

CHAPTER III ACADEMIC AFFAIRS

Administrative Units and Programs (3.00 – 3.19)
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Administrative Units and Programs

3.00 The Area of Academic Affairs

The area of Academic Affairs encompasses the instructional and academic aspects of the university, providing academic programs and services to students, and facilitating the academic and professional life of the faculty. The area is presided over by the vice president for Academic Affairs and provost.

3.01 Administration of Academic Affairs

The vice president for Academic Affairs and provost (VPAA) is appointed by the president of the university and has administrative responsibility for all areas of Academic Affairs. Areas reporting to the VPAA are listed in the current university organizational structure (available in the Office of the President). In addition to serving as the acting president during her/his absence, the VPAA shall have the following responsibilities:

- Review academic/instructional activities
- Approve academic programs and their curricula
- Recommend faculty appointments, promotion, tenure and termination
- Support faculty development
- Promote coordination among areas and colleges of the university
- Supervise and evaluate the deans of the colleges and directors
- Serve as liaison between university academic programs and external agencies
- Participate in fiscal year budget planning
- Oversee the bi-annual publication of the undergraduate bulletin
- Assume additional responsibilities as may be assigned by the president

3.05 Colleges: Leadership

Each college shall be headed by a dean. The dean shall have the academic rank of professor. Deans are selected by the president of the university upon recommendation of a screening committee. The search for appropriate candidates must be conducted in accordance with the university's hiring practices and procedures. The dean shall be appointed for a term of one, two, or three years and shall be eligible for reappointment. Reappointment shall be at the discretion of the president and shall be based upon

recommendation of the vice president for Academic Affairs. Prior to reappointment of a dean, the VPAA shall initiate a systematic, anonymous evaluation of the dean by department heads and faculty members of the department, college or area, as appropriate. The dean shall have the following responsibilities:

- Oversee academic/instructional activities
- Foster the development of academic programs and their curricula
- Recommend faculty appointments, promotion, tenure and termination
- Promote faculty development
- Facilitate interdisciplinary collaboration and development of programs, courses, grants and projects
- Supervise and evaluate department heads, directors, and associate directors
- Participate in fiscal year budget planning
- Assume other responsibilities as assigned by the VPAA or president

3.06 Schools: Leadership

Each school shall be headed by a dean. The dean shall have the academic rank of associate professor or professor. Deans are selected by the president of the university upon recommendation of a screening committee. The search for appropriate candidates must be conducted in accordance with the university's hiring practices and procedures. The dean shall be appointed for a term of one, two, or three years and shall be eligible for reappointment. Reappointment shall be at the discretion of the president and shall be based upon recommendation of the vice president for Academic Affairs. Prior to reappointment of a dean, the VPAA shall initiate a systematic, anonymous evaluation of the dean by faculty members of the school, as appropriate.

The dean shall have the following responsibilities:

- Responsible for the recruitment, appointment, reappointment/retention, promotion and tenure of the school's faculty.
- Provide leadership for the school's student community and is responsible for developing and implementing curriculum as well as recruitment and career services
- Participate in local, state, and national meetings
- Lead in publicizing and disseminating information about the school
- Support the university's commitment to diversity and foster academic and non-academic activities to increase the school's visibility within the university and the larger community; and enhance Lincoln University's efforts to prepare a culturally diverse cadre of students
- Represent the university to important constituencies, including various local, state, national, and international groups
- Responsible for alumni relations and stewardship
- Responsible for articulating the development needs of the school
- Lead fund-raising for the school working closely with the Director of Philanthropy in developing and executing those plans; promote and secure grants

- and contracts to fund programs within the school
- Assume other responsibilities as assigned by the VPAA or president

3.07 Academic Departments: Leadership

Each academic department shall be chaired by a department head. A department head is a “leader among peers,” and therefore department faculty members are instrumental in the selection of their department head. When there is a department head vacancy, the departmental faculty must first decide whether a new head is to be chosen internally or through an external search. (There must be an open position within the department if there is to be an external search.) Department heads are nominated or screened by the faculty and are chosen based upon a simple majority vote by the faculty in the department. The recommendation from the faculty must be sent for approval through the levels of dean and VPAA. When an internal appointment is made, the department head shall have the academic rank of at least associate professor or assistant professor with a minimum of 10 years service to Lincoln University. Official appointment to the position is by the president. Department heads are appointed for a period of one to three years.

In line with the university’s regular yearly evaluation cycle, the dean will initiate a review of the department head by departmental faculty. Results of the evaluation will go through the dean to the VPAA and president. A poor evaluation by the majority of the faculty for two consecutive years will be grounds for a dean to recommend removal as department head to the VPAA. The VPAA will review the evaluations and recommendation and forward her/his recommendation to the president. A department head may be relieved of her/his duties at any time by the president.

A departmental faculty may also choose, at any point, to initiate a vote of no confidence if circumstances dictate. A vote of no confidence by two-thirds of the department faculty will be forwarded to the dean, the VPAA, and the president. The decision of the president is final.

The department head shall have the following responsibilities:

- Provide leadership for the department
- Serve as liaison between the college dean and the faculty of the unit
- Recommend to the college dean the appointment, promotion, tenure or termination of members of the unit
- Evaluate the job performance of faculty and staff within the unit
- Oversee the curriculum and assessment within the unit
- Determine departmental needs and submit budget requests
- Assume other responsibilities as assigned by the dean, the VPAA, or the president

A person serving in the position of department head will be compensated as a member of the faculty in accordance with factors such as her or his academic rank, years of experience, and service to the university. Additionally, the department head shall receive

a stipend.

The work load of the department head during the academic year (August through May) shall be six contact hours of teaching, research or extension per semester (.50 F.T.E.) and administrative tasks equivalent to .50 F.T.E., combined to comprise a 1.00 F.T.E. assignment. The workload of department heads during the summer session shall be .33 F.T.E., with the option that they are eligible to teach courses, receive funding from grants or participate in cooperative research or cooperative extension up to 1.00 F.T.E. The department head is ineligible to engage in overload teaching assignments.

3.09 Units and Areas under Academic Affairs

In addition to the colleges, various units and areas also report to the VPAA, including the Office of Graduate Studies, the Division of Continuing Education and Extended Studies, the Office of Sponsored Research and Grants, Inman E. Page Library, the Office of International Programs, and the Center for Suicide Prevention Research and Studies.

3.10 The Office of Graduate Studies

The Office of Graduate Studies is presided over by a director. The mission of the area shall be to oversee the graduate programs including all aspects of admission, matriculation and graduation, and to provide administrative support for all graduate degree programs.

All faculty members who are qualified to teach graduate-level courses from all departments which offer graduate courses shall be eligible for appointment to the graduate faculty. The categories for graduate faculty appointment are regular, adjunct, temporary, and professional specialist. The possession of the doctorate or other terminal degree in the area of specialization is generally required before a person is assigned to teach a graduate course. A maximum of fifteen percent of the total graduate faculty may be those who have not completed requirements for the terminal degree.

The members of the graduate faculty are responsible for the development of graduate programs in their respective departments. Program revisions, changes and proposals submitted and/or approved by the department graduate committee must be received and/or approved by the department head and submitted to the Graduate Studies director for action. The director will forward them through appropriate channels for approval.

3.10.1 Duties and Responsibilities of the Director of Graduate Studies

The director of the Office of Graduate Studies in consultation with the Graduate Council shall have the following responsibilities:

- Provide leadership, supervise, and coordinate the area of Graduate Studies
- Formulate policies, regulations, and procedures which, when approved by the VPAA, the president, and the Board of Curators, shall govern the operation of Graduate Studies

- Prepare items to be included on the Graduate Council's agenda
- Serve as an ex officio member of the Graduate Council
- Foster and provide direction for continuous study of the graduate curricula, determining and recommending such revisions and additions as are necessary to promote an effective program of graduate study
- Develop and publish a bi-annual graduate bulletin, including procedures and details of each graduate degree program
- Approve all qualified candidates for graduate degrees
- Submit to the VPAA an annual report of the operations of Graduate Studies along with recommendations for improvement of the graduate programs
- Assume other responsibilities as assigned by the VPAA and/or president

3.10.2 The Graduate Faculty

Faculty members may be appointed to the graduate faculty in one of the following categories:

1. Regular status
 - a. Possesses an earned doctorate or the equivalent as defined in the Rules and Regulations in appropriate areas of specialization (requirement);
 - b. Teaches graduate courses (requirement);
 - c. Supervises students who are working on a master's thesis or who are serving as graduate assistants (option);
 - d. Conducts scholarly-related research and presents or publishes the results (requirement);
 - e. Provides academic advisement for graduate students (option).
2. Adjunct status
 - a. Possesses an earned doctorate or the equivalent as defined in the Rules and Regulations in the appropriate area of specialization;
 - b. Is an active practitioner in her/his field of preparation.

Adjunct status is by appointment for one to three years and may be renewed.

3. Temporary status
 - a. Possesses qualifications no less than the minimal requirements for eligibility for the rank of assistant professor or visiting lecturer;
 - b. Has responsibilities which include teaching and/or thesis committee membership.

Temporary status is by appointment for up to one year and may be renewed.

4. Professional Specialist
 - a. Must have earned a master's degree in the area of specialization which is consistent with her/his field of full-time employment;

- b. Must be employed full time in, or has retired from, a position in business or a government agency in which he/she practices or has practiced the skills or understandings being taught;
- c. Is restricted to providing instruction in courses that carry graduate credit, but which are not a permanent part of the curriculum required for an approved program.

Recommendations for graduate appointment will be made by the appropriate department head, college dean, Graduate Council, and the graduate director with the approval through the appropriate channels.

3.10.3 The Graduate Council

The Graduate Council shall be comprised of two members from each of the graduate degree-granting departments except for the Department of Education, and one student member to be elected by the Council. The Department of Education, having its own Graduate Education Council, shall be entitled to only one member. That member shall be associated with the graduate degree in Community/Agency Counseling.

The term of appointment, beginning October 1 of each academic year, is for two years, with one member to be elected each year from each degree-granting department represented on the Council. The exception is the Department of Education which has one representative from the Community/Agency Counseling area. The Graduate Council shall be the executive committee of the Graduate Studies program.

Members of graduate committees within the various departments are to be faculty in the degree-granting disciplines.

3.10.4 Duties and Responsibilities of the Graduate Council

The Graduate Council shall have the following duties and responsibilities:

1. Review and approve general graduate policies and procedures for a bi-annual graduate bulletin;
2. Initiate and participate in formulation of the general educational policies for the graduate program;
3. Approve and recommend to the director, or reject and return to the appropriate college, all new degree programs proposed for the area of Graduate Studies;
4. Approve and recommend to the director, or reject and return to the appropriate department, all new courses to be offered through the area of

Graduate Studies;

5. Review all proposals submitted by the Graduate Education Council, seek information regarding issues of concern, and make recommendations for approval or disapproval to the director for transmittal to the vice president for Academic Affairs;
6. Review and make recommendations regarding graduate student appeals related to exceptions to current graduate policies and procedures (i.e., number of conference courses allowed; extensions to the five-year time limit);
7. Serve as an advisory body to the director of Graduate Studies on such matters as the director or any member of the Graduate Studies programs may present to the group;
8. Make continuous studies of graduate curricula, determining and recommending such revisions as are necessary to promote the most effective programs of graduate study.

3.11 The Division of Educational Innovation and Extended Studies

The Division of Educational Innovation and Extended Studies is managed by a director who reports to the VPAA. The director shall coordinate credit (i.e., Intersession, Cooperative Education, and off-campus courses) and non-credit courses and workshops designed to meet the needs of non-degree, part-time and special interest students and groups. The director shall also provide administrative oversight for the innovations in instructional education through faculty training and professional development in the area. The director shall formulate policies, regulations and procedures which, when approved, shall govern the operation of Educational Innovation and Extended Studies.

The Division of Educational Innovation and Extended Studies coordinates activities and workshops to foster the improvement of teaching and learning. The main objective of the division is to assist faculty and staff in expanding skills, including technology-related strategies that enhance the teaching/learning process. Staff in the division coordinate and conduct workshops and training sessions to meet needs identified by individuals, groups, and departments.

3.12 Office of Sponsored Research and Grants

The Office of Sponsored Research and Grants is headed by a director who reports to the VPAA and who serves as liaison and facilitator among principal investigators, university administrators, and funding agencies. The director assists university faculty and staff in identifying potential sources of extramural funding for research, instruction and other special projects. The director is also responsible for reviewing all contracts between the university and outside agencies and vendors.

When a faculty or staff member assumes work on a grant or contract outside her/his regular duties, the following policies will apply:

3.12.1 Guidelines for Grants and Contracts

Reassigned Time and Salary Adjustment

Reassigned time: At the discretion of an academic chairperson, program director, or immediate supervisor and the vice president for Academic Affairs, a member of the faculty may be partially or fully reassigned from instructional duties to carry out a special assignment. The amount of the reassigned time granted for a special assignment will be mutually agreed upon in advance by the faculty member, the appropriate chairperson, director, or immediate supervisor and the vice president for Academic Affairs.

Salary Adjustment: Faculty and staff with extramural grants working under unusual circumstances where consultation/collaboration is across departmental or university lines or involves a separate or remote operation, and the work performed is in addition to or exceeds regular departmental load, may be compensated for this service, at a rate consistent with standard practice in grant funded activity, and as specifically provided for in the agreement or approved in writing by the sponsoring agency. In addition, faculty and staff may, with approval by the administration, have their base salary increased up to a maximum of 125% of their base if they are successful at obtaining extramural grant awards. Salary support in excess of the faculty/staff members' normal base salary must be fully supported (wages and benefits) by the funding agency, and provided for in the grant proposal or by written permission of the granting agency. The adjustment in the base salary will remain in effect only through the duration of the extramural grant support for the adjustment. In the event funds are no longer available or at the end of the grant period, the base salary will revert to the previous salary level of the employee with any salary adjustments that may have been made by the university.

Facilities and Administrative Costs (F&A or Indirect Costs)

The Department of Health and Human Services, as Lincoln University's assigned lead federal agency, has set an F&A rate of 63% for on-campus projects and 26% for off-campus projects. The on-campus rate of 63% should be used when 50% or more of the project is conducted in facilities on campus.

F&A Distribution: The use and distribution of F&A costs is another major benefit to the university. The following is the percentage distribution of F&A funds to be distributed in individually established accounts:

30% to the Principal Investigator (PI)

10% to the Vice President of Academic Affairs
5% to the Dean
5% to the Department
20% to the Office of Sponsored Programs and Grant Accounting
30% to the President for university infrastructure development

(Approved April 16, 2015, Lincoln University Board of Curators)

Allowable Expenditures of F&A Funds

F&A funds are needed to offset costs associated with federal, state, and local laws relating to worker health and safety, animal care, hazardous-waste storage, and regulation of human subjects. The use of F&A funds to purchase food is included for activities that involve faculty and staff training and recognition, visiting lecture series, student researcher training, and collaboration meetings. F&A funds may also be used to support graduate research assistantships; for certification programs; toward required facilities expenses; to provide needed staff and record-keeping support in departments conducting sponsored research; to leverage other support for research and scholarly activities in targeted areas; to equip laboratories and cover start-up costs for new faculty; to buy specialized scientific equipment; to provide matching funds for grants; to fund lab renovations and classroom technology upgrades; to purchase software licenses, library subscriptions, and equipment; to rent additional research space; to provide faculty with seed grants to develop areas of research not fully provided by external grants; to travel to technical assistance workshops, conferences, meetings, etc.; and for other reasonable and justifiable costs that support faculty enhancement of research and sponsored programs at Lincoln University.

Reasonable costs are defined as costs incurred by a “prudent” person; justifiable costs are those that are permitted (allowable) or not specifically prohibited.

(Applicable sections of these policies appear in Chapter VIII, section 8.12.1, and Chapter III, section 3.33.)

3.12.2 Time and Effort Reporting

Time and effort reporting policy is found in section 4.10.4.1.

3.13 Cooperative Research

The Research director is the administrative officer of the Cooperative Research program. The authority of the Research director may reside with the dean of the College of Agricultural and Natural Sciences. The dean may be assisted by an associate director who is responsible for the management of the day-to-day operations and activities within the area of Cooperative Research.

The Cooperative Research program is supported through federal appropriations authorized by enactment of Section 1445 of Public Law 95-113 Food and Agricultural Act of 1977, as amended (Evans-Allen). The scope of research which may be conducted using Evans-Allen funds is very broad and includes all aspects of the food and agricultural sciences.

3.14 Cooperative Extension

The Extension administrator is the administrative officer of the Cooperative Extension program. The dean of the College of Agricultural and Natural Sciences is the Extension administrator. The dean may be assisted by an associate administrator who is responsible for the management of the day-to-day operations and activities within the area of Extension.

3.15 Office of International Programs

The Office of International Programs is administered by a director who reports to the dean of the College of Agricultural and Natural Sciences. Initially funded by the United States Agency for International Development (USAID), International Programs now is primarily a state-funded entity with a campus-wide mission. The director also serves as the campus Title XII officer to ensure compliance with Title XII legislation (the Foreign Assistance Act). In addition, the Office of International Programs works closely with the USDA Foreign Agricultural Service and Cooperative State Research, Extension, and Education Service. The office facilitates university collaborations with other universities, NGOs/PVOs, international donors such as the World Bank, various regional banks, the United Nations and many of its affiliates like the Food and Agricultural Organization and United Nations Development Programs, as well as with other nations that collaborate with the United States to implement the global development agenda of the U.S. government.

3.16 The University Library (Inman E. Page Library)

Page Library serves as the university's primary information resource center. It is a repository for both print and non-print informational materials, a communications link with several information data bases, and a study center for students. Library materials are either purchased with university funds or acquired through a variety of externally supported resources.

The library staff is comprised of both professional and non-professional personnel who seek to meet the educational needs of the university community and fulfill the standards of accrediting agencies and associations in which the university holds membership. Standard library lists and formulae are utilized when determining the adequacy of the collection's size and quality.

3.16.1 The University Librarian

The university librarian is appointed by the president, upon the recommendation of the vice president for Academic Affairs to whom he/she reports. The librarian is responsible for managing activities related to acquisitions, circulation, archival preservation, media services, and personnel supervision.

3.16.2 The Media Center

The Media Center makes instructional equipment available that enables faculty, staff and students to meet their educational needs and enhance the curriculum. The Media Center is a unit within Page Library, and the coordinator of the Media Center reports to the university librarian.

3.16.3 The Ethnic Studies Center and Archives

The Ethnic Studies Center and Archives is a facility that houses the collection of materials by and/or about African Americans and other ethnic groups as well as materials related to the history of Lincoln University. These materials and artifacts may be used by the university community to enhance and supplement the educational curriculum and programs of the university. Library materials housed in this collection are governed by the rules and regulations of the library. The area is staffed by an archivist with expertise in preservation and access to historical documents. The archivist reports to the university librarian.

3.17 The Center for Suicide Prevention Research and Studies

The Center for Suicide Prevention Research and Studies, through a contractual agreement with the Army Research Laboratory, provides Lincoln University with the opportunity to become a premier headquarters for suicide prevention training and research by educating the next generation of Americans, empowering the next generation of teachers, and spreading cultural understanding about the growing problem of suicide.

The ultimate goal of the Center is to create a curriculum that can be used to train designated Army officials and civilian prevention specialists to be both effective and culturally sensitive in their approach to suicide prevention. Goals of the Center include the following:

- Integration of civilian and military community resources
- Incorporation of current lessons learned in Iraq and Afghanistan
- Development of an online course for suicide prevention
- Creation of an interactive video and other asynchronous teaching technologies

The Academic Faculty: Policies and Regulations

3.20 The Academic Faculty

Academic faculty are those members of the faculty whose academic appointment is .75 FTE or higher, who is a member of a department in which a degree program is housed and whose condition of employment is a probationary tenured or tenure-track appointment.

3.20.1 Appointment Policy

The search for appropriate candidates is the responsibility of the unit head and must be conducted in accordance with the University Hiring Policy. (See Chapter VIII, section 8.01.) All faculty appointments at Lincoln University shall be made by the president. Annual notices of continued appointment shall be issued to all academic and research faculty.

3.20.2 Initial Appointment: Minimum Qualifications for the Various Academic Ranks

Initial appointment to full-time ranked faculty positions shall be defined in writing as tenure-track or non-tenure track. All degrees and qualifications listed below must be in a field relevant to the position:

1. Candidates for appointment at the rank of instructor must have earned an appropriate master's degree from an accredited university or a baccalaureate degree from an accredited college or university and the appropriate certification, license or clinical experience in the area of assigned responsibility.
2. Candidates for appointment at the rank of assistant professor must have one of the following:
 - a. an earned terminal degree from an accredited university;
 - b. doctoral course work completed and dissertation in progress;
 - or
 - c. the master's degree and the appropriate certification, license, or clinical experience in the area(s) of assigned teaching/research responsibility.
3. Candidates for appointment at the rank of associate professor must possess a terminal degree from an accredited university and a minimum of seven years of appropriate professional experience in the area of assigned responsibility at the rank of assistant professor.
4. Candidates for appointment at the rank of full professor must possess a terminal degree from an accredited university and a minimum of ten years of appropriate professional experience in the area of assigned responsibility at the rank of associate professor.

Compensation at the time of appointment is recommended by the appropriate hiring authority and must fall within the guidelines set forth by the Employee Compensation and Benefits Committee. The most recent Faculty Salary Plan approved by the Employee Compensation and Benefits Committee and the president shall determine specific salary ranges.

3.20.3 Appointment to Adjunct Faculty

Adjunct faculty shall be defined as temporary faculty who are hired on less than a full-time basis to provide instructional services on a course-by-course basis or perform other faculty-related duties. All adjunct faculty must meet the minimum academic requirements of masters degree in the discipline for which they provide instructional services.

Compensation for adjunct faculty is a flat rate per credit hour in accordance with the university pay scale regardless of degree or years of experience.

3.20.4 Appointment of Lecturer

The position of lecturer shall be defined as a non-tenure track, temporary full-time faculty who is hired on a yearly basis (3 year max), renewable appointment to teach in their discipline. The qualification for this appointment is doctoral student or doctoral candidate (note: one who has completed all doctoral coursework with the exception of the dissertation, its defense, and/or the conferral of doctorate degree).

As full-time faculty, the lecturer is governed by the University Rules and Regulations applying to faculty (e.g. office hours and limited committee work). Lecturer pay shall be commensurate with the Assistant Professor rank on the University's compensation scale and general benefit.

The lecturer position is not intended to supplant the instructor or the adjunct positions. It will, however, allow those departments the opportunity to assess the overall possibilities of a potential and/or new Ph.D. for their department along with the flexibility of releasing junior and senior faculty to pursue research and/or administrative duties without putting the department or college at a disadvantage. (Approved by the Lincoln University Board of Curators – September 8, 2016)

3.20.5 Conditions of Appointment: Cooperative Extension, Cooperative Research, and Extramurally-Funded Projects Personnel

Cooperative Extension state specialists and Cooperative Research investigators shall be issued appointment letters defining both their academic rank and areas of professional responsibility. Academic rank shall be assigned within the academic

department most closely associated with the faculty member's professional field of specialization or within Cooperative Research or Cooperative Extension, depending upon the area supporting the primary appointment. Such appointees shall be eligible for all the benefits and privileges of faculty, including tenure. Therefore, tenure can be awarded through Cooperative Research, Cooperative Extension, or the appropriate academic department. The appointment letter defining the area where they may be eligible for tenure must come from the area in which tenure is being offered.

Faculty in Cooperative Research and Cooperative Extension may also be appointed to permanent non-tenure track positions depending upon the needs of the university and program area. Persons hired to these positions shall be issued appointment letters commensurate with their work assignments and shall be eligible for promotion and salary increases.

3.20.6 Special Appointments

The university shall recognize the following special appointments: Professor Emeritus and Curators' Distinguished Professor. Eligibility, procedures, and privileges are outlined below:

Professor Emeritus

Faculty and administrative officers who have tenured, faculty status are eligible for consideration for emeritus status upon retirement if they 1) hold the rank of full professor, have served the university for at least **twenty** years, and have made a major, positive impact on the growth, development, and/or image of the university; or 2) hold the rank of associate professor, have served the university for at least thirty years, and have made a major, positive impact on the growth, development, and/or image of the university.

Significant contributions may be demonstrated by examples such as the following:

1. Meritorious service in the areas of teaching and university service;
2. Peer reviewed scholarly publications;
3. Publication of scholarly and/or creative works including, but not limited to, compositions, arrangements, and/or recordings;
4. Author of major, funded grants;
5. Offices held in state, regional, national and/or international professional associations and/or societies;
6. Administrative assignments which have been performed at the highest level of service as reflected by evaluations and accomplishments.

The following process will be in place:

1. The applicant shall submit a letter with accompanying documentation providing evidence of the above to her/his department head. (If the applicant is a department head, he/she should send the documentation to her/his dean. Deans and vice presidents should send their documentation to the head of the department in which they hold rank and tenure.)
2. The department head will review the materials and forward them with her/his recommendation to the dean.
3. The dean will review the materials and forward them with her/his recommendation to the vice president for Academic Affairs.
4. The vice president for Academic Affairs will review the materials and forward them with her/his recommendation to the president.
5. The president will review the materials and forward them with her/his recommendation to the Board of Curators.
6. The decision of the Board will be final.

Emeritus status carries the following privileges:

1. University subsidized health insurance as defined below:
 - a. Current Professors Emeriti** who are enrolled in the Lincoln University health care plan will be transitioned on or before January 1, 2009, into the UHC-AARP Medicare Supplement Insurance Plan and Part D Drug Plan. The university will contribute, in a direct payment to AARP, the cost of the Medicare Supplement Plan F. In addition, the university will also contribute a total premium cost of up to \$42.64 for any of the AARP MedicareRx Drug Plan options that permit employers to subsidize. The covered premium costs will continue for the life of the retiree and include future inflationary increases.
 - b. Future Professors Emeriti** (those who are granted the status of professor emeritus after July 1, 2008, but prior to December 31, 2013) will receive the same contribution amount from Lincoln University as the current professors emeriti (see above) until December 31, 2013, when the professor emeritus health insurance benefit will terminate. The university contribution amount will apply to both Medicare eligible and pre-age-65 retirees with the professor emeritus designation. For pre-age-65 emeriti, the contribution will pay partial premium cost, requiring out-of-pocket expenditure to ensure coverage.
2. University identification card signifying professor emeritus status.
3. Listing of name in the Faculty Directory of the undergraduate bulletin.
4. Use of the university library.
5. Receipt of bulletins and other official material.
6. Parking rights on campus in any designated faculty/staff parking lot. (Parking will not be allowed in handicapped spaces unless the professor emeritus individual is entitled to such privilege under the law.)
7. Invitations to university receptions and other events.

8. Passes for all athletic and cultural events to include one guest (e.g., Share in the Arts, concerts, lectures, theater, dance recitals, sporting events, Homecoming).
9. University Bookstore faculty discounts.
10. Office space or research facility, if available.
11. Non-voting attendance at faculty meetings.
12. Participation in academic processions.

Curators' Distinguished Professor

Persons eligible for appointment to the position of Curators' Distinguished Professor should be tenured, full-time employees of the university who have made significant contributions to Lincoln University over an extended period of time. Persons may receive this appointment one time. Eligibility for consideration requires the following:

1. Full-time employment at Lincoln University during period of appointment;
2. The rank of full professor;
3. Minimum of twenty (20) years service and a rank of full professor for at least ten (10) years;
4. Evidence of significant contributions to Lincoln University;
5. Evidence of broad participation in professional organizations;
6. Evidence of meritorious service to the local community; and
7. Expectation of continued productivity associated with the university and broader society.

Privileges and obligations for five (5) years:

1. Each distinguished professor will have a reduced workload to allow her or him to devote 50% of her/his effort to research and the production of research findings.
2. A distinguished professor who has no administrative duties shall teach twelve hours each academic year. The teaching load shall be assigned in consultation with the department head.
3. The university will pay the expenses for the distinguished professor to attend one major professional meeting each calendar year.
4. The distinguished professor will have access to secretarial services.
5. Expectation of continued productivity associated with the university and broader society.

Upon completion of the five (5) years, the full professor may retain the title of distinguished professor and may return to a tenured, full-time position.

The duration of the appointment for Curators' Distinguished Professors appointed prior to January 1, 2014 is not term limited. All candidates selected for a Curators' Distinguished Professor appointment after January 1, 2014 will be appointed for a one time five (5) year term appointment.

The maximum number of Curators' Distinguished Professors at any time will be limited to five (5).

3.20.7 Notification of Non-Reappointment of Faculty

Faculty shall receive written notification of non-reappointment according to the following schedule:

1. In the first year of service, faculty shall receive notification by March 1.
2. In the second or later years of continuous service, faculty shall receive notification by December 15 of the current academic year.

Faculty with tenure may be terminated for cause or under financial exigency. (See sections 3.29 and 3.44.)

3.20.8 Performance Evaluation

All Lincoln University faculty shall be evaluated annually. At the beginning of each academic year or within two weeks of initial appointment, each faculty member shall complete a "Faculty-Supervisor Preliminary Evaluation Agreement," to be signed by the faculty member and the area supervisor and sent to the dean by the date published in the annual "Schedule of Required Administrative Actions." It shall be the responsibility of each area supervisor to make known and implement the instrument and weighing factors for the evaluation of the faculty assigned to the unit. It shall also be the responsibility of the supervisor to implement the evaluation processes that are in place, i.e., conferences with the faculty member, classroom visits, etc. During the spring semester, each faculty member will complete a self-evaluation form, based on the evaluation agreement, and submit it to the area supervisor. The supervisor will then complete a "Faculty Evaluation" and share the results with the faculty member. Both will sign the evaluation. All faculty evaluations will be sent to the dean by the published deadline. A copy of the evaluation must be made available to the faculty member.

3.21 Promotion and Tenure: Principles and Amendments to the Report

Three principles shall inform Lincoln University's policies on promotion and tenure: they shall be fair; they shall be meaningful; and they shall be in the mutual interest of individual faculty members and of the university as a whole. A detailed explanation of these principles along with the complete philosophical underpinnings of the promotion

and tenure policies can be found in the Promotion and Tenure Report. (See the Faculty Handbook.)

3.21.1 Promotion and Tenure: Grandfather Clause Amendment

The promotion and tenure policies contained in the following sections, outlined in the Promotion and Tenure Report approved by the Board on April 15, 2009, shall apply to any faculty member whose appointment begins after June 30, 2010. Those faculty members whose appointment began prior to June 30, 2010 may choose to remain under the former tenure policies or may choose to be bound by the new policies. The cover letter that accompanies the promotion and tenure application must specify whether the candidate is choosing the former or the new policies (see section 3.27.1).

The former promotion and tenure policy will no longer be available for use after the “sunset” date of August 2019.

After that date, all faculty members will use the promotion and tenure policies contained in the following sections.

3.21.2 Procedure for Changes to Promotion and Tenure Policies Amendment

The policies contained within the Promotion and Tenure Report (see the Faculty Handbook for the full report) and laid out in sections 3.21, 3.22, 3.23, 3.24, 3.25, 3.26, and 3.27 of Chapter III of the Lincoln University Rules and Regulations, may not be changed, added to, deleted, or disregarded in any fashion except by means of the procedure for changes to policies delineated in Chapter I, section 1.60: Development and Oversight of University Policies.

3.22 Promotion and Tenure: Annual Performance Evaluations

A faculty member’s initial appointment letter will indicate whether the position is “tenure track” or “non-tenure track.” Faculty will receive promotion and/or tenure criteria with the annual appointment letter. New employees should discuss promotion and tenure requirements with their department heads to ensure that they understand all requirements.

Annual evaluations are integral to the promotion and tenure process and must be consistent with promotion and tenure criteria. Promotion and tenure awards are based on performance in scholarship/research, service/extension, and/or teaching. Percentage of the work effort (in scholarship/research, service/extension, and/or teaching) for the promotion and tenure application shall be agreed upon by the candidate and the department head. This agreement shall reflect average annual percentage effort estimates for each year included in the promotion and/or tenure decision. (See section 3.20.7.)

Annual evaluations shall serve as a gauge as to whether the candidate is progressing adequately toward the promotion and/or tenure award. If annual evaluations reveal concerns with meeting promotion and/or tenure criteria, the candidate will be advised (by

the department head) to work to remedy these concerns prior to the candidate’s applying for promotion and/or tenure. A negative promotion and/or tenure decision should not be the first criticism the candidate receives.

3.22.1 Promotion and Tenure Criteria: Percentage of Work Effort

The criterion of teaching shall require a minimum of zero percent of effort and a maximum of eighty percent of effort.

The criterion of scholarship/research shall require a minimum of ten percent of effort and a maximum of ninety percent of effort.

The criterion of service/extension shall require a minimum of ten percent of effort and a maximum of ninety percent of effort.

Definitions, explanations, and examples of each of the criteria are enumerated in tables in the Promotion and Tenure Report. (See the Faculty Handbook.)

3.22.2 Promotion and Tenure Criteria and the Evaluation Process

Committees and individuals who evaluate promotion and tenure applications will assess each area of the application using a three-point scale. The evaluation will focus on the quality of performance in each area. The tables below provide examples of how quality of performance in each of the three criteria might be scored:

(3) Outstanding: Extensive and Continuous Record of Top Quality Work

<u>Teaching</u>	<u>Scholarship/Research</u>	<u>Service/Extension</u>
Receives excellent teaching evaluations.	Annual records of continuous, scholarly, peer-reviewed work.	Annual records of continuous multiple service or extension responsibilities with well defined, beneficial outcomes.
Record of quality advising.	Record of nationally recognized accomplishments.	
Superior competence.		
Clear commitment to pedagogy.		

(2) Proficient: Completes the Minimum Requirements of the Position

<u>Teaching</u>	<u>Scholarship/Research</u>	<u>Service/Extension</u>
Receives positive teaching evaluations. Fulfills typical advising responsibilities. Demonstrates basic competence. Fulfills typical teaching responsibilities (e.g., providing feedback to students; record-keeping.	Annual records of continuous, scholarly work.	Fulfills typical service or extension responsibilities (e.g., membership on committees).

(1) Deficient: Does Not Meet Minimum Requirements of the Position

<u>Teaching</u>	<u>Scholarship/Research</u>	<u>Service/Extension</u>
Receives poor teaching evaluations. Problems fulfilling basic teaching responsibilities (e.g., poor quality course materials; student complaints)	No scholarly work of any discernible quality.	Failure to fulfill service or extension responsibilities (e.g., membership on committees).

The preceding examples should serve as guides, not checklists. Each candidate for promotion and/or tenure will present a unique set of accomplishments. Department heads will also be expected to delineate the specific requirements of the positions within the area and to convey these requirements to the candidate upon initial appointment.

3.23 Minimum Eligibility Requirements for Promotion

A faculty member, regardless of tenure or non-tenure status, who has met minimum qualifications for appointment (see section 3.20.2) and has been hired in a permanent position, shall be eligible to apply for promotion provided that he/she meets qualifications as outlined below.

3.23.1 Eligibility for Promotion to the Rank of Assistant Professor

An instructor with one of the following is minimally qualified to apply for promotion to assistant professor:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of two years of service at the rank of instructor at Lincoln University.
- A master's degree **and** thirty graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of three years of service at the rank of instructor at Lincoln University.
- A master's degree from an accredited institution **and** an appropriate professional certificate/license **and** the completion of three years of service at the rank of instructor at Lincoln University.
- A master's degree from an accredited institution **and** the completion of ten years of service at the rank of instructor at Lincoln University.

3.23.2 Eligibility for Promotion to the Rank of Associate Professor

An assistant professor with one of the following is minimally qualified to apply for promotion to associate professor:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of twenty years of service at the rank of assistant professor at Lincoln University.
- A master's degree from an accredited institution (in the area of professional specialization) **and** an appropriate professional certificate/license **and** the completion of twenty years of service at the rank of assistant professor at Lincoln University.

3.23.3 Eligibility for Promotion to the Rank of Professor

An associate professor is minimally qualified to apply for promotion to professor if he/she has an earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of four years of service at the rank of associate professor at Lincoln University.

3.24 Minimum Eligibility Requirements for Tenure

A full-time assistant (or higher-ranking) professor, in a permanent position and on a tenure-track appointment, with one of the following is minimally qualified to apply for

tenure:

- Earned doctorate or other terminal degree in the field (see section 3.25) from an accredited institution **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree **and** thirty graduate hours from an accredited institution (in the area of professional specialization) **and** the completion of five years of service at the rank of assistant professor at Lincoln University.
- A master's degree from an accredited institution (in the area of professional specialization) **and** an appropriate professional certificate/license **and** the completion of five years of service at the rank of assistant professor at Lincoln University.

3.25 Terminal Degrees of Faculty by Area

The doctoral degree in the faculty member's field is recognized as the terminal degree. Lincoln University also recognizes the following as appropriate terminal degrees in the disciplines listed below:

- | | |
|---|----------------------------|
| 1. Art: studio art and design | M.F.A. |
| 2. Theater: creative artist or technical artist | M.F.A. |
| 3. English: creative writing | M.F.A. |
| 4. Social Work | M.S.W. |
| 5. Nursing and Business Administration | doctorate in related field |
| 6. Library Science | M.L.S. |

3.26 Probationary Service for Tenure

For a tenure-track appointment, maximum length of probation shall be seven years. The contract for the seventh year shall be a one-year terminal contract unless the decision to award tenure has been made or postponed by act of the Board of Curators.

3.26.1 Credit Toward Probationary Period

Up to three years prior full-time service at the rank of instructor or above may be credited toward the probationary requirement. Any agreement to credit prior service must be stated in writing at the time of appointment. Whether and how much service to credit will depend on such factors as academic rank, prior tenure status, quality of prior service, and relevance of prior service to the requirements of the new position.

3.26.2 Three-Year Pre-Tenure Review

The purpose of the pre-tenure review is to provide the tenure-track faculty member with valuable information about her or his strengths and weaknesses. Every tenure-track faculty member will be responsible for submitting an application for a pre-tenure review to her/his unit supervisor. This application

will be due on the first working day of September of the fourth year of the probationary period. Faculty members who were awarded credit toward the probationary period during the hiring process may request an extension or alternate accommodation from the unit supervisor. The application will meet the requirements for the formal application for tenure. However, the candidate does not need to provide letters of recommendation. The unit supervisor, after receiving the candidate's application, will forward the application to the department promotion and tenure committee. The committee will review the application and prepare a recommendation. The committee chair will then forward the application and the committee's recommendations to the dean within fifteen working days of receiving the application. The dean will also prepare a recommendation enumerating the candidate's strengths, weaknesses, and opportunities for growth. The dean will forward copies of her/his recommendation to the candidate and unit supervisor within fifteen working days of receiving the application. Information contained in the recommendations of the committee and the dean should not be interpreted as a decision regarding tenure. That is, a favorable pre-tenure review is not a guarantee of a favorable tenure review.

3.26.3 Stopping the Tenure Clock

In the event of difficult circumstances, a faculty member may submit a request to temporarily "stop the tenure clock" for one academic year. "Difficult circumstances" include, but are not limited to, the following:

- physical or mental illness
- pregnancy or parenting obligations
- caregiver responsibilities for someone in a close relationship
- military service
- legal responsibilities

A request to stop the tenure clock will be submitted in writing to the department head. The faculty member may include medical information or other documented reasons for the request. The department head will make a recommendation and forward the request and the recommendation to the college dean within two weeks of receipt of the request. The college dean will then make a recommendation and forward the recommendations and request to the vice president for Academic Affairs within two weeks of the receipt of the request. Finally, the vice president for Academic Affairs will make a recommendation and forward the recommendations and request to the president within two weeks of receipt of the request. The president will make the final decision on whether the stop will be granted. The president will make her/his recommendation in writing within two weeks of the receipt of the request. When possible, the request should be submitted prior to the first day of the academic year in question.

If the stop is granted, the academic year in question will not be evaluated towards

tenure or tenure eligibility. At the end of the year, the faculty member will return to the tenure probationary period where he/she left off. Generally, the tenure clock may be stopped only once for an individual faculty member. Only under extreme circumstances should a faculty member request to stop the tenure clock more than once.

3.26.4 Non-Reappointment

Notification of non-reappointment shall be given by March 1 for persons in their first year of probationary service and by December 15 for persons in their second year, and for persons in their third through sixth years of probationary service, notification of non-reappointment shall be given by August 1 of the terminal year.

3.27 Procedures for Promotion and Tenure Evaluation

The vice president for Academic Affairs shall notify, in writing, each candidate who is eligible to apply for promotion and tenure in a given year. A candidate who is notified of eligibility for tenure must apply that year. An individual who is notified about eligibility for promotion may opt not to apply.

Candidates will take primary responsibility for preparing their applications for promotion and/or tenure. Candidates must submit complete applications to the department head on or before the due date. New evidence of the candidate’s qualifications will not be solicited or accepted after the due date, except under special circumstances requiring the permission of the vice president for Academic Affairs.

If eligibility for promotion and tenure fall in the same year, a candidate may apply for both in the same application. In this case, the cover letter will clearly indicate that the candidate wishes to be considered for both promotion and tenure.

The promotion and tenure evaluation process shall consist of six levels. Each application for promotion and/or tenure shall be evaluated by the following individuals and groups in order: 1) the department promotion and tenure committee, 2) the department head, 3) the college promotion and tenure committee, 4) the college dean, 5) the vice president for Academic Affairs, and 6) the president of the university. The president’s decision will form a recommendation to the Board of Curators. The final decision on the granting of promotion and tenure rests with the Board of Curators. The final promotion and/or tenure decision shall be announced as a Board action and entered into the Board minutes.

The timeline for evaluation shall be as follows:

Level of Evaluation	Deadline
VPAA notifies candidates of eligibility	First working day of May
Faculty member submits application to	First working day of September

department head who makes applications available to committee	
Departmental subcommittee submits recommendations and applications to department head	15 working days following receipt of application
Department head submits applications and recommendations to the dean who makes them available to the college committee	10 working days following receipt of applications and recommendations
College committee submits applications and recommendations to college dean	15 working days following receipt of application and recommendations
Dean submits applications and recommendations to VPAA	15 working days following receipt of applications and recommendations
VPAA submits applications and recommendations to president	Fifth working day in January
President reports to Board of Curators	February/March Board meeting

Following each level of the evaluation process, a designated individual from each level (e.g., the college dean, or committee chair) shall prepare a decision letter stating the decision regarding promotion and/or tenure, in addition to the rationale for the decision. This letter will be forwarded with the application to the next evaluative level. Therefore, each evaluation level will receive the application in addition to the decision letters from any lower levels of evaluation. At the same time, a copy of each letter will also be sent to the faculty applicant, so that the applicant is informed of the decision (and rationale for the decision) at every level of evaluation. The decision letter from the VPAA must be sent to the faculty applicant via certified mail.

During the evaluation process for promotion, a candidate receiving unfavorable decision letters may withdraw the application at any time before evaluation by the VPAA.

Tenure applications may not be withdrawn during the evaluation process.

Persons at each evaluative level shall primarily base their decisions on a substantive review of the candidate's accomplishments as evidenced in the application. However, tenure decisions may also reflect the long-term needs and plans of the university, which may include examination of 1) projected student enrollments, 2) curricular changes, and 3) faculty retirement schedules.)

The above timeline for evaluation shall begin in May 2010 and shall be in effect for all faculty applying for promotion and/or tenure, regardless of whether they fall under the

former policies or policies effective after the April 2009 approval date.

3.27.1 Components of Promotion and Tenure Applications

Applications for promotion and/or tenure shall include the following elements in order:

1. A cover letter from the candidate addressed to the department head. This cover letter shall include the purpose of the application (request for promotion and/or tenure), a list of how the candidate has met minimum eligibility requirements, percentage efforts for scholarship/research, service/extension, and/or teaching, and summaries of accomplishments in teaching, service, and scholarship/research (as necessary).
2. The candidate's curriculum vitae.
3. At least four letters of recommendation (two from inside of the university but outside of the candidate's department **and** two from professional colleagues outside of the university).
4. A copy of the candidate's graduate transcripts.
5. A copy of annual performance evaluations for the years under consideration.
6. A copy of annual student evaluations for the years under consideration.
7. Evidence of accomplishments in scholarship/research, service/extension, and/or teaching for the years under consideration.

3.27.2 Promotion and Tenure: Appeal

Although a candidate may appeal decisions made at any evaluative level before the decision of the president, the appeal may not be submitted until after the VPAA has reviewed the application and issued a recommendation via certified mail. A candidate wishing to appeal must declare his or her intention to appeal in writing, within five working days of the receipt of the certified decision letter from the VPAA. The candidate shall submit the notification of the intention to appeal to the Campus Complaint Coordinator and the VPAA. The candidate shall then submit the appeal to the Campus Complaint Coordinator. (See Chapter III, section 3.42, and Chapter VIII, section 8.76.) The appeal must be submitted within 10 working days of the receipt of the certified decision letter from the VPAA. The Campus Complaint Coordinator will forward the appeal, along with the candidate's application, to an ad hoc Promotion and Tenure Appeals Committee, comprised of one elected, tenured faculty member from each department, with a chair selected from among the members by the ad hoc committee. The university's legal counsel shall serve as a non-voting member of the committee. After hearing the appeal, the committee chair shall prepare a letter stating the decision of the committee and rationale for the decision. This letter shall be sent to the candidate and the president. The president shall determine the final outcome of the appeal.

The burden of proof is on the faculty member, who shall prepare the appeal by stating the grounds for appeal and the evidence against the promotion or tenure decision.

Grounds for appeal may be based on 1) use of improper procedure, 2) failure to consider the merits of the application, 3) use of arbitrary or capricious reasons for the negative decision, 4) use of gender, ethnicity, or other protected status in decision-making, 5) violation of the academic freedom or constitutional rights of the applicant, or 6) improper reasoning with regard to the long-term needs and plans of the university, including projected student enrollments, curricular changes, and/or faculty retirement schedules.

3.28 Tenure Status and Administrative Appointments

Appointment to an administrative position shall not be construed as conferring academic tenure for or awarding service credit toward achievement of academic tenure. However, persons appointed to positions as administrative officers may at the discretion of the Board of Curators concurrently be appointed to an academic position in an appropriate department and on that basis be awarded immediate tenure or credit toward academic tenure.

Appointment to an administrative or other non-academic-tenure-bearing position shall not deprive that person so appointed of tenure previously acquired at Lincoln University.

3.29 Termination of Employment for Cause

In cases of termination other than financial exigency (see section 3.44), a letter citing reasons for termination shall be written by the president and delivered to the faculty member by certified mail. The faculty member is then entitled to her or his full rights under the law.

A. Causes for Dismissal

Lincoln University may consider substantial proof of any one of or a combination of the following charges as adequate cause for the dismissal of a tenured faculty member or a faculty member with an unexpired term appointment:

1. incompetence
2. gross neglect of duty
3. violation of any state statute relating to professional employment
4. immoral conduct
5. conviction of a felony
6. insubordination
7. repeated violation of institutional policies

Substantial proof shall be deemed to exist if one or more of the above charges shall be admitted by the charged party.

B. Preliminary Proceedings

Whenever the question arises about the fitness of a faculty member with continuous tenure, or a term appointment which has not expired, appropriate academic administrative officers (department head, dean, etc., as titled) should discuss the matter with the faculty member. Should it become apparent that informal discussion(s) will not or cannot lead to a satisfactory agreement or solution, the president of the university shall appoint an ad hoc advisory committee to conduct an informal investigation to determine whether dismissal proceedings should be instituted. This committee, at its discretion, may recommend another available course of action.

C. Formal Proceedings

Notice

Following a determination that dismissal proceedings should be instituted, notice of the same together with written charges shall be prepared by the president or her/his designee and mailed to the charged party by registered or certified mail.

The statement of charges shall be framed with such specificity as to reasonably notify the party of that with which he/she is being charged.

Request for Hearing

Within ten working days after the receipt of the statement of charges, the charged party may file, with the university-designated official, a request for a hearing before an ad hoc Committee on Professional Conduct. A copy of the charges and the answer thereto must be included with the hearing request. The designated official shall transmit, within two working days, the hearing request, the statement of charges and the answer to the Committee on Professional Conduct.

Hearing

The hearing shall be conducted not less than twenty calendar days nor more than thirty calendar days after the committee receives the request. Written notice of time and place for the hearing shall be delivered personally or by registered or certified mail to the faculty member charged not less than ten days prior to the date set for the hearing.

The committee shall conduct the hearing in accordance with the following guidelines:

1. Members who deem themselves disqualified for bias or interest shall remove themselves from the hearing panel at the request of either party or

of their own initiative. Either party shall have a maximum of two challenges without stated cause. Replacements for members removed shall be made by the chief academic officer of the university.

2. Evidence against the charged party will be presented by the appropriate academic officer (college dean, chairperson of the department, as titled) as the party representing the university.
3. The hearing committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for exchange of documentary or other information, and (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious.
4. After consultation with the president and the faculty member, the committee will decide whether the hearing should be public or private.
5. The faculty member may waive a hearing. This should be done, in writing, at any time before the hearing. If the faculty member waives a hearing and denies the charges against her or him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence in the record.
6. During the proceedings the faculty member will be permitted to have an academic advisor and counsel of her or his own choice, who will be able only to advise, not participate in the proceedings.
7. A complete record of the hearing or hearings will be taken and a printed copy will be made available to the faculty member, upon request, without cost.
8. The burden of proof that adequate cause exists rests with the institution and shall be satisfied only by a preponderance of the evidence in the record considered as a whole.
9. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The charged party and the appropriate academic officer (college dean, chairperson of the department, as titled) shall have the right to confront and cross-examine all witnesses. If a person having relevant information cannot or will not appear as a witness, but the committee determines that the interests of justice require admission of her or his statement, the committee will identify the witness, disclose the statement and make every effort to provide for written questions.

10. In a hearing where a charge of incompetence has been made, testimony shall include that of qualified faculty members from this and/or other institutions of higher education.
11. The committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issue(s) involved. Every possible effort will be made to obtain the most reliable evidence available.
12. The findings of fact and the decision will be based solely on the hearing record.
13. Except for simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case either by the charged party or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Curators. The president and the charged party will be notified of the committee's decision, in writing, and each will be provided with a copy of the hearing record.
14. A simple majority of the Committee on Professional Conduct shall constitute a quorum.

Decisions of Committee and President

At the conclusion of the hearing, the committee shall, without delay, make findings of fact, conclusions and recommendations. A decision of the committee shall be determined by a majority of the members present and voting. The complete hearing record, together with all tangible evidence, the findings, conclusions and recommendations shall be submitted to the president of the university. The president may concur with or modify the committee's decision or may make such other findings and conclusions as in her/his opinion are supported by the hearing record. A copy of the president's decision shall be mailed to each party by registered or certified mail.

Appeal

The aggrieved party may file written notice of appeal, through the Office of the President to the Board of Curators, within ten working days after the mailing of the president's decision. Any notice of appeal shall be transmitted by the president, together with the complete hearing record, to the Board of Curators.

The Board, in its discretion, may grant the appellant a hearing. The decision of the Board of Curators, upon review of the complete record, shall be final.

The computation of a number of days in any time period contained herein shall exclude official university holidays and breaks.

D. Disciplinary Actions

Suspension

Pending a final decision by the Board of Curators, the charged party will be suspended, or assigned to other duties in lieu of suspension, only if harm to her/himself or others is threatened by her/his continuance. Before suspending a faculty member, pending an ultimate determination of her/his status, the administration will consult with the Committee on Professional Conduct concerning the propriety, length, or other conditions of suspension.

Dismissal

If a decision to terminate is rendered, the effective date of termination shall be one year from the date of the final decision of the Board unless the Board determines that an earlier date is appropriate, due to the gravity of the offense or other considerations.

3.30 Policy on Reassignment of Administrators to Faculty Appointments

Administrative salaries are based on market comparisons and responsibilities. In many cases individuals move internally from faculty position to administrative appointments or are external hires granted faculty status.

If an individual transitions from an administrative position to the faculty, the following policy will be used to establish compensation.

1. Individuals who previously served as full-time faculty at Lincoln will receive a salary based on their previous salary as a faculty member, plus applicable adjustments.
2. Offer letters for administrators hired with tenured faculty appointments shall include the faculty salary should they be reassigned to a faculty position. Individuals who were external hires will receive a salary based on actual salaries for current faculty with comparable rank and experience within the appropriate academic department.
3. Should the transition result in a gap between the administrative term and the beginning of the faculty appointment, the individual will receive a bridge contract for the appropriate period at the rate based upon the new faculty salary. During this period duties will be assigned which are appropriate based on the experience and expertise of the employee in transition.

3.31 Workload Policy for Undergraduate Faculty

The following definitions of work year, work week, and teaching load define the faculty's responsibilities to students and the university.

Work Year

The normal full-time faculty appointment year is nine months, as specified in the academic calendar.

Work Week on Campus

Instructional faculty meet a significant part of their responsibilities, such as class preparation and professional development, off campus. However, formal teaching and/or support responsibilities, plus the need to be available to work with students and other university staff, require a faculty member's presence on campus for a significant time period each week. Therefore, in addition to assigned teaching responsibilities, exclusive of overload, full-time instructional faculty are to schedule no fewer than ten office hours per week, normally spread over five days per week, for student consultation and assistance. Faculty with a reduced instructional load will schedule office hours on a prorated basis according to teaching F.T.E. Music, art, and nursing science faculty who meet with students individually on a regular basis are to schedule no fewer than five office hours per week for student consultation and assistance.

Teaching Load

The normal teaching load for full-time instructional faculty will be twelve credit hours per semester or twenty-four credit hours per academic year. Exceptions to the policy are listed below:

1. In cases involving studio teaching, such as in art and music, where contact hours exceed credit hours, the contact hours will not exceed an average of eighteen class contact hours per semester or thirty-six class contact hours per year, even if fewer than twelve credit hours per semester are produced.
2. In cases involving laboratory instruction, such as in natural sciences, agriculture, and technology, the laboratory hours will be equated to credit hours on the basis of a 1:1 ratio.
3. In cases involving activity-type teaching, such as physical education, where class contact hours exceed credit hours, the contact hours per semester will not exceed an average of fifteen class contact hours per semester or thirty class contact hours per year, even if fewer than twelve credit hours per semester are produced.

4. In cases involving a substantial number of clinical or open laboratory teaching hours, such as in nursing science, where class contact hours exceed credit hours, the normal load will consist of an average of twenty-two hours per week of combined teaching and/or student conference office hours.

All full-time teaching faculty will normally be assigned full teaching loads each semester, unless there are administratively approved reductions for non-teaching assignments. If full teaching loads are not available, faculty members will be assigned other administratively approved responsibilities in order to provide a full workload.

3.31.1 Overload Policies

An overload during a fall or spring semester is defined as any instructional duties beyond the normal twelve-credit-hour load. The following stipulations regarding overloads shall apply:

1. The maximum overload for any one faculty member per semester will be one course or three hours, whichever is greater.
2. No overloads are allowed during the summer session.
3. Full-time faculty will receive payment for overloads during the regular academic year for approved teaching beyond the normal credit or contact hours. Overload payment will be based upon credit hours in excess of twelve per semester or twenty-four per academic year, or upon contact hours in excess of those described above in 3.31. Overload payment will be calculated per credit hour.
4. In cases where a fall semester overload may be balanced out or averaged as a normal load via an underload in the spring semester, any potential overload payment will be delayed to the spring semester or until such time as the year's average is ascertained.
5. In cases when the semester overload is for a course that does not meet minimum enrollment standards, the faculty member may be compensated on a prorated basis where the pay for instructional services will be equivalent to the amount of fees generated through per student credit hour charged. The amount of pay for "tuition only" shall not exceed the regular overload compensation. Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).

3.31.2 Minimum Class Enrollment

As a general rule, the following minimum levels of enrollment are required in order for classes to be held:

Graduate Level

5 students

Upper Division (Undergraduate Level)	15 students
Lower Division (Undergraduate Level)	15 students

In cases where class enrollment minimums are not met, department heads are authorized to negotiate and make recommendations to adjust compensation in accordance with the stipulations outlined below. Final adjustments are pending approval from the college dean and VPAA.

1. When regularly advertised classes that do not reach minimum enrollment levels are offered, the faculty member may be compensated on a tuition-only rate. The tuition-only rate shall be defined as the total number of credit hours generated in the class on the deadline date for adding classes multiplied by the appropriate graduate or undergraduate in-state tuition rate and **shall not** be reduced by any fringe benefit cost.
2. The amount of pay for tuition-only cannot exceed the normal rate of pay.
3. However, under-enrolled courses which are either new or exploratory in nature, required in the major for candidates for degrees, or presented by the same instructor in conjunction with other, heavily-enrolled courses may be conducted at full compensation, as an exception to the general rule, at the discretion of the college dean.
4. Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).
5. All adjustments in compensation will require administrative approval.

3.32 The Summer Session

The summer session shall be organized and conducted under the jurisdiction and direction of the vice president for Academic Affairs. The schedule of courses shall be determined by the demand for courses and the adequacy of university resources to provide them.

3.32.1 Selection of Faculty for the Summer Session

Members of the instructional faculty for the summer session shall be selected on the basis of qualification to teach the courses to be offered. Instructional assignments shall be made from a prepared list of qualified faculty who have indicated interest and have been recommended by their immediate supervisors.

3.32.2 Summer Workload Policy and Pay

The maximum load for summer shall be nine credits with no more than six credits in a four-week session. No overloads will be allowed during the summer session. Faculty will be paid a flat pay rate of \$4,000 for courses with 15 students or more in one section of the same course.

3.32.3 Summer Instruction for Classes with Below Minimum or Small Enrollments

As a general rule, the following minimum levels of enrollment are required in order for summer classes to be held:

Graduate Level	5 students
Upper Division (Undergraduate Level)	15 students
Lower Division (Undergraduate Level)	15 students

In cases where class enrollment minimums are not met, the college dean is authorized to adjust compensation in accordance with the following stipulations:

1. When regularly advertised classes that do not reach minimum enrollment levels are offered, the faculty member may be compensated at a prorated basis calculated on the flat course fee with less than minimum enrollment of 15 students to the level of 5 students. At 4 or fewer students, uncompensated conference courses should be considered (see rules on conference courses).
2. However, under-enrolled courses which are either new or exploratory in nature, required in the major for candidates for degrees, or presented by the same instructor in conjunction with other, heavily-enrolled courses may be conducted at full compensation, as an exception to the general rule, at the discretion of the college dean.

3.33 Grant Reassigned Time and Salary Adjustment

A faculty member who is a grant recipient may be partially or fully reassigned from instructional duties to carry out the special assignment. Upon approval of the administration, the faculty member may have her/his base salary increased up to a maximum of 125% of the base. (Complete guidelines for reassigned time and salary adjustment are found in this chapter, section 3.12.1, and are referenced in Chapter VIII, section 8.12.1.)

3.34 Compensation for Retired Faculty

All Lincoln University retired faculty, including professors emeriti, who are hired on less than a full-time basis, will be paid at the adjunct rate based on highest degree held. (See Chapter VIII, Section 8.12.3)

3.35 Intersession

Intersession is the period between regularly scheduled semesters and the summer session. Intersession courses are typically offered over a two-week time period where total class

hours meets the established credit hour definition (see section 3.63). Students are limited to three credit hours per intersession. Faculty are limited to teaching no more than three credit hours per intersession. Course offerings and faculty must be approved by the respective departments. Intersession courses shall be administered by the Division of Continuing Education and Extended Studies.

Students on probation or on dropped status for one semester will not be permitted to enroll in intersession courses. Grades earned for intersession courses and any subsequent effect on a student's GPA may result in a change in academic status. (See section 3.69: Academic Status Policies.)

3.36 Faculty Absence and Leave

Complete policies relating to the employee benefits of sick leave, personal leave, and vacation are detailed in Chapter VIII University Employment. Faculty who take planned leave of any type during the regular semesters must arrange for the coverage and/or management of their courses during their absence. Such arrangements must be approved by the area supervisor by means of the "Request to Be Absent" form.

3.36.1 Personal Leave

Faculty are granted 56 hours of personal leave with pay each fiscal year. See Chapter VIII, section 8.25, for the full policy.

3.36.2 Sick Leave

Full-time faculty who miss assigned classes, office hours, or other duties due to illness or injury will report and be assessed sick leave for time missed, even in those instances when their teaching assignments, committee responsibilities, etc., are absorbed by colleagues. See Chapter VIII, section 8.26, for the policy on sick leave accrual.

Requests for, or reports of, sick leave shall be submitted to the department head when the faculty member plans to be absent or has been absent due to illness or an emergency. Such requests or reports shall be made and recorded in increments of no less than 15 minutes.

If the illness or injury extends past two weeks, the faculty member will report eight hours of sick leave per day beginning with the third week.

When it becomes necessary to cover the extended absence of an ill or injured faculty member, persons providing class coverage shall receive one of the following forms of compensation: 1) pro-rated overload pay if the person providing class coverage is already assigned a twelve-hour load for the semester, or 2) a reduced load for the following semester.

3.36.3 Vacation for Academic Faculty on Academic Year Contracts

During the academic year contract period, times when classes are not in session, such as spring and winter break, are generally assumed to constitute vacation with pay for academic faculty on nine-month appointments. University business, however, may require that these faculty members attend meetings or prepare reports or perform other essential tasks during what would normally be considered “vacations.” Such participation may legitimately be required by administrative officers, college deans, department heads, and university committee chairpersons.

3.36.4 Annual Leave for Academic Faculty on Twelve-Month Appointments

Faculty in twelve-month positions shall be entitled to accumulate annual leave as follows:

Faculty with less than ten years of total university service earn 10 hours of annual leave each pay period with a maximum annual leave balance of 240 hours (i.e., a cap of 30 days or two times the annual total of 15 days).

Faculty who have completed ten years of total university service earn 12 hours of annual leave each pay period with a maximum annual leave balance of 288 hours (i.e., a cap of 36 days or two times the annual total of 18 days).

Faculty who have completed fifteen years of total university service earn 14 hours of annual leave each pay period with a maximum annual leave balance of 336 hours (i.e., a cap of 42 days or two times the annual total of 21 days).

The rate of accrual of annual leave is based upon total uninterrupted years of service at the university, not upon years in a particular position.

Faculty may accumulate more annual leave than their allowed maximum until June 30 of any year. After June 30, any excess annual leave over an employee’s maximum balance is reduced to the maximum, at which time the employee can begin accumulating above the maximum.

Any faculty member entitled to annual leave who has resigned or otherwise separated from university service shall be entitled to receive reimbursement for the amount of this accrued leave which does not exceed the maximum allowable accumulation. (See Chapter VIII, section 8.24: Annual Leave Policy.)

3.36.5 Professional Development

Faculty who wish to engage in professional development that involves time away from campus must receive prior approval from the immediate supervisor and must file a “Request to Be Absent.” The faculty member must also file a “Travel

Authorization Request,” even if no reimbursement from university funds is requested. (See Chapter IV, section 4.03.1: Travel Policies.)

3.36.6 University Business

Faculty must receive approval from the immediate supervisor prior to the planned activity. A “Request for Leave” form must be completed if applicable. If the activity involves travel, the faculty member must file a “Travel Authorization Request.” If the activity involves students, their names must be listed on the request.

3.36.7 Leaves of Absence

Leaves of absence may be granted with or without pay for professional development, for illness, and for other valid reasons. (See Chapter VIII, section 8.32.)

3.36.8 Sabbatical Leave

A faculty member who has been employed full time by Lincoln University six consecutive years and who has been awarded continuous academic tenure is eligible to apply for a sabbatical leave. The person who is granted a sabbatical leave is entitled to one-half an academic year at full salary or a full academic year at half salary.

Faculty members who wish to apply for a sabbatical leave must write a letter of application addressed to the Board of Curators, transmitted through the appropriate academic channels beginning with the immediate supervisor. The application for leave with pay shall include a precise statement of planned activities designed to contribute to the professional growth of the applicant and to the benefit of the university. At the end of the sabbatical leave period, the faculty member shall submit a report to the VPAA detailing the nature and extent of activities engaged in during the leave.

The faculty member who completes a sabbatical leave must return to Lincoln University for at least one semester following the sabbatical. A faculty member who does not return following the sabbatical will be required to refund to the university, on a prorated basis, the salary received during the leave.

Sabbatical leave shall be dependent upon available funding, as determined by the president in consultation with the vice president for Academic Affairs.

- No more than 3 sabbaticals will be awarded per academic year (note: only one person per department may be granted a sabbatical at a time, and only two persons per college may receive a sabbatical in the same year).
- The award of a sabbatical leave is not guaranteed.

- The review process will begin with the Department Head whose recommendation must include a cost analysis and plan for how to cover the duties of the faculty member during the sabbatical period.
- Department Heads will submit their recommendation to the Dean.
- The Provost/VPAA will convene a standing Sabbatical Review Committee (made up of two representatives from each college; one of which shall be the dean) who will review faculty sabbatical proposals and make recommendations to Provost/VPAA.
- The faculty sabbatical proposal must have the support of the Department Head, Dean, and the Sabbatical Review Committee.
- The Provost/VPAA makes sabbatical recommendations to the President.
- The President upon review and consideration of the recommendations forwards the recommendations to the Board for final approval.
- Within 60 days after the return from a sabbatical leave, the recipients must submit a report to the Provost/VPAA detailing the work accomplished during their leave.
- Faculty recipients will be required to give a public presentation which will be advertised by the Office of the Provost/VPAA to his/her faculty colleagues.
- It needs to be noted that persons on sabbaticals cannot work at another institution for pay without the permission of the Provost/VPAA and President.

This policy also appears in Chapter VIII, section 8.29.

3.37 Reporting of Grades

At the close of each semester, all members of the academic faculty shall submit grades for all students registered for credit in their classes. Grades shall be submitted not later than 5:00 p.m. on the second working day following the end of final examinations. Copies of grade reports shall be submitted to the department head by the instructor, at the same time.

3.38 Review of the Undergraduate Curricula

Proposals for the following (outside of the exceptions for honors courses and education courses, as outlined below) require only the approval of the dean (upon support of the college) and the vice president for Academic Affairs:

- new courses in the major
- deleting courses from the major
- change in number, title, and/or credit hours of a course
- an honors counterpart to an already existing course

No action is required by the Senate Curriculum Committee and/or the Faculty Senate.

All honors courses require the approval of the Honors Committee.

Matters of curriculum and policies for Teacher Education are under the jurisdiction of the Teacher Education Council and are exempt from this section.

3.39 Conflict of Interest Policy

Regarding secondary employment, consulting, grants and contracts, political activity, authored textbooks, and any other conflicts of interest and/or commitment, faculty are bound by the university Conflict of Interest Policy. This policy appears in Chapter VIII, section 8.57.

3.40 Ownership of Patents, Copyrights, Intellectual Property Rights, and Other Property Rights Acquired in Research

An ad hoc committee is reviewing this section; policies pending.

3.41 Teaching Dual Credit Courses

Dual credit courses are coordinated by staff in the Division of Continuing Education and Extended Studies. Dual credit courses shall be paid based on the number of students enrolled in the course. Payment may be issued directly to the instructor or to the institution at which the instructor is employed.

3.42 Faculty Grievance Policy

In addition to the grievance allegations outlined in Chapter VIII, sections 8.76, 8.77, and 8.78, a faculty member may also submit, through the Campus Complaint Coordinator, a formal complaint based on any of the following:

1. A denial of, or infringement upon, academic freedom;
2. A denial of an application for promotion or tenure;
3. An inequity in salary due to disputes over facts or information. Equity is defined as a faculty salary within 5% of the average salary of all other faculty of the same rank in their discipline. Further, a faculty member must allege that the salary disparity cannot be accounted for by the following:
 - difference in years of service and years in rank
 - productivity in teaching, research, and service
 - centrality of the person's work to the mission of the academic unit
 - past/present administrative duties
 - other factors set forth as legitimate bases for salary determination in the faculty member's academic unit, such as special appointments, promotion and tenure documentation, or otherwise consistently communicated factors applied generally in hiring and salary increase decisions

For salary inequity appeals, three full academic years must have passed since a final decision was rendered on a faculty member's previous appeal under this process.

3.43 Policy on Misconduct in Science

A crucial element of any fair and effective policy on scientific misconduct is a process that will distinguish instances of genuine and serious misconduct from insignificant deviations from acceptable practices. The policy herein will allow such distinctions to be made in a manner that minimizes disruptiveness and protects the conscientious, honest scientist from false or mistaken accusations.

Definitions

Misconduct: For purposes of this document, misconduct is defined as fabrication, falsification, plagiarism, or other practices that seriously deviate from

those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. Misconduct does not include honest error or honest difference in interpretation or judgments of data. Definitions for common types of scientific misconduct are as follows:

1. **Falsification of Data:** Falsification ranges from fabrication to deceptively selective reporting of findings and omission of conflicting data.
2. **Improprieties of Authorship:** Improprieties of authorship include plagiarism and other improper assignment of credit such as excluding others, or claiming the work of another as one's own; presentation of the same material as original in more than one publication; inclusion of individuals as authors who have not made a definite contribution to the work published; and submission of multi-authored publications without the concurrence of all authors.
3. **Misappropriation of Ideas:** Misappropriation of ideas is defined as the improper use of information or influence gained by privileged access, such as service on peer review panels, editorial boards, and policy boards of research funding organizations.
4. **Violation of Generally Accepted Research Practices:** Serious deviation from accepted research practices will be considered as deliberate manipulation of experiments or improper statistical or analytical manipulations to deliberately obtain biased results.
5. **Violation of Federal, State, or Institutional Rules Governing Research:** Failure to comply with stated policies regarding use of funds, care of animals, use of human subjects, investigational drugs or controlled substances, recombinant DNA, new devices, and radioactive, biological, or chemical materials will not be considered as scientific misconduct under this policy. Such violations will be referred to the appropriate university committees for disposition.
6. **Inquiry:** Inquiry means information gathering and initial fact finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
7. **Investigation:** Investigation means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred. If misconduct is confirmed, the investigation should determine the seriousness of the offense and the extent of any adverse effects resulting from the misconduct.
8. **Complainant:** Complainant is the person who makes or files a charge of misconduct, i.e., the accuser.
9. **Respondent:** Respondent is the person who responds to a charge of misconduct, i.e., the accused.
10. **Days:** Days as mentioned in this policy shall refer to calendar days.

Guiding Principles of this Policy

The guiding principles shall be as follows:

- To maximize confidentiality for the respondent during the full process and for the complainant
- To assure the respondent a fair hearing
- To minimize the number of individuals involved in the inquiry and investigative stages

Process for Handling Allegations for Misconduct

This policy shall apply to faculty, administrative and professional staff, and students. The university's process for handling allegations of misconduct involves three stages: inquiry, investigation, and resolution. All parties involved in the process shall be entitled to consultation with legal counsel (at her/his own expense) in all meetings relating to the alleged misconduct.

1. Report of an Allegation

- a. An allegation of misconduct shall be made in writing, signed by the complainant, and filed with the vice president for Academic Affairs (VPAA).
- b. Upon receipt of an allegation, the VPAA will counsel the complainant as to the policies and procedures for handling misconduct and to ensure that the allegation is made in good faith and is not frivolous, unjustified, or clearly mistaken.
- c. If the complainant does not wish to withdraw the allegation, the VPAA shall make a formal notification of the same, in writing, to both the university president and the respondent. The VPAA shall then initiate the inquiry process.

2. Inquiry

- a. The inquiry shall formally begin with receipt by the president of the allegation of misconduct. An inquiry is not a formal hearing; it is designed to separate allegations deserving further investigation from frivolous, unjustified, or clearly mistaken allegations.
- b. Within ten days of notifying the president and the respondent of the formal allegation, the VPAA will appoint and convene a Misconduct Inquiry Committee (Inquiry Committee) consisting of five faculty members to conduct the inquiry. Members shall be appointed who have

- 1) no verified interest in either the complainant or respondent or in either the complainant's or respondent's projects;
 - 2) no Lincoln University appointment in the discipline of either the complainant or the respondent; and
 - 3) appropriate expertise for evaluating the information relevant to the case.
- c. Within the aforementioned ten-day period, the VPAA shall also inform the respondent in writing of the allegation, the procedures that will be used to examine the allegation, and the composition of the committee. The respondent is expected to cooperate fully with requests for information by the Inquiry Committee during the inquiry. Such communication with the respondent shall be by certified U.S. mail with return receipt requested.
- d. When the inquiry process is in force, confidentiality of all procedures and documents must be maintained. It shall be the responsibility of the chair of the Inquiry Committee to make certain that rigorous confidentiality is maintained. Documents of inquiries shall be sufficiently detailed in order to permit a later assessment of the reasons for determining that an investigation was not warranted (if necessary). All records should remain in the Office of the Vice President throughout the inquiry process.
- e. The committee shall inform the respondent and the complainant of the responsibility to provide all necessary original documentation in a timely fashion. Uncooperative behavior may result in immediate implementation of a formal investigation or other institutional sanctions.
- f. While legal counsel is always the right of the respondent, it would be hoped that during the inquiry phase, all interactions shall be limited to the committee members, the respondent, and the complainant.
- g. All parties to the case, including members of the Inquiry Committee, shall have the opportunity to present evidence, to call witnesses, and to examine or cross-examine the witnesses.
- h. The inquiry phase should be resolved expeditiously within 60 days of the initial notification of the president and respondent. Should this timetable be impossible, the committee must file a written report with the Office of the Vice President citing the reasons for the delay, progress to date, and a request for an extension.
- i. At the completion of the inquiry process a written report shall be

prepared. This report shall:

- (1) state what evidence was reviewed;
- (2) summarize relevant interviews; and
- (3) state the finding(s) and conclusion(s) of the Inquiry Committee.

The respondent shall be given a copy of the report. The respondent may at her/his option prepare written comments which shall be made a part of the record.

- j. The VPAA shall review the results. Based solely on the written record, the VPAA may elect to certify the report. However, if the VPAA finds that the allegation is not supported, he/she may dismiss the allegations and close the matter. In either case, the VPAA's decision shall be transmitted to the respondent and the complainant via certified U.S. mail with return receipt requested. The VPAA shall concurrently notify the president of the decision.
- k. The university shall notify the Office of Scientific Integrity (OSI), a division of the National Institutes of Health (NIH), when on the basis of the initial inquiry, the university determines that an investigation is warranted or prior to the decision to initiate an investigation if one or more of the following conditions exists:
 - (1) There is an immediate health hazard involved;
 - (2) There is an immediate need to protect federal funds or equipment;
 - (3) There is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is/are the subjects of the allegations as well as her/his/their co-investigators and associates, if any;
 - (4) It is probable that the alleged incident is going to be reported publicly;
 - (5) There is a reasonable indication of possible criminal violation. In that instance the university must inform OSI within 24 hours of obtaining that information.
- l. Five days following acknowledgement of receipt of the finding by the respondent, the VPAA shall take one of the two courses of action below according to the decision reached in 2 j:
 - (1) the Inquiry Committee finds no basis to the allegation or the VPAA does not certify the findings:
 - (i) then, the proceedings of the inquiry will terminate;

- (ii) records will be destroyed three years after completion of an inquiry, assuming no other related allegations have been made concerning the respondent;
 - (iii) all involved parties and the President's Office shall be so notified by the VPAA and efforts will be made to be sure that the respondent is cleared of unsupported allegations.
 - (iv) If the committee finds the allegations to be unjust and malicious, sanctions may be recommended against the complainant.
- (2) the Inquiry Committee finds a basis in fact to the allegation and the VPAA certifies the report:
- (i) the VPAA will forward this decision together with all committee documentation to the President's Office and the Office of Sponsored Research and Grants within five days of the decision.
 - (ii) At this point, in accordance with federal regulations, the Office of Sponsored Research and Grants will forward to the sponsoring agency notification that an allegation of misconduct has been found to have a basis in fact following an inquiry, and that the allegation will now be submitted to the formal investigation process.

During the inquiry into the allegation of misconduct, interim action by the president upon recommendation of the VPAA may be taken in order that federal funds may be protected and/or the purposes of federal financial assistance are carried out.

3. Investigation

- a. Within thirty days following a decision by the Inquiry Committee that an allegation of misconduct has been substantiated, the VPAA will appoint a second ad hoc committee to investigate the case. The VPAA must guarantee that there is no conflict of interest among any of the members of the committee and the respondent or the complainant. The committee should be constituted in such a manner that the academic integrity and expertise of its members are assured. The committee shall consist of five tenured faculty members from degree-granting institutions including at least one from Lincoln University and at least one from another institution. All records from the Inquiry Committee shall be made available to the Investigation Committee, but they shall be maintained in the

Office of the Vice President.

- b. Following the appointment of the Investigation Committee, the VPAA shall notify both the respondent and the complainant, via certified U.S. mail with return receipt requested, that an investigation has begun and the composition of the committee. In the event of extra-mural sponsorship the VPAA shall also notify the director of Sponsored Research and Grants of the same.
- c. The OSI shall be apprised of any development during the course of the investigation which disclose facts that may affect current or potential Department of Health and Human Services funding for the individual(s) under investigation or that the Public Health Services needs to know in order to ensure the proper use of federal funds or otherwise protect the public interest.
- d. The right of the respondent to be accompanied by a representative, in any advisory capacity, shall be recognized at any stage in any proceeding. Should the respondent choose to be represented by an attorney, the Investigation Committee or appropriate university official must be notified, in writing, five days prior to the date of any meeting at which the attorney will be present. The university shall provide legal counsel for the Investigation Committee or appropriate university official (to act in an advisory capacity) at any meeting in which the respondent appears with an attorney.
- e. The Investigation Committee shall conduct a hearing which shall be closed to the public.
- f. The committee may request documents, receive evidence, and call and hear witnesses. If additional information emerges that may justify broadening or narrowing the scope of the investigation beyond the initial allegations, the respondent is to be informed in writing by the VPAA of significant new directions in the investigation. This notification shall be forwarded by certified U.S. mail, with return receipt requested.
- g. While certain federal regulations require notification of the sponsoring agencies of investigations into misconduct, no other agency sponsoring the same respondent shall be notified. In the event of federal sponsorship, the appropriate ethics office of the funding agency will be informed of the investigation, as required by regulations.
- h. Consistent with federal requirements, the investigation process shall be completed within 120 days. If the process cannot be

completed within this time, a written report shall be sent by the Investigation Committee to the Office of the Vice President, together with a request for an extension of time. The VPAA will forward the request for extension to the appropriate ethics office of the funding agency, as may be required by law.

- i. Upon reaching its decision, the Investigation Committee shall submit its findings, in writing, to the VPAA. These findings shall include a record of the vote. They may also include a recommendation of sanction.
- j. All records of the Investigation Committee shall be forwarded to the Office of the Vice President, where they shall be kept for **three years**, following resolution of the matter.
- k. Within 10 calendar days of receipt of the report, the VPAA shall certify the committee's findings and provide the respondent with a copy of the same. The respondent shall have the right to file written response to the committee's findings within 10 calendar days of receipt of the report from the VPAA. Correspondence from the VPAA to the respondent shall be by certified mail, with a return receipt requested.
- l. Upon receipt of the respondent's comments or upon conclusion of the deadline cited in j. above, the VPAA shall review all the evidence of the case and make a decision, including the sanctions to be applied, within 10 calendar days. The VPAA shall inform the respondent of the decision and the appeal process, if appropriate. Notification to the respondent shall be made via certified mail with a return receipt requested. The VPAA shall also notify the president of this decision.
- m. In the event of federal sponsorship, the Office of Sponsored Research and Grants will inform the appropriate ethics office of the funding agency of the Investigation Committee's findings.

4. Resolution

- a. Absence of fraud or misconduct,
 - (1) all research sponsors which were informed of the investigation will be notified in writing that the allegation of fraud or misconduct was not supported;
 - (2) efforts will be made to prevent retaliatory actions against the complainant; if the allegation is deemed to have been maliciously motivated, appropriate disciplinary action will

- be taken against the complainant by the VPAA or other appropriate institutional officials;
- (3) in publicizing the finding of no fraud or misconduct, the VPAA and the Office of Sponsored Research and Grants will be guided by whether public announcements will be harmful or beneficial in restoring any reputation(s) that may have been damaged. The university will make every effort to protect the reputations of those individuals who in good faith made allegations which were not supported by the investigation.

b. When there is presence of fraud or misconduct,

- (1) the Grants Office shall notify all appropriate federal agencies, sponsors, or other entities of the finding. These entities may include, but not be limited to:
 - (i) ethics office(s) of federal agency(ies);
 - (ii) sponsoring agencies, funding sources;
- (2) the VPAA shall review the findings of the Investigation Committee and shall recommend sanctions against the respondent to the president as appropriate. Sanctions may include, but not be limited to:

Faculty:

- (i) removal from the particular project;
- (ii) special monitoring of future work;
- (iii) suspension of rights and responsibilities for a specified period, with or without salary;
- (iv) denial of merit pay;
- (v) denial of sabbatical;
- (vi) denial of tenure;
- (vii) termination of employment.

Staff:

- (i) removal from particular projects;
- (ii) special monitoring of future work;
- (iii) letter of reprimand;
- (iv) disciplinary probation
- (v) suspension of rights and responsibilities for a specified period, with or without pay;
- (vi) demotion;
- (vii) reduction in salary;

(viii) termination of employment.

- (3) the president may concur with the recommendations of the VPAA or may make such other findings or reach such other conclusions as, in her/his opinion, are supported by the facts. The president shall notify the respondent, in writing, of her/his decision.

5. Appeal Process

The respondent may file written notice of appeal, through the Office of the President of the University, to the Board of Curators within ten working days of the receipt of the president's decision. The president shall transmit the notice of appeal, the hearing record and all related documents to the Board of Curators. The decision of the Board of Curators, upon review of the complete record, shall be final.

Grounds for appeal include, but are not limited to, the following:

1. conclusions not supported by the evidence;
2. conflict of interest not previously known among those involved in the investigation; and
3. other lapses in due process.

The Office of Scientific Integrity will be notified of the final outcome.

3.44 Financial Exigency

A condition of financial exigency may necessitate suspension or termination of academic personnel. Financial exigency may be declared by the president of the university either for the entire University, or for specific colleges, schools, departments or programs. Financial exigency may be declared by the president of the university with approval of the Board of Curators only after careful analysis of funding and enrollment data has concluded that

1. federal, state, or other funding source is no longer providing support at an appropriate level; or
2. enrollment decline in a given discipline, department, school, or program no longer justifies existing faculty size.

General criteria for selection of persons to be terminated as a result of financial exigency shall include the following considerations:

1. Non-tenured faculty shall be terminated before tenured faculty;
2. Faculty members with the shortest term of service will generally be terminated before those with longer periods of service;

3. Academic rank shall not be a factor in terminating faculty.

Exceptions to these criteria shall be made in writing in the event of compelling reasons and presented for approval to the president.

Every effort shall be made to relocate persons so displaced.

3.45 Commencement: Attendance

All faculty members are required to participate in Commencement. Faculty wishing to be excused must obtain approval from the vice president for Academic Affairs, through the department head and college dean.

Student Matriculation: Policies and Programs

3.60 Academic Policies and Regulations

The area of Academic Affairs will draft, submit for Board approval and, upon approval, enforce policies and regulations governing all matters relating to the delivery of courses, the adoption and management of degree programs, the matriculation of students, and admission of graduate students. Academic Affairs will also work in conjunction with the area of Enrollment Management on matters and issues regarding the admission of undergraduate students and the ethical management of student records. See Chapter VII for policies applicable to the Office of Admissions and the Records Office.

3.61 Classification of Students

Students shall be classified into the following categories:

1. A freshman is a student who has met the entrance requirements, has enrolled in regular college work, and has earned less than thirty semester credit hours.
2. A sophomore is a student who has earned thirty to fifty-nine semester credit hours.
3. A junior is a student who has earned sixty to eighty-nine semester credit hours.
4. A senior is a student who has earned at least ninety semester credit hours.

Students will be reclassified each semester in accordance with the number of semester credit hours they have successfully completed.

3.62 System of Course Numbering

The following system of course numbering shall be used:

- Below 100: remediation courses primarily for freshmen
- 101-199: courses primarily for freshmen
- 200-299: courses primarily for sophomores
- 300-399: courses primarily for juniors
- 400-499: courses primarily for seniors; those courses listed in the graduate bulletin may be taken for graduate credit by graduate students and are designated with a “G”
- 500-599: open only to graduate students
- 600-699: open only to specialist degree students

Courses numbered 100-299 are lower division courses. Courses numbered 300-499 are upper division courses. Courses numbered 400G, 500 and 600 are graduate courses.

3.63 The Semester Credit Hour

The semester credit hour is defined as one fifty-minute class period per week for a minimum of sixteen weeks. Two or three hours of laboratory work are equivalent to one fifty-minute lecture period. Courses offered in alternative formats (i.e., four- or eight-week sessions, intersession) must meet for a time period that equates to the fifty-minute period times sixteen weeks (for a total of 800 minutes per credit hour offered). Example: A three-hour, four-week summer course that meets for four days each week must meet for 150 minutes each day.

3.64 Student Load

A part-time undergraduate student is one who is enrolled in one to eleven semester credit hours for the fall and/or spring semesters. A part-time load for the summer session is one to five semester credit hours.

A full-time undergraduate student is one who is enrolled in at least twelve credit hours for the fall and/or spring semesters. A full-time load for the summer session is at least six semester credit hours.

An undergraduate student who is enrolled in over eighteen semester credit hours for the fall and/or spring semesters or over nine semester credit hours for the summer session is considered an overload. The current undergraduate bulletin lists the approval process for an overload.

A part-time graduate student is one who is enrolled in one to eight semester credit hours for the fall and/or spring semesters. A part-time load for the summer session is one to five semester credit hours.

A full-time graduate student is one who is enrolled in at least nine credit hours for the fall and/or spring semesters. A full-time load for the summer session is at least six semester credit hours. The maximum load for graduate students shall not exceed nine hours per term (eight week or semester term).

3.65 System of Grading

The following system of grading shall be in effect:

Grades

- “A” work of exceptionally high quality
- “B” work of superior quality but somewhat lower than “A”
- “C” work of medium or average quality
- “D” work of an inferior quality
- “F” failing work
- “PR” (Progress-Re-enroll) indicates a student has made satisfactory progress in ENG 90 Basic English and must re-enroll in the course the following semester. This has

- no effect on GPA. A student may receive a “PR” only once for this course.
- “S” work of satisfactory quality
- “U” work of unsatisfactory quality
- “I” indicates a student has maintained an average of “D” or better but has not completed a small but essential part of the regular coursework
- “X” indicates a student was absent from the final examination with the prior approval of the instructor or the dean of the college in which the course was taken
- “W” indicates a student has dropped a course after the last day to register and/or add courses in any given term or semester; if a student withdraws from all courses, the “W” is awarded for each withdrawn course
- “H” indicates a student has been a “hearer” (auditor) in a course

All grades are final except “I” and “X.” To remove the “I” and “X,” the student must complete the required work within the first four weeks of the following semester for undergraduate credit, or before the end of the following semester for graduate credit. Should the student not enroll the following semester, the incomplete work must be completed before the end of one calendar year from the end of the semester in which an “I” or “X” was received. Any extension of time must be approved by the college dean or the director of Graduate Studies.

Failure to meet this four week or one year deadline will result in the incomplete grade changing to an “F.” Any extension of time must be approved by the college dean or director of Graduate Studies.

Final grades shall be recorded and reported to the student at the end of each semester and summer session and become a part of the student’s permanent record at Lincoln University.

3.65.1 Grade Re-evaluation

A student who has reasons which can be substantiated may request a grade re-evaluation according to the following procedure:

1. The student must first meet with the instructor (or department head, if the instructor is no longer employed) and request a re-evaluation of her/his performance in class;
2. The instructor, upon receipt of the student’s request, will review her/his records. If the instructor determines that the request is valid and substantiated and that a change of grade is justified, the instructor will fill out a change-of-grade form and submit it to the department head for action;
3. The department head will forward the form to the dean;
4. The dean will forward the form to the vice president for Academic Affairs;
5. The vice president for Academic Affairs will forward the form to the Records Office for final action.

If the instructor determines that the request for a change of grade is not justified, the student may appeal. To do so, the student must obtain a “Student Academic Complaint Policy and Procedure” form from the Office of Academic Affairs. The form specifies the action to be taken and the time line for doing so.

3.65.2 Auditing Courses (“Hearer”)

A student may register to audit any course upon written approval of the instructor. An auditor will not be held responsible for assignments or examinations, but is expected to maintain regular attendance.

The transcript will carry a grade of “H” (“Hearer”) and no credit is received for auditing a course. A student may not change from “audit” to “credit” after the last day to enroll in courses for credit. A student may change from “credit” to “audit” before the last day for dropping courses without failure.

3.66 Grade Point Average

The following grade point system shall be in effect:

Grade Points:

“A”	4 grade points per credit hour
“B”	3 grade points per credit hour
“C”	2 grade points per credit hour
“D”	1 grade point per credit hour
“F”	0 grade point per credit hour
“PR”	0 grade point per credit hour
“S”	0 grade point per credit hour
“U”	0 grade point per credit hour
“W”	0 grade point per credit hour

Grade point average is the average number of grade points earned per credit hours attempted. In the cumulative GPA calculation, if a course is repeated, then only the highest grade earned is included in the total grade points calculation, and the credit hours are counted only once in the total credit hours attempted.

Activity physical education grades are included in grade point average calculations. Credit-by-examination (departmental and/or CLEP) and cooperative education credits are not calculated into the GPA. Transfer credit is not included in the GPA calculation except for purposes of granting honors and graduation honors. Courses in which a “PR,” “I,” “X,” “H,” “S,” “U,” or “W” are received are not included in computing the GPA.

3.67 Repeated Courses

A student may repeat any undergraduate course in which a grade of “D” or “F” was earned. Only the higher grade earned will count in the GPA determination. An undergraduate course in which a “B” or “C” was earned cannot be retaken to achieve a higher grade.

3.68 Class Attendance Policy

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories, and field work for each registered class and to complete all work assigned by the instructor.

Due to the relationship between class attendance and final course grades, total absences ideally should not exceed twice the number of times a class meets per week. Examples:

Courses meeting three times/week: maximum of six absences acceptable

Courses meeting one time/week: maximum of two absences acceptable

The maximum acceptable number of absences in other class formats, i.e., eight-week, four-week summer session, and intersession, should be pro-rated according to the formula above.

If a student exceeds the maximum number of acceptable absences for a course, the course instructor may choose to lower the student’s grade by one letter, provided this policy is clearly stated in the syllabus at the beginning of the course.

In addition, course instructors will determine the following and will post it in all syllabi:

- a. Consequences for coming late and leaving class early;
- b. Make-up policies for course work, quizzes, and exams.

3.68.1 University-Approved Absences

Excused absences for university-related activities may be issued only by the president, the vice president for Academic Affairs, or the vice president for Student Affairs. Notification for excused absences will specify student names, the event, and the time covered by the excused absence.

3.69 Academic Status Policies

Good Academic Standing

A student enrolled in Lincoln University who has a cumulative grade point average of at least 2.00 is considered to be in **good academic standing**.

Warned Status

A student whose midterm grades result in a cumulative GPA of below 2.0 will be placed on **warned status** and will be sent a letter by the Office of Enrollment Management and Student Success stipulating that the student must attend a mandatory mid-semester conference conducted by that office. The purpose of the conference is to advise the student of the academic support available as well as of the consequences of failure to raise the GPA to at least a 2.0 by the end of the semester.

Probation

A student whose cumulative GPA falls below a 2.0 at the end of a semester will be sent a notification letter informing the student that he/she has been placed on **academic probation**. During the probationary semester, the student will be limited to no more than 13 credit hours. The student must either raise her/his cumulative GPA to at least a 2.0 by the end of the probationary semester (or at mid-term, if the student is enrolled in any 8-week courses) **or** earn at least a 2.5 GPA for that same semester. A student who earns at least a 2.5 GPA for the semester will remain on probation if her/his cumulative GPA is still below a 2.0.

Suspension

Should the student on probation fail to raise her/his GPA to at least a 2.0 by the end of the probationary semester or earn at least a 2.5 GPA for that same semester, the student will be sent a notification letter informing the student that he/she has been **suspended from the university**.

Appeals

A student may appeal an action of first suspension by written request to the Academic Routine Committee. The student may request that consideration be given to permit her/his return under one of the following conditions:

1. The student presents definitive documentation to show that some unique situation occurred which may have made academic failure in the most recent semester likely;
2. The student presents definitive documentation to show that significant and continuous academic progress has been made in each semester of academic vulnerability.

The student must send her/his appeal (including supporting materials) for reinstatement to the chair of the Academic Routine Committee.

If a student is successful in her/his appeal of the suspension, continued enrollment will be permitted in a status of academic probation. In this case, the student will be limited to no

more than 13 credit hours and will be required to earn a minimum 2.5 GPA in the semester that he/she returns.

Any student who incurs a second suspension will be **dismissed** from the university and must wait a minimum of three years from the date of dismissal before applying for re-admission.

Courses taken during the summer session will be treated in the same manner as those taken during the fall and spring semesters. Students may be added to or removed from **academic probation/suspension** for one semester or dismissed depending upon their cumulative GPA. Students on academic probation or dropped for one semester will not be permitted to enroll in intersession courses. Students who take intersession courses may be placed on **academic probation/suspension** for one semester, or **dismissed** from the university, depending on their cumulative GPA. Any student dismissed from the university must wait a minimum of three years from the date of dismissal before applying for re-admission.

3.70 Alternative Course Credit

Lincoln University shall offer to its students various means of obtaining course credit other than through the traditional classroom/semester format. These means shall include departmental credit-by-exam, the College Level Examination Program (CLEP), the Cooperative Education Program (CEP), the Advanced Placement Program (AP courses for high school students), dual credit courses for high school students, experiential learning, advanced placement/credit in foreign languages, and conference courses. Guidelines for all alternative course credit options and associated fees are stipulated in the current undergraduate bulletin.

3.71 Upper Division Transfer Credit

Lincoln University does not grant upper division (300-400) level credit for courses taken at a junior or community college, a technical institute or institute of technology, or similar institutions, except in instances where upper division credit is granted through signed articulation and partnership agreements.

3.72 Date of Bulletin for Satisfying Undergraduate Degree Requirements

The *Lincoln University Undergraduate Bulletin* contains the undergraduate academic regulations and degree requirements of the university. A student may choose to satisfy these requirements for graduation from any one bulletin issued in the eight years prior to the awarding of a bachelor's degree or the three years prior to the awarding of an associate degree, provided that he/she was enrolled during the academic year for which that bulletin was issued. Students must meet general education requirements in effect upon first enrollment; they must meet major and minor requirements in effect at the time the major or minor is declared.

3.73 Degrees Offered

Lincoln University shall offer such degrees and certification as has been authorized by the state of Missouri, the Coordinating Board for Higher Education, the Higher Learning Commission of the North Central Association, and other accrediting agencies. The following degrees are offered: associate degrees, bachelor's degrees, master's degrees, and the education specialist degree. Specific degree titles are listed in the current undergraduate and graduate bulletins.

3.74 Requirements for the Various Degree Programs

Requirements for all degree programs will be listed in the current undergraduate and graduate bulletins. This will include general education requirements, major and minor requirements, and required grade point average.

3.75 Policy on Modifying Programs for Students with Disabilities

A student may request a program modification if he/she can document a disability that directly impairs her/his ability to meet the normal requirements of the program. Such documentation must be provided by qualified professionals in the area of the specific disability. These professionals must describe the specific disability in behavioral terms in relation to the specific modification sought by the student. Guidance regarding the type of information required to document specific disabilities will be provided to the student by the coordinator of Disability Services.

The Section 504/ADA Compliance Review Committee will consider requests to modify programs of study. The committee will monitor the university's compliance with Section 504 of the Rehabilitation Act of 1973/ADA and review the programs, policies and facilities at Lincoln University to determine accessibility to or discrimination against persons with disabilities as defined in Section 504/ADA requirements. The committee is charged with the following functions:

1. to recommend modifications in facilities and programs to ensure full participation by students with disabilities;
2. to promote an awareness in the campus community of the services provided to students with disabilities;
3. to review and make recommendations for modifications in academic requirements to assure full educational opportunity for students with disabilities.

A student must request modification in a program early enough to allow the request to be processed and for arrangements to be made for the student to complete the recommended substitution or modification. The committee meets three times a year, if needed, during the first week of March, July and November, to hear requests for modifications in programs. The committee will respond to requests within three weeks of the date it meets. Requests for program modifications must be submitted to the coordinator for

Disability Services a minimum of twenty working days before the committee is scheduled to meet.

In some cases, a student with a disability may be required by the committee to demonstrate an effort to satisfactorily complete a course (e.g., attend classes, take examinations, write papers) before a program modification will be considered.

The committee can act upon requests for program modifications in one of the following ways:

1. recommend to the VPAA approval of a specific substitution/modification of the student's program of study;
2. recommend to the VPAA denial of the student's request for one of the following reasons:
 - a. the student has not provided appropriate documentation of the disability;
 - b. the requirement(s) under consideration is (are) essential to the program of study as determined by consultation with the department/college through which the student is matriculating;
3. request additional information to enable further consideration of the request.

An appeal of the VPAA's decision must be made through the Office of the President.

3.76 Residence Requirements

Credit hours completed in regular classes, including conference courses, offered by Lincoln University on the main campus or any other location are said to be completed in residence. All students, including students who transfer to Lincoln University from another institution, must satisfy the following **minimum residence credit requirement**: A minimum of thirty credit hours of 300- and/or 400-level course work must be successfully completed in residence to obtain a baccalaureate degree; a minimum of twelve of these thirty semester hours must be in the major and, if a minor is declared, at least six of these thirty hours must be in the minor.

3.77 Summary Check of Undergraduate Degree Requirements

After completing at least seventy credit hours, a student must complete a summary check with the Records Office. The summary check verifies those requirements for graduation that the student has completed, except for the major (and minor, if applicable) course requirements, which are approved by the major (and minor) department(s). (This policy also appears in Chapter VII, section 7.30.3.)

3.78 Academic Honors

The Dean's List shall be compiled at the close of each semester. The Dean's List shall

include all full-time undergraduate students earning a grade point average of 3.00 or above. A student who receives a grade of “I” or “X” shall not be considered for the Dean’s List that term.

Graduation with honors falls into three categories:

- Summa Cum Laude is awarded for a cumulative GPA of 3.8 to 4.0
- Magna Cum Laude is awarded for a cumulative GPA of 3.6 to 3.799
- Cum Laude is awarded for a cumulative GPA of 3.2 to 3.599

To be eligible to graduate with honors, a student must complete at least sixty hours in residence at Lincoln University.

All academic coursework from other colleges and universities shall be included in the computation of the student’s official grade point average for the purpose of granting convocation and graduation honors. Those courses which do not carry credit toward graduation at the institution where they were taken shall not count toward academic honors at Lincoln University.

3.79 Second Bachelor’s Degree

Lincoln University shall award a second bachelor’s degree to a student who has earned a first bachelor’s degree from an accredited college or university if he/she 1) satisfies the curriculum requirements of the new major; 2) declares the new major in a field other than that of the first degree; and 3) completes a minimum total of 141 credit hours.

3.80 Graduate Enrollment Prior to Admission into a Graduate Program

An undergraduate student may enroll in a maximum of nine graduate hours during her/his final undergraduate semester if he/she has a cumulative GPA of 3.0 and has been approved by her/his advisor and the dean of the proposed graduate degree area. These graduate hours can be applied to a graduate degree program once the student is officially admitted to the degree program. Specific admission criteria are listed in section 3.82 and also in the undergraduate bulletin.

A student will not receive graduate credit for any course work taken at Lincoln University prior to being officially admitted to the Graduate Program. After official admission, a maximum of nine hours of graduate credit earned during conditional or special, non-degree-seeking status may be applied towards a master’s or specialist degree.

All conditions for admission must be satisfied before the student earns more than nine graduate hours. A student who fails to meet the conditions of her/his admission after nine hours may be restricted from further enrollment in graduate level classes until the conditions are met.

3.81 Admission as a Graduate Student

Any person who has earned a baccalaureate degree or higher may be admitted as a graduate student. An official transcript showing the highest degree earned must be submitted to the office of Graduate Studies.

Specific criteria for admission as a degree-seeking graduate student are published in the current graduate bulletin.

Students are limited to earning no more than nine graduate credit hours that can be applied towards the planned degree prior to being unconditionally admitted to that graduate program of study. More specific information can be found in the current undergraduate and graduate bulletins, and is available from the office of Graduate Studies.

3.82 Undergraduate Admission into the Graduate Program

An undergraduate student with senior standing may be admitted into graduate studies as a special student for a maximum of nine hours of graduate credit, which can be applied toward the master's degree once the student is admitted to a specific degree program. The student must meet the following requirements:

1. An overall grade point average of at least 3.00;
2. Approval of the dean of the degree area in which the student expects to major;
3. A minimum grade of "C" in ENG 101 and ENG 102.

The student must complete the baccalaureate degree at the end of the semester in order for the hours to be counted. A student will not receive graduate credit for any course work taken at Lincoln University prior to being admitted to graduate studies. During the last semester of undergraduate enrollment, graduate fees will be assessed for any graduate course work.

3.83 Dismissal from the Graduate Program

A student who has attempted nine credit hours and obtained the grades of "D" and/or "F" the first time the courses were taken is ineligible to continue in the graduate program for credit. A student who fails to demonstrate acceptable levels of expression in oral and written English may be recommended by her/his major advisor to the Graduate Council for dismissal from the graduate program. A candidate who fails to make satisfactory progress, upon completion of fifteen credit hours, will be withdrawn from candidacy by the Graduate Council.

A student who has been dismissed for any of the above reasons may appeal to the director of Graduate Studies with supporting documentation for reinstatement. If the appeal is denied by the director, the student may appeal in writing, with supporting documentation, to the vice president for Academic Affairs. If the request is denied by the VPAA, the

student may appeal in writing, with supporting documentation, to the president. The decision of the president is final.

3.84 Graduate Academic Appeal Process

A graduate student who has reason to believe that he/she did not receive the grade that was deserved in a course or who perceives that he/she was not treated fairly in a course has the option to submit a written request of appeal by the second week of the semester following the term in which the grade was received or the incident occurred, or within two weeks of the following summer session if the grade was received or the incident occurred in the spring semester. The appeal process is outlined in the graduate bulletin.

3.85 Filing for a Degree

A student must file for graduation with the Records Office or through the Lincoln University Web site by the deadline dates as listed in the Academic Calendar, published in the undergraduate and graduate bulletins and on the Web site. A student filing after the deadline date will not be able to receive the diploma until the next graduation period.

Graduate students must file for graduation through the Office of Graduate Studies or through the university Web site. (This policy also appears in Chapter VII, section 7.30.4.)

3.86 Commencement

Commencement will be held once each year in May for students who complete all degree requirements in the previous December or in May.

Students who will complete all requirements during the summer semester will be allowed to participate providing they:

- Have no more than two (2) courses left to finish their degree requirements;
- File for summer graduation;
- Pay the graduation fee;
- Enroll in the two (2) courses needed for graduation;
- Sign an agreement acknowledging that they understand that their degree will not be conferred until after they have completed all degree requirements.

Students will have until the last business day of April to file to participate in commencement. Students have the responsibility to satisfy all academic and financial requirements to be eligible to participate in commencement exercises.