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## UNIVERSITY MISSION STATEMENT

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

*(Reaffirmed by the Board of Trustees 5 May 2006)*

## INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian university with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, derived from its mission and reflecting its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to increase its endowment and financial standing continuously.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, that promote high personal standards and that produce graduates with relevant career skills to compete in an ever-changing, increasingly global economy.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue to be a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff through providing the best possible compensation program within the limits of its ability.
7. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
8. Increase technology for all educational sites. Specifically, the University seeks to improve continuously its computer and other technological resources for faculty and students.

9. Develop and implement academic programs in response to anticipated or demonstrated educational needs, and to continuously evaluate and improve the effectiveness of current programs.
10. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where there is room for diversity and growth in the pursuit of academic and career goals. The University seeks to develop students' potential in a supportive environment while challenging to grow intellectually and personally.
11. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

### **DIVISION MISSION**

The mission of the Academic Affairs Division is to provide leadership within the University's academic programs, to maintain academic integrity by employing qualified faculty and developing excellent academic programs, and to foster a nurturing and scholarly environment throughout the University.

### **DIVISION GOALS**

1. The Division of Academic Affairs (DAA) will provide efficient administration of all academic programs and services.
2. The DAA will ensure the academic integrity of the University.
3. The DAA will foster a nurturing and scholarly environment throughout the University.

### **EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AND NONDISCRIMINATION COMPLIANCE STATEMENT AND PLAN (Board of Trustees approved May 5, 2006)**

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

All personnel and educational activities conducted by Lincoln Memorial University are subject to the equal opportunity, affirmative action, and nondiscrimination provisions of the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended by H.R. 1746; the Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended by U.S.C. Title 41, Chapter 60; the Age Discrimination Act of 1967, as amended in 1974 and 1982; Executive Order 11246 (1965), amended by Executive Order 11375 (1968); the Americans With Disabilities Act of 1990 (PL101-336), and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1972, amended in 1974.

All members of the university community bear responsibility for compliance with the equal opportunity, affirmative action, and nondiscrimination policies disseminated through the current

university publications, including, but not limited to the *LMU Student Handbook* (ONLINE), the *Lincoln Memorial University Catalog*, and the *Lincoln Memorial University Faculty/Staff Policy Manual*. Compliance is monitored and reported annually through the offices of the Vice President for Academic Affairs (VPAA), the Vice President for Enrollment Management and Student Services, and the Vice President for Finance. The Vice President for Academic Affairs guides equal opportunity, affirmative action, and nondiscrimination activities as related to faculty recruitment, hiring, promotion, retention, and other aspects of faculty concerns. The Vice President for Finance monitors those aspects of equal opportunity, affirmative action, and nondiscrimination dealing with the recruitment, hiring, promotion, and retention of staff. The Vice President for Enrollment Management and Student Services monitors those aspects of equal opportunity, affirmative action, and nondiscrimination applied to student recruitment, admission, retention, and the awarding of financial aid.

*Practice*

- A. This commitment to provide equal opportunity encompasses all phases of employment including but not limited to, recruitment, selection, classification, promotion, demotion, and selection for training. Similarly, all salaries, wages, other compensation, insurance programs, pension, retirement programs, and all other benefits or privileges of employment will be administered in conformity with this policy.
- B. It is the objective of Lincoln Memorial University to hire individuals who are qualified for positions of employment by virtue of job-related standards of education, training, and experience, and who have appropriate personal aptitudes.
- C. The spirit of this policy applies also to persons served by LMU, to membership on the governing board, and to all committees and other volunteers.
- D. Complaints of discrimination by or of any member of the University should be addressed to the Office of Human Resources. Retaliation against any complaining individual, any witness, or anyone involved in a complaint is strictly prohibited. The University will not tolerate retaliation and will take prompt and immediate steps to eliminate retaliation.

**ORGANIZATION OF THE DIVISION OF ACADEMIC AFFAIRS**

The following represents the organizational structure of the Division of Academic Affairs:

**VPAA, DIVISION OF ACADEMIC AFFAIRS**

- Institutional Research and Accreditation
- Research, Grants and Sponsored Programs
- ASSISTANT V.P. for **ACADEMIC AFFAIRS**
- The Abraham Lincoln Library and Museum
- International Studies
- Carnegie Vincent Library
- Kanto International H.S. Program
- Extended Site Services
- University Registrar
- Faculty Development
- DEAN, SCHOOL of **ALLIED HEALTH SCIENCES**
- Allied Health
- Physical Education and Kinesiology
- Social Work
- DEAN, PAUL V. HAMILTON SCHOOL of **ARTS and SCIENCES**
- Elderhostel
- Humanities and Fine Arts
- ROTC
- Theatre
- English
- Mathematics and Natural Sciences
- Social Sciences
- DEAN, SCHOOL of **BUSINESS**
- Business
- DEAN, CARTER and MOYERS SCHOOL of **EDUCATION**
- Graduate Education
- Teacher Education
- J. Frank White Academy
- DEAN, CAYLOR SCHOOL of **NURSING**
- Graduate Nursing
- Undergraduate Nursing
- DEAN, SCHOOL OF **LAW**

## ADJUNCT FACULTY STATUS

Adjunct faculty members must meet the same levels of academic preparation as full-time faculty members. Exceptions may be made in cases where justifiable, documented, professional expertise/experience is accepted in lieu of academic preparation\* and must be approved by the LMU Faculty Credentials Committee (VPAA, chair; appropriate school dean; director of Institutional Research and Accreditation; three (3) faculty members with credentials in academic area(s) and level(s) related to the request, appointed by the VPAA).

All appointments to adjunct status are made by the president, upon the recommendation of the VPAA, the appropriate school dean, and the chair of the applicable department. **BEFORE** initial appointment as adjunct faculty at LMU and again if the adjunct faculty member is requested to teach in a discipline other than what is listed, the department chair must complete the Adjunct Approval Form (page 5) and secure necessary signatures prior to the introductory interview with the school dean.

While adjunct faculty make valuable contributions to the teaching and learning at LMU, they are not eligible for the benefits accorded full-time faculty (e.g. reimbursement of travel or meal expenses, etc.), nor are they privileged to the same conditions regarding promotions in faculty rank, multi-year appointments, voting at University faculty meeting, or the like. If an expense report is to be filed, it must be submitted within 45 days of the expense.

\*In cases where such exception is made, the academic preparation of the adjunct faculty must be no less than the degree level at which he/she is teaching.



**Lincoln Memorial University**  
**Academic Affairs Division**  
**ADJUNCT FACULTY ORIENTATION CONFIRMATION**

\_\_\_\_\_, adjunct faculty at Lincoln Memorial University, has received a copy of the *Adjunct Faculty Handbook* and oral review of selected topics, including but not limited to:

Academic calendar

ADA information

**Applicant must** meet with Director of Human Resources (HR) for applicable documentation

After HR, adjuncts must immediately contact information services (helpdesk) for LMU e-mail

Class cancellation

Class roster(s) and attendance records; also records submission to Registrar at conclusion

Commonly used phone numbers for assistance (listed in *Adjunct Faculty Handbook*)

Conditions of appointment

Confidentiality

Course and classroom conduct

Course schedule

Credentials file

1) copy of vita and 2) all official graduate transcripts\* (minimum of 18 graduate semester hours in the teaching discipline), sent from the degree granting institution directly to LMU's VPAA

Emergencies (e.g., security and accident reporting)

Evaluation of faculty

Faculty identification (badge, etc.)

FERPA policy

Grievance and appeals procedures

Harassment policy

Information (e.g., handbook, weather cancellation, forms, procedures) on the *Bulletin Board*\*\*

Library facilities/resources -and how to place materials on reserve

Method for accessing technology support

Mission and Purpose of LMU

Organizational channels

Orientation to facilities, keys, access of hardware/software, library orientation (distance sites)

Purchasing procedures

Reimbursement (i.e., no reimbursement for travel, lodging, or meals)

Remuneration (e.g., payment schedule)

Required readings, textbooks

Scheduled availability for student consultation apart from class time

Student advising and counseling

Submission of grades

Supplies for instruction (e.g., laboratory materials, copy services)

Syllabus format

\**transcript(s) sent from the degree granting institution directly to the VPAA*

\*\* Academic Affairs' *electronic Bulletin Board* - at: <http://www.lmunet.edu/factools/bb/index.html>

Signatures confirming orientation:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjunct Faculty Member

\_\_\_\_\_  
Date

## ADJUNCT FACULTY ORIENTATION

The chair of the academic department serves as immediate supervisor and is directly responsible for conducting orientation of the adjunct faculty member. At the outset of the adjunct faculty member's employment with LMU the chair of the department is to:

- 1) Provide the adjunct faculty member a copy of the current edition of the LMU official catalog or appropriate program catalog (i.e., specific graduate or completion program).
- 2) Provide a copy of the current edition of the *Adjunct Faculty Handbook*.
- 3) Orally review selected topics, including but not limited to those listed on the "ADJUNCT FACULTY ORIENTATION CONFIRMATION" form.
- 4) Schedule an introductory interview for any undergraduate adjunct faculty with the appropriate school dean.

Formal confirmation of the orientation is required. Submit the Adjunct Faculty Orientation Confirmation Form, signed by the chair of the department and the adjunct faculty member, to the appropriate dean. Repetition of the orientation is not required upon successive employment of the adjunct faculty member. However, the chair of the department continues to be responsible for the distribution of revised editions of the appropriate catalog and the *Adjunct Faculty Handbook*, and the dissemination of information regarding University policies, and changes in policies, affecting the adjunct faculty member.

## REMUNERATION OF ADJUNCT FACULTY

The adjunct faculty pay scale is based upon the highest earned degree held by the instructor and the number of students enrolled\* in the course.

Faculty holding the bachelor's degree:	\$520	per credit hour
Faculty holding the master's degree:	\$600	per credit hour
Faculty holding the doctoral degree:	\$675	per credit hour

\*Full pay is based on enrollment of five (5) or more students, excluding any students receiving LMU tuition remission benefit; fewer enrollments lead to prorated payments. Courses with enrollment of fewer than 10 students, excluding any students receiving LMU tuition remission benefit, may be cancelled at the discretion of the VPAA.

Adjunct faculty are paid as follows:

**Spring or Fall** semester – ½ contract pay near mid-semester and the remainder after the end of the term and all requirements are fulfilled; **Summer 10 week** term – ½ contract pay near mid-term and the remainder after the end of the term and all requirements are fulfilled; **May mini and Summer five (5) week** terms – one payment after the end of the term and all requirements are fulfilled; and for any other – refer to the adjunct contract.

## EVALUATION OF ADJUNCT FACULTY

To promote quality teaching, learning, and professional behavior, LMU conducts formal evaluation of its entire faculty. That evaluation is effected primarily through the *Student Appraisal of Course and Instructor*. The institutionally designed instrument/form is administered near the end of the course term, with safeguards for student anonymity. Many of the items appearing on the appraisal form relate to the following section: Basic Responsibilities of Adjunct Faculty. The student appraisals are tabulated by the academic department, and then distributed for review to the adjunct faculty member. The chair of the department consults the adjunct faculty member regarding any noteworthy concerns resulting from the review of the student appraisals. The chair of the department provides written summary of such consultation(s), with a copy to the adjunct faculty member, and to the appropriate school dean.

A chair (or his/her designate) will conduct an in-class evaluation of an adjunct faculty when deemed appropriate.

## BASIC RESPONSIBILITIES OF ADJUNCT FACULTY

### Credentials File

The adjunct faculty member must submit his/her faculty credential form (template located at <http://www.lmunet.edu/factools/bb/index.html>) to the Office of the VPAA and arrange to have official graduate degree transcript(s) sent directly from the degree granting institution(s) to:

Vice President for Academic Affairs  
Lincoln Memorial University  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752

No contract between a faculty member and LMU is valid until that office receives the required electronic faculty credential form and official transcript(s). Transcript photocopies or any other facsimile are not acceptable and transcripts bearing the notation "Issued to Student" are not acceptable.

### Course and Classroom Conduct

A. The instructor will prepare a printed syllabus, distribute or otherwise make available to each student enrolled in the given course, and afford classroom discussion thereof at the outset of the academic term. The faculty member shall use the University syllabus template (located at <http://www.lmunet.edu/factools/bb/index.html>). Faculty shall make every attempt to provide the course syllabus the first day of classes, but in no case is the syllabus to be provided later than the end of the second week of classes (prorated appropriately for mini and summer terms). An electronic copy of the syllabus is to be submitted to the chair. The syllabus is to contain:

- Course Information: Term, Title, Section Number, Description, Calendar/Schedule
- Clearly stated instructional objectives
- Methodology of instruction-learning
- Units of instruction
- Evaluation procedures and methods employed in determining final course grades
- Office hours, contact information, and location
- Attendance policy
- The disability statement: Any student with a disability should follow the guidelines in the on-line Student Handbook for documenting their disability. Students must present the documentation for the disability to the ADA Compliance Officer in the Office of Student Services located in the Student Center. When the documentation has been reviewed, a form will be completed stating the reasonable accommodations to be granted to the student with a disability. The student will present the form to the faculty member(s) for their signature, and then return the form to the ADA Compliance Officer. Faculty members are expected to cooperate fully with the approved accommodation requests. Faculty members should not provide special accommodations unless the student has gone through the proper procedures to obtain accommodations. Should questions arise, please contact Dr. Dan Graves in the Office of Student Services for more information.
- Other items as reflected in the syllabus format adopted by the University, and
- Other information judged relevant by the instructor, department chair, or school dean.

The syllabus functions as a provisional contract between instructor and student, and thus may be subject to some revision as the course proceeds. However, the faculty member is to direct his/her instruction toward fulfillment of the stated objectives and any examinations or other method of evaluation are to be consistent with those objectives.

B. The instructor will meet classes regularly at scheduled times. In case of illness or emergency requiring absence the instructor is to notify his/her academic supervisor so that appropriate action may be taken to meet the class or to cancel it if an appropriate substitute cannot be secured.

- C. The instructor will assign appropriate grades, by using WebAdvisor, to all students enrolled in the given course, in accordance with announced deadlines. When the Registrar's Office verifies final grades, they are transferred to the academic transcript and cannot be changed except in cases of error. To change an erroneous grade, the instructor completes a Change-of-Grade Report form and personally submits the form to the appropriate school dean. Change-of-grade transactions may be effected only via the Change-of-Grade Report form that may be downloaded from the Bulletin Board page at [http://www.lmunet.edu/factools/bb/LMU\\_Frms/Std/Grade\\_Ch.pdf](http://www.lmunet.edu/factools/bb/LMU_Frms/Std/Grade_Ch.pdf).
- D. The instructor will make available to the student his/her graded examinations and papers for inspection and discussion. Thus, evaluative materials are to be retained for one academic year to provide the student opportunity to review such with the instructor. It is expected that examinations will be graded within a reasonable time to make examinations a part of the student's learning experience.
- E. Any online courses taught by adjunct faculty must receive prior approval from the appropriate dean and the VPAA.

### **Student Classroom/Instructional Conduct**

Cell phones are to be turned off at all times while classes are in session so as not to interrupt the flow of instruction and learning. Additionally, children are not to be brought to class. Students who violate this policy may be asked to leave. We apologize for any inconvenience this may cause but we must respect the rights of all of our students to concentrate uninterrupted.

### **Scheduled Availability for Student Consultation**

Adjunct faculty are to be available for reasonable periods, scheduled apart from class time, for student consultation. Scheduled availability must be stipulated within the course syllabi.

### **Compliance with Announced Requirements**

Adjunct faculty will comply with any announced requirements of the University, the VPAA, the dean of the appropriate school, and the chair of the department regarding instructional matters and/or reporting (submitting requests for textbook orders, final grade rosters, etc.).

## **OTHER POLICIES AND PROCEDURES**

### **Electronic Mail Addresses Issued by the University**

All LMU faculty and staff are provided with an electronic mail address and access to the electronic mail service upon employment. The standard address protocol for the university's system is [firstname.lastname@lmunet.edu](mailto:firstname.lastname@lmunet.edu). For purposes of efficient communication, and in the interest of reducing paperwork, LMU uses electronic mail as its official means of communication with and among faculty, staff and students. Consequently, all official correspondence will be directed to the LMU electronic mail addresses assigned to employees, or to the established group lists containing those addresses. It is the responsibility of each employee to regularly check his/her electronic mail box for important communications from and with other faculty, staff, or students. The LMU electronic mail system is to be used for business purposes only, not for private communications, outside commercial enterprises, distribution of "chain" or similar electronic mail, or other such non-university purposes.

Access to each employee's electronic mail account is controlled by use of a password. As with any computer password, each employee is responsible to take appropriate action to safeguard this password, and to change it on a regular basis. The university's electronic mail system may be accessed from anywhere via the World Wide Web. Instructions for remote access are available at the University's website ([www.lmunet.edu](http://www.lmunet.edu)) at the Information Services Fast Link, by clicking on user accounts and opening the instructions for e-mail.

### **Institutional Purchasing Procedure**

All institutional purchases or expenditures must be approved in advance by the chair of the department.

### **Use of the Lincoln Memorial University Name**

Employees are encouraged to use the letterhead and name of Lincoln Memorial University in the identification of professional affiliation in the conduct of official University business and in scholarly and professional research activities. Employees are not authorized to use the LMU letterhead or name and are not to imply University endorsement when engaged in private or public activities or personal business. Faculty and staff personnel are not authorized to use the university postage or bulk mailing permits for private or personal documents or to use university employees in the preparation of such documents.

### **Academic Freedom**

Lincoln Memorial University supports the principles of academic freedom as articulated by the American Association of University Professors, paraphrased below:

- A. The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. The teacher is entitled to freedom in the classroom in discussing the subject but should be careful not to introduce into the teaching controversial matters that have no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. The college or University teacher is a citizen, a member of a learned profession, and a member of the faculty of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline; however, his or her special position in the community imposes special obligations. As a person of learning and a member of the faculty of the educational institution, the professor is to remember that the public may judge the profession and institution by his or her utterances. Hence, he or she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to clarify that he or she is not a spokesperson of the institution.

### **Student Academic Freedom**

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens, within the University mission, enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. (Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).

### **Drug-free Campus and Workplace**

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, it is the policy of Lincoln Memorial University to maintain a safe and healthful environment for its students and employees. Therefore, the University prohibits unlawful use, manufacture, possession, distribution or dispensing of drugs ("controlled substances" as defined in the Controlled Substance Act, 21 U.S.C. 812) and alcohol on University property or during University activities. Violation of this policy constitutes grounds for disciplinary action up to and including immediate discharge for an employee. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C., 84 et seq; T.C.A. 39-6-401 et seq).

Local ordinances also provide various penalties for drug and alcohol related offenses. The University is bound to take all appropriate actions against violations, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved alcohol or drug abuse assistance or rehabilitation program. Individuals who are paid by Lincoln Memorial University from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such violation within 10 days of the University's receipt of notification.

### **Sexual and Other Discriminatory Harassment Policy and Complaint and Reporting Procedure**

Lincoln Memorial University is committed to maintaining study and work environments that are free from discriminatory harassment based on age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other protected discriminatory factor. Lincoln Memorial University prohibits any form of sexual or other discriminatory harassment of its employees by other employees, of its employees or students by non-employees (such as contractors or vendors), or of its students by employees and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. Employees at all levels must comply with this policy and take appropriate measures to create an atmosphere free of harassment and discrimination to ensure that such conduct does not occur. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

#### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests or sexual favors, or other verbal or physical contact of a sexual nature.

This conduct constitutes unlawful sexual harassment when:

- A. Submission to this conduct is explicitly or implicitly made a term or condition of an individual's employment or academic success.
- B. Submission to or rejection of this conduct is used as the basis for an employment or academic decision.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment refers to behavior that is not welcome, is personally offensive, is debilitating to morale and interferes with academic or work effectiveness. It frequently (though not necessarily) occurs as an abuse of authority where the parties are in an unequal power relationship. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment can include:

Verbal: Sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, implied or explicit threats, and offensive or obscene language.

Non-Verbal: Sexually suggestive objects, graffiti, cartoons, posters, calendars, writings, pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, stalking, staring and making obscene gestures.

Physical: Unwanted or unwelcome physical contact, including touching, pinching, grabbing, holding, hugging, kissing, brushing the body, assault and rape.

While sexual harassment usually involves members of the opposite sex, it also includes "same sex harassment," (*i.e.*, males harassing males and females harassing females because of the recipient's sex).

Sexual harassment may be subtle or overt. Some behavior that is appropriate in a social setting is not appropriate in the workplace or in an academic environment. Regardless of the form it takes, verbal, non-verbal or physical, sexual harassment is inherently destructive, insulting, and demeaning to the recipient and will not be tolerated at Lincoln Memorial University.

### **Family Educational Rights and Privacy Act (FERPA)**

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records. No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion LMU may provide Directory Information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure in writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons except other college officials who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Registrar's Office.

### **Use of Information Technology Resources**

Use of information technology resources is a privilege available to students, faculty, and staff of the University. Persons exercising that privilege are to comply with the following principles.

1. Unauthorized duplication of any copyrighted software is illegal; therefore, software licensed to computers owned by Lincoln Memorial University must **NOT** be copied by students, faculty, or unauthorized staff.
2. Because such is deemed clearly in direct conflict with the stated Mission and Purpose of Lincoln Memorial University: viewing, storage, downloading of pornographic matter via computers and facilities owned by the University is strictly forbidden; violators of this policy will suffer immediate loss of computer privileges.
3. Academic use always has priority over recreational use.
4. In computer laboratories courteous behavior is expected; non-disruptive conduct is required.
5. Computers in labs are not available for individual research/recreation while class is being conducted in the lab.
6. Permission of authorized staff is required for downloading any executable files from the Internet.
7. Funds and other consideration require that computer lab printer use be limited to two (2) copies of a given document; photocopy machines are available.

### **Textbook Requests**

Faculty are to submit requests for ordering required textbooks for assigned courses. The instructor has primary responsibility for the selection/adoption of required texts, subject to approval of the Chair of the appropriate Department, the Dean of the appropriate School, and the VPAA. However, common texts should be selected by the collective faculty involved for multiple sections of the same course. New faculty should use previously adopted texts if non-returnable ample supply remains in the University Bookstore. Faculty are to evaluate existing textbook supplies prior to submitting requests for textbook orders.

### **Library and Learning Resources**

Adjunct faculty members are encouraged to use the electronic and traditional resources available through the Carnegie-Vincent Library. Reserves are also available through the library in Harrogate, or through reciprocal agreement arrangements at extended sites. The library is also available to procure books according to the curricular needs, as identified through adjunct faculty. Such book or multimedia acquisition requests should be submitted to the department chair for approval. Circulation, room reservation and interlibrary loan policies are available via the library's Website at: <http://www.lmunet.edu/library>.

### **Duplication Services**

The University Press provides offset printing and photocopy duplication service, according to the following guidelines:

- A. Duplication must be in compliance with copyright regulations;
- B. All requests for duplication must be submitted via an Intra-campus Expense Authorization Form, available from the Finance Office;
- C. Requests for large amounts of duplication must afford sufficient time for fulfillment by date needed;
- D. Charges for duplication of personal documents must be paid at the time of duplication; and
- E. Only authorized personnel may operate duplicating equipment.

### **Field Trips**

All field trips conducted outside the regularly scheduled class period should be tentatively scheduled at the beginning of each semester and finalized with the approval of the school dean as soon as possible prior to the activity. In all cases, it is the responsibility of the individual instructor to determine the effect of a field trip on other scheduled classes and to act accordingly. The professional courtesy of notifying and receiving approval of all instructors affected prior to finalizing plans for the trip is encouraged. Safety must be emphasized at all times during field trips to and from facilities. Proper instruction should be given to the group prior to departure and enforced throughout the activity.

### **Student Obligation Regarding Tardy Instructors**

If the instructor does not arrive for class within fifteen (15) minutes following scheduled starting time the student is authorized to leave, unless a same-day communication from the instructor to the class requests a longer, specified waiting period.

### **Harrogate Campus Parking**

Parking areas for students, faculty, or staff are specifically identified. Any person using campus parking facilities must register the vehicle in the Office of Student Services and receive a parking permit and sticker to be placed on the registered vehicle. All students, faculty, and staff are subject to the regulations governing the operation and parking of motor vehicles on campus as provided at the time of vehicle registration. Fines must be paid promptly. You may inquire at the Cashier's desk in the Finance Office if the fine can be paid there or if you need to go to the Office of Student Services for payment.

### **Weather Policies**

Notification of cancellation of Harrogate campus site daytime classes will be made to the radio and television stations by 6:00 a.m. Cancellation of Harrogate campus site evening classes (those beginning at 6:00 p.m. or later) will be announced by 4:30 p.m. For official announcement, please call (800.325.0900 or 423.869.3611) for recorded announcements for the Harrogate campus. Extended learning site classes utilizing host school facilities are cancelled when that facility closes due to weather conditions. The instructors will notify students about cancellation at either of LMU's Knoxville sites, the Blount County site, and the Corbin, Kentucky site. Makeup classes, if needed, will be announced by instructors, should the school dean decide that makeup time is necessary to maintain the integrity of the course.

# Directory

Please use the LMU email format for electronic communication:  
firstname.lastname@lmunet.edu

	Area Code 423*
General Inquiries, Campus Operator .....	869-3611
The Abraham Lincoln Library and Museum .....	869-6237
Academic Affairs .....	869-7000/ fax number 869-6258
Admissions and Recruitment .....	869-6280
Admissions Toll Free .....	1/800-325-0900
Athletics .....	869-6285/ fax number 869-6382
Bookstore .....	869-6306
Finance Office .....	869-6315/ fax number 869-4825
Financial Aid .....	869-6336
Finley Learning Resources Center .....	869-6219
Graduate Education Department .....	869-6374
J. Frank White Academy .....	869-6234
Human Resources .....	869-6302
President's Office .....	869-6392
Registrar .....	869-6313
Sigmon Communications Center .....	869-6312
Student Services .....	869-7166/ fax number 869-6204
Tagge Center for Academic Excellence .....	869-6310
University Advancement .....	869-6351/ fax number 869-6370
Upward Bound/Student Support Services Program .....	869-6373
VPAA .....	869-7000

## Administrative Office Directory

Assistant V.P. for Academic Affairs .....	869-7000
Dean, School of Allied Health Sciences .....	869-7150
Dean, Hamilton School of Arts and Sciences .....	869-6203
Dean, School of Business .....	869-6254
Dean, Carter and Moyers School of Education .....	869-6374
Dean, Caylor School of Nursing .....	869-6324
Vice President and Dean, DeBusk College of Osteopathic Medicine .....	869-7082

## Undergraduate Academic Departments

Allied Health .....	869-6407
Business .....	869-6254
English .....	869-6215
Humanities and Fine Arts .....	869-6256
Mathematics and Natural Sciences .....	869-6463
Nursing .....	869-6324
Physical Education and Kinesiology .....	869-6461
Social Sciences .....	869-6323
Social Work .....	869-7149
Teacher Education .....	869-6266

## Graduate Programs

Business Administration .....	869-6254
Education / Counseling .....	869-6211
Education / Curriculum and Instruction .....	869-6217
Educational Administration and Supervision .....	869-6223
Nursing .....	869-6324
Osteopathic Medicine .....	869-7082

\*Unless otherwise noted

This handbook is a reference guide to policies, procedures, and other information specifically relevant to adjunct faculty. It is an abridged adaptation of a larger document, the *Lincoln Memorial University Faculty-Staff Policy Manual*. For elaboration regarding policy or procedural information not addressed in the *Adjunct Faculty Handbook* please consult your department chair, the appropriate supervisor, or the Director of Human Resources (*contact information in preceding directory*).