

PART-TIME FACULTY HANDBOOK



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Office of Academic Affairs

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INTRODUCTION

A Message from the President

For all of us who work here at Lee University, our common labor together is more a mission than merely a job.

Lee University is an unusual kind of educational institution. In a marketplace which increasingly sees the educational enterprise as the simple delivery of an academic product, Lee persists in the notion that what we offer our students is a life experience of many dimensions.

At Lee, we see students not just as consumers, but as friends. We do not merely share with them the content of our various disciplines; we seek to engage them in a pursuit of life which integrates those disciplines with faith and values.

As a thirty-year veteran of this exciting process, let me reaffirm how much I treasure the opportunity to share the Lee University experience with all of you. On the Lee faculty, we enjoy more than mere collegiality; we enjoy the fellowship of a shared mission.

Thanks for being part of it!

Charles Paul Conn, Ph.D.
President

A Message from the Vice President for Academic Affairs

This Faculty Handbook contains the policies and procedures that help direct the academic operations at Lee University. The information on these pages provides the framework within which routine operations as well as creative practices can take place.

Policy means little unless it is interpreted and used by individuals who are committed to the mission of the organization. The excellence with which you consistently execute your responsibilities goes well beyond the words printed in this handbook, however. You bring life to the policies as you use them in your work to enrich the quality of programs and the learning environment for our students.

As we celebrate the blessings of God at Lee University this new year, let us continue to develop and use all the resources available to us that we may better serve our students and glorify Him in our work. Have a productive and enjoyable year!

*Debbie Murray, Ed.D.
Vice President for Academic Affairs*

Historical Profile of Lee University

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

Lee University's recent success belies its humble beginnings almost a century ago. In 1918, the Church of God of Cleveland, TN began a small Bible institute of twelve students and one teacher, the school grew and became Lee College, with a Bible college and junior college on its current site, in 1948. Twenty years later, Lee received accreditation by the Southern Association of Colleges and Schools as a four-year liberal arts college. In 1997 Lee made the transition from college to comprehensive liberal arts university granting graduate degrees.

The liberal arts experiment at Lee College came into its own in the mid 1980s with a deliberate move to embrace the broader evangelical Christian community. The shift brought an influx of new students and faculty. In the twenty-nine years between 1986 and 2015, student enrollment quadrupled from just over 1200 to more than 5000.

While Lee remains committed to its denominational affiliation, the institution's inclusive enrollment policy now attracts students with a variety of religious traditions, academic abilities and ethnic and socio-economic backgrounds. Lee draws students from every state, and the percentage of minorities and internationals is one of the highest in the Council for Christian Colleges and Universities.

The faculty has also grown and diversified to keep pace with the 146 residential and distance undergraduate programs, and 48 residential and distance graduate programs in its five schools: the College of Arts & Sciences, the Helen DeVos College of Education, the School of Music, the School of Nursing and the School of Religion. Faculty members come from around the world and represent a wide range of academic, cultural and religious backgrounds.

Campus construction programs have added significant acreage and more than 20 major buildings to Lee's landscape over the past twenty-five years. Among these are ten new dormitories, seven classroom buildings, a student union building, a dining hall, and two recreation centers.

At the turn of the new millennium, Lee University became a higher education pioneer in incorporating service learning and cross-cultural studies as a regular part of every student's educational experience. Lee has been recognized for its leadership in preparing students for responsible living and was included in the Honor Roll of Character-Building Colleges by the Templeton Foundation. The Institute of International Education Open Doors reports for the past few years have ranked Lee University among the top five master's degree granting institutions nationwide for its application of global and cross-

cultural studies. Lee has also been recognized by the Corporation for National and Community Service as one of the top six institutions in the nation for the service efforts of our students. We have received the Presidential Award in Higher Education Community Service and been included in that institution's Honor Roll for the past three years.

PURPOSE AND OBJECTIVES

Accreditation

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lee University.

Additional, specific program accreditations include:

- National Council for Accreditation of Teacher Education
- National Association of Schools of Music
- Accreditation Council for Business Schools and Programs
- Commission on Accreditation of Athletic Training Education
- Certification in Education for Public Relations

Lee also holds membership in the American Council on Education, Council for Christian Colleges and Universities, Appalachian College Association, Tennessee Independent Colleges and Universities Association, Council for Independent Colleges, and the National Association of Independent Colleges and Universities.

Mission Statement

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

Expanded Statement of Institutional Purpose

Founded as the Bible Training School in 1918 by the Church of God, Cleveland, Tennessee, the institution was renamed in 1947 to honor its second President, the Reverend F.J. Lee, and attained university status in 1997. The original purpose was to provide both general and biblical training for those persons entering the Christian ministry, and through the years Lee University has continued this purpose of “ministry,” ever more broadly defined to include both church and non-church vocations. Many of the students are affiliated with the Church of God, however, numerous students come from other denominations.

Enrollment consists primarily of undergraduate students. Over 70 percent of these students are recent high school graduates, while 14 percent are adults in one of our distance education programs. Over 50 percent of the traditional undergraduate students

reside on campus. In order to maintain a sense of Christian community and enhance the personal, spiritual, academic, emotional and physical development of students, Lee University seeks to foster a residential campus experience, with special focus on the needs of freshmen and sophomores. The university works to create common space on the campus and a common core of residential events around which the entire community operates.

Lee University serves the Church and society by offering graduate programs in various professions and academic disciplines. These post-baccalaureate programs are designed to deepen one's understanding of a discipline and/or strengthen one's skills as a professional. The goal of all graduate degree programs is to nurture scholars and professionals who will better serve the kingdom of God and the world. In this way, the graduate programs are a natural extension of the university's commitment to undergraduate education.

As an independent institution, Lee University is controlled by a Board of Directors appointed by the General Executive Committee of the denomination. The President is responsible to this board for facilitating an educational program presented from a theological perspective that is conservative, evangelical and Pentecostal. In keeping with the amended Charter of Incorporation (1968) and the Bylaws of Lee University (article I, sections 2 and 4), all board members, administrators and faculty members certify annually by contract that they will not advocate anything contrary to the Church of God Declaration of Faith.

Lee University endeavors to employ scholars with the highest academic credentials who present their disciplines from a distinctly Christian perspective. All truth is perceived to be God's truth, and the effective presentation and integration of truth is the goal. Lee University values teaching as the most important faculty role, and excellence in teaching is the primary standard for retention, tenure and promotion. Faculty research is seen as essential to teaching excellence. It, too, is an important criterion for faculty advancement. Lee University values and rewards Christian community service and service to humankind as significant faculty responsibilities.

Lee University identifies its public service region as being generally coterminous with the geographic scope of the denomination. While most students come from the United States, the student body typically consists of representatives of a broad range of socioeconomic backgrounds from all fifty states and more than fifty countries in Central and South America, Europe, Asia and Africa. Because of this geographic span, the university serves a racially, ethnically and culturally diverse student body with fifteen percent international or minority students. The institution has adopted the policy that no person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, gender or disability.

Lee University attracts students with widely varied academic skills. The university is committed to serve under-prepared students with a variety of support services. While the primary source of funding is from student revenues, the Church of God provides for the

university in its annual budget. The university also receives support from alumni, businesses, churches, foundations and friends.

All baccalaureate degree students at Lee University must complete a general education and religion core. The general education courses foster intellectual development by enhancing the student's ability to observe, read, and think critically and to communicate effectively. The courses also cultivate awareness, understanding and respect for cultural diversity. The religion core courses are predicated on the Reformation principle of the priesthood of the believers. The courses are designed to enable the student both to understand and articulate the Christian faith. The campus curriculum is enriched by American, Latin American, European, African and Asian studies programs, study tours, and service-to-humankind projects.

An integral part of the university mission is a commitment to training responsible citizens to contribute their God-given gifts to the community at large. A Biblical understanding of service and benevolence is introduced in the general education core, actualized through planned, reflective community engagement and developed in various major courses.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services, residential living and distance education. The University realizes that the knowledge, appreciation, understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and services whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

The Lee University experience intends to demonstrate that there is a positive correlation between scholarship and wholeness; that one must approach all learning with a sense of privilege and responsibility under God; that truth is truth wherever it is found, whether test tube, literary or artistic masterpiece or Holy Scripture; that appropriate integration of truth is both intellectual and behavioral in nature; and that the pursuit and application of truth is, indeed, "ministry."

Faith Statement

As a Christian university operated under the auspices of the Church of God, Lee University is firmly committed to the conservative, evangelical, Pentecostal religious position of its sponsoring denomination. This position is expressed in the "Declaration of Faith" as follows:

We believe:

In the verbal inspiration of the Bible.

In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.

That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary.

That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.

That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.

That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ. In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.

Holiness to be God's standard of living for His people.

In the baptism with the Holy Ghost subsequent to a clean heart.

In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.

In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.

That divine healing is provided for all in the atonement.

In the Lord's Supper and washing of the saints' feet.

In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.

In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Institutional Goals

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

1. Provide a general education program which will equip students with quantitative, verbal and technological skills; enhance their appreciation of their cultural and religious heritage; strengthen their commitment to the liberal arts; and give them a view of their responsibility as Christian scholars in the community and the wider world.
2. Provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs and to actualize their faith through consistent growth and practice by the integration of faith with all aspects of life.
3. Provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.
4. Provide graduate programs in various areas which will prepare students for success in post graduate programs.
5. Achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the development of the additional graduate programs where appropriate.

6. Provide academic support through computer facilities, library resources, student support services and faculty development opportunities to ensure quality instruction and a challenging academic environment.
7. Provide a campus environment that supports and encourages students in their personal, social, spiritual, cultural and physical development.
8. Prepare students for successful personal and professional life by developing in them a commitment to Christian values in vocational goals and lifestyle choices.
9. Prepare students for citizenship as Christians in the world through reflective community interactions and teach commitment to ideals of service, benevolence, civic virtue and social justice.
10. Increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.
11. Recruit, develop and retain a diverse community of teaching professionals, administrators and support staff who demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.
12. Continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.
13. Preserve the evangelical and Pentecostal heritage and message of the Church of God and provide positive direction for its future.
14. Provide quality academic, spiritual, cultural and recreational services to its various publics.

Philosophy of Education

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

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

Teaching, to this community of Christian scholars, is a calling to serve the Kingdom of God through scholarly discovery of truth, dissemination of appropriate knowledge, and development of effective constituents. This mission requires a commitment to invest the time necessary to prepare students intellectually and spiritually to be productive citizens in the twenty-first century. Effective teachers challenge and inspire succeeding generations

to discover gifts, to discern callings, to formulate life plans, and to begin to implement all of these for excellence in service. Furthermore, they lead students toward personal excellence by modeling the goals and values of the learning community, by facilitating student learning of discipline knowledge, personal skills and Christian perspectives, and by inspiring students to reach for transformational growth.

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

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

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

The centrality of the classroom with designed educational activities is a given in the formation of students' intellectual habits. Therein the life of the mind is nurtured and students become more than merely passive recipients of information. Even so, to embody this process requires a level of faculty responsibility outside the classroom whereby to build personal and collegial relationships that enhance the learning process. Desiring for students an integration of faith and knowledge, Christian teachers in that external context also mentor and counsel students to the fullest engagement of Christian discipleship.

Engaging students in the learning process, then, whatever the venue, is integral to the educational mission. While acknowledging that not all students may be challenged successfully and that ultimate responsibility for learning rests with the students themselves, Lee faculty do believe that efforts at such engagement must be intentional, aggressive, and thorough. Students must not be treated as passive consumers; rather, because of their created dignity in the image of God, the faculty proposes to challenge them by ennobling intellectual and scholarly endeavors sufficient to fulfill their distinctive vocations in life.

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

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

General Education Core

The General Education Core at Lee University hopes to provide students with a meaningful foundation of knowledge, skills and core values for their programs of study as well as for life during and after college. Successful academic work depends on the essential thinking and communication skills presented in these courses. The broad liberal arts knowledge and Christian worldview orientation in this part of collegiate study should develop people who are ethical practitioners, lifelong learners, integrative thinkers and faithful believers.

General Education Core Competencies

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

1. Communication Skills

Students should be able to gather information (through reading, engaging in research, and critical listening), organize it, and present it effectively in correct written and spoken English.

[English, writing and reporting components of other core classes]

2. Critical Thinking

Students should be able to demonstrate critical, analytical and integrative thinking as they engage in creative decision-making and problem solving.

[Math, Science, Philosophy, research components of other core classes]

3. Cultural Literacy

Students should be able to demonstrate a foundational level of knowledge about Western cultural heritage, American social and political institutions and studies of human interaction and behavior.

[Humanities, Literature, Fine Arts, History, Political Science, Sociology, Psychology and content components of other core classes]

4. Cultural Engagement

Students should be able to engage cultures besides their own equipped with knowledge of diverse social, linguistic, religious and traditional practices from other parts of the world.

(World Languages, Anthropology, Global Perspectives, Western and non-Western History, World Literature, etc.)

5. Core Values

Students should be able to demonstrate the integration of faith and vocation through the practice of ethical action, redemptive service and responsible citizenship in the church, community and the world.

[Service learning, global perspectives, religion core courses, faith integration capstones and the core as a whole]

Philosophy of Calling and Career

Lee University believes that God gives strengths, talents, or gifts to all humans in creation. We also believe that God calls people in two ways: primarily to a relationship with God, and, secondarily, to tasks and careers in response to that relationship.

Understanding these gifts and callings as fundamental to a meaningful life on earth, Lee University attempts to create an atmosphere where questions about calling and career are encouraged and where the tools to help implement them in our lives are developed.

The university accomplishes this through discussion of calling within courses throughout the curriculum; through vocational retreats and chapel speakers; through the Center for Calling and Career; and through our own quest for understanding our personal strengths and call from God in the Spirit. The goal is that we all might love God with our whole being and our neighbors as ourselves.

Athletic Philosophy and Mission

Lee University, as a Christian liberal arts university, is committed to the principle that God is glorified when individuals develop to their full potential as whole persons - intellectually, spiritually, socially, and physically.

The existence of an athletic program at Lee University not only is consistent with this principle but is necessary to it. A university without an athletic program omits an important part of the preparation of its students for “responsible Christian living in a complex world.”

The mission of the intercollegiate athletic program is to assist in the preparation of graduates for Christian service in their occupations, academic pursuits, and personal ministry. The success of this preparation depends on programs and services whereby physical, mental, social, and spiritual development is fostered. The mission is pursued within a variety of activities provided within the context of the intercollegiate athletic program.

The intercollegiate athletic program is designed to assist in preparing students for “responsible Christian living in the complex world.” Its commitment is to develop an integrated person - one who is spiritually alive, intellectually alert, and physically disciplined. This balance is achieved in each athlete by training him/her to think about athletics with a competitive spirit from the Christian perspective.

Lee University takes seriously the task of preparing students for responsible Christian living in a complex world. The goal is pursued within a variety of structures provided within the widest campus context, such as classroom instruction, extracurricular activities, student development services and residential living. The university realizes that the knowledge, appreciation, understanding, ability and skill for such resourceful living will be evident in its students in direct proportion to the success of its programs and service whereby a healthy physical, mental, social, cultural and spiritual development is fostered.

Lee University engages in intercollegiate athletic competition as a member of the Gulf South Conference. Lee has recently been granted full, active membership within NCAA Division II. Varsity teams compete in men’s and women’s cross country, soccer, basketball, indoor and outdoor track and field, golf and tennis; women’s fast pitch softball and volleyball; and men’s baseball with several teams qualifying for the national tournament each year. All events are free to students upon presentation of a current identification card.

RESPONSIBILITIES OF PART-TIME FACULTY

Credentials File

An official credential file for each faculty member is maintained in the Office of the Vice President for Academic Affairs. A current curriculum vita or resume must be submitted for the file as well as **official** copies of **all** undergraduate and graduate study transcripts. Each faculty member must request that these transcripts be sent by the respective colleges and/or universities directly to the office of their department chair prior to the beginning of the initial term of teaching. Subsequently updated official transcripts should be requested if there is any substantive change in graduate credits. In addition to the credential file maintained by the Office of the Vice President for Academic Affairs, Part-time Faculty Agreements are kept on file in the office of the department chair and are issued on a semester by semester basis.

Lifestyle Expectations

A vital part of the instructor's role in a Christian university is that of a role-model for students. Part-time teachers are expected to be practicing Christians whose lifestyles reflect the basic value commitments of this evangelical community. Lifestyles should exemplify high ethical and moral standards in avoiding sexual immorality, vulgar language, abusive conduct toward students and disregard for professional obligations. Instructors' attire should be modest and appropriate to the occasion.

Accessibility to Students

All part-time faculty members must be available to their students outside the classroom. Faculty members may make arrangements that allow students to call them at their office or home, or faculty members may arrange time to meet with students before or after classes. In some cases the department chairs may provide a desk or office for the convenience of part-time faculty. Mailboxes are provided on-campus to aid part-time faculty in their communication with students. (Check with your department secretary for your mailbox location.) Mailboxes should be checked regularly because other offices on campus and your department colleagues may use these to communicate with you.

The specific arrangements which a part-time instructor makes for his/her students to have access for individual conferences or assistance must be stated in the written syllabus and distributed to the class during the first week of the semester. A copy of each course syllabus should be filed with the department at the start of each semester.

Faculty Absences from Class

When a faculty member must be absent from a class, the university requires that prior notification be given to the department chair. If an absence results from unexpected circumstances which make prior approval impossible, the faculty member should notify the department chair as soon as possible so that appropriate arrangements can be made. When possible, the department chair will assist the faculty member in providing for a make-up

class or a teacher substitution. Department chairs should keep a record of all absences accumulated by each faculty member teaching courses offered in their department.

Homecoming, Lee Day, and New Student Orientation

Lee University sponsors special events for former, prospective and new students. Each department usually has a role to play in these events, and the full participation of department faculty is essential to the success of these occasions. Department chairs will inform faculty members about their duties at these events and about the department's expectations for participation.

Discrimination

No person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, sex, disability, or other basis protected by law.

Family Educational Rights and Privacy Act

FERPA, Family Educational Rights and Privacy Act, is a 1974 law that protects the student's educational records, much akin to HIPAA which protects medical records. This law outlines student rights, parent rights, and institution responsibilities. FERPA delineates between "directory information" and "non-directory" student information. Although directory information is considered public, release from the institution must still be guarded. Non-directory information is always classified as confidential and requires student signed consent to release. This law provides best practices for responding to requests for student information, including letters of recommendation or visitors on campus. It also guides institutional employees regarding how to access student information. If a student feels that his/her rights have been violated, he/she can file a complaint. Students have ready access to this information on the web, in the university catalog, and in their student handbook.

All employees are considered guardians of these records and must receive training about how to respond to release of this information. This training is accessible online and can be accessed as often as needed. The training is informative, interactive, and meaningful for all types of educational record contact and use. The goal of training is to raise awareness of this law, its restrictions, and how to continue 100% compliance at Lee University. All new hires are provided access to the online training and are required to complete within their first 30 days of employment. Anyone needing a refresher course may gain access to the training by contacting the HR Office.

Harassment

Lee University is committed to providing a work environment free of harassment and/or hostility. The University maintains a strict policy prohibiting harassment because of race, color, sex, religion, disability, national origin, age, veterans' status, or other basis protected by law.

This Policy applies to all persons involved in the operations of the University. The University will not tolerate harassment, towards or by any faculty, supervisor, co-worker, student, visitor or representatives of other businesses with whom you interact as part of your employment.

Unlawful harassment may include:

- (i) racial epithets, derogatory remarks relating to one of the categories protected by federal, state, or local law (e.g., race, color, religion, sex, national origin, age, disability, and veterans' status), and unwanted sexual advances, invitations, or comments;
- (ii) any discriminatory conduct that creates a hostile work environment for employees because of their race, sex, age, national origin, religion, color, disability, veteran status, or other basis protected by law; retaliation for having reported or threatened to report harassment, or participating in an investigation.

Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) has issued guidelines interpreting the Civil Rights Act of 1964's (Title VII) sexual harassment prohibition. Sexual harassment is defined in these guidelines as follows:

... Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment (29 C.F.R. §1604.11 (1993)).

Any sexually harassing conduct in the workplace, whether committed by a supervisor, non-supervisory personnel, or customers, is strictly prohibited, including, but not limited to:

1. Unwelcome sexual flirtations, advances, or propositions;
2. Verbal or written abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual; and
5. The display in the workplace of sexually suggestive objects or pictures.

Reporting Harassment

While the University encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, it is not required that you do so. It is essential, however, that you notify your supervisor and, if necessary, any other member of management or Director of Human Resources immediately even if you are not sure the offending behavior is considered harassment. If the complaint involves your supervisor, you are to contact the Director of Human

Resources. If the complaint involves the Director of Human Resources, you are to contact the Vice President for Business and Finance. Appropriate investigation (in a manner that seeks to ensure confidentiality) and disciplinary action will be taken.

Allegations of unlawful harassment will be taken seriously and will be promptly investigated. Any employee found to be responsible for unlawful harassment will be disciplined as appropriate, up to and including termination of employment.

The University prohibits any employee from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee solely for making a good faith report of alleged harassment. In fact, any employee found to be responsible for discrimination or retaliation against anyone who has raised any concern about harassment or discrimination will be disciplined as appropriate, up to and including termination from employment.

The University recognizes that the question of whether a particular course of conduct constitutes sexual harassment requires a factual determination. The University recognizes also that false accusations of sexual harassment can have serious effects on innocent persons. If an investigation results in a finding that a person who has accused another of sexual harassment has maliciously or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action including discharge.

Online training for both Unlawful Harassment and FERPA are required within the first 30 days of employment. A link to the training will be provided to you in an email soon after the employment date from the Director of Human Resources.

Confidentiality Agreement

By the nature of some positions within the university and the exposure to certain confidential information and/or other information regarding the overall business operations and/or the overall operations of the department, an employee may be required to sign an Employee Confidentiality Agreement. This agreement asks that the employee not divulge or pass any confidential information to any other school, university, and/or other individual or entity for any reason. The consequences of breaking this agreement may be a formal reprimand or termination.

Academic Integrity

Rationale

As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not

only unnecessary, it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

Definitions

Students will not knowingly perform or assist others in performing acts of academic dishonesty. The following acts are those which we consider to be dishonest:

1. Plagiarism

Plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts which are not common knowledge. Students who present others' words or ideas as their own without fair attribution [documentation], are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a Works Cited page without having carefully cited the source within the text of the document.

Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

- a. Directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline.
- b. Paraphrasing all or part of another person's words without documentation.
- c. Stating an idea, theory, or formula as your own when it actually originated with another person.
- d. Purchasing (or receiving in any other manner) a term paper or other assignment, which is the work of another person, and submitting that work as if it were one's own.

2. Unauthorized assistance

Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following:

- a. Copying or allowing others to copy answers to an exam.
- b. Transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested.
- c. Giving or receiving answers to an exam scheduled for a later time.
- d. Completing for others or allowing others to complete for oneself, all or part of an assignment.
- e. Submitting as a group assignment, work, which was prepared by less than all of the members of that group. It is the responsibility of the student to inform an instructor of the lack of participation of one member of a group.
- f. Unauthorized use of calculators or other electronic devices.

3. Lying/ Tampering/ Fabricating

Offering false information with regard to one's performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:

- a. Giving false reasons for failure to complete an academic assignment.
- b. Falsifying the results of a laboratory talk or other data.
- c. Altering academic work after it has been submitted.
- d. Altering grades, lab work, or attendance records.
- e. Falsely signing another person as present when he/she is absent in a class.
- f. Submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work).

4. Theft

Stealing or otherwise taking in an unauthorized manner information which relates to Academic work is academically dishonest. Such activities include, but are not limited to the following:

- a. Removing from a professor's office materials which would give a student an unfair advantage on an academic assignment.
- b. Procuring information from a professor's computer hardware or software.
- c. Taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance.

Procedures

Faculty Discretion

When any form of academic dishonesty occurs, the teacher has the authority of deciding how to deal with it; however he/she is advised to complete the Faculty Report for Academic Integrity Violation Form (see below). Faculty members have the following options:

1. The faculty member may determine an appropriate course of action ranging from giving the student an F on the assignment or exam to awarding an F for the course. Students given an F for cheating will not be permitted to withdraw from the course.
2. If the faculty member wants additional input from colleagues, he/she may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments' faculties. The committee may then determine the penalty. The committee has the ability to prevent the student from dropping the course during the consideration of the situation and after the penalty has been determined.
3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean's Council. The Vice President for Academic Affairs may then determine the penalty or refer the case to the Judicial Council.

Student Appeal

If a student is accused of academic dishonesty, and he/she feels this judgment is in error, or the penalty is inappropriate, he/she may appeal to the department chair of the faculty member making the decision. If the committee determined the penalty, the student may

appeal to the Vice President for Academic Affairs. If the Judicial Council determined the penalty, he/she may appeal through the Judicial Appeal Board.

For the DAL Academic Integrity Policy, please see the Division of Adult Learning section.

Lee University
FACULTY REPORT FOR ACADEMIC INTEGRITY VIOLATION

1. The following student is charged with academic dishonesty:

Name _____ ID# _____

Major _____ Classification (hours completed) _____

Course _____ Date of violation _____

Date of this report _____

2. Summary of incident/description of violation: (Please attach details of the case and any supporting materials.)

3. Academic sanction recommended by instructor:

Instructor signature _____

Instructor name (please print) _____

Chair (of instructor) signature _____

4. To the student:

Refer to the student appeal process (2014-15 Student Handbook, p. 66).

If you agree with this charge and sanction, please confirm that:

I understand the violation with which I am charged, accept the faculty account, and accept the academic sanction recommended. I understand that if circumstances warrant (e.g. this is a second violation), the University may consider additional sanctions.

Student signature _____ Date _____

Student name (Please print) _____

If you agree to the charge but do not agree to the sanction please confirm that:

I understand the violation with which I am charged, accept the faculty account, however, I do not accept the academic sanction recommended. I intend to appeal this sanction recommendation. I understand that I must appeal to the chair of the department within one week of this report.

Student signature _____ Date _____

Student name (Please print) _____

If you do not agree with this charge please confirm that:

I understand the violation with which I am charged, however, I do not agree with the charge(s) as filed and intend to appeal this recommendation. I understand that I must appeal to the chair of the department within one week of this report.

Student signature _____ Date _____

Student name (Please print) _____

If a faculty member has made multiple attempts to contact the student via email with a definitive response deadline, he/she is still encouraged to submit this document to the VPAA's office without the student's signature.

Comments:

Give the student a copy of this form when he/she signs it and keep a copy for your file.
Email a copy of the form to: VPAA, Chair of Major, and Chair of Instructor.

Acceptable Use and Technology Policy

1.0 Overview

Information Technology Services (ITS) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Lee University's established culture of openness, trust and integrity. ITS is committed to protecting Lee University's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, **WWW** browsing, and FTP, are the property of Lee University. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources policies for further details.

Effective security is a team effort involving the participation and support of every Lee University employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Lee University. These rules are in place to protect the employee and Lee University. Inappropriate use exposes Lee University to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Lee University, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Lee University.

4.0 General Use and Ownership

1. While Lee University's network administration desires to provide a reasonable level of privacy, users should be aware that Lee University retains the right to review, backup, and otherwise control data created on the university systems. This does not supersede the Intellectual Property Rights policy, ([IP Policy](#)) but is intended to preserve the security and integrity of the Lee University computing environment. Lee University management cannot guarantee the confidentiality of information stored by users, on any network device belonging to Lee University.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by

- departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
3. For security and network maintenance purposes, authorized individuals within Lee University may monitor equipment, systems and network traffic at any time, per ITS' discretion.

Lee University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

ACADEMIC POLICIES AND PRODECURES

Syllabi

Part-time faculty must file a current and correct syllabus with the department chair for each course taught in the University at the beginning of each semester the course is offered. It should be distributed to students the first two weeks of class, preferably the first class session of the semester. (Posting the syllabus on Moodle is an appropriate method of distribution.)

The syllabus should include the name of the teacher, the semester and year for which it is being prepared, the course title, the content of the course, a detailed course outline and a course calendar. In addition, each syllabus must contain a statement by the instructor on the attendance policy of the class and the method of evaluation. Part-time faculty should include home or office telephone numbers and e-mail address on the syllabus to assure accessibility by students. (Ask your department secretary for the standard syllabus format template.)

Change of Schedule

1. The student who seeks to change his/her schedule of studies should be encouraged to first consult with his/her advisor.
2. A fee is charged to the student for changing his/her schedule unless the change resulted from an error other than the student's. The amount of that fee is currently \$10 per course.
3. Each request for a change in schedule must be approved by the faculty member who is in charge of the class as well as the advisor.
4. All schedule additions must be made by the end of the second week of class.
5. All withdrawals must be made by the Monday of the 11th week of class.

Class Rolls

Teachers can access their class rolls through the WebAdvisor any time after pre-registration. After the last day to add, faculty members will receive the official roll sheet for the class. This should be carefully checked, corrected and returned to the Registrar's Office with the teacher's signature. Any student who is attending the class but does not appear on the roll sheet must be sent to the Registrar's Office to complete the registration process. If the name of a student who has not attended the class appears on the sheet, the teacher should make a note of this when the sheet is returned to the Registrar's Office. The corrected official roll sheet will be used as the grade report sheet for the class. The Registrar's Office will notify teachers when students drop the class or withdraw from school. If a student stops attending class, the faculty member should make a note of the last time the student attended even if that student does not officially drop the class or withdraw from the University.

Class Devotions

Teachers are expected to open each class with prayer, scripture reading or brief devotional comments. The format for this time is left to the individual teacher's discretion; however, time for class devotions should not be excessive.

Chapel and Convocation

Although part time faculty members are not required to attend all chapel and convocation services, you are invited to attend as much as your schedule allows.

Convocation Week Class Schedule

During convocation week, evening classes on Monday through Wednesday will meet from 5:30 p.m. to 6:45 p.m. Required study should be limited and faculty members are asked not to give exams during convocation week.

Instructional Time

Students are to receive a minimum of 700 minutes of instruction for each semester credit in regular courses. This does not include individual study time, unsupervised library time, etc. Classes must not merely be canceled.

Because of variations in the official calendar of the university from semester to semester, and because the time-placement of each class in the hour/days arrangement varies, it is important that each class meet the full amount of time shown in the published Class Schedule. Any questions about the accuracy of the schedule should be cleared up with the Vice President for Academic Affairs.

It is assumed that any class period of 100 minutes or longer may include a brief break, and the schedule should reflect some extra time for that. Classes that met once per week for three hours' credit are scheduled for a time span of 170 minutes (three 50-minute hours, plus 20 minutes for break time).

Final Examinations

A schedule for final semester examinations is prepared by the Vice President for Academic Affairs and is posted on the Lee University website. Teachers must adhere to this schedule. No exams are to be given other than at the time designated in the published schedule. A student with three or more exams on the same day may appeal to the school dean for a change in his/her examination schedule.

Accounts must be cleared prior to final examinations. All students must provide an exam permit before taking the final exam. If a student is unable to complete the semester's work in your course and presents to you convincing evidence of a genuine emergency, you may make arrangements with the student to complete the course after the end of the semester. In this case you should report the grade as an incomplete.

If, however, a student merely does not show up for the final exam, or cannot produce an exam permit, you should record a **zero** grade for the final exam, compute the semester grade average and report the grade earned for the semester.

Grades

Grades and quality points are assigned and recorded as follows as listed below. A grade change can be requested in writing by the student and approved by the instructor. Grade changes must be made within one semester.

<u>Grade</u>	<u>Quality points per semester hour</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Grade "I"

A grade of "I" indicates the student's work is incomplete. The grade becomes "F" if the work is not completed by the end of the following semester or unless a written extension has been approved by the Vice President for Academic Affairs. A grade of "I" should be given very sparingly and only to students who encounter some personal difficulty such as illness or a family emergency near the end of the semester. The "I" grade should not be given in order to allow students additional time to complete assignments.

Grade "NG"

A grade of "NG" represents "no grade". One month after the deadline for faculty to submit grades at the end of each term, the Registrar will post a grade of "NG" for all missing grades. The "NG" grade carries no academic weight and will not be averaged into the GPA. It can be changed via a paper grade submission form at any time in the future by the respective faculty member.

Grade "W"

A grade of "W" is assigned to a student who, for any reason, officially withdraws from the university or is dropped from a course at any time after the last day to drop. This "W" is assigned without academic penalty to the student.

Intellectual Property Policy*

Lee University (the "University") recognizes that commercially valuable intellectual property may be produced in the course of research conducted or other work performed by faculty, employees and students using University resources and facilities. The purpose of this policy is to define the conditions of ownership, legal protection, development, and licensing of intellectual property created by any University faculty member, employee or

student. Under this policy, intellectual property can be managed so as to further the University's mission and enhance the value of such intellectual property for the University, and for the authors and inventors thereof.

The Policy applies to all persons employed by the University, all students and all persons using Lee facilities under the supervision of University personnel, including, but not limited to, visiting and adjunct faculty and students. All exceptions to the Policy must be negotiated in advance and agreed to in writing by the Vice President for Academic Affairs or the Vice President's designee.

The influence of new technologies on teaching, learning, research, and creative activity will continue, and their impact on higher education and intellectual property law are difficult to predict. Thus, this Policy is subject to periodic review. The Intellectual Property Review Board and the Vice President for Academic Affairs shall work closely with deans, directors and faculty to achieve an equitable approach to resolving these complex issues as they arise.

*Please see the faculty handbook for the full text of the policy.

Textbook Adoption Process

Lee University has a contractual agreement with Follett Higher Education Group to provide comprehensive bookstore services. Under the terms of this agreement, Follett Higher Education Group is responsible for operating a textbook service.

The Campus Store provides to the department secretaries adoption forms that are pre-printed with the textbook information from the previous corresponding semester. If the same textbook is to be used again, the faculty member merely signs the form and returns it. Blank forms are available upon request for new courses or special courses.

The preferred method of adopting textbooks is via the Lee University Bookstore website, <http://www.leeuniversityshop.com>. Faculty should navigate to "Faculty Services" at the bottom of this page, become a "New User" and contact the bookstore for the initial password.

Textbook adoptions will be due on or about the following dates: Adoptions for Fall due April 15th, for Spring, October 15th, and for summer, March 15th.

Adoption vs. Ordering

When a faculty member reads, researches, and decides on a particular book for a class, he or she has then "adopted" it. It is then their responsibility to get that information to the bookstore in a timely manner. After receiving the textbook information, the bookstore looks at the previous enrollment and sales history. It is then the responsibility of the bookstore to place the "order" with the publisher. The bookstore also makes certain that a sufficient quantity of books are ordered and communicates with the faculty member in the case of new editions being offered or books that have gone out-of-print.

Required vs. Recommended

Special attention should be given to whether a book is *Required*, *Recommended*, or *Suggested*. This often dictates whether or not a student buys the book. If a textbook is indicated as being *required* on the adoption form, it must be used in class. Faculty members, in consultation with their department chairs, may decide whether a textbook is required in a class, but if it is decided that the book is not a primary source, it should be listed as a *recommended* or *suggested* title.

Desk Copies

Faculty members must order complimentary desk copies directly from the publisher. The campus store can provide forms for desk copy requests and a complete directory of publisher information.

Publishing Alternatives

If a faculty member plans to use unpublished and non-copyrighted materials by selling copies to students, he or she should bring the originals to the Campus Store. Copies will then be sold to students through the store.

Course packs that contain copyrighted material will be processed using Campus Custom Publishing, a partner company of Follett. Campus Custom Publishing will research copyright holdings on any materials including periodicals and books that have gone out of print. They will also handle any royalty payments. Course packs can be customized and each comes with its own ISBN.

Faculty can also search an online database of already copyright cleared materials, assemble them, and then have students access them online through Pro Quest On-Line Coursepaks.

With sufficient notice, the bookstore can arrange to have a custom textbook prepared for a class. Teachers can choose chapters and readings from a variety of sources and have them put together with the proper copyright authorization. This is often more expensive than a standard textbook because, in some cases, publishers require payment for the opportunity to use their material. Faculty interested in this alternative should contact the Follett textbook manager. A booklet of common questions and answers about copyright law is available from the campus store.

FACULTY EVALUATION

Classroom Observations

Every part-time faculty member's classroom teaching will be observed and evaluated once a semester. This will be conducted by either the department chair or a tenured faculty member from the department designated by the chair. The person conducting the observation will contact the faculty member to select a day convenient for both and consistent with the scheduled activity of the class.

An evaluation form will be completed with copies sent to the instructor and to the school dean. One copy will remain on file in the department.

Student Evaluation of Classes

Every course taught by part-time faculty will be evaluated every semester through the use of the Student Rating of Instruction form. The only exception is when a person teaches multi-sectioned courses. Then the department chair will select only one of the sections for evaluation.

The Student Rating of Instruction is administered by the department chair, the department secretary, by another faculty member selected from within the department, or by a student worker who meets the guidelines to assist with student course evaluations. Fifteen minutes is to be allotted at the beginning of the class on the date assigned. Faculty will be notified in advance by the person administering the evaluation in order to work out the best date and time.

The data will be processed and returned to both the individual faculty member and the chair at the end of the semester, after final grades are submitted to the Registrar's Office.

Division of Adult Learning (DAL) Faculty Evaluation

DAL faculty members regularly participate in a formalized evaluation of courses they teach. These assessments are processed by the Institutional Research and Assessment Office and are shared with the DAL Office of Curriculum Development.

Students evaluate the effectiveness of faculty members and courses taught near the end of each 8-week unit throughout the academic year. Student Response Surveys and a summary of results are provided to Faculty. These shared results are processed by the Institutional Research and Assessment Office and are shared through the DAL Office of Faculty Services. Students also complete course evaluations at the off-campus instructional sites. When appropriate, pertinent results are reviewed with the Faculty Member and the DAL Director of Faculty Services.

UNIVERSITY SERVICES

Academic Computer Labs

The Lee University Academic Computer Labs, are located in various building across campus, and are open to all students. The computers in the labs are a combination of Lenovo Desktops, iMacs, and Zero-Clients using Windows 7 and OSX operating systems. The labs are connected to the university's network and the World Wide Web. A Cannon Copier/Printer/Scanner is also available to be used by students.

There are dozens of specialty software packages available for use including a large selection of popular productivity items like Office 2013, Adobe Photoshop, Pro Tools, and SPSS. A wide variety of programming and other systems development packages such as Visual Basic are also available for those who are more technically inclined.

Technical support is available via hotline phones located in each lab or by calling (423) 614-8027. The Help Desk can also be contacted by emailing helpdesk@leeuniversity.edu.

Lab Locations

Paul Conn Student Union

Room 104 (Writing Lab), Subway, and 2nd floor lobby labs

Walker Memorial

Rooms 101, 107, and 108

Religion Building

Room 131 and 1st floor lobby

Squires Library

Room 109 and 1st and 2nd floor lobbies

Curtsinger Music Building

Inside the Music Resource Center and 2nd floor lobby

Humanities Center

Room 106, 204, and 1st and 3rd floor lobbies

Education Building

Inside the Curriculum Library and Room 201

Science and Math Complex

Rooms 200 and 362 and the 2nd and 3rd floor lobbies

Bowdle/O'Bannon

2nd floor lobbies

Communications Building

107, 206, 214, and the 1st floor lobby

Web Advisor

All part-time faculty members have access to Web Advisor which offers a number of resources, including student contact information, student schedule information, class lists, class e-mail lists, etc. Departmental secretaries assist part-time faculty members in receiving initial login information and give an initial overview of usage.

Technical support is available through the Help Desk by calling 614-8027. The Help Desk can also be contacted by emailing helpdesk@leeuniversity.edu.

MOODLE Policies and Procedures

Introduction

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

Access

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

One User Account

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

Student access to MOODLE will be upon population of course(s) students are enrolled in for a given semester.

Exceptions

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

Guests

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

Student Access

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

Length of Access to Course Site

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

Acceptable Use

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

Courses Kept on the MOODLE Server

To meet the goal of using server space efficiently, the only course sites that will be maintained on the MOODLE server are those in use during the current semester, and course sites and community groups that will be used in a future semester. These could include previously used course sites that will be “recycled” for use with another group of students, or course sites that are in development. There is one exception to this and that is in cases of DAL courses. DAL courses may stay on MOODLE for an indefinite amount of time while actively being used. The Lee University MOODLE Administrator will not be responsible for these courses. The DAL program has a MOODLE Administrator that will remove, add, and maintain courses.

Course Size Limitations

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

End of Semester Notification and MOODLE Site Deletion

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

Course Archives (grade concerns / material backup)

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

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

Recycling Courses for Future Use

Each semester, instructors will be given the option to retain their MOODLE course sites for re-use in a later semester. The Administrator will copy these course sites, and rename them with the appropriate (future) semester designations (e.g., 2012SP Introduction to Computing (CISS-101) so that instructors will recognize them in their My Courses list. The roster will be emptied, the gradebook cleared of names and scores, and the discussion boards threads will be deleted, keeping the discussion topic intact. Until the semester when the course returns to active use, the instructor(s) and/or their designee will be the only individual(s) with continued access to the site.

Transferring Course Sites

Instructors may elect to transfer their course site and its materials to another faculty member or instructor, or give other faculty members access to their course site. Course sites will not be re-assigned to a new instructor for re-use without written permission from the original instructor. If a faculty member leaves the university for other employment, he/she may request a copy of the course site(s) or request that a copy of their site be transferred electronically to their new institution, where it may be usable (within technological limits).

Requesting a MOODLE Course Site

Any faculty or instructional staff member may request that a MOODLE course site be established for their use. Course name and number, instructor name, and course line number are required to set up a course site. Before the site will be made available, however, the instructor (or his/her assistant) must attend an orientation workshop to become familiar with the MOODLE software. This is done to reduce the number of support calls made to the Administrator and to provide constructive teaching ideas for using Internet resources and instructional development advice for online teaching. Individuals who have experience working with MOODLE at other institutions may have this prerequisite waived, although it is recommended that they meet with a MOODLE administrator to discuss the course management protocols that are specific to the Center for Teaching Excellence.

Non-instructional Uses

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

Gradebook Information

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

Information Security

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

Controlling Access to Student Information

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

E-mail Address Display

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

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

Copyright Issues

Posting Copyrighted Materials

Copyright law and Fair Use Guidelines allow faculty to provide access to copyrighted materials using the MOODLE system. Information regarding these uses and legal constraints on such uses are available at <http://www.copyright.gov/fls/fl102.html>

Linking to External Sites from MOODLE

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

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

Student-Created Materials on MOODLE

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

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

System Management Data

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

Squires Library and Dixon Pentecostal Research Center

The William G. Squires Library, which is located on the corner of Eleventh and Parker streets, serves Lee University and the Pentecostal Theological Seminary. This facility offers seating for 300, including individual study carrels, leisure seating, reading areas, group study and seminar rooms, a computer lab, and a chapel. In addition, there is a café located inside the building and food and drink are permitted through the library (except for the archival collection area).

An added feature of the building is the Hal B. Dixon Jr. Pentecostal Research Center, which houses a comprehensive collection of materials pertaining to the Church of God and the global Pentecostal/Charismatic movements. This collection is utilized by scholars from around the world.

Students, faculty, alumni and church and community members have access to library services provided by professional librarians and staff. Services include telephone, texting, in-person, and electronic reference assistance (including chat reference and Facebook); library instruction for individual classes; organizing and providing access to a collection of more than 156,000 print volumes (including Reference books and periodicals); over 224,500 titles in e-book collections; about 300 current periodicals in print format; access to over 42,500 journal titles full-text in electronic databases; and interlibrary loan access to 48 million titles.

The library utilizes the latest in electronic resources. These include the online catalog and automated circulation system, which provide the ability to search the holdings of the

Squires Library as well as selected academic libraries throughout the United States. Such searches can be made in the library or on the World Wide Web. In addition to full-text periodical access, the library's electronic databases offer indexing to many periodicals. The library's electronic holdings are accessible off-campus via password, which changes each semester. Contact the library's Information Services Desk to determine the current database password.

Library hours:

Monday – Thursday	8:00 a.m. – midnight
Friday	8:00 a.m. – 7:00 p.m.
Saturday	noon – 8:00 p.m.
Sunday	1:00 p.m. – 9:00 p.m.

(any changes will be posted on the library website

<http://www.leeuniversity.edu/library> and the entrance to the library)

Part-time faculty members are encouraged to make full use of the library. They are not charged fines but are asked to return books by the end of the semester or when requested to meet other user needs. All stack areas are open to students except the archival collection in the Dixon Pentecostal Research Center. The study area of the Research Center is open to those doing special research at designated hours. In addition, part-time faculty members may check out materials at Cleveland Public Library by showing their Lee ID.

Each year the library budget includes an amount for journal subscriptions and book purchases. Each faculty member may submit requests for materials. Order forms are available electronically in the library for requests <http://leeuniversity.libguides.com/requestresource> and each discipline has a librarian assigned as a liaison to work directly with faculty in those departments.

A copy of a list of books or articles and documents in print-format which a faculty member wishes to be placed on reserve for his/her classes should be given to the library's public services assistant a week in advance of the time needed. Materials will remain on reserve until library personnel is notified by the faculty member to remove them or until the end of the semester.

To contact the library, you may call the Information Services Desk at either (423) 614-8562 or (423) 614-8551, email library@leeuniversity.edu, or use instant chat with library personnel by clicking on the "Chat with a Librarian" link on the library's homepage: <http://www.leeuniversity.edu/library>

Parking and ID

The university provides parking areas for part-time faculty members. To secure a parking permit, each faculty member must register his/her automobile with the Office of Campus Security. IDs should also be obtained from the Office of Campus Security. IDs are necessary to check books out of the library and to gain access to the DeVos Recreation Center facilities. The Office of Campus Security is located in a house on Church Street beside the Church Street Annex.

BENEFITS OF FACULTY SERVICE

DeVos Recreation Complex

All employees may have access to the DeVos Recreation Complex under the following guidelines: (1) Entrance is obtained by showing your Lee University staff identification card. Family members must also present a Lee University identification card. Cards may be obtained in the Campus Security Office. (2) Children under the age of 16 MUST be supervised. (3) Guest passes may be obtained through the Campus Recreation office and are the property of the staff member. Staff must accompany their guests when visiting the complex.

Employee Counseling

In an effort to help employees perform well and succeed, cost-free counseling services are available. Employees may schedule a counseling session with a program offered through USABLE Life. The Employee Assistance Program through USABLE Life offers counseling for a wide range of personal and financial needs. For more information on the USABLE Life Employee Assistance Program please go to their website @ www.ndbh.com or contact the Benefits Coordinator in the Human Resources Office.

Purchase Discounts

Lee University employees will receive purchase discounts as follows:

Follet Campus Store	10% discount
Deacon Jones Dining Hall	discounted meal prices

Salary

Faculty salaries are paid on the fourth Friday of the month. Part-time faculty members receive four checks each semester; in the Fall, September, October, November and December; in the Spring, February, March, April and May. The December check is paid before the Christmas holidays. Each contractual commitment is for one semester.

The rate of pay for part-time faculty whose highest degree is a master's degree is \$600 per credit hour and \$700 per credit hour for those who have their doctorate.

Special Adjunct Faculty Status

Lee University has created a special status for selected part-time instructors who have demonstrated unusual commitment to the mission of the university by performance beyond the ordinary duties of the part-time instructor. Occasionally, the institution may extend adjunct faculty status to individuals who carry more than six hours of part-time teaching, who teach part-time for several years, or who bring special expertise to a curricular area. Adjunct faculty receive different compensation than part-time faculty and often have additional responsibilities such as advising or office hours.

Health Insurance

Under the guidelines of the Patient Protection Affordable Care Act (PPACA) health insurance can be available to all employees of Lee University. The ACA was signed into law to increase the quality and affordability of health insurance, lower the uninsured rate by expanding public and private insurance coverage, and reduce the costs of healthcare for individuals and the government. Part-time faculty members who may not work a set schedule and whose hours may vary are referred to in the health care law as “variable-hour” employees. Variable-hour employees who work an average of 30 hours or more per week in one or more jobs over a measurement period will be offered access to the employee medical plan.

Under the guidelines provided for educational facilities by the Internal Revenue Service, the University has chosen a factor of 3 to use for determining whether an adjunct or part-time faculty member may qualify for participation in the health plan offered to all Lee employees. The factor of 3 applied to the number of course hours of an adjunct or part-time faculty will determine how many hours the employee works per week. This factor represents 1 hour for teaching and 2 hours for class preparation and grading. Additionally Lee uses a 12 month measurement period which complies with the ACA regulations.

Employees determined to be eligible for coverage based on having met full-time status under the ACA will receive information regarding plan options, rates and enrollment. ACA-eligible employees will have 30 days from the date of notification of eligibility to elect or opt-out/waive coverage.

Lee offers 3 plan options for the employees and provides assistance with the cost of the premiums for each plan. Fifty-five percent of the employee’s premium and thirty percent of the premium for dependent coverage will be paid by the university for Plan One. Participants in Plan Two will receive a discount of sixty percent of the employee’s premium and thirty-five percent of the premiums for dependent coverage. Seventy percent of the employee’s premium and forty percent of the dependent’s coverage will be paid by the university for Plan Three.

Workers Compensation

All Lee University employees are covered by insurance as specified in the Worker’s Compensation Law. In the event an employee is injured on the job, no matter how slight, he/she should report the injury to his/her supervisor within 24 hours of the occurrence. The supervisor must file an Accident Report with Human Resources and the University Health Clinic within 48 hours.

Medical treatment is available at no cost to the employee if he/she selects a doctor from the Panel of Physicians. This panel contains health care providers approved by the University

for treating on-the-job injuries and is posted on the Human Resources bulletin boards, and on the Physical Plant bulletin board. The Lee University Health Clinic staff is also available to treat the employee, if he/she so desires. Human Resources will notify the Workers' Compensation Insurance carrier when a work injury occurs. Documentation of an injury must be reported in a timely manner in order for benefits to be paid.

Once an employee is released by the physician after a workers' compensation claim, they have 12 months to return to the physician for additional treatment. If the employee does not make a request to return to the physician within the 12 month period, all benefits will be terminated.

Retirement Plans

Part-Time faculty members will become eligible to participate in the Lee Employee Retirement Annuity Plan when they have met the requirements of having attained the age of 21 and have taught an average of 9 credit hours over a period of 3 semesters. Two retirement plans are offered to employees: the Church of God Minister's Retirement Plan and the Lee University Retirement Plan through Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). Contributions to either of these plans are matched by the institution up to 5% of the employee's regular salary (see schedules below). The employee may select the plan of his/her choice.

Plan contributions are made on a before-tax (salary reduction) basis. Compensation means the amount paid to you by the institution that is known as your base pay, but does not include bonuses or other types of excess pay.

The Institution will contribute 2% for all eligible employees, whether or not they elect to make a contribution. All employee contributions are voluntary. An opportunity is given twice annually, January and July, for employees to change their contribution election. The institution will match employee contributions beyond the 2% level if the employee contributes 3, 4, or 5%.

Employees will receive a notice from Human Resources prior to their eligibility date to allow time to complete the application process. Default enrollment will be completed 90 days after the first notice of eligibility in order for university contributions to begin.

UNIVERSITY FACILITIES

Academic Facilities

Conn Center, completed in 1977, is an 1,800-seat auditorium named for Charles W. Conn, who served as president from 1970–82.

Communication Arts Building completed in August 2014, is a 40,000 square foot building that provides classrooms, faculty offices and specialized teaching spaces, including the Doris Johnson Screen Room, the Buss Oates Theater, a converged newsroom and a TV studio.

Curtsinger Music Building, built and dedicated in 1995, houses 33,000 square feet of classrooms and faculty offices, 23 practice rooms, seminar rooms, and instrumental and vocal rehearsal rooms. It is named in memory of a Lee University benefactor, the late Thurman J. Curtsinger.

DeVos Center for the Humanities was dedicated in September, 2004. The 51,000 square foot building houses 13 classrooms, 2 computer centers, a 200-seat recital hall, a 125-seat lecture hall and a small ensemble rehearsal room. In addition, there are 10 music faculty studios, 10 music practice rooms, 26 faculty offices, departmental offices and workroom, 2 lounges and Einstein's Bros. Bagels.

Dixon Center, built in 1992, includes a 500-seat theater, classrooms, and faculty and administrative offices. It is named for board member and benefactor H. Bernard Dixon.

Education Building, built in 1998 to house the Helen DeVos College of Education. Offices for staff members as well as classrooms are situated in this building. It also houses the 205-seat Rose Lecture Hall.

Monument Building was purchased in August of 2013. It was renovated over the following months and became the home of the Division of Adult Learning and Graduate Enrollment. It also houses the School of Nursing administrative offices. This two-story building sits between Ocoee Street and Broad Street.

School of Religion Building, built in 2008, is the primary classroom building for religion classes. The 35,000 square foot building houses a preaching lab, 203-seat Jones Lecture Hall, and the Jerry Dixon Reading Room housing the Charles W. Conn Collection and other books donated by influential members of the Lee community. The religion faculty, department chairs' and dean's offices are also located in this building.

Science/Math Complex opened for classes in Fall 2009 semester. With the completion of Phase II in summer 2010, the complex provides approximately 73,000 square feet on three floors. It has 14 classrooms, 10 science labs, a lecture hall which seats 100 and a seminar room. There are 30 faculty offices in the building and two administrative suites. The complex has a 4,500 square foot student lounge and commons area with Dunkin Donuts.

Squires Library, built in 1984, replaced the old library which is now the Vest Building. The Pentecostal Resource Center has more than 43,500 square feet and houses more than 138,000 volumes. It contains the Squires Library, which serves Lee University and the

Pentecostal Theological Seminary, a chapel, a historical display, and the Dixon Pentecostal Research Center, which houses archives of the Pentecostal movement.

Vest Building, first built in 1939 by Bob Jones College as a library and administration building, was used by Lee College as an administration building and library from 1948 until 1963. It was the library until 1984. In 1988 it was completely renovated into a 22,000 square foot classroom building and named for Lamar Vest, the 17th President of Lee College. Located here is the department of Language and Literature. An elevator was retrofitted on the west side in 1996.

Walker Memorial Building was constructed in 1945 and is named in memory of J. H. Walker, Sr., fifth President of Lee (1930–1935, 1944–45). It houses 19 classrooms, 25 faculty offices and computer labs.

Athletic Facilities

Butler Field, named in honor of the late Lee Admissions Director, Stanley Butler, serves as the primary field of play for the Lady Flames softball team.

DeVos Tennis Center and Recreation Center, a six court tennis center and pro shop, was built in 1988. A gift from Richard and Helen DeVos funded it. A second gift from DeVos funded the DeVos Recreation Center which was completed in 1993. It contains a basketball court, three racquetball courts, weight and fitness rooms, classrooms and faculty offices.

McKenzie Building, named after the late Toby McKenzie, was built in 2002. This building houses offices for the athletic director and coaches, as well as training facilities for the athletes.

Olympic Baseball Field, built in 1996 as a reminder of the Olympic games, the field is located on property owned by the Bradley County School System and was built entirely with Lee University funding.

Soccer Field, completed in 1989, is used for varsity soccer and intramural football. In 2011, a large renovation took place at the facility to add locker rooms, new concession stand, new spectator restrooms and new team dugouts.

Walker Arena was built in 1983 as an expansion of the gymnasium which has occupied this location since the days of Bob Jones College. It was funded through a drive to memorialize the late Paul Dana Walker (Class of '78), a star basketball player for Lee College. The arena was expanded again in 2005 increasing the seating capacity to 2,700. The renovation also increased the locker room areas, restrooms and meeting space. Access to the arena was improved by increased space in the lobby and entrance hallway areas.

Campus Life and Recreation

Amphitheatre, funded by the 1988 Alumni fund drive project and constructed in conjunction with the pedestrian mall, can accommodate over 1,500 sitting and standing.

The Chapel was built in 2011. This 350-seat structure was funded by gifts from over 2,000 individuals, and includes the John Nichols Room and Courtyard on the lower level.

Clock Tower, funded by gifts from the alumni of Upsilon Xi, was completed in 1994.

Deacon Jones Dining Hall, built in 1996 and named Deacon Jones Dining Hall for board member Deacon Jones, replaces the 50 year-old structure on the same site built by Bob Jones College in the 1930s. It contains seating for 600, an elevator, faculty/staff dining room and Presidential Dining Room.

Flame and Fountain is located between Walker Arena and the DeVos Recreation Center. It was funded by gifts from the alumni of Alpha Gamma Chi in honor of the late Dr. Donald and Nancy Bowdle. The original flame and fountain was built in 1993 but was removed to make way for construction. It was rebuilt in 2009.

Leonard Center, completed in summer 2007, houses the Leonard Center offices and University Health Services. The Leonard Center section has 4 offices, a reception area, a work room and the campus food bank with food storage and food pick-up areas. The second floor has a conference room, a student lounge and 3 classrooms for benevolence classes and student organizations. The Health Services section of the building has a waiting area, 7 treatment rooms, a laboratory, hearing/vision testing area and office space for nurses and physicians.

North Gate Arch and the surrounding improvements were completed in November, 2012 as a part of the “Find Us Faithful” campaign.

Paul Conn Student Union, named for President Paul Conn, was built in 2000. It houses many high-traffic student services. It includes a post office, bookstore, computer lounge, meeting rooms, the Language Café and the Writing Center, and office space for student services staff. It also features a 150 seat cafe area with food service from Chick-Fil-A, Jazzman’s Café and Subway run by Sodexo-Marriott.

Schimmels Park is located on the corner of Parker and 20th Street. It was built in 2003 in memory of Dr. Cliff Schimmels who was a beloved faculty member in the Helen DeVos College of Education. The park is in a natural setting of green space and has picnic tables, a half-mile jogging track and a playground.

Sharp Pedestrian Mall, the 11th to 13th Street portion was built in 1988, and the 13th to 15th Street portion was built in 1990. It converted a city street into a strolling walkway of over 10,000 plants, underground utilities, benches and terraces. It is named for benefactors Jim and Sue Sharp.

Student Housing

Atkins-Ellis Hall was completed in 1994 as a replacement for Ellis Hall which was destroyed by fire in 1993. It contains rooms for 130 women, and is named for benefactors Henry and Iris Atkins and J.B. Ellis, third president of the college (1923-1924).

Bowdle Hall is a 128-bed men’s residence, completed in 2002 and named for Professor Donald N. Bowdle, who died in 2014.

Brinsfield Row Townhouses, phase one, opened in Fall 2003, the second phase opened in January 2004, the third phase in 2008, and the fourth phase in Fall 2010. The complex is

named for J. Stewart Brinsfield, president 1948-51. Each two bedroom, one and a half bathroom townhouse is designed to house four students. The 59 units provide housing for 236 male and female students.

Carroll Court was constructed in 1973, in memory of R. Leonard Carroll, the school's eleventh President (1952–1957). It provides housing for married students.

Cross Hall built in 1969 as a women's dorm. It is named for former president James A. Cross (1966–70).

Davis Hall is the northern building of a dual, 240-bed complex built in two phases in 1989 and 1990. It is named in honor of the late Clinton C. Davis, a businessman from Greenville, S.C.

Hicks Hall was built in 1996. This 100-bed, three story complex mirrors Livingston Hall, built in 1995, and houses male students. It is named for former board member, B. L. Hicks.

Keeble Hall built in 1999 is a 30-unit apartment building housing 120 students. This hall was named for John and Dottie Keeble.

Livingston Hall is a 25-unit apartment building housing 100 students. It was built in 1995 and is named for friends and alumni of Lee, Loran and Sandra Livingston, pastors in Charlotte, N.C.

Medlin Hall, built in the 1930s by Bob Jones College, has been a men's residence for Lee since 1948 and was renamed in 1983 from Walker Hall to Medlin Hall, honoring Don Medlin, a benefactor and member of the Board of Directors.

New Hughes Hall is the latest dorm to be built on campus (2011). It is a 126-bed men's residence hall named for former president Ray H. Hughes Sr., who led Lee during two periods, 1960-66 and 1982-84.

Nora Chambers Hall, built in the 1930s by Bob Jones College, this 148-bed complex connects with **Simmons** and **Tharp** halls, also built in the 1930's. It was given a complete renovation in 1994, enlarging the lobby and enclosing the stairwells.

O'Bannon Hall is a 128-bed men's residence, completed in 2002 and named for Professor Robert O'Bannon and his late wife, Nancy.

Sharp Hall is the southern building of a dual, 240-bed complex built in two phases, 1989 and 1990. It is named in honor of the Reverend Joe and Mae Sharp, veteran pastors in Tennessee.

Storms Hall built in 2000, is a 30-unit apartment building housing 120 students. This hall was named for board member Lee and Tammy Storms and their parents, Don and Ruth Storms.

Tharp and **Simmons Halls** provide housing for women. These residences are named for sixth and seventh presidents, Zeno C. Tharp and E.L. Simmons respectively.

Offices and Administrative Buildings

Admissions Center, located at 890 Ocoee Street, is a renovated historical house from which the Admissions/Visitor staff conducts campus tours, interviews potential students, and counsels parents through their college search process. The Office of the Vice President for Enrollment is also located in this building.

Arthur G. Pressley Building was constructed in 1987 and named for Arthur G. Pressley, Director of Maintenance, employed at the university from 1954– 1990. The theatre department's Scene and Set Shop, as well as Costume Shop occupy a portion of the building.

Athletics Operations House is located on the northern end of campus. It houses the offices for the athletic coaches.

Campus Security is located on Church Street. It is the home of our Director of Campus Security and his staff.

Centenary Building, the second and third floors above the Centenary Room, served as student housing from the first days of Lee College until the fall of 1997. In 1998 it was renovated to provide additional office space. This renovation includes space for the Financial Aid Office and the Academic Administrative Offices.

Higginbotham Administration Building was constructed in 1964 as a replacement for Old Main, a structure built in 1885 as the main building for Centenary Female College which operated on this site from 1885 until 1928. When first built, it housed female students on the second and third floors, so the offices are laid out like dormitory rooms. In 1983, the building was named for Bill Higginbotham, a member of the Board of Directors and benefactor of the university.

Mayfield Annex was an elementary school from 1920 to 2006 and was purchased by Lee in 2007 for use beginning fall semester 2008. This multi-use building is home to the art major classrooms, the Play Therapy Center, the Marriage and Family Therapy Clinic, the International Student Lounge, and the Center for Teaching Excellence. It also provides additional space for intramurals and a leisure game room.

Office of Student Development, located at the corner of Parker and 11th Street, serves as home to the offices of the Vice President for Student Development and the Dean of Students.

Pangle Hall is a performance venue that opened in the fall of 2014. Formerly, the First Baptist Church sanctuary, the space was gutted, stage enlarged, side wing-walls added and 662 fixed seats were installed. A completely new sound system, as well as video capture and playback system were added during the renovation. The organ was also upgraded during this process.

Physical Plant is a 13,000 square foot warehouse located on 8th Street that houses the offices for the Director of Physical Plant; offices for Maintenance, Building Services and Grounds supervisors; storage space for supplies; tool storage areas; and work benches for all trades.

Watkins Building, a 9,000 square foot academic building built in 1992, houses the Counseling and Testing Center, as well as the Center for Calling and Career. It is named for the late Bill and Joyce Watkins of Atlanta, benefactors of Lee.

**THE ADMINISTRATION, FACULTY
AND STAFF OF LEE UNIVERSITY**

The guidance, instruction and assistance you will receive at Lee University will come primarily from the people listed on the following pages. Each member of the faculty, administration and staff possesses great individual devotion to Lee University and our students. Whether conversing with you over coffee in the Student Center, assisting you with your career planning, or working behind the scenes ensuring the smooth operation of the school, you will find the Lee University family's devotion genuine and contagious.

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M.A., Ph.D., Vanderbilt University

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M.M.E., Ph.D., Florida State University

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EXCELLENCE IN TEACHING AWARD

1972	Carolyn Dirksen	1987	Dewayne Thompson	2002	Ruth Crawford Lindsey
1973	Donald N. Bowdle	1988	Ellen B. French	2003	James Wilkins
1974	Charles R. Beach	1989	Robert Herron	2004	Johnny Evans
1975	French L. Arrington	1990	Jerald J. Daffe	2005	Paul DeLaLuz
1976	Lois Beach	1991	Murl Dirksen	2006	Carlanna Gill
1977	Myrtle Fleming	1992	Pamela Browning	2007	Tony Deaton
1978	J. Martin Baldree	1993	Lonnie McCalister	2008	William Estes
1979	William Snell	1994	Clifford Schimmels	2009	Trevor Milliron
1980	Robert O'Bannon	1995	Jean Eledge	2010	Virginia Horton
1981	Charles Paul Conn	1996	Penny Mauldin	2011	Eric Moyen
1982	R. Jerome Boone	1997	Robert W. Fisher	2012	Kevin Brown
1983	Karen C. Mundy	1998	Eleanor Sheeks	2013	Laura Anderson
1984	John Sims	1999	Michael J. Laney	2014	Skip Jenkins
1985	Sabord Woods	2000	Terry L. Cross	2015	Shane Griffith
1986	William T. George	2001	Robert E. Barnett		

EXCELLENCE IN SCHOLARSHIP AWARD

1986	Donald N. Bowdle	1996	Milton Riley	2006	Steven Lay
1987	William Snell	1997	R. Jerome Boone	2007	Michael Freake
1988	Karen Carroll Mundy	1998	Dora del Carmen Ruiz Vargas	2008	Linda Thompson
1989	Robert O'Bannon	1999	Daniel Hoffman	2009	Mike Iosia
1990	Kathleen Reid	2000	Erik D. Lindquist	2010	Kevin Brown
1991	Evaline Echols	2001	Terry L. Cross	2011	Richard Jones
1992	Carolyn Dirksen	2002	H. Lee Cheek	2012	Lisa Stephenson
1993	Murl Dirksen	2003	David Holsinger	2013	Aaron Johnson
1994	William A. Simmons	2004	Emerson Powery	2014	Christopher Stephenson
1995	John Sims	2005	Dale Coulter	2015	Chad Schrock

EXCELLENCE IN ADVISING AWARD

1996	Janet Rahamut	2003	Donna Summerlin	2010	Patricia McClung
1997	Carlanna Gill	2004	H. Lee Cheek	2011	Kevin Brown
1998	Robert E. Barnett	2005	Debbie Murray	2012	Skip Jenkins
1999	Jerald J. Daffe	2006	Thomas Doolittle	2013	Sherry Kasper
2000	J. Matthew Melton	2007	Louis Morgan	2014	Ingrid Hart
2001	Paul DeLaLuz	2008	Jeffrey Sargent	2015	Randy Sheeks
2002	Pamela G. Browning	2009	Shane Griffith		

JANET RAHAMUT AWARD

2002	Eddie Brown	2007	Evaline Echols	2012	Mike Iosia
2003	Hermillo Jasso	2008	Rolando Cuellar	2013	Skip Jenkins
2004	Carlanna Gill	2009	Guy DeLoach	2014	Milton Riley
2005	Craig Sarine	2010	Edley Moodley	2015	Donna Summerlin
2006	Robert Barnett	2011	JoAnn Higginbotham		

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Phillip Barber, B.A. Coordinator, Student Services-Division of Adult Learning
Larry Berry, B.S. Director, Physical Plant
Mark Brew, M.S.S. Head Baseball Coach
Matthew Brinkman, M.B.A. Director, Campus Security
Kim Brooks Director, Event Planning
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Larry Carpenter, B.S. Athletic Director
Patricia Cawood, M.A. Director, Alumni Relations
Regenia Collier Director, Publications
Brian Conn, M.F.A. Director, Public Relations
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Michael Ellis, B.S. Coordinator, Scholarship Compliance
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Kevin Hudson, M.S. Director, Campus Recreation
William Lamb, Ph.D. Director, Field Experiences-Leonard Center
Sheila Lee, B.S. Assistant Director, Student Financial Services
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Rochelle Mayberry, M.S. Assistant Director, First Year Programs
Shannon McBrayer, B.S.N, R.N. Professional Practice Coordinator
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Jeff Salyer, Ph.D. Director, Media Services
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 Stephanie Taylor, B.A. Executive Assistant to the President
 Cathy Thompson, M.S. Registrar
 Nate Tucker, M.B.A. Director, Information Technology Systems
 Stacey Tucker, Ph.D. Director, Institutional Research and Assessment
 Morgan VanNorman, B.S. Assistant Director, Housing
 Jill Welborn, M.S. Director, Student Development
 Mary Beth Wickes, M.M. Director of Accompanying
 Josh York, M.S. Director, Facility Management
 Joshua Zello, M.S. Assistant Director, Residential Life

MISCELLANY

Lee University

Lee University is named for F. J. Lee, second president of the institution (1922–23) and one of the most respected leaders in the early years of the Church of God. Lee University was known as Bible Training School from 1918 until 1947 when the name was changed to Lee College. Lee became a university in 1997.

University Seal



The Lee University seal symbolizes the mission of the university depicted by the torch of learning and enlightenment and the open Bible.

Equal Employment Opportunity Guidelines

No person in whatever relationship with Lee University shall be subject to discrimination because of race, color, national origin, age, gender, disability, or other protected characteristics.

Further, Lee University is committed to providing a work environment free of harassment and/or hostility. The University maintains a strict policy prohibiting harassment because of race, color, gender, religion, disability, national origin, age, veterans' status, or other basis protected by law.

Drug Free Workplace Policy

Lee University is committed to providing a drug and tobacco free work environment for all employees and contractors. The University maintains a strict policy prohibiting possession or use of alcoholic beverages, illegal drugs or tobacco in any form, during the course of the work day. This policy is set forth in accordance with providing a "smoke-free" environment and adherence to the Tennessee Nonsmoker Protection Act effective October 1, 2007.

This Policy applies to all persons involved in the operations of the University. The University will not tolerate employees or contractors being involved in any illegal activity related to drugs or alcohol and should the employee or contractor be found in this situation will be referred to the appropriate law enforcement agency. *(A copy of this policy in its entirety may be requested from the Human Resources Office.)*