
LEE UNIVERSITY

Part Time Faculty Handbook

2023-2024

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INTRODUCTION

Section 1

A Message from the President

“The Moment of Swing”

Members of a rowing team share an experience together that they call the moment of “swing”. Swing is described as an ideal state of harmony when all the oars are in the water working in near perfect synchronization. It generates the fastest amount of speed and creates the best possibility of success. Swing is the result of tremendous teamwork.

While we at Lee University are proud to be a liberal arts teaching institution, we believe we have even a greater call – to serve as a Christ-centered transforming community. We do more than deliver the knowledge of our individual disciplines; we work together to engage our students in the transformational journey of integrating faith, values, and vocation.

I am excited to team with you as we passionately join together to serve our students that they might go out and live responsible Christian lives in a complex world. It is our mission! It is the Lee Experience! It is our moment of swing!

Thank you for your place in it!

Mark L. Walker, Ph.D.
President

A Message from the Provost

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--the Lee faculty, administration, and staff--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.
Provost

HISTORICAL PROFILE OF LEE UNIVERSITY

Lee University has emerged in recent years as an institution of national standing in many areas that are frequently 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 response to its need for trained Christian workers, the Church of God considered the establishing of a Bible training school at its sixth annual General Assembly in 1911. The Assembly appointed a committee to locate a site and erect a building and established a board of education consisting of seven men. However, six years passed before these early plans bore fruit. The denomination's General Assembly of 1917 passed measures to institute a school, with classes to meet in the Council Chamber of the Church of God Publishing House in Cleveland, Tennessee. The Reverend A. J. Tomlinson, Superintendent of Education, opened the first term on January 1, 1918. There were twelve students with Mrs. Nora B. Chambers as the only teacher.

By the beginning of the fifth term one room was no longer sufficient to house the school. A vacant church building on 24th and People streets was converted into classrooms and a dormitory in 1920. Again, the school outgrew its facilities. In 1925 it was moved to the Church of God Auditorium on 24th Street and Montgomery Avenue.

A high school division was added in 1930 and continued to be a part of the school's program until 1965. In 1938 the Murphy Collegiate Institute was purchased, and the Bible Training School moved from Cleveland to Sevierville, Tennessee. A junior-college division was added in 1941. This division was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1960. The school returned to Cleveland in 1947 after purchasing the Bob Jones College campus, a site which as early as 1885 had housed Centenary College and Music School, a Methodist institution. Upon returning to Cleveland, Bible Training School received its new name, Lee College, in honor of its second president, the Reverend F. J. Lee.

The liberal arts initiative 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 thirty-four years between 1986 and 2020, student enrollment more than quadrupled from just over 1200 to more than 5100. 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 nearly all 50 states and more than 50 countries.

The faculty has also grown and diversified to keep pace with the 57 undergraduate majors, 159 undergraduate programs, and 56 graduate programs in its six schools: School of Business, College of Arts & Sciences, the Helen DeVos College of Education, the School of Music, the School of Theology & Ministry, and the School of Nursing. 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 23 major buildings to Lee's landscape over the past twenty years. Among these are eight new dormitories, six classroom buildings, a student union building, a chapel, two recreation centers and two athletic facilities, a health clinic, a recital hall, and recording studio.

At the turn of the new millennium, Lee University became a higher education pioneer in incorporating benevolence and service learning, personal strengths development, and cross-cultural studies as a regular part of every student's educational experience. Lee was ranked by The Institute of International Education Open Doors (IIEOD) in the Top 5 of 40 institutions with the highest percentages of participation in Study Abroad programs in 2017-2018. The IIEOD also ranked Lee for the same year as one of the Top 15 out of 40 institutions for total number of study abroad students. In previous years, Lee has also been recognized for its leadership in various areas, appearing on the Templeton Foundation's Honor Roll of Character-Building Colleges; appearing multiple years on the Corporation for National and Community Service's Honor Roll for the service efforts of our students, once receiving its President's Award, a distinction it shared with five other American universities, and named one of the Great Colleges to Work For, sponsored by the Chronicle of Higher Education.

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.

Honorary Degrees

The basic philosophy of the honorary degree program at Lee University is that the person on whom the degree is conferred is a man or woman of academic stature in his/her field. It is assumed that he/she has made some academic contribution that is objectively recognizable as meriting the distinction of a doctorate. Essentially, the honorary degree has the same philosophy behind it that is behind the earned doctorate; the recognition of outstanding educational contribution, outstanding progress in personal study and teaching.

The recipient must have the potential and bearing of a scholar as evidenced by study, academic breadth, experience, contributions in the academic fields, and outstanding accomplishments in his/her profession.

In 1979 the Board of Directors adopted the following criteria and procedures for the awarding of honorary doctorates;

1. That three categories of recognition determine those upon whom the honor is to be conferred:
 - a. Scholarship
 - b. Humanitarianism and philanthropy
 - c. Singular professional achievement
2. That four considerations determine the procedures for nominations to the conferral of the honor:
 - a. That nominations be received by the President, reviewed by the Academic Council (in the case of "a" and "c" above) and by the Cabinet (in the case of "b" above), returned to President with the advice of the Council, and submitted to the Board of Directors;
 - b. That no more than five such honors be conferred within any five-year period, and that each category of recognition be represented at least once during that five-year period;
 - c. That at least once in each five-year period consideration be given to conferring the honor upon one already having earned the doctorate; and
 - d. That Lee University exercise considerable reserve in conferring such an honor upon anyone within the institution.

Rationale

Lee University is eager to recognize persons whose careers, within or without the church, have been ones of conspicuous achievement, especially in educational, humanitarian, and philanthropic areas. The sum of a nominee's contribution should have brought favorable attention to the Church of God and/or Lee University and should have provoked a level of public attention so impressive that the university wished to identify with him/her by the awarding of a degree honoris causa.

It should be emphasized that conferral of this honor is a means of institutional recognition for some outstanding accomplishment and not a means of providing a person without an earned doctorate with some substitute for one. We feel that the prestige of the Lee University honorary degree would be enhanced if the recipients were, on occasion, persons already having earned doctorates. This would serve to accentuate the true purpose of the honorary degree.

Those who have received honorary doctorates from Lee University include:

Avis S. Swiger	Litt.D.	1959
Charles W. Conn	Litt.D.	1962
Ray H. Hughes, Sr.	Litt.D.	1964
James A. Cross	D.D.	1968
R. Hollis Gause	Litt.D.	1970
Laud O. Vaught	Litt.D.	1970
Stanley Butler	Litt.D.	1970
Peter J. Zondervan	Litt.D.	1972
W. Paul Stallings	D.D.	1972
H. D. Williams	D.D.	1973
David L. Lemons	D.D.	1974
Lewis J. Willis	Litt.D.	1974
James L. Slay	Litt.D.	1976
Alexander Thompson	D.H.L.	1976
E. C. Thomas	D.D.	1977
Zeno C. Tharp	D.H.L.	1977
Cecil B. Knight	D.D.	1978
Ralph E. Williams	D.D.	1978
Stanley B. Rupy	D.H.L.	1978
Lois Beach	D.Sc.	1981
Roosevelt Miller	D.S.M.	1982
C. C. Pratt	D.D.	1983
Charles Beach	Litt.D.	1984
R. Lamar Vest	Litt.D.	1984
O. A. Lyseight	D.D.	1985
John Keeble	D.H.C.	1987
John D. Nichols	D.D.	1987
Paul L. Walker	D.D.	1989
Gene D. Rice	D.D.	1991
Walter P. Atkinson	D.D.	1994
Stephen Strang	Litt.D.	1995
Abraham A. Tanusaputra	D.D.	1995
Rowland J. Gardner	D.S.M.	1996
Frank Brock	Litt.D.	1998
Raymond Culpepper	D.D.	2000
Loran Livingston	D.D.	2001
Orville Hagan	D.D.	2003
William G. Squires	D.H.L.	2003
Anton S. Van Deventer	D.D.	2004
Mark L. Williams	D.D.	2010
Bill Haslam	LL.D.	2012
Dan Betzer	D.D.	2019

PURPOSE AND OBJECTIVES

Section 2

Accreditation

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associates, baccalaureate, masters, education specialist, and doctoral degrees. Questions about the accreditation of Lee University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website sacscoc.org.

Additional, specific program accreditations include:

- Council for the Accreditation of Educator Preparation
- 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
- Commission on Collegiate Nursing Education
- Commission on Accreditation for Marriage and Family Therapy Education

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, National Association of Independent Colleges and Universities, Association for Continuing Higher Education, Association of Christian Distance Education, and the Christian Adult Higher Education Association.

Mission Statement

Lee University is a Christian institution, which offers liberal arts and professional education on both the undergraduate 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 traditional, on-campus, undergraduate students; whereas degree-completion, online, and graduate programs also draw some learners who are not as close to their high school graduation. Roughly half 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 50 states and more than 50 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. To the extent consistent with its tenets as a religious organization, the university has adopted the policy that no person in whatever relation with Lee University shall be subject to unlawful discrimination because of any protected class.

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, friends, and federal programs.

All undergraduate 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 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 to both 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 whereas Holy Scripture is the ultimate revelation of God's truth, even so, truth found in a laboratory or an artistic masterpiece is God's truth as well; 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 Christ-centered university operated under the auspices of the Church of God, Cleveland, Tennessee, 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:

- 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.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the premillennial 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.

All employees are encouraged to support the church of their choice with regular church attendance and finances.

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 postgraduate 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 and 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 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.

The Lee University Flames are members of the Gulf South Conference (GSC) and the National Collegiate Athletic Association – Division II (NCAA DII). Teams compete in basketball, tennis, soccer, cross-country, golf, indoor/outdoor track, softball, volleyball, women’s lacrosse, and baseball.

ORGANIZATION OF THE UNIVERSITY

BOARD OF DIRECTORS

The charter and bylaws of the university authorize the Lee University Board of Directors to fulfill the governance function and to set policies for the operation of the institution. The Board of Directors consists of a maximum of 25 members appointed biennially by the Executive Committee of the Church of God.

Responsibilities

The charter and bylaws provide that the Board of Directors shall perform the following duties:

1. Serve as a legislative body and determine school policy.
2. Select and employ the university President.
3. Consider nominations of faculty and school personnel submitted by the President, with power to approve or veto.
4. Set salaries of faculty members and other school employees, in session with the President.
5. Set the cost of tuition, board, private lessons, and all other school fees, in session with the President.
6. Exercise final jurisdiction of all charges brought against any faculty member.
7. Approve an annual budget for operation of the university.
8. Consider nominations of personnel for all administration and administrative staff positions submitted by the President, with power to approve or veto.

The members of the Board of Directors shall sign a contract and see that the President, administrative officers, and all faculty members of Lee University sign a contract that they will not teach, publish, or allow to be taught or published anything contrary to the Declaration of Faith or any other established doctrine of the Church. It shall permit no person unable or unwilling to accept the said Declaration in good faith to be employed. In the event of the failure on the part of any faculty member to live up to said agreement, the Board of Directors is authorized to dismiss him or her from the faculty.

Committees

The standing committees of the Board include the following: (a) Finance; (b) Student and Academic Programs; (c) Administration and Operations; and (d) Student Programs. Each committee reviews with the administration the progress of the university in these respective areas and reports to the Board with appropriate recommendations.

OFFICE OF THE PRESIDENT

As chief executive, the President is responsible for the general welfare and progress of the university. The President is responsible to the Board of Directors for the administration of the institution.

In relation to the Board of Directors, the President is to:

1. Prepare the agenda for each meeting of the Board of Directors.
2. Prepare, with the assistance of the Director of Business and Finance and in

consultation with the Budget Committee, an annual budget for submission to the Board of Directors.

3. Nominate to the Board of Directors all members of the administration, administrative staff, and faculty.
4. Administer policies established by the Board of Directors.

In relation to the faculty, the President is to:

1. Keep alert to pertinent developments in the field of education that may be advantageous to Lee University.
2. Moderate all administrative meetings and faculty meetings (or appoint a moderator).

In relation to students and campus life, the President is to:

1. Work to ensure general quality of campus life.
2. Promote the spiritual welfare of all students.

As the chief executive of the university, the President has the following financial responsibilities:

1. Prepare, in consultation with the Budget Committee, the annual budget.
2. Control the administration of the budget and disbursement of funds.
3. Supervise fundraising and promotional programs.

As the chief public representative of the university, the President has specific duties which relate to the supporting denomination and the world of higher education. The President is responsible to:

1. Keep the educational program, progress, and needs of Lee University before the general church and its agencies.
2. Represent Lee University at denominational conventions.
3. Represent Lee University at professional education societies and convocations.

Executive Assistant to the President

The Executive Assistant to the President manages the office of the President. Duties are as follows:

1. Serve as Executive Secretary to the President.
2. Serve as assistant to the President in office management and administration.
3. Serve as recording secretary for the Board of Directors.
4. Serve as secretary to the Chairman of the Board of Directors for board communications during or between sessions.
5. Serve as custodian of permanent minutes of Board of Directors' meetings.
6. Serve on campus committees as assigned by the President.
7. Serve as recording secretary for the Cabinet.

Director of Athletics

Coordination of the athletic program of the university is supervised by the Athletic Director. The Athletic Director is a member of the administrative staff and is directly responsible to the President. The duties of the Athletic Director are as follows:

1. Oversee the operation of the university Athletic Program.
2. Administer the programs within the policies of Lee University, the Gulf South Conference, and the National Collegiate Athletic Association (NCAA).
3. Act as the official representative of the university athletic program to any

- outside athletic agency unless otherwise delegated.
4. Attend national, regional, and conference meetings, as the spokesperson for the athletic program.
 5. Serve as a liaison and foster good relations with the Lee University faculty and student body.
 6. Give general supervision to the coaching staff and the entire athletic program.
 7. Oversee the preparation of university Athletic Budget for recommendation to the President.
 8. Monitor control of the budget by approving all purchase orders, check requests, expense reports and travel arrangements.
 9. Establish various policies for operational procedures in conjunction with the leadership team to be used by coaches and staff such as budget planning, travel, food services, lodging, students' conduct, recruitment, athletic contracts, athletic scholarships, scheduling, etc.
 10. Coordinate and approve various types of fund-raising projects.
 11. Assist in the scheduling and approve contracts for all contests.
 12. Monitor the academic progress and eligibility of student athletes.
 13. Oversee the Athletic Training staff.
 14. Supervise the athletic facilities and coordinate usage with on-campus as well as off- campus groups.
 15. Attend as many athletic contests as possible.
 16. Responsible for hiring and supervising student workers.
 17. Oversee purchasing of general equipment including medical supplies for the athletic program.
 18. Responsible for the drug education program of student-athletes.
 19. Represent Lee University and the athletic program in public relations with prospective students, community, parents, and friends of the school.
 20. Ensure gender equity, diversity, and inclusion policies are followed in all athletics programs.
 21. Work closely with the Director of Athletic Communications on publicity of the athletics programs.
 22. Supervise scheduled staff meetings.
 23. Coordinate efforts of the Athletic Hall of Fame.
 24. Provide oversight for the NCAA eligibility process.
 25. Provide oversight for the GSC and NCAA Compliance in all areas.
 26. Provide oversight for the Student Athlete Advisory Committee.
 27. Serve as Game Day Administrator when scheduled.
 28. Assume other duties as assigned by the President.

Associate Athletic Director / Senior Woman Administrator

The Associate Athletic Director / Senior Woman Administrator is the highest-ranking female involved with the management of Lee University intercollegiate athletics program. The Associate Athletic Director / Senior Woman Administrator will comply with all rules and regulations set forth by the National Collegiate Athletic Association (NCAA), Gulf South Conference (GSC) and Lee University. The Associate Athletic Director / Senior Woman Administrator will have full knowledge of and abide by the provisions detailed in this job description as well as all written or verbal policies, procedures, and instructions established by administration in the Lee University Staff Handbook. The Associate Athletic Director / Senior Woman Administrator reports

directly to the Director of Athletics. The duties of the Associate Athletic Director / Senior Woman Administrator include, but are not limited to the following:

1. Act as a key decision-maker within the athletics department.
2. Participate on the senior management team of the athletics department.
3. Assist the Director of Athletics with overseeing the operation of the university Athletic Department.
4. Assist in the preparation of the university Athletic Budget for recommendation to the President.
5. Sign and approve purchase order requests and requisitions in absence of the Director of Athletics.
6. Assume duties as required in the absence of the Director of Athletics.
7. Assist with all hiring and firing decisions in the athletic department.
8. Plan and manage the functions of and issues before the gender equity and Title IX committees and is a member of these committees.
9. Serve as an advocate for issues important to both female and male student-athletes, coaches, and staff.
10. Serve as liaison for student-athletes in successfully balancing academics and athletics.
11. Work closely with the Director of Athletics to envision, plan, and implement the Athletic Department strategic plan and the university strategic plan.
12. Assist in NCAA Division II reports.
13. Represent women's interests on appropriate committees and be the liaison between the Director of Athletics and the university community concerning women's needs and interests.
14. Knowledgeable of Title IX and disseminate such information to the Athletics Department.
15. Oversee specific sports and personnel as assigned by the Director of Athletics.
16. Assist with evaluation of personnel and staff development programs as assigned by the Director of Athletics.
17. Participate in the interviewing, selection, and hiring of Athletics Department personnel.
18. Serve as an advisor of the Student-Athlete Advisory Committee (SAAC).
19. Participate at conference leadership meetings.
20. Attend NCAA Gender Equity forums, annual NCAA Conventions, and Regional Rules Seminars.
21. Participate in NACDA and NACWAA, including attendance at national conventions.
22. Serve as Game Day Administrator when scheduled.
23. Assume other duties as assigned by the Director of Athletics.

Associate Athletic Director for Internal Affairs

The Associate Athletic Director for Internal Affairs will collaborate with the Director of Athletics to support and advance the mission of the Department of Athletics and Lee University. The Associate Athletic Director for Internal Affairs is responsible for oversight of the areas of Compliance, Sports Medicine, Strength and Conditioning, and Facility Operations. The position will work to implement policies protocols and initiatives, which enhance the quality of the student-athlete experience, enhance their health and wellness, and support their educational goals. The Associate Athletic Director for Internal Affairs assists in ensuring institutional compliance with applicable NCAA, Gulf South Conference, and Lee University rules and regulations governing

all facets of intercollegiate athletics programs. The duties of the Associate Athletic Director for Internal Affairs are as follows:

1. Serve on the Athletics Department Senior Leadership Team.
2. Complete annual NCAA reports.
3. Assist the Athletic Communications Department with planning and executing game day promotions for each sport.
4. Serve as Title IX Investigator Deputy Coordinator.
5. Possess knowledge of Title IX and assist Senior Woman's Administrator in disseminating such information to the Athletics Department.
6. Create and implement the Lee Athletic Department Fifth-Year Scholarship Program.
7. Design a life skill program to enhance the overall experience of Lee's student-athletes by developing a curriculum focused on athletic excellence, academic excellence, personal development, career development, and service.
8. Serves as an advisor of the Student-Athlete Advisory Committee (SAAC)
9. Assist the Senior Woman's Administrator by serving as an advocate for important issues for both male and female student-athletes, coaches and staff.
10. Collaborates with and oversees the Director of Compliance in monitoring violations of NCAA rules and regulations.
11. Assist in completing necessary institutional and NCAA reports.
12. Provide direct strategic oversight for select athletic departments administrative support units: Sport Medicine, Strength and Conditioning, and Facility Operations.
13. Contribute to the overall success of the intercollegiate athletics program by performing all other duties and responsibilities as assigned.
14. Represent the university at various university, conference, and NCAA meetings as the Senior Woman Administrator within the intercollegiate athletics program.
15. Participate in developing a culture of excellence across the department, determining, and guiding strategic direction, and positively engaging department staff in change and growth.

Director of Athletic Communications

The Director of Athletic Communications reports to the Director of Athletics. The Director of Athletic Communication oversees the promotion and publicity of Lee University Athletics. The Director of Athletic Communications is expected to serve the students, faculty, staff, and visitors consistently and professionally. The Director of Athletic Communications will comply with all rules and regulations set forth by the National Collegiate Athletic Association (NCAA), Gulf South Conference (GSC) and Lee University. The Director of Athletic Communications will have full knowledge of and abide by the provisions detailed in this job description as well as all written or verbal policies, procedures, and instructions established by administration in the Lee University Staff Handbook. Duties include:

1. Oversee the operation of the Lee University Athletics Office of Sports Information.
2. Serve as the primary informational contact with Lee University constituencies for all athletic teams.
3. Responsible for publicity, information, and promotions.
4. Disseminates publicity and information about the Lee University athletics

- department, its student-athletes, and staff.
5. Write and edit game summaries and human-interest articles.
 6. Coordinate athletic department publications.
 7. Oversee the athletic department website as well as social media (Twitter, Facebook, and YouTube, etc.)
 8. Secure sponsors and produce radio broadcasts for Lee University basketball and baseball games.
 9. Select, train, and schedule stat personnel for all sports.
 10. Calculate, maintain, and update all stats, information, and records for history of Lee University Athletics.
 11. Responsible for all athletic photos.
 12. Weekly reporting of conference, regional, and national NCAA statistics.
 13. Demonstrate knowledge of a compliance with all GSC Conference and NCAA rules and regulations as they relate to all job-related activities.

Director of Compliance

The Director of Compliance is responsible for the overall development, implementation, and review of the institution's compliance program. The daily operation of the compliance program includes rules education, rules interpretations, reviewing and monitoring required documentation and coordinating rules compliance. The Director of Compliance will comply with all rules and regulations set forth by the National Collegiate Athletic Association (NCAA), Gulf South Conference (GSC) and Lee University. The Director of Compliance will have full knowledge of and abide by the provisions detailed in this job description as well as all written or verbal policies, procedures and instructions established by administration in the Lee University Staff Handbook. The Director of Compliance reports to the President. The duties of the Director of Compliance are as follows:

1. Conduct student-athlete orientation each fall with individual teams to include having student-athletes complete all required NCAA, conference, and institutional forms.
2. Assist with the compilation and reporting of the NCAA Equity in Disclosure Act annually.
3. Educate prospective student-athletes, enrolled student-athletes, coaches, university personnel and representatives of athletics interests regarding all NCAA, conference, and institutional rules.
 - a. Educate coaches and student-athletes regarding all recruiting activities, including off-campus recruiting, and permissible official and unofficial visit activities.
 - b. Educate coaches and student-athletes about limitations on countable athletically related activities, including what constitutes voluntary activities.
 - c. Provide education about summer regulations regarding athletics participation, sports camps and clinics, and employment for coaches and student-athletes.
4. Provide interpretations of NCAA and conference rules for coaches and staff.
5. Serve at department liaison with the NCAA Eligibility Center and create and submit IRLs for each sport.
6. Receive final Eligibility Center decisions, forward the decisions to Admissions for placement in student-athletes' admissions files, and notify the appropriate head coach when a final decision is rendered.
7. Coordinate the student-athlete initial and continuing eligibility certification

- process with the Faculty Athletics Representative and the assigned representatives in the Registrar's Office. Share status with coaches and provides required eligibility forms to the Gulf South Conference (GSC).
8. Maintain participation records and determine seasons of competition utilized by student-athletes.
 9. Coordinate all NCAA and conference waivers and appeals.
 10. Coordinate, prepare, and maintain NCAA squad lists in conjunction with the Financial Aid Office and provide them to the GSC.
 11. Monitor team and individual financial aid limits based on team budgets and NCAA equivalency limits.
 12. Coordinate the Institutional Letter of Intent program for student-athletes.
 13. Assist the Financial Aid Office with the monitoring of outside scholarships.
 14. Coordinate with the Financial Aid Office the process of initial awarding of athletic scholarships and annual renewal, reduction, cancellation of non-renewal of athletics scholarships.
 15. Review academic transcripts and test scores of prospective student-athletes to approve official visit requests.
 16. Identify potential rules violations and report them to the Director of Athletics and Faculty Athletics Representative.
 17. Conduct investigations of reported secondary NCAA rules violations.
 18. Serve as department liaison with Admissions, Financial Aid, Registrar and Faculty Athletics Representative.
 19. Monitor employment of student-athletes according to NCAA Bylaws.
 20. Monitor compliance with NCAA Bylaws regarding complimentary admissions to athletics events.
 21. Review all student-athlete NCAA, conference, and institutional compliance forms, including the NCAA Drug-Testing Consent Form and Student-Athlete Statement.
 22. Review and approve coaches' declaration of playing and practice seasons and schedule of contests to ensure compliance with sport sponsorship requirements.
 23. Collect CARA (Countable Athletically Related Activities) forms from each sport on a weekly basis and review to make sure they are within NCAA regulations.
 24. Oversee compliance for institutional camps and clinics, including pre-approvals and review of financial summary. This includes the participation of coaches and student- athletes in non-institutional camps and clinics.
 25. Secure releases for potential transfer students and facilitate release of student- athletes seeking a transfer (in consultation with each head coach and Director of Athletics).
 26. Serve as Game Day Administrator when scheduled.

Structure of General Administration

For administrative purposes, the university is organized into six sectors, each with a vice president as its chief officer. The sectors include Academic Affairs, Business and Finance, Enrollment and Marketing, Student Life, Student Success and Retention, and University Relations.

Six vice presidents and the Chancellor serve as the President's Cabinet, meeting periodically with the President to advise and consult on matters pertaining to the overall operation of the university.

OFFICE OF THE CHANCELLOR

The Chancellor is a senior administrative officer who provides strategic counsel to the President, Board of Directors, and other leaders of the university. As a member of the Cabinet, he directs special projects across a wide range of university activities, as assigned by the President.

Executive Assistant to the Chancellor

The Executive Assistant to the Chancellor manages the office of the Chancellor. Duties are as follows:

1. Serve as Executive Secretary to the Chancellor.
2. Serve as assistant to the Chancellor in office management and administration.

Director of Church Relations

The Director of Church Relations is directly responsible to the Chancellor. The duties include:

1. Develop and maintain relationships with local congregations and encourage them to participate in student enrollment, funding, and maintain goodwill with the institution.
2. Assist local congregations and pastors in the selection of staff members from the Lee graduate pool.
3. Visit local congregations for the purpose of community relations.
4. Represent Lee University at the Church of God Administrative Council.
5. Assist in special events including LeeU Preview, Lee Day, Homecoming, and Celebrations.
6. Director of Voices of Lee.

OFFICE OF THE PROVOST AND ACADEMIC AFFAIRS

Structure for Academic Affairs

There are six colleges and schools within Lee University: the College of Arts and Sciences, the Helen DeVos College of Education, the School of Business, the School of Music, the School of Nursing, and the School of Theology & Ministry. The College of Arts and Sciences includes the departments of Behavioral and Social Sciences; Communication Arts; History, Political Science, and Humanities; Language and Literature; Mathematical Sciences; and Natural Sciences. The College of Education consists of the departments of Early Childhood, Elementary, and Special Education and Health, Exercise Science, and Secondary Education.

The university offers Associate of Science, Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Music Education, and Bachelor of Science in Nursing degrees at the undergraduate level. At the graduate level, the College of Arts and Sciences offers a Master of Science in Holistic Child Development, Master of Science in Marriage and Family Studies, Master of Science in Marriage and Family Therapy, Master of Science in School Counseling, and the Doctor of Philosophy in Marriage and Family Therapy. The Helen DeVos College of Education offers a Master of Arts in Teaching, Master of Education in Curriculum and Instruction, Master of Science in Higher Education Administration, Master of Science in Athletic

Training, Master of Education in Educational Leadership, Master of Education in Special Education, the Education Specialist degree in Curriculum and Instruction and in Educational Leadership, and the Doctor of Education in Professional Practice. The School of Business offers a Master of Business Administration. The School of Music offers a Master of Music – Music and Worship, Master of Music – Music Education, Master of Music – Music Performance, and Master of Music - Conducting (Choral Conducting and Wind Band). The School of Theology & Ministry offers a Master of Arts in Biblical Studies, Master of Arts in Theological Studies, and Master of Arts in Ministry Studies. The School of Nursing offers the Doctor of Nursing Practice (DNP). The organization for Academic Affairs is shown by the chart at the end of this section.

Office of the Provost

The Provost serves as the chief academic officer of the university and reports directly to the President. This person is responsible to the President for the development and supervision of the faculty, the curriculum, instructional processes, academic resources, and the recognition of student achievement by the faculty culminating in the awarding of the appropriate degrees. The Provost will perform any official functions assigned by the President and will be responsible for the following specific duties:

1. Serve as consultant to the VPAA.
2. Supervise and coordinate the following services:
 - a. Academic initiatives and Special projects
 - b. Academic Events
 - c. Academic Support
 - d. Grants and Foundations Relations
 - e. Records and Academic Services
 - f. Squires Library
 - g. Lee Online Expansion
 - h. Global Perspectives
 - i. McNair Scholars Program
 - j. SACSCOC Accreditation Liaison and QEP Coordinator
3. Lead and facilitate academic vision casting meetings.
4. Coordinate Academic Assessment Program.
5. Serve on the Academic Council and the Dean's Council.
6. Serve on the President's Cabinet, the Budget and Planning Committee, Tenure Review Committees, Assistant/Associate Professor Review Committees, Lecturer and Third-Year Review Committees, Disability Review Committee, and Retention Committee.
7. Supervise the control of the budgets of all offices reporting directly to the Provost.
8. Serve as the SACSCOC Accreditation Liaison, with the following responsibilities.
 - a. Ensure that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
 - b. Notify SACSCOC in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
 - c. Update the President and Cabinet on the status of Substantive Change submissions to SACSCOC.

- d. Serve as the primary contact person for SACSCOC staff.
 - e. Coordinate the preparation of the annual profiles and all other reports requested by SACSCOC.
 - f. Ensure that the institutional information in the SACSCOC database is current and periodically updated, including information about key administrative contacts and the peer evaluators affiliated with the institution.
 - g. Maintain a file of all accreditation materials and ensure that reports to SACSCOC are archived for future reference.
 - h. Serve as the QEP Coordinator.
9. Coordinate dual enrollment programs with admissions and enrollment.
 10. Activate and facilitate strategic planning.
 11. Serve as Lee University's representative to the Appalachian College Association.
 12. Maintain and expand Lee Online.
 13. Prepare bi-weekly and annual reports for the President.
 14. Perform any functions designated by the President.

Office of the Vice President for Academic Affairs

Vice President for Academic Affairs reports to the Provost and is directly responsible to the President for the development and supervision of the faculty, the curriculum, instructional processes, academic resources, and the recognition of student achievement by the faculty culminating in the awarding of the appropriate degrees. The Vice President for Academic Affairs will perform any official functions assigned by the President or Provost and will be responsible for the following specific duties. These duties will be conducted in consultation with the Provost as needed:

1. Plan the agenda for faculty meetings in consultation with the President and Provost.
2. Moderate meetings of the university faculty.
3. Supervise and coordinate the services of the following offices:
 - a. College of Arts and Sciences.
 - b. Helen DeVos College of Education.
 - c. School of Business.
 - d. School of Music.
 - e. School of Nursing.
 - f. School of Theology & Ministry.
 - g. Lee Online.
 - h. Center for Teaching Excellence.
4. Serve as chair of the Academic Council, the Dean's Council, and the Undergraduate Curriculum Committee, and the Graduate Council.
5. Serve on the President's Cabinet, the Budget and Planning Committee, Faculty Research and Scholarship Committee, Tenure Review Committees, Assistant/Associate Professor Review Committees, Lecturer, and Third-Year Review Committees.
6. Plan the agenda for graduate faculty meetings and moderate meetings of the graduate faculty.
7. Provide oversight of the Center for Teaching Excellence (CTE) and faculty development.
8. Supervise New Faculty Development.
9. Provide new leadership development opportunities

10. Prepare and submit in consultation with the Provost recommendations to the President concerning the following:
 - a. Faculty appointments.
 - b. Faculty promotions in rank.
 - c. Awarding of faculty tenure.
 - d. Senior Faculty merit bonuses.
 - e. Other academic appointments.
11. In collaboration with the Provost, coordinate the development of all academic budgets and supervise the processes of budget revision.
12. Supervise the control of the budgets of all offices reporting directly to the Vice President for Academic Affairs.
13. Supervise preparation of the academic portions of the university catalog.
14. Supervise the preparation and dissemination of academic reports.
15. Approve candidates for graduation.
16. Supervise the development of class schedules and assignment of classrooms and other instructional facilities.
17. Maintain credential files on all members of the university faculty.
18. Administer, evaluate, and update the faculty evaluation system.
19. Supervise the editing and designing of documents of the faculty, including:
 - a. the university catalog.
 - b. the Faculty Handbook & Constitution.
 - c. the Academic Administrators Handbook.
 - d. the Part-Time Faculty Handbook.
 - e. the General Education Core Handbook.
20. Prepare bi-weekly reports for the Provost and the President.
21. Perform any functions designated by the President and/or the Provost.

CTE Coordinator of Instructional Technology and Online Curriculum

The CTE Coordinator of Instructional Technology is directly responsible to the Vice President for Academic Affairs. The coordinator is responsible for the development and on-going training of the methodologies that support the educational/instructional needs of Lee University with a focus on systems which assist with teaching and learning. The coordinator will also design classroom materials for Lee faculty. The Director of Online Academic Services reports directly to the Vice President for Academic Affairs and provides leadership and direction for all curriculum development and faculty services in Lee Online. In conjunction with other Lee online and campus academic leaders, he/she manages the development and maintenance of curricula and develops systems and structures to support the online academic programs. Responsibilities include:

1. Develop course design documents – task analyses and curriculum design.
2. Recommend resources from our educational tool suite to deliver training content.
3. Design course materials to assist faculty in using technology to create an active learning environment.
4. Lead course material development efforts.
5. Coordinate projects utilizing technology for faculty and Student Life.
6. Solicit student assessment/feedback regarding course materials, development tools, delivery methods, and performances.
7. Train faculty in educational technology; promote use of technologies that will enhance engaged learning and work with faculty members to develop

- project plans for instructional initiatives.
8. Working with the Vice President of Academic Affairs, provide opportunities for faculty to gather and share and demonstrate what they find to be some best practices.
 9. Attend conferences related to instructional design, learning, and the integration of technology in the classroom environment.
 10. Research and assess instructional design and technology trends; make recommendations on purchases and integration of new technologies and software.
 11. Propose annual budget.
 12. Assist the Vice President of Academic Affairs with effective operation of the Center for Teaching Excellence. This would include hiring and management of the student workers, ordering of supplies, and budget management.
 13. Assist with grant-related technology research, initiatives, and implementation as related to the mission and outreach of the CTE.
 14. Coordinate the development and improvement of curriculum in Lee through appropriately credentialed course writers and/or course writing teams.
 15. Serve as the point of contact, problem solver, and source of information for students and/or faculty on curriculum issues within the online programs.
 16. Provide academic oversight for the division's programs to ensure they are conducted in accordance with the academic policies of Lee Online, university, and accrediting bodies.
 17. Maintain a list of needed and existing courses to support Lee Online degree programs, including timelines for development and enhancements.
 18. Maintain ongoing quality control systems in the curriculum development process.
 19. Recruit, hire, supervise, and develop online faculty.
 20. Coordinate with academic leaders across campus on faculty assignments and loading.
 21. Work with the Vice President of Academic Affairs to identify new programs and courses, guiding them through the appropriate university approval process.
 22. Perform other duties as assigned by the Vice President for Academic Affairs.

Executive Director of Lee Online

The Executive Director reports directly to the Vice President for Academic Affairs, and provides visionary administrative leadership for curriculum development, faculty services, student care, technology support, and community engagement activities carried out by Lee Online. The Executive Director ensures that online programs are conducted in accordance with the mission and academic policies of Lee University, Lee Online, and its accrediting bodies and regulatory agencies. Responsibilities include:

1. Lead and provide a strategic vision for the unit that aligns Lee Online to

- the academic policies and procedures, the university's growth plan, and strategic goals.
2. Oversee the operations of Lee Online.
 3. Develop the Lee University culture in the university's online programs.
 4. Develop measurable goals and objectives for Lee Online and monitor their attainment.
 5. Ensure programs, internal processes, and customer services are conducted in accordance with the policies of Lee Online, the university, and external regulatory agencies.
 6. Create and modify curriculum to serve adult students at Lee University with innovative and engaging learning experiences.
 7. Ensure the hiring, evaluation, and training of all Lee Online faculty and staff is in accordance with university policies.
 8. Plan and manage Lee Online budgets to achieve revenue and expenditure targets.
 9. Lead the annual assessment of academic programs and services within Lee Online.
 10. Collaborate with other Lee University academic units, service departments, and administrative units on matters of common concern.
 11. Perform other duties as assigned by the Vice President for Academic Affairs and the Provost.

Director of Academic Events

The Director of Academic Events is directly responsible to the Provost and is responsible for a variety of academic events and processes, including three Commencement events per academic year. Duties of the Director of Academic Events include:

1. Oversee planning and organizational details for Lee University Commencements three times per year: Spring, Summer, and Winter.
2. Serve as chairperson for the Commencement Committee.
3. Liaise with Follett Campus Bookstore regarding faculty rental regalia, faculty purchasing regalia, student regalia, and academic honor cords.
4. Provide administrative direction and serve as a liaison with Commencement vendors.
5. Hire and supervise students to create the Graduation Team for each Commencement.
6. Maintain academic files, records, and reports for each Commencement.
7. Provide overall communication to students graduating to ensure they have deadlines and information needed to connect with various offices to complete graduation requirements.
8. Submit accurate names for diplomas and Bibles to maintain integrity of Colleague.
9. Propose strategies for the development and implementation of new ideas for Commencement that benefit the university as well as the students and guests attending the ceremonies.
10. Maintain membership with North American Association of Commencement Officers (NAACO).
11. Provide support and maintain communication with International Universities, SEBIPCA, SEMISUD, ETS, and program directors to ensure accuracy of diplomas, transcripts, and processes needed for

- international documentation.
12. Oversee communication with students regarding academic honors status.
 13. Plan and coordinate the annual Honors Chapel.
 14. Coordinate with First Year Programs on specific parts of:
 - a. B.L. Hicks Scholars Chapel
 - b. Service of Dedication, New Student Orientation
 15. Prepare a bi-weekly summary report for the Provost.
 16. Other duties as assigned by the Provost.

Director of Academic Support

The Director of Academic Support reports to the Provost and provides academic accommodations designed to assist disadvantaged students achieve academic success. The Director supervises each student's status. The Director holds faculty status and is to:

1. Teach a 3-hour credit course in his/her discipline per semester.
2. Keep careful and accurate records, including interviews, budget, etc.
3. Provide administrative direction and responsibility for developing and implementing academic accommodation within the Academic Support Office.
4. Interview and recommend staff personnel to the Provost for employment.
5. Administer finances according to the budget in the approved proposal.
6. Supervise office staff in the Academic Support Office.
7. Familiarize the faculty and staff of Lee University with the Academic Support Office and the services offered to students.
8. Coordinate Accommodation Plan meetings for Academic Support students.
9. Write Accommodation Plans for students to distribute to the appropriate faculty.
10. Counsel with Academic Support students.
11. Conduct orientation of staff and have frequent staff conferences.
12. Prepare a bi-weekly summary report for the Provost and Vice President for Academic Affairs.
13. Disseminate information concerning the office: its offerings, rules, regulations, etc.
14. Supervise specialists, their classes, student needs, and ways of facilitating their work.
15. Assist with special workshops to be conducted periodically.
16. Make referrals to other departments such as Calling and Career, Counseling, Financial Aid, etc.
17. Prepare materials related to the Academic Support Office for the university catalog.
18. Assist in new student orientation and academic advising.
19. Promote the office and its offerings at Lee Day, Homecoming, LeeU Preview, and other promotional functions.
20. Supervise testing services provided for those individuals with documented disabilities that are administered by the Academic Support Office.
21. Participate in various campus committees, including the Disability Review Committee, and the Retention Committee.
22. Assist students in receiving accommodations for Praxis, GRE, and other graduate exams.
23. Write and distribute Accommodation Plans for Lee Online students.

Director of Grants and Foundation Relations

The Director of Grants and Foundation Relations is directly responsible to the Provost. The duties include:

1. Coordinate and monitor all grant seeking activities of the university, ensuring appropriate administrative approval of all grant submissions.
2. Research potential private and government and other grant funding opportunities to identify sources for financial support of the institution.
3. Cultivate and maintain relationships with private foundations, government, and other granting agencies to develop new and sustain existing sources for financial support of the institution.
4. Identify, develop, and submit grant proposals to seek funding for institutional projects.
5. Provide research, project development, and grant writing assistance and resources to faculty to seek funding for research and academic projects.
6. Prepare or review grant budgets, including correct calculations of salaries, fringe benefits, travel and other items included in the allowable direct costs of a grant, as well as appropriate application of indirect costs and institutional matching funds.
7. Facilitate post-award management of funded grant projects by coordinating grant personnel with institutional personnel as well as foundation and/or government funding offices. (Examples, PR, advancement services, development, academic affairs, etc.)
8. Facilitate post-award management of grant funds by coordinating grant personnel with the Office of Institutional Risk and Compliance and working with both to oversee the expenditure of funds during the grant period.
9. Oversee and ensure compliance with all grant reporting requirements.
10. Supervise the work of the Secretary to the Director of Grants and Foundation Relations
11. Participate in professional training programs necessary to maintain and develop skills in grant writing, development, management, and foundation relations.

Director of Library Services

The Director of Library Services performs professional administrative duties to implement the library's mission in accordance with the broader mission of Lee University. This is a 12-month faculty, tenure-track position, and the Director is directly responsible to the Provost. The Director also ensures library services are provided for the Pentecostal Theological Seminary. The director is responsible to direct all services and resources of the library, so the academic objectives are met in an efficient and consistent manner, to practice responsible personnel procedures (including hiring, evaluation, and supervision) of all library personnel, and to serve as the representative of the library to its various constituencies. Duties include the following:

1. Oversee the library program by advocating the library's role in the academic life of the students and by promoting its functions of teaching, learning, service, and research.
2. Establish the goals, vision, and direction for the library.
3. Effectively communicate the library's vision to the various members of the library's constituency (through written and other forms of media and public relations).
4. Coordinate the library's resources (personnel and material) so the objectives of the library can be met.

5. Prepare an annual budget and approve expenditures.
6. Supervise the management of the library collection.
7. Recommend the hiring of professional faculty librarians and promote the professional advancement for library personnel based on assessment and accountability; includes hiring and termination of all non-faculty personnel.
8. Prepare the library for various accreditation processes, annual reports, and other reviews.
9. Coordinate the library's organizational calendar and strategic planning.
10. Review and approve recommendations by library personnel and/or revisions to library policies or programs.
11. Oversee a program of orientation, in-service training, and continuing education (as appropriate) for library personnel; participate in conducting staff conferences regarding library policies, procedures, and techniques.
12. Perform evaluation (as appropriate) of library personnel and maintain a file of scheduled evaluation dates to assure timely completion.
13. By virtue of the office, serve on the Dean's Council, Academic Council, the Library Committee of Lee University, and the Appalachian College Association Central Library.
14. Serve as library liaison to department(s) in area(s) of academic competency.
15. Attend professional meetings to stay current in the rapidly changing world of academic libraries.
16. Perform other duties as assigned or as the situation dictates within the scope of this classification.

Assistant Director of Library Services

The Assistant Director of Library Services reports directly to the Director of Library Services and assists in implementing the library's mission in accordance with the broader mission of Lee University. This is an 11-month, tenure track position, and the Assistant Director is responsible for the immediate supervision of all public services of the library, including Reference, Circulation, and Interlibrary Loans. Duties will include:

1. Assist the Director of Library Services with preparation of reports, the library's organizational calendar, and some aspects of the budget as needed.
2. Attend the meetings of the Appalachian College Association Central Library in the absence of the Director.
3. Oversee the library's Public Services (Reference, Circulation, and Interlibrary Loan) with guidance from the Director.
4. Recommend to the Director goals for the library's Public Services in accordance with overall library mission and vision.
5. Recommend to the Director the hiring of non-faculty library staff in public services.
6. Advocate the library's role in the academic life of the students and by promoting its functions of teaching, learning, service, and research.
7. Assist with the library instruction program, including teaching sessions for courses in academic disciplines connected with library liaison responsibilities (ensuring users have access to regular and timely instruction in the use of the library and other learning/information resources).
8. Promote the professional advancement for library personnel in Public Services based on assessment and accountability.
9. Serve as library liaison to department(s) in area(s) of academic competency.

10. Attend professional meetings to stay current in the rapidly changing world of academic libraries.
11. Perform general faculty responsibilities, including serving on university committees, advising students, and other duties in accordance with the faculty librarian profile.
12. Perform other duties as assigned by the Director or as the situation dictates within the scope of this classification.

University Registrar

The University Registrar is directly responsible to the Provost. Duties and responsibilities include:

1. Manage the Office of Student Records and Academic Services.
2. Maintain the official academic records for all current and past students with security and confidentiality.
3. Coordinate all registration-related activities during the academic year.
4. Prepare and submit official academic records reports to internal and external constituents as requested.
5. Coordinate the NCAA Academic Eligibility process.
6. Participate in campus collaboration through service on committees and through involvement in campus events and initiatives.
7. Serve on the Academic Council, Undergraduate Curriculum Committee, Graduate Council, and Advising Task Force.
8. Ensure that faculty advisors have up-to-date information regarding curriculum, pre-requisites and advising procedures.
9. Evaluate the completeness of the Religion and General Core requirements for graduating undergraduate students and process degree requirement exceptions and substitutions as approved by the academic leadership.
10. Assist in implementing academic policies relative to enrollment in required courses, compliance with academic probation restrictions, academic petitions, transfer credit for general education and exemption requests for general education
11. Develop and manage the annual office budget.
12. Chair the selection committee for the Excellence in Advising Award.
13. Update Catalog with UCC updates.
14. Prepare a bi-weekly summary report of activities within the office to be given to the Provost.
15. Perform other duties as assigned by the Provost.

Assistant Registrar

The Assistant Registrar is directly responsible to the University Registrar; is a member of the Academic Council and Registration Committee. Duties of the Assistant Registrar include:

1. Maintain prospective student files to facilitate accurate advising for incoming students.
2. Maintain accurate degree audits and advisor assignments for all students.
3. Review and evaluate all transcripts from other institutions for new transfer students and Lee students who attend other institutions in transient status.
4. Coordinate the advising process during orientation and registration, and for all advance class selection dates.
5. Serve as Secretary to the Undergraduate Curriculum Committee and

- the Graduate Council.
6. Manage and maintain the official curriculum of the university, the Degree Audit Check Sheets and Computerized Degree Audit Program.
 7. Approve all courses for students participating in off-campus study programs.
 8. Evaluate transfer eligibility for transfer student athletes and assist Registrar's office with continuing eligibility for NCAA compliance.
 9. Assist with Undergraduate Curriculum Committee updates for the Catalog.

Director of Global Perspectives

The Director of Global Perspectives serves under the supervision of the Provost. Specific duties include the following:

1. Advise students on all components of the institutional cross-cultural requirements.
2. Oversee maintenance and approval of all global perspective's trips for cross-cultural content.
3. Assist faculty trip directors with developing new global perspectives trips.
4. Assist in the planning and coordination of the GNST- 200 Global Perspectives Seminar.
5. Coordinate the development and production of all Global Perspectives publications, media presentations, and websites.
6. Serve as the liaison to all administrative and academic departments for coordination of global perspectives trips, including annually updating and maintaining the Policy & Procedure Manual for Trip Directors.
7. Serve as the liaison between administrative and academic departments, students, and the Global Perspectives Committee.
8. Prepare the agenda, record minutes, and maintain records of all Global Perspectives Committee meetings.
9. Evaluate and present applications for exemption from the cross-cultural experience to the Global Perspectives Committee, student notification of committee decisions as well as notification to the Registrar of all students approved to have the requirement waived, maintaining all correspondence and files for exemptions.
10. Evaluate and present global perspectives trip proposals to the Global Perspectives Committee, notification to Trip Directors of committee decisions, and assist in implementation of any requirements imposed by the committee.
11. Coordinate the Individually Arranged Cross-Cultural Study including publications, advisement of students, applications, evaluation of course assignments, and submitting grades.
12. Coordinate with the Provost the United Kingdom: Semester Study Abroad.
13. Host annual Global Perspectives events.
14. In collaboration with Financial Services, annually review and submit to the VPAA and the cabinet recommendations for trip insurance.
15. Effectively manage office telephone calls, emails, and walk-ins.
16. Update information relating to the Global Perspectives program in the university Catalog, Student Handbook, Faculty Handbook, and Administrative Handbook.

Dean of the College of Arts and Sciences

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the College of Arts and Sciences, and is responsible for the administration of the academic programs of the college. The Dean is expected to teach six hours per year. Specific responsibilities include the following functions:

Personnel

1. Mentor department chairs and assist them in fulfilling their responsibilities to their departments and to the college.
2. Supervise the work of the department chairs in the administration of the university's personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the college.
3. Plan and conduct meetings of the college faculty and, as needed, create, and guide the work of committees to deal with concerns which cross boundaries of individual departments.
4. With the assistance of department leaders, implement the faculty evaluation system and provide appropriate feedback in the application of evaluation results in faculty development, faculty promotion, and tenure recommendations.
5. Supervise the professional activities of department chairpersons in the college and conduct evaluations for chairpersons in their roles as administrators and as teachers.
6. Supervise the recruitment, employment, orientation, and evaluation of part-time faculty in the college.

Financial Management and Budget Development

1. Supervise the preparation of the academic budgets of the college and submit budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Supervise department chairpersons' use of assessment data in support of budget proposals.
3. Review and approve expenditures from budgets of each department in the college. Work with the Office of Business and Finance in the orderly control of budgets and proper accounting procedures.
4. Review requests and represent the needs of the college to the Vice President for Academic Affairs when contingency funding or budget revisions are needed.

Instruction

1. Review proposed workload assignments and class schedules as submitted by department chairs. When approved, notify the Vice President for Academic Affairs.
2. Assist the Vice President for Academic Affairs in the efficient allocation of instructional space and appropriate placement of classes with input from the department chairs.
3. Supervise the instructional processes of the college and provide leadership and guidance to department chairpersons and other instructional supervisors.
4. Lead the faculty of the college in efforts to improve instructional effectiveness and to enhance student-learning outcomes.
5. In consultation with department chairs, set college-wide goals, action plans, and assessment measures. Assess academic effectiveness in the college by reviewing all department institutional effectiveness reports.
6. Oversee the implementation of the General Education Core.
 - a. Chair the Committee on General Education.

- b. Monitor the development and implementation of core courses and evaluate new additions to the core.
 - c. Working with department chairs and school deans, request resources for appropriate materials and technology for core classes.
 - d. Monitor the quality of instruction and use of part-time instructors in the core and bring problems to the attention of the Vice President for Academic Affairs/or the President.
 - e. Maintain master syllabus of each course in department.
7. Maintain a complete file of all current course syllabi for the college.
 8. Review workload reports for all faculty in the college from department chairs and maintain records of workloads and professional activities.
 9. Work with department chairs to establish class limits and manage the enforcement of limits during registration.
 10. Facilitate the development of a long-range plan to support and preserve the standard of excellence in education in the College of Arts and Sciences.

Curriculum Management

1. Supervise the work of the department chairs in administering the curricular policies of the university as they relate to the disciplines and programs of study of the college.
2. Review undergraduate curriculum proposals from department chairs in consultation with the Arts & Sciences Chairs Council and submit them to the Deans Council and Undergraduate Curriculum Committee.
3. Work with the Vice President for Academic Affairs in implementing and improving the General Education Core. Supervise the activities of the General Education Core Task Force.
4. As a member of the Graduate Council, provide guidance and leadership in the development and review of the curricula of all graduate programs, and assist in the development and implementation of new graduate programs and courses in the College of Arts and Sciences.

Administration of Student Academic Progress

1. Administer academic regulations in reference to any student who is majoring in a discipline in the college. Determine the appropriateness of overload requests, academic petitions, directed studies, proficiency tests, and appeals of decisions made by department chairs.
2. Supervise the process of clearing students for graduation candidacy, including:
 - a. Retrieve all graduation applications of students majoring in the college.
 - b. Develop a graduation file packet for each degree applicant.
 - c. Create a comprehensive graduation status report that shows the current status of each applicant in fulfilling each requirement for graduation.
 - d. Approve and recommend to the Vice President each applicant for official candidate status, to be posted by the Vice President for Academic Affairs.
 - e. Communicate any deficiencies to each applicant; notify applicants of deferral of graduation if deficiencies are not cleared by deadlines; review petitions for participation in commencement exercises by candidates who fail to clear all requirements; work with Registrar to check all final grades to ensure that requirements were fulfilled prior to awarding of diplomas.

By virtue of the position, the Dean of the College of Arts and Sciences serves on the following university governance bodies and committees:

- Academic Council
- Assistant/Associate Professor Review Committee
- College of Arts and Sciences Graduate Program
- Committees Committee on General Education (Chair)
- Dean's Council
- Graduate Council
- Lecturer Review Committee
- Tenure Review Committee
- Third-Year Review Committee

Academic Department Chairpersons

Duties including the following:

1. Maintain a twelve-hour teaching load per year.
2. Maintain comprehensive records of academic standing and progress of students majoring within the department.
3. Assist the Dean in the evaluation of transcripts of transfer students and majors.
4. Assist in the supervision of instruction and research programs of the department.
5. Assist in the preparation and/or assignment of the following:
 - a. Instructional budget
 - b. Faculty loads and class schedules
 - c. Catalog revisions
 - d. Extracurricular work within the department
 - e. Textbook purchases
 - f. Course offerings/class limits
 - g. Class assignments
6. Assist in the recruitment and orientation of new faculty.
7. Moderate department faculty meetings.
8. Evaluate the performance of faculty members in the department and assist in their professional development.
9. Advise student groups both on and off campus which represent the department.
10. Supervise and coordinate other teaching and/or administrative functions unique to the demands of the instructional program of a given department.
11. Recommend to the Office of Records and Academic Services the assignment of advisees to advisors.
12. Evaluate degree audits and recommend students for graduation.

Director of Graduate Studies in Counseling

The Director of Graduate Studies in Counseling is responsible for the total curriculum of the programs and is charged with aiding students in meeting all requirements for the programs. This person is directly responsible to the Department Chair of the Behavioral and Social Sciences Department and to the Dean of the College of Arts and Sciences.

Responsibilities include:

1. Maintain an eighteen-hour teaching load per year.
2. Serve as chair of the Graduate Studies in Counseling Committee.

3. Develop the scope and sequence for the Counseling graduate programs.
4. Develop, evaluate, and revise the curriculum as necessary.
5. Monitor certification and accreditation requirements as related to the State of Tennessee and major organizations such as the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and implement program requirements and changes mandated by the State of Tennessee.
6. Develop program goals related to curriculum and report on the achievement of goals.
7. Supervise the preparation of materials for the university catalog.
8. Project, prepare and administer the annual budget.
9. Coordinate the planning and implementation of advertisement of the programs.
10. Recruit students and coordinate admission procedures.
11. Advise program students, maintain student records, and verify completion of program requirements.
12. Prepare for the assessment of students via Comprehensive Exams and licensure preparedness.
13. Monitor expected course needs and create class schedules.
14. Recruit and hire part-time faculty.
15. Coordinate faculty and program assessment and evaluations.
16. Maintain records on students and faculty in the graduate programs.
17. Assist the department chair with the supervision and evaluation of faculty teaching graduate courses.
18. Serve on the Graduate Council and Graduate Education Committee.
19. Supervise the Graduate Admissions Coordinator.
20. Co-Chair the Psychology Committee with the Discipline Coordinator of Psychology.

Assessment and Accreditation Coordinator Graduate Programs in Counseling

The Assessment & Accreditation Coordinator for the Graduate Programs in Counseling is responsible for monitoring certification and accreditation requirements as related to the State of Tennessee and major organizations such as the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and implement program requirements and changes mandated by the State of Tennessee. This includes implementing a comprehensive assessment program that produces data to meet all internal and external reporting requirements.

Responsibilities include:

1. Evaluate current and proposed curriculum for compliance with standards of COAMFTE and Southern Association of Colleges and Schools Commission on Colleges.
2. Direct all self-study processes related to accrediting agencies both university-wide and school-specific.
3. Initiate and implement reaccreditation process for major associations such as COAMFTE.
4. Insure integration of faith in the PhD curriculum.
5. Inform and advise graduate program coordinators on appropriate accreditation processes such as CACREP.

Director of McNair Scholars Program / OURS / WRAP

The Director is directly responsible to the Dean of the College of Arts and Sciences. Duties and responsibilities include:

1. Recruiting and supervision of all personnel.
2. Lead the participation selection process.
3. Arrange training for Faculty and Peer Mentors.
4. Ensure that objectives and timelines are met.
5. Oversee management of program records and finances.
6. Direct evaluation activities.
7. Conduct the McNair Institute Seminars and workshops.
8. Engage in McNair and TRIO professional development offered by the Council for Opportunity in Education (COE) and the U.S. Department of Education.
9. Collaborate closely with Lee University's LEAP office, a TRIO Student Support Services program, to ensure that all McNair Scholars are prepared for graduate education.
10. Prepare a bi-weekly summary report of activities within the office to be given to the Dean of the College of Arts and Sciences.

Dean of the Helen DeVos College of Education

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the Helen DeVos College of Education (HDCE), and is responsible for the administration of the academic programs of the college. The Dean is expected to teach six hours per year. Other responsibilities include:

Standards, Accreditation, and Licensure

1. Maintain a comprehensive and accurate database of all Teacher Education candidates.
2. Prepare Tennessee's Educator Preparation Provider (EPP) Report Card annually.
3. Prepare Council for the Accreditation of Educator Preparation (CAEP) Annual Report in AIMS.
4. Prepare the US-Department of Education Title II Report annually.
5. Approve CAATE's annual report with assistance from the Director of the ATEP.
6. Work with Local Education Agencies (LEAs) in gathering and presenting data on the candidates from the HDCE.
7. Align all program goals and outcomes with state and national standards of best practice.
8. Collect, analyze, and report evidence from across the HDCE to assist in improving teacher candidates.
9. Work with program directors to design and revise assessment instruments.
10. Serve on the Assessment Committee, and ad-hoc on the Teacher Education Committee.
11. Attend all TACTE/TAILACTE meetings and work with state ad-hoc groups concerning EPP requirements.

Administration of the College of Education

1. Administer policies established by the Cabinet, by the Academic Council, and the Teacher Education Committee.
2. Provide overall supervision and direction for the academic departments in the College of Education.
3. Provide overall supervision and direction for the Graduate Programs in Education.
4. Provide overall supervision and direction for the Teacher Education Program and Field Experiences.
5. Provide overall supervision for the Athletic Training Education Program.
6. Coordinate grant-writing activities in the College of Education.
7. Coordinate and direct all reporting to the federal government (Title II), the state of Tennessee (TNDOE and THEC), and all accrediting agencies (AACTE, CAEP,

CAATE).

8. Coordinate and supervise the programs of research and publication for the College of Education.
9. Direct assessment systems for the College of Education, including data collection, analysis, and reporting of results.
10. Provide direction for marketing and public relations for the College of Education to various publics.
11. Monitor the continual development of the websites for the College of Education.

Personnel

1. Mentor department chairs and program directors and assist them in fulfilling their responsibilities to their departments and to the college.
2. Supervise the work of the department chairs and directors in the administration of the university's personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the college.
3. Plan and conduct meetings of the college faculty and, as needed, create and guide the work of committees to deal with concerns which cross the boundaries of departments.
4. With the assistance of department leaders, implement the faculty evaluation system and provide appropriate feedback in the application of evaluation results in faculty development, faculty promotion, and tenure recommendations.
5. Supervise the professional activities of department chairpersons and directors in the college and conduct evaluations for chairpersons and directors in their roles as administrators and as teachers.
6. Supervise the recruitment, employment, orientation, and evaluation of part-time faculty in the college.

Financial Management and Budget Development

1. Supervise the preparation of the academic budgets of the school and submit budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Supervise department chairpersons, directors, assessment data, budget proposals, and payroll reports.
3. Review and approve expenditures from budgets of each department within the college. Work with the Office of Business and Finance in the orderly control of budgets and proper accounting procedures.
4. Review requests and represent the needs of the college to the Vice President for Academic Affairs when contingency funding or budget revisions are needed.

Instruction

1. Review proposed workload assignments and class schedules as submitted by department chairs. When approved, pass these on to the Vice President for Academic Affairs.
2. Assist the Vice President for Academic Affairs in the efficient allocation of instructional space and appropriate placement of classes with input from the department chairs.
3. Supervise the instructional processes of the college and provide leadership and guidance to department chairpersons and other instructional supervisors.
4. Lead the faculty of the college in efforts to improve instructional effectiveness and to enhance student learning outcomes.
5. In consultation with department chairs and program directors, set college-wide goals, action plans, and assessment measures. Assess academic effectiveness in the college by reviewing all department and program institutional effectiveness reports.
6. Maintain a complete file of all current course syllabi for the college.

7. Review workload reports for all faculty in the college from department chairs and maintain records of workloads and professional activities.
8. Work with department chairs and program directors to establish class limits and manage the enforcement of limits during registration.
9. Facilitate the development of a long-range plan which will support and preserve the standard of excellence in education in the College of Education. In consultation with the department chairs and faculties, prepare a five-year master plan.

Curriculum Management

1. Supervise the work of the department chairs and program directors in administering the curricular policies of the university as they relate to the disciplines and programs of study of the college.
2. Review undergraduate curriculum proposals from department chairs and submit them to the Vice President for Academic Affairs for review by the Deans Council and Undergraduate Curriculum Committee.
3. As a member of the Graduate Council, provide guidance and leadership in the development and review of the curricula of all graduate programs, and assist in the development and implementation of new graduate courses and programs in the College of Education.
4. Monitor post-baccalaureate programs for teacher licensure.

Administration of Student Academic Progress

1. Administer academic regulations in reference to any student who is majoring in a discipline in the college. Determine the appropriateness of overload requests, academic petitions, directed studies, proficiency tests, and appeals of decisions made by department chairs.
2. Supervise the process of clearing students for graduation candidacy, including:
 - a. Collect all graduation applications from students majoring in the college.
 - b. Maintain comprehensive and rolling lists of applicants for graduation.
 - c. Develop a graduation file packet for each degree applicant.
 - d. Create a comprehensive graduation status report, which shows the current status of each applicant in fulfilling each requirement for graduation.
3. Approve and recommend to the Vice President each applicant for official candidate status, to be posted by the Vice President for Academic Affairs.
4. Communicate any deficiencies to each applicant; notify applicants of deferral of graduation if deficiencies are not cleared by deadlines; review petitions for participation in commencement exercises by candidates who fail to clear all requirements; work with Registrar to check all final grades to ensure that requirements were fulfilled prior to awarding of diplomas.

Facility Management

1. Oversee purchases, maintenance, and security of curriculum-related equipment for the education building.
2. Coordinate day-to-day and long-term maintenance of the education building with staff of Lee University Physical Plant.

By virtue of the position, the Dean of the College of Education serves on the following university governance bodies and committees:

- Academic Council
- Assistant/Associate Professor Review Committee
- Dean's Council
- Graduate Council
- Graduate Education
- Committee Lecturer Review

Committee Teacher
Education Committee
Tenure Review Committee
Third-Year Review
Committee

Academic Department Chairpersons

Duties including the following:

1. Maintain a twelve-hour teaching load per year.
2. Maintain comprehensive records of academic standing and progress of students majoring within the department.
3. Assist the Dean in the evaluation of transcripts of transfer students and majors.
4. Assist in the supervision of instruction and research programs of the department.
5. Assist in the preparation and/or assignment of the following:
 - a. Instructional budget
 - b. Faculty loads and class schedules
 - c. Catalog revisions
 - d. Extracurricular work within the department
 - e. Textbook purchases
 - f. Course offerings/class limits
 - g. Class assignment
6. Assist in the recruitment and orientation of new faculty.
7. Moderate department faculty meetings.
8. Evaluate the performance of faculty members in the department and assist in their professional development.
9. Advise student groups both on and off campus which represent the department.
10. Supervise and coordinate other teaching and/or administrative functions unique to the demands of the instructional program of a given department.
11. Recommend to the Office of Records and Academic Services the assignment of advisees to advisors.
12. Evaluate degree audits and recommend students for graduation.

Director of Graduate Programs in Education

The Director of Graduate Programs in Education is responsible for the overall administration of the graduate programs in education. This person is directly responsible to the Dean of the College of Education. Responsibilities include:

1. Maintain an eighteen-hour teaching load per year.
2. Recruit and recommend faculty for graduate education programs.
3. Recruit a diverse student population for the graduate program in education.
4. Direct the admissions procedures for graduate education students.
5. Coordinate curriculum development and evaluation.
6. Supervise the Graduate Admissions Coordinator.
7. Develop and administer the budget for the graduate program in education.
8. Direct assessment of the graduate programs and candidates.
9. Develop new graduate programs in education as appropriate.
10. Serve on the Graduate Council and Education Council.
11. Chair the Education Graduate Committee.
12. Approve final projects, administer comprehensive final examinations, and recommend candidates for graduation.

Director of Teacher Education Program and Field Experiences

Director of Teacher Education and Field Experiences is responsible for the overall administration of the Teacher Education Program and Field Experiences at Lee University. This person is directly responsible to the Dean of Education and works directly with chairs of each of the academic departments that offer teacher education majors, and in regard to Field Experiences is responsible for the administration of the clinical experiences of Teacher Education students in the P–12 schools. Other responsibilities include:

1. Keep abreast of changes in Teacher Education requirements on the state level and help implement these changes in the Lee University program.
2. Work with department chairs and deans in:
3. Curriculum development and evaluation of licensure programs.
4. Evaluation of transcripts of transfer students in licensure programs.
5. Serve as Chairperson of the Teacher Education Committee.
6. Coordinate approval efforts for Teacher Education Programs.
7. Generate university, state, and national reports for Teacher Education Programs.
8. Monitor and evaluate criteria for admission to the Teacher Education Program and to Student Teaching.
9. Facilitate admission of candidates into the Teacher Education Program and to Student Teaching.
10. Administer post-baccalaureate programs, including Alternative License programs, for teacher
11. licensure.
12. Recommend candidates to the State Department for teacher licensure.
13. Maintain adequate files including:
14. Syllabi for courses within the program.
15. Information about all curriculums in the Teacher Education Program.
 - a. Follow-up studies on graduates.
 - b. Test scores and research information.
 - c. Teacher Education Committee minutes and activities.
16. Manage Teacher Education Program student records.
17. Propose and manage budgets for Teacher Education Program and Field Experiences.
18. Monitor the effectiveness of Teacher Education Programs.
19. Manage assessment of Teacher Education students, including the portfolio.
20. Work with the Admissions Office to recruit a diverse student population.
21. Coordinate training for supervisors, cooperating teachers, and mentors.
22. Serve on the Education Council.
23. Serve as the certification officer recommending students to the State Department for teacher licensure.
24. Direct the public-school laboratory experience program and coordinate field experiences with other phases of the Teacher Education Program.
25. Direct the student teaching and internship experiences.
26. Conduct orientation sessions each semester for student teachers, interns, cooperating teachers, and college supervisors.
27. Conduct student, teacher, and internship seminars.
28. Arrange field placement with P–12 schools and maintain observation, student teaching, and internship records.
29. Serve on the Teacher Education Committee.
30. Maintain a twelve-hour teaching load per year.
31. Maintain an advising load.
32. Assist in placement of graduates.
33. Assist in transcript evaluation for transfer students and post–baccalaureate students.
34. Cultivate professional development within the schools.

Assistant Director of Teacher Education Program and Field Experiences

The Assistant Director of Teacher Education is directly responsible to the Director of Teacher Education and works directly with all faculty and staff across the college. This position is directly responsible for three main areas in the Teacher Education Program:

- Certification Officer of the EPP to TNDOE
- Placement coordinator for all P-12 clinical experiences to LEAs
- edTPA Coordinator

edTPA responsibilities include:

1. Integrate edTPA language and constructs into the Teacher Education Program's curriculum.
2. Work with Clinical I instructors in both Methods and Methods Lab courses to integrate edTPA expectations and requirements into course requirements.
3. Stay current on all edTPA updates and alterations as to Tasks and Rubrics for each assessment.
4. Communicate with faculty and the Teacher Education
5. Committee as to changes in Tennessee requirements in the use of the edTPA.
6. Collaborate with content area specialists for the purposes of coordinating and disseminating unified information across programs.
7. Enter, maintain, and disaggregate all edTPA data for the Teacher Education Committee and the College of Education's Assessment Database.
8. Develop an efficient integration of edTPA language and constructs into the post- Baccalaureate degree program.
9. Lead periodic seminars during the methods and clinical semesters specific to timely edTPA content.
10. Prepare and equip all candidates who do not pass edTPA requirements on first attempt.
11. Assist with and monitor the establishment of a personal portfolio in which each candidate will keep a record of edTPA procedures, terms, educational theories, concepts, and ideas.

Director of the Athletic Training Program

The program director is a full-time faculty member whose primary assignment is to oversee all facets of the athletic training educational program to ensure compliance with CAATE standards, MSAT master assessment plan, and the Lee university mission. Each academic year, the Program Director is given 6 hours of release time, or 25% of his/her workload profile, for administrative duties. The program director has no responsibilities as an athletic training service staff member.

Responsibilities include:

1. Serve as the director and coordinator of all educational aspects of the Lee University MSAT.
2. Serve as MSAT advisor for athletic training students.
3. Work to secure and maintain CAATE accreditation and program compliance with all standards.
4. Evaluate and revise Comprehensive Master Assessment Plan annually along with other MSAT core faculty and HESSE chair.
5. Act as the representative for the MSAT to the administration, faculty, staff, students, medical director, and the general public.
6. Ascertain that each student is meeting the educational competencies and clinical proficiencies, established by the CAATE, in a timely manner.
7. Verify that all assigned athletic training students maintain current and accurate documentation (i.e., clinical hours log, injury reports, daily progress reports, etc.).
8. Advise and supervise students in the graduate MSAT.
9. Maintain and verify current and accurate files for each athletic training student's educational progress. These files shall be cumulative and contain all pertinent information

regarding each student's educational experiences.

10. Teach classes according to need as determined by the HESSE department chair.
11. Actively recruit potential students and oversee efforts to retain viable candidates for certification.
12. Handle all budget responsibilities for the athletic training education program.
13. Assist in the hiring practices of the athletic training staff and faculty.
14. Perform student graduation requirement checks and review major applications.
15. Scheduling of courses for all core faculty and part time faculty in conjunction with the department chair.
16. Assign teaching responsibilities to the MSAT faculty.
17. Generate letters of recommendation for current MSAT students and graduates.
18. Evaluate student performance (academic and clinical).
19. Coordinate student selection interviews.
20. Serve on various campus committees as determined by HESSE Dept. Chair.
21. Be active at the state, district and national levels of the NATA.
22. Oversee all students, faculty, preceptor, and off campus clinical site credentialing.
23. Generate contracts (in conjunction with university administration) for team physicians and clinical sites.
24. Present current and relevant information at campus in-services for program faculty and students.
25. Conduct athletic training practices within the Tennessee state medical board state practice act.
26. Conduct athletic training practices ethically and within a Biblical worldview.

Assessment Coordinator

The Assessment Coordinator for the Helen DeVos College of Education is responsible for coordinating all state, federal, and national reporting. This includes implementing a comprehensive assessment program that produces data to meet all internal and external reporting requirements. This position requires the security, maintenance, and dissemination of all assessments, evaluations, and survey data. The Assessment Coordinator is directly responsible to the Dean of the College of Education.

Manager of Sharp Curriculum Library and Instructional Media

The Manager of Curriculum Lab and Instructional Media reports to the Dean of the College of Education and manages the Sharp Curriculum Library and Instructional Media Center. The center provides media support services for the College of Education and faculty development in media presentation to the entire university faculty. The Center provides a P–12 curriculum library and materials preparation lab for the teacher education faculty, students, and local cooperating teachers. The Manager will:

1. Establish and maintain a curriculum library for teacher education including selecting curriculum materials, ordering, cataloging, and arranging of books and supplementary materials.
2. Operate the curriculum library and supervise the curriculum lab.
3. Supervise the instructional media services.
4. Prepare and administer the annual budget for the media and technology center.
5. Supervise cataloging and processing of materials.
6. Provide for appropriate maintenance and operation of multimedia presentation equipment.
7. Provide for the circulation, control, and arrangement of materials and equipment.
8. Maintain an annually updated inventory of equipment and materials.
9. Maintain regular office hours and ensure available services daily and

during appropriate evening hours.

Dean of the School of Business

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the School of Business, and is responsible for the administration of the academic programs of the school. The Dean is expected to teach six hours per year. Specific responsibilities include the following functions:

Personnel

1. Mentor faculty and assist them in fulfilling their responsibilities to their classes and to the school.
2. Supervise the administration of the university's personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the school.
3. Plan and conduct meetings of the school faculty and, as needed, create and guide the work of committees to deal with concerns.
4. With the assistance of department leaders, implement the faculty evaluation system and provide appropriate feedback in the application of evaluation results in faculty development, faculty promotion, and tenure recommendations.
5. Supervise professional activities in the school and conduct evaluations.
6. Supervise the recruitment, employment, orientation, and evaluation of part-time faculty in the college.

Financial Management and Budget Development

1. Supervise the preparation of the academic budgets of the school and submit budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Supervise use of assessment data in support of budget proposals.
3. Review and approve expenditures from budgets in the school. Work with the Office of Business and Finance in the orderly control of budgets and proper accounting procedures.
4. Review requests and represent the needs of the school to the Vice President for Academic Affairs when contingency funding or budget revisions are needed.

Instruction

1. Review proposed workload assignments and class schedules as submitted by faculty. When approved, notify the Vice President for Academic Affairs.
2. Assist the Vice President for Academic Affairs in the efficient allocation of instructional space and appropriate placement of classes with input from the department chairs.
3. Supervise the instructional processes of the school and provide leadership and guidance to instructional supervisors and faculty.
4. Lead the faculty of the school in efforts to improve instructional effectiveness and to enhance student-learning outcomes.
5. In consultation with faculty, set school-wide goals, action plans, and assessment measures. Assess academic effectiveness in the school by reviewing all institutional effectiveness reports.
6. Maintain a complete file of all current course syllabi for the school.
7. Review workload reports for all faculty in the school and maintain

- records of workloads and professional activities.
8. Work with faculty to establish class limits and manage the enforcement of limits during registration.
 9. Facilitate the development of a long-range plan to support and preserve the standard of excellence in education in the School of Business.

Curriculum Management

Supervise the work of the faculty in administering the curricular policies of the university as they relate to the disciplines and programs of study of the school.

1. Review undergraduate curriculum proposals from faculty in consultation with the School of Business Council and submit them to the Deans Council and Undergraduate Curriculum Committee.
2. As a member of the Graduate Council, provide guidance and leadership in the development and review of the curricula of all graduate programs, and assist in the development and implementation of new graduate programs and courses in the School of Business.

Administration of Student Academic Progress

1. Administer academic regulations in reference to any student who is majoring in a discipline in the school. Determine the appropriateness of overload requests, academic petitions, directed studies, proficiency tests, and appeals of decisions made by faculty.
2. Supervise the process of clearing students for graduation candidacy, including:
 - a. Retrieve all graduation applications of students majoring in the school.
 - b. Develop a graduation file packet for each degree applicant.
 - c. Create a comprehensive graduation status report that shows the current status of each applicant in fulfilling each requirement for graduation.
 - d. Approve and recommend to the Vice President each applicant for official candidate status, to be posted by the Vice President of Academic Affairs.
 - e. Communicate any deficiencies to each applicant; notify applicants of deferral of graduation if deficiencies are not cleared by deadlines; review petitions for participation in commencement exercises by candidates who fail to clear all requirements; work with Registrar to check all final grades to ensure that requirements were fulfilled prior to awarding of diplomas.

By virtue of the position, the Dean of the School of Business serves on the following university governance bodies and committees:

Academic Council
Assistant/Associate Professor Review Committee
Dean's Council
Graduate Council
Lecturer Review Committee
School of Business Graduate Program Committees
Tenure Review Committee
Third-Year Review Committee

Associate Dean of the School of Business

The Associate Dean in the School of Business reports to the Dean of the School of Business and assists the Dean in student relations in the School of Business. The Associate Dean will teach 12 hours in the School of Business per year and provide representation for the School of Business at official functions when the Dean is not available or when requested. In addition, he/she will:

1. Meet with the Dean as requested.
2. Assist the Dean in the evaluation of transcripts of transfer students and majors.
3. Assist in the supervision of instruction and research programs of the School of Business.
4. Monitor closed class assignments, student overloads, and prerequisite overrides.
5. Maintain the university School of Business website for undergraduate content.
6. As part of the School of Business leadership team, collaborate in undergraduate business program preparation and/or assignment of the following:
 - a. Closed classes
 - b. Student overloads and student requests such as Petitions, transient requests, Acadeum, Directed Study
 - c. Scholarships
 - d. Assessment for SACSCOC, Program Review, others as assigned
 - e. Student Awards
7. Monitor accreditation requirements required by the Accreditation Council for Business Schools and Programs (ACBSP).
8. Supervise the preparation of materials for the university catalog.
9. Recruit students and coordinate admission procedures.
10. Engage in School of Business event planning and implementation as appropriate.

Committee Assignments

Academic Council
Chairs, Assistant & Associate Deans
Assistant/Associate Professor Review Committee
Faculty Search Committee
Lecturer Review Committee
Tenure Review Committee
Third Year Review
Committee

Director of Graduate Studies in Business

The Director of Graduate Studies in Business reports to the Dean of the School of Business and assists the Dean in student relations in the School of Business. The Director will teach twelve hours in the School of Business per year and provide representation for the School of Business at official functions when requested. In addition, he/she will:

1. Meet with the Dean as requested.
2. Serve as chair of the Graduate Studies in Business Committee.
3. Develop the scope and sequence for the MBA program.
4. Project, prepare and administer the annual budget for the MBA program.

5. Plan and implement advertisement of the MBA program.
6. Recruit students and coordinate admission procedures.
7. Advise program students, maintain student records, and verify completion of program requirements.
8. Monitor expected course needs and create class schedules.
9. Maintain records on students and faculty in the MBA program.

Dean of the School of Music

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the School of Music, and is responsible for the administration of the academic programs of the school. The Dean is expected to teach six hours per year. Specific responsibilities include the following functions:

Personnel

1. Mentor faculty and assist them in fulfilling their responsibilities to their classes and to the school.
2. Administer the university's personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the school.
3. Plan and conduct meetings of the school faculty and as needed, create, and guide the work of committees.
4. With the assistance of area leaders, implement the faculty evaluation system and provide appropriate feedback in the application of evaluation results in faculty development, faculty promotion, and tenure recommendations.
5. Supervise professional activities in the school and conduct evaluations.

Financial Management and Budget Development

1. Supervise the preparation of the academic budgets of the school and submit budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Supervise use of assessment data in support of budget proposals.
3. Review and approve expenditures from budgets in the school. Work with the Office of Business and Finance in the orderly control of budgets and proper accounting procedures.
4. Review requests and represent the needs of the school to the Vice President for Academic Affairs when contingency funding or budget revisions are needed.

Instruction

1. Review proposed workload assignments and class schedules and pass these on to the Vice President for Academic Affairs.
2. Assist the Vice President for Academic Affairs in the efficient allocation of instructional space and appropriate placement of classes with input from the Associate Dean.
3. Supervise the instructional processes of the school and provide leadership and guidance to school faculty and instructional supervisors.
4. Lead the faculty of the school in efforts to improve instructional effectiveness and to enhance student-learning outcomes.
5. Set school-wide goals, action plans, and assessment measures. Assess academic

effectiveness in the school by reviewing all School of Music institutional effectiveness reports.

6. Review workload reports for all faculty in the school and maintain records of workloads and professional activities.
7. Facilitate the development of a long-range plan that will support and preserve the standard of excellence in education in the School of Music. In consultation with the Associate Dean, area coordinators, and faculties, prepare a five-year master plan.

Curriculum Management

1. Administer the curricular policies of the university as they relate to the disciplines and programs of study of the school.
2. Present curriculum proposals to the school faculty for vote and submit those which are approved to the Vice President for Academic Affairs for review by the Deans Council and Undergraduate Curriculum Committee.
3. As a member of the Graduate Council, provide guidance and leadership in the development and review of the curricula of all graduate programs and assist in the development and implementation of new graduate courses and programs in the School of Music.

Administration of Student Academic Progress

1. Administer academic regulations in reference to any student who is majoring in a discipline in the school. Determine the appropriateness of overload request, academic petitions, directed studies, and proficiency tests.
2. Recommend to the Office of Records and Academic Services, the assignment of advisees to advisors.
3. Supervise the process of clearing students for graduation candidacy, including
 - a. Collect all graduation applications from students majoring in the school.
 - b. Maintain comprehensive and rolling lists of applicants for graduation.
 - c. Develop a graduation file for each degree applicant.
 - d. Create a comprehensive graduation status report which shows the current status of each applicant in fulfilling each requirement for graduation.
 - e. Approve and recommend to the Vice President each applicant for official candidate status, to be posted by the Vice President of Academic Affairs.
 - f. Communicate any deficiencies to each applicant; notify applicants of deferral of graduation if deficiencies are not cleared by deadlines; review petitions for participation in commencement exercises by candidates who fail to clear all requirements; work with Registrar to check all final grades to ensure that requirements were fulfilled prior to awarding of diplomas.

School of Music Accreditation

1. Evaluate current and proposed curriculum, personnel, and facility goals for compliance with standards of National Association of Schools of Music and the Southern Association of Colleges and Schools Commission on Colleges.
2. Direct all self-study processes related to accrediting agencies both university-wide and school-specific.

3. Initiate and implement reaccreditation process for National Association of Schools of Music.

Facility Management

1. Oversee purchases, maintenance, and security of curriculum-related equipment for Curtsinger Music Building, Pangle Hall, and the music related facilities in the Humanities building.

University Activities

1. Initiate and implement seminars/colloquies as means of continuing education for alumni and recruitment of prospective students.
2. Recruit both undergraduate and graduate students and coordinate recruiting efforts by ensembles, faculty, and personnel.
3. Oversee and coordinate musical components for university-wide festival events such as Celebrations, Homecoming, and Lee Day.
4. Oversee and coordinate musical components for university-wide academic convocations such as Freshman Convocation, Honors Chapel, Commissioning, and Commencement services.

Committee Assignments

By virtue of the position, the Dean of the School of Music serves on the following university governance bodies and committees:

- Academic Council
- Assistant/Associate Professor Review Committee
- Commencement Committee
- Deans Council
- Ex-officio to all School of Music Committees and Divisions
- Graduate Council
- Graduate Music Committee
- Homecoming Committee
- Lecturer Review Committee
- Lee Tenure Committee
- Review Committee
- Third-Year Review Committee

Associate Dean of the School of Music

The Associate Dean of the School of Music reports to the Dean of the School of Music and administers all curricular programs and assists the Dean in other internal operations of the School of Music. The Associate Dean will teach six (6) hours in the School of Music per year and provide representation for the School of Music at official functions when the Dean is not available or when requested. In addition, he/she will:

1. Meet with the Dean as requested.
2. Assist in the supervision of instruction and research programs in the School of Music.
3. Develop, evaluate, and revise the curriculum as necessary.
4. Develop program goals related to curriculum and report on the assessment of these goals.
5. Supervise and coordinate other teaching and/or administrative functions unique to the demands of the instructional program of a given discipline.

6. Monitor expected course needs, create class schedules, and propose workload assignments.
7. Maintain a complete file of all current course syllabi for the school.
8. Assist in the assignment or scheduling of:
 - a. Course offerings and class limits, managing the enforcement of limits during registration.
 - b. Classroom assignments.
 - c. Non-classroom assessment activities (jury exams, UDAEs, proficiency tests, etc.).
9. Provide leadership and guidance to area discipline coordinators.
10. Assist in the preparation and execution of the following:
 - a. Curricular budget
 - b. Music Resource Center budget
 - c. Catalog revisions
11. Assist in the recruitment and orientation of new faculty.
12. Supervise the recruitment, employment, orientation, and evaluation of part-time faculty in the school.
13. Coordinate day-to-day and long-term maintenance of all music facilities with staff of Lee University's Physical Plant.

Oversight of Music Resource Center

1. Secure and supervise Coordinator of the Music Resource Center.
2. Work with Coordinator of the Music Resource Center in establishing policies and procedures and coordinating acquisitions for the Music Resource Center, ensuring compliance with policies of Pentecostal Resource Center and Squires Library as well as standards set by NASM (National Association of Schools of Music) for music libraries/resource centers.
3. Work with Coordinator of the Music Resource Center in staffing needs.
4. Oversee preparation and implementation of budget for the Music Resource Center.

Committee Assignments

By virtue of the position, the Associate Dean of the School of Music serves on the following university governance bodies and committees:

Academic Council
 Assistant/Associate Professor Review Committee Faculty Search Committees
 Graduate Music Committee
 Lecturer Review Committee
 School of Music Scholarship
 Committee Tenure Review
 Committee
 Third-Year Review Committee

Director of Graduate Programs in Music

The Director of Graduate Programs in Music reports directly to the Dean of the School of Music, provides leadership for the graduate music faculty, and is responsible for the administration of the graduate music programs. The Director of Graduate Programs in Music will receive a contractual stipend for administering the program and will teach in both undergraduate and graduate programs. The Director of Graduate Programs in Music will:

1. Maintain an eighteen-hour teaching load per year.

2. Represent the graduate program at official functions of Lee University and the School of Music.
3. Serve as a member of the Graduate Council.
4. Provide leadership for the graduate music faculty and recommend graduate faculty teaching loads and assignments to the Dean.
5. Coordinate self-study efforts of the graduate program for SACSCOC and NASM evaluations, as well as institutional assessment.
6. Oversee the development and implementation of the graduate music curriculum.
7. Coordinate the advising process for graduate students.
8. Supervisor the Graduate Music Secretary.
9. Assist the Dean in the selection process of additional faculty and staff members for the School of Music graduate programs.
10. Oversee pre- and post-graduate program testing.
11. Coordinate the promotion of the graduate programs and recruiting efforts of the graduate office.
12. Assist in music resource acquisitions for library collections.

Dean of the School of Nursing

The Dean reports to the Vice President for Academic Affairs, provides vision and leadership to the faculty of the School of Nursing, and is responsible for the administration of the academic programs of the school. This person will teach six hours per year. Other responsibilities include:

Standards, Accreditation, and Licensure

1. Complete and submit required state, national, and accreditation reports.
2. Establish and maintain meaningful contact with appropriate state and national licensing and accrediting agencies.
3. Lead accreditation efforts for the School of Nursing.
4. Develop and maintain plan for abiding by required state NCLEX-RN pass rates.
5. Develop and maintain current agreements between the School of Nursing and healthcare agencies.
6. Recommend candidates to the National Council of State Boards of Nursing to take the NCLEX-RN.

Personnel

1. Mentor nursing faculty and persons in leadership/administrative roles, assisting them in fulfilling their responsibilities to the School of Nursing and to the university.
2. Administer university personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the school.
3. Plan and conduct meetings of the School faculty and as needed, create, and guide the work of school committees.
4. With the assistance of school leaders, implement the faculty evaluation system and provide appropriate feedback in the application of evaluation results in faculty development, faculty promotion, and tenure recommendations.
5. Supervise the recruitment, employment, orientation, and evaluation of part-time faculty in the school.
6. Maintain official credential files for faculty in the School of Nursing.

7. Supervise the professional activities of school leaders and conduct evaluations for leaders in their roles as administrators and faculty.

Facility Management

1. Oversee purchases, maintenance, and security of curriculum-related equipment for the new School of Nursing building.
2. Coordinate short-term and long-term facility maintenance needs with appropriate campus units.
3. Engage in strategic planning for the best use of building space.

Budget Resource Development and Management

1. In collaboration with leaders in the school, prepare the academic budgets of the School and submit budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Utilize assessment data in support of budget proposals.
3. Review and approve expenditures from budgets of School. Work with the Office of Business and Finance in the orderly control of budgets and proper accounting procedures.
4. Prepare requests and represent the needs of the school to the Vice President for Academic Affairs when contingency funding or budget revisions are needed.
5. Collaborate with the Lee University Grants Office in seeking and securing funding for the School of Nursing.
6. Seek external funding to support strategic initiatives for the school.

Instruction

1. Develop workload assignments and class schedules in coordination with school leaders and faculty and maintain records of workloads and professional activities.
2. Assist the Vice President for Academic Affairs in the efficient allocation of instructional space and appropriate placement of classes by providing input.
3. Supervise the instructional processes of the school and provide leadership and guidance to faculty.
4. Lead the faculty of the school in efforts to improve instructional effectiveness and to enhance student learning outcomes.
5. Collaborate with faculty of the school to set goals, action plans, and assessment measures. Assess academic effectiveness in the school.
6. In collaboration with faculty, establish class limits and manage the enforcement of limits during registration.
7. Facilitate the development of a strategic plan which will support and preserve the standard of excellence in education in the School of Nursing.
8. Guide faculty in ensuring that clinical site requirements are met and maintained for students and faculty.
9. Lead and supervise instruction and research programs of the school.

Curriculum Management

1. Administer the curricular policies of the university as they relate to the disciplines and programs of study of the school.

2. In collaboration with faculty, develop new syllabi and curriculum proposals and submit them to the appropriate Curriculum Committee.
3. Provide guidance and leadership in the development and implementation of new graduate programs and courses in the School of Nursing.
4. Monitor post-graduation NCLEX-RN pass rates as related to curriculum.
5. Direct assessment system for the School of Nursing, including data collection, analysis, and reporting of results.
6. Lead annual catalog revisions.

Administration of Student Academic Progress

1. Collaborate with the school admission and retention committee to set policies related to admissions, retention, and progression.
2. Evaluate transcripts of transfer students and majors.
3. Advise students and mentor new faculty in advising processes.
4. Oversee maintenance of academic and student program records.
5. Administer academic regulations in reference to any student who is majoring in a discipline in the school.

External Relationships

1. Monitor the continual development of the websites for the School of Nursing.
2. Coordinate and supervise the programs of research and publication for the School of Nursing.
3. Provide direction for marketing and public relations for the School of Nursing to various publics.
4. Maintain active positive relationships with healthcare facilities that provide clinical opportunities for students.
5. Engage in friend-raising and fund-raising activities to support the work of the School.

By virtue of the position, the Dean of the School of Nursing serves on the following university governance bodies and committees:

- Academic Council
- Assistant/Associate Professor Review Committee
- Dean's Council
- Graduate Council
- Lecturer Review Committee School of Nursing Committees
- Tenure Review Committee
- Third-Year Review Committee

Academic Department Chairperson

The Chair of the Undergraduate Program in Nursing is directly responsible to the Dean. The Chair's primary responsibilities are to:

1. Maintain a consistent record of excellent teaching.
2. Collaborate with the Enrollment and Advising Specialist and Undergraduate Admissions and Retention Committee (UARC) to maintain comprehensive records of academic standing of progress of students majoring within the undergraduate program in nursing.
3. Assist the UARC in the evaluation of transcripts of

- transfer undergraduate students and majors.
4. Assist in the supervision of instruction of the undergraduate program in nursing.
 5. Work closely with the School of Nursing Admission and Enrollment Specialist monitoring undergraduate nursing student admissions, retention, progression, and graduation.
 6. As part of the School of Nursing Leadership team, collaborate in undergraduate nursing program preparation and/or assignment of the following:
 - a. Catalog revisions
 - b. Course Offerings and class limits
 - c. Faculty loads and class schedules
 - d. Instructional budget
 - e. School of Nursing Undergraduate Student Handbook revisions
 - f. Teaching assignments
 7. Coordinate and submit undergraduate nursing textbook adoptions.
 8. Assist in the recruitment and orientation of part-time and full-time nursing faculty.
 9. Evaluate the performance of faculty members and assist in their professional development.
 10. Assist with the School of Nursing assessment plan.
 11. Assist with undergraduate nursing curriculum revision and development.
 12. Guide advisement of student groups both on and off campus which represent the school.
 13. Supervise and coordinate other teaching and/or administrative functions unique to the demands of the nursing instructional program.
 14. Oversee evaluation of degree audits and recommend nursing students for graduation.
 15. Collaborate with the Dean and the Chair of the School of Nursing curriculum committee to ensure that the Commission on Collegiate Nursing Education (CCNE) accreditation and TN Board of Nursing approval standards for the undergraduate program are being met. Assist with reports and accreditation self-study documents.
 16. Collaborate with the Director of Simulation and Experiential Learning to plan and evaluate nursing undergraduate simulations, labs, and clinical experiences.
 17. Work closely with the ATI Engage Coordinator and the NCLEX-RN Achieve Coach to ensure and improve nursing student success.
 18. Collaborate with faculty members assigned to specific undergraduate administrative functions such as management of platforms and systems related to online testing, electronic textbooks, and standardized assessment testing.
 19. Represent the undergraduate nursing program at designated functions.
 20. As part of the SON Leadership Team, mentor part-time and full-time nursing faculty in the area of undergraduate teaching.
 21. Make recommendations of clinical sites for the undergraduate nursing program.
 22. Maintain 12 credit hours teaching workload/academic year.
 23. Serve as active member of university Academic Council.

24. Other duties as assigned.

Director of Graduate Program in Nursing

The Director of the Graduate Program in Nursing is directly responsible to the Dean. The Director's primary responsibilities are to:

1. Maintain an eighteen-hour teaching load per year.
2. Maintain a consistent record of excellent teaching.
3. Collaborate with the Dean to recruit new students to the graduate program.
4. Oversee the graduate student application process in collaboration with graduate program committee.
5. Assist the Family Nurse Practitioner Track Coordinator in the evaluation of transcripts of transfer graduate students.
6. Assist in the supervision of instruction of the graduate program in nursing.
7. Work closely with the Dean and Graduate Program Committee to monitor graduate nursing student admissions, retention, progression, and graduation.
8. Maintain required and other necessary comprehensive records relevant to the graduate program.
9. As part of the School of Nursing Leadership team, collaborate in graduate nursing program preparation and/or assignment of the following:
 - a. Catalog and SON Student Handbook revisions
 - b. Catalog revisions
 - c. Course Offerings and class limits
 - d. Extracurricular work
 - e. Faculty loads and class schedules
 - f. Instructional budget
 - g. Teaching assignments
10. Coordinate and submit graduate nursing textbook adoptions.
11. Assist in the recruitment and orientation of part-time and full-time graduate nursing faculty.
12. Serve as faculty adviser for graduate students.
13. Moderate Graduate Program meetings.
14. Oversee graduate student scholarly project requirements.
15. Evaluate the graduate program teaching performance of faculty members and assist in their professional development.
16. Assist with the School of Nursing assessment plan.
17. Assist with Graduate Nursing curriculum revision and development.
18. Guide advisement of graduate student groups both on and off campus which represent the school.
19. Supervise and coordinate other teaching and/or administrative functions unique to the demands of the graduate nursing instructional program.
20. Oversee evaluation of graduate student degree audits and recommend nursing students for graduation.
21. Collaborate with the Dean and the Chair of the School of Nursing curriculum committee to ensure that the Commission on Collegiate Nursing Education (CCNE) accreditation and TN Board of Nursing approval standards for the graduate program are being met. Assist with reports and accreditation self-study documents.
22. Collaborate and assist with supervision of the labs to plan nursing

- graduate student intensives, simulations, and practicum experiences.
23. Supervise the Coordinator for Specialty Tracks.
 24. Represent the graduate nursing program at designated functions.
 25. As part of the School of Nursing Leadership Team, mentor part-time and full-time nursing faculty in the area of Graduate Program teaching.
 26. Make recommendations of practicum sites for the graduate nursing program.
 27. Represent the School of Nursing Graduate Program on the Lee University Graduate Council.
 28. Provide input into supervision and evaluation of Secretary of the Graduate Nursing Program.
 29. Other duties as assigned.

Dean of the School of Theology & Ministry

The Dean reports to the Vice President for Academic Affairs, provides leadership and vision to the faculty of the School of Theology & Ministry, and is responsible for the administration of the academic programs of the school.

The Dean of the School of Theology & Ministry will teach 6 hours in the School of Theology & Ministry per year and represent the school at all official functions. In addition, he/she will:

Personnel

1. Administer the university's personnel policies in the recruitment, orientation, development, and supervision of faculty and other academic personnel of the school.
2. Assist and supervise the Associate Dean, in the recruitment and hiring of faculty for the School of Theology & Ministry.
3. Oversee and approve the hiring of part-time faculty in the School of Theology & Ministry.
4. Plan and conduct meetings of the school faculty and as needed, create, and guide the work of committees.
5. Supervise the implementation of the faculty evaluation process and provide appropriate feedback.
6. Use the results of faculty evaluation to improve faculty performance through faculty development, and to offer assessment in faculty promotion and tenure recommendations.
7. Supervise appropriate administrative personnel in the processes of recruitment, employment, orientation, and evaluation in the School of Theology & Ministry.
8. Recommend assignments of faculty offices to the Vice President for Academic Affairs and the Vice President for Business and Finance.
9. Recommend to the Vice President for Academic Affairs qualified persons to fill the tasks of administrative positions as they come open.
10. Provide meetings of the entire School of Theology & Ministry faculty and staff on a semester basis or as frequently as deemed necessary by the Dean.
11. Serve as an advocate for school issues to the Vice President for Academic Affairs.
12. Mentor/Supervise the Associate Dean their professional activities and assist them in

fulfilling their responsibilities to the school.

13. Coordinate with the Director of Lee Online in the development and delivery of School of Theology & Ministry curriculum.
14. Assist and supervise the Benevolence coordinator in the implementation of the LEEU-202 program.

Financial Management

1. Supervise and approve the preparation of the academic budgets of the school and forward budget documents, including any needed budget revisions, to the Vice President for Academic Affairs.
2. Oversee the use of assessment data in support of budget proposals.
3. Review and approve expenditures from the budget. Review requests and represent the needs of the school to the Vice President for Academic Affairs.
4. Assist the Grants Office in grant-writing activities for the School of Theology & Ministry.

Instruction

1. Prepare and finalize workload profiles and class schedules for the approval of the Vice President for Academic Affairs.
2. Provide the efficient allocation of instructional space and appropriate placement of classes to the Vice President for Academic Affairs.
3. Supervise the overall instructional processes of the school and provide leadership and guidance for individual school faculty and other instructional supervisors.
4. Utilize assessment data for the improvement of programs in the school.
5. Facilitate the development of a long-range plan which will support and preserve the standard of excellence in education in the School of Theology & Ministry. Prepare a five-year master plan.
6. Coordinate the maintenance of files for all personnel in the School of Theology & Ministry.
7. Establish class limits and manage their enforcement during registration.

Curriculum Management

1. Supervise the work in administering the curricular policies of the university as they relate to the disciplines and programs of study of the school.
2. Identify specific educational needs relating to ministerial education and denominational credential requirements.
3. Examine and approve new syllabi and other curriculum proposals then recommend them to the Vice President for Academic Affairs for review by the Deans Council and Undergraduate Curriculum Committee.
4. Work with the Vice President for Academic Affairs and the Dean of the College of Arts and Sciences in implementing and improving the religion requirement in the General Education Core.
5. As a member of the Graduate Council, provide guidance and leadership in the development and review of the curricula of all graduate programs, and assist in the development and implementation of new graduate courses or programs in the School of Theology & Ministry.
6. Supervise annual catalog revisions.
7. Review, approve, and forward proposals for new programs, majors, and minors to the Deans Council.

Administration of Student Academic Progress

1. Evaluate and determine appropriate transfer credit relating to the religion classes in the general education core.
2. Administer academic regulations in reference to any student who is majoring in a discipline in the school. Determine the appropriateness of overload requests, academic petitions, directed studies, and proficiency tests.
3. Supervise the process of clearing students for graduation candidacy, including:
 - a. Collect all graduation applications from student majoring in the school.
 - b. Maintain comprehensive and rolling lists of applicants for graduation.
 - c. Develop a graduation file packet for each degree applicant.
 - d. Create a comprehensive graduation status report, which shows the current status of each applicant in fulfilling each requirement for graduation.
 - e. Approve and recommend to the Vice President for Academic Affairs each applicant for official candidate status, to be posted by the Vice President of Academic Affairs.
 - f. Communicate any deficiencies to each applicant; notify applicants of deferral of graduation if deficiencies are not cleared by deadlines; review petitions for participation in commencement exercises by candidates who fail to clear all requirements; work with the Registrar to check all final grades to ensure that requirements are fulfilled prior to awarding of diplomas.

Miscellaneous

1. The condition of classrooms and media allocated to the School of Theology & Ministry are under the direct supervision of the Dean of the School of Theology & Ministry.
2. In consultation with the Vice President for Academic Affairs, the Dean of the School of Theology & Ministry is responsible for coordinating public relations for the school, including the layout and implementation of the School of Theology & Ministry website.
3. The Dean of the School of Theology & Ministry will hear and assist in resolving faculty and/or student complaints and appeals.
4. The Dean of the School of Theology & Ministry will nominate students for various religion scholarships as requested by the Office of Financial Aid.
5. The Dean of the School of Theology & Ministry oversees the coordination and implementation of international joint programs (e.g., ETS, SEMISUD, and SEBIPCA).

Committee Assignments

By virtue of the position, the Dean of the School of Theology & Ministry serves on the following university governance bodies and committees:

Academic Council
Assistant/Associate Professor Review Committee
Committee on General Education (Ex-Officio)
Deans Council
Graduate Council
Graduate Program
Committee Lecturer

Review Committee
Tenure Review
Committee Third-Year
Review Committee

Associate Dean of the School of Theology & Ministry

The Associate Dean reports to the Dean of the School of Theology & Ministry and assists the Dean in personnel issues, as well as student relations in the School of Theology & Ministry. The Associate Dean will teach eighteen hours in the School of Theology & Ministry per year and provide representation for the School of Theology & Ministry at official functions when the Dean is not available or when requested. In addition, he/she will:

1. Mentor ('elder') School of Theology & Ministry faculty and students on their spiritual well-being.
2. Attend department meetings for the School of Theology & Ministry.
3. Mentor the part-time faculty of the Religion Core.
4. Meet with the Dean as requested.

Director of Graduate Studies in Theology & Ministry

The Director of Graduate Studies in Theology & Ministry is directly responsible to the Dean of the School of Theology & Ministry. The Director's primary responsibilities are to:

1. Maintain a twelve-hour teaching load per year.
2. Assist the Dean in recruiting and hiring faculty to teach the graduate curriculum.
3. Recommend professional development opportunities for faculty teaching graduate courses.
4. Supervise evaluation of faculty teaching graduate courses.
5. Develop and revise graduate curriculum.
6. Develop and revise graduate programs in the School of Theology & Ministry.
7. Propose graduate courses for each semester.
8. Chair the Theology & Ministry Graduate studies
9. Represent the Graduate Studies in the School of Theology & Ministry on the Graduate Council.
10. Promote Graduate Studies in the School of Theology & Ministry to the various publics of Lee University.
11. Recruit new students for Graduate Studies in the School of Theology & Ministry and supervise their application process.
12. Serve as faculty advisor to students in Graduate Studies in the School of Theology & Ministry.
13. Maintain accurate records for all applicants and students in the School of Theology & Ministry Graduate Studies program.
14. Supervise the Graduate Studies secretary.
15. Supervise the Institutional Effectiveness and Planning activities of the Graduate Studies in the School of Theology & Ministry.
16. Assist the Dean in the development and administration of the Graduate Studies in the School of Theology & Ministry budget.
17. Perform other duties assigned by the Dean of the School of Theology & Ministry.
18. Supervise the international joint programs at ETS, SEMISUD, and SEBIPCA.

Director of Intercultural Studies

The Director of the Intercultural Studies Program is responsible to the Dean of the School of Theology & Ministry for the development and administration of the Intercultural Studies Program. Specific duties are as follows:

1. Develop courses appropriate to an interdisciplinary major in Intercultural Studies, coordinating his/her efforts with the chairperson and faculty of the School of Theology & Ministry for the courses which will be listed in that school and with other department chairpersons for courses which will be listed in their departments.
2. Maintain a nine-hour teaching load per semester.
3. Supervise the seminars and practica required in the major.
4. Serve as advisor, along with other ISP faculty, to students majoring in Intercultural Studies.
5. Assist in the development and administration of the Intercultural Studies Program budget.
6. Guide the research programs of the Intercultural Studies Program.
7. Recommend, through appropriate department chairpersons, the course offerings for Intercultural Studies each semester.
8. Represent the school at professional meetings dealing with intercultural studies/missions, as authorized by the chairperson.
9. Perform other duties and assignments as directed by the Dean of the School of Theology & Ministry.

Director of the Leonard Center

The Director of the Leonard Center is responsible for the university's service-learning program. The primary focus of the program is to offer service experiences consistent with the mission and goals of the institution and the service-learning initiative. The Director is responsible to the Dean of the School of Theology & Ministry. Specific duties of this position include the following:

1. Provide students with an understanding of the Leonard Center mission.
2. Assist faculty with the development and implementation of service into the academic curriculum through the means of service-embedded courses.
3. Complete the annual application for the President's Higher Education Community Service Honor Roll.
4. Provide administrative oversight for such events as Deke Day, oral reflection events, post-Chapel mixers, Summer Honors service, etc.
5. Manage weekly staff meetings.
6. Serve as the primary campus consultant for service learning.
7. Be willing to add classroom teaching to the schedule as opportunities occur, with permission from sector Vice President.
8. Supervise administrative and fiscal operation of the Leonard Center, including the supervision of clerical and professional staff.
9. Serve on various committees such as the Service-Learning Committee.
10. Write weekly and annual reports.
11. Attend weekly sector meetings and all other expected activities.
12. Assume other duties as assigned by the Dean of the School of Theology & Ministry.

Chair of Curriculum & Assessment

The Chair of Curriculum and Assessment is responsible for the School of Theology & Ministry's development of curricular programs and the assessment of the effectiveness of these programs. The chair is responsible to the Dean and Associate Dean of the School of Theology & Ministry. Specific duties of this position include the following:

1. Oversee the development of all curriculum in the STM with the assistance of the academic discipline coordinators and the STM Leadership Team.
2. Provide curriculum "mapping" for all majors within the STM.
3. Manage the assessment for the programs in the STM.
4. Supervise the Poiema Scholars Program.

Chair of the Religion Core & Benevolence

The Chair of the Religion Core & Benevolence is responsible for the religion core (OT, NT, Theology, and Ethics) offered to every major on the university campus as well as benevolence (also required of all majors on campus). In addition, the chair is responsible for the scheduling of all courses and the faculty who teach them. The chair is responsible

to the Dean and Associate Dean of the School of Theology & Ministry. Specific duties of this position include the following:

1. Oversee the teaching and scheduling of the religion core courses for the university.
2. Provide instructional guidance and assessment of part-time faculty teaching in the religion core.
3. Supervise the Benevolence courses with respect to faculty/instructors, scheduling of classes, and support for the faculty to teach in the program.
4. Handle all student complaints with respect to the religion core and benevolence.

Chair of Integration & Apologetics

The Chair of Integration and Apologetics is responsible for the integration of all programs and majors in the School of Theology & Ministry with respect to theory and practice. The chair is responsible for development of apologetical discussion across the university campus through various means (forums, special events, informal dialogues, lecture series, integration with the religion core, as examples). The chair is responsible to the Dean and Associate Dean in the School of Theology & Ministry. Specific duties of this position include the following:

1. Provide guidance to the STM faculty on the area of integration (theory and practice).
2. Develop courses in the curriculum of the STM that relate to religion and culture.
3. Serve as the primary campus consultant for apologetics.
4. Lead the Apologetics Task Force under the supervision of the President and Dean of the STM.
5. Cooperate with the Intercultural Studies Program to assist other STM majors in gaining competency in culture.
6. Oversee the peer mentoring program in the STM.
7. Supervise the teaching of the RELG-495 (Capstone for STM Majors)

Business and Finance

Vice President for Business and Finance

The Vice President for Business and Finance is the chief financial officer of the university. He/she serves as the primary financial advisor to the President and performs duties assigned by the President. Responsibilities include leadership in the areas of finance, student and business accounting, human resources, physical plant, and campus security. The Vice President is responsible for oversight of auxiliary enterprises such as food services and the campus bookstore. By serving as the Chief Business Officer for the university, the Vice President for Business and Finance works closely with the university's internal and external constituencies to enhance the institutional business and financial posture. Duties are as follows:

1. Provide leadership in the development and implementation of an integrated financial system.
2. Plan, develop, implement, and monitor the university's budget relating to academic and student affairs, institutional support, operations, capital construction, auxiliaries, and athletics.
3. Plan and coordinate the measured growth and improvement of the university to ensure that all areas of the university are working in unison to achieve institutional financial goals.
4. Serve as the administrative liaison officer to the Board's Standing Committee on Finance and Endowment.
5. Oversee the requirements for compliance reporting, budget preparation and reporting, financial planning, and management reporting.
6. Implement business practices and policies for responsibility areas.
7. Oversee accounting internal controls and coordinate annual audits and preparation of financial statements in accordance with generally accepted accounting principles.
8. Serve as the purchasing agent of the university.
9. Supervise the implementation of hiring and process for staff and organizational management.
10. Administer a plan for protection of the university through risk management.
11. Supervise the financial management and correlate the auxiliary services for the dining program, bookstore, and leased and rented properties.
12. Review and approve major contracts for various services, benefits, assets, and equipment to ensure they align with the greater goals of the university.
13. Regulate campus parking and traffic policies.
14. Oversee the Campus Emergency Plan.

The Vice President for Business and Finance serves as a member of the President's Cabinet, Budget and Planning Committee, Food Service Committee, Student Financial Aid Committee, Information Technology Committee, Fringe Benefits Committee, Intellectual Property Rights Review Board, and the New Student Orientation Committee.

Director of Accounting Services

The Director of Accounting Services is directly responsible to the Vice President for Business and Finance. Duties include:

1. Responsible for all aspects of financial affairs including student accounts,

accounts receivable, accounts payable, federal funds management, payroll, grant management, collections, and investment management.

2. Supervise the ordinary function and operation of the Accounting Services Office in the area of faculty, staff, and student services.
3. Give personal direction to correspondence concerning financial and management reporting and accounts and preparation of financial statements in accordance with GAAP.
4. Assume primary responsibility for determining that disbursement of funds has been properly authorized by the President, Vice President for Business and Finance, and Board of Directors.
5. See that cash owed the institution is collected and is placed in depositories approved by the governing board.
6. Supervise internal auditing procedures, including preparation and interpretation of interim and annual financial reports.
7. Develop and implement a system of property inventories.
8. Supervise finances of student organizations.
9. Assist the Vice President for Business and Finance in the development of data for the annual budget.
10. Assume responsibility for the monthly collection of data for the appraisal and implementation of the budget.
11. Assume responsibility for the preparation of the reports made to the Federal Government and other organizations.
12. Conduct all customer service activities in a courteous manner while displaying a pleasant and responsive attitude.
13. Supervise external auditing procedures.
14. Provide guidance and assistance in the endowment reporting process.

Assistant Director of Budgeting and Accounting

The Assistant Director of Budgeting and Accounting is directly responsible for the following:

1. Assist the Vice President for Business and Finance in creating and maintaining the university's budget and all policies and procedures therein.
2. Serve as a resource and liaison between university administrators (those with budget oversight) and the Vice President for Business and Finance.
3. Approve all requests for budget revisions.
4. Prepare monthly financial statements, reconciliation of the general ledger, and various accounting/audit schedules.
5. Prepare comprehensive reports and analysis for use by management in decision making or to advise university offices.
6. Classify, summarize, and report on the university's financial activities.
7. Assist the Vice President for Business and Finance in the development and implementation of institutional finance policies and procedures.
8. Oversee financial reporting and forecasting.

Director of Food Services

The Director of Food Services is responsible for the preparation and delivery of all campus food services and is under the supervision of the Vice President for Business and Finance. The duties of this position are as follows:

1. Recommend personnel and outline their duties.
2. Purchase food and materials relative to the Dining Hall and all retail operations.
3. Supervise menu and food preparation.

4. Supervise sanitation methods.
5. Supervise food service for banquets, parties, and special functions.
6. Responsible for the preparation of all monthly financial reports.
7. Conduct all customer service activities in a courteous manner while displaying a pleasant and responsive attitude.

Director of Human Resources

The Director of Human Resources is directly responsible to the Vice President for Business and Finance. Duties include:

1. Directs the interpretation and application of established human resources policies, ensuring fairness and consistency.
2. Formulates and recommend personnel policies and objectives for the university.
3. Placement of support staff, assisting in the retention and attraction of qualified employees, and complying with equal employment opportunity and other governmental regulations.
4. Administers compensation policies and structures for support staff and evaluates compensation practices, periodically participating in compensation surveys by third parties.
5. Oversees all benefit programs and services, ensuring programs that assist in attracting and retaining employees at a reasonable cost to the university.
6. Provides guidance and assistance on such matters as employee benefits, management/employee communications, grievances and appeals, equal employment opportunity, and employee conduct and discipline.
7. Administers the university's employee wellness program activities aimed at improving employee health and well-being; makes recommendations on changes or additions to the program to reflect the changing needs of employees.
8. Plans and administers employee training and development programs to achieve both organizational goals and personnel management objectives
9. Develops, recommends, and monitors the Human Resources Department operating budget.
10. Develops, recommends, and monitors the operating budget for the university's salary and benefit accounts.
11. Conducts a continuing study of all personnel policies, programs, and practices to keep the university abreast of current practice and informed of new developments.
12. Directs the preparation and maintenance of reports that are necessary to carry out functions of the department; prepare periodic reports to management as necessary, or as requested.
13. Directs various activities designed to promote high employee morale.
14. Conducts all customer service activities in a courteous manner while displaying a pleasant and responsive attitude.
15. Administers the Tuition Waiver Exchange Programs with designated institutions.
16. Sets policy and operating standards for the employment of student employees through the Student Employment Office.
17. Oversees the operation and management of the Early Learning Center following guidelines set by the Department of Human Services for certification as a childcare facility.

18. Oversee the operation and management of the Office of Title IX Compliance. Serves as a member of the Title IX investigative team, supporting Title IX Coordinator with complaints involving possible sex discrimination.
19. Create internal controls and accounting processes for the health and employee benefit premiums.
20. Oversees the operation and execution of the Staff Advisory Council.
21. Serve on various ad hoc committees as appointed.

Director of Institutional Risk & Compliance

The Director of Institutional Risk and Compliance manages the university's insurance (non-healthcare) processes. The position also chairs the university's Safety Committee and serves on various committees and ad hoc discussion groups as needed. This position manages the grants accounting and compliance with federal grant regulations. In addition, this position coordinates with legal counsel on various legal issues dealing with insurance and compliance regulations. Duties include:

Risk & Compliance:

1. Provide Certificates of Insurance for groups across campus as needed.
2. Request and house COIs for companies doing work on the campus.
3. Manage insurance contracts and negotiate rates/renewals.
4. Facilitate Workers Comp audit and annual audit of institutional vehicle drivers.
5. Manage student accident insurance claims and provide support for athletics claims.
6. Chair the university Safety Committee and oversee the campus emergency plan.
7. Coordinate with Accounting Services and Operations on university property acquisitions.
8. Attend annual risk, grant management, and accounting conferences for the university.
9. Postulate feedback on lawsuits/claims against the university for various issues.
10. Manage and supply liability forms for the university.
11. Liaise with Sodexo and Follett on contracts, billing issues, and daily issues that arise.
12. Provide financial data for surveys, such as the CCCU, IPEDs, various accrediting bodies.
13. Renegotiate existing contracts(worker's compensation insurance, property and casualty insurance, washer/dryer contracts, ATM, etc.)
14. Handle various risk management issues and difficult insurance claims.
15. Responsible for establishing clear policies and procedures for both pre-award and post- award financial management of externally funded grants and research programs.
16. Other duties as assigned.

Grant Accounting:

1. Assists Director of Grants and Foundation Relations, faculty members and other university officials with post-award grant and donor fund administration using Amplifund. Award set-up, financial administration and monitoring, grant closeout, pre-award grants support, and financial compliance are among the primary responsibilities of the position.
2. Help oversee and coordinate audit procedures related to a variety of accounting processes and programs. Prepares financial statement notes and data for the university's audit.
3. Direct the grant accounting financial administration of university grants in collaboration with the Director of Grants and Foundation Relations including but not limited to: GL

- controls, reconciliations and verifications, approval of expenditures, & invoicing.
- 4. Coordinate grant financial budgets and meet with various departments and stakeholders to assist in orientation and other post-award aspects of grants.
- 5. Other duties as assigned.

Director of Physical Plant

The Director of Physical Plant is responsible for the maintenance and custodial services for all university facilities and grounds. The Director reports to the Vice President for Business and Finance. The duties of this position are as follows:

1. Provide effective leadership and management for all facilities and facility operations functions, including maintenance/skilled trades, grounds, and custodial services.
2. Plan and direct in-house remodel/renovation projects. Work with contractors to provide services to supplement Physical Plant staff. Develop and coordinate schedules as needed.
3. Implement plans to assure needs are met for special events by working with other departments.
4. Develop, communicate, and monitor department goals and objectives aligned with university program needs and objectives.
5. Ensure compliance with all applicable facility codes (Fire Dept., NFPA, DNR, Dept. of Commerce, EPA, OSHA, ADA, etc.). Provide safety training for facility staff.
6. Develop and implement a strategic plan for the department.
7. Manage the department's annual operating budget.
8. Implement effective operating practices and policies.
9. Assist in the hiring, development, and provision of effective leadership and supervision for department personnel.
10. Provide periodic reports to the Vice President for Business and Finance as to the status of the facilities and grounds.

Director of Student Financial Services

The Director of Student Financial Services manages cashiering, student financial services, and centralized accounts receivable systems for the university and manages and coordinates activities of workers engaged in keeping complete books of tuition, fees, and other receipts for the institution.

1. Oversee the overall operations of student financial services, billing and receivables, and cashiering functions of the university.
2. Provide direction and leadership in financial management and fiscal policies review and changes as they relate to student financial services; conduct special studies as required; ensure compliance with university, state, and federal regulations and standard accounting procedures.
3. Provide periodic reports of receipts and technical information to the university community and to external funding agencies.
4. Recommend and participate in the development of university policies and procedures; may serve on university planning and policy-making committees.
5. Encourage customer-oriented staff interaction with students, parents, and administrators.
6. Interact with internal and external auditors, participate in auditing projects, or provide information and access to accounting records as required.

7. Coordinate procedures, balance all transactions, and manage financial reporting relating to the registration process.
8. Establish and implement short-term and long-range organizational goals, objectives, policies, and operating procedures; monitor and evaluate operational effectiveness; effect changes required for improvement.
9. Design, establish, and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruit, employ, train, supervise, and evaluate unit staff.
10. Oversee the function and maintain the accuracy of information that is a part of the university's database as it relates to student accounts receivable and cash receipts.
11. Represent the university to various institutional divisions as well as externally to government agencies, funding agencies, students, and/or the general public/local community.
12. Plan, develop, and implement strategies for managing student accounts receivable for the university.
13. Counsel and assist students and parents on financial matters.

Manager of Campus Bookstore

The Manager of the Campus Bookstore is responsible for the activities of the campus bookstore and is under the supervision of the Vice President for Business and Finance.

The duties of this position are as follows:

1. Plan, organize, direct and manage bookstore activities.
2. Develop and implement bookstore operating procedures and recommend appropriate related policies.
3. Prepare and manage annual bookstore budgets.
4. Develop and control operations in order to meet budget and service objectives.
5. Hire, train, supervise, and evaluate assigned personnel; direct staff in cashiering/accounting functions and in ordering textbooks, trade books, supplies, and related merchandise; and provide staff development for bookstore staff.
6. Supervise activities related to the used book program.
7. Create and maintain appropriate bookstore image.
8. Provide for the planning, supervision, and maintenance of stock and inventory controls and levels.
9. Oversee integration of technology with customer service.

ENROLLMENT AND MARKETING

Vice President for Enrollment and Marketing

The Vice President for Enrollment and Marketing reports directly to the President.

Responsibilities include:

1. Provide strategic leadership to the areas of Enrollment (Undergraduate Admissions, Online and Graduate Admissions, Financial Aid), Marketing, Communications, Institutional Research, and Information Technology.
2. Manage the release of official statistics from the university as requested by government and third-party information organizations.
3. Execute research and analysis to support institutional strategic decision-making.
4. Provide support in the collection and analysis of student enrollment, achievement,

- and satisfaction data to improve programs and services.
5. Ensure the institution's technological infrastructure and systems support the strategic goals and objectives of the university.
 6. Facilitate quality, affordable, and accessible online opportunities.
 7. Oversee institutional processes and procedures that ensure continuous improvement and accreditation compliance with institutional effectiveness standards.
 8. Perform other duties as assigned by the President.

Assistant Vice President for Enrollment

The Assistant Vice President for Enrollment is directly responsible to the Vice President for Enrollment and Marketing. The Assistant Vice President for Enrollment's responsibilities include:

1. Supervise recruitment and admission of students.
2. Prepare the budget for the Enrollment Office.
3. Advise in the development and distribution of all literature descriptive of the university admissions policies.
4. Execute the admission policies of the university.
5. Serve as the primary certifying official for the university and its foreign students to the U.S. Department of Citizenship Immigration Services.
6. Represent the university at professional meetings dealing with admissions and enrollment.
7. Supervise the development of the recruitment travel calendar.
8. Supervise the management of the direct mail calendar.
9. Develop, organize, and lead recruitment events for the university including LeeU Preview and Lee Day.
10. Serve as the certifying official for Veteran's Affairs.

The Assistant Vice President for Enrollment serves as a member of the Student Financial Aid Committee, Admissions Committee, Retention Committee, Asian Pacific Scholarship Committee, Rymer Scholarship Committee, and Lee Day Committee.

Director of Undergraduate Admissions

The Director of Undergraduate Admissions is directly responsible to the Assistant Vice President for Enrollment. This position is responsible for leading the recruitment efforts of the Office of Admissions, providing supervision of Admissions counselors/staff and Assistant Director of Freshman Admissions. Essential duties and responsibilities include:

1. Execute the undergraduate admissions policies of the university.
2. Supervise recruitment and admission of all on-campus undergraduate students.
3. Supervise and lead the Admissions team by providing guidance to and motivation of the team; directing recruitment plans and focus in according with the recruitment strategies established by the Assistant Vice President for Enrollment.
4. Share and monitor performance goals of the Admissions team and each member to be used for mentoring, training, and motivating to maximize individual and team performance.
5. Perform tasks alongside Admissions team as needed, including counseling prospective students in office, via telephone, email, text and/or social media regarding Lee University academic programs, admissions policies and procedures and other enrollment-related information.
6. Prepare and deliver presentations to small groups; conduct student interviews; provide information and guidance to prospective students and their families.
7. Support and work collaboratively with the Assistant Director of Freshman Admissions in recruitment planning, organizing, and implementation of marketing strategies targeted specifically at prospective freshmen and parents.

8. Supervise the development and implementation of the annual recruitment activities and travel calendar for undergraduate admissions.
9. Support and participate in the implementation of an annual undergraduate enrollment strategy.
10. Assist with planning, organizing, and leading Lee University on-campus recruitment events.
11. Represent the university at designated college fairs, general church functions, local church activities, and community functions alongside Admissions staff.
12. Work collaboratively with the Assistant Vice President for Enrollment to evaluate and monitor recruitment goals.

Assistant Director of Freshman Admissions

The Assistant Director of Freshman Admissions is directly responsible to the Director of Undergraduate Admissions and has a primary focus on freshman recruitment and admissions counseling. Essential duties and responsibilities include:

1. Work collaboratively with the Director of Undergraduate Admissions and Admissions counselors/staff to counsel, advise, and advocate for prospective freshmen, specifically, via in office, telephone, email, text, and/or social media regarding Lee University academic programs, admissions policies and procedures and other enrollment-related information.
2. Assist in the execution of the undergraduate admissions policies of the university.
3. Responsible for meeting enrollment goals established in the annual strategic enrollment plan.
4. Establish contacts with high schools (public and private) to foster relationships with high school counselors.
5. Provide outreach to individuals, local, regional, and national organizations to promote Lee University to potential freshmen parents.
6. Participate in the development and implementation of the annual recruitment activities and travel calendar specifically targeted to prospective freshmen.
7. Participate and implement annual marketing and recruitment strategies focused on prospective freshmen and their parents.
8. Represent the university at designated college fairs, general church functions, local church activities, and community functions alongside Admissions staff.
9. Develop and distribute marketing collateral literature descriptive of the university admissions policies as well as general promotional materials for the university.

Director of Graduate and Online Enrollment

The Director of Online and Graduate Enrollment is directly responsible to the Vice President for Enrollment and Marketing. This position is responsible for the coordination and implementation of enrollment strategies for online and graduate programs. Essential duties and responsibilities include:

1. Execute the online admissions policies of the university.
2. Supervise recruitment and admission of all online students throughout the year.
3. Participate in the development and implementation of recruitment strategies, marketing campaigns, and promotional events that effectively promote Lee University online and graduate programs.
4. Assist in the development of graduate admissions marketing collateral working closely with graduate programs directors, chairs, and deans in the production of program specific materials.

5. Monitor graduate enrollment and collaborate with individual graduate programs to assist in recruiting new students.
6. Establish procedures that assist individual graduate programs implement the graduate admissions policies of the university.
7. Represent the university at designated college fairs, general church functions, local church activities, and community functions as needed.
8. Host campus visits for graduate students throughout the year.
9. Plan and lead new graduate student orientation at the beginning of each semester in collaboration with individual graduate programs.
10. Work with the Assistant Vice President for Enrollment to evaluate and monitor recruitment goals.

Director of Financial Aid

The Director of Financial Aid is responsible to the Vice President for Enrollment and Marketing and has the following duties:

1. Supervise all operations of the Financial Aid Office.
2. Complete and file annual applications for federal funds.
3. Complete all reports on federal financial assistance programs.
4. Review all student applications for financial aid and make awards.
5. Supervise disbursement and documentation of all federal and non-federal financial aid funds.
6. Maintain individual records on all financial aid recipients.
7. Maintain security of the office and all files.
8. Oversee scholarship recommendations for the Student Aid Committee and serve as chair of the committee.
9. Chair the Consumer Information Committee.
10. Prepare the budget for the Financial Aid Office.
11. Counsel with parents and students regarding special conditions and dependency overrides.
12. Conduct weekly meetings with the office staff.
13. Responsible for hiring staff and other human resource office needs. Oversee training of new staff and facilitate continued training for all staff.
14. Oversee all technical processes and determine programming needs to ensure compliance with all federal and state regulations and institutional policies.
15. Manage software/technical functions of the office including PowerFAIDS, EdConnect, and NSLDS.
16. Complete all financial aid surveys and reports such as IPEDS, CDS, CCCU, etc.
17. Keep up to date on federal and state regulations relating to Financial Aid and ensure compliance with all appropriate agencies.
18. Supervise the Financial Aid office staff who work with the application process and serve as back up for all application processing.
19. Oversee the Gateway – FA Student Success Presentations.
20. Serve on the Demographics Committee as the FA liaison.
21. Oversee the Winter's Loan Program.

Assistant Director of Financial Aid

The Assistant Director of Financial Aid reports to the Director of Financial Aid and has the following duties.

1. Supervise the Financial Aid office staff who work with payment processing.
2. Oversee the software/technical functions of the payment process including PowerFAIDS, COD, ELM, Egrands and G5.

3. Assist in formulation of office policy and procedures.
4. Assist with need analysis and financial aid packaging.
5. Oversee bundle disbursements for various funds and ensure reconciliation with the Student Financial Services.
6. Oversee staff who manage the financial aid portion of the R2T4 process to ensure timely processing.
7. Supervise and oversees NCAA Compliance and Athletic contracts.
8. Manages the university Endowment Funds awarding and eligibility criteria.
9. Oversees all institutional aid programs. Process payments, reviews eligibility, and batch awards funds on a semester basis.
10. Weekly Report: report funds paid to the Director of Financial Aid.
11. Work with IT Systems Team to complete monthly testing as necessary.
12. Counsel students and parents concerning financial aid options.
13. Back up: Serve as back up for all payment processing.
14. Keep up to date on federal and state regulations relating to Financial Aid and ensure compliance with all appropriate agencies.
15. Assist with other duties as assigned.

Coordinator of Institutional Research

The Coordinator of Institutional Research reports directly to the Vice President for Enrollment and Marketing but collaborates with many other departments across campus. The Coordinator is responsible for generating, cleaning, organizing, and reporting data for Lee University as well as facilitating various evaluation instruments. This role has essential elements which, if not completed by their deadlines, would be costly to Lee University in terms of funding, fines, or accreditation. The Coordinator of Institutional Research will have full knowledge of and abide by the provisions detailed in this job description as well as all written or verbal policies, procedures, and instructions established by administration in the Lee University Staff Handbook.

1. Generate Census Data, Common Data Set, and other standard data used for reporting purposes throughout the year
2. Ensure compliance with Federal and State government and other accrediting/associational entities concerning reporting of enrollment and other organizational data
3. Create and maintain reports that are used internally and available to employees including regularly scheduled as well as ad hoc reporting
4. Submit data to external survey companies according to their deadlines
5. Submit datasets to the National Student Clearinghouse Student Tracker, provide data, and generate reports based on the results
6. Maintain and report data concerning Advance Class Selection and Registration Trending Data
7. Manage processing for Faculty, Advisor, and other evaluations including Alumni Survey.
8. Support issues concerning the Leonard Center, Med-Lee, and Lee Day Databases
1. Other projects as necessary or assigned

Director of Communications

The Director of Communications is responsible to the Vice President for Enrollment and Marketing. The Director is responsible for the university's interaction with the print, broadcast, and on-line media, as well as the dissemination of university news and information. The Department of Communications also provides public relations counsel and communication support to the entire university community on a variety of communication issues and has the following duties:

1. Provide conclusive reports on progress and productivity to the Vice President for Enrollment and Marketing.
2. Provide a stable work environment for other Communications staff (i.e., secretary and student workers).
3. Generate a consistent, high-quality stream of publicity to media outlets, including the Lee University homepage.
4. Facilitate local general advertising efforts and various promotional paid advertising for other on-campus constituents, including planning and reserving advertising space and managing payment thereof.
5. Keep a current map of Lee University campus, updated and accurate, and available to any who need printed or digital copies.
6. Generate an annual snapshot of faculty, administration, and full-time staff of Lee University, called the Faculty Profile, and distribute to faculty, administrators, and select staff members at the beginning of the fall semester.
7. Oversee the internship program, supervising and training intern writers, performing written and verbal evaluations of their work and providing the academic Department of Communication and the Arts or the Department of Language and Literature with the necessary paperwork and grades required for students to receive not just credit but a valuable learning experience.
8. Oversee the business and operation of the Communications Office, including the student work area.
9. Oversee the record keeping of local and regional print publicity and internet publicity and report weekly to the President.
10. Maintain good working relationships with area media representatives, both in advertising and news.
11. Upkeep of a photo bank and bio sketches of each current Lee faculty member for use in stories and on the web site directories.
12. Maintain the availability of current information, about the campus, its faculty and administrators, and general sketch information.
13. Other services and duties as assigned.

Director of Information Technology

The Director of Information Technology reports directly to the Vice President for Enrollment and Marketing. The duties of this position are:

1. Collaborate with the Director of IT Systems and the Vice President for Enrollment and Marketing to develop strategic objectives for Information Technology.
2. Manage the team responsible for the network infrastructure and related appliances to ensure network stability and uptime.
3. Manage the team responsible for the Help Desk.
4. Develop and carry out appropriate procedures to ensure the security of the institutional network and the integrity of institutional data.
5. Develop policies and procedures around the management of technological assets on campus throughout their life cycle.
6. Provide technology resources which encourage effective teaching and learning in the academic enterprise.
7. Provide service and equipment to meet the printing and duplicating needs of the campus.
8. Provide training for faculty and staff in the responsible use of technology and technological equipment on campus.
9. Recommend to senior management ongoing strategies for the development and use of technological systems campus wide and implement those strategies as approved.

10. Deliver high quality software and services that support the mission of the university.
11. Provide application development and support for the client community related to all business systems being maintained by IT Systems.
12. Evaluate emerging technology trends and develop proposals for integration with the university technology environment.
13. Evaluate and prioritize projects for Information Technology Systems.
14. Provide leadership for the following areas within Information Technology Systems: Application Development, Business Analysts, Web Development.
15. Perform other duties as assigned by the Vice President for Enrollment and Marketing.

Director of Marketing

The Director of Marketing manages the creative units that execute the university's marketing strategy and answers directly to the Vice President for Enrollment and Marketing. This office is responsible for the coordination of acquiring, producing, archiving and distribution of media products for archival, educational, promotional and entertainment purposes. The duties include:

1. Oversee the operations, functioning and readiness of four on-campus production facilities in Dixon, Squires, the Chapel, and a High-Definition mobile production trailer. This includes working to establish relevant studio and technical equipment policies/procedures.
2. Train, schedule and supervise paid staff, interns, students, and volunteers to create, produce and distribute media productions and live-media events. Examples include chapels, musical concerts, recitals, athletic events, lectures, training videos, academic promotions, recitals, New Student Orientation, DEKE Day, Global Perspectives, Lee Online, LeeU Preview, Convocation, Celebration, Homecoming, Lee Day, Commencement and Commissioning.
3. Create and produce original content media productions for campus promotions; and work closely with unit supervisors, department heads, faculty, chairs and deans in production of program-specific media publications. Examples include: the President's office, Recruitment, Athletics, Alumni, Residential Life, various academic departments and special-event media productions including New Student Orientation, DEKE Day, Global Perspectives, Lee Online, LeeU Preview, Convocation, Celebration, Homecoming, Lee Day, Commencement and Commissioning.
4. Supervise DVD production and distribution, on-line postings and uploads of original content media, videos and acquired in live-event productions for public or private viewing to destinations including YouTube, Vimeo, and other web-based viewing locations.
5. Administer archived database of media productions, videos, and live-event recordings, both in physical as well as multiple electronic formats.
6. Serve as departmental interface with the Department of Communication and the Arts to integrate teaching loads, course content and student experiential learning with the activities of the Video Production Center.
7. Serve as campus interface to external community organizations including United Way, Caring Place, Habitat for Humanity, schools, as well as, the sponsoring church denomination, and area churches for the development of content and productions.
8. Serve on various committees at the pleasure of the Vice President including New Student Orientation, DEKE Day, Global Perspectives, Lee Online, LeeU Preview, Convocation, Celebration, Homecoming, Lee Day, Commencement and Commissioning.

Creative Director

The Creative Director is responsible to the Director of Marketing and provides Lee University with creative services and coordination of promotional, marketing and publication materials from consultation through delivery of the finished product. It is the goal of the Office of the Creative Director to provide consistent, quality marketing materials that reflect the image of the university. Duties include the following:

1. Work with other administrative offices to develop various university advertising strategies, including marketing campaigns, video productions, publications, etc.
2. Coordinate the Lee University branding initiative campus-wide, including training employees, university signage, and brand marketing.
3. Develop, publish, and maintain the Lee University Identity Style Guidelines Handbook.
4. Develop and maintain an interactive Publications Web site, supplying the campus community with information, templates, marketing samples, and contacts.
5. Coordinate, in consultation with requesting offices, publications that are designed and produced, including letterheads, business cards, brochures, books, booklets, cards, flyers, forms, posters, and programs.
6. Coordinate, with the requesting offices and/or sectors, the publishing of university handbooks such as the Student Handbook, Core Curriculum Handbook, Athletics Policies & Procedure Handbook, etc.
7. Design multi-media ads in coordination with the requesting office(s).
8. Create and continue to maintain an interactive, campus-wide Lee University image library.
9. Procure with area printers in relation to turn-around time, quality, and cost- effectiveness by obtaining quotes and comparisons for various projects.
10. Disseminate information concerning trends in promotion, marketing, and publication materials.
11. Hire and supervise student workers and interns in creative design, photography, and business administration, giving them hands-on experience in their respective career choices.
12. Schedule and supervise photography for campus-wide events.
13. Maintain a portfolio of all publications and materials that flow through the Office of the Creative Director for archival purposes.
14. Serve on the New Student Orientation, Celebration, and Homecoming Committees.
15. Assist the Office of the President with Celebrations and other various high-profile engagements that require promotions, publications, and marketing strategies on an as- needed basis.
16. Continually assess all significant aspects of work originating in and supervised by the Creative Director, producing an assessment report on an annual basis.
17. Develop and monitor an annual budget for the Office of the Creative Director.
18. Perform duties as assigned by the Director of Marketing.

Manager of Campus Post Office

The Manager of the Campus Post Office reports to the Director of Communications. The duties include:

1. Participate in and oversee the collection, sorting and distribution of all mail for students, faculty, and staff. This includes the enforcement of federal regulations relating to specially endorsed mail, i.e., certified, registered, and insured mail.
2. Issue and maintain campus post office boxes for all eligible students.
3. Recommend personnel and outline duties.
4. Supervise daily activities of full-time and student staff, including mentoring and training exercises.

5. Conduct all customer service activities in a courteous manner while displaying a pleasant and responsive attitude.
6. Serve as liaison to USPS and is responsible for daily reporting activities for sales and inventory.
7. Act as point of contact for UPS/FedEx and maintain accountability for courier services.
8. Perform other duties as assigned by the Director of Communications.

STUDENT LIFE AND SUCCESS

Lee University Student Life and Success educators are dedicated to the preparation of students for Christian service in their chosen occupations, academic pursuits, and personal ministry. These professionals are dedicated to the call of serving, empowering and equipping student disciples of Jesus Christ to become the “salt” and “light” in our society. The mission is to provide a Christ-centered environment which encourages students in their personal, spiritual, academic, emotional, and physical development so that they will be able to express Christian values in both their lifestyle choices and service to others during and after college.

Vice President for Student Life and Success

The Vice President for Student Life and Success has the responsibility of guiding the development of policies and procedures of the sector (under the leadership of the President) to ensure effectiveness of student programs and services for students’ success and persistence. This person is the chief administrator of all Student Life and Success programs. The duties of the Vice President for Student Life will include the following:

Administrative and Supervisory

Budget preparation for the Student Life and Success sector.

Promoting student success and persistence on campus within the sector and among the wider university contexts. Coordination and supervision of the work of the subdivisions within the Student Life and Success sector:

- Student Life:
 - Campus Security
 - Student Conduct and
 - Care Residential Life and
 - Housing Student
 - Engagement Campus
 - Recreation Counseling
 - Center
 - Health Services
 - Racial and Ethnic
 - Relations First Year
 - Programs
 - LEAP
 - Administrative Projects Coordinator
 - Summer Honors
 - The HUB
 - Commuter and Transfer services
 - Student Care Committee

Student Life and Success Activities Functions

In relation to Student Life and Success activities, the Vice President for Student Life is responsible to:

1. Maintain confidential student records.
2. Oversee and support student clubs and organizations of the university.
3. Oversee the student discipline process.
4. Formulate and implement student discipline policies.
5. Oversees New and Transfer student Orientations
6. Ensure collaboration among various programs and offices:
7. Center for Calling and Career
8. Center for Student Success, the Hub
9. First Year Programs
10. LEAP TRiO Grant
11. Office of Racial and Ethnic Relations
12. Promote best practice and current research in student success and retention.
13. Provide leadership development for student success directors and staff.
14. Facilitate leadership development opportunities for students.
15. Work with other sectors, specifically Academic Affairs, Student Life and Enrollment and Marketing, to enhance student success.
16. Seek appropriate grants to support student success efforts.
17. Coordinate program evaluation and assessment for continuous improvement.
18. Prepare bi-weekly and annual reports for the President.
19. Perform any functions designated by the President.

Committee Functions

The Vice President for Student Life has the following committee assignments by virtue of office:

- President's Cabinet
- Planning and Budget
- Committee Campus Events
- Committee Student Care
- Committee
- Threat Assessment
- Committee Lee Day
- Committee
- Policy Review
- Committee Retention
- Committee

Teaching

The Vice President for Student Life shall carry a part-time teaching load, one course per semester.

Executive Director of Student Life

The Executive Director of Student Life (EDSL) position within the sector of Student Life & Success reports directly to the Vice President for Student Life & Success (VPSL&S). The EDSL has primary responsibility for the strategic and administrative leadership, development, and oversight of Campus Security, Student Conduct, Student Engagement, and Residential Life & Housing. In addition, the EDSL manages the formulation and updating of policies under the

responsibility of the Sector (and direction of the VPSL&S), and heads special projects and committees by assignment. Essential duties include:

1. Consults with the VPSL&S on all administrative, financial, and personnel aspects for the following Student Life departments: Campus Security, Student Conduct, Student Engagement, and Residential Life & Housing.
2. Provides strategic day-to-day leadership, direction, and supervision for departments under their supervision.
3. Provide oversight, guidance, and support for the Student Life department directors as they develop and implement program goals, objectives, policies, and operating procedures for their departments.
4. Work collaboratively and coordinate closely with other departments in the Student Life & Success sector (success coaching, tutoring, first year programs, and counseling services) to help care for our student body needs.
5. Conduct a comprehensive review of the Student Handbook every year to evaluate university policy and recommend any changes necessary.
6. Collaborates with the VPSL&S to ensure that all strategic plans and programs of the departments align with the overall mission and wider strategic plan of the university.
7. Oversee, develop, and guide the University's Student Government Association (SGA).
8. Serve on various committees as appointed by the VPSL&S. • Grow campus support for the athletic endeavors and events of the university

Director of Campus Security

The Director of Campus Security is responsible for the implementation and coordination of a safety program for the university. This includes the supervision of security, traffic, and parking officers. The Director of Campus Security reports directly to the Vice President for Student Life. The Director of Campus Security's responsibilities include the following:

1. Development, implementation, and enforcement of policies and procedures for Campus Security.
2. Responsible for the review and implementation of parking procedures, vehicle registration, and enforcement practices.
3. Plan and provide security, parking assistance, and traffic control during special events (i.e., Graduations, Athletic Events, Conferences, etc.).
4. Supervise all Campus Security officers and office staff (i.e., departmental secretary, student workers, etc.) as they fulfill departmental responsibilities.
5. Create and manage weekly work schedules which provide 24-hour security coverage.
6. Review, interview, and recommend the hiring of Campus Security personnel; orient new personnel and provide appropriate in-service training for all Campus Security staff.
7. Oversee the department's various computer systems (i.e., Vehicle Database, Electronic Access Control, and Identification Card system).
8. Maintain positive and effective relationships with all other departments and administrators within the university.
9. Work cooperatively with students, faculty, staff, administration, parents, alumni, and community constituents.
10. Coordinate the Campus Security and service function with local law enforcement and emergency response agencies to ensure that the university receives the highest level of support local authorities.
11. Oversee the university's Clery Act compliance.
12. Submit monthly crime reports to the Tennessee Bureau of Investigation, maintain

- annual certification, and maintain compliance with state and federal reporting laws.
13. Manage the departmental budget and provide for the maintenance of all Campus Security equipment and vehicles.
 14. Oversee the Campus Trolley program and the Satellite Parking program, which provide on- campus transportation for students, faculty, and staff.
 15. Work independently within the sphere of outlined duties; yet function well as part of a team.
 16. Must be available to respond on short notice to the university for any major incident or activity requiring the direct attention of director.
 17. Availability to workday, night, or weekend hours, depending on university needs.
 18. Regular, punctual attendance is required based on department needs.
 19. Report to and brief the Vice President for Student Life on all issues that are sensitive to the university's operation.
 20. Recommend the hiring of security personnel.
 21. Assume other duties as assigned by the Vice President for Student Life.

Director of Student Conduct & Support

The Director of Student Conduct & Support is responsible for articulating, communicating, and enforcing the university's behavioral standards for students with an aim of promoting an atmosphere of restorative discipline. The Director of Student Conduct & Support would also be responsible for any crisis intervention/support a student needs. This role is integral in educating students and assisting them in developing holistically in an effort to prepare them for responsible Christian living in a complex world. The office works closely with numerous departments around campus to create a safe, supportive, and just campus environment. The essential functions of this job are to:

1. Assist in the formulation and implementation of student discipline policies
2. Create opportunities through which students are educated on the university's behavioral expectations with the aim of promoting responsible citizenship and preventing conduct violations
3. Update and produce a revision of the Student Handbook each summer and provide updates as necessary throughout the academic year
4. Investigate reports of violations of the university's behavioral standards
5. Assist students through restorative discipline processes by requiring personal meetings, reflective activities, and other accountability measures
6. Monitor students' completion of accountability hours, placing registration holds on students not completing their hours within the assigned timeframe
7. Maintain confidential student records
8. Administer discipline to campus clubs, organizations, and councils
9. Assists campus clubs, organizations, and councils with membership requirement verifications (e.g., GPA requirements)
10. Serve on university committees and task forces as appointed (e.g., Threat Assessment Team, Behavioral Intervention Team, Student Care Committee, Induction Review Committee)
11. Oversee chapel probation, keeping records and implementing discipline for students who violate the chapel attendance policy
12. Serve as a Title IX investigator
13. Assist with intervention in crisis situations with students and on campus more broadly
14. Maintain availability to handle student concerns as they arise
15. Provide short-term and crisis counseling to students
16. Conduct hospital re-entry meetings and plans with students after coming out of the hospital for any reason/length of stay

17. Assist students in managing and resolving conflict
18. Complete reports for student and alumni requesting information for program application and employment purposes
19. Mentor students in individual and group settings
20. Prepare and oversee an annual budget
21. Oversee the staff who work in the Office of Student Conduct & Support
22. Represent the office at university meetings
23. Maintain membership in professional organizations related to the functions of the office
24. Attend monthly faculty meetings and faculty seminars
25. Generate a biweekly departmental report for the Executive Director/Dean of Student Life that summarizes activities of the office
26. Conduct ongoing and annual assessment to enhance the operations of the office with a focus on the attainment of the objectives of the office's mission
27. Attend weekly Student Life meetings
28. Perform other duties as assigned by the Vice President for Student Life & Success

Director of Residential Life and Housing

The Director of Residential Life and Housing is directly responsible to the Vice President for Student Life and is responsible for the administration and management of the Residential Life and Housing program and staff. Duties will include the following:

1. Recruit and recommend the hiring of residential life and housing staff personnel to the Vice President for Student Life.
2. Provide oversight to Assistant Director of Residential Life and Assistant Director of Housing.
3. Participate in recruitment, selection, and training of paraprofessional staff.
4. Assist and implement orientation and in-service training programs for Area Coordinators, Resident Directors, Resident Assistants, and Resident Chaplains.
5. Assist in the establishment and interpretation of a comprehensive housing policy and safety guidelines (i.e., fire safety, tornado).
6. Assist in the formulation and implementation of rules and regulations concerning residence hall life and auxiliary housing.
7. Implement a comprehensive residential life program that attempts to meet the spiritual, academic, social, and physical needs of the students.
8. Collaborate, strategize, and make recommendations to enhance transformational learning for students such as establishing student learning outcomes and faculty involvement.
9. Responsible to relieve professional staff in crisis situations that escalate. Provide necessary oversight to professional and paraprofessional staff in these situations.
10. Consult and serve on a weekly rotation and break coverage with other professional staff and residents beyond traditional office hours.
11. Discuss maintenance, custodial, and security issues with appropriate university staff in order to ensure that services meet departmental standards.
12. Complete consistent walkthroughs of buildings and oversight of property damages submitted by professional staff.
13. Assist with oversight of residence hall lobby furniture and entertainment equipment.
14. Maintain housing records for full-time professionals living in on-campus housing (room condition reports, key logs, check-in/out procedures).
15. Oversee and/or designate instructors for GNST 199, Resident Assistants Training Seminar.
16. Serve as administrative liaison for food service quality control.
17. Manage the Residential Life and Housing budget.
18. Plan and implement annual goals.
19. Assume other duties as assigned by the Vice President for Student Life.

Coordinator Of Residential Life

Under the direct supervision of the Director of Residential Life & Housing, the Coordinator of Residential Life is responsible for overseeing the daily leadership and implementation of the educational and operational facets of the Residential Life program, within eighteen residence halls housing over 2,000 students. Responsible for providing administrative and management support to the Director to accomplish the mission of Lee University through the Office of Residential Life & Housing. This position also serves as a member of the departmental leadership team. The primary areas of responsibility are staff supervision, programs and events, administration, conduct, staff training, leadership development, with secondary responsibility in operations, facility management, and customer service. This is a 11-month position. Responsibilities Include, but are not limited to, the following:

1. Assists in the overall administration of Residential Life & Housing program and services.
2. Supervises, trains, develops, and evaluates Resident Directors and RAs.
3. Responsible for the recruitment and retention of students and professional staff reflecting the diversity of the student body.
4. Develops agendas and regularly conducts meetings with department personnel.
5. Facilitates the effective development of a cooperative and collaborative working relationship among professional and student staff members.
6. Collaborates with Physical Plant concerning the maintenance of all residence halls.
7. Communicates routine concerns, escalated concerns, and timelines to appropriate parties.
8. Responds to the needs and problems of residents in a conscientious, appropriate, and timely manner.
9. Meets with students, investigates issues, provides written follow-up to student concerns/complaints.
10. Resolves severe or sensitive student or parental concerns and makes report of resolution and/ or collaborates with the Director of Residential Life & Housing.
11. Communicates and clarifies departmental expectations with reference to resolution of student conduct and employment difficulties. Serves as a resource and a referral for Residential Life & Housing in advanced conduct issues.
12. Intervenes and assists in the resolution of staff and student concerns and emergencies, which may disrupt the normal routine of the residential community.
13. Coordinates the annual Quality of Life survey for campus housing.
14. Facilitates effective ongoing formal evaluation of programmatic efforts to ensure that they are meeting the goals of Residential Life & Housing.
15. Assists with the overall development and collaborative implementation of student success, academic success, and support programs within the campus residential community.
16. Implements programs that are consistent with the vision and mission of Lee University, the Student Life & Success Sector and the Office of Residential Life & Housing.
17. Collaboratively designs and implements a strategic residential learning plan that includes faculty, staff, and student involvement. Office of Residential Life & Housing
18. Collaborates and coordinates processes and strategies for professional and paraprofessional staff selection.
19. Designs and implements an intentional and comprehensive training program for professional and para-professional staff.
20. Provides administrative support for the evaluation of all professional and para-professional staff members.
21. Provides the Director with timely and appropriate information as it relates to students experiencing problems and/or incidents in the residential community.
22. Assists with the oversight and management of the department budget.

23. Assists the Director and the Coordinator of Housing in the overall administration of Residential Life & Housing programs and services.
24. Prepares reports as necessary for the Director regarding department activity.
25. Promotes and maintains an atmosphere of excellent internal and external customer service.
26. Serves actively on departmental and other University committees/task forces, as assigned.
27. Identifies issues or areas of departmental concern and takes initiative to resolve or report them and assist in the identification of potential solutions.
28. Other duties and tasks as assigned.

Coordinator Of Housing

The Coordinator of Housing (COH) is a full-time professional staff member who reports directly to the Director of Residential Life & Housing. The COH assists in the implementation of the overall housing expectations for Lee University. The COH is a member of the Student Life & Success sector and assists with the supervision of Resident Directors. This is a 12-month position.

Responsibilities include:

1. Manage and assist with bed space occupancy for entire campus, residence hall assignments for new and current students, housing selection and oversight of the integrity of appropriate databases.
2. Liaison to Athletic Department for the housing needs of athletes.
3. Coordinate student housing accommodation as deemed necessary by the Disability Review Committee.
4. Place students together as roommates/suitemates, enter data in Colleague and eRezLife, and notify students of their roommate/suitemate assignment.
5. Regularly compare data (housing applications and deposits) in Target X (from Admissions) with that of the data in Colleague to ensure accuracy. Follow up with Student Financial Services as needed concerning housing deposit accuracy.
6. Oversee entirety of meal plan process and assignments. Communicate changes with students (personalized email reminders, residence hall flyers, etc.).
7. Oversee the early arrival/late stay process for all campus students in the spring and fall.
8. Process all summer housing requests, complete data entry, and track occupancy.
9. Organize and coordinate summer school housing arrangements which include; housing for traditional residents, housing for cross-cultural trips, specialty conference housing, and summer housing for athletic and other campus organizational needs.
10. Oversight of residence hall charges through frequent report verification.
11. Model and initiate communication with parents, incoming students, current students to provide exceptional customer service.
12. Oversee off-campus approval and denial process and handle all subsequent notifications, including appeals.
13. Provide accurate reporting and tracking of off-campus applications. Office of Residential Life & Housing
14. Collect emergency contact information for all on-campus students and oversee any missing data.
15. Assist in the oversight of Office Assistants, including training, management, etc.
16. Provide leadership and communication to Off-Campus Marketing (OCM) with regards to the Student Welcome Kits, Student Final Exam Kits and Student Linen programs.
17. Serve on the department's leadership team, which meets weekly to provide vision and direction for the department.

18. Supervise a department-wide committee (Events & Programming, RA/RC Hiring, Professional Development, or Student Staff Training).
19. Serve on campus-wide committees as necessary aimed at registration and student success.
20. Act as the eResLife knowledge expert among the student body and Residential Life & Housing staff.
21. Oversee housing and meal plan financial implications for withdrawal students, as well as coordinating move-out arrangements. • Coordinate housing deposit allocations in conjunction with Student Financial Services .
22. Manage housing arrangements for unconfirmed students during registration (reminders, move- out communication, etc.).
23. Provide bi-weekly housing reporting numbers on year-by-year comparisons (new and returning students), residence hall capacity, withdrawal numbers and off-campus students.
24. Send daily check-in number reports to the Executive Director of Student Life during move in.
25. Serve as the point person in the Housing office for escalated parents, students, and associated parties.
26. Complete other tasks and duties as assigned

Coordinator of Residential On-Call & Care

Under the supervision of the Director of Residential Life & Housing, the Coordinator of Residential On-Call & Care is responsible for providing integrated care to students. This care will consist of being on-call Sunday night through Thursday night. This role will only be on-call over the weekends in a rotation with other departmental leadership roles, acting as a supervisory on-call support for Resident Directors. The Coordinator of Residential On-Call & Care will also meet with high-risk students during the weekday, provide follow-up to students who had a crisis, and coordinate with The Hub for absence notifications and the Director of Student Conduct & Support for any student hospitalized. The Coordinator of Residential On-Call & Care will provide case management services for at-risk students with mental health and social support needs. The Coordinator of Residential On-Call & Care will serve on the Student Care Committee (SCC), perform case management functions for the SCC, and provide case management services to our on-campus students. The primary areas of responsibility related to the SCC are providing support to students on the SCC caseload, making referrals, providing interventions, and connecting students to follow- up services. The essential functions of this job are to:

1. Serve as primary on-call professional staff in Residential Life & Housing Office Sunday through Thursday night
2. Take part in a rotation of other departmental leaders to serve as a supervisory on-call staff member for Resident Directors on weekends (does not have to be on campus for this rotation)
3. Address the needs of students who struggle with mental health and wellness, relationship conflicts, personality and social adjustment issues, physical health and nutrition, trauma recovery, and victim advocacy
4. Possess the ability to manage a diverse caseload
5. Balance and multi-tasking the responsibility of two distinct roles related to SCC and Residential Life & Housing services, including managing appropriate balance of privacy and communication between both served groups
6. Coordinate with community resources and campus partners including the Student Conduct & Support Office, Residential Life & Housing Office, LUCC, Health Clinic, and Academic

Support

7. Develop and maintain a database of referral resources and community services
8. Serve as a liaison to community mental health providers
9. Facilitate off-campus referrals for students who need long-term and/or specialized care
10. Engaging in professional development activities
11. Preparing weekly and annual reports for the Director of Residential Life & Housing regarding position activity
12. Promoting and maintaining an atmosphere of excellent internal and external customer service
13. Serve actively as part of the leadership of the Residential Life & Housing department
14. Documenting and establishing systems for receiving and tracking cases
15. Serving as a member of the Student Care Committee (SCC), bringing cases to the committee for review and assessment
16. Communicating as needed to stakeholders related to a student case
17. Cultivating relationships with university and community resources and readily contacting resources on the behalf of students
18. Establishing a collaborative relationship with the student and family, when indicated and permissible, to maximize their ability to make an informed decision
19. Following up and tracking referrals to ensure quality of care
20. Perform other duties as assigned by the Director of Residential Life & Housing

Resident Director

The Resident Director is responsible for the total operation of a residence hall or auxiliary unit. The Resident Director plans, motivates, develops a climate, manages, interacts, and evaluates in the task areas of staffing, counseling, group advising, residence hall programming and housing administration. Duties include the following:

1. Design, administer, and evaluate staff activities at the residence hall level for the purpose of training the Resident Assistant staff in interpretation of university and residence hall policies and procedures.
2. Conduct weekly staff meetings.
3. Assist with the planning and administration of pre–school and in–service training sessions for residence hall staff.
4. Assist with the recruitment and selection of residence hall staff.
5. Counsel with students on a scheduled and/or informal basis and, being acutely aware of personal limitations, make referrals when necessary.
6. Work with students involved in disciplinary problems.
7. Identify students with leadership ability and provide opportunities for them to develop their abilities.
8. Become familiar with the programming interests and needs of students via the staff, interest inventories, and questionnaires.
9. Coordinate the design, administration, and evaluation of all social, educational, and cultural programs within the residence hall.
10. Monitor the compliance of all university regulations by residents.
11. Supervise the opening and closing of the residence hall each semester.
12. Communicate housekeeping and maintenance needs to the physical plant staff.
13. Auxiliary RDs maintain contact with landlords to provide an appropriate living environment.
14. Perform other duties as assigned by the Director of Residential Life and Housing.

Director of Campus Recreation

The Director of Campus Recreation and Intramural Sports is directly responsible to the Vice President for Student Life. Specific duties are as follows:

1. Provide a variety of recreational opportunities for the student body, faculty, and staff in both leisure and competitive settings.
2. Develop and maintain an Intramural Sports Program that presents opportunities for the university community regardless of gender, age, or ability.
3. Provide opportunities for student officials to receive appropriate training in their desired sport.
4. Train and maintain an ample work force to allow the Recreation Complex to operate at maximum convenience for its users.
5. Provide and maintain adequate exercise equipment for the Recreation Center.
6. Schedule and coordinate all facilities for recreational and intramural use.
7. Provide university guests and conferences ample fitness and recreation opportunities.
8. Assess existing programs and trends of participation and make necessary modifications.
9. Develop and maintain summer programming for the DeVos Training Center, and outdoor sand and basketball courts.
10. Coordinate campus recreational tournaments to determine participants at the ACU-I and applicable NIRSA events.
11. Seek out extramural opportunities with other universities for campus interaction.
12. Assume other duties as assigned by the Vice President for Student Life.

Director of Student Engagement

The Director of Student Engagement seeks to provide multifaceted opportunities for students to become involved meaningfully in the life of the campus. These efforts span all aspects of Student Life with an aim toward student learning in a manner that helps prepare students for responsible Christian living in a complex world and helps them know they matter. Additionally, this office offers activities that seek to engage all students and promote leadership development broadly. The Director's specific duties are as follows:

1. Create programming for students and collaborate with other departments across the university.
2. Provide support to campus clubs and organizations, the various club councils, and club and council sponsors.
3. Maintain a club and organizational manual, including steps students should take to propose new clubs and organizations.
4. Maintain a manual for club, organization, and council sponsors.
5. Maintain an up-to-date list of contacts of campus clubs and organizations.
6. Assist in recruiting and training sponsors for clubs and organizations.
7. Sponsor clubs, organizations, and councils personally.
8. Assist students in developing new clubs and organizations.
9. Oversee New Student Orientation, working with various offices around campus to acclimate students to the university.
10. Develop leadership development activities and resources for use by students and serve as a clearinghouse for student leadership development materials.
11. Work with the Director of Student Conduct for club and organization discipline.
12. Ensure that weekend activities are hosted on campus throughout the academic year.
13. Support Summer Honors under the supervision of the program director.
14. Oversee and assist with the oversight of major campus events as assigned.
15. Assist with teaching in Summer Honors, Student Leadership Development.
16. Promote activities offered by the office and student groups through marketing efforts, particularly social media.
17. Manage the approval process for campus events and maintain an events calendar.

18. Serve on university committees and task forces as appointed (Specific committees include the Induction Review Committee and Campus Events Committee).
19. Serve as a Title IX investigator.
20. Mentor students in individual and group settings.
21. Oversee the staff and volunteers who work in the Office of Student Engagement.
22. Maintain membership in professional organizations related to the functions of the office.
23. Conduct ongoing and annual assessment to enhance the operations of the office with a focus on the attainment of the objectives of the office's mission.
24. Perform other duties as assigned by the Vice President for Student Life and Success.

Director of the Counseling Center

The Director of the Counseling Center is responsible for the provision of psychological services to students. It shall be the responsibility of the Director of the Counseling Center to hold all counseling communications with clients and their records as confidential information except in specific situations mandated or permitted by laws and professional regulations, such as potential imminent harm to the client or others. The Director is responsible to the Vice President for Student Success and Retention. Specific duties of this position include but are not limited to the following:

1. Provision of psychological services to Lee University students.
2. Supervision of all clinical services at the Counseling Center including the training program and all professional staff.
3. Maintain current and confidential clinical records.
4. Refer students who need special clinical analysis or treatment.
5. Consult with faculty and administration regarding a broad range of psychological issues including crisis situations.
6. Assume other duties as assigned by the Vice President for Student Success and Retention.

Director of Health Services

The Director of the Health Clinic is responsible for planning and implementing a program of student health services. The director is directly responsible to the Vice President for Student Success and Retention and regularly collaborates and consults with the medical director in carrying out duties.

Specific duties of this position include the following:

1. Supervise daily functions of the Health Clinic.
2. Oversee the nursing and office staff members working in the Health Clinic.
3. Maintain quality assurance in consultation with the Medical Director.
4. Treat minor illnesses and injuries of students and employees which fall within the director's sphere of competence.
5. Refer students to outside medical resources when, in the director's professional judgment, this seems warranted.
6. Develop and enhance relationships with local medical providers as referral resources.
7. Accompany students to the hospital or a clinic when necessary.
8. Prepare and oversee an annual budget.
9. Maintain appropriate staffing levels and coordinate staff development.
10. Ensure the clinic staff are certified for laboratory protocols each year.
11. Contact parents or guardians of students in the event of serious illness or injury.
12. Maintain current health records on students.
13. Plan and implement a health education program for the university community.
14. Coordinate physicals and immunizations for those participating in the Global Perspectives travel program and provide educational resources for trip directors.
15. Serve as a member of the Student Care Committee.

16. Work closely with administrative or student life personnel as a resource, particularly concerning matters of public health.
17. Provide an emergency medical services presence for campus events as necessary (e.g., graduation activities).
18. Coordinate and promote campus events on a regular basis (e.g., blood drives, Health Fair).
19. Maintain the clinic's information on the university's website and through social media.
20. Ensure compliance with state regulations regarding immunizations for incoming students.
21. Assist with the oversight of the university's Health Quest program for employee wellness.
22. Serve as a member of the Safety Committee.
23. Evaluate the effectiveness of the clinic's operation in accordance with standards set forth by regional accreditation bodies.
24. Practice in accordance with Title IX regulations and assist in investigations as necessary.
25. Represent the university at professional meetings or conferences.
26. Maintain active memberships in appropriate professional associations.
27. Provide residence halls with first aid boxes.
28. Arrange instruction for first aid and CPR annually, ensuring Health Clinic staff CPR certification.
29. Validate that varsity athletes have a complete physical examination each year.
30. Teach as a member of the faculty with approval from the Vice President for Student Success and Retention.
31. Perform guest lectures for faculty members when needed.
32. Perform other duties as assigned by the Vice President for Student Success and Retention.

Director of Racial and Ethnic Relations

The Director of Racial and Ethnic Relations seeks to fulfill the mission of the office: The mission of the Office of Racial and Ethnic Relations is to help racially, ethnically, and internationally diverse students, employees, and alumni know they are valued members of the Lee University community. Based on the Scriptural principles that each human being is created in God's image, that the kingdom of God includes and values people from diverse backgrounds, and that biblical principles call for the just treatment of all people, the office seeks to intentionally prepare all students for responsible Christian living in a complex world while advocating for, empowering, and supporting those from racially, ethnically, and internationally diverse backgrounds. The essential functions of this job are to:

1. Create programming for students and collaborate with other departments across the university to educate students on matters related to racial and ethnic relations.
2. Work with academic leadership to enhance the curricular experience from a perspective of racial and ethnic relations.
3. Assist the university's student success initiatives to enhance the likelihood of persistence and graduation among students from racially, ethnically, and internationally diverse backgrounds.
4. Advocate for the needs of students from racially, ethnically, and internationally diverse backgrounds.
5. Advise university leadership on matters related to racial and ethnic relations regarding strategic focus and governance.
6. Consult with Human Resources and departments from across campus regarding employment practices and training related to racial and ethnic relations.
7. Develop resources for use by students, employees, and other groups to enhance the understanding and just treatment of traditionally underserved students.
8. Liaise with offices that relate to the university's various publics to enhance operations.
9. Consult with Admissions to enhance the recruitment of racially, ethnically, and internationally diverse students.
10. Work with Church Relations to enhance the university's relationships with the Church of

God denomination (e.g., Cross-Cultural Ministries), individual denominational congregations, and other churches in matters related to racial and ethnic relations.

11. Collaborate with Alumni Relations to assist with keeping alumni connected with the university in meaningful ways.
12. Partner with Community Relations to enhance the university's presence in Cleveland and the surrounding area regarding the focus of the office.
13. Work with the various offices involved in marketing and media relations to enhance the university's messaging regarding racial and ethnic relations and representation.
14. Seek external resources (e.g., grants, gifts) in conjunction with the appropriate offices to assist the university in enhancing its services in areas related to the office's mission.
15. Offer counsel to students concerning racial and ethnic relations.
16. Oversee the staff and volunteers who work in the Office of Racial and Ethnic Relations.
17. Attend organizational meetings as necessary for the implementation of campus events.
18. Represent the office at university meetings.
19. Perform guest lectures for faculty members when needed.
20. Speak regularly in chapel services.
21. Assist with devotionals for clubs, campus organizations, athletic teams, or classes.
22. Represent the university at church, denominational, and professional meetings, or conferences.
23. Maintain memberships in professional organizations related to the functions of the office.
24. Development that summarizes activities of the office.
25. Conduct ongoing and annual assessment to enhance the operations of the office with a focus on the attainment of the objectives of the office's original design.
26. Teach as a member of the faculty with approval from the Vice President for Student Success and Retention.
27. Perform other duties as assigned by the Vice President for Student Success and Retention.

Serve on specific bodies from across the university, including:

- Cultural Diversity Committee
- Diversity Council sponsor
- Racial and Ethnic Relations Advisory Panel Missions Week Committee
- Global Perspectives Committee

Coordinator of First-Year Programs

The Coordinator of First-Year Programs reports directly to the Vice President for Student Success and Retention and is responsible for supervising and coordinating the services of the First-Year Programs. Duties of the office include the following: Supervise the day-to-day activities of the Center personnel.

1. Collaborate with IT to ensure integration of technology resources for each initiative.
2. Articulate the philosophy and mission of First-Year Programs to students, parents, faculty, staff, and other key stakeholders.
3. Serve as liaison for faculty, Deans, and administration regarding the first-year seminar courses, sponsored events, and other key areas related to first-year success.
4. Seek new ways to inform, update, and involve the Lee University community in light of trends, advances, and successes related to the First-Year Experience.
5. Supervise, evaluate, and assess all programming related to students' first year while obtaining approval of related policies and procedures. This includes working with the First-Year Committee, Global Perspectives, and the School of Theology & Ministry to facilitate the freshman course sequence.
6. Propose strategies for the development and implementation of new programs and long-range goals to promote the success of first-year students.

7. Assist with the LEEU-101 freshman seminar course schedule, including recruiting and assigning instructors and peer leaders to sections.
8. Assist First-Year Committee with the development of curriculum updates (textbook, instructor's manual, and other resources).
9. Coordinate and direct the transfer student support programs and events, including hiring and providing developmental support for the Transfer Student Leadership Council.
10. Collaborate with sponsors of the local chapter of Phi Eta Sigma, a national freshman honor society. This includes organizing the invitation and induction process for new members.
11. Lead, train, and supervise the office staff, student worker team and peer leaders.
12. Propose and oversee the annual budget for First-Year Programs.
13. Compile weekly reports and an annual report for the Vice President for Student Success and Retention.
14. Prepare a bi-weekly summary report of activities within the office to be given to the Vice President for Student Success and Retention.

Director of TRiO Grant (LEAP)

The Director of TRiO Grant reports to the Vice President for Student Success and Retention and will oversee the provision of all TRiO services to eligible participants. Duties of the office include the following:

1. Represent TRiO to the university community.
2. Manage program records and finances.
3. Coordinate project reporting and evaluation activities.
4. Lead the participant identification and selection process.
5. Coordinate the individualized coaching, financial aid, literacy, and college transition components of the program.
6. Supervise and train Peer Mentors.
7. Provide individualized counseling to assigned students.
8. Help students achieve academic success and retain them through graduation.
9. Supervise Academic Coordinator and Community Coordinator.
10. Prepare a bi-weekly summary report of activities within the office to be given to the Vice President for Student Success and Retention.

Administrative Projects Coordinator

The Administrative Projects Coordinator reports to the Vice President for Student Life and Success and is a full-time staff member in the office of the Vice President for Student Life and Success. S/he assists the Vice President with special assigned tasks and projects that support and enhance the overall management and daily operations of the sector. Responsibilities include:

1. Work closely with the Vice President to plan sector meeting goals and agendas.
2. Develop and maintain a current annual sector programs and events calendar.
3. Monitor printed materials, descriptive of programs and policies, within the sector's departments. This also includes sector information on the university website.
4. Coordinate the collection and compilation of department leaders' reporting on special assignments such as annual department reports, assessments and SACSCOC reporting.
5. Coordinate the dissemination of assessment surveys results to sector leaders; including National Survey of Student Engagement, Comprehensive Institutional Research Project, Student Satisfaction Inventory, and other survey devices utilized at various levels of the institution.
6. Serve as a staff member of the Summer Honors program, under the supervision of the program director.

7. Serve as the public relations liaison for the sector.
8. Assist in the development and implementation of sector retention strategies, campaigns and events that effectively promote Lee University retention of students.
9. Assist with planning and organizing of sector events, as needed.
10. Serve on select university-wide committees.
11. Assist with the development of new programs and offices within the sector.
12. Perform other duties as assigned by the Vice President for Student Life and Success

Director Of The Center For Calling And Career

The Director of the Center for Calling and Career at Lee University serves current and former students, as well as Lee employees, in the lifelong process of discovering their gifts, talents, and strengths and using them with a sense of purpose to create a meaningful life in service to God and others. Responsibilities include:

1. Lead departmental staff and oversee recruitment, onboarding, training, scheduling, professional development, and evaluation of all departmental staff and volunteers
2. Assess the work of the Center for Calling & Career utilizing effective data collection and interpretation within the Annual Assessment process
3. Maintain membership and involvement in professional organizations including Gallup, NACE, SoACE, TACE, and NetVUE
4. Facilitate an effective process for students' change of programs, coordinating with Academic Services for students' major and minor declarations
5. Provide calling and career exploration services for all students including individual vocational advising, career assessment debriefs, CliftonStrengths coaching, and resource referrals
6. Offer a variety of career assessment tools including Gallup Clifton Strengths for Students, Career Direct, PathwayU, and others as appropriate
7. Promote career and graduate school preparation through individual coaching including resume reviews, mock interviews, job search strategy sessions, and social media audits
8. Foster positive career connections among students, alumni, employers and graduate schools through the management of the online job board, Handshake and career events
9. Host a variety of career events including career fairs, graduate school fairs, workshops, and etiquette dinners to promote vocational discovery and career preparation
10. Facilitate on-site recruiter visits and on campus interviews with students
11. Collaborate with various departments to host major-specific events such as education career fairs, nursing job fair, business dinners, etc.
12. Attend conferences and local events to meet and recruit employers and graduate schools to partner with the Center for Calling and Career to connect with students and alumni
13. Develop connections with local employers through networking at career events and by coordinating their participation as workshop presenters, resume reviewers, mock interviewers, and career mentors
14. Encourage, recruit, and train faculty and staff members to serve as Strengths Vocational Advisors (SVAs) who specialize in one-on-one CliftonStrengths coaching and vocational advising including guidance on major selection
15. Facilitate SophoMORE Experience programming
16. Partner with departmental faculty by providing classroom and departmental workshops and presentations about strengths, career readiness, vocation and calling, job search strategies, career preparation, and other appropriate topics as requested
17. Conduct faculty/staff training seminars on assessing/advising student calling and vocation and serve as a resource for faculty and staff as they advise students and incorporate vocational discussions into their course and advising

18. Serve on committees to advance the work of the department and university including the Advising Task Force, Student Success Committee, Registration Committee, and other ad hoc committees as requested
19. Serve and present at university events including Registration, New Student Orientation, LeeU Preview, Lee Day, Celebration Days, and Regalia Clearance
20. Facilitate the Graduation Career Survey for all graduates as part of their Regalia Clearance
21. Manage the finances of the department including the annual budget, monthly spending, student worker payroll, and monies earned through event registrations and tablecloth rentals

University Relations

Vice President for University Relations

The Vice President for University Relations is directly responsible to the President for advancing Lee University through internal and external communications, strategic marketing, fundraising and the development of relationships with key constituency groups at the local, state, and national level. The duties include:

1. Supervise and coordinate the services of the following offices:
 - a. Alumni Relations
 - b. Campus Ministries
 - c. Community Relations
 - d. Development/Central Gifts
 - e. Events Office
2. Formulate policies and direct programs relative to the financial support of the university from all philanthropic sources.
3. Develop cohesive communications, visual identity, marketing, and branding strategy for the university.
4. Promote public understanding of and support for Lee University.
5. Property Acquisition
 - a. Direct the management of all university owned properties.
 - b. Oversee the sale of any properties given to the university.
 - c. Acquire properties on the borders of the university campus.

Director of Advancement Services

The Director of Advancement Services is responsible for coordinating and facilitating the university's mission in the areas of advancement services, development, donor stewardship, stakeholder relations, research, and other assignments as deemed appropriate by the Vice President for University Relations. Specific duties include:

1. Supervise all staff and student workers in the university Advancement Services office which includes Central Gifts.
2. Direct and manage the University Advancement Services to provide professional support to the staff in implementing financial processes, special events, prospect management, donor recognition, donor stewardship, other related activities including data base management, donor history, and financial donor reports.
3. Direct and manage Central Gift staff in procedures and documentation for gift receipting, and in the timeliness and accuracy of receipts to donors, as well as benchmarks and reports on gift receipting production in accordance with IRS and CASE standards.

4. Support advancement staff fundraising activities related to major gifts, planned gifts, annual fund, and participate in the cultivation of gift prospects when appropriate.
5. Develop detailed weekly, monthly, and yearly gift and ad hoc reports of university's giving and/or donors to Vice President for University Relations, President's Office, Comptroller, Accounting Services, and Alumni Relations Director as requested.
6. Work with the University Relations' staff to coordinate tracking of all endowment scholarships and report earnings and award status to donors.
7. Serve as liaison between University Relations, Central Gifts, Alumni Fund, Comptroller, Accounting Services, Financial Student Services, and President's Office on notification of gifts received in Central Gifts.
8. Direct, test, and maintain a comprehensive and accurate fundraising data base to include all alumni records and all past and prospective donors.
9. Facilitate access and provide training on the university's fundraising database to other members of the University Relations' staff.
10. Work as part of an integrated management team to establish overall goals and strategies for increasing private support to the university.
11. Other duties as requested by Vice President for University Relations.

Director of Alumni Relations

The Director of Alumni Relations (DAR) leads and manages the overall alumni relations program. Consistent with best practices, develop the overall alumni relations strategy and program direction, in conjunction with the Vice President for University Relations, thereby increasing alumni awareness and understanding of their alma mater and fostering involvement and long-term engagement in both the alumni relations program and the life of the university. The DAR is also responsible for planning and implementing a program of annual giving to the Annual Alumni Fund— with monies raised being used where needed most for campus development, operating support, and scholarship assistance being a priority. Specific duties include:

1. Direct and manage the planning and implementation of alumni events and programs.
2. Identify, recruit, and engage new alumni volunteer leadership, especially successful and highly effective alumni, creating an increasingly effective and engaged volunteer network in which alumni advance to increasing levels of involvement and leadership.
3. Provide effective alumni communications by coordinating with Marketing and Communications to plan, write, and implement communications with alumni regarding alumni events, programs, activities, and services.
4. Ensure an understanding of the university, advancement and alumni relations directions, programs, and activities among alumni in general and specific alumni constituencies.
5. Coordinate with university Events to plan the annual schedule of alumni events, receptions, meetings, and activities for the university's varied alumni constituencies.
6. Serve as liaison with and provide organizational support to volunteer alumni committees representing various alumni constituencies, effectively representing the university and the advancement program to the alumni boards and alumni leaders.
7. Provide strategic and organizational support, in conjunction with the Vice President for University Relations, for each of the principal alumni constituencies.
8. Maintain an active schedule of personal visits with key alumni, especially potential alumni leaders, recruiting alumni for volunteer roles on alumni committees, reunion committees, regional committees, and alumni association boards.

9. Manage and administer the alumni relations office. Provide leadership, management, and direction to the alumni relations staff.
10. Develop and implement standards of accountability for alumni relations staff.
11. Develop and monitor performance goals for the alumni relations staff and provide guidance for staff professional development.
12. Administer the ongoing business, activities, and operation of the alumni relations office, ensuring responsiveness to alumni needs and inquiries as well as university and divisional priorities.
13. Administer the budgets for the overall alumni relations program.
14. Perform all other duties and responsibilities as assigned or directed by the supervisor.
15. Develop a working knowledge of Lee University in general and funding priorities specifically to articulate a compelling case for support to all constituents.
16. Research and incorporate annual fund “best practices” into Lee University annual giving strategies.
17. Develop overall short- and long-range plans for annual giving, work with advancement team members by setting goals and objectives in line with the annual goals for the institution and manage the budget for all annual giving activities.
18. Organize and manage all aspects and segments of annual giving including phone based fundraising teams, direct mail appeals, online giving, and personal visits for annual fund gifts.
19. Assisted by the Office of Publications, create communications plan that positions and promotes giving to the Fund.
20. In collaboration with the Vice President for University Relations and other advancement staff, recruit, oversee, and motivate call team members and the
21. activities as they relate to annual giving and maintain timely communication with those members.
22. Manage annual stewardship correspondence with constituents and oversee acknowledgement of Fund gifts as part of the advancement gift receiving and acknowledgement policy.

Campus Pastor and Director of Campus Ministries

The Campus Pastor and Director of Campus Ministries seeks to provide a community in which students experience, understand, and grow in the love of Jesus Christ in order to passionately participate and direct the mission of the church at Lee University and beyond. Priority is placed on giving students opportunities for spiritual growth and development. These opportunities include chapel services, community service involvement, confidential spiritual counseling, mentoring, local ministry involvement, mission trips, prayer groups, small group discipleship, and worship events.

Essential Functions:

1. Coordinate all organized spiritual programs of the university.
2. Provide spiritual/personal and premarital counseling for students at the university.
3. Work closely with administrative or Student Life personnel as a resource.
4. Assist with all chapel programs.
5. Supervise chapel ushers.
6. Provide students with opportunities for ministry within the church and throughout the world.
7. Offer counsel to students concerning Christian vocational opportunities.
8. Provide and oversee small group opportunities for students.
9. Oversee the office staff and volunteers who work in Campus Ministries.

10. Provide church leaders with evaluative information on student's involvement, experience, and performance in Christian ministerial activities.
11. Attend organizational meetings as necessary for the implementation of campus events.
12. Work with Church of God World Missions on yearly mission project selection.
13. Work with Poiema interns to coordinate mentoring opportunities.
14. Assist the graduation office in coordinating graduation weekend.
15. Support an informational and training meeting about ushering for graduation with everyone that will be working.
16. Represent the university at church, denominational, or professional meetings or conferences.
17. Assist with hosting chapel speakers and facilitating post-chapel lunches with speakers and campus guests on occasion.
18. Lead in planning and hosting family life functions.
19. Lead in designing and carrying out Missions Week functions.
20. Provide missions opportunities to students through mission trips.
21. Host speakers and help moderate Convocation services.
22. Visit hospitals or nursing homes to pray for staff, faculty, or students who are sick.
23. Attend funerals to represent the university on behalf of the families of students, faculty, or staff members.
24. Serve as a sponsor for spiritual life clubs as needed.
25. Perform guest lectures for faculty members when needed.
26. Speak regularly in chapel services.
27. Assist with devotionals for clubs, campus organizations, athletic teams, or classes.
28. Assist with recruitment and retention of students when needed.
29. Maintain memberships in professional organizations related to Campus Ministries.
30. Serve as a member of the Service-Learning Committee.
31. Chair the Missions Week Committee.
32. Chair the Family Life Committee.
33. Chair the Ministerial Licensing Committee.
34. Perform other duties as assigned by the Vice President for University Relations.

Director of Events

The Director of Events is directly responsible to the Vice President for University Relations. Specific duties are as follows:

1. Manage all aspects of the Conn Center, Dixon Center, Squires Recital Hall, The Chapel, and Pangle Hall.
2. Coordinate the department budget and manage financial records.
3. Maintain contact with clients, draft contracts, coordinate room scheduling, and keep an accurate record of building use and rental income.
4. Oversee maintenance and custodial care of the facilities and report work orders to Physical Plant.
5. Supervise student workers, coordinate work schedules, and maintain payroll records.
6. Schedule UChurch concert events.
7. Assume other duties as assigned by the Vice President for University Relations.

Director of Event Planning

The Director of Event Planning reports to the Director of Events and is responsible for planning, hosting, coordinating, and managing university events. The Director also serves as the university's social and business protocol advisor. The Director of Event Planning will be charged with the responsibilities of scheduling events and

classrooms for on and off campus groups including summer conferences. Other duties include:

1. Conceptualize and design high quality university events.
2. Draft plans, proposals, budgets, and timelines for events.
3. Coordinate and participate in event logistics.
4. Manage the scheduling of university facilities, rooms, and spaces.
5. Maintain familiarity with on-campus and off-campus venues to advise on event- related venues and policies.
6. Supervise event planning staff, event contractors, and event personnel.
7. Acquire event approval for on campus groups through the Office of Student Life and for off campus groups through the Office of Event Planning.
8. Serve as liaison and coordinator for all summer conferences.

Alumni Association

The Alumni Association is guided by an Alumni Advisory Board. The Vice President for University Relations oversees all matters relating to the Association and to the Alumni as a body. A principal purpose of the association is the creation of broad support of the university by the alumni.

Distinguished Alumnus Award

Every year Lee University honors one of its former students as its Distinguished Alumnus. The Alumni Advisory Board makes an annual survey of the alumni family for one whose life after leaving Lee has exemplified and personified its ideals, principles, and purposes. The person designated as Distinguished Alumnus is one who was fostered and nurtured by Lee University and whose life patterns reflect those ideals in later years. The person chosen each year is one who has gained distinction for himself/herself and Lee University through achievements and service to God and man.

Those who have received the award since its inception in 1960 are:

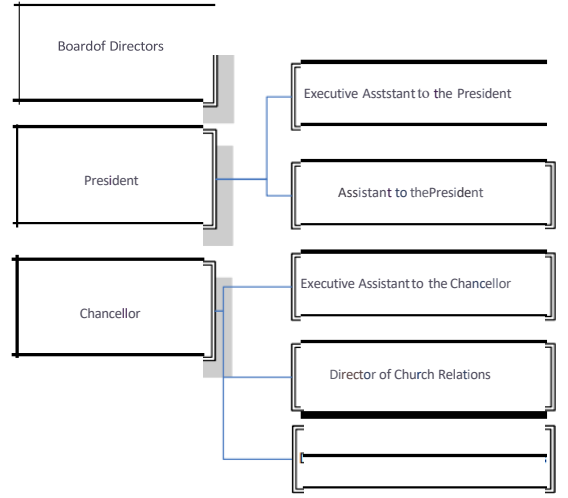
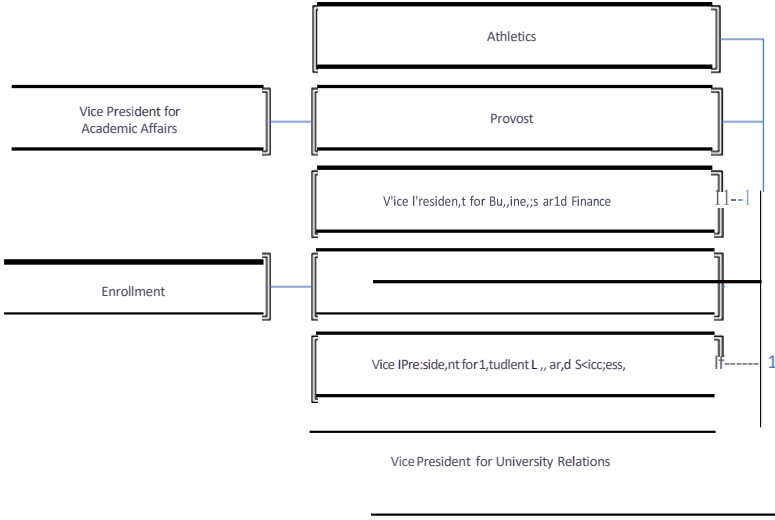
Charles W. Conn	1960	Loran Livingston	1991
James A. Cross	1961	J. Patrick Daugherty	1992
J.H. Walker, Sr.	1962	Raymond A. Conn and Gary Sharp	1993
R.E. Hamilton	1963	Dennis McGuire	1994
Charles R. Beach	1964	Mark Harris	1995
James A. Stephens	1965	Robert J. Jenkins	1996
Paul H. Walker	1966	Bill F. Sheeks	1997
David L. Lemons	1967	DeWayne Knight	1998
O. Wayne Chambers	1968	Raymond F. Culpepper	1999
W.C. Byrd	1969	Bill Balzano	2000
W.E. Johnson	1970	Martin D. Smith	2001
Dora P. Myers	1971	W. Donald Price	2002
Ray H. Hughes, Sr.	1972	David Black	2003
J.H. Walker, Jr.	1973	Bill George	2004
Odine Morse	1974	John Gentry	2005
Bill Higginbotham	1975	Judy Markham Pittman	2006
Ralph E. Williams	1976	Steve Dorman	2007
Jerry Lambert	1977	P. Jeffrey Conn	2008

Charles Paul Conn	1978	Andrea Hudson	2009
Cecil B. Knight	1979	Marcus Lamb	2010
Bennie S. Triplett	1980	Darlia Conn	2011
Zeno C. Tharp	1981	Andrew and Tori Smith	2012
E.C. Thomas	1982	Delton Alford	2013
Paul L. Walker	1983	Cyndi Joyner	2014
Robert White	1984	Claire Sanger	2015
Lucille S. Walker	1985	Nathan Chapman	2016
R. Lamar Vest	1986	Alisa White	2017
Billi Jones	1987	Patricia Carroll	2018
Don Medlin	1988	Danny Murray	2019
Robert Daugherty, Sr.	1989	Stephanie Taylor	2020
Kenneth Hall	1990	Steve Black	2021

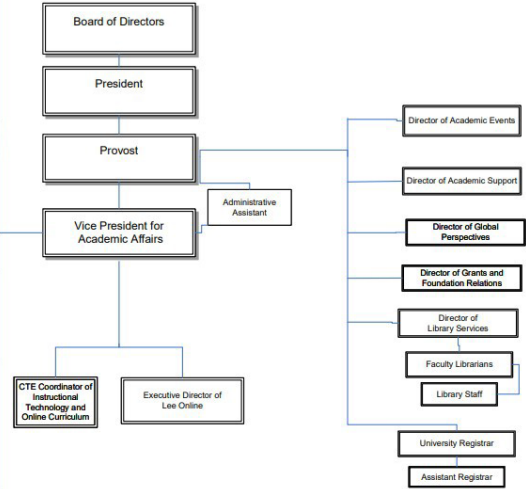
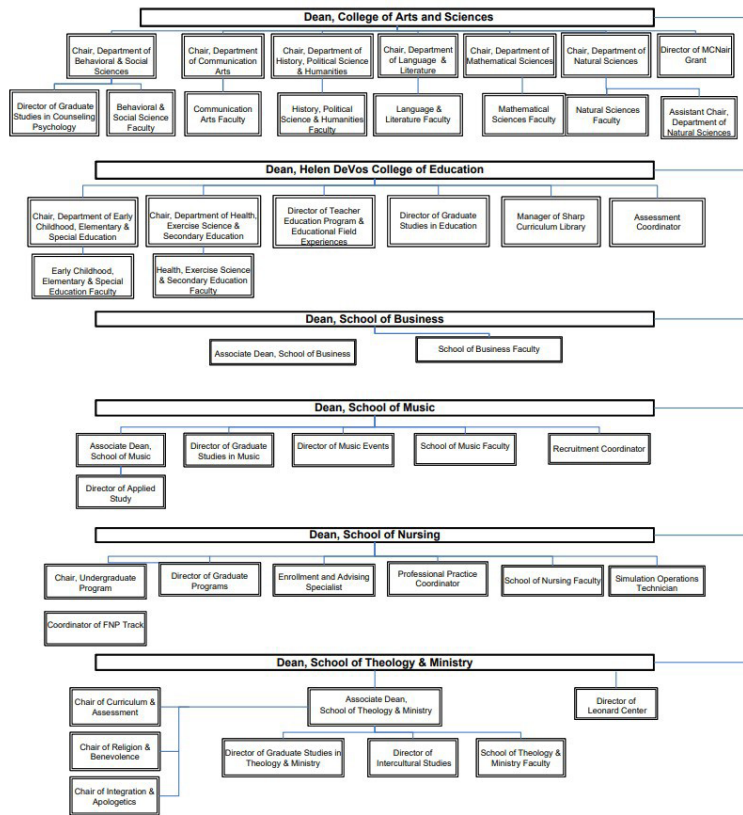
In 1994, a new tradition began with the selection of an Honorary Alumnus, recognizing exceptional friends of the institution who exemplify the ideals of Lee University.

HONORARY DISTINGUISHED ALUMNUS AWARDS

Jim Sharp	1994	Raymond Crowley	2008
Paul Duncan	1995	Matthew Yelton	2009
Henry and Iris Atkins	1996	Tom Rowland	2010
H. Bernard Dixon	1997	Allan Lockerman	2011
Mark Walker	1998	Al Hartgraves	2012
Betty Baldree	1999	Andy Sinclair	2013
J. Hoyle Rymer	2000	Robert Bernhardt	2014
Carolyn E. Dirksen	2001	Bob Barnett	2015
Christine Paynter	2002	Mike Seago	2016
Jack Higgins	2003	Forrest Preston	2017
David Holsinger	2004	MaryBeth Wickes	2018
Edward E. Hollowell	2005	Jerry Dixon	2019
Lois Underwood Beech	2006	Alex Kendrick	2020
Joe Novenson	2007	Bonnie Hathcock	2021

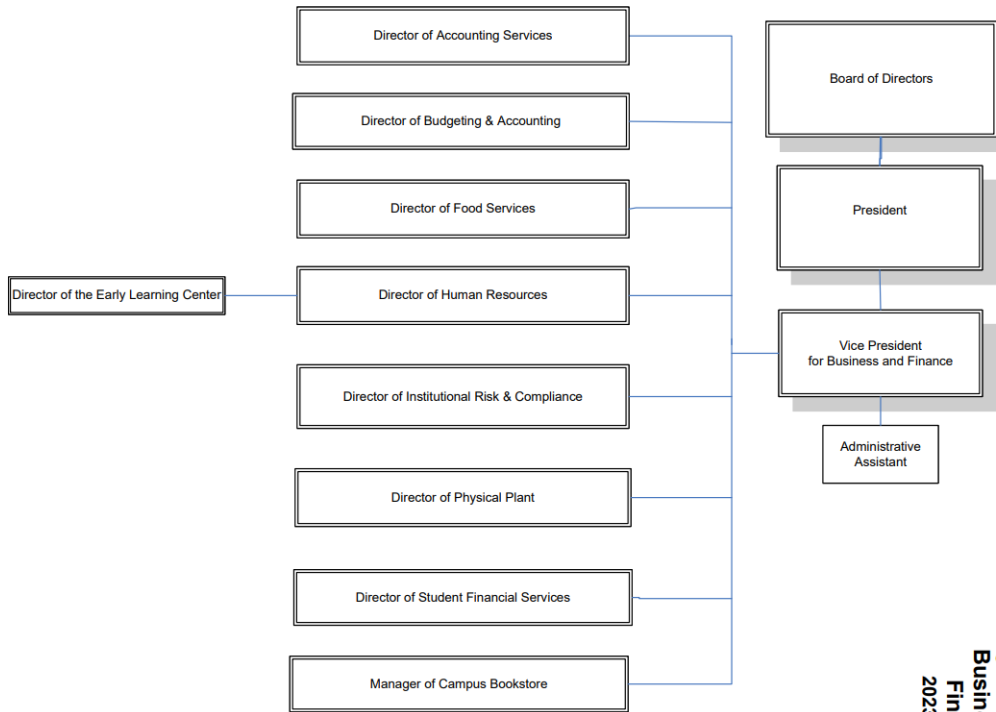


Lee University
 Organization Chart
President's Office
 2023-2024

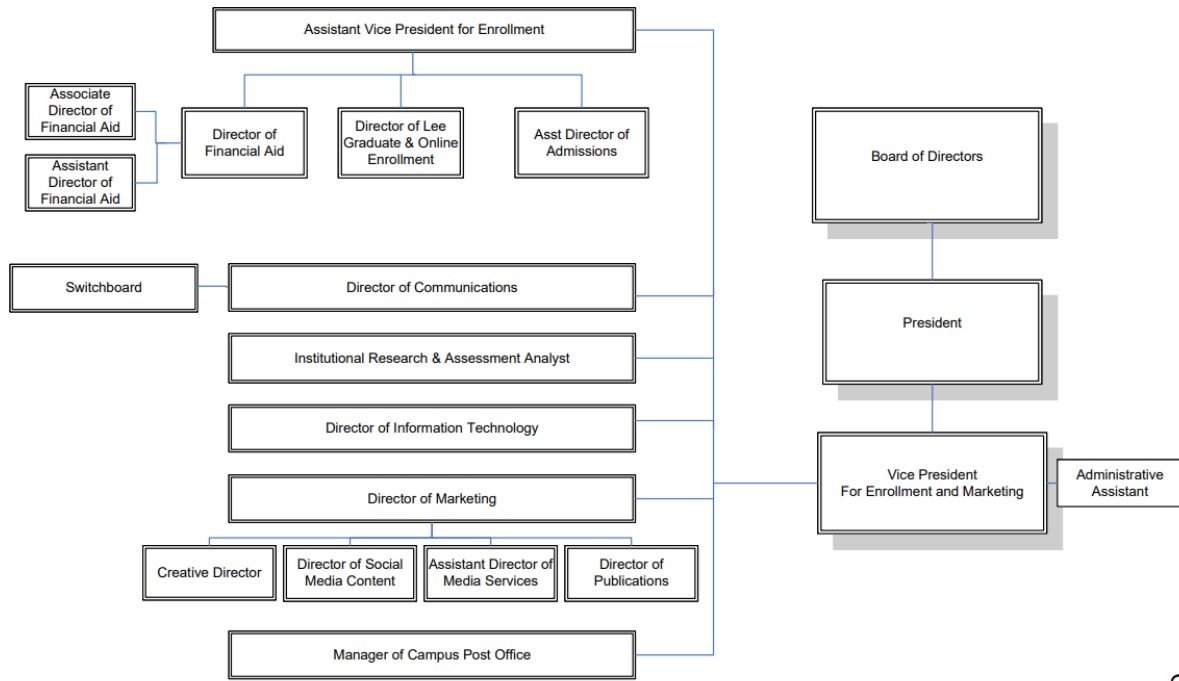


Lee University
 Organization Chart
 Academic Affairs
 2023-2024

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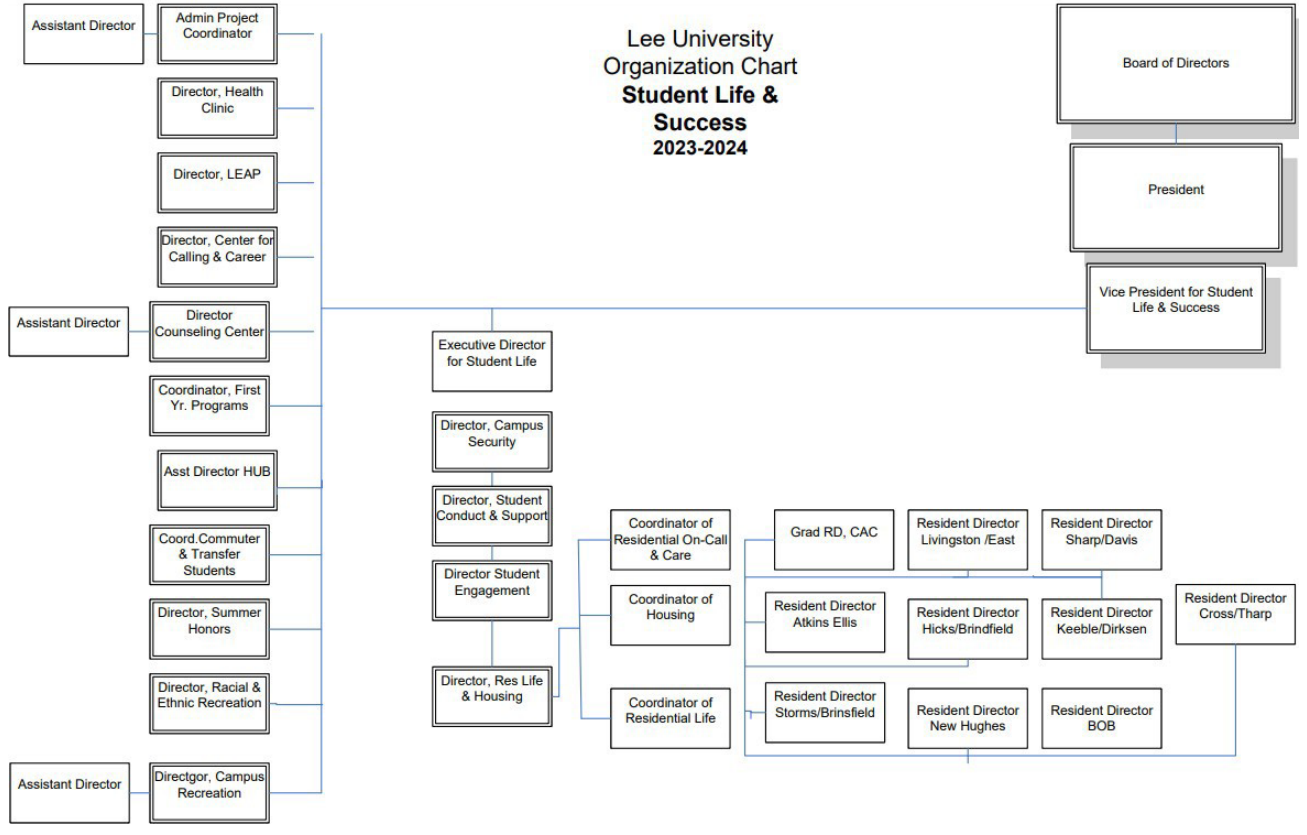
Lee University
 Organization Chart
**Business and
 Finance**
 2023-2024



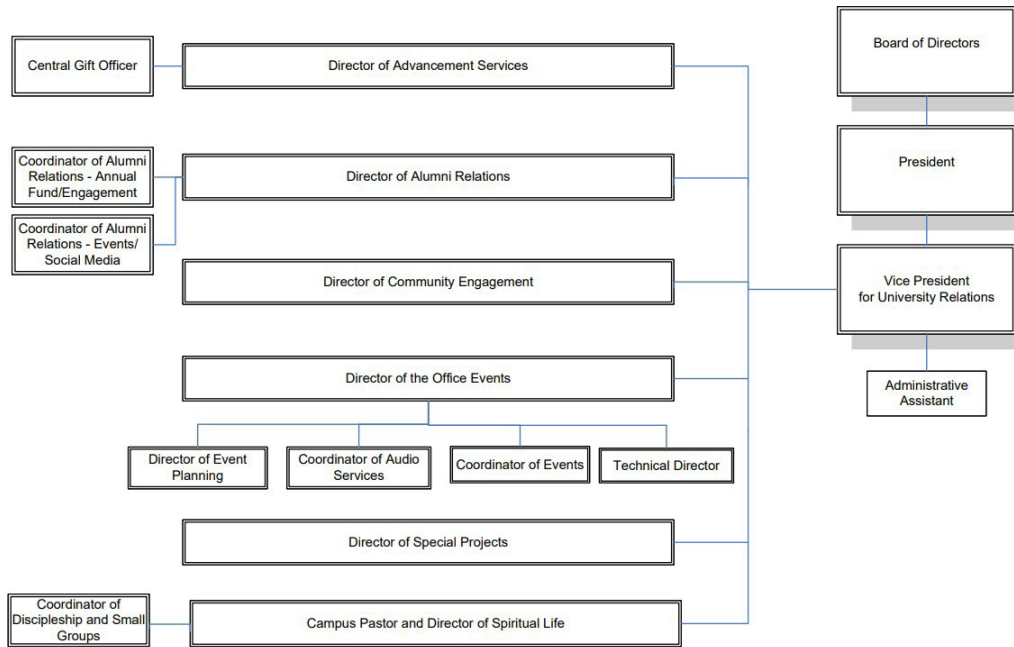
Lee University
 Organization Chart
Enrollment and Marketing
 2023-2024

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**Lee University
Organization Chart
Student Life &
Success
2023-2024**



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Lee University
Organization Chart
University Relations
2023-2024

RESPONSIBILITIES OF PART-TIME FACULTY

Section 4

Employee Moral Conduct

Lee University is committed to a Christ-centered, wholesome, and safe workplace and learning environment. All employees have an essential duty to uphold and implement the university's faith statement and biblical beliefs as part of their job. They each have a shared responsibility to develop the faith-based community that Lee University offers. Religious education does not just occur in the classroom, but also in the day-to-day interactions that students will have with all categories of employees. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties. As a result, all employees are expected to lead both work-place and personal lives that reflect the mission and values of the university. Their choices should mirror a Christ-like example for students, fellow colleagues, and the community on a daily basis.

Employees must conduct themselves with dignity, morality, integrity, honesty and in compliance with all laws, university policies, and handbooks. Employees may not engage in any activity likely to injure or damage the reputation of the employee or impede their ability to carry out their job and the university's mission. They must refrain from any behavior that reflects negatively on the university's Christian standards.

Because an employee's outside-of-work conduct and activities can adversely impact the ability of the university to fulfill its religious educational mission and purpose, all faculty members must abide by the requirements in the Outside Employment (Moonlighting) Policy.

In addition, given their central role in training future ministers consistent with the doctrines and teachings of the Church of God, faculty members in the School of Theology and Ministry may not be a member of, regularly attend, or regularly perform ministerial functions at churches or other religious organizations with doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality.

Further, given their central role in leading the university in fulfilling its mission and purpose and the public-facing nature of their work, the President and members of the Cabinet may not be a member of, regularly attend, or regularly perform ministerial functions at churches or other religious organizations with doctrines, beliefs, positions, or other ministry practices in conflict with the Statement of Beliefs on Human Sexuality.

Lee affirms the importance of fidelity in marriage, and does not condone premarital or extramarital sexual relations, same-sex sexual behavior, the use of pornography, and other forms of sexual behavior which violate scripture and the university's religious beliefs. No member of the Lee University Community may reside in off-campus housing with individuals of the opposite sex, unless the individuals are (1) married, (2) children of the married couple, or (3) siblings or other close relatives.

As a Christ-centered campus committed to learning about and building healthy relationships, Lee University encourages God-honoring displays of love within the context of a committed relationship between a man and a woman, yet with consideration of the effect that displays of affection might have on others. Displays of affection that make a recipient or others feel uncomfortable are not condoned. We must be conscious of others' personal space and respectful of any unease at any time. Public displays of romantic affection between members of the same sex are a violation of Lee University policy.

Every member of the Lee University Community should diligently seek to embrace and live consistent with their God-given biological sex. No member of the Lee University Community may publicly identify or behave as a gender that does not correspond to his or her biological

sex. This includes any of the following actions when taken for the purpose of identifying as a gender that does not correspond to the person's biological sex:

- Using or requesting others to use a different name or nickname;
- Using or requesting others to use pronouns that do not correspond to the person's biological sex;
- Presenting as a gender that does not correspond to the person's biological sex;
- Requesting a change to the sex/gender stated on any university or government- issued document or record; or Receiving any drug, medical service, or surgical procedure for the purpose of altering, removing, or preventing the development of physical or anatomical characteristics or features that are typical for the person's sex, and/or to instill or create physiological or anatomical characteristics that resemble a sex different from the individual's biological sex or receiving any psychological treatment to these ends

Because of the critical nature employees have in upholding our Christ-centered environment, any employee who fails to comply with this policy may be disciplined or terminated.

Credentials File

An official credential file (original signed contract, official transcripts, updated vita) for each faculty member is maintained in the Office of the Provost and Vice President for Academic Affairs. A current curriculum vita or resume must be submitted for the file, as well as, official transcripts of all undergraduate and graduate degrees. 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 graduated credits. In addition to the credential file maintained by the Office of the Provost and Vice President for Academic Affairs, copies of the Part-time faculty contracts are kept on file in the office of the department chair and are issued on a semester-by-semester basis.

Confidentiality Agreement

All employees have a shared responsibility to preserve the confidential and proprietary information of the university. Employees must protect and maintain the non-public status of the university's confidential and proprietary information both during their employment and indefinitely thereafter. For purposes of this policy, "confidential information" includes, but is not limited to:

- Student educational information, discipline records, or other personally-identifying information under the Family Education Rights to Privacy Act
- Non-public personal information concerning faculty, staff or students including, but not limited to, personal identification numbers and passwords, banking or financial information, medical and health information, non-public employment records, disability status, etc.
- University-related information which has not been publicly published or released with university authorization, including but not limited to internal university communication and work product
- University research data, information, and findings that have not been disclosed
- Information described as confidential under any other university policy, rule or directive
- Other information and records which are required by law to be kept confidential or that the employee is directed by the university or the employee's supervisor to not disclose

Confidential information does not include information publicly disclosed by the university or which is required to be disclosed pursuant to law or contract.

In addition to these requirements, 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 additional [Employee Confidentiality Agreement](#).

Family Educational Rights and Privacy Act

FERPA, Family Educational Rights and Privacy Act, is a federal law that protects the privacy of student's educational records. Generally, the university must have written consent prior to releasing any personally-identifiable information from a student record. FERPA allows certain "directory information" to be released if the student has not opted out. And, FERPA allows the university to disclose certain categories of records to specified individuals or organizations when specific conditions have been met.

All employees with access to confidential student information are considered guardians of these records and must receive training on how to respond to the release of this information. This training is accessible online and can be accessed as often as needed. All new hires who will have access to confidential student information are provided access to a computer based FERPA training and are required to complete it within their first 30 days of employment. Anyone needing a refresher course may gain access to the training by contacting the Office of Human Resources. If there is a question about whether it is appropriate to release specific information, please contact the Office of the Registrar at (423) 614-8200.

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, on their cell phone, 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 the department secretary for mailbox locations). To ensure receipt of communication with department colleagues and other offices on campus, mailboxes should be checked regularly.

The specific arrangements which a part-time instructor makes for their students to have access to 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.

Timely Grades

Completion of each term depends on timely submission of final grades. Mid-term grades are also collected for two student populations.

- **Mid-term Grades** - Mid-term grades (Pass or Fail) are collected for student-athletes and for Trio Grant (LEAP) students. NCAA has strict "progress toward degree" and GPA requirements in order to remain eligible to practice and participate in the respective sport. The Trio Grant (LEAP) also has strict academic guidelines in order to remain compliant with the terms of the grant. For these purposes, timely mid-term grades posted in Portico are required for compliance in both areas.
- **Final Grades** - Final grades are due at the end of each term *for each and every class* (including Encore, service learning, dual-enrolled, labs/cafés, directed studies, etc.). Under normal circumstances, senior grades are due by noon on Wednesday before Commencement in order to prepare the Commencement program. All remaining final grades are normally due on Monday or Tuesday following Commencement. **However, these dates can change at the discretion of the Provost and Vice President for Academic Affairs due to calendar conflicts.**

Administrative tasks are dependent on final grades. There are a limited number of days for completion of these administrative tasks due to Christmas break and the fact that summer school begins

immediately following Commencement. For this reason, grades should be posted as soon as they are calculated for timely completion of administrative tasks.

Final grades are necessary for completion of the following administrative tasks:

- Graduation clearance
- Return of unused federal aid (which has a strict deadline)
- Fulfillment of end-of-term transcripts held for final grades
- Determination of probation status
- Calculation of students' financial aid for the following term
- NCAA eligibility for the next term
- Clearinghouse reporting of students who withdraw from the university
- Faculty evaluation results

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. 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 AAA 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 Provost and 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 AAA of the faculty member making the decision. If the committee determined the penalty, the student may appeal to the Provost and Vice President for Academic Affairs. If the Judicial Council determined the penalty, he/she may appeal through the Judicial Appeal Board.

Part-Time Faculty Attendance

- *Absence from Class*

When a faculty member must be absent from a class, the university requires prior approval 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 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.

- *Chapel and University Events*

Although part-time faculty members are not required to attend chapel and convocation services on campus, they are encouraged to attend on campus or via live stream when possible. Chapel provides the university community with an opportunity for corporate worship which is central to the mission of Lee University, and it is essential that the faculty be part of that worship. The university broadcasts via live stream on the Internet a number of chapel services, Convocation, Homecoming, Commencements, select concerts, and sporting events. Additional events are also recorded and available to view on the university's Live Stream channel. A link to all university streamed events is located on the Lee University website.

Addressing Written Student Complaints

Employees must respond in writing to each written student complaint submitted to them. In compliance with SACSCOC requirements, employees will keep a record of each written student complaint and the written response given to the student. Documentation of both the written complaints and the responses will be given to the employee's supervisor who will submit it to the respective vice president upon request. If a student complaint (oral or in writing) involves a protected class or activity (e.g., complaints of sexual harassment, discrimination, retaliation, etc.), it must be immediately referred to the appropriate official for handling and the student should be informed of the office to which the complaint has been referred.

Discrimination, Harassment, and Retaliation Policy

Lee University is committed to treating all individuals with respect and dignity and providing an environment free of unlawful discrimination, harassment, or retaliation. The following provisions set forth the university's policy against discrimination, harassment, and retaliation. In addition, all individuals are expected to conduct themselves in accordance with standards of personal conduct that are consistent with the religious doctrines of the university.

1. *Notice of Non-Discrimination*

Lee University does not engage in unlawful discrimination or tolerate harassment in any employment practices or educational programs and activities on the basis of race, color, sex, pregnancy or childbirth, religion, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other legally protected class as applicable to a religious organization. All applicants for employment, admissions, or participation in educational programs will be considered without regard to any classification protected by federal, Tennessee state constitutional, or statutory law as applicable to a religious organization.

Lee University is a Christian institution founded by and affiliated with the Church of God. As a religiously sponsored institution of higher education, the university is exempt from compliance with some provisions of certain civil rights laws. The university maintains its Christian mission and reserves its right to make employment and admissions decisions on the basis of religious criteria to the extent permitted by the Constitution of the United States and other relevant laws. The university prescribes standards of personal conduct that are consistent with its mission and values as a religious organization. Employees and students are required to comply with the university's policies set forth in their respective handbook.

2. *Prohibited Activities*

Lee University expects all students, faculty, and staff to comply with biblical standards of conduct, promote equal opportunity, treat all individuals professionally, and act without bias in a Christ-like fashion.

Prohibited actions include, but are not limited to, treating individuals less favorably based on their protected class or characteristics; harassment; denial of opportunities or benefits for discriminatory reasons; and retaliation against someone who reports, threatens to report, or participates in an investigation or claim.

Harassment is verbal, written, or physical conduct that degrades or shows hostility toward an individual because of his or her protected class or characteristics and that: a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or c) otherwise adversely affects an individual's employment or educational opportunities. Examples of harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes; name-calling; offensive objects or pictures; or electronic, written, or graphic material that shows hostility toward an individual or group. Harassment that adversely impacts a student, faculty, or staff member's environment or opportunities is prohibited regardless of where and how it takes place. This policy applies to all persons involved in the operations of the university. The university will not tolerate discrimination or harassment toward or by any faculty, supervisor, co-worker, student, visitor, or representatives of other businesses with whom one interacts as part of their employment or education at Lee University.

The university prohibits retaliation against any person who files a complaint, participates in an investigation or lawsuit, or otherwise opposes practices that they reasonably believe are discriminatory.

3. **Reporting Procedures**

While the university encourages students, faculty, and staff to communicate directly with the alleged harasser, when possible, to make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate, they are not required to do so.

Addressing Complaints About Conduct by Employees:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a Lee University employee should be reported to their direct supervisor.

If a faculty member's complaint involves his or her supervisor, the faculty member should contact their dean. If the complaint involves the faculty member's dean, they should contact the Provost and Vice President for Academic Affairs. If an administrator or staff member's complaint involves his or supervisor, they should contact their respective vice president. Faculty members, administrators, and staff may also contact the Office of Human Resources directly to make a report.

Janell Satterfield
Director of Human Resources
Office of Human Resources
Phone: (423) 614-8105
Email: jsatterfield@leeuniversity.edu

It is essential that employees notify their supervisor immediately even if they are not sure the offending behavior is considered discrimination or harassment. Any supervisor who is aware of discrimination or harassment must make a timely report to the Office of Human Resources.

Addressing Complaints About Conduct by a Student or Student Group:

For matters of harassment, discrimination, or retaliation that do not involve sexual harassment or sex discrimination, concerns about conduct by a student or student group that may violate the university's Discrimination, Harassment, and Retaliation Policy should be reported to:

Chris Gates
Director of Student Conduct
Office of Student Conduct
Phone: (423) 614-8410
Email: cgates@leeuniversity.edu

4. ***Response by University***

Allegations of unlawful discrimination, harassment, or retaliation will be taken seriously and will be promptly investigated. The university will seek to ensure confidentiality to the extent possible under the circumstances. Any student, faculty, or staff found to be responsible for unlawful discrimination or harassment will be disciplined as appropriate, up to and including termination of employment or dismissal from the university.

The university prohibits any individual from discriminating or retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse action will be taken for any individual solely for making a good faith report of alleged discrimination or harassment. Any individual found to have retaliated against an individual for making such a report will be disciplined as appropriate, up to and including termination from employment or dismissal from the university.

The university recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires factual determination. However, knowingly making false accusations of discrimination or harassment can have serious effects on innocent persons and the educational and working environment. If an investigation reveals that an individual has knowingly, maliciously, or recklessly made false accusations, the accuser will be subject to appropriate disciplinary action up to and including termination or dismissal from the university.

5.

6. ***Special Rules for Sexual Harassment and Sex Discrimination***

In addition to other types of discrimination and harassment, Lee University prohibits any form of sexual harassment or misconduct. A summary of the sexual harassment and sex discrimination grievance procedures and policies is set forth separately in this handbook. For more information, visit our website at www.leeuniversity.edu/titleix.

7. ***Maintenance of Religious Freedom***

Nothing in this policy or the university's sexual harassment and sex discrimination policies waives the university's religious freedom rights under the United States Constitution and other applicable laws. The university's policies shall be interpreted at all times within the context of the university's religious tenets and shall not be viewed to prevent the university from enforcing or applying its religious doctrines and standards of personal conduct.

Sexual Harassment and Sex Discrimination Summary

Lee University is committed to creating and maintaining a safe learning and working environment free of sexual harassment or other prohibited conduct on the basis of sex. Insofar as it is consistent with its tenets as a religious organization, Lee University is committed to complying with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA).

Lee has adopted policies and procedures that are intended to ensure that all students, faculty, and staff impacted by an incident or complaint of sexual harassment or other prohibited conduct on the basis of sex receive appropriate support and fair treatment, and that allegations are handled in a prompt, thorough and equitable manner. Discrimination under Lee's policies will not be tolerated by Lee University and is grounds for disciplinary action, up to and including, permanent dismissal from Lee University and/or termination of employment.

Scope of Policies:

Lee University has three applicable grievance procedures and policies relating to sexual harassment and discrimination.

1. The *Title IX Sexual Harassment Policy* ("Title IX Policy") covers the subset of sexual harassment that must be addressed under a defined formal grievance process required by Title IX Regulations. The Title IX Policy applies to sexual harassment as defined by the Title IX regulations (see Section 2 of the linked policy) that occurs in a Lee "education program or activity," which is defined by the Regulations to include locations, events or circumstances *over which Lee exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Lee, if such conduct occurs in the United States.*
2. The *Non-Title IX Sexual Harassment and Non-Discrimination Policy* serves as Lee's policy against sexual harassment and other prohibited conduct on the basis of sex that is not otherwise covered by Lee's Title IX Policy. Sexual harassment and other prohibited conduct on the basis of sex that falls outside of the Regulations' definitions and jurisdictional criteria but otherwise meets the policy's definitions, such as *off-campus conduct, conduct outside of the United States, sexual exploitation and many forms of verbal harassment*, is governed by the Non-Title IX Sexual Harassment and Non-Discrimination Policy.
3. The *Title IX Non-Harassment Discrimination Policy* governs allegations of sex discrimination that do not involve sexual harassment or other prohibited conduct on the basis of sex.

Each of these policies shall be interpreted and applied within the context of the University's religious tenets. For more information, please see below and visit our website at www.leeuniversity.edu/titleix.

Sexual Harassment Contact Information:

For inquiries about the application of these policies, concerns about non-compliance, or to file a complaint or report, please contact Lee’s Title IX Coordinator:

Kelsey Baker
 Director of Student Care & Title IX Coordinator
 Office of Student Care
 Email: kbaker@leeuniversity.edu
 Phone: (423) 473-3817
 Office: CEN 117

Upon receipt of a report of potential sexual harassment or other prohibited conduct on the basis of sex, the Title IX Coordinator will promptly contact the complainant to discuss their rights and options, the processes for potentially filing a formal complaint, and available supportive measures.

Concerns can also be reported to the deputy Title IX coordinator, a Title IX liaison or a resident director, each of whom will promptly coordinate with the Title IX Coordinator. The deputy Title IX coordinator and the Title IX liaisons, along with their contact information, are:

Kelsey Baker Assistant Director of Student Care Deputy Title IX Coordinator Office of Student Care Phone: (423) 614-3822 Email: kbaker@leeuniversity.edu	Janell Satterfield Director of Human Resources & Title IX Liaison Office of Human Resources Phone: (423) 614-8105 Email: jsatterfield@leeuniversity.edu
Tyler Allen Director of Campus Security & Title IX Liaison Office of Campus Security Phone: (423) 303-4444 Email: tallen@leeuniversity.edu	Jessica McIntyre Associate Athletic Director of Internal Affairs & Title IX Liaison Office of Athletics Phone: (423) 473-1191 Email: jmcintyre@leeuniversity.edu

Disability Discrimination and Reasonable Accommodations Policy

In accordance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, as applicable, Lee University will not discriminate against applicants and individuals on the basis of disabilities, and when needed, will provide reasonable workplace accommodations to employees and applicants who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential duties of the position as long as the reasonable accommodation does not create an undue hardship to the university.

When an individual with a disability requests an accommodation and can be reasonably accommodated without creating an undue hardship, or causing a direct threat to workplace safety, the individual and the university will engage in the interactive accommodation process to determine what, if any, reasonable accommodations may be provided.

Accommodations will be determined on a case-by-case basis. Examples of reasonable accommodations may include: making the workplace accessible, modification of work schedules, acquiring or modifying equipment or devices, and limited extended leave beyond what employees are entitled to under the Family and Medical Leave Act (FMLA) as a reasonable accommodation for a physical or mental impairment. The examples provided are not meant to be all-inclusive and may not be appropriate for all jobs and positions.

The university is not obligated to adopt an applicant's or employee's preferred or requested accommodation and may instead offer alternative reasonable accommodations if the alternative accommodations would be effective. If more than one accommodation allows for the performance of the essential functions of the position, the university has the discretion to choose which accommodation it will provide.

Employees or applicants with disabilities may initiate the process to request reasonable accommodations by contacting the University's Human Resources Department. Only the Human Resources Department has the authority to respond to an employee's request for reasonable accommodations due to a disability.

Nothing in this policy waives the university's religious freedom rights under the United States Constitution and other applicable laws.

Grievance Procedure

Conflicts arise at every workplace. As a Christ-centered University, the method offered in Matthew 18:15 is still recognized and upheld at Lee University as best practice in the workplace. We encourage all employees to begin to resolve disputes as Christians, whenever possible.

If conflicts are not able to be resolved in this manner, conflicts should be handled according to the steps enumerated below. Lee University believes these steps will ensure that concerns receive full consideration and are resolved in a timely manner. The university expects all employees to follow the procedure outlined below, and expects all parties involved to conduct themselves in a professional manner. The resolutions brought forth in this process will be in the best interest of the employees and the overall well-being of the university.

1. An employee with a complaint or concern regarding employment and or performance actions should first attempt to discuss the matter with their immediate supervisor. If an acceptable

solution is not reached, the employee may proceed to a formal grievance. Formal grievances should be submitted no later than fifteen (15) business days from the date the concern arose.

2. The employee will submit a formal, written grievance to their supervisor, explaining the desired resolution. The supervisor then has five (5) business days to provide the employee with a written response. If the employee is not satisfied with the response, they may submit the complaint to the next level of review.
3. The employee will present the written complaint, along with the supervisor's response, to the vice president of their sector. The vice president will have five (5) business days to review and provide the employee with a written resolution. If the employee is dissatisfied with the communicated outcome, they may advance the grievance to the university's final level of review.
4. The employee should submit the written grievance and previous resolution responses to the president of the university. The president should provide the employee a written answer within ten (10) business days of receiving the complaint. This decision of the president is final and binding to all parties. Documentation of all written grievances must be forwarded to the Office of Human Resources to be placed in the employee's permanent personnel file.

There may be circumstances where the above timeline is not feasible in order to conduct a thorough analysis of the situation or due to other extenuating circumstances. Variances in these timeframes are permitted, when necessary, in the sole discretion of the university.

This policy does not apply to claims of harassment, discrimination, or retaliation based on a protected class, which will be handled separately by the university. It also does not apply to claims of sexual harassment or sex discrimination, which will be addressed through the university's policies on those topics.

ACADEMIC POLICIES AND PROCEDURES

Section 5

Syllabus

Part-time faculty must file a current and correct syllabus with The official syllabus, with the addition of the teachers' office hours, telephone number, e-mail address, attendance policy, methods of student evaluation, and daily course guide with specific assignments and due dates must be distributed to students within the first two weeks of class. (Posting the syllabus on Moodle is an appropriate method of distribution.) A copy of this individualized version of the file syllabus should also be submitted to the AAA at the beginning of each semester.

Students with Disabilities

Each syllabus should include an official statement concerning students with disabilities, and teachers should encourage such students to identify themselves to the teacher and to the Academic Support Office. Once a student meets with the Academic Support Office to set up academic accommodations, the student is responsible for providing the teacher a copy of their accommodations form. The teacher must work with Academic Support to ensure proper accommodations are provided for the student from that point forward.

If a student with a physical disability has a class located in a building which is inaccessible to the student, every effort is made to accommodate the student without impacting the classroom experience. The student should be directed to the Director of Academic Support who will complete a Class Schedule Revision form to move the class to a handicap accessible location. The form is submitted to the Provost and Office of Academic Affairs where a search is made for an open classroom. The size of the class, the teacher's schedule and the type of class must be taken into consideration. When an accessible room is identified, the class is moved. If there are no unassigned rooms to meet the need, a class is selected whose location can be switched with the class that needs special access. The department secretary and the faculty member(s) impacted are informed of the change, and the room changes are entered into the Colleague system. The students from each class impacted by the change are also notified via e-mail.

While every attempt is made to accommodate all special needs, some classes, such as chemistry labs, cannot be relocated due to OSHA regulations. In those cases, the instructor will work with the student to establish alternatives to class attendance. Also, with a limited number of computer labs on campus, students may need to adjust their schedules if a move cannot be made.

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.

Class Rosters

Teachers can access their class rosters through the Faculty module of Self-Service any time after pre-registration. Throughout the registration period at the beginning of the term, the Registrar will send official rosters to faculty. Faculty should check their rosters carefully and report any discrepancies to the Records Office. Any student who is attending the class but does not appear on the roster must be sent to the Records Office to complete the registration process. If the name of a student who has not

attended the class appears on the roster, the teacher should email the Records Office. An email notification will be sent to faculty if a student add/drops/withdraws from their class throughout the semester. 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. This information will be required to submit if a grade of F is entered for a student at the end of the term.

Attendance Policies

Each teacher has the prerogative of developing his/her own attendance policy within certain limits. The teacher may develop a system by which grade reduction can be made not to exceed one letter grade per semester based on absence alone. Some consideration should be given to students who are absent because of school-related activities such as participation in athletic teams or music organizations, provided the student is responsible in his/her attempts to make up work according to the teacher's guidelines. Students' attendance in 100-level courses should be more closely monitored. Absences totaling two weeks should be reported to the Provost and Vice President for Academic Affairs and the Vice President for Student Development.

The teachers' attendance policy must be given to students in writing as part of the course syllabus within the first two weeks of the semester.

Due to the nature of the delivery system of courses, Lee Online has established a separate attendance policy.

Non-confirmed Students Attending Classes

The Registrar will send email to students notifying that they are not enrolled and cannot attend class after the 2nd purge on the morning after the 12th day.

Any non-confirmed student attending class after the 12th day of registration should be referred to the Director of Student Financial Services by the instructor immediately following the 12th day of registration.

If the student is approved to register by Student Financial Services, the Director will share with him/her the registration form, *Registration Process for Purged Students After Registration Period*.

If the student cannot yet confirm enrollment, the student would appeal to the Director of Student Financial Services for the extension to confirm enrollment (not to exceed 30 calendar days after the 1st day of class). The Chair and instructor of the courses will be notified if the appeal is granted.

After the 30-day deadline, the student cannot take tests and cannot get a grade. The Director of Student Financial Services will communicate with the student via email with a cc to the Vice President for Business and Finance, the Registrar, the Provost and Vice President for Academic Affairs, and the instructors.

If student still attends class after the 30-day deadline and after the Director of Student Financial Services has communicated to him/her (in writing via email) that they should cease attending classes, the instructor needs to reiterate to the student that they are no longer allowed to attend class.

If the student persists, the instructor should contact the Vice President for Business and Finance who will then contact the student. In only extreme circumstances, Campus Security will be contacted to remove the student from the class. If the Director of Student Financial Services and the Vice President for Business and Finance have both communicated to the student, then it will be determined whether

to contact the Director of Campus Security.

Change of Schedule

1. The student who seeks to change his/her schedule should be encouraged to first consult with his/her advisor.
2. The student's bill may be impacted by changing his/her schedule unless the change resulted from an error other than the student's.
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.

Final Examinations

A schedule for final semester examinations is prepared by the Provost and Vice President for Academic Affairs and is posted on the Lee University web site each semester. 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.

Traveling Group Academic Policy

A student placed on Academic Probation will have two semesters to raise his/her GPA. **If the student fails to be removed from Academic Probation, the student will not be allowed to continue membership in the traveling group.** We will follow the Academic Probation Standard set by the Admissions and Retention Committee. They are as follows:

1.6	Freshman	1-29	Hours
1.7	Sophomore	30-59	Hours
1.9	Junior	60-89	Hours
2.0	Senior	90-120	Hours

Traveling Group Directors will also be at liberty to create a higher GPA requirement for their groups.

Grades and Student Records

Withdrawal from School

Although students drop individual courses through the schedule change process described above, students wishing to withdraw from the university must do so through the Office of the Student Success and Retention before Reading Day. Faculty members do not sign for these withdrawals but will be informed of them by the Registrar's Office. Teachers who are aware that students wish to withdraw from school can be helpful in advising them to complete the process through the Office of Student Success and Retention.

Residence Requirement

The academic policy of the university requires that the last thirty hours be completed in residence. Any exception to this requirement begins with the student initiating a Petition for Exception for Academic Policy. Petitions are reviewed and granted or denied by the Deans Council.

Grades

Grades and quality points are assigned and recorded 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 Provost and 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 withdraws from a course at any time after the registration (add/drop) period. The “W” is assigned without academic penalty to the student.

Privacy of Student Records

The Privacy Act of 1974 requires that all claimants be informed of the purposes and uses to be made of the information in their records. The following is the policy of the Registrar's Office:

1. Transcripts made for students' use will be stamped "UNOFFICIAL COPY."
2. The Registrar's Office requests at least one day's notice for lists of students' GPAs.
3. Only authorized personnel in the Registrar's Office have access to the records (except by permission).
4. Because of the Privacy Act the students' grades are not to be posted by name or social security number at the close of the semester.

Non-Traditional Credit

Proficiency Credit

In some courses a proficiency examination may be given to qualified students in a course offered and/or required by Lee University on the recommendation of the AAA and approval of the school Dean and the payment \$30.00 fee for each hour of credit received. Students taking proficiency examinations will be required to present evidence that they have developed those abilities and aptitudes expected of students who have taken the course involved. When possible, this evidence should be in the form of recognized and standardized tests. Upon passing the examination with a minimal grade of B, the student may be given credit. The maximum number of hours that can be earned by proficiency examination and/or correspondence is 32 semester hours. Credit earned through proficiency will be recorded with a grade of "P" and will not affect the student's grade point average.

The provision that permits proficiency credit is an attempt to give credit for skills already achieved so that the student avoids needless repetition. This is not a program of "directed study" and cannot be used as a means of obtaining credit outside the classroom. Therefore, the student should not expect the teacher to provide study guides or other detailed direction in preparation for a proficiency examination. The teacher may indicate the minimum level achievement for credit.

Process of Approval for Proficiency Credit

1. Signature of the administering teacher. The teacher by signature signifies:
 - a. That he/she is willing to administer the test.
 - b. That he/she has an adequate instrument for determining proficiency in the course named and that the test has been approved by the department faculty.
2. Signature of the AAA of the department where the course is taught. The AAA by his/her signature certifies:
 - a. That the student's record indicates a reasonable prospect of success in the course named.
 - b. That the proficiency credit applied for is acceptable to the department for either required or elective credit.
3. Signature of the school Dean. The school Dean by his/her signature certifies:
 - a. That the proposed test is satisfactory.
 - b. That the applicant has offered previous training or experience which has prepared him/her for this examination.
 - c. That he/she grants permission to the student and the teacher to proceed with the examination.

Three copies of the application are completed. The original is filed in the Office of the Registrar, one duplicate is filed in the student's advising folder, and one copy is filed in the Business Office. Students may not repeat proficiency examinations in the same subject.

General Academic Procedures

Textbook Adoptions

Lee University has a contractual agreement with Follett Higher Education Group to provide comprehensive bookstore services.

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 AAAs, 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.

Digital vs Physical

In some cases, it is both less expensive, and more convenient, to use a digital book instead of a physical book. Many titles have a digital equivalent that automatically appear as a purchase item in the bookstore.

Additionally, some digital books, courseware, and learning platforms can be part of the "Lee University Book Bundle" and be delivered through Moodle (LMS) for Day One Access, Single sign-on, and tremendous cost savings. Be sure to ask your bookstore manager about these options.

Procedures

Contact the bookstore directly at bookstore@leeUniversity.edu or submit via your department secretary. This varies by AAA.

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

Note: Departments may differ on how adoptions are to be submitted. The AAA or secretary can explain any variation in the adoption process specific to that department.

Room Reservation Guidelines

1. Rooms are reserved on a first-come, first served basis. Tradition does not guarantee a reservation.
2. Rooms may be reserved on a weekly basis for the length of one semester. No reservation carries over from one semester to the next. (For example, if a club reserves a room for a meeting every Monday night for the fall semester, someone must call again near the end of the fall semester to reserve the room for the spring semester).

The scheduling of rooms for classroom teaching is processed through the academic Deans, the AAAs, and the Office of the Vice President for Academic Affairs.

Teaching Schedule

Faculty are expected to teach Monday through Friday. A member of the faculty may request a temporary exception to this requirement by submitting a rationale and request to the AAA. If the AAA approves the request, it will be forwarded to the Dean who will send approved requests to the Provost and Vice President for Academic Affairs for final approval.

Intellectual Property

Lee University has an intellectual property policy that is applicable to all employees of the university (including faculty, administrative staff, and support staff) as well as students. Employees are expected to familiarize themselves with the contents of the policy, see Appendix B.

FACULTY EVALUATION SYSTEM

Section 6

The system for faculty evaluation at Lee University seeks to gather data in a broad, fair, and consistent manner and seeks to have those data serve as criteria for the evaluation.

Teaching Observations

Every part-time faculty member's teaching will be observed and evaluated once a semester. This will be conducted by either the AAA, or a tenured faculty member from the department designated by the AAA. 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 Taught by Part-time Faculty

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 AAA will select only one of the sections for evaluation.

The Student Rating of Instruction is administered by the AAA, 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, but faculty should not inform their students of the date on which the evaluation will occur.

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

Lee Online Faculty Evaluation

Lee Online faculty members regularly participate in a formalized evaluation of courses they teach. Students evaluate the effectiveness of faculty members and courses taught near the end of each 7-week session. Student Response Surveys and a summary of results are provided to faculty. When appropriate, pertinent results are reviewed with the faculty member and the Executive Director of Lee Online.

OTHER UNIVERSITY POLICIES

Section 7

Public Advocacy Policy

With the importance of our public witness in mind as a Christ-centered institution and consistent with our university's religious-based beliefs, public expressions that promote or advocate for any behaviors, beliefs, lifestyles, or activities that are in contradiction to Scripture or any other university policies derived from our religious beliefs are not permitted. This does not include appropriate coverage of material and discussion in the classroom setting or university-approved forums when different perspectives on issues are being covered.

Technology & Internet Acceptable Use

University-supplied computers, phones, e-mail systems, internet access and other technology are to be used for business purposes in accordance with the employee's duties and responsibilities and university policies and handbooks.

The following are specific provisions on electronic equipment and technology use at Lee University. If an employee is considering engaging in an activity that employees feel might be questionable, please contact the Information Technology office and/or the employee's direct supervisor.

Mission Alignment: Employees should use university equipment, technology and systems in a way that aligns with the university's mission and interests and abides by the university's moral conduct expectations, religious beliefs, and other provisions contained throughout its policies and handbooks. Employees' responsibilities to conduct themselves in a Christ-like fashion and as a model for students and others extends to both on and off campus activities as well as all use of electronic equipment, technologies and systems. No member of the Lee University Community may promote or advocate, in person, in writing, or online, for sexual acts, behaviors, or lifestyles that are contrary to Scripture or any other university policy. Members of the Lee University Community should regulate their own sexual drives by prudent care for what entertainment, digital platforms, and other literature or images of a sexually explicit nature they view. Therefore, the use of pornography or sexually explicit images or language is a violation of Lee University policy; it may also be illegal.

Federal, State, and Local Laws: Employees must comply with all federal, state, and other applicable laws. Examples include but are not limited to laws pertaining to libel, copyright, trademark, child pornography, and hacking, and all applicable software licenses.

Authorization: Users may use only those Information Technology resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass university-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other Information Technology resources does not, by itself, imply authorization to do so.

Personal Use: Limited, occasional, or incidental use of these systems for personal purposes is acceptable, if done in a professional manner that does not interfere with work and is consistent with the university's conduct expectations for employees and the university's religious beliefs. Personal use should not result in fees or charges being assessed to the university and material may not be downloaded or installed on university equipment without prior approval.

Commercial Use: Lee University equipment and technology systems are not to be used for the following:

- To sell or advertise commercial services or products
- To send out unauthorized mass mailings
- Initiate chain letters
- Propagate scams or hoaxes
- Solicit job applications
- Commercial announcements not authorized by Lee University
- Harassing, threatening, defaming, slandering, or intimidating messages
- Viewing or spreading indecent or inappropriate material
- Performing work for other employers or organizations

Copyrighted Material: Users of the Lee University technology systems may not distribute copyrighted material (e.g., text, digital media, programs, etc.) via any file sharing method, including peer-to-peer file sharing, email, or web hosting. This also includes (but not limited to) music, images, videos, games, texts, web graphics, sound files, software, logos, film clips, and trademarks. Breaking this rule is a federal offense that could result in imprisonment. The only exception to this rule is if employees have written permission from the copyright holder to disseminate the information. Use of the university logo or any other property of the university without prior consent is also a violation.

Indecency: Indecent materials are prohibited. These items include (but are not limited to) any material that is pornographic, obscene, violent, hateful, or harassing in nature. This includes placing or sharing links that may lead others to indecent or inappropriate material. Employees should also avoid language or images that could be construed as racist, sexist or otherwise discriminatory. The university reserves the right to judge the appropriateness of the communication or the digital media in question and take action accordingly.

Overuse of Resources: Lee University reserves the right at any time to temporarily or permanently suspend websites, email accounts, network devices, or other digital resources in order to preserve system resources or in response to an employee's violation of this policy.

Password Security: It is each employee's responsibility as a user to protect their password and create a password that is not easy to guess. Please refrain from revealing employee password to any other individual. If the password has been revealed to an individual through a direct or indirect manner, the password is now considered compromised and must be changed immediately. In the event of an account breach, please contact [Help Desk](#) or the [Information Technology office](#) immediately. Attempts to capture and/or distribute passwords are prohibited.

Privacy: All electronic equipment and technology systems are the property of the university, including all use-histories, call logs, files, data, and messages whether composed, received, or accessed by the employee. Employees should have no expectation of privacy regarding their university-supplied phones, computers, or other electronic equipment or their use of university technology systems or internet. To protect from unauthorized or improper use, Lee University reserves the right with or without prior notice to monitor, review, access, examine, record, block, and preserve all information accessed, stored or transmitted through one of its technology systems. An employee's use of university-provided technology or equipment or any of the university's systems constitutes expressly consent to the aforementioned monitoring.

Identity: In using any of the Lee University technology systems, employees agree that employees are representing themselves and no other person or entity. Use of, representing, or forging another identity other than the employee's own is strictly prohibited.

Viruses: Purposefully and/or maliciously distributing viruses, malware, or any other corrupt software meant to disable or defeat the Lee University computing and networking systems is prohibited, even if the aforementioned does not damage the system. If an employee believes that they have unintentionally distributed viruses, malware, or any other corrupt software, please contact the Help Desk or the Information Technology office immediately.

Invasion of Privacy: Lee University technology systems are not to be used for the following:

Attempts to access information that employees have not been given permission to obtain

- Intercept any form of electronic communication
- Destroy, alter, or degrade data
- Hack into another person's or the university's computer(s), email, network, or technology systems
- Capture, store, or manipulate passwords, IDs, email addresses, or any other personal information that is not the employees own

Information regarding Lee University [Brand Guidelines](#) can be found at this link.

Violation of this policy may result in a suspension of equipment or network privileges, as well as other discipline up to and including termination or referral to law enforcement as appropriate.

Social Media and Digital Platforms

Social media and digital platforms are tools that have a significant ability to impact Lee University's reputation as an institution committed to faith, scholarship, and community. The university supports the appropriate use of personal social media and other digital platforms by employees. However, employees of Lee University have the responsibility to acknowledge that personal use of social media and digital platforms often blurs the lines between the voice of the person and the voice of the institution. Respectful of the Christ-centered mission of the university, and each employee's responsibility to conduct themselves in a Christ-like fashion and as a model for students and others, employees are expected to engage social media and all digital platforms in conformity with the university's handbooks and religious beliefs.

University Accounts:

If a social media account is created or maintained on behalf of the university, a club/organization, group, or department, the following applies:

- A minimum of two Admins or Moderators will be assigned to the social media page.
- All accounts must have at least one Admin or Moderator who is a faculty or staff member of Lee University **AND** include a member of the university Marketing Team.
- Admins and Moderators will monitor the page closely for violations of acceptable behavior stated below.
- All copyright laws and intellectual rights must be observed at all times.
- Sourced materials should be linked when a source is available.

- **Branding standards** of Lee University (logo, color scheme, etc.) should be followed where possible.
- Posts should be checked for errors before posting. If an error occurs, it should be corrected immediately with the updated information.
- Being accurate and concise when posting about events or programs.
- Upholding the values and integrity of Lee University.
- **Maintaining confidentiality:** Admins and Moderators are responsible for protecting the privacy and confidentiality of records or information protected by HIPPA, FERPA, Personal Health Information (PHI), and other forms of protected or sensitive data.

University Websites:

All university websites should be created by or with the Information Technology department's support and permission. The university **branding standard's** website has additional details.

All university domains should be registered by the Information Technology department to ensure proper ownership. Domain names should follow the naming format of xxxxx.leeuniversity.edu or leeuxxxxxx.com when used.

Lee University requires that all websites and content published after Oct. 31, 2011, conform to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), version 2.0, Level AA.

Acceptable behavior on university-affiliated social media pages and websites:

- Lee University digital media sites are not to be used for personal gain.
- The integrity and values of Lee University must be upheld on all platforms.
- Social media pages or accounts associated with Lee University, campus organizations, groups, or departments will not be used to slander, harass, threaten, intimidate, or spread hateful and/or intolerant information of any individual group.
- All posts must be relevant to the target audience.
- It is prohibited to engage in personal business in the name of Lee University.
- All posts must follow the terms and conditions stated by the digital media site.
- Posts are not to be used to spread false information.
- Posts are not to be used for any type of political purposes and/or political statements.
- Indecent material is prohibited.
- Spam and advertisement posts must be avoided.

Violations: Employees must report immediately all violations of policy issues related to the health, safety, and security of the university to the IT Leadership Team or an appropriate faculty/staff member. The university reserves the right to judge the appropriateness of digital media site content in question and act accordingly.

Unauthorized Recordings

Unauthorized recordings by employees are disruptive to employee morale and inconsistent with the respectful treatment Lee University requires of its employees. For this reason, employees are prohibited from making any recordings (by any means) of faculty, staff, administrators, students, or other third parties without each of the following:

1. A legitimate purpose for the recording
2. A recording device in plain view
3. Recorded or written consent by each individual to the conversation

This policy does not prohibit recordings of public events, marketing related recordings, or those of an instructional nature (such as chapel services, classroom lectures, labs, sporting events, public speakers, etc.).

Employees violating this policy may be required to return the unauthorized recording and to delete it at the university's direction, and may be subject to disciplinary action, including termination.

Email Use Policy

This policy applies to all users of email systems owned or managed by Lee University as well as an employee's use of any email system to conduct university business. Lee University reserves the right to address issues on a case-by-case basis that may not be outlined within this policy.

Use of emails must comply with the provisions of the university's Technology & Internet Use policy in addition to the provisions below.

Employees are personally and individually responsible for maintaining the integrity and privacy of the electronic records and information transmitted via email.

Employees are responsible for protecting the privacy and confidentiality of records or information transmitted through email, including information protected by HIPPA, FERPA, personal health information (PHI), and other forms of protected or sensitive data. An employee's email address is to be used to conduct university business while limiting personal correspondence. Occasional personal use is permitted if it does not impact or interfere with the user's ability to conduct university business or their work responsibilities. Employees are to refrain from redirecting students, employees, alumni, or other vendors to a personal email address when conducting university business.

Employee email services will be terminated upon leaving the university. Prior to termination, the employee or vendor may not copy or export their mailbox to a personal account or to any other storage system.

Mass Emails: All mass emails must comply with FERPA, HIPPA, and maintain the privacy of individuals and the institution. Mass email messages must be sent using a Lee University domain, authorized email services vendor, and contain contact information of the sender/organization. Prior approval from the employee's immediate supervisor is required prior to sending a mass email.

- Appropriate use of mass emails includes:
- Critical/time sensitive information
- Pertains to the safety of the students, faculty, staff, vendors, alumni, and guests of the university
- Communicates valuable information from the President, Chancellor, Provost, Vice President, other senior leadership, or designees at Lee University
- Pertains to the health of the students, faculty, staff, vendors, alumni, and/or guests of the university
- Announcements or events approved by Lee University

Travel and Business-Related Expenses

Objective

This policy is intended to provide all employees with guidelines to encourage sound judgment in the manner and extent to which institutional funds are used for travel. University-related travel should be exercised with integrity and is defined as reasonable food, beverage, transportation, lodging, and other related travel expenses required while conducting Lee University business out of town. Whether an employee obtains funds via a travel advance, reimbursement, or use of their departmental purchasing card, this policy applies to ALL employees. Expenses incurred which fall outside of this policy and/or have not been approved will not be reimbursed and will be included in the employee's gross income as fringe benefits and will be added as taxable income. The university reserves the right to withhold reimbursement for any expenditure deemed too frequent or an unacceptable business expenditure. The policies and procedures described are to allow reasonable flexibility and do not cover every situation. Items of an unusual nature should be explained on the corresponding Travel Expense Form. Exceptions to this policy must be approved by the Vice President for Business and Finance or the President.

Travel Advance

A cash advance is an authorized pre-payment of funds from Lee University directly to an individual or third party in support of anticipated travel expenses out of town for university business. Virtual conferences do not qualify for travel expense reimbursements. Travel advances to or on behalf of an individual not associated with Lee University will only be issued upon written pre-approval of the appropriate vice president. An employee may sign for an advance on behalf of a student or non-employee. In so doing, the employee is fully responsible for the entire amount of the advance and is subject to collection procedures if the advance is left unpaid. Cash advances cannot be used to pay for any services performed by individuals. Payments to individuals must follow standard university payment to individuals' procedures. Travel advances are considered a loan. All requests for travel advance must be received by Accounts Payable no later than ten (10) days prior to the travel date. An employee receiving an advance must submit adequate documentation supporting the use of the advance via a Travel Expense Form and return any unused portion of the advance to the university's Head Cashier in Student Financial Services no later than thirty (30) days following the completion of the travel for which the advance was made. A Travel Expense Form can be obtained from the Accounting Services website. Any advances not cleared within ninety (90) days of the completion of the travel will be considered taxable income, and the taxes for this income will be deducted from the employee's next paycheck. NOTICE: Cash advances will not be issued to individuals who have prior outstanding advances with the university.

Reimbursement

A Travel Expense Form for reimbursement of university-related expenses must be approved by the appropriate academic administrator/director or the next higher level of authority. The 9-11 Travel & Business-Related Expenses authorizing individual is accountable for ensuring compliance with all university travel policies. The Travel Expense Form presents all costs incurred and must have attached original receipts where required. When receipts are missing, it is up to the individual 1) to attach a Missing Receipt Affidavit with an explanation, and 2) to obtain duplicates before the request for

reimbursement is submitted. All Travel Expense Forms are reviewed by Accounts Payable to determine compliance with policies concerning reimbursable travel expenses before a reimbursement will be processed.

Procedure

Within thirty (30) days of completion of university-related travel, the employee (or employee on behalf of a non-university individual) will do the following:

1. Print and complete a Travel Expense Form.
 - a. Any expenses which have been charged by a personal credit card or advance money used should be reported in the appropriate section. (i.e., airline tickets, registration fees, lodging, etc.) Reimbursement cannot be claimed for any expenses charged to a departmental purchasing card, since these expenses are paid directly by the university.
 - b. Expenses should be reported on the day incurred and in the appropriate line item (i.e., breakfast, lunch, dinner, taxis, tolls, etc.).
 - c. Original receipts must be attached to the Travel Expense Form in order of documentation.
2. If an employee receives an advance and money is owed to the university, the employee must deposit the appropriate amount directly to the university's Head Cashier in Student Financial Services. Along with the deposit and deposit slip, the Travel Expense Form and receipts must be attached.
3. If the expenses incurred exceed the travel advance amount, a voucher (Payment Request) must be entered into Self-Service Procurement for reimbursement. It must be approved by the appropriate academic administrator/director or next higher level of authority.
4. Employees should forward the completed voucher along with the Travel Expense Form, all supporting documentation, and receipts to the next level approver within the sector.

Registration Fees

An employee who plans to attend a conference/seminar will enter a voucher (Payment Request) into Self Service Procurement. The voucher is then forwarded to the appropriate academic administrator/director and next level of authority for approval. Registration materials and documentation indicating what the registration fee includes should be attached to the voucher. The payment will be issued and mailed directly to the payee along with the registration forms. A departmental purchasing card may also be used to pay for registration fees.

Lodging

Lee University will pay actual room costs only as supported by the hotel bill for each day that lodging away from home is required for business reasons. When travelling, employees are expected to use good quality, but reasonably priced accommodations whenever possible. The original hotel bill should be paid in full and attached to the Travel Expense Form for 9-11 Travel & Business-Related Expenses

reimbursement as documentation for a travel advance or as a receipt if the departmental purchasing card has been used for payment. It is the employee's responsibility to cancel reservations in the timeframe required by the hotel. The person canceling the hotel reservation should note the cancellation number and the name of the person accepting the cancellation call. Room costs due to failure to cancel will be deducted from the employee's subsequent reimbursement. If there is a possibility that arrival will be later than the required check-in time, employees should request a guaranteed late arrival reservation.

Travel by Personal Vehicle

Individuals who use their personal vehicle for university-related travel will be reimbursed for actual miles traveled at the effective mileage rate of \$.585 per mile. Insurance coverage, gas, oil, towing, repairs, etc. are included in the mileage rate. When traveling on university business, the departure and termination point for determining the actual mileage will be the employee's home. The reasonable vicinity mileage will be reimbursed; however, a log of vicinity mileage should be attached to the Travel Expense Form when it exceeds 100 miles. Individuals driving privately-owned vehicles on official university business are afforded NO protection under the university's insurance policy. Those individuals approving this mode of travel might consider air travel, which may be less expensive when time and subsistence costs are included. Employees should make every effort to travel as economically as possible.

Rental Car

The use of a rental car is justified only as an economical business necessity and not as a matter of personal convenience. All rentals should be at the corporate/government rate or the lowest possible rate per day. When traveling in groups, sharing of cars should be practiced to minimize costs. The use of rental cars is appropriate for those situations where other methods of transportation are unavailable or impractical. All terms and conditions of the car rental agreement should be read and followed, particularly regarding the person authorized to drive the vehicle and driving on non-paved roads. Violations of the agreement or any driving regulation may leave the university responsible for additional damages. The university has preferred pricing which includes extra insurance coverage with Enterprise-Rent-A-Car. Employees who choose to use another rental car agency will need to purchase extra insurance at their own expense.

Procedure

An employee requiring the use of a rental car for university-related travel will do the following:

1. Make all necessary arrangements with Enterprise Rental online through the link below.
https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=LEEU
2. Select Enterprise Direct Bill. Our Direct Bill Number is 17115231.
3. Attach documentation from the rental agency and gas receipts to the Travel Expense Form for reimbursement, if applicable. 9-11 Travel & Business-Related Expenses
4. If expenses are billed to the Lee University account, employees should send a completed voucher (Payment Request) along with the rental invoice voucher to the appropriate academic administrator/director and next higher level of authority for approval. Accounts Payable will issue the payment to the rental agency.

Travel by Commercial Airlines

Employees have three options for purchasing airline tickets:

- Request an advance for travel expenses
- Departmental Purchasing Card
- Personal credit card*

Upon completion of travel, employees complete a Travel Expense Form indicating the charges for the airline ticket and attach the airline ticket and baggage fees. Travel by commercial airlines should be on the most reasonably priced flights available between points of departure and destination.

*No reimbursement of frequent flyers, coupons, personal vouchers, or certificates.

Meal per Diem Rates

The university will reimburse employees for reasonable meal expenses (breakfast, lunch, dinner) incurred during out-of-town travel. Meals not covered in the conference fee are reimbursable at the per diem rates. The per diem rate includes breakfast, lunch, and dinner. The standard maximum allowances for meals, including tips, are: Business meals that are incurred while traveling must be reported on the Travel Expense Form under the “Meals” section. For meals that exceed the allotted per diem rate, a receipt along with proper explanation for the excess must be attached to the Travel Expense Form. Employees requesting meal money for a group trip must supply a list of names, ID number, and the amount each individual will receive.

The standard maximum allowances for meals, including tips, are:

Breakfast	\$ 13
Lunch	15
Dinner	26
Incidental Expenses	5
Full Day Per Diem Rate	\$ 59

Miscellaneous Expenses

Incidental expenses, such as toll charges, parking fees, and excess baggage handling charges require receipts when the costs exceed ten dollars (\$10). These types of expenses must include an explanation and be reported on the Travel Expense Form under “Other Expenses.”

Taxi

The cost of taxis or other transportation to and from hotels, airports, etc. in connection with business activities is reimbursable. Taxi costs must be reported on the Travel Expense Form under the “Transportation” section. Receipts are required when the costs exceed ten dollars (\$10).

Non-Reimbursable Expenses

Expenses incurred that are personal in nature will not be reimbursed. Non-reimbursable expenses include, but are not limited to, travel expenses for family members or other individuals (unless approved

by the sector vice president or president) and entertainment while traveling. The purchase of alcohol with university funds is prohibited.

Dress/Attire

Lee University employees should project to students, parents, and customers a professional and appropriate image that aligns with our position as a faith-based community. The appropriateness of attire will be measured by whether it is consistent with our religious tenets, is modest, and is professional. Employees should dress in a manner that is appropriate to their working environment and to the type of work performed. Employees should also maintain personal cleanliness and hygiene that is reflective of our religious and professional environment.

No member of the Lee University community may wear clothing or reveal any images on their body that contain graphics or messages that are contrary to scripture or to university policies or handbooks. Employees may not dress or outwardly present as a gender that does not correspond to the person's biological sex.

The vice president for each sector is responsible for assuring that these standards are maintained. Some employee positions require a specific dress code. Employees should check with their director or sector vice president to confirm if specific attire is required.

Business casual attire is appropriate for all employees working in professional office settings. Traditional professional business attire is highly recommended when departments or sectors are featured and/or hosting guests of Lee University.

Advertisements and Publications

All printed notices and publications to be displayed on campus must be approved by the Office of Student Engagement prior to posting. All items must be displayed only on bulletin boards in buildings across campus. All notices and publications for digital signage on campus must be approved by the Office of Publications. University publications are the only approved publications or informative materials that may be displayed in public areas on campus. These public areas include the lobbies of all academic buildings, recital halls, Dixon Center, Higginbotham Administration Building, Conn Center, and Paul Conn Student Union. No materials may be displayed, published, or distributed on campus or online that violate university policies, handbooks, or religious tenets. No member of the Lee University community may promote or advocate, in person, in writing, or online, for sexual acts, behaviors, or lifestyles that are contrary to scripture or any other university policy.

Reasonable Accommodations for Pregnant Employees

Consistent with Tennessee Code Annotated § 50-10-103, Lee University will make reasonable accommodations for medical needs arising from pregnancy, childbirth, or related medical conditions unless the accommodation would impose an undue hardship on the operation of the university or would violate its religious tenets. Employees should request such accommodations from the Office of Human Resources.

Break Time for Nursing Mothers

Nursing mothers who need to express breast milk for their infant child may take reasonable break time each day to do so. Break time shall run concurrently with other existing break times when possible and

should be coordinated with the employee's supervisor as to not unduly disrupt the operations of the university. Employees who need support with this provision or a location to express milk should contact the Office of Human Resources.

Remote Work

Lee University strives to provide an on-campus experience for its students, faculty, and staff where they can benefit from daily interaction as part of a Christian community. In light of the university's goal (and each employee's role in that goal) to provide in-person modeling for living in faith as well as the nature of the university's services to students, a request for remote work will not typically be granted. Except in those extreme situations where the university is forced to close its campus and shift to universal remote learning, it is generally an essential job function for most employees to be present and perform their work in person. In those unique situations where approval of remote work would not constitute an undue hardship to the university, remote work may be approved by the university, in its sole discretion. Employees must submit a request to their supervisor and remote work may only be granted by the sector vice president. Employees performing work functions must abide by all of the university's handbooks and policies and perform all of their responsibilities as otherwise expected. Employees must follow their normal working schedule, accurately record their time at work, and be readily available during the workday for meetings, phone calls, and responding to emails. Employees must ensure that their remote work environment is safe and free from any hazards, is free from noise or distractions, and will enable them to carry out their functions in a professional manner. Employees may not regularly perform remote work outside of the state of Tennessee without the approval of the Vice President for Business and Finance. Employees are responsible for ensuring the security and privacy of their confidential work-related information and safeguarding any university-provided equipment. The university will not be responsible for any costs associated with the setup of a remote work environment, including costs for internet access. Employees may be required to sign and abide by a remote work agreement, and the university reserves the right to rescind approval for remote work at any time.

On-Campus Guest Speakers

All guest speakers must be vetted and approved by the department supervisor and the sector vice president prior to being invited to speak at or lead any Lee University affiliated event or activity. This includes, but is not limited to, all chapel services, guest lectures, department events, and student activities.

Use of Campus Facilities

Lee University has a variety of spaces that are available to reserve for private events such as the Chapel, outdoor areas, event rooms, conference rooms, computer labs, traditional classrooms, and lecture halls.

The Office of Event Planning oversees reservations and use of campus facilities apart from the Lee University Campus Recreation Complex. Employees should contact roomreservations@leeuniversity.edu for reservations and rental agreement details.

Lee University facilities may not be used to officiate or celebrate same-sex unions. The facilities may not be used for events where the purpose is to promote or advocate for same-sex unions or relations or for any beliefs or activities that contradict university policies. This does not apply to academic events where same-sex issues are discussed both in the classroom and in forums. Lee University encourages

the discussion of these issues in a variety of academic settings on campus in order to prepare our students to live responsible Christian lives in a complex world.

In order to preserve the privacy, dignity, and safety of our community, and in line with the University's religious beliefs, all public restrooms, changing rooms, and locker rooms are designated as either women's or men's. No member of the Lee University Community may enter a facility designated for the opposite sex, unless the person is providing custodial services, rendering emergency assistance, assisting a person with a disability, or is a young child accompanying his or her parent.

Lee University has several single-user restrooms/changing rooms that may be used by any person. The location of all such single-user facilities may be obtained by contacting Campus Security at 423-303-4444.

The Campus Recreation Complex consists of the DeVos Recreation Center, the Devos Tennis Center, and the outdoor volleyball and basketball courts. Other recreational facilities include the Carroll Court Field, Operations Field, Souther Field and the Mayfield Annex Gym. To reserve facilities associated with the Campus Recreation Complex, employees should contact the Lee Campus Rec office at campusrecreation@leeuniversity.edu

Workplace Safety & Security

Campus Emergency Plan

The university Campus Emergency Plan can be accessed by the following link: [Emergency-Plan.pdf \(leeuniversity.edu\)](#). The Emergency Plan is updated annually by October 1 and is maintained by the office of the Director of Campus Security. Faculty should review the plan and become familiar with any responsibilities and procedures that may fall to faculty in the case of an emergency.

Violence-Free Workplace

The university is committed to a work and learning environment that is both safe and secure for our faculty, staff, and students as well as providing protection for university assets. The university will not tolerate violence or abuse by any employee or other individual which in any way suggests, threatens or creates harm to any individual. Any occurrence of violence may be considered grounds for immediate discharge in addition to appropriate legal action.

Right to Search

The university reserves the right to search all university property, including but not limited to lockers, desks, offices, computers, phones, etc., assigned to individual employees. In the event of a suspicion of a threat or violation of university policy, the university also reserves the right to search vehicles, individuals and personal property of any individuals while on campus or entering or exiting university facilities or campus. Supervisors are required to consult with Human Resources before any individual search. An employee's refusal to undergo the individualized search will be grounds for disciplinary action up to and including discharge.

Weapon-Free Campus

Lee University is a weapon-free campus. Weapons of any kind are strictly prohibited on university property, in university facilities, in vehicles parked on school property, and at university events. A weapon includes any device defined by statute or the university that is capable of producing death, harm, or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft pellets, etc.).

Explosives, ammunition, bowie knives, hawk bill knives, switchblade knives and other knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows) are prohibited.

Common items such as ice picks, razor blades, canes, and smaller knives can also be considered weapons when carried for the purpose of going armed. In the interest of public safety, this weapon-free campus policy also prohibits items resembling weapons including but not limited to replica, non-firing, rubber, plastic, and/or toy guns. Stage props are excluded from this prohibition only as stipulated in the theatrical addendum below.

Carrying any weapon on school property for the purpose of going armed is both a violation of university policy and state law. Violation of the Weapons on School Property statute is a Class E felony and subject to criminal prosecution under TCA 39-17-1309. Employees possessing a valid Handgun Carry Permit or who are "carrying" under the "open carry" statute are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities. Non-student employees may possess a firearm inside their vehicle while on campus property if the weapon is contained within the vehicle and is not handled by the employee or any other person while the vehicle is on school property. TCA 39-17-1309(c)(1)(B). Hunting firearms, hunting bows and arrows, and crossbows may be kept inside a non-student employee vehicle if they are not handled by the employee or any other person while the vehicle is on school property. 11-2 Workplace Safety & Security Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be addressed via university conduct processes and/or state and federal statutes. Tasers and other electronic stun guns or incapacitating devices are not permitted on campus.

Exceptions to this Policy

Those who are exempt to this policy include uniformed police officers, off-duty police officers, authorized Lee University security personnel, and users of theatrical props within the provisions identified below (see addendum). Off-duty police officers are requested to notify Campus Security of their presence if they will be carrying a firearm during their time on campus.

Weapons on Campus Policy Theatrical Addendum

Stage weapons may be used in preparation and performance of theatrical productions under the restrictions and stipulations that follow: A stage weapon refers to any device or approximation of a device described as a weapon in the university's Weapons on Campus Policy. This includes but is not limited to guns, knives, swords, spears, bow and arrows, and crossbows, whether capable of inflicting bodily injury or not. These stage weapons may be used on campus only in the context of practice for a university-sponsored theatrical event or during the performance under the authorization of university personnel. Stage weapons are permitted only in defined theatrical performance and practice venues. They must be stored and maintained by authorized university personnel and "checked-out" for use under their approval. Campus Security must be notified of each instance a stage weapon is to be used and each performance and rehearsal at least one week prior. Blades must be blunted and dulled sufficiently to pose no actual threat to participants. Real, operable (even if unloaded) firearms are not permitted. Firearms should be rubber or nonfunctional replicas and must be mechanically incapable of firing a projectile. Starter pistols or other approved theatrical weapons designed to fire a blank, and only a blank, are also acceptable. Any strange or unusual stage weapon used in a classroom, rehearsal, or production event must receive prior approval from the director or assistant director of security. Audience members must be notified prior to the beginning of the performance when stage firearms are to be in use.

Drug and Alcohol-Free Workplace

Lee University prohibits the use of tobacco, drugs, alcohol, and electronic nicotine or smoking devices on campus. Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

The university recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting employees who seek treatment for these conditions. Counseling is available for employees through our Employee Assistance Program (EAP).

Lee University reserves the right to test an employee for drugs or alcohol at any time if there is reasonable suspicion to warrant such a test. Refusal to consent to such a test is grounds for termination. Employees in Building Services, Campus Security, Grounds, Maintenance, and Residential Life are required to pass a drug test as part of the employment process. Upon receipt of an offer of employment from one of these departments, candidates must complete required drug testing within 24 hours. The testing lab will retain samples in accordance with state law, so that the candidate may request a retest of the sample at their own expense if they disagree with the initial test results. Random drug testing is required for those working in Physical Plant and Campus Security. All records concerning test results will be kept in medical files that are maintained separately from employees' personnel files in the Office of Human Resources.

UNIVERSITY SERVICES

Section 8

MOODLE

Moodle is a learning platform designed to provide educators, administrators, and students with a single robust, secure, and integrated learning system to create personalized learning environments. See Appendix C for MOODLE Policies and Procedures.

Computer Labs

Lee University provides over 450 open use computers in four academic buildings and several dorms as well as a few computers in the lobby areas of the Humanities Center. Academic computer labs are outfitted with state-of-the-art Lenovo computers complete with Windows 7, Microsoft Office and provide access to the Internet. Some of the computers in the labs have development, web design, Flash and Adobe photo-shop applications installed on them for student use. Additionally, the student technology fee includes printing for up to 300 pages from the high-quality copiers throughout campus. Aside from scheduled times when classes meet in select labs, campus computer labs are open to all students. Staff members from IT Operations are available throughout the day to help with technical questions. Students can also call the Help Desk at extension 8027.

Squires Library

William G. Squires Library is the central location for students, faculty and staff at Lee University and the Pentecostal Theological Seminary to find information sources for their assignments, research projects or personal study. The library is also a popular location for students to gather for personal or group study and offers a computer lab and a café. Faculty librarians, who are information specialists, collaborate with classroom faculty and assist library users in-person, by phone, and online.

Faculty Parking

The university provides parking areas for all faculty members. To secure a parking permit each faculty member must register his/her automobile with the office of Campus Security.

Lee University Identification Card

Each employee of Lee University will be issued a Lee University identification card. The card serves as proof of employment with Lee University and provides access to many resources provided by and available through the university community such as:

- Controlled access to campus buildings
- Dining services
- Library access and services
- Fitness and athletic access

All employees must carry a current ID for the entire period they are employed by Lee University. The cardholder is responsible for the care and safekeeping of the ID. To protect card holders, university staff will examine ID when presented for goods or services to confirm that the card is being used by the person to whom it was issued. The employee to whom the card is issued will be responsible for any

activity, service, privilege or sales transactions occurring on the card. Protecting the ID reduces the risk of abuse related to privileges and funds associated with the card and extends the life of the card. Holes should not be punched in the ID and the use of stickers, pins, or other items affixed to the card is prohibited. The magnetically encoded information on the ID may be protected by keeping the card away from magnetic fields. No one other than the employee to whom the card is issued is to use the card. The ID card is the property of Lee University and must be presented upon the request of an appropriate university official. The card will be revoked by the university upon end of employment. The Campus Security office staff will dispose of any invalid cards.

Any transfer, alteration, falsification, or forgery of an ID constitutes a violation of university policy and may result in an appropriate disciplinary action to be determined by the Department Supervisor in conjunction with Human Resources and Lee University Campus Security. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.

Employee ID cards are issued by and administered through the Campus Security Office. The office is located at 1000 Barnes Street, behind Pathway Press. The initial is issued without charge. To request an ID, the employee must present to the Campus Security Office staff a government-issued picture ID or passport and his or her Lee University Colleague number. The Campus Security Office staff will verify that the employee has completed all the paperwork with Human Resources and is an active employee. A head shot photo image of the employee will be taken if one has not already been submitted by the employee and the card is then printed, encoded, laminated, and presented to the employee.

The Office of Racial & Ethnic Relations

The Office of Racial and Ethnic Relations (R&ER) is available to all employees, students and alumni of racially, ethnically, and internationally diverse backgrounds to know they are valued members of the Lee University community. The mission of R&ER is based on the Scriptural principles that:

- Each human being is created in God's image.
- The kingdom of God includes and values people from diverse backgrounds.
- God calls for the just treatment of all people.

R&ER offers assistance to employees, students, and alumni from racially, ethnically, and internationally diverse backgrounds with their concerns, while advocating for the university's development in racial and ethnic relations (e.g., strategic concerns, governance, human resources, curricular enhancements, constituent relations, student recruitment and retention, student services).

This office encourages and models an incorporated mindset consistently working with all employees to provide a complete, integrated approach to racial relations.

Employees should contact the Office of Racial and Ethnic Relations at 423-614-8238 for more information.

BENEFITS OF FACULTY SERVICE

Section 9

Monthly Salary

Faculty salaries are paid in twelve monthly checks on the fourth Friday of the month. The December check is paid before the Christmas holidays. The contract period is from August 5 through May 13, unless stated otherwise. Payroll checks are paid by direct deposit to the employee's account of choice.

Sick Leave

Faculty members may accumulate sick leave on the basis of one day for every month of full-time employment. Accumulated sick leave may not exceed 30 class days. Sick leave should not be used for purposes other than the illness of the faculty member or of an immediate family member of the faculty member.

The faculty member who takes sick leave is responsible for ensuring that his/her classes have met at least the minimal required number of times during the semester with any substitute or alternative arrangement approved by the AAA. Each class must convene a minimum of fifteen times the clock hours scheduled per week. For example, a class that meets three hours a week must meet a minimum of forty-five hours per semester.

The university will pay the substitute's salary during the period covered by the faculty member's accumulated sick leave days. After the faculty member has expended all of his/her sick leave days, the substitute's salary will be deducted from the teacher's salary.

The faculty member is required to notify their AAA in writing at least 5 days in advance of returning to work. If the employee has been under a doctor's care, a medical release from the attending physician may be required.

Bereavement Leave

Lee University will grant a maximum of five (5) working days off with pay in the case of a death of a member of an employee's immediate family. Immediate family is defined as spouse, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, spouse's grandparent, or a relative living in the employee's residence. This policy includes "step" of child/parent/sibling relationships. In the case of a death of relatives other than members of the immediate family, one (1) day's absence with pay will be granted.

Military Leave

Lee University supports armed forces personnel by granting military leave when an employee is called to active duty. When the necessity for military leave is known in advance, the employee should provide his/her supervisor at least two weeks' written notice. Otherwise, the employee should give notice as soon as possible. Military leave is unpaid. The employee will accrue seniority and benefits while on military leave. The employee should notify his/her supervisor at least two weeks prior to returning from active duty to arrange reinstatement. Upon return from military leave, the employee will be reinstated to the same or an equivalent position.

Personal Leave

Three personal days are allowed per year and may be taken at the discretion of the employee provided approval has been obtained through the supervisor.

Jury Duty

Lee University supports its employees in their civic responsibilities and community activities. In the event a member of the faculty is summoned to jury duty, the AAA should be notified immediately. If it is felt that jury duty will create a hardship on students and tax departmental resources, the university will support the faculty in appealing the summons. If an appeal is desired, the AAA or Dean will furnish a letter outlining reasons that the work of the faculty member can not be made up or performed by another person.

If an appeal is denied, the faculty member should make every effort to perform as many of his/her duties as possible. It is important that the AAA be kept updated on jury schedules and be informed, in advance if possible, of conflicts that will impact classes.

The university will pay the difference between jury pay and the employee's regular pay. The State of Tennessee provides the opportunity for employees summoned to jury duty to also count their hours for travel to and from the court for the jury duty. The employee should submit a statement from the court clerk, showing travel time, hours served and amount paid for jury service, to the Office of Human Resources.

Credit Union

Two credit unions are available for membership by university employees and their immediate family members. Cleveland/Bradley County Teachers Federal Credit Union and Pathway Credit Union offer a full range of financial services for their members. These services include, but are not limited to, savings accounts, draft accounts, loans, automobile insurance, and Individual Retirement Accounts (IRA). To obtain membership at either credit union, employees should visit the locations or websites below. • Cleveland/Bradley County Teachers Federal Credit Union 420 Central Ave. NW Cleveland, TN 37311 www.cbctfcu.com • Pathway Credit Union 2751 Ralph Buckner Blvd. NE. Cleveland, TN 37311 www.pathwaycredit.com

Employee Wellness Program

The university supports an employee wellness program and encourages each member of the university family to take personal responsibility for their health and well-being. Faculty teaching 7 or more hours are eligible to participate in the university's employee wellness program at no cost. Program activities are planned to promote and encourage healthy lifestyles and to provide information that may help limit illness and promote a higher quality of life. Registration is available on the Portico website under Administrative Apps. To earn rewards, participants must complete a basic wellness assessment, attend program events, and reach fitness goals.

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 Safety Office.

(2) Children under the age of 16 MUST be supervised. (3) Guest passes may be obtained through the Administration 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 US Able. The Employee Assistance Program through US Able offers counseling for a wide range of personal and financial needs with 24-hour assistance via a toll-free number and an interactive website. For more information on the US Able Employee Assistance Program please go to their website, www.ndbh.com and use the password, "SGE3F", or contact the Employee Benefits Coordinator in the Human Resources Office.

Purchase Discounts

Purchase Discounts Lee University employees are eligible to receive purchase discounts at auxiliary enterprises such as food service and the campus bookstore as follows:

- Follette Campus Bookstore – 10% Discount
- Deacon Jones Dining Hall – discounted meal prices

UNIVERSITY FACILITIES

Section 10

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 Screening Room, the Buzz Oates Theater, a converged newsroom, and a TV studio.

Creative Studio, acquired in 2022, the Creative Studio is home to the university Marketing Department staff including media services and social media producer. It contains six offices and an open area for staff and student collaboration, video editing, and social media content creation.

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.

Danny Murray Recording Studio, acquired in 2022, this state-of-the-art production facility has been designed by industry experts to provide an ideal setting for teaching and professional recording. In addition to a fully functional recording studio, this facility houses a 10-seat music technology lab that is equipped with digital audio workstations for classroom instruction and individual project completion. Students also have access to two private editing suites for dedicated work on audio projects.

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 and administrative offices. It currently houses offices of the Chancellor, Vice President for Business and Finance, Department of Language, Literature the Academic Support Office, and student testing rooms. 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 Lee Online. This two-story building sits between Ocoee Street and Broad Street.

School of Business opened in the Fall of 2017 to house the newly established School of Business. This space includes an investment lab, two computer labs, eight classrooms and 18 faculty offices.

School of Nursing Building was built in 2016. The 41,000 square foot building overlooks the university's new South Campus quadrangle. The building includes the Patricia Carroll Lecture Hall which offers 140-seats, two interactive classrooms, five standard classrooms, a learning resource center, a quiet room and 17 faculty offices. The facility features six hospital-like simulation labs along with control rooms, a competency lab, assessment lab and two debriefing conference style rooms.

School of Theology and Ministry Building, built in 2008, is the primary classroom building for theology and ministry 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 theology and ministry faculty, associate dean and dean's offices are also located in this building.

Science/Math Complex completed in 2010. The complex provides approximately 73,000 square feet on three floors. It has 14 classrooms, 10 science labs, Walker 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 158,000 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. The President's Office as well as the Provost and Vice President for Academic Affairs offices are located here.

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 in honor of 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.

Larry Carpenter Stadium at Olympic Field, originally 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. In 2018 the stadium was constructed on the same footprint significantly improving the facility by providing 400 chair back seats, expanded concessions and restrooms for spectators. The home locker rooms were expanded, as well as the press box. The stadium was named for long time athletic director Larry Carpenter and the press box is named for the voice of the Flames, George Starr.

Ray Conn Multi-Sport Complex, opened in the spring of 2021, and is home to the Lee track & field and women's lacrosse teams. The state-of-the-art complex also serves as the alternate home venue for men's and women's soccer and consists of an eight-lane track wrapped around a turf field – equipped with everything needed to host NCAA sanctioned events.

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, and enlarging the locker room areas, restrooms, and meeting space. Access to the arena was improved by increased space in the lobby and entrance hallway areas. In 2016, a new gym floor was installed in the Arena and in 2017 the bleacher system was upgraded to include chair back seats.

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.

Darla McLuhan Conn Forum and Bell Tower, completed in the Fall of 2017. The Tower includes a four-sided clock, along with a set of nine bells which were originally cast in 1870 in Troy, NY. Prior to their installation on the Lee Campus, the bells hung in a church in Minnesota. The construction of this tower has been sparked by numerous Greek clubs, including Alpha Gamma Chi, Delta Zeta Tau, and others, as well as Music Honor Societies.

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 were 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 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. The Upsilon XI Alumni Association raised \$25,000 in contribution toward the project which was dedicated by their membership in 2012 at the club's 50th reunion.

Paul Conn Student Union, named in honor of former university President Paul Conn, was built in 2000. It houses many high-traffic student services. It includes a post office, bookstore, computer lounge, meeting rooms and office space for student services staff. It also features a newly renovated student lounge and cafe area with food service from Chick-Fil-A and Starbucks on the main-level. Subway is located at the basement level. All these food services are 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.

Sigma Nu Sigma Fountain, located in front of the Higginbotham Administration Building. As part of the 50th anniversary of Sigma Nu Sigma, in 2020 the existing fountain was upgraded along with the surrounding plaza.

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 in honor of the late Professor Donald N. Bowdle.

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.

Dirksen Row built in 2017 is an 11-unit townhouse complex that sits on the Eastern edge of the South Campus and is home to 44 female students. It is named for Carolyn and Murl Dirksen, in honor of their long-time service to the institution.

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 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, built in 2011, 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 in honor of the late Professor Robert O'Bannon and his 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 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 Assistant Vice President for Enrollment is also located in this 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 Barnes Street. It is the home of our Director of Campus Safety and his staff. The theatre department's Scene and Set Shop, as well as Costume Shop, occupy a portion of the building.

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 space now houses the Financial Aid Office and the Residential Life Offices.

Higgins-Pressley Building was named in honor of Jack Higgins and Arthur Pressley in May 2016 and is the home of the university's Physical Plant. It is a 13,000 square foot warehouse located on 8th Street that houses the office of 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.

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.

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

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.

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

ADMINISTRATION AND FACULTY

Section 10

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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2008 Rolando Cuellar

2011 JoAnn Higginbotham

2014 Milton Riley

2017 Pam Womack

2020 Jennifer Cornett

2003 Hermillo Jasso

2006 Robert Barnett

2009 Guy DeLoach

2012 Mike Iosia

2015 Donna Summerlin

2018 Alexander Steffanell

2021 Christopher Blake

2004 Carlanna Gill

2007 Evaline Echols

2010 Edley Moodley

2013 Skip Jenkins

2016 Laura Singletary

2019 Alex Sandoval

2022 Amy Dummer

APPENDICES

Section 11

Appendix A Statement of Beliefs Concerning Human Sexuality and Gender

Overview

As a Christ-centered institution under the auspices of the Church of God denomination, Lee University's beliefs concerning human sexuality and gender¹ arise from contexts and commitments seen as timeless truths written in God's Word, the Bible. First of all, and of highest importance to us, the Bible is God's revelation to His people for the purpose of knowing His will in all areas of life; it is not silent on human sexuality, it is our primary guide. In addition, the standards of the Church of God (located in Cleveland, TN), which gave birth to Lee in the early 1900s, are found in its established doctrines and in its *Declaration of Faith*; the university and the denomination align on issues of faith and practice. Lee is also guided by a nearly 2000-year-old consistent history of scriptural interpretation by the Christian church.

In alignment with the Word of God, Lee University acknowledges that God created humans as male and female in His image (Genesis 1:26-27); He himself called what He made "very good" (Genesis 1:31). Thus, Lee University recognizes that all people have inherent value and dignity and that all are loved by God without condition. Genesis declares biological and physiological distinctions between the two sexes are integral to God's created order for humanity. We profess that humans are sexual beings and that sex, within the guidance set forth in Scripture, is good. We celebrate sexuality as God's gift to humanity that fulfills the directive to be fruitful and multiply (Genesis 1:28) and provides intimacy and pleasure. As a Christ-centered community, we view human sexuality as one part of God's plan for human flourishing on earth (Psalm 19:7-14). Since an essential aspect of our educational task at Lee University is to nurture students to understand God's intentions as outlined in His Word, discussion about sexuality and gender is framed within a specific context of Christian development and living. All administration, faculty and staff play a vital role in establishing our Christian community and actively reinforcing scripture with students as part of their duties.

One may ask: If gender and sexuality are gifts from our Creator, why are there limits to their expression? A biblical response lies in the account of the fall of humans (the Fall) into sin (Genesis 3) where God's perfect order and creation are distorted by human choices. As Christians, we recognize that the Fall affected the natural and intended order of everything that came after it. Rather than embrace and celebrate God-designed differences between the two sexes, male and female, the Fall has caused humans to reject these differences, and even seek to identify as a gender other than the one rooted in biology at conception. The act of sex itself can also be used to include forbidden same sex sexual relations. Further, due to the Fall, sex can be used as an instrument of power, abusing another person for one's selfish desires. As people made in the image of God, humans are worthy of respect and love, and should never be devalued and reduced to sexual objects.

¹ For purposes of this Statement, we use the word "gender" to refer to a person's biological sex, which is determined by a person's genetics and physiology. We recognize that "gender" may be used in a variety of ways in our current culture, but that is not the focus of our statements here.

Lee University recognizes that engaging questions about sexuality and gender is an important part of students' development. To this end, we work to provide opportunities for conversations on these issues. Further, we acknowledge that the university's position as outlined in this statement may raise challenges for those who experience same-sex attraction or have questions about their gender/sexuality.

- As stated in Lee University's [Community Covenant](#), we commit to treating each person with respect and dignity regardless of any differences of belief on this subject. Jesus Christ is our model who consistently loved all people with a balance of grace and truth. Therefore, we commit to loving one another in like manner, while respecting and upholding the biblical design for gender and sexuality.
- We believe that Christian communities should offer kindness to those who experience same-sex attraction or identify with a gender other than their biological sex; thus, any form of harassment will not be tolerated at Lee University.
 - [Sexual harassment](#) is not tolerated.
 - [Harassment](#) is not tolerated.
- We commit to engaging in discussion of topics such as sexuality, same-sex sexual behavior, same-sex attraction, sexual orientation, sexual identity, and gender identity with grace and humility, always directing each other toward God's grace and truth in this fallen world.
- We commit to hold students accountable for disregarding the sexual limits of Scripture, yet we will also work with them to support repentance as well as restoration in their relationship with Christ and others. Every year, Lee University welcomes students from a diverse set of backgrounds and life experiences who choose Lee for, among many reasons, our unique religious tradition and environment. Our students are our "mission field." And those with questions about their sexuality and gender identity will find at Lee a community of faculty, staff, and students willing to walk with them in love as they seek answers. Our approach to such students will be to consistently and compassionately explain God's biblical standard for human sexuality and gender as outlined in this Statement of Beliefs.
- Students wanting resources to help process the relationship and experiences of faith and sexuality may choose several options on the Lee University campus, including but not limited to the following: 1) the [Lee University Counseling Center](#); 2) the Health Clinic; 3) the Campus Ministries Office and 4) the Office of Student Care.
- We commit to upholding the values of a Christ-centered community, asking students to adhere to the Community Covenant and policies as set forth in this Statement of Belief and the Student Handbook in order to benefit the entire institution.
- Similarly, administration, faculty, and staff will abide by the behavior expectations as set forth in this Statement of Beliefs, the Declaration of Faith, and their respective [handbooks](#). All administration, faculty, and staff, share an obligation to model and support the expectations of our Christ-centered community.

All expectations for the Lee University Board, Administration, Faculty, Staff, and Students (the Lee University Community) are rooted in the below biblical/theological understanding; the policies related to them are ultimately interpreted by the Lee University Cabinet.

Theology and Policy Implications

I. Lee University believes that God created humans in His image as male and female.

This belief stems from the description of creation in Genesis 1:27:

“So God created humankind in his image,
in the image of God he created them;
male and female he created them” (NRSV).

God’s design is not accidental; males and females are specific, and complement each other physically, emotionally, and spiritually in order to fulfill God’s commission for them; “be fruitful and multiply,” (Genesis 1:28). Males and females bear God’s image (Genesis 1:27), equal in personhood. Therefore, despite current cultural suggestions that gender is a mental or cultural construct that may be removed from bodily or biological considerations, we believe gender is determined by one’s body.² One’s biological sex should be understood as binary—male or female, as God created them. Therefore, humans do not have an ability, or observed right, to choose a gender; it is chosen for them by their Creator, who knit them together in their mother’s womb as a biological male or female (Psalm 139; Gen. 1:27).

II. Lee University believes that God created humans as male and female for the purpose of procreation, cooperation, companionship, and pleasure.

In Genesis it is evident that male and female were blessed by God to unite for a central purpose of sexual intercourse in order to procreate.³ “God blessed them and said to them, ‘Be fruitful and multiply!’” (Genesis 1:28 NRSV). Genesis 2 provides a clarification of this union when it describes God making the woman from the side of the man: “Therefore a man leaves his father and his mother and clings to his wife, and they shall become one flesh” (Genesis 2:24 NRSV). They unite physically in order to generate offspring who will help to take care of God’s earth as well as form a covenant people through whom God will bless the whole world (Genesis 12:1-3).

We believe that God’s intention in marriage is the union between one man and one woman so that God’s purpose of procreation may be fulfilled; it is also in alignment with God’s plan that humans should not be alone (Genesis 2:18; 1 Corinthians 11:9). Marriage is, therefore, more than a contractual agreement that can be entered into by persons of either gender. It is a covenant between a male and female that is witnessed by God (Malachi 2:14). The Scriptures mention the covenant love between a husband and wife several times. Therefore, we conclude that unions blessed by God are solely those between one man and one woman and do not include those of same-sex because such unions, even if they may be legal, are not the unions as described by God.

III. Lee University believes that our bodies are the temple of the Holy Spirit and that Christians are responsible to their faith community for sexual behavior.

For Christians, sexual behavior impacts the body of Christ and in particular the local faith community of which we are a part. Sex is a gift from God, but like any gift it can be abused or misused. Instead of being vulgar or disrespectful to describe sex, as is common in culture, the biblical phrase most used to

² W. Ross Hastings, *Theological Ethics: The Moral Life of the Gospel in Contemporary Context* (Grand Rapids: Zondervan, 2021), 167.

³ Procreation is not the only purpose for sexuality, but it is a central one referenced in the Bible.

imply sexual relationships that are within God's parameters is "to know" (Genesis 4:1).⁴ It is not merely an intellectual understanding of the other person but a knowledge based on experience.

In Scripture, the Apostle Paul encourages the Corinthians to see that how they behave sexually affects their union with Christ and His community: "glorify God in your body" (1 Corinthians 6:20 NRSV). A common cultural narrative says that what I do in my sex life is a private, individual matter; however, we believe that followers of Christ are called to be accountable for their sexual choices and behaviors. Being followers of Christ means that there are some activities and behaviors that remain off-limits to us because they are prohibited by Scripture. While the local church and Lee University may not monitor sexual behavior, once it has become public knowledge that someone has erred, the church and/or Christian institution (such as Lee University) seeks to address the individual/s involved so as to foster repentance and restoration.

Christians view prohibitions concerning sexual acts in Scripture as important directives from the Creator and the Covenant God to His people for how best to live their lives. Such prohibitions include sexual activity outside of the marriage covenant between a man and a woman such as extra marital sex, or sexual immorality [πορνεία |*porneia*] (1 Corinthians 6:13; Ephesians 5:3; Colossians 3:5-6); same-sex relations and behaviors (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9-11); incest and lewdness. Violent behaviors related to sexuality are prohibited (Galatians 5:19-21), as is prostitution (the selling or bartering of one's sexual being for money or profit) and pornography.

We also believe that expressing love for others is important in this educational community; yet we should always exercise care in such behaviors in order to honor Christ and each other. The limits on sexual activity as prescribed in scripture are for God's purposes *and* human benefit. Christians can support displays of love for one another in public, mindful that 1) Displays of affection can be healthy but may also be taken too far by married and unmarried couples and therefore should be considered by the couples involved in order to honor Christ; 2) cultural and personal backgrounds may influence what is considered acceptable or non-acceptable within a diverse community such as ours; therefore, we should live with awareness and act with wisdom.

Conclusion

Living in a Christ-centered community requires humans to consider aspects of their individual lives that affect others. As an institution of Christian higher learning, we aim to focus the attention of the minds and lives of our Lee University Community on how we honor God and each other, and how we develop a definition of human flourishing for the work that God has called us each to do (Ephesians 2:10). In this way, we believe Christian higher education is more than an exchange of information; it is learning a way of life while in a community dedicated both to Christ and His cause in the world.

Learning about the Creator's gift of gender—male and female as an image of God—is a vital aspect of a student's education at Lee. Learning God's rationale for biblical limits on sexual behavior is one essential part of an overall education at this university. Learning how to live as sexual beings in a

⁴ The Hebrew word *yada'* can refer to intimate knowledge as one would have in sexual intercourse. For example, "Adam knew Eve his wife" and she bore a son (Gen 4:1). See "*yada*" (848) in *Theological Wordbook of the Old Testament*, 2 vols., ed. R. Laird Harris, Gleason Archer, Jr., and Bruce Waltke (Chicago: Moody Press, 1980), I:366.

community with many different understandings of what might be appropriate is necessary for navigation in the modern world as Christians. It is to this task that we all agree, evidenced by the Lee University policy and to which students agree, when signing the [Community Covenant](#).

When it comes to sexuality, the Lee University Community is committed to treating everyone with respect, loving each other as Christ loves us, and holding ourselves accountable that we might honor Christ, who is at the center of our community.

Appendix B Intellectual Property Policy

I. Preamble

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 Provost and 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 Provost and 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.

II. Definitions

- **Intellectual Property** - legal rights granted in certain creations of the human mind. Forms of intellectual property include Patents, Copyrights, Trademarks, know how, Trade Secrets, and any other such rights that may be created by law in the future.
- **Software** – any set of instructions for a computer or other information processing device, whether in machine or human readable form, or any database or other set of data to be read by such a device. Software may be protected by Patent, Copyright, Trademark or Trade Secret.
- **Invention** – a new, process, art, method, technique, machine, device, Software, or composition of matter, or improvement thereof, whether or not patentable.
- **Inventor** – an individual associated with the university who makes an Invention, or an individual who is a member of an “inventorship entity” comprising two or more individuals, one or more of whom are associated with the university, who jointly make an Invention.
- **Invention Disclosure Form** – a form to be completed and signed by the Inventors that reports and describes a new invention, signed by the Inventor(s).
- **Patent** – a legal right issued by the U.S. or another country that gives its owner the right to exclude others from making, using, selling, or importing the subject matter of an Invention within such country for a fixed period, usually measured from the date of filing of the patent application.
- **Employment Responsibilities** – Any activity an employee performs routinely as a necessary part of their job description.
- **Copyright** – a set of legal rights in an original work of authorship that has been fixed in a tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Copyright includes a bundle of rights: the right to make reproductions of the work, the right to distribute copies of the

work, the right to make derivative works based upon the work, and the right to display or perform the work in public.

- **Intellectual Property Agreement** – an agreement to be signed by faculty, students and employees (collectively referred to herein as “University Personnel”) which is to be signed by all University Personnel and which constitutes acceptance by such Personnel of the application of this Policy and their agreement to comply with its terms in regard to the ownership of Intellectual Property.
- **Trademark** – a word, symbol, design, or device (or any combination thereof) that identifies the source of goods or services. A Trademark may be registered or unregistered.
- **Trade Secret** – confidential information, including a formula, pattern, compilation, program, device, method, invention or discovery technique or process, which derives independent economic value from not being generally known or readily ascertainable by others, and is the subject of reasonable efforts to maintain its secrecy.
- **Author** – a person who creates a copyrightable work.
- **Tangible Research Property (TRP)** – research results in their physical form, and includes, but is not limited to, software, biological organisms, reagents compositions of matter, instruments, machines or devices, and other property that can be physically distributed. Tangible Research Property may be subject to Intellectual Property rights.
- **Sponsored Research Agreement (SRA)** – a contract between the university and a sponsoring organization that sets the terms and conditions for the conduct of a research or training project. An SRA typically includes a description of the work to be performed, the terms of payment, use of data, ownership of intellectual property, publication rights, and other legal assurances.
- **Royalties** – all consideration of whatever kind received from the sale, license, or other transfer of Intellectual Property rights by the university to another entity, usually a company. Royalties include, but are not limited to, percentage payments, up-front fees, milestone payments, shares of stock, and any other financial or in-kind consideration.
- **Data** – all notes, workbooks, prototype drawings, or information, in a tangible form, related to research or inventions.
- **Intellectual Property Review Board** – the board, when needed, is appointed by the Provost and Vice President for Academic Affairs with recommendations from the Deans Council.

III. Copyright

This Policy addresses Copyright ownership, the assignment of rights associated with Copyright ownership, licensing of those rights, and the distribution of any Royalties therefrom. The university encourages the preparation and publication of copyrightable works that result from teaching, research, and scholarly and artistic endeavors by members of the faculty, staff and student body. The university’s general policy is to permit faculty members to retain primary control over their works. However, the sharing of knowledge is central to the success of the university and Copyright policies should encourage, not inhibit, productive work. Thus, Copyright ownership is treated as a divisible bundle of rights to be allocated among different parties to promote learning and the sharing of information.

A. Ownership of Copyrighted Works

1. In keeping with academic tradition, except to the extent required by the terms of any grant or Sponsored Research Agreement, the university does not claim ownership of the Copyright in pedagogical, scholarly or artistic works, regardless of their form of expression. Such works include, but are not limited to, novels, poems, musical compositions, popular nonfiction, textbooks, course materials, refereed literature, recordings, audio/visual

productions, and most works created by students in the course of their education, such as dissertations, theses, papers and journal articles (subject to paragraph XI below).

2. Authors of teaching and classroom materials, such as class notes, curriculum guides, or laboratory notebooks, shall retain ownership of the Copyright therein, but shall grant the university a non-exclusive, Royalty-free, perpetual license to use, display, copy, and distribute such works, and prepare derivative works based upon such works, for internal university use.
3. The university is the Author of all copyrighted works, including Software, Courseware, or other electronic media, that are created for an institutional purpose in the course of employees' prescribed duties. These include simultaneous or sequential contributions over time by numerous faculty, staff, or students. Accordingly, works that are created as part of a faculty member's independent research or scholarship are not owned by the University. Whether a copyrighted work is owned by the University depends upon the purpose for which the work is created and not the form of its expression.
4. Lee University recognizes the intellectual property rights of the faculty member (who partners with the university in development of Courseware content) as the owner of materials incorporated into or augmenting the approved university Courseware shell (see definitions.) These incorporated materials are defined as, but are not limited to lecture notes, examinations and quizzes, handouts, presentations, and the like. Developing Courseware requires the contribution of extraordinary university resources, including, but not limited to, technical support staff, computer programmers, legal and business counsel, computer hardware and software, and Internet access. Whereas the university provides such resources to Authors of Courseware shells, authors shall assign their rights in/for such Courseware shells to the university in exchange for the compensation described in section VII below. This compensation is deemed for development, not delivery of the Courseware shell materials. Compensation for the development applies to the original author of the Courseware, and not to the subsequent instructors who make use of the Courseware shell. Instructors who teach the course are expected to augment the course as appropriate, but this action does not constitute development as defined above and incurs no further compensation for development. Faculty teaching on-line courses will be compensated at the rate established by the university for instruction. In exchange for the compensation relative to the development of Courseware shells, the author understands that Lee University retains: a royalty-free, non-exclusive license to use the Courseware shell materials for educational purposes; the right to update, alter, and revise the original work for educational purposes; and the right to assign others to teach using the Courseware shell. The university's title shall include all rights provided by U.S. Copyright law. Such title is necessary to guarantee the university's right to control the method and manner in which its educational programs and courses are offered to the public and to secure new revenues from which to replenish and enhance university technology resources. Nevertheless, Authors retain the copyright to their texts and other original works of authorship (including items addressed in III.A.2) incorporated into Courseware.
5. Whenever Deans, directors or administrators commission new works, copyright issues should be clarified and fixed in a written agreement prior to the start of the project, according to the guidelines of this policy. In the absence of such an agreement with respect to a commissioned work, the IP Review Board will determine application of this Policy thereto. In determining the ownership of any commissioned work not covered by a written agreement, the IP Review Board will consider: (a) at whose initiative the work was created (b) control over the content and final approval, and (c) any funding or extraordinary resources provided by the university.

B. Authorship and Permissions

1. Collaborators on a single work are joint Authors, as that term is defined under U.S. Copyright law. Because joint ownership of Copyrights creates complex management problems, it is recommended that joint Authors have agreements that define the rights and duties among them prior to beginning work.
 2. All copyrighted works owned by Lee University shall prominently bear the legend “© 20__ Lee University. All rights reserved.”
 3. All individuals associated with the university are responsible for securing permissions or licenses from the owners of Copyrights before reproducing, distributing, displaying, or performing any works in which such individual does not own the Copyright, or creating derivative works based upon any such work. It should be assumed that all material displayed on the World Wide Web is copyrighted and not freely available for use unless permission is expressly granted by the owner of the Copyright in such material, or it is clearly in the public domain. Whether a particular use constitutes “fair use” under U.S. Copyright law can be difficult to ascertain.
 4. Use of university logos or other trademarks requires permission of the university. Requests for permission should be directed to the Office of University Relations.
- C. Disclosure, Licensing and Commercialization
1. The university’s attorney shall draft standard agreements consistent with this Policy for the university to enter into with faculty members and others in order to clarify ownership of Copyrights and the allocation of rights associated with specific projects. Such agreements shall set out a framework for unbundling rights associated with new works in order to make them most appropriately available for teaching, learning, and research. Such agreement will be ratified by the IP Review Board.
 2. Agreements that grant to third parties the rights to commercially develop Software, Courseware, or any other copyrighted work owned by the university are encouraged. The university’s attorney is responsible for negotiating such agreements on behalf of, and in close coordination with, Authors. The policies for disclosure and assessment of such works shall be the same as those described in V, Patentable Inventions, part B.
 3. Licenses, sales, or other transfers of Copyrights owned by the university must be approved by the Provost and Vice President for Academic Affairs on the advice of the university’s attorney.
 4. Authors of works in which the university owns the Copyright shall, whenever practicable, be advised and consulted on the progress of license negotiations, but in no event shall they have a right of approval to the legal or payment terms of any agreement. The university shall not have a duty to such an Author to secure a minimum Royalty.

IV. Tangible Research Property

1. The university owns all Tangible Research Property (TRP), except data as defined in Section II. If the TRP arises as a result of a grant, contract or SRA which has been negotiated and approved by the university, rights in the TRP will be subject to the terms and conditions of such agreement.
2. Principal investigators and laboratory directors are primarily responsible for the custody, care, and control of TRP, including its storage, use, and distribution.
3. Principal investigators are encouraged to make TRP broadly available for the scientific use of other academic non-profit researchers. As a rule, scientific exchanges should not be inhibited due to potential commercial considerations. The Provost and Vice President for Academic Affairs should be contacted for instructions prior to distribution of any TRP that is the subject of or related to Inventions that have been or will be disclosed under this Policy.

V. Patentable Inventions

A. Ownership of Inventions

1. Inventions may rise directly related to an individual's employment or as a consequence of the individual using university resources. In such cases:
 - a. Any Inventions arising from activities directly related to an individual's employment responsibilities with the university using university resources, any Patents or applications, therefore, are owned by, and must be assigned to the university.
 - b. For any invention arising not directly related to an individual's employment, but with use of university resources, ownership will be negotiated on a case-by-case basis. Permission for the use of university resources in the invention process must be obtained from the Dean in advance of any purchase(s). Should the use of university resources be determined to be incidental, sole ownership will be assigned to the Inventor.
2. An Invention arising from but not directly related to an individual's employment responsibilities and developed on his or her own time and without university resources will be owned by the Inventor.
3. Inventions may arise in the course of, or result from, work supported by a grant or contract with a governmental entity, or an SRA with a non-profit or for-profit non-governmental entity. Such Inventions will be subject to the terms of the grant, contract or SRA, and will be owned by and must be assigned to the university unless otherwise specifically required by the terms of the grant, contract, or SRA.

B. Disclosure, Assignment and Protection

All persons subject to this policy shall promptly disclose their Inventions that are governed by article V section A, item 1a and 1b above using the prescribed Invention Disclosure form, which must be signed by each of the Inventors and submitted to the Provost and Vice President for Academic Affairs. Each Inventor must at the same time submit to the Provost and Vice President for Academic Affairs a signed Intellectual Property Agreement. Disclosure of inventions described by article V, section A, item 2 is not required, but may be disclosed at the discretion of the Inventor.

1. To protect and preserve the Intellectual Property rights defined in this policy and to comply with applicable federal regulations, Inventors shall execute assignments and other appropriate documents as may be requested by the Provost and Vice President for Academic Affairs to perfect, evidence, or enforce the university's ownership and rights to Inventions.
2. The Provost and Vice President for Academic Affairs shall, with the assistance of the Intellectual Property Review Board, review all Invention Disclosures, evaluate patentability and potential commercial value, and provide an interim report to the Inventor within 45 days after receipt of completed and fully signed Invention Disclosure Forms.
3. The Intellectual Property Review Board shall make a determination whether the university should seek patent protection for an Invention within 3 months of formal submission of a patent to the Vice President of Academic Affairs. That determination will depend upon the availability of funds and an assessment of the Invention's commercial value, and at the request of the Inventor. When the decision not to seek patent protection is based solely upon lack of funds, any Dean or Director may commit university funds that are under his/her discretionary control to patent an Invention. In the event such an Invention is licensed, the Dean or Director may recover out of gross Royalties costs incurred in connection with seeking patent protection.

4. Nothing in these policies creates an obligation in the university to seek patent protection for Inventions. Should the university determine to refrain from seeking patent protection for an inventor, the invention is released to the Inventor(s). Any grant of release to the Inventor(s) will be subject to any restrictions that may be imposed by a grant, contract or SRA, or applicable law. The university expressly reserves the right to refuse to release any invention that it deems to conflict with or compromise the university mission. In such cases where a violation or compromise of the university mission is claimed, the university shall provide the inventor(s) a written explanation of the conflict or compromise within 7 days. In cases where a violation or compromise of the university mission is claimed, the inventor(s) can appeal the decision to the Provost and Vice President for Academic Affairs and the IP review board (see Section X of this policy entitled Dispute Resolution), but there shall be no appeal beyond the university to a mediator or arbitrator. The university shall release an invention in this situation if the Inventor(s) resign their position and choose to pursue the invention separate from the university.
 5. Faculty, students, and employees are strongly encouraged to publish the results of research. However, any public disclosure of an Invention, such as a presentation, publication, or grant proposal, prior to filing a Patent application, may limit Patent rights and may reduce an Invention's commercial value. Therefore, faculty, students and employees are encouraged to disclose their Inventions as early as possible and prior to submitting any manuscripts, abstracts or grant proposals or applications or making any other public disclosure.
 6. In some instances, the terms of a grant, contract or SRA may require the university to maintain confidentiality of results or TRP for a period of time pending the filing of patent applications. In order to comply with such requirements, Inventors may take reasonable precautions to assure the confidentiality and physical security of confidential information, including formulas, methods, processes, patterns, computer code, devices, compositions of matter, and Tangible Research Property. In such cases, faculty and employees shall endeavor to provide students the reasonable opportunity to publish and otherwise participate in the research efforts. Submission of abstracts, papers or theses involving students may not be delayed more than 30 days except with prior approval of the Provost and Vice President for Academic Affairs.
- C. Licensing and Other Disposition of Intellectual Property Rights
1. The university, at its discretion, may seek to license or otherwise transfer rights in Intellectual Property to other entities, usually for-profit companies. The Provost and Vice President for Academic Affairs will have primary responsibility for licensing activities. Each license negotiation is unique. The university will not be obligated to any Author or Inventor to negotiate for or secure Royalties, in any amount; however, Inventors or Authors will be party to all licensing negotiations, in accordance with the stipulations outlined in any contractual agreement between the university and the inventor.
- D. Duty of Disclosure under Federal Grants
1. The federal government retains Intellectual Property rights for Inventions created, conceived, or first reduced to practice, in whole or in part, with federal funds. Under federal regulations, 37 C.F.R., 401, et seq., the university must report all such Inventions to the federal funding agency and may elect title to and file for a Patent within a prescribed period, i.e., one year prior to any statutory bar date. If the university elects not to retain title to or file for a Patent, it must so inform the agency, which then has the right to take title to the Invention. Invention disclosure forms will be submitted to the government if the disclosed Invention was made using federal funds.

2. Authors and Inventors whose inventive work has been conducted under federal grants should be aware that the federal government retains a perpetual, non-exclusive license to all research results.

VI. Sponsored Research Agreements

A. Sponsored Research Agreements

1. The Sponsored Research Agreement (SRA) is the primary funding instrument used by the university to contract with companies and other non-grant-making entities that wish to sponsor faculty research, clinical or training projects ("Sponsors"). An SRA must be used with respect to sponsored research in any instance when university personnel conduct any activity using university resources in exchange for payment or other benefit from an external entity. Every SRA must name a Principal Investigator who will be primarily responsible for the conduct of the research program under the SRA. The Principal Investigator will be responsible for developing the research program and for providing the research budget.
2. To retain maximum flexibility and effectuate the goals of this Policy, the Provost and Vice President for Academic Affairs will negotiate each SRA individually in cooperation with the Director of Grants and the university's attorney. The terms of such agreements will vary, depending upon the type of the work and the interests of the Sponsor, Principal Investigator, and the university. Standard terms for such agreements will be developed in cooperation with the Director of Grants and the university's attorney. Only the Provost and Vice President for Academic Affairs or his/her designee has the authority to negotiate and sign SRAs; Faculty members do not have the authority to sign SRAs, or to otherwise bind the university in any dealings with Sponsors or other external entities.
3. An SRA and an Intellectual Property license may be negotiated simultaneously. Each such negotiation is unique. The university will not be obligated to any Author or Inventor to negotiate for or secure Royalties, in any amount, nor will any Author or Inventor be entitled to receive any portion of sponsored research funds. The university has sole discretion in determining whether the university's interests will be best served by accepting either or both Royalties or sponsored research funds. Whenever practicable, Inventors and Authors will be advised and consulted in the progress of negotiations, but in no event will they have any standing in any negotiations, or any right to approve or reject the terms of any license or sponsored research agreement.

VII. Distribution of Copyright and Patent Commercialization Income

A. Financial Responsibility and Costs

1. The university assumes financial responsibility for Intellectual Property to which it takes ownership. This responsibility may include, for example, the costs of assessing patentability, filing, and maintaining Patents, registering Copyrights, marketing and licensing Inventions, Courseware, and copyrighted works. The university is not obligated to protect or commercialize any particular invention or copyrighted work, except as may be required by a grant, contract or SRA. Activities related to the protection and marketing of University Intellectual Properties are intended to be self-supporting. Thus, the Provost and Vice President for Academic Affairs is charged with the responsibility of using the university's resources carefully, with a view to promoting the interests of the institution as a whole.
2. Income earned from the sale, licensing, or other transfer of Intellectual Property of the university will belong to and be received solely by the university and will, except where a grant, contract or SRA specifies otherwise, be distributed successively as follows: 1) Reimbursement to the university for all direct expenses related to prosecuting and maintaining Intellectual Property protection, and marketing and securing licenses, such as

fees for outside legal counsel and other experts, if required; 2) reimbursement to the inventor(s) of any costs related to the research, development, and production of the invention, if required; 3) and of the remainder, 50% to the Inventor(s) or Author(s), 45% to the university, and 5% to the Inventor's or Author's College, School or Program.

3. Where there is more than one Inventor or Author, distribution shall be prorated according to the contribution of each as may be agreed in writing between the parties. If an agreement cannot be reached, then the matter will be resolved in accordance with section X, Dispute Resolution.
4. Royalties are payable to Authors only upon actual receipt by the university. In the case of the death of an Inventor or Author, all Royalty distributions which would have been due such person shall be paid to his or her estate.

VIII. Waiver of University Rights

A. Time for Review

1. Inventors and Authors shall receive the written decision of the university's intention to pursue or release rights to ownership within 45 days of the date of formal submission to the Provost and Vice President for Academic Affairs.
2. If the university decides to pursue rights to ownership within the 45 days, the university shall investigate the possibility of financial support for the patenting process. A final decision on funding will be given within 90 days of the date the invention disclosure form was submitted. If, at the expiration of 90 days, the university has not secured full patent application funding, ownership of the invention will revert to the Inventor(s); however, the university may request an extension from the Inventor(s) to obtain patent application funding.
3. In order to ensure that valuable patent rights are not lost during the review period by the university, the Inventor will be given the opportunity and may choose, at his/her own expense, to pay for the costs of filing a provisional patent application or full patent application. A provisional patent application can be prepared by the inventor(s). Full patent application will be made using an attorney that specializes in patent law and patent preparation. If the university thereafter determines to proceed with seeking patent protection, it will reimburse the Inventor(s) for all payments made. If the university determines not to proceed with the Invention, the University will release the Invention to the Inventor(s) as described below.

B. Release of Invention to Inventor(s)

The university may determine that an Invention will not be patented and will not be licensed or otherwise commercialized by the university. In those cases, the Provost and Vice President for Academic Affairs will cause ownership rights to be waived by the university except in cases where a conflict with the university mission is claimed.

IX. Policy Administration

A. Intellectual Property Review Board

1. The Intellectual Property Review Board ("Board") is an advisory body, reporting directly to the Provost and Vice President for Academic Affairs.
2. The Board members shall be appointed as needed by the Provost and Vice President for Academic Affairs with recommendations from the Deans Council. The Board members shall include a representative from the Business and Finance sector and a representative from

the Information Services sector. The remaining members will include at least 4 faculty members.

3. In addition to duties described elsewhere in this Policy, the Board shall advise the Provost and Vice President for Academic Affairs by a) interpreting the terms of this Policy; and b) recommending changes or exceptions to this Policy.

X. Dispute Resolution

The inventor(s) can request to resolve any dispute with the university. The first appeal must be made to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall attempt to resolve any claim, dispute or controversy involving the rights to Inventions or copyrighted works within 2 weeks of the date of appeal by the inventor(s). Upon the failure of the involved parties to reach a negotiated agreement, the Provost and Vice President for Academic Affairs shall refer the matter to the Intellectual Property Review Board.

The Intellectual Property Review Board shall review all documents and records and hear testimony from all interested parties and attempt to resolve any claim within 4 weeks of the original date of appeal of the inventor(s) to the Provost and Vice President for Academic Affairs. Upon the failure of the involved parties to reach a negotiated agreement, the matter will be referred for mediation.

The choice of a neutral mediator is to be agreed upon by both parties. Mediation shall begin no later than 8 weeks from the original date of the appeal of the inventor(s) to the Provost and Vice President for Academic Affairs.

XI. Student Research and Scholarship

University students are subject to this Policy when they participate in faculty research programs. A student is an employee within the meaning of this policy. Intellectual Property created by a student during such employment or course of study shall be owned by the entity so designated in the SRA, or if no entity is so designated, by the university. Thus, in circumstances where a student originates Intellectual Property independently, using resources generally available to students, and without faculty supervision, such Intellectual Property is owned by the student.

A. Student Research in the Sciences.

In the disciplines of Chemistry, Biology, Physics, Mathematics, Computer Science, and Health Sciences, the model for faculty direction of undergraduate student research is that of master/apprentice. In this setting, all Inventions, Courseware, and copyrightable works by students originate primarily from faculty direction of the master/apprentice relationship and are owned by the university under the terms described in sections III. and IV. above.

1. Faculty who supervise undergraduate student research have custody and control over all Tangible Research Property (TRP) (See IV., Tangible Research Property), subject to the terms of any grant or SRA. Student researchers have the right to access and use TRP, and it is appropriate for them to have copies in so far as is practicable.
2. The faculty advisor decides all matters concerning the publication of research results. Such decisions include the timing and choice of manuscript submissions and all issues pertaining to co-authorship and inventorship.
3. Graduate student Authors own the Copyrights in their theses, essays, or dissertations, subject to the rights of any co-authors. Student Copyrights may be limited, however, when student manuscripts are based upon research conducted under an SRA or when manuscripts are accepted for publication. In those cases, the students' rights will be subject to the rights of the sponsor, which may include prior review of publications, delay of

publication for patent filing, excise of proprietary information or Trade Secrets, or other restrictions. Faculty have the obligation to ensure that students involved in sponsored research are aware of and understand the terms of any SRA.

4. Students are expected to maintain the confidentiality of proprietary information and trade secrets belonging to research sponsors and faculty. The university may require students to sign and agree to be bound by confidentiality agreements, reasonable in their scope, when such an agreement is required by a research sponsor or otherwise required by the Provost and Vice President for Academic Affairs to protect patentability. Such confidentiality extends not only to the research and TRP, but also to information received from Sponsors.
5. A student working under an SRA who violates this Policy becomes subject to appropriate academic discipline, including termination from his or her academic program, for the unauthorized oral, written, or electronic release of TRP to a third person not a party to the SRA.

B. Research and Scholarship in the Humanities

In the departments of the humanities, the model for faculty direction of students is that of critic or reviewer of independent scholarship. Thus, independent student scholars own the Copyrights, without limitation or license, to their written theses, essays, dissertations, or other copyrighted works and TRP. However, graduate students who assist faculty advisors by performing specific research tasks or functions or who become a scholarly collaborator of a faculty member are not independent scholars. In such a situation, rights to Intellectual Property are those described in paragraph XI., A. above.

C. Research and Scholarship in Business, and the Social Sciences

In the College of Education, and the Departments of Business, Communication, and Behavioral and Social Sciences, the model for faculty direction of students may be either that of master/apprentice or reviewer/critic of independent scholarship. Students should clarify their relationships with faculty advisors and note the above policies applicable to each model before undertaking a project. In the absence of a mutual understanding between faculty and student, the relationship will be determined by the Dean of the appropriate College.

D. Modification and Appeal

Faculty and students may mutually agree to work differently than described, provided that the disposition and use of Intellectual Property and TRP comply with this Policy. Such agreements must be reduced to writing, signed by the parties, and approved by the graduate program director at the beginning of the student-faculty relationship.

Students who believe that they may have been treated unfairly by faculty under this Policy should report such concerns to the Provost and Vice President for Academic Affairs for resolution as otherwise provided under this Policy.

Lee University
Policies and Procedures for the
Protection of Human Subjects in Research

Any research of any kind using Lee University students as subjects must be approved by the Cabinet before being submitted to the Institutional Research Review Board.

Code of Ethics for Research

All research at Lee University shall incorporate the integrity that would be expected from research conducted at a university where a personal commitment to Jesus Christ as Lord and Savior is the controlling perspective of the educational enterprise. Specific areas that require honesty and integrity include but are not limited to the following: developing steps to assure the accuracy of the results, using research tools and methods of analysis that are well suited to the research problem, interpreting results which are consistent with the data available, assigning the confidence level that the data warrants, and protecting the rights, privacy, and physical and mental welfare of all persons involved in human subject research. All findings and methods shall be honestly and accurately detailed in any resulting research reports.

The sacredness of human life as revealed in scripture is a predominant theme at Lee University. Therefore, human subject research shall follow the ethical principles and guidelines for protection of human subjects of research outlined in the Belmont Report as chronicled in the Federal Register (April 18, 1979). Lee University will also adhere to the Department of Health and Human Services policy on "Protection of Human Subjects" (Title 45 CFR, Part 46, revised June 18, 1991) in all research activities requiring human subjects. It is expected that all researchers will familiarize themselves with these policies and design their research accordingly. In addition, all research involving human subjects will be reviewed and monitored by an Institutional Research Review Committee in accordance with the above-mentioned policies.

In designing a study, the researcher at Lee University must assume the responsibility to evaluate its ethical acceptability. One fundamental principle to use as a guide in evaluation is respect for persons (subjects). Subjects should be treated as autonomous agents, and persons with diminished autonomy entitled to protection. Thus, the researcher should assess the risks and benefits of the study thoroughly. Another principle is beneficence. This implies not only respecting the decisions of the individual and protecting them from unnecessary risk but making efforts to secure their well-being. The researcher is obligated to establish a clear and fair agreement with the research participants (informed consent) prior to their participation and then honor all promises and commitments in the agreement. Part of the informed consent agreement should include the method of reporting results and the plan for keeping records confidential.

A third fundamental ethical principle is justice. Justice in this sense involves the selection of subjects. Selection of the subjects should be monitored so that they are not chosen because of their easy availability, compromised position, or manipulability but for their relevance to the study. Justice also indicates that those subjects taking part in the study should benefit from the results of the study.

Upon completion of the investigation, the researcher should provide the participant with information concerning the nature of the study and attempt to remove any misconceptions that may have arisen in

a debriefing session particularly if the methodology of the study requires concealment or deception. Also, if any undesirable consequences have occurred, the researcher has the responsibility to detect and remove or correct these consequences. Research undertaken following these fundamental guidelines will not only add to the existing body of knowledge in a particular field but honor the basic Christian principles upon which Lee University was founded.

"The Belmont Report", Federal Register, April 18, 1979
Practice of Social Research, Babbie
Experimental Psychology, Kantowitz

Definition of "Research"

Human subject research is a systematic investigation including research development, testing and evaluation designed to develop or contribute to generalizable knowledge concerning living individual(s) about whom an investigator, whether professional or student, conducting research obtains data through intervention or interaction with the individual(s) or identifiable private information. This does not include research involving the collection or study of existing data, documents, records, pathological specimens if these sources are publicly available or research on elected or appointed public officials or candidates for public office.

Functions and Responsibilities of the Institutional Review Board (IRB)

The IRB will:

1. Review and approve, require modifications in (to secure approval), or disapprove proposals for all research activities covered by this policy.
2. Require information given to subjects as part of informed consent to be in accordance with standard regulations. The IRB may require that additional information be given to subjects when in the IRB's judgement the information would meaningfully add to the protection of the rights and welfare of subjects.
3. Require documentation of informed consent or may waive documentation.
4. Notify investigators and the institution in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decide to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.
5. Conduct continuing review of research covered by this policy at intervals appropriate to the degree of risk, but not less than once per year, and shall have authority to observe or have a third party observe the consent process and the research.
6. Advise appropriate university officials of current federal regulations or proposed changes in federal regulations pertaining to the protection of human subjects, and advise on university policy development and regulation changes which will best ensure the safety and health of human investigative subjects.

IRB Committee Membership

The IRB shall consist of at least five members. The members of the board shall be sufficiently qualified through the experience, expertise, and diversity of tis members to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. The members, other than *ex officio*

members, shall be appointed by the Provost of the university. The membership shall include at least one member from the graduate program; one member whose primary concerns are in scientific areas; one member whose primary concerns are in nonscientific areas; and one member who is not affiliated with the institution or who is not a part of the immediate family of a person who is affiliated with the institution.

The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. The faculty member whose research is being reviewed may attend the session in which their proposal is being reviewed. Students may also be nominated by faculty members to attend board meetings. These nominations should be submitted to the chairperson who will review the agenda and determine the feasibility of student attendance. Neither students, other expert individuals, faculty whose research is being reviewed, or *ex officio* members may vote with the IRB.

IRB Committee Meetings

The IRB will meet regularly throughout each semester and in the summer on an as-needed basis. Special meetings may be called by the Chairperson as deemed necessary for the performance of IRB responsibilities. Convened meetings may occur in person, via videoconferencing, or through other approved mechanisms.

A simple majority of the membership shall constitute a quorum. If a quorum is lost, no motions or votes may be presented. Any committee member may call for a secret ballot vote. If a member must be absent, notice should be given to the Chairperson as soon as it is known. Minutes of all IRB meetings will be recorded by the Chairperson or a designated representative.

Members of the committee will discuss the status of each research proposal under review. Before approving research, the committee will determine that all of the following requirements are satisfied:

1. Risks to subjects are minimized.
2. Risks to subjects are reasonable relative to the anticipated benefits, if any.
3. Subjects are selected equitably.
4. Informed consent will be obtained from each subject or the subject's legally authorized representative.
5. Informed consent will be appropriately documented.
6. Data collection will be monitored (where appropriate) to ensure the safety of participants.
7. The privacy of subjects and confidentiality of data are maintained.
8. The inclusion of safeguards to protect the rights and welfare of all subjects, particularly those who are vulnerable to coercion or undue influence.

Review Procedures

All researchers involving human subjects in their work must submit the Human Subjects Review Form to the Office of Undergraduate Research & Scholarship (OURS) for review by the Chairperson of the IRB. Upon submissions of the Human Subjects Review Form, the Chairperson (or a representative he/she designates from the IRB) shall determine if the research qualifies for an exempt, expedited, or full review (described later). If the research qualifies for exempt or expedited status, the Chairperson (or the representative) has the authority to approve the search without a full review by the committee.

An IRB member who is an author of a proposal for review should recuse himself/herself from the review process.

After reviewing each proposal, the IRB may approve, require modifications in (to secure approval), or disapprove proposals. The Chairperson (or designated representative) will then notify the researcher of the status of the research within one week of the date of submission. The IRB Chairperson or representative will maintain records of all research proposals and make these records viewable to all members of the committee.

Researchers whose research has been approved by the IRB will be notified in writing. The notification date will serve as the effective date of initial approval. Researchers who receive notice to modify their proposals should do so in a timely manner and clearly demarcate all changes to the original proposal before submitting a modified Human Subjects Review form to the Chairperson via the OURS. Researchers who receive notice that their research has been disapproved by the IRB may request additional information from the Chairperson about this decision and be given an opportunity to respond to the decision in writing.

Required Documentation

All researchers must submit the following documentation directly to the IRB Chairperson via the OURS before a review can begin. Additional documentation may be requested by the Chairperson to facilitate the review.

1. Human Subjects Review Form. (Consult the OURS for the most updated copy.)
2. Informed Consent* (or a request for waiver of consent)
3. Research Proposal (only if the research requires full-board review)
4. Responsible Conduct of Research (e.g., CITI training) completion certificate

*Researchers must obtain informed consent from each human subject involved in the research or the subject's legally authorized representative (unless the researcher is directed otherwise). The information should be presented in language understandable to the subject or representative. To constitute informed consent, the following information should be provided to each subject:

1. A description of the project, including its purpose and procedures.
2. Any possible risks or discomfort that a subject may experience.
3. Proposed benefits of the research.
4. Compensation given as a result of participating in the research.
5. Notice of the confidentiality of participants data.
6. Notice of voluntary participation and withdrawal.

Project Categories

Once it has been determined that an activity is considered "human subjects research," It will be reviewed under one of three categories: Category I is eligible for "exempt review," Category II is eligible for "expedited review," and Category III requires "full review". The review procedures for each of these are described below. Each researcher should make the initial determination regarding the appropriate category of review, although the Chairperson may require review under another category. The researcher can always request a higher level of review than that required.

Following are the project categories along with examples of the types of projects included in each category:

Project Category I: Exempt Review

Projects deemed eligible for exempt review (using exempt categories found at 45CFR 46.101b) are reviewing and approved by the Chairperson. Research projects in this category must involve minimal risk to the subject and must satisfy one or more of the following criteria:

1. Research conducted in established or commonly accepted educational settings (including K-12), involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostics, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability, or reputation. PLEASE NOTE: An exemption cannot be used when children are involved for research involving survey or interview procedures or observations of public behavior, except for research involving observation of public behavior when the investigator(s) do not participate in the activities being observed.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph B.2. of this section, if: (a) the human subjects are elected or appointed public officials or candidates for public office; or (b) deferral statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available, or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects, which are conducted by or subject to the approval of department or agency heads, and which are designed to study evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed, or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration, or approved by the Environmental Protection Agency, or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Project Category II: Expedited Review

This research generally does not require written documentation of informed consent by law, but oral consent is required for all research involving direct interaction with subjects. However, it is undoubtedly

safer to obtain written consent for all projects when possible. All research in schools requires written permission from the school district. Examples include:

1. Recording of data from subjects 18 years of age or older, using noninvasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance, and do not involve input of matter or significant amounts of energy into the subject, or an invasion of the subject's privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (for example, x-rays, microwaves).
2. Collection of blood samples by venipuncture, in amounts not exceeding 450 milliliters in an eight-week period, and no more often than two times per week, from subjects 18 years of age or older, and who are in good health and not pregnant.
3. Voice recordings made for research purposes, such as investigations of speech defects.
4. Moderate exercise by healthy volunteers.
5. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
6. Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects' behavior, and the research will not involve stress to subjects.
7. Collection of: hair and nail clippings, in a nondisfiguring manner; deciduous teeth, and permanent teeth if patient care indicates a need for extraction.
8. Collection of excreta and external secretions, including sweat, uncannulated saliva, placenta removed at delivery, and amniotic fluid at the time of rupture of the membrane prior to or during labor.
9. Collection of both supra-and sub-gingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic techniques.

Project Category III: Full Review

For all research involving subjects who have been determined to be "at risk", written documentation of legally effective informed consent is required. Research on minors or subjects incompetent to give consent requires permission by a parent or legal guardian. Deception research will only be approved if it meets certain conditions (e.g., debriefing).

Examples include:

1. Research which might put subjects at risk beyond what they may experience every day.
2. Research involving psychological or physiological intervention.
3. Non-curricular, interactive research in schools.
4. Interviews or surveys on sensitive topics.
5. Research involving deception that might have adverse effects on subjects.
6. Research on special populations, such as minors, prisoners, and the mentally disabled.
7. Research conducted outside the US regardless of the procedures involved.

Sponsored Research Contracts

Any research conducted by a Lee University faculty member and/or student that may receive funding from internal or external sources should submit a research proposal to the Chairperson via the OURS for review prior to collecting data for the project. Although not all funding agencies require IRB approval

at the time a funding application is submitted, the researcher should submit a proposal to the IRB in the early stages of the application process. Submitted proposals that are deemed preliminary or incomplete may be given temporary approval to facilitate approval of the funding application (if needed). However, a completed research proposal, including all methods and measures, must be submitted, and approved by the IRB prior to data collection.

Changes to Approved Research

Researchers may not initiate changes to research without prior IRB review and approval except when necessary to eliminate apparent immediate hazards to subjects (e.g., through training programs, materials for investigators, specific directives included in approval letters to investigators). Researchers must report changes in research to the IRB before they are initiated by modifying the Human Subjects Review Form and demarcating any changes made. The Chairperson will then review the modified Human Subjects Review Form and communicate with the researchers and/or IRB committee about the status of the research.

Continuing Review of Approved Research

The date on which the IRB Chairperson or representative notifies researchers of their approved research will serve as the effective date of initial approval. Researchers should communicate with the OURS if the research has not concluded within one calendar year of its initial approval. The IRB will then review the research again via an updated human Subjects Review Form, which should be submitted to the Chairperson via OURS. The Chairperson will then document the approval period in the IRB meeting minutes or elsewhere in the IRB records and communicate the IRB's determinations to the researchers.

Research from Another Institution

Research that is reviewed and approved by an IRB at another institution need not be reviewed again by the Lee University IRB (allowable by federal law). However, a copy of the proposed research, the form submitted and approved, and any other documentation that was necessary for approval must be submitted to the Chairperson of Lee University IRB to be kept on file for the length of the research (if the research involves subjects at Lee University or the surrounding community). This will be true for faculty or others completing research for their dissertation that requires the use of human subjects from the Lee University campus or surrounding community. After viewing the submitted material, the Chairperson or the designated representative from the IRB has full authority to require a second review by the Lee University IRB if they deem it necessary.

Unanticipated Problems, Noncompliance, and Termination

All researchers are responsible for promptly reporting to the IRB, appropriate institutional officials, and as applicable, any department or agency head, OHRP, and/or FDA any unanticipated problems involving risks to human subjects or others; serious or continuing noncompliance; and/or suspension or termination of IRB approval. Researchers encountering unanticipated problems involving human subjects should communicate in writing with the IRB Chairperson, summarizing the problem, the outcome, and any steps taken to prevent recurrence.

Issues of noncompliance with the IRB policies, procedures, and/or determinations will be discussed by the committee. Any member of the committee may document issues of serious or noncompliance by summarizing the problem, the outcome, and any steps taken to prevent recurrence. The IRB reserves the right to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements, or that has been associated with unexpected serious harm to subjects. If the IRB elects to suspend or terminate an approved study, the Chairperson will notify the researchers

about the IRB's determinations in writing. The researchers will then inform subjects of the suspension or termination and cease research operations until approval is returned (if applicable).

**LEE UNIVERSITY
HUMAN SUBJECTS REVIEW FORM**

Completion of this form is required for each research project using human subjects. This document acts as a statement by the investigator that the project complies with The Public Health Service Act (P.L. 93-348) as implemented by HHS regulation 45 CFR 46 and Lee policies.

Principal Investigator: (If a student, please list faculty advisor as co-investigator)

Department: _____ Address: _____ Tel No. _____

Co-Investigator:

Department: _____ Address: _____ Tel No. _____

Estimated Period for This Project: _____

Source of Funds/Funding Agency: _____

Project Title: _____

Please check one of the following:

- 1. This project meets the requirements of Paragraph 46.101(b) and is exempt. (Please complete sections A [check the appropriate exemption category] and B and attach a copy of the survey if applicable).

- 2. This project does not meet the requirements of Paragraph 46.101(b) and is not exempt from committee review. (Please complete Section B and C and attach a copy of the survey and/or Informed Consent form if applicable.)

Signature:

Principal Investigator _____

COMMITTEE USE ONLY

EXPEDITED REVIEW

Protocol No.

Date Received:

This project does does not meet requirements for exemption.

Comments:

Chairperson of IRB (or assigned representative) _____

[Signature if approved]

FULL REVIEW
Committee Review

Date of Disposition: _____

Approved Modified Disapproved

Comments:

Reviewers:

Chairperson:

SECTION A
EXEMPT RESEARCH PROJECTS
[Par. 46.101(b)]

- 1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
 - a. Research on regular and special education instructional strategies; or
 - b. Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

- 2. Research involving the use of educational tests such as (cognitive, diagnostic, aptitude, achievement, personality), survey procedures or observation of public behavior unless:
 - a. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - b. Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

- 3. Research involving the use of educational tests such as (cognitive, diagnostic, aptitude achievement, personality), survey procedures or observation of public behavior that is not exempt under paragraph (2)(b) of this section if:
 - a. The human subjects are elected or appointed public officials or candidates for public office; or
 - b. Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

- 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

- 5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency (federal govt.) heads, and which are designed to study, evaluate, or otherwise examine:
 - a. Public benefit or service programs;
 - b. Procedures for obtaining benefits or services under those programs.
 - c. Possible changes in or alternatives to those programs or procedures; or
 - d. Possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and food quality evaluation and consumer acceptance studies:
- a. If wholesome foods without additives are consumed; or
 - b. If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the FDA or approved by the EPA or the Food Safety and Inspection Service of the U.S. Dept. of Agriculture.

SECTION B

TITLE OF PROJECT: _____

PRINCIPAL INVESTIGATOR: _____

CO-INVESTIGATOR: _____

1. Project Description: Provide a concise description including purpose and objectives.

2. Provide a detailed description of all procedures involving human subjects including (but not limited to):

a. Subject Selection Procedure:

b. Informed Consent Procedures (attach a copy of the Informed Consent) Describe the process to be followed for obtaining consent. If children are involved in your research, describe the process to be followed for also assuring their assent to participate.

c. Measures to be collected on Human Subjects -- Describe all measures (i.e., tests, surveys, observations, questionnaires, interview questions, assessment scales to be collected or used on your subjects). Attach a copy of each measure.

3. Is this an experimental project? Involves any manipulation of human behavior or assigns subjects to experimental versus control groups?

YES NO

4. Are any risks pertaining to subject's physical well being likely to occur?

YES NO

5. Do you expect any possible psychological or emotional risks?

YES NO

6. Will the responses or data be recorded in such a manner that the human subject can be identified?

YES NO

If yes, describe how the collected data will be secured.

PLEASE NOTE:

If an "expedited review" project extends beyond a 5-year period, you are required by federal law to submit a new application to be reviewed at the end of five years. The IRB may require this more often if they deem it necessary. Please check with the Chairperson. Exempting an activity from review does not absolve the investigator(s) from ensuring that the welfare of the subjects participating in the research is protected and that methods used, and information provided to gain subject consent are appropriate to the activity. Also, it is the investigator(s) responsibility to notify the IRB if any changes or modifications are made in the study's design, procedures, etc.

SECTION C

Please attach a copy of the proposal for the study (typed, double-spaced). This should be similar to the proposal for a dissertation in the field of study and should include categories that are specific to the discipline and the type of research under study. If the research is being submitted to or is supported by an external or internal funding agency or program, a copy of the grant or proposal that will be submitted for funding can be used. Since this research involves human subjects, all proposals must also include: a discussion and analysis of all possible risks in the proposed methodology, rationale as to why the benefits of this study outweigh the risks, proposed method for absolving any negative consequences (such as debriefing, etc.)

PLEASE NOTE:

Research projects in the "full review" category must be reviewed and approved annually by the IRB. It is the investigator(s) responsibility to notify the IRB if any changes or modifications are made in the study's design, procedures, etc. or if any accidents or problems have occurred involving the human subjects.

Appendix C 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 Lee Online courses. Lee Online 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 Lee Online 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 this link: copyright.gov/fair-use/

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 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 electronic resources 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.

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.