses. Grades earned contribute to a student's grade point average (GPA), which is used to assess academic standing, honors, and eligibility for graduation. Full details are available in the [Lamar University General Catalog](#).

#### **4.2 ADDS, DROPS, AND WITHDRAWALS**

Lamar University students may adjust their course schedules through the official add, drop, and withdrawal processes outlined in the University Catalog. Courses may be added during the designated add/drop period at the beginning of each term, as published in the academic calendar. Students may drop a course without academic penalty during the drop period, which results in a grade of **Q** (drop without academic record). A student who drops all courses during a term or part of term will receive a grade of **W**, provided the withdrawal occurs before the final withdrawal deadline. Drops and withdrawals do not affect a student's GPA but may impact financial aid eligibility and progress toward degree completion. It is the student's responsibility to initiate and complete all add/drop or withdrawal actions through the appropriate university channels. Full policies and deadlines are available in the [Lamar University General Catalog](#).

#### **4.3 APPEAL OF COURSE GRADE**

The instructor of record—defined as the individual responsible for a course, special project, or thesis—has authority over all matters related to the conduct of the class, including the assignment of final grades. Student performance must be evaluated based on academic criteria clearly communicated in the course syllabus. Grades must be assigned fairly and may not be determined in an arbitrary, capricious, or unethical manner.

If a student disagrees with a final grade, the university provides an orderly appeal process to ensure due process and fair review. To initiate a grade appeal, the student must submit a formal request within 20 school days (excluding weekends and official university holidays) of the start of the following semester, if enrolled. If the student is not enrolled in that semester, the appeal must be initiated within 20 school days of the next semester in which they are enrolled, or within 150 calendar days following the issuance of spring semester grades if the student is not enrolled during either summer term. A procedural checklist and instructions are available on the [Academic Affairs webpage](#).

The purpose of the appeal process is not to question an instructor's academic judgment, the difficulty of a course, or the fairness of examinations, but rather to address claims that a grade was assigned in an arbitrary, capricious, or unethical manner. The process is designed to collect and evaluate evidence to determine the validity of such claims.

#### **4.4 CHANGE OF GRADES**

Grades assigned by the instructor of record are considered final and may only be changed for good cause. Except in specific circumstances, only the instructor of record may initiate a grade



change. If the instructor is no longer employed by Lamar University, the department chair and academic dean may authorize the change, provided there is sufficient justification. All grade changes must include a written explanation of the reason for the change and must be submitted on the official change of grade form through the appropriate approval process.

In cases involving a formal grade appeal, the department chair and academic dean are authorized to modify a grade in accordance with the findings and outcome of the appeal. Any grade change resulting from this process must be fully documented and carried out in compliance with applicable university policies and TSUS regulations.

#### **4.5 REVIEW OF GRADING**

In accordance with the Texas State University System (TSUS) Rules and Regulations, Texas Education Code, and applicable federal law, including the Family Educational Rights and Privacy Act (FERPA), all academic grades assigned to a student—and the methods used by the instructor to determine those grades—may be subject to formal review upon the written request of the student. Such a review must follow the procedures established by university policy to ensure due process and confidentiality.

Once final semester grades have been officially recorded, any grade change initiated by an instructor must be reviewed and approved by both the department chair and the academic dean. This oversight ensures the integrity of the grading process and compliance with institutional, system, and state regulations.

#### **4.6 RETURN OF GRADED MATERIALS**

All graded materials—including exams, assignments, and other evaluated coursework—must be returned to students within a reasonable time frame. Returned work includes a clearly indicated grade and appropriate feedback. Timely feedback enables students to assess their academic progress and make informed decisions about course drops or withdrawals within published deadlines. Withholding examination scores or evaluated work until the end of the semester is allowed only under exceptional circumstances and must be justified by sound academic reasoning. Prompt evaluation and communication of student performance are essential to maintaining transparency, fairness, and academic integrity.

#### **4.7 RETENTION OF GRADES**

Student grade records for each course must be retained by the instructor for a minimum of three years following the conclusion of the course. If an instructor separates from Lamar University, it is the responsibility of the departing faculty member to submit all relevant grade records to the department chair prior to departure. The department chair is then responsible for maintaining these records in compliance with institutional policy and TSUS guidelines, ensuring appropriate documentation is available for academic and administrative purposes.

#### **4.8 OFFICIAL GRADE REPORTS**

Each faculty member is responsible for submitting official grade reports for all students enrolled as of the official census (audit) date. These grades must be entered in accordance with the deadlines published in the [Academic Calendar](#), as outlined in Lamar University's Catalog and in compliance with TSUS Rules and Regulations.

#### **4.9 STUDENT ACADEMIC GRIEVANCES**

Lamar University has established procedures to ensure the prompt and equitable resolution of alleged student academic grievances. As part of this process, each undergraduate college maintains a Student-Faculty Relations Committee to assist in reviewing and resolving formal academic grievances. Full details of the academic grievance process, including steps for filing a complaint, are available on the [Academic Affairs - Student Information](#) website.

#### **4.10 STUDENT RECORDS**

Official and permanent student records are maintained by the [Office of the Registrar](#) in accordance with the [Texas State University System \(TSUS\) Rules and Regulations](#), Chapter VI, and the [Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99). Faculty and staff may access student records only if they have a legitimate educational interest, as defined by TSUS policy and federal law, and such information must be used solely for its intended academic purpose. Personally identifiable information may not be disclosed or posted publicly without the student's written consent.

FERPA-protected information may not be downloaded to electronic devices or removed from campus without prior approval from the Vice President for Information Technology, as required by TSUS policy and federal privacy standards.

Lamar University defines directory information in accordance with FERPA, which includes specific categories of student information the University may release unless a student submits a written request to withhold it through the Office of the Registrar. Full details regarding directory information, student rights, and privacy protections are outlined in the [University's FERPA policy](#).

#### **4.11 ENROLLMENT OF STUDENTS 65 AND OLDER**

Individuals who are 65 years of age or older may enroll in up to six semester credit hours each fall, spring, or summer term, either for academic credit or as an audit, on a space-available basis without payment of tuition, as provided by Texas Education Code Section 54.365. Required fees other than tuition may still apply. Eligible students must complete the standard university admission and registration process and must notify the [Office of the Registrar](#) of their intent to apply the tuition exemption. Students who successfully complete courses for credit will have the corresponding academic credit recorded on their official transcript.

## 5. CURRICULUM

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### 5.1 CONTEMPORARY CURRICULUM

It is the shared responsibility of faculty and academic departments to ensure that curricula, course sequencing, and instructional content remain current, relevant, and responsive to the evolving needs of students. Academic programs must be designed to prepare students for both professional success and meaningful participation in society, consistent with the University's mission to foster intellectual development and career readiness. Faculty are expected to maintain disciplinary competence and contribute to ongoing curriculum evaluation to uphold academic quality and relevance.

### 5.2 TUTORING RESOURCES

The [LU Tutoring Center](#) is committed to supporting student success by providing free academic assistance across a wide range of subjects. The Tutoring Center offers in-person tutoring by appointment to help students strengthen their understanding of course material, improve study skills, and enhance academic performance. Tutoring is available for core subjects including math, science, writing, and other disciplines, with services delivered by trained peer tutors. Students desiring drop-in support can visit the American Sign Language (ASL), Chem Center, College of Business, or Physics Tutoring Labs, or the Math Shop.

### 5.3 ACCESSIBILITY RESOURCE CENTER

Lamar University and the [Accessibility Resource Center \(ARC\)](#) are committed to providing equitable access to courses, programs, services, activities, and facilities for students with disabilities through the provision of reasonable accommodations and modifications.

Students requesting disability-related accommodations must complete the online application with the ARC and provide appropriate documentation verifying the existence of a disability. After submitting the required materials, students are scheduled for an intake appointment to determine eligibility and to discuss reasonable, individualized accommodations. Students may apply for accommodations at any time; however, early application is strongly encouraged to allow for timely implementation. Once approved, students may select their accommodations for each enrolled course. Accommodations apply prospectively and are not retroactive.

### 5.4 ADVISING

Academic advising is an essential component of student success at Lamar University. Advising is available to all students and is mandatory for specific groups, including lower-division students (those with fewer than 60 semester credit hours), new freshmen, new transfer students, students subject to Texas Success Initiative (TSI) requirements, and those on academic probation or returning from academic suspension.

Formal advising periods are established each semester and published in the University's Academic Calendar by the Office of the Registrar. During these designated periods, students are expected to meet with their assigned academic advisors to review degree progress, select courses, and obtain required approvals for registration.

Advising services available to students include educational planning, TSI advising, interpretation of degree audits, major and minor selection assistance, pre-professional advising, registration and schedule adjustments, academic success strategies, referrals to campus resources, grade petition guidance, and readmission advising.

#### **5.4.1 ON-CAMPUS STUDENT ADVISING**

Faculty members may be assigned to assist with academic advising and registration of students at the discretion of their department chairs. Advising assignments for faculty are determined by the department chair based on academic program needs.

Academic advising for lower-division students (fewer than 60 semester credit hours) is provided by professional advisors through the [Undergraduate Advising Center \(UAC\)](#). The UAC, LU Online Advising, and the [Office of Student Success](#) deliver comprehensive advising services to meet the needs of students within the mandatory advising categories listed above.

Advising for upper-division students (those with 60 or more credit hours) and graduate students is coordinated by the academic colleges. Each college is responsible for implementing a comprehensive advising program, which may include mandatory advising based on academic standing, major requirements, or college-specific policies.

#### **5.4.2 DIGITAL LEARNING STUDENT ADVISING**

Program directors and faculty members support the implementation and academic oversight of online degree programs offered through the [Division of Digital Learning](#). Academic advising and course registration for students enrolled in these online programs are coordinated by professional advisors within the Division of Digital Learning and continue throughout the student's enrollment in their online program at Lamar University.

Digital Learning students have access to the same comprehensive advising services as on-campus students, including those that are mandatory based on academic classification, admissions status, or academic standing. Advisors assist online students with educational planning, degree progress, registration, and support resources to promote academic success in a virtual learning environment.

## SECTION IV – RESOURCES AND FACULTY DEVELOPMENT

### 1. UNIVERSITY FACILITIES

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#### 1.1 ON-CAMPUS FACILITIES

University facilities are available to faculty when conducting or sponsoring university-related activities. Registered student, faculty, and staff organizations may use campus buildings and grounds in accordance with the policies and procedures established by the [Office of Event Management](#).

#### 1.2 OFF-CAMPUS FACILITIES

Requests to schedule off-campus facilities that require the use of university funds must be submitted through the [Division of Finance and Operations](#).

#### 1.3 SCHEDULING BY OUTSIDE GROUPS

In accordance with [TSUS Rules and Regulations](#), Chapter III, Section 2.2, the use of Lamar University grounds and physical facilities—particularly auditoriums, gymnasiums, and other large venues—by outside individuals, groups, or associations is subject to the applicable policies and procedures governing such use.

#### 1.4 SPEECH AND ASSEMBLY

Freedom of inquiry and discussion is fundamental to intellectual development, as long as it is exercised lawfully and does not infringe upon the rights of others or disrupt the academic programs and administrative operations of Lamar University. The university grounds serve as traditional public forums and are subject to reasonable time, place, and manner restrictions as determined by the President. For additional information see [TSUS Rules and Regulations](#), Chapter VII, Section 3.

### 2. RESOURCES AND RESPONSIBILITY

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#### 2.1 EMERGENCY PROCEDURES

The health and safety of Lamar University's faculty, staff, and students are of utmost importance, and all employees are expected to remain actively engaged in promoting safety. Any potential safety hazards must be reported immediately to one's supervisor and the [Office of Environmental Health and Safety and Risk Management](#). Emergency procedures for situations such as hurricanes, fires, chemical spills, and medical emergencies are available on the Office of Environmental Health and Safety and Risk Management website.

#### 2.2 ENROLLMENT IN COURSE WORK

To ensure an equitable workload distribution, the following guidelines govern course enrollment for full-time faculty at Lamar University and other institutions of higher education:

**Eligibility:** Full-time faculty may enroll in courses at Lamar University or other institutions during regular work hours with prior approval from their department chair and dean.

**Enrollment Outside Regular Hours:** Faculty may freely enroll in courses held outside regular work hours without needing approval.

**Tuition Benefit:** Full-time employees, with the necessary approvals, may take up to five Lamar University courses per year as an employment benefit. The [Employee Education and Training Plan](#) policy and applications are available through the Office of Human Resources.

### **2.3 FACULTY MAILING ADDRESSES AND PERSONAL INFORMATION**

All faculty and staff are required to keep their supervisor and the Office of Human Resources informed of their current mailing address, personal email address, and cell phone number. Faculty members should review and update their personal information annually in [Banner Self Service](#).

### **2.4 INDEMNIFICATION OF EMPLOYEES**

Indemnification of all employees is governed by the Texas Civil Practice and Remedies Code, Title 5 Chapter 104.

### **2.5 INSTITUTIONAL GIFTS POLICY**

All philanthropic contributions (i.e., gift, grants, fellowships, scholarships, etc.) are solicited, evaluated, accepted, recorded, reported, and acknowledged exclusively through processes established by the [Vice President of University Advancement](#).

### **2.6 MARKETING COMMUNICATIONS**

The Office of Marketing Communications is responsible for maintaining a consistent editorial and graphic identity in all official Lamar University publications, advertising, signage, websites, emails and other public visual and written communications.

The [Office of Marketing Communications](#) collaborates with colleges, departments, and programs to develop integrated communication strategies aligned with specific goals, supporting and safeguarding Lamar University's brand through creative services, digital marketing, social media management, web communication, community relations and public relations efforts.

### **2.7 FACULTY AND STAFF SPONSORSHIP OF STUDENT ORGANIZATIONS**

Student Organizations must have a full-time LU employee as their advisor. This advisor should not advise more than five other organizations and must complete annual Risk Management training as mandated by Texas Education Code Sections 51.9361 - 51.9362.

## **2.8 INFORMATION TECHNOLOGY**

The Information Technology Division supports the IT needs of Lamar University and all technical services. For students, faculty, and staff needing assistance, the IT Service Desk is available via email or phone call, in addition to a self-service portal. Policies, standards, hours of operations and contact information can be found on the [IT Division website](#).

## **3. FACULTY DEVELOPMENT**

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### **3.1 FACULTY DEVELOPMENT LEAVE**

Faculty Development Leave at Lamar University is designed to support tenured teaching and library faculty in pursuing professional development, study, research, writing, or similar scholarly or creative projects that contribute to the advancement of knowledge for faculty, students, the institution, and society. Recognized as a valuable tool for strengthening higher education, Faculty Development Leave is available to a limited number of faculty members who have completed at least two years of continuous, full-time service at the University. The complete policy and associated procedures can be found in [MAPP 02.02.54 Faculty Development Leave](#).

### **3.2 NEW FACULTY ORIENTATION**

Each fall and spring semester, new, full-time faculty hires are required to attend New Faculty Orientation, a day-long event presented by the Center for Innovation in Teaching and Learning and their partners from divisions across the institution. Presenters offer information about services available to faculty on and around campus, and CITL provides an orientation to teaching and learning resources, including our Blackboard Learning Management System and other instructional technologies to support faculty and student success.

### **3.3 CARDINAL KICK-OFF**

To coincide with the President's Convocation each Fall semester, the Office of the Provost presents Cardinal Kickoff with a luncheon and resource fair. Kickoff is a series of professional development sessions to benefit faculty and staff as they begin a new academic year. Content has included Blackboard deep-dives, online teaching pedagogy, grant writing and research funding opportunities, institutional data access and management, assessment and accreditation issues, and instructional technology training.

### **3.4 DIGITAL TICKET**

Digital Ticket is an annual, free one-day conference hosted by the [Division of Digital Learning](#) at Lamar University. The event focuses on digital learning and the latest advancements in educational technology, offering a full day of sessions that explore a variety of tools, strategies, and innovative approaches to enhance teaching and learning in online and technology-enhanced classrooms.



### **3.5 CENTER FOR INNOVATION IN TEACHING AND LEARNING**

The [Center for Innovation in Teaching and Learning \(CITL\)](#), under the Division of Academic Affairs and in collaboration with Digital Learning, provides comprehensive faculty development designed to cultivate a campus culture of excellence, professionalism, and student-centered success. CITL fosters a vibrant community of engaged scholar-teachers committed to transforming teaching and learning through reflective, evidence-based practices. The Center offers a wide range of services, including support for faculty success, instructional design consultations, classroom technology training, guidance on online course development, and support for digital publishing and open educational resources. Through these offerings, CITL empowers Lamar University faculty to grow professionally and enhance their impact on student learning.

### **3.6 MANDATORY DISTANCE LEARNING TRAINING**

Effective September 2025, all faculty who teach or plan to teach online courses must complete a mandatory professional development certification. This requirement will eventually extend to all LU faculty members. The required course, CITL 101: NESTED (Navigating Effective Strategic Teaching through Engaging Digital Design), is a comprehensive professional development program focused on effective and engaging online course development. This is not remedial training. It is designed specifically to assist educators (new and experienced) in excelling in the digital learning environment. NESTED is part of a broader university initiative to ensure that all our degree programs—whether delivered online, in-person, or in hybrid formats—meet rigorous standards of academic quality and excellence that help define our institution. The course takes about four hours to complete and features microcredentials that can be earned after each module.

### **3.7 FACULTY RESEARCH AND CREATIVE ACTIVITIES**

Lamar University supports faculty research, scholarship, and creative activity as essential components of professional development and institutional excellence. Faculty are encouraged to pursue projects that advance knowledge, contribute to their disciplines, and foster innovation beyond the classroom.

The [Office of Research and Sponsored Programs Administration \(ORSPA\)](#) provides centralized resources to assist faculty in identifying, developing, and managing externally funded projects, as well as ensuring compliance with institutional, state, federal, and sponsor requirements. Faculty should consult the ORSPA website for current policies, procedures, and forms related to sponsored programs and compliance.

#### **3.7.1 PROPOSAL DEVELOPMENT (PRE-AWARD SERVICES)**

ORSPA offers Pre-Award support for faculty seeking external funding. Services include:

- Identifying funding opportunities
- Assisting with proposal preparation and competitive positioning



- Preparing budgets and reviewing proposals for regulatory compliance
- Securing institutional approvals and ensuring adherence to sponsor requirements
- Submitting proposals in accordance with federal, state, private, and institutional guidelines
- Negotiating award terms with sponsors

Faculty intending to submit a proposal must complete the Proposal Intent Notification form, available on the ORSPA website.

### **3.7.2 SPONSORED PROGRAM MANAGEMENT (POST-AWARD SERVICES)**

Once an award is made, Sponsored Programs Management provides support throughout the project lifecycle, including:

- Financial and performance reporting
- Expenditure monitoring and tracking
- Indirect cost distribution
- Assistance with project-related purchasing and hiring
- IT compliance coordination
- Project closeout and submission of final reports

### **3.7.3 RESEARCH COMPLIANCE**

Research Compliance, under ORSPA, oversees adherence to regulatory, sponsor, and institutional requirements across all phases of research. Compliance areas include:

- Conflict of interest and commitment disclosures
- Export control and international travel regulations
- Effort tracking and reporting
- Research security and protection of sensitive information

Lamar University maintains the following oversight committees and offices to ensure compliance:

- Institutional Review Board (IRB) – human subjects research

- Institutional Animal Care and Use Committee (IACUC) – animal research
- Institutional Biosafety Committee (IBC) – biosafety oversight
- Institutional Patent Committee (IPC) – patents and intellectual property
- Research Security Office – safeguarding sensitive information

Faculty must familiarize themselves with these compliance requirements and policies, which are available on the ORSPA Research and Sponsored Programs website.

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**Non-exhaustive list of policies relevant to faculty:**

Abandoned and Unclaimed Personal Property - [TSUS Rules and Regulations](#) Chapter III, Section 13

Campus Key Policy - [Finance and Operations](#) MAPP 04.02.03  
[Concealed Handgun Policy](#)

Drug Free Workplace - [HR Policy Manual Section 2.9](#)

Employment of Persons with Disabilities – [HR Policy Manual Section 2.3](#)

Equal Employment Opportunity - [HR Policy Manual Section 2.1](#)

[Intellectual Property](#)

Prohibition of Other Weapons - [TSUS Rules and Regulations](#) Chapter VII, Section 4.6

Racial and Other Forms of Harassment – [HR Policy Manual Section 2.6](#)

Salary Spread Election – [HR Policy Manual Section 2.28](#)

Security of Student Records and FERPA – [HR Policy Manual Section 2.26](#)

Sexual Harassment – [HR Policy Manual Section 2.5](#)

Smoke-Free, Tobacco-Free and Electronic Cigarette-Free Workplace - [HR Policy Manual Section 2.10](#)