



FACULTY HANDBOOK

LAMAR UNIVERSITY
BEAUMONT, TEXAS

Member **The Texas State University System™**

May 2026

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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 yet in MAPP format will follow the procedures referenced in the [appendix](#) to this handbook. Once the replacement MAPPs have been reviewed and approved, the appendix will be removed and the handbook updated to direct users to the appropriate 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 proposed policies and procedural language. While management of the handbook resides in the Office of the Provost, ultimate approval authority for this handbook lies with the President and TSUS Office of General Counsel.

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.

SECTION I: GOVERNANCE & POLICY DEVELOPMENT

1. GENERAL INFORMATION

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

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 [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 curriculum 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

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 voice 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 System chancellor.

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 [appendix](#) to this handbook, under the headings Chapter II (Sections 7 and 21) and Appendix L.

3.4 VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for [Student Affairs](#) 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 VP for University Advancement serves as a liaison with the Lamar University Foundation and various community and civic organizations.

3.6 VICE PRESIDENT FOR ATHLETICS – ATHLETICS DIRECTOR

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

3.7 VICE PRESIDENT FOR 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 FOR OPERATIONS AND CHIEF FINANCIAL OFFICER

The Vice President for 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 FOR 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 and Human Resources.

3.11 COLLEGE DEANS

College Deans are the chief academic and administrative officers of colleges within the University. Deans provide leadership for academic programs, faculty development, and student success, while managing budgets, resources, and compliance with University policies. Deans also represent the college to internal and external stakeholders.

3.12 LIBRARY DEAN

The Library Dean is the chief administrative and academic officer of the University library system. The Library Dean provides leadership in library services, resources, and technology to support teaching, research, and learning. The Dean oversees library staff, manages budgets, and ensures alignment with the University's mission and academic goals.

3.13 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.

3.14 PROGRAM DIRECTORS

Academic Program Directors 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.

3.15 PROGRAM COORDINATORS

Program Coordinators 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.

3.16 FACULTY SENATE

The Faculty Senate serves as the official body representing faculty perspectives on the institution's academic activities and provides input and recommendations 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](#).

3.17 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 consists of the academic department chairs, who elect their own officers.

3.18 STAFF COUNCIL

The Staff Council serves as the official body representing staff perspectives on activities at Lamar University and offers input and recommendations 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.

3.19 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 TSUS.

Procedures for Committee and Council elections and appointments can be found in the [appendix](#) to this handbook, under the heading Chapter III (Section 50).

4. UNIVERSITY POLICIES

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 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, with or without fixed terms and who are not included

in Lamar's employment classification plan. Classified staff are employees serving without fixed terms in a job class designated in Lamar's employment classification plan, which requires similar duties, skills, and qualifications. Classified positions include but are not limited to 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 or appointing individuals to Administrative positions, the President or other administrative officers 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](#) web page. 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 aligned with State and Federal laws, TSUS Rules and Regulations, and the educational goals of both the TSUS system and Lamar University. Ultimate approval authority for this handbook lies with the President and TSUS Office of General Counsel. 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 that apply to faculty but does not itself constitute University policy or a comprehensive policy document.

4.3 POLICY DEVELOPMENT, REVIEW, AND REVISION

All faculty, staff, and administrators are encouraged to participate in shaping and advancing 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

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.

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 [appendix](#) to this handbook, under the heading Chapter II (Section 36).

2. APPOINTMENT AND EMPLOYMENT

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 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.

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 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. A decision to grant any amount of service credit is wholly within Lamar University's discretion. The below guidelines constitute the minimum requirement to receive service credit, but meeting these criteria does not entitle any faculty member to receive service credit.

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 faculty 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.

2.10 PART-TIME FACULTY

A part-time faculty member 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: Part-time 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 an Electronic Personnel Action Form (EPAF) 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 EMPLOMENT 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). All faculty members must submit a Conflicts of Commitment Disclosure annually and update such disclosure prior to starting a new external commitment. All outside employment is subject to the Provost's approval. For additional information see [MAPP 02.02.12 Outside Employment of Faculty](#).

3. FACULTY TRANSITION

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. Retirement-eligible faculty have the option to participate in the Voluntary Modification of Employment (VME) Instructional Service Program, as outlined in [MAPP 02.02.06 - Voluntary Modification of Employment](#).

At the university's sole discretion, full-time faculty members who have retired in good standing from Lamar and who held the title professor, associate professor, assistant professor, or instructor at the time of retirement may be accorded retiree rights and privileges as described in [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 academic 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 to start 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-TENURED FACULTY

Non-tenured faculty, including 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. With the exception of tenure-track faculty who have served two or more academic years at Lamar, no faculty member whose appointment is nonrenewed is entitled to a terminal year of employment.

4. EVALUATION, TENURE, AND PROMOTION

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 at least 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 [appendix](#) to this handbook, under the heading Chapter II (Section 44.3).

4.2 FACULTY EVALUATION OF PROGRESS TOWARDS TENURE

A faculty peer review is conducted as part of the annual faculty evaluation process, 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 the faculty member is 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 particular courses, 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 will be established at the beginning of each academic year. Candidates for promotion will be reviewed and evaluated by these committees at each level. For detailed information on personnel committee composition, see [MAPP 02.02.27 Tenure and Promotion of Tenure-track and Tenured Non-library Faculty](#).

4.5.1 PROMOTION TO ASSOCIATE PROFESSOR

Faculty who have at least six years of creditable service, as determined by Lamar University, 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. Promotion candidates must 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](#)

4.5.2 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](#)

4.5.3 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 non-reappointment or negative tenure decisions follow [TSUS Rules and Regulations](#), Chapter V, Section 4.4. Appeal procedures for negative promotion decisions are 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

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 for each semester must be visibly posted on the faculty member's office door 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. Course syllabi are subject to review by Lamar University to ensure consistency across courses and to support 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.

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 GUEST SPEAKERS

Invitations to guest speakers who are not Lamar employees, students, or contractors, 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 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. Additional guidance on the topic of guest speakers as available from the [Division of Student Affairs – Student Conduct and Care \(Section VII. Outside Speakers and Jointly Sponsored Events\)](#).

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) 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

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-SPONSORED ACTIVITIES

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

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 DISHONESTY

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

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 website](#).

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, erroneous, 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 or the University. 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 personal 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

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

Faculty members are responsible for implementing approved accommodations to ensure students with disabilities have equal access to education. Student accommodations are developed and verified by the [Accessibility Resource Center \(ARC\)](#) and may include modifications such as extended time on testing, the use of adaptive technology, interpreters, preferential seating, permission to record lectures or obtain class notes, alternative assignments, or other reasonable modifications to the educational environment.

Faculty should refer students who request disability-related accommodations contact the ARC or to complete the ARC's online application. After applying, the ARC will determine the student's eligibility and the nature of reasonable, individualized accommodations and will communicate these accommodations to the instructor. Faculty must maintain student confidentiality and should contact the ARC if an approved accommodation conflicts with essential course requirements.

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

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 speech, expression, and assembly are central to Lamar University's mission as an institution of higher education. Students, faculty, and staff have the right to speak, assemble, seek the attention of others, and choose whether to listen to or ignore the speech of others, provided these activities are lawful, do not infringe on the rights of others, and do not disrupt the functioning of the institution. The full Lamar University policy on speech, expression, and assembly is provided by the [Division of Student Affairs – Student Conduct and Care](#).

2. RESOURCES AND RESPONSIBILITY

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 university 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](#). Faculty members must coordinate all donor engagement with the VP 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. All marketing, branding, signage, and media engagement should be coordinated with the Office of Marketing Communications.

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

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.

Appendix

2019 Faculty Handbook Policies

Note. This appendix contains policies from the 2019 Faculty Handbook that are referenced in this newer edition of the Faculty Handbook. Most policies in the 2019 handbook have been redesigned as standalone policies (“MAPPs”) published on the [Academic Policies](#) page of the Academic Affairs [website](#). Policies not yet in MAPP format are included in this appendix. Once these policies have been developed into MAPPs, this appendix will be removed and the handbook updated to direct users to the appropriate MAPP.



FACULTY HANDBOOK

LAMAR UNIVERSITY
BEAUMONT, TEXAS

A Member of The Texas State University System

January 2019

Prepared by:

Office of the Provost & Vice President for Academic Affairs

Lamar University is an equal opportunity, affirmative action educational institution and employer. Lamar University complies with federal and state law, and to the extent not in conflict with such laws Lamar University prohibits discrimination because of race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, gender identity and expression. 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 The Texas State University System. The provisions of this handbook are subject to change at any time, without prior notice, to keep policies in compliance with State and Federal laws, the Rules and Regulations of the Board of Regents, The Texas State University System, and the educational objectives of Lamar University. In the event of any conflict between the policies and procedures of this handbook and those of the Texas State University System *Rules and Regulations*, the Rules and Regulations shall prevail and control. Inquiries concerning application of these regulations may be referred to the Office of the Provost and Vice President for Academic Affairs.

7. APPOINTMENT OF ACADEMIC ADMINISTRATIVE OFFICERS

- 7.1 **PRESIDENT** Appointment of the president shall be the prerogative and responsibility of The Texas State University Board of Regents, based on the recommendation of the chancellor. An advisory committee, consisting of an appropriate combination of the campus executives, department chairs, deans, faculty, students, community and alumni, may be appointed by the chancellor to identify and evaluate candidates.
- 7.2 **APPROVAL OF ADMINISTRATIVE PERSONNEL ACTIONS.** All initial appointments and status changes (salary, promotion, transfer, change of title, etc.) of university personnel at or above the level of department chair/director shall require the approval of the president and the Board of Regents.
- 7.3 **PROVOST AND VICE PRESIDENTS.** The appointment of the provost and vice presidents of the university shall be the prerogative and responsibility of the president and the Board of Regents. A search committee, appointed by the president, may be formed to solicit input from students, faculty, department chairs, deans, and other vice presidents.
- 7.4 **DEANS.** The appointment of the deans of the university shall be the prerogative and responsibility of the president and the Board of Regents upon the recommendation of the provost. A search committee, appointed by the provost, may be formed to solicit input from students, faculty, department chairs, vice presidents and other deans.
- 7.5 **DEPARTMENT CHAIRS AND PROGRAM DIRECTORS.** After receiving input from the faculty and after consultation with the provost, the dean shall be responsible for the appointment of department chairs and program directors. The appointments must be approved by the president and the Board of Regents.

21. TERMINATION OF TENURED FACULTY MEMBERS, AND OF ALL OTHER FACULTY MEMBERS BEFORE THE EXPIRATION OF THE STATED PERIOD OF THEIR APPOINTMENT, EXCEPT BY RESIGNATION OR RETIREMENT
- 21.1 TERMINATION FOR *GOOD CAUSE*. Termination of the employment of a faculty member who has been granted tenure and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, only shall be for *good cause* shown. *Good cause* includes, but is not limited to the following:
- 21.1.1 FAILURE TO WORK EFFICIENTLY OR EFFECTIVELY.
- 21.1.2 INSUBORDINATION.
- 21.1.3 OTHER SERIOUS PROFESSIONAL OR PERSONAL MISCONDUCT, EXAMPLES OF WHICH ARE:
- a) Commission of a misdemeanor involving moral turpitude, or a felony;
 - b) Failure to secure and maintain Federal, State, or local permits required in the discharge of teaching, research, or other professional duties, including failure to maintain appropriate documentation;
 - c) Willful destruction of university property or violent disruption of the orderly operation of the campus;
 - d) Accepting or soliciting gifts that might tend to influence the discharge of one's professional responsibilities (see Ethics policy, Chapter VIII of the TSUS Rules and Regulations);
 - e) Stealing and publishing as one's own the intellectual property of another;
 - f) Misuse or misappropriation of State property, resources, funds, including funds held by a faculty member as part of official duties;
 - g) Sexual misconduct as defined in this Handbook and in Appendix P.
 - h) Racial and other forms of harassment as defined in this Handbook and in Section 4.3 of Chapter VII of the TSUS Rules and Regulations;
 - i) Professional incompetence and/or neglect of professional duties;
 - j) Mental or physical disablement of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students and associates;
 - k) Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination, suspension or other discipline as determined by the president or the president's designee. That an employee is charged in a criminal case, or is found "not guilty" therein, shall not be construed as prohibiting administrative enforcement of this rules. If, in the judgment of the president or the Board of Regents, the best interests of the students or Lamar so dictate, the employee may be Immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings; and,
 - l) Intentionally or knowingly violating any Lamar University or Board administrative order, rule, or regulation. The employee is presumed to have knowledge if such university or Board administrative order, rule, or regulation is published in this

- handbook or is a published policy of the Board or university.
- m) Violating Lamar's policy relating to electronic network facilities such as local area networks, email, and the internet.

21.1.4 ALL DUTIES. A faculty member who is suspended or discharged from a particular duty or job at the university may be suspended or discharged from all other duties or jobs in the university for the same or other *good cause*. In each case, the issue shall be determined by an equitable procedure, affording protection to the rights of the faculty member and to the interests of the university and System.

21.2 PRESIDENTIAL AUTHORITY. The president may, for *good cause*, immediately suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process.

21.3 SUMMARY DISMISSAL. In cases of *good cause* where the facts are admitted by the faculty member, summary dismissal may follow.

21.4 HEARING TRIBUNAL. In all cases where the facts are in dispute, the accused faculty member shall be informed, in writing, of the charges which, on reasonable notice, shall be heard by a special hearing tribunal whose membership, including its chair, shall be appointed by the president from members of the faculty whose academic rank is equal to, or higher than, that of the accused faculty member.

21.4.1 TRIBUNAL PROCESS. The hearing tribunal shall not include any accuser of the faculty member. The faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member, provided such challenge is made prior to the submission of any evidence to the tribunal. The faculty member shall have no right to disqualify such member from serving on the tribunal. Each such challenged member shall determine whether he or she can serve with fairness and objectivity in the matter. In the event the challenged member chooses not to serve, the president shall appoint a substitute.

The faculty member shall have a right to attend the hearing; confront and cross-examine adverse witnesses; present relevant evidence on his or her own behalf; testify or choose not to testify; and, be assisted or represented by counsel. The hearing shall be closed although the faculty member may request that it be open to the public. Notwithstanding a faculty member's request, the tribunal may close all or a portion of a hearing to deliberate or if it appears likely that privacy interests of others are relevant and could be affected by an open hearing.

Lamar University, through a representative and/or through counsel, shall have the right to attend proceedings; present witnesses and evidence against the faculty member; and, cross-examine the faculty member (if the faculty member testifies) and his or her witnesses.

The hearing tribunal, by a majority of the total membership, shall make written findings on the material facts and a recommendation of the continuance or termination of the faculty member's tenure as well as any supplementary suggestions it may have concerning the case. The original of such findings, the recommendation, any supplementary suggestions, and the record of the hearing shall be delivered to the president and a copy thereof sent to the faculty member. Any minority findings, recommendations, or suggestions shall be distributed in the same manner.

APPENDIX L.
EVALUATION OF ACADEMIC ADMINISTRATION
Deans and Associate/Assistant Deans

1. GENERAL PROCEDURES.

- 1.1 Except during those years when comprehensive evaluations occur, deans and associate/assistant deans shall be evaluated annually by their respective supervisors. In conducting an annual evaluation, the supervisor of the administrator being evaluated may obtain input from faculty and other constituencies served by the administrator being evaluated. The supervisor may use both objective and subjective measures in annual evaluations.
- 1.2 After three full years of service, and every third year hence, each dean or associate/assistant dean shall receive a comprehensive evaluation. The comprehensive review will occur during the fall semester that begins a fourth year of service. This evaluation shall consider performance during the previous three years. To assist in the evaluation, an Administrator Review Committee (ARC) shall be constituted as described below.
 - 1.2.1 The ARC normally shall be comprised of four faculty members and a department chair. In the case of the library dean, there shall be five faculty. All members of the ARC shall be tenured.
 - 1.2.2 Two of the faculty members (three in the case of the library dean) of the ARC shall be elected by a vote of the college faculty or relevant faculty constituents (e.g., in the case of the Graduate Dean, constituents would be the Graduate Faculty and those faculty who make use of the services of the Research Office; in the case of the dean of the College of Business, constituents would be faculty from the College of Business). The two elected faculty shall not be from the same academic department. The elections shall be conducted by a member of the Faculty Senate and the associate provost.
 - 1.2.3 Except in the case of the library dean, one of the committee members shall be a department chair elected by a vote of the chairs within the relevant administrative unit. In the case of the associate provost for research and the graduate dean, the department chair shall be elected by the Council of Instructional Departments.
 - 1.2.4 After consultation with the administrator to be evaluated, the provost and the president of the Faculty Senate shall appoint the remaining two faculty members of the ARC. One shall be from a college or unit other than that of the administrator being evaluated. The other shall be appointed from within the college and shall be chosen to seek balance on the committee. In the case of the graduate dean, the faculty members may be from any college.
 - 1.2.5 The provost is the supervisor for deans, and the deans are the supervisors for associate and assistant deans.
- 1.3 The comprehensive review will be conducted using an evaluation procedure and instrument approved first by the provost.
 - 1.3.1 The ARC shall develop a review instrument which relates to the administrator's

job description and follows, in substance, the attached model. The instrument shall be designed to elicit faculty views pertinent to an evaluation of college leadership and programs.

- 1.3.2 The supervisor shall provide the administrator being evaluated an opportunity to review the proposed instrument and make suggestions concerning the deletion, addition, or revision of items.
 - 1.3.3 The administrator being evaluated may provide faculty with a written list of relevant accomplishments, achievements and activities.
 - 1.3.4 The provost shall maintain a data bank of previously-used survey items to be made available to subsequent ARCs as they create new survey instruments.
- 1.4 The ARC shall administer the approved instrument to all full-time faculty with at least one year of service in the College or unit directly affected by the administration of the person being evaluated, except faculty on leave who are not in residence. In order to affirm a valid process, the Committee should take such steps as are reasonable to ensure that only those faculty members who should provide input do so (e.g., only eligible faculty from a dean's college should complete and return the evaluation instrument) and that no faculty member submits more than one evaluation instrument.
- 1.5 The ARC shall collect and tabulate the responses and produce for the appropriate supervisor a statistical summary of the data. In addition, the Committee shall compile and forward the written responses to specific items. The raw or primary data gathered by the Committee will be considered strictly confidential, will not be made available to the administrator being reviewed, and will be returned to the supervisor.
- 1.6 The activities listed below shall be performed by the supervisor.
- 1.6.1 Prior to initiating the evaluation, the supervisor should meet with the administrator to hear his or her personal assessment of his or her work, and to raise any issues pertinent to the evaluation.
 - 1.6.2 The supervisor may solicit constructive input, as appropriate, from any individual or group (e.g., staff, students, other university administrators, external constituencies) concerning the performance of the administrator.
 - 1.6.3 The supervisor will meet with the ARC to discuss the entire evaluation, including the manner in which results will be made available to the faculty in the college or unit.
 - 1.6.4 The supervisor will meet with the administrator to review and discuss the evaluation.
 - 1.6.5 The supervisor will write an evaluation with recommendations and forward it to the provost (in the case of associate/assistant deans) or to the president (in the case of deans). The supervisor's evaluations shall include a summary of noted strengths and weaknesses. When weaknesses are noted, the supervisor should present suggestions for remediation.
 - 1.6.6 Once the provost or president, as appropriate, has accepted the supervisor's review/recommendations, the supervisor should take such actions as are appropriate to the recommendations. This will include meeting with the administrator who has been evaluated and discussing the outcome, recommendations, and actions to be taken. At this meeting, the evaluated administrator will be presented with a copy of the supervisor's summary and recommendations. Following the meeting, all faculty within the administrator's unit

will be provided with suitable summary information on the outcome of the evaluation process.

- 1.6.7 Documents generated as part of this comprehensive review process shall be kept as a confidential file by the provost. These documents shall be made available to subsequent ARCs when the administrator in question again receives a comprehensive review.

2. RECOMMENDED TIMETABLE.

- 2.1 The ARC should be formed by April 1 of the semester preceding the evaluation.
- 2.2 The survey instrument(s) should be prepared and delivered to the provost by September 15 of the formal evaluation year.
- 2.3 Administration of the survey instrument should be completed by October 15 of the formal evaluation year.
- 2.4 Additional input from staff, students, and others should be collected by November 1 of the formal evaluation year.
- 2.5 The summary document and associated recommendations should be completed by December 1 of the formal evaluation year.
- 2.6 The provost or president, as appropriate, will review the summary document and recommendations, take action, and provide the unit's faculty with suitable summary information on the outcome of the review by February 1 of the formal evaluation year.

36. FACULTY OBLIGATIONS AND WORKLOADS

- 36.1 FACULTY WORK LOADS. Each faculty member paid full-time from the State appropriations item *Faculty Salaries* shall teach a standard load of twelve semester credit hours of instruction (minimum load of nine semester credit hours of instruction in exceptional cases) in organized undergraduate classes each semester, or within the calendar period of each semester, with adjustments as follows:
- 36.1.1 Depending on the degree of additional preparation required, the nature and level of instruction expected and other such relevant factors, one semester credit hour of organized graduate instruction may be deemed, by the dean, to be the equivalent of one and one-half semester credit hours of organized undergraduate instruction.
 - 36.1.2 Teaching credit for service as chair of a graduate student's committee may be granted on the basis of one-third of the dissertation research semester credit hours in which the doctoral student is enrolled, or one-fifth of the thesis research semester hours in which the master's student is enrolled. This teaching credit may be given as earned or may be accumulated to a maximum of six semester credit hours.
 - 36.1.3 Depending on the amount and quality of assistance provided and the assessment of other relevant factors, one semester credit hour of teaching a class section with an enrollment of more than 100 students may be deemed, by the dean, to be the equivalent of one and one-half semester credit hours of organized undergraduate instruction.
 - 36.1.4 For classes that meet more hours per week than the semester credit hours granted (e.g., a three credit hour course that meets five contact hours a week), including many clinical and laboratory courses, each additional contact hour may be deemed, by the dean, as one-half (50%) of a teaching credit hour.
 - 36.1.5 Credit for individual instruction classes (e.g., individual research projects, readings, supervision of student teachers, and internship supervision) may be granted, by the dean, on the basis of one-third of the semester credit hours for individual graduate instruction and one-fifth of the semester credit hours for individual undergraduate instruction (i.e., such individual instruction of three graduate or five undergraduate students may constitute one teaching credit hour).
 - 36.1.6 A full-time load of instruction in applied music instruction shall be a minimum of 21 contact hours per week.
 - 36.1.7 For full-time faculty members who receive salary funds from a source other than the *Faculty Salaries* in the State's appropriations, the minimum teaching work load shall be directly proportional to the percentage of total salary paid from the *Faculty Salaries* appropriation.
 - 36.1.8 Depending on the availability of resources and need for courses taught, reasonable efforts shall be made that faculty have no more than two graduate or three undergraduate course preparations for a full-time assignment.
 - 36.1.9 For faculty engaged in activities other than classroom instruction, such as library service or clinical practice, the appropriate administrative unit shall develop and implement equitable and reasonable procedures for the assignment of duties.

36.2 EXCEPTIONS (REDUCED TEACHING LOADS). Reduced loads may be granted as follows:

36.1.1 A reduced teaching load may be granted to a faculty member who is chair of a department or comparable administrative unit.

36.1.2 A reduced teaching load may be granted to a faculty member who is a director or coordinator of a special program or of multi-section courses when such responsibilities directly supplement the teaching function.

36.1.3 A reduced teaching load may be granted temporarily if classes lack sufficient enrollment and when additional classes cannot be assigned to the faculty member. This exception may be granted for only two consecutive long term semesters for any particular faculty member. Under such circumstances, the faculty member shall be assigned other responsibilities by the dean.

36.1.4 A reduced teaching load may be granted for significant academic advisement or temporary administrative responsibilities relating to instruction.

36.1.5 A reduced teaching load may be granted when a faculty member has taught a load in excess of the standard requirement during the previous semester.

36.1.6 A reduced teaching load may be granted for miscellaneous assignments such as chair of a major accreditation committee, holder of a major office in a national organization, or president of the Faculty Senate.

36.1.7 Depending on resource availability and course need, a reduced teaching load may be granted, temporarily, to faculty with substantial research projects in order to foster equitable and reasonable workload procedures.

36.3 OTHER FACULTY OBLIGATIONS. In addition to instructional responsibilities, and as appropriate to the position, each faculty member paid full-time from the State appropriations item *Faculty Salaries* shall engage in professional activities such as academic advising, committee service, guidance of student organizations, research/creative activities, and service to the profession and public. Each college and department shall establish and publicize equitable and reasonable procedures for the assignment of duties in addition to instruction responsibilities.

36.4 FACULTY WORK LOADS DURING SUMMERS AND MINI-SESSIONS. Each regular faculty member paid full-time from State appropriations during a summer session shall teach a standard load of six undergraduate semester credit hours. For a mini-session, the standard load shall be three credit hours. Adjustments and exceptions noted above may, in a proportional manner, be applied to summer and mini-session loads.

36.5 GRADUATE ASSISTANT WORK LOADS. The maximum teaching load for graduate students employed as paid assistants shall be six credit hours per semester or three credit hours per summer term.

36.6 TEACHING ASSIGNMENTS FOR NEW TENURE-TRACK FACULTY. All tenure-track assistant professors will be assigned teaching loads of not more than 21 semester hours per academic year (i.e., fall and spring semesters) for the first two academic years of full time service. In general, this will take the form of four (4), three semester hour courses one semester and three (3), three semester hour courses the other semester. The decision as to whether the assignments will be 4-3 or 3-4 will be made collaboratively between the faculty member and the chair, with the best

interests of the students with regard to course offerings paramount. It is recognized that in some departments the 21 semester hour assignment may take a form other than seven three semester hour courses.

The primary purpose of this reassigned time is to afford probationary faculty the opportunity to spend more time on the scholarship, research, and/or creative activity requisite for earning tenure and promotion to the rank of associate professor. Hence, during the time faculty members are given this reassigned time, they may not teach overloads (excluding courses taught during mini semesters and summers).

All new tenure-track faculty will be provided this reassigned time automatically until the completion of the Second Year Peer Review. If the review committee has concerns about the candidate's progress in the area of scholarship, research, and/or creative activity, then the 21 semester hour teaching assignment will continue through the fifth year. However, if the results of that review are positive, and peers are satisfied with the candidate's progress in the area of scholarship, research, and/or creative activity, then he/she will be given the option to teach not more than 21 semester hours during each subsequent academic year (i.e., fall and spring semesters) through the spring of the fifth year of full time service. This will be a year-by-year decision, and each new tenure-track faculty member will be provided this reassigned time only upon written request to the department chair (with copy to the dean and provost) no later than February 15 of each year for the subsequent academic year. Again, the ability to select this reassigned time option terminates at the end of the fifth year of probationary, full-time employment (to include any credit awarded for prior service).

Exceptions to this policy will be considered on a case by case basis, and must be approved in writing, with justification, by the faculty member, department chair, dean and provost.

coordinator by September 1 of each year.

- 44.2 PEER REVIEW PROCESS. Based upon the 1997 action of the Texas Legislature and the post tenure review process developed by the faculty of Lamar University, the performance of each tenured faculty member (to include chairs/program directors) must be reviewed by peers annually, or at least once every six years after the date the faculty member was granted tenure or received an academic promotion. The faculty of each department, in collaboration with the chair, shall develop an appropriate, written process to accomplish this task; that is, either to conduct a comprehensive performance evaluation annually of all tenured faculty or to conduct a comprehensive performance evaluation of each tenured faculty member once during every six-year period, and which results in a rating of "satisfactory performance" or "unsatisfactory performance." The process must include the identification of a faculty member to tally votes and, in the case of a majority vote of "unsatisfactory progress," to confer with the colleagues of the faculty member so evaluated and provide him/her with a brief, written summary of the rationale for the vote. The chair of the departmental personnel committee shall tally the votes on the performance of the chair/program directors, who must be evaluated by all tenured faculty in the department. The process must be approved initially by the dean and provost, and reviewed periodically. Non-tenure-track faculty will not necessarily be subject to the peer review process as a part of their annual evaluation/review, though their productivity shall be evaluated annually by at least the department chair.
- 44.3 PROCEDURES FOR THE EVALUATION PROCESS.
- 44.3.1 Annually between March and September, each department chair/library coordinator shall review college/library and unit goals with the full time faculty as a group. The specific date shall be determined by the needs of the unit.
- 44.3.2 In February of each year, every faculty member shall complete the annual report (F2.08) that sets forth what he or she has contributed during the previous calendar year toward the accomplishment of the college's/library's and/or department's goals in three areas:
- a) Instruction;
 - b) Research, Publication, and Creative Activities; and
 - c) Professional Services to the Discipline, University, and/or Community.
- 44.3.3 The department chair/library coordinator shall assess the faculty member's contributions to the college's/library's and department's goals based upon the F2.08 submitted by each faculty member as well as upon other factual information.
- 44.3.4 The department chair/library coordinator also shall evaluate the extent to which the faculty member's accomplishments (Section b) above), recognition, and honors received enhance unit goals and the professional prestige and reputation of the department, and/or bring valuable knowledge, skills, or associations that benefit students or other faculty members.
- 44.3.5 The department chair/library coordinator shall make written recommendations for improvements, if warranted, in each area of the report.
- 44.3.6 For the purposes of both overall performance evaluation and salary administration, the department chair/library coordinator shall indicate *exemplary performance (highest merit)*, *high performance (high merit)*, *adequate performance (merit)*, *marginal performance (no merit)*, or *unsatisfactory performance (no raise)* for each faculty member. The chair's Composite Score shall be calculated using the previously agreed upon workload

distribution for the current year. (See Section IV of the F2.08). It is left to the faculty and chair of each department, subject to the approval of the dean, to determine whether the distribution percentages are to be the same for everyone or will vary from individual to individual. As stated in Appendix IV (Comments and Instructions) for the F2.08, planning pages may be revised at any time during the evaluation period by simple agreement (in writing) between the faculty member and chair.

- 44.3.7 No departmental, college, or university quotas shall be established for the purposes of performance evaluation.
 - 44.3.8 The department chair/library coordinator shall discuss with each faculty member the basis for the evaluative judgments and recommendations, and provide to the faculty member a written summary of the evaluations, recommendations, and discussion. Also during this meeting, the department chair/library coordinator and the probationary faculty member (as well as tenured faculty in units which elect to do so) shall work collaboratively to establish his/her individual professional goals for the current calendar year.
 - 44.3.9 Faculty members may respond in writing to the department chair's/library coordinator's evaluations and recommendations. This response shall be included with the F2.08 when it is forwarded to the dean of the college/library.
 - 44.3.10 The department chair/library coordinator shall forward a copy of the completed evaluation, all materials considered in the evaluation, and any written response from the faculty member to the dean for review.
 - 44.3.11 The dean may choose to confer with the chair/library coordinator and complete a separate assessment in one or all evaluation categories. However, for the purpose of performance evaluation and assignment of merit reward level, the dean shall indicate a rating of *satisfactory* or *unsatisfactory* for each faculty member, provide appropriate annotations, and forward a copy to the faculty member and department chair/library coordinator.
 - 44.3.12 The faculty member may respond in writing to either comments the dean chooses to make or his/her overall performance rating. This response shall be forwarded with the completed evaluation to the provost for review.
 - 44.3.13 When a faculty member receives an overall *satisfactory* performance evaluation from the department chair/library coordinator and the dean, the evaluation process is concluded.
 - 44.3.14 A single overall *unsatisfactory* annual evaluation from the department chair/library coordinator or dean shall result in a consultation with the department chair/library coordinator and/or dean. If the consultation is with the dean, then the faculty member may request that the department chair/library coordinator be present for the consultation. A summary written by the senior administrator present shall be given to all parties involved in the consultation, and a copy signed by all parties shall be attached to the F2.08.
- 44.4 POST-TENURE REVIEW. The post-tenure review process is triggered when a tenured faculty member receives, within any three year period, two overall unsatisfactory annual performance ratings from the department chair/library coordinator and the dean. (For a department chair/library coordinator, the performance ratings will be made by the dean and the senior associate provost.) [Note: In those departments which elect to have peers conduct a comprehensive performance evaluation of each tenured faculty member at least once every six years after the date the faculty member was granted tenure or received an academic promotion, see the second paragraph of

for overseeing the development and implementation of university-wide strategies, policies, systems, processes, and standards relating to all aspects of web and other web-based online communications at Lamar. It shall also act as the steering committee for all major web-related projects. The committee shall advise the president. The members and chair shall be appointed by the president and the membership shall include the director of marketing communications; the vice president of information technology, the associate vice presidents for human resources and student engagement; the assistant vice provost for digital learning; the executive director of planning and assessment; representatives from the Deans' Council, Faculty Senate, and CID; the vice provost for digital learning, the director of public relations; the library dean; and the director of web communications.

46. **SACS-COC ADVISORY COUNCIL.** The council assists and supports the president and his senior leadership team by helping to ensure the university: stays current with SACSCOC issues and requirements; recommends appropriate policies; communicates clearly regarding SACSCOC-related issues and requirements; receives feedback on SACSCOC-related issues from faculty, administrators, and staff. The members and chair shall be appointed by the President and include the SACSCOC Liaison.
47. **ACADEMIC PLANNING COUNCIL.** The council advises the Provost on plans for academic and programmatic growth to support institutional missions and goals. The council serves as the final faculty and administrative body to monitor, review and recommend to the Provost decisions on curricular matters related to the entire university including: degree requirements; major changes within the general education program; the addition, deletion and significant modification of all programs; substantive change for institutional accreditation as well as programmatic accreditation reports and program improvement reviews. The members and chair shall be appointed by the provost and shall include assistant deans from two colleges, representation from the provost's office, the SACSCOC Liaison, the registrar, financial aid office, budget office, institutional research and reporting, the library, and digital learning.
48. **CORE CURRICULUM ASSESSMENT COMMITTEE.** The committee shall report to the provost and the University Institutional Effectiveness Committee on the assessment of the core curriculum. Specifically, the duties of the committee are to: 1) conduct regular assessment and reporting of student learning in the core; 2) report findings of the core assessment following guidelines set by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools-Commission on Colleges; 3) establish the core assessment rotation and frequency for all courses included in the core; 4) continuously oversee assessment and improvement of courses selected for core inclusion to improve student learning. The committee will include associate deans from three colleges, representation from the library, four core foundational areas, the committee is co-chaired by the coordinator of institutional effectiveness and a representative appointed by the provost.
49. **COLLEGE, DEPARTMENT, AND AD HOC COMMITTEES.** College and departmental committees shall be formed and convened by chairs and deans, as needed or required, to facilitate the policy and decision-making needs of the departments and colleges. Faculty members shall be expected to serve on these committees. The president, vice presidents, or deans may form *ad hoc* committees, as needed, to study and address campus issues and formally offer advice and recommendations.
50. **APPOINTMENT GUIDELINES.** The following guidelines shall apply in the appointment of members of university councils and committees:
 - 49.1 Appointments shall normally be for three-year terms. Committee and Council members serve until replaced. Only full-time, continuing faculty may serve on university committees and councils. Committee members serve until they are replaced or resign.

- 49.2 Appointments shall be approved by the president, or the appropriate executive officer, prior to the annual publication of committee appointments by the division of academic affairs. LIT, LSC-O, and LSC-PA members are appointed by campus presidents and are selected by procedures established by the campuses.
- 49.3 Appointees shall not serve on the same committee for a second or subsequent appointment without an interval of at least one academic year, unless approved by the president or appropriate executive officer.
- 49.4 Officials making university committee appointments should seek the concurrence of appointees and notify their immediate supervisors.
- 49.5 Unless otherwise stipulated, faculty representatives and appointees must be full-time (1.0 FTE) to serve and vote in elections. No faculty member with an administrative position may serve as a faculty representative.
- 49.6 Committee/Council minutes must be posted on Lamar's website. Minutes should be taken and, as appropriate, submitted to the University Webmaster for posting.