EAST TEXAS BAPTIST UNIVERSITY

"A World of Opportunity in a Community of Faith"

FACULTY GUIDE
2014-2015
ACADEMIC YEAR

Academic Affairs
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2014-2015

INTRODUCTION

This *Faculty Guide* is a companion document to the *University Policy and Procedures Manual*. Faculty members are expected to know and observe the policies, procedures, and instructions contained in both documents. While policy changes require Board of Trustee approval, procedures and instructions do not. Please feel free to offer suggestions for improvement to these procedures and instructions.

This following information is accurate to the best of our knowledge, please consult the *University Policy and Procedures Manual* or contact the Office of Academic Affairs if questions arise. If changes are needed, you will be notified.

UNIVERSITY POLICY AND PROCEDURES MANUAL AVAILABLE AT
www.etbu.edu/faculty-and-staff/policies-and-manuals/pnp-manuals

ALL FORMS AVAILABLE AT www.etbu.edu/forms

The sections of this guide are coded to better facilitate access. Sections are preceded by a letter which corresponds to the category.

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TEACHING INFORMATION

T1. Absences—Faculty

Faculty are expected to be present for all scheduled classes, faculty meetings, convocation, graduation ceremonies, and other department/school meetings. Absences (from university events/responsibilities or approved professional development activities) must be approved in advance and arrangements must be made to cover classes with your department chair or dean. An official absence form must be filed in advance for planned absences or upon return from unscheduled absences.

All absences due to illness are to be reported to the dean, who will inform the Academic Affairs Office. Faculty should consult the Faculty Leave Policy in the Policy and Procedure Manual. **(See Faculty Absence Form Online)**

T2. Audio Visual Equipment

AV equipment may be requested through the department chair or through the Audio Visual Coordinator at audiovisual@etbu.edu or extension 2029.

T3. Class Rosters and Grade Reports

Faculty will be provided a timeline for fall and spring semesters through Tiger Daily. **Due to course adds and drops and schedule cancellations, faculty must check class roster(s) online daily, through the Faculty Advising System (FAS).** Check rosters carefully and report according to timeline dates. Notify the Registrar's Office of all discrepancies. Send all students to the Registrar's Office who are attending class and are not on the roster and report students who are not attending.

All official grade entry will be done online using FAS. Observe **all** deadlines without exception. (NOTE: Faculty who are not returning for the next term must contact their dean for instructions on grade entry.)

Mid-term grades will be submitted for all students through FAS.

T4. Classroom Safety

Student safety is an ultimate concern for the University. Faculty members are responsible for the safety of students in the classrooms in which they teach. Any unsafe equipment, desks, or furnishings should be reported immediately to the Vice President for Academic Affairs and/or Physical Facilities to have them removed, repaired, or replaced. Faculty should not permit students to utilize damaged equipment or furnishings.

Safety procedures for labs, workshops, and other special activities should be included in the course syllabi, Blackboard course website and/or posted in a prominent place. Extensive safety instructions such as operation manuals for equipment, etc., should be filed in a readily available notebook or other location for students and appropriate signs posted referring equipment users to the safety instructions. It is the responsibility of the department chairs and the deans to monitor the safety of classrooms, labs, and workshops. It is further their responsibility to periodically review these safety procedures in light of changes in legal requirements, or the condition of the equipment. These reviews should be conducted at least every other year and should be properly documented.

T5. Conference Courses
Faculty members are to use conference course forms for recommending students for a conference course. The policies should be followed precisely. Faculty should not encourage students to take a conference course for situations not appropriate or covered by the guidelines. Faculty will not receive compensation for teaching a conference course for a course that they are teaching in the same semester without approval in advance. All conference courses must be approved by the appropriate school dean. **(See Conference Course Form Online)**

T6. Directed Study Courses
Faculty members are to use directed study forms for recommending students for a directed study course. The policies should be followed precisely. Faculty should not encourage students to take directed study for situations not appropriate or not covered by the guidelines. All directed study courses must be approved by the appropriate school dean. **(See Directed Study Form Online)**

T7. Dismissal of Classes
In case of inclement weather, refer to local radio station KCUL, Longview station KYKX, or one of the three network television affiliates in Shreveport. They will be notified of the official decision of ETBU related to classes. School closure or delay information will also be posted on the ETBU website and employees may register (through IT) to receive notice by text message on their cell phone. Our residential-based student body enables us to hold classes under most conditions.

T8. Dress—Faculty
Faculty should dress professionally as an example for students. In general, jeans and shorts are not considered professional dress for faculty within the context of classroom instruction.

T9. Examinations
Faculty members are expected to give examinations or to make assignments that will evaluate student achievement at frequent enough intervals so that both faculty and students will have an understanding of student progress in the course. At least one major examination or other equivalent alternative measure will be given in each course prior to the end of the mid-semester period. In freshman and sophomore level courses examinations should be given earlier and more frequently in order to assist this population of students in mastering appropriate amounts of information. By midterm in these courses, students should have multiple opportunities for grades.

Students are required to take final examinations at the time scheduled. Requests for Special Examination Permits may be obtained by students from any dean's office or in the Office of Academic Affairs. The student must present a signed Special Examination Permit to the instructor before the examination is given. The instructor will administer the test. **(See Request to Reschedule the Final Exam Online.)**

T10. Field Trips, Off-Campus Activities, etc.
All field trips and off-campus activities require arrangements be made and approval secured in advance by the appropriate school dean. When field trips, athletic contests, etc., are scheduled during class times, **you must notify the department chair, dean, and the Vice President for Academic Affairs so that faculty may be given notice in advance, at least by the week of the absence.** This is a notification that authorizes that makeup work may be completed. (Faculty with attendance components in their grading system are reminded that grading on

attendance may be mediated for students excused for field trips and contests, as long as the 75% requirement is observed.)

T11. Grading and Requirements
Credit in each course is dependent upon completion of assigned work, evaluations, and examinations. Assigned work may include class participation, daily written work, short quizzes, library reading, research papers, tests, laboratory work, final examination, and other requirements that facilitate learning and enable the instructor to evaluate the progress of a student. Students must be informed at the beginning of the semester via the syllabus what will be included in the determination of their grades. Requirements and grade computation should be changed during the term ONLY if significant problems have developed.

Mid-term grades will be entered for all students. Grades must be submitted prior to set deadline (see Registrar's Timeline).

T12. Guest Speakers
Faculty are encouraged to utilize outside speakers when appropriate and when compatible with the educational goals of the class. The University does not desire to exclude either controversial speakers or those who articulate a position different from the University or its constituents. Faculty should plan carefully for such speakers to ensure that it is an educationally beneficial experience. Faculty are expected to keep their deans informed of invited guests to the campus and classes.

T13. Library Reserve Materials
Books and materials (including private material) may be placed on class reserve by contacting the reserve librarian (extension 2264). Library hours are: Monday-Thursday 7:30 a.m. to 12:00 midnight; Friday 7:30 a.m.-4:30 p.m.; Saturday 12:00 noon - 5:00 p.m.; and Sunday 4:00 p.m.-12:00 midnight.

T14. Office Hours
Faculty must post their office and class hours on or near their door as well as furnish them to their dean before classes begin. **(See Office Hours Form Online)**

Procedure:
(1) Complete the form.
(2) Send 2 copies to the appropriate school dean.
(3) Post hours on your door.
(4) Take care of this before the first day of class (fall and spring semesters) so that it is available for committees trying to set meetings. Please use the form available online which includes office hours, class hours, office phone number, office room number, and an e-mail address.

Please note:
(1) A minimum of ten (10) hours is required for all full-time faculty members.
(2) Part-time faculty members are expected to post a proportionate number of hours weekly.
(3) Record your classes on the form as well.
(4) Office hours should be distributed over a period of at least four days per week and should correspond to class days and times.
(5) Office hours may not be scheduled at 10:00 a.m. on Monday, Wednesday, or Friday.

In order to coordinate the scheduling of academic meetings, faculty should place their class times and office hours as recurring events in Microsoft Outlook.

T15. Outside Employment
Any work the employee does for another employer while he/she is employed full time at ETBU should be compatible with the Christian nature and values of the University. Outside work must not interfere with, compete with, or otherwise hinder the employee's job performance at ETBU. Outside work must not be done on ETBU time or premises, or with ETBU's services, supplies, or equipment. East Texas Baptist University also requires that the employee not use his/her position at ETBU to obtain personal work or business. Care should be taken to avoid any appearance that in outside work the employee is acting as an employee or agent of the University. Faculty should request clarification or permission if there is any possible conflict. Faculty may not teach for another competing institution of higher education. **(See Policy and Procedure Manual 1.1.09)**

T16. Photocopying
Requests for service from Campus Services need to be placed several days prior to the need for the copies. Adjunct and part-time faculty may seek assistance with test photocopying from the department chair. Campus Services is located on the first floor of Ornelas Student Center, south end.

T17. Special Topics Courses
Special Topics Courses by intent are designed to allow faculty to offer courses not regularly scheduled or in the catalog. These courses should be developed in consultation with the faculty member's department chair and dean. Special Topic Courses taught multiple times should be considered for approval as courses listed in the University Catalog. **(See Course Proposal Form Online)**

T18. Student Grade Appeals
A student has a six-week period following the conclusion of a semester in which to request a grade change or to appeal the assigned grade. The student must follow these steps:
1. The student should first consult with the faculty member who assigned the grade to attempt to resolve the misunderstanding or difference of opinion regarding the assigned grade.
2. If the matter is not resolved in the faculty-student conference, then the student may submit a formal written request to the appropriate department chair/program director. Students wishing to file a formal written appeal should complete the Grade Appeal Form found on the University's website. The Grade Appeal Form and documentation (copies of papers, grades, etc.) should be submitted to the department chair/program director. The department chair/program director will meet with the student and the faculty member to gather additional information as needed and attempt to resolve the issue. The department chair/program director will communicate the results in writing to the student and the faculty member. The department chair/program director will give priority treatment to the request.
3. If the student continues to be dissatisfied, the student may then appeal in the same manner to the Dean of the school which offers the course. The Dean will gather any additional information needed and attempt to resolve the difference of opinion as to the nature of the grade assigned. The Dean will communicate the results in writing to the student and the faculty member. The Dean will give priority treatment to the request.
4. If the student is still not satisfied, he/she may submit a Grade Appeal Form to the Vice President for Academic Affairs who will consider the nature of the appeal and the information gathered as well as the recommendations from the faculty member, department chair/program director, and Dean. The Vice President for Academic Affairs, depending on the nature of the appeal, may refer the matter to the Deans Council or uphold the previous recommendation and

communicate the decision to the student. The Vice President for Academic Affairs will give priority treatment to the request.

5. If the appeal is referred to the Deans Council, they may gather any additional information required to make a recommendation to the Vice President for Academic Affairs who will review the Council's recommendation.

6. The decision of the Vice President for Academic Affairs will be final and ends the appeal process.

T19. Syllabi

Current syllabi for each course must be submitted via Blackboard no later than the week before classes begin. Faculty must upload the syllabi to the following locations:

- ETBU Intranet – Select "Upload Syllabus to Schedule" under Academic Tools
- Blackboard – Post syllabus under sidebar labeled syllabus for easy access by students
- S-Drive: S:\Academic Affairs\Syllabi

When all faculty in your school have completed this process, the Administrative Secretary will notify Academic Affairs.

The following information must be included on your syllabi (Deans are responsible for ensuring that all of the following elements are included.):

a. course number and title
b. current term and year
c. instructor name and contact information, i.e., office location, phone number, and e-mail address
d. office hours
e. catalog description of the course
f. academic integrity policy
g. prerequisites, if any
h. textbook information including ISBN number
i. course objectives (outcomes)
j. dates and details for assignments, exams, and papers
k. how the student's grade will be computed
l. attendance policy (including the responsibility of students to notify instructors in advance of upcoming university-approved absences).
m. tentative outline of course material with accompanying assignments (may be weekly or simply in order of material)
n. any additional resources available, i.e., reading lists, websites, recorded materials
o. scheduled final exam time for the course
p. disability statement

Instructors are expected to take time during the first class day of the semester to review the course syllabus, including the examination schedule for the course, instructor's examination policy, and the instructor's grading policy. ***Syllabi are not to be changed except for due dates once the semester begins unless approved by the appropriate school dean.***

T20. Blackboard

ETBU uses Blackboard as the course management system. The resource provides students and faculty with a secure means for document distribution, course communication, and other related course activities. Instructors can post course information (handouts, PowerPoint, notes, etc) and

other media content. Faculty may also extend instruction using other tools like Discussion Board, Chat, Collaborate, Digital Drop Box, and Turn-it-In Drop Box.
Faculty are required to post the following in Blackboard:

- Course syllabus
- Current Grade Book - In order to provide feedback to students, faculty must post all grades in the Blackboard Grade Book in a timely fashion and in a manner that gives student an accurate picture of their academic standing. A weighted column may be employed for this purpose.
- Weekly Attendance – Attendance must be kept in the attendance module in Blackboard to allow quick access by students and Academic Success through out the entire semester.

Online tutorials for Blackboard are located at http://www.etbu.edu/it/blackboard/faculty/ and http://help.blackboard.com/instructor/index.htm

T21. Textbooks

Departments are expected to adopt a common textbook for all sections of the same courses taught in a given academic year. Faculty are expected to use the same text as other sections of a course in the same academic year. Desk copies of textbooks used in the course may be obtained from the textbook publisher. The department chair will assist with obtaining texts. Faculty members are to coordinate textbook requests through their department chair and dean. Textbook requests are due 60 days before the first class day or by the date requested by the University bookstore.

T22. Travel – Student

University sponsored or approved travel for students should be designed to enhance and further their educational experience. Faculty or other University sponsors are responsible for documentation and proper preparation prior to travel. These preparations should include provision of and information pursuant to insurance for each student on the trip, activities to be included, and orientation to the location, facilities, culture, etc., of the destination.

Faculty should also include procedures for notification in case of an accident, securing of medical attention if needed, and reporting of injuries should they occur. All travel must be properly planned and developed in consultation with the faculty member's department chair, dean, and if appropriate, the Travel Study Committee. If motor vehicles (personal, university, or rental) are used, all drivers must be on the approved driver list. The Release, Waiver, and Indemnification Agreement form is available online and must be completed by each student. **(See Policy and Procedure Manual Section 3.7.03)**

T23. Accommodations

After appropriate documentation has been provided to the Office of Academic Success and Graduate Services, the Disabilities Accommodations Committee meets to consider and authorize accommodation(s). Accommodations will be determined on an individual basis dependent upon documented need for services and the university's assessment of the individual's need as related to his or her academic program. These services may include liaison with faculty members, promotion of self-advocacy skills, and securing appropriate classroom accommodations. Study skills guidance and tutoring for some courses are also available.

At the student's request and upon receipt of a signed consent form, the appropriate faculty will be notified of specific accommodation(s). The student will then meet with his or her instructors to

discuss the accommodation(s). If a student's request for accommodation(s) should change, it is expected that the student will complete and submit an update form in a timely manner.
All proctored exams for students with accommodations will be given in the library. The five individual testing rooms are equipped for recording video and audio, so the student can be monitored by the testing coordinator and faculty can review video for up to 48 hours after test is given. Tests should be delivered to the testing coordinator **two class days** prior to the test date. It is the student's responsibility to schedule the test date one week prior to the test and time using the ACE website (www.etbu.edu/ace). Ideally, exams will be given the same day as the course schedule. Student must provide his or her own scantron/green book.

UNIVERSITY INFORMATION/PROFESSIONAL ISSUES

U1. Access to Facilities

Keys to faculty offices and buildings are issued on a need to have basis. If faculty or staff requires a key, the department chair or supervisor may complete a key request form. For problems in accessing a classroom or building, call extension 2105.

Access to ETBU facilities by outside groups requires advance approval. Faculty should not grant approval; rather refer the request to the appropriate school dean or vice president depending on the group or individual.

U2. Advising By Faculty

Advising is one of the most important functions of faculty. In this process of mentoring, faculty members help students progress toward graduation and a career. Helping students develop a schedule is just one part of the role of an academic advisor. All full-time faculty members (and designated part-time, not adjunct) are assigned advisees and are expected to provide sensitive, supportive, encouraging, and accurate advising to students. Students are ultimately responsible for their degree, course selection, and scheduling. Advising is a critical and essential piece for retention and assisting students to complete their degrees. Faculty members are to provide ample opportunity for students assigned to them to receive advising prior to the advance registration periods in the fall and spring semesters. Upper-level students in many majors may self-register. All full-time faculty are expected to register advisees using the Faculty Advising System (FAS) for those who do not self-register. Time conflicts, prerequisite overrides, and special permission overrides must be handled by the Dean of the school in which the student studies or by the Registrar. Advisors are to be consulted by students before changing their schedules, adding or dropping courses, or developing a degree plan. Any student who wishes to change his or her major should be sent to the Office of Academic Success and Graduate Services. The Office of Academic Success and Graduate Services will reassign the student, notify the student and new advisor, and send the student to the Office of the Registrar to secure a new degree audit. Graduate students should see the appropriate Program Director for information on curriculum advisement.

Faculty members are expected to attend advising workshops and information sessions as well. Faculty members are expected to share evenly and fairly advising requirements during the summer or other scheduled advising events for incoming freshman. Deans and department chairs are responsible for coordinating summer advising. According to contracts, faculty will be available for assisting with NSO student advising, in consultation with the department chair or dean.

U3. Alcohol and Drug-Free Workplace Policy Statement
ETBU employees are to observe the alcohol and drug free policy of the University. Under public law, East Texas Baptist University is required by the Drug-Free Workplace Act of 1989 (Public Law 101-226) to notify all employees that the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by employees and/or students on its property or as part of any of its activities is strictly prohibited. Employees must consult the ETBU Policy and Procedure Manual, Section 1.3.02 for further details.

U4. Annual Faculty Report
Faculty are to complete, during the April-May planning period, their Annual Faculty Report of Academic and Professional Achievements and Goals. This report should be completed in consultation with the appropriate school dean and should accurately reflect accomplishments for the past year and professional goals and plans for the subsequent year. These goals and plans should correspond to, augment, and further the University and department needs/goals and the developmental needs and goals of the faculty member. Faculty are to schedule a year-end evaluation meeting with their dean as part of April-May planning responsibilities. **(See Annual Faculty Report Form Online)**

U5. Bulletins/Posting
Please police and maintain the neatness of bulletin boards, walls, and doors in your area. **Please avoid posting flyers or announcements on walls, painted doors, or glass. Take down outdated or improperly posted flyers in a timely fashion.** Faculty notices may be distributed via the Tiger Daily. **The use of the faculty list serve, faculty @ etbu.edu, is limited to urgent faculty and university business. No flyers are to be posted to entry doors in any building.**

U6. Catalog
The catalog and academic calendar are available online at www.etbu.edu/Academics/catalogs.htm . A copy of the catalog may be obtained from the Office of Academic Affairs. The catalog includes a copy of the academic calendar that indicates holidays.

U7. Chapel
Full-time and part-time faculty are expected to attend chapel on a regular basis. Chapel is a valuable opportunity for student (and other faculty/staff) contact outside the classroom (or other formal settings).

U8. Commencement
All full-time and part-time faculty members are expected to participate in all commencement ceremonies. It is a time to celebrate the accomplishments of our students. Faculty members join in the processional wearing academic regalia. The ETBU bookstore can assist faculty with rental or purchase of regalia. If a faculty member must miss commencement, he/she must submit to his/her dean a request with the nature of the absence with sufficient explanation. The dean will evaluate the circumstances of the request and approve or deny it. Deans are responsible for notifying the Vice President for Academic Affairs' Office of faculty absences.

U9. Committees
Full-time faculty members are assigned to committees. Such committee work is part of the faculty members' contractual responsibility, as well as the faculty evaluation and review process. More importantly, it is the process by which faculty governance occurs. Committees

may change or be added/deleted from time to time. The President approves all committee assignments. The deans and Vice President for Academic Affairs offer recommendations for committee assignments for faculty**.**

Minutes must be kept of each meeting. Minutes should include date, attendance, agenda, informational handouts, motions, amendments, votes and etc. This is an essential part of documenting our commitment to shared governance and to continuous improvement. Minutes demonstrate planning, decision making, and involvement toward the mission of the institution. Minutes should include name of committee, date of meeting, names of members and guests in attendance, designation of a quorum, approval of previous minutes, exact wording of motions, 1st and 2nd of motion, result of vote, and reports. Minutes should be posted on the S Drive. Committee members will have access to review past minutes or handouts prior to planned meetings. Minutes should be posted within two weeks of a meeting and all documents should be finalized and on the S Drive by June 1. Committee minutess are archived for future reference.

Attendance should be kept and reported as a part of the minutes. As explained in faculty contracts, participation in assigned committees is a part of the faculty expectations. Please alert deans or supervisors if committee members are not attending meetings.

Committee meeting frequency will vary depending on the committee function. At a minimum an orientation meeting within one month of the beginning of the fall semester will set the tone for meeting(s) that may be necessary later in the year. Some committees will have ongoing business after the orientation while others may be as need arises. Committee business can be informational as well as decision making.

Ex-officio members participate in committee meetings by virtue of the position or role in the institution. These roles can provide helpful information in the decision making process. Some ex-officio members may not be able to attend all meetings, so chairs should update them in advance if their help is required. The ex-officio does not vote in the process but provides direction and informational support for decisions.

Admissions and Financial Aid

The Admissions and Financial Aid Committee reviews admissions criteria and recommends to the administration and faculty the criteria required for the admission of new students, including but not limited to, required secondary school and/or college transfer credits, test scores in required examinations, and entering grade point average. The committee will also review any applicant with unusual circumstances related to character or previous criminal activity and make admissions decisions.

The Admissions and Financial Aid Committee reviews student appeals and evaluates the special circumstance requests submitted by students and their parents regarding financial aid for the academic year. The Committee reviews each request on a case-by-case basis to ensure that the University and the Department of Education guidelines are followed.
Oversight: Vice President for Enrollment Management and Marketing

Benefits

The Benefits Committee is to advise the administration concerning benefits, primarily the healthcare plan. The committee is made up of equal number of representatives from faculty and staff; and although they do not represent specific employee groups, they are expected to

monitor the needs of university employees. When changes in benefit plans are being considered, this committee strives to determine the general impact of the changes on employees. The Vice President for Administration and Finance will serve as an ex officio member of this committee.
Oversight: Vice President for Administration and Finance

Chapel
The Chapel Advisory Committee assists the University Chaplin with chapel and assembly programs including format, guest speakers/presenters, and evaluation of the program.
Oversight: University Chaplain and Vice President for Spiritual Development

Contract and Promotion
The Contract and Promotion Committee has the responsibility to assist the Vice President for Academic Affairs and the President in matters concerning the promotion of faculty members from one rank to another, to review contract and promotion policies, and to offer recommendations concerning revision of those policies or procedures. Oversight: Vice President for Academic Affairs

Faculty Development
The Faculty Development Committee, in consultation with the Office of Academic Affairs, plans and coordinates programs designed to promote professional faculty development. The committee also receives requests for faculty development funds, and offers recommendations regarding the distribution of those funds.
Oversight: Vice President for Academic Affairs

Graduate Programs
The Graduate Program Committee, in consultation with the Assistant Provost, plans and coordinates graduate programs including promotion, recruiting, policies, and catalogs changes. This group develops and approves all curriculum changes from departments and schools and before going to the Dean's Council and Faculty for approval.
Oversight: Vice President of Academic Affairs

Grievance
The Grievance Committee is appointed by the President; however, some faculty grievances may be assigned to the Contract and Promotion Committee. The size and membership of the committee is determined by the nature of the grievance and is intended to provide an unbiased forum to hear the grievance and offer recommendations to the President.
Oversight: President

Honors
The Honors Committee administers, in consultation with the Vice President for Academic Affairs, the honors program of the university; approves the topics for honors projects; and recommends students for graduation with distinction in the academic discipline in which an honors project was completed. See Workload Chart for Supervisor/Reader payment information.
Oversight: Vice President for Academic Affairs

Integration of Faith and Learning
The Integration of Faith and Learning Committee works with the Vice President for Academic Affairs to provide tools to enable individual faculty members to accomplish the following

statement taken from the ETBU Mission Statement ". . . As a Baptist University we are committed to the integration of learning and Christian faith in the pursuit of truth." This committee recommends a faculty member to be the Ward Walker Lecturer each year.
Oversight: Vice President for Academic Affairs

Library
The Library Committee reviews and evaluates policies related to the operation of the university library, consults with the Director of the Library, reviews and recommends the allocation of funds for library purchases for the various disciplines, and recommends revision in and/or additions to library policies. The library committee has the responsibility to recommend collections essential to the welfare of the academic programs of the University.
Oversight: Vice President for Academic Affairs

Safety and Security
The Safety and Security Committee is to advise the administration concerning safety and security issues that impact employees. This committee is responsible for maintaining a current safety manual, and other procedural guidelines that the administration may deem necessary. The Vice President for Administration and Finance and the Vice President for Student Affairs will serve as ex officio members of this committee.
Oversight: Vice President for Administration and Finance

Student Affairs
The Student Affairs Committee helps to evaluate all aspects of co-curricular life at the university and to advise the Vice President for Student Affairs. The Vice President for Student Affairs and the Vice President for Administration and Finance will serve as ex officio members of this committee.
Oversight: Vice President for Student Affairs

Student Conduct
The Student Conduct Committee hears student appeals for disciplinary measures taken by Student Affairs personnel. The Vice President for Student Affairs will serve as an ex officio member of this committee.
Oversight: Vice President for Student Affairs

Teacher Education Council
The Teacher Education Council consists of representatives from each department approved to offer programs leading to teacher certification as well as faculty members from the Department of Teacher Education. The Registrar and the Vice President for Academic Affairs serve as ex officio members. The Council reviews and evaluates the Teacher Education Program, recommends revisions in policies and programs to the Academic Council, admits candidates to Teacher Education and to Student Teaching, and recommends students who have completed an approved program for certification.
Oversight: Vice President for Academic Affairs

Travel Study
The Travel Study Committee oversees ETBU's travel-study programs. The committee's roles include

- Coordinating its work with the Vice President for Academic Affairs
- Promoting approved programs offered by other schools and organizations (e.g., Hong Kong Baptist University, selected CCCU programs)

- Working with academic departments to create travel-study courses
- Endorsing/recommending trips and courses for approval by other committees and the full faculty
- Helping to promote and recruit students
- Helping to provide orientation for students and faculty preparing to travel abroad
- Advising other committees, offices, and personnel on matters pertaining to Study Abroad
- Proposing guidelines and parameters for new programs
- Assisting in identifying sites
- Helping to cultivate relationships with in-country contacts and liaisons

NOTE: The Director of International Education assists the committee as needed to promote travel study opportunities.
Oversight: Vice President for Academic Affairs

Disability Accommodations
This committee meets at least twice per year but can meet once per month if accommodation issues need to be addressed. The primary responsibility of the committee is to review documentation provided from licensed professionals regarding all types of disabilities resulting in the student requesting one or more reasonable accommodations for their time at ETBU. Committee must review the documentation and determine if reasonable accommodations are required and what the accommodations should be for each student. Knowledge of learning disabilities and appropriate accommodations is required as is a working knowledge of the laws regarding disability accommodations in higher education. The committee works closely with the University Disability Officer and ensures necessary faculty and staff are notified of approved accommodations.
Oversight: Vice President for Academic Affairs

Human Subjects:Research Review
The Research Review Committee monitors the welfare and rights of participants in research projects conducted by ETBU faculty or students. The committee, utilizing the ethical guidelines of the American Psychological Association and the Bioethics Advisory Commission, evaluates the types and levels of risk involved in the research and either approves or recommends to the researcher and Vice President for Academic Affairs additional or alternative procedures to reduce the level of possible risk to human participants. Additional information found in Section U25.
Oversight: Vice President for Academic Affairs

Institutional Effectiveness
The Institutional Effectiveness Committee serves an oversight role in matters related to the University Institutional Effectiveness Plan. It offers recommendations and assistance to the Deans' Council, President's Cabinet, and other units of the University concerning university-wide assessments of effectiveness.
Oversight: Dean of Academic Services and Institutional Research

New Faculty Orientation Committee
The New Faculty Orientation Committee consists of all new faculty. All new faculty are assigned to this committee by the Vice President of Academic Affairs. The purpose of the committee is to introduce new faculty to the University's mission, policies, procedures, as well as engage new faculty in discussions on faith integration, teaching methodologies, and scholarship.
Oversight: Vice President for Academic Affairs

U10. Computer Utilization
Each full-time and part-time faculty member is provided a computer for their work. The network, software, and computer (unless special arrangements have been made) are owned by the University. Faculty are not to connect any computer peripherals or any other devices not owned and approved by the University IT Department. Faculty are not to utilize their computer resources for personal business reasons, pornography, or any other illegal or questionable activities. The University strives to maintain a secure network and does not monitor faculty e-mail; however, faculty should remember that e-mail via the university network and on university computers is neither confidential nor protected and is the property of the University.

U11. Convocation
Opening Convocation is held during a chapel/assembly early in the fall semester. All full-time and part-time faculty members are required to attend. Adjunct faculty may participate but must inform the Vice President for Academic Affairs by September 1 if participating. **Faculty needing to order regalia must notify the bookstore by mid-August.**

U12. Departing the University
Faculty departing from the University must submit to the appropriate department chair or school dean all tests, grade books, etc., at the end of the term in the event there is a student grade appeal. An exit interview must be scheduled with the Coordinator for Personnel and Employee Benefits in the Administration and Finance Office prior to leaving.

U13. Evaluation—Faculty
Faculty are periodically evaluated via student evaluation, portfolio, peer review, department chairs, deans, or other authorized persons. These reviews may take the form of surveys and inventories, in-class visits, and interviews. Faculty members are encouraged to positively participate in the faculty review process, as its goal is improvement of teaching, advising, and treatment of students. Faculty members are further encouraged to offer suggestions for improvement of the faculty evaluation process. Forms, including this *Faculty Guide*, are for use in this faculty evaluation process. **(See Faculty Portfolio Development Guidelines, Classroom Observation, and Peer Review Report Form Online)**

U14. Evaluation Forms—Library
Library personnel are expected to engage in regular review of their performance. Exact procedures are contained in the *University Policy and Procedures Manual* (Faculty 2.2.02/Staff 3.3.09).

U15. Evaluation of Teaching
Student evaluations are employed each semester to assist in evaluating instructors and collecting student perceptions of instruction. Student evaluation forms are completed by students online near the end of the semester. Department chairs or deans will notify faculty about student evaluations and will attend one or more class session(s) each year.

U16. Federal Funding
ETBU does not accept federal or state funds (other than monies received directly by students for scholarships or student loans). This includes government funded grants for research or other activities, National Science Foundation grants, etc. IMPORTANT: Check with the Vice President for Academic Affairs BEFORE applying for any grant.

U17. Faculty Approval/Affirmation/Information Items

Faculty approval is needed for the following actions:

1. Add a new course
2. Delete an existing course
3. Initiate a new major or new minor
4. Significant revision of major or minor (significant as determined by Deans' Council)
5. Increase or decrease in the number of hours for a major or minor
6. Changes in the General Education Requirements for any degree—additions, deletions, changes
7. Initiate new degree
8. Discontinue an existing degree
9. Faculty and student honors requiring faculty approval
10. Granting degrees to students as recommended by the Vice President for Academic Affairs and Registrar

Faculty information items:

1. Changes within a major or minor, i.e., rearrangement of required courses
2. Course prerequisite changes
3. Course title changes

Faculty affirmation may be sought for other issues as needed (Vote not necessarily required but may be requested)

U18. Faculty Research Grants

A limited number of grants may be available for faculty research depending on budgetary constraints. The goal of these grants is to provide support for faculty involved in projects that would lead to presentations at professional meetings or publications in either books or professional journals. Those wishing to receive a grant should complete the proper forms and submit them to the Vice President for Academic Affairs. Grants are generally awarded in amounts up to $1,000 at the beginning of the fall semester. Proposals need to clearly indicate a timeline. Multi-year requests need to be submitted each year for renewal. **(See Faculty Research Grant Information and Guidelines Online)**

U19. Faculty Review for Promotion

Faculty promotion and review is conducted in accordance with the procedures outlined in the *University Policy and Procedures Manual 2.2.05*. Forms and information are available Online. **(See Faculty Portfolio Development Guide, Classroom Observation Form, and Contract and Promotion Committee Report Form Online.)**

U20. Faculty Status

Faculty status is granted to all full-time employees whose employment agreement requires them to teach 12-semester hours or more (9 semester hours for coaches and athletic training faculty) each academic year. Faculty status carries the privilege and responsibility of entering into discussions, deliberations, and voting in faculty meetings. Persons not holding faculty status may attend faculty meetings as guests. Guests may participate in discussions if requested or permitted by the presiding officer but may not vote.

Full-time faculty teaching undergraduate classes must teach a minimum of 4 courses per semester. Full-time faculty teaching graduate courses must teach a minimum of 3 courses per semester. Full-time faculty teaching less than the equated load must have special permission from the Vice President for Academic Affairs.

U21. Flower Fund
The Vice President for Spiritual Development is in charge of the University Benevolence Fund. It is used to purchase flowers for death or illness of ETBU employees and immediate family members.

U22. Food and Drinks
The University endeavors to provide the best facilities possible for classes. Food and drink are prohibited in classrooms, labs, computer labs, and the library. Since food and drink are not essential to the educational process, faculty are urged to help protect the condition of our classrooms by asking students to refrain from bringing food and drink into the classrooms. Water in approved containers is acceptable. Approved water containers include squeeze bottles with tops and hard plastic cups with a screw on lid. Paper cups with tops or drink cans are not approved. Faculty are requested to support this policy by refraining from bringing food and drink into the classroom.

U23. Harassment
All instances of harassment, verbal or otherwise, are to be reported immediately to the appropriate school dean and the Vice President for Academic Affairs. The University takes a proactive approach in dealing with such behavior and faculty members are an integral part of that process. Harassment includes student harassment of other students or a faculty member, faculty harassment of other students or other faculty members. Harassment of students by University employees or harassment of faculty by students is neither acceptable nor tolerated. (See *Policy and Procedures Manual* 3.4.04 and 3.4.05)

U24. ID Cards—Library/Healthplex/Campus Events
A campus photo ID card is needed to check out books from the library, use the Healthplex facilities, and attend many campus events. Cards are available between 8:00 a.m. and 4:30 p.m. at the Office of Student Affairs in the Ornelas Student Center. Each fall, faculty should verify with Student Affairs that their ID card is current.

U25. Mail Service
Depending on the department, mail service will vary. General campus mailings to full-time faculty and off campus mail will be delivered to the campus mail room in the Ornelas Student Center. Only faculty and academic staff may retrieve mail. The campus post office is open from 8:00 a.m.—4:30 pm M-F.

U26. May, June, July Teaching/Compensation
Faculty members who teach during the May, June, and/or July terms receive additional compensation provided their contracted obligations have been met. All May, June, and July courses are offered on an "as make basis," meaning that if an insufficient number of students sign up for the course, it will either not be taught or the faculty member may choose to teach the course on a conference course basis. Compensation for faculty teaching summer courses is generally equivalent to that paid adjunct faculty.

U27. Office Furnishings/Decor
The University provides faculty with a professional office environment. Faculty are expected to keep their offices professional in appearance and comfortable for student and family conferences. The dual purpose of teaching and advising/mentoring students should dictate office appearance and decorum.

U28. Partisan Politics

No member of the University speaks for any other member in partisan political matters, and the University, as an entity, must avoid partisan politics to maintain its tax-exempt status. As a tax exempt charity, the University is not permitted to and does not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Employees are permitted to engage in partisan politics on an individual basis. In all correspondence, public statements, and other communications, employees should use home address, personal phone numbers, personal email address, and personal stationery, and make no reference to their University affiliation. Partisan political correspondence should not be sent from University email addresses. (See *Policy and Procedures Manual* 1.3.07)

ETBU is required to distribute voter registration forms to each student enrolled.

U29. Planning and End-of-Year Work (May)

The week immediately following graduation in May is a time for completion of any pending work related to the courses that the faculty member may have taught or committees to which he/she was assigned. It is also the time for end-of-year reporting and planning for the subsequent year. All April-May tasks must be completed before departing for the summer unless specific permission is granted, an alternative time for completion is set, and the appropriate school dean and Vice President for Academic Affairs has approved the delay. Department Chairs are to submit to the deans their progress on items listed below and document participation by faculty members.

SCHOOL:

1. Develop or review school wide initiatives.
2. Compile progress report including future needs and/or recommendations.

DEPARTMENTS:

1. Update 4-year course rotation.
2. Update Semester by Semester Plans for all majors offered if not done prior to first New Student Orientation day.
3. Initiate discussions related to and/or develop any curriculum proposals for submission in the fall.
4. Review departmental IEP and prepare End-of-Year Report to be locked Sept. 5. (online)
5. Consider possible updates for department's upcoming year IEP – not due until Oct. 5.
6. Prepare End-of-Year Report on Master Plan to be locked July 1. (online)
7. Continue developing Master Plan for the year past the upcoming year. The plan will be due December 1. (online)
8. Prepare and submit a list of the initiatives funded in the current budget and update progress on meeting those initiatives.
9. Complete program review if scheduled. The review portion is to be completed in fall, the strategic plan for the next 5 years developed in the spring, with first draft Due May 1, and completed Program Review by May 31. (See schedule online at http://www.etbu.edu/OIRE/AdditionalResources/AcademicProgramReviews.htm).

All departmental tasks are to be turned in to the appropriate school dean on or before May 15.

INDIVIDUAL FACULTY TASKS:

1. Complete your Annual Faculty Report of Professional Achievements and Goals. Deans are to complete the Annual Dean and Supervisor Report of Professional Achievements and Goals. **(**Be sure to use the online form**.) You must include at least one goal related to improving teaching/student learning.**
2. Meet with the appropriate school dean (and department chair if appropriate) to review your Annual Faculty Report of Professional Achievements and Goals, to evaluate the past year and future needs.
3. Revise Annual Faculty Report (if needed) and resubmit to the dean. The dean will provide the signed copy to Academic Affairs.
4. Help with registration of new or returning students as needed.
5. If you received a faculty research grant this year, submit year-end progress report which includes itemized expenditures.
6. If you chair a committee, post minutes of committee activity.
7. Assist with departmental tasks as needed (development of end-of-year plans, IEP, Master Plans, Program Reviews, etc.).

Faculty tasks are to be completed and submitted on or before May 15, unless otherwise dictated by the department chairs.

U30. Registrar

All faculty members must respond to communications from the Registrar in a timely manner including email correspondence regarding rosters and grade entry.

U31. Research

The University supports and encourages academic research. This research may involve cooperative, interactive research with students, or the research interests of the faculty member. Research projects provide students the opportunity to benefit from actual participation in research as well as enhance their opportunities for graduate study. Research also facilitates professional development of the faculty. The University budgets a limited number of small research grants for faculty research. While various other sources of support for research may be sought, the University does not solicit nor accept federal funds. Though research activity is encouraged and appreciated, ETBU is primarily a teaching university and research interests and projects should be properly balanced. (See Faculty Research Grant Section Above)

Research which involves human subjects must observe the policies and procedure generally accepted by the academic community. The Human Subjects Research Review Committee reviews and advises the Vice President for Academic Affairs on research including human subjects.

HUMAN SUBJECTS RESEARCH REVIEW COMMITTEE

The Human Subjects Research Review Committee (HSRRC) is charged with the responsibility of protecting the ethical rights and well being of members of the university community (faculty, staff, or students) as well as members of the community who participate as subjects in human research. The HSRRC is also charged with the responsibility of developing the policies and procedures required to meet these needs.

The guidelines require all members of the ETBU community who plan to conduct human research to submit research proposals (on appropriate form) to the HSRRC for approval before proceeding with the research. The HSRRC guidelines divide research into two major categories: 1) research which is classified as “expedited review” (minimal risks to subjects) and 2) research which requires formal and “detailed review” by the ETBU HSRRC.

Expedited Review (is appropriate when one or more of the following apply):

- When a member of the university community is assisting with research using subjects outside of the ETBU community, and the principal investigator is a member of another institution.
- When a member of the university community is serving a staff role at another institution, the research is conducted as part of his or her role at the other institution, and the research does not involve members of the ETBU community as subjects.
- When the purpose of the research is to investigate established educational strategies and techniques in an educational setting.
- For research involving the use of educational tests, provided that the scores remain anonymous (e.g. are collected in a way that prevents researchers from linking specific scores to particular individuals).
- For research involving psychological tests, survey or interview procedures, provided that the scores are anonymous and the research does not deal with sensitive issues which could cause harm or embarrassment to individual participants if revealed in public.
- When research involves observation of public behavior, and individual subjects cannot be identified with specific behaviors.
- When research involves the collection and analysis of existing data, available to the public or through private archives.
- When research involves the recording of physiological data from competent adults with routine, noninvasive procedures (e.g. weighing, electrophysiological recording, checking blood pressure, measuring sensory acuity, etc).

Detailed Review

- If the proposal involves more than a minimal risk to the human subjects involved
- If the procedure involves the use of overt deception or less than full disclosure of the procedures or risks involved
- Where student populations are such that consent must be given by proxy (children, individuals who are incarcerated)

Faculty, staff, and students must complete and submit the proper form and receive approval from the HSRRC before collecting any data. Contact the Chair of the HSRRC or the VPAA Office for more information. (See Application for Faculty Research Grant Form and HSRRC Review Form Online)

U32. Student Incident/Injury Report

Students who are injured in class, between classes, on field trips, at school functions, or on campus should be given immediate medical attention and the Office of Student Affairs immediately notified. If medical personnel are not immediately available, University employees are expected to render or secure appropriate assistance by calling 911. ETBU does not have an on-campus health clinic. In the event of illness or accident, the student may contact Dr. Steven Crayton, Dr. Shaun Kelehan, the East Texas Border Health Clinic, or the Marshall Health Clinic for care. Marshall also has a number of well-qualified physicians from which to choose. All students are required to have health insurance to cover illnesses and injuries. Faculty should complete a Campus Incident Report. **(See Campus Incident Report Form Online)**

U33. Tobacco Use

ETBU is a tobacco-free campus.

U34. Travel—Faculty

For travel to professional meetings faculty are to make arrangements well in advance with

the department chair and appropriate dean via the appropriate "Faculty Absence Request Form." ETBU receives a special rate from Enterprise in Marshall on car rentals. In many cases it is less expensive to rent a car than to use your personal vehicle. Be certain that you check on this as you will only be reimbursed the lesser amount (car rental plus gas or personal car mileage). The dean will notify the Office of Academic Affairs. Class sessions may be covered by guest lectures, colleagues, testing sessions, makeup sessions, etc. Dismissing class and giving outside class assignments to cover missed classes should be avoided. All reimbursements require original receipts and must be submitted within 30 days of return.

U35. Weapons

The on-campus possession of firearms, explosives, or fireworks is prohibited with the exception of the transportation and storage of firearms and ammunition by concealed handgun license holders in private vehicles (as described in SB1907)

U36. Workload--Faculty

The faculty workload is governed as indicated in the *University Policy and Procedures Manual* 2.2.0. The Workload Chart is attached as Appendices A and B.

STUDENT BEHAVIOR INFORMATION

S1. Absences—Students

Students enrolled at East Texas Baptist University are expected to make every effort to attend all class meetings. All absences must be explained to the satisfaction of the instructor who will decide whether the omitted work may be made up.

Because unavoidable absences will occur, the following guidelines provide a clarification of the above attendance policy:

1. Absences begin with the first meeting of a class, and students registering late incur absences from the first meeting of the semester.
2. Students are responsible for all materials covered in class meetings and are expected to meet all class requirements for the course.
3. Students who accumulate absences while representing the University as members of the athletic teams, musical organizations, or other authorized groups will be granted the opportunity to make up work missed as a result of that activity, provided that the activity was properly scheduled and that the absence was authorized in advance. Such absences are, nonetheless, counted as classes missed.
4. Students who are absent while representing the University are expected to make arrangements with their instructors prior to the absence.
5. The opportunity to make up work missed as a result of absences other than those identified in number 3 above may be granted only when the instructor involved grants that privilege. Such absences should be documented by the student to the fullest extent possible.
6. Instructors are responsible for keeping accurate records of class attendance and informing students of excessive absences by phone, email, letter, or in person. In order to support student attendance, faculty should also alert the Office of Academic Success when students are beginning to demonstrate excessive absences. When a student exceeds the number of allowable absences, the instructor will immediately notify the appropriate school dean in writing or via e-mail. The notice must include the dates of absence **and the last date they attended**. The Dean will officially notify the Vice President of Academic Affairs and the student that he/she has exceeded the allowable absences and will receive a grade of "XF" in the course in a timely fashion.

7. Due to the fact that attendance is also a variable in receiving credit and financial aid, faculty should keep weekly attendance in Blackboard throughout the semester.

It is imperative that the above process be followed in a timely manner not only for University purposes, but also because the Financial Aid Office is required to report course failures of students who are receiving financial aid to the Department of Education.

Note: See the Policy and Procedure Manual—Section 2.4.06 for additional information.

S2. Academic Integrity

The faculty member is responsible for dealing with any violations of academic integrity (including but not limited to plagiarism and cheating) that may occur in his/her classes and for reporting such incidents to the appropriate school dean and Vice President for Academic Affairs. The dean may consult with the Vice President for Academic Affairs and offer advisory guidelines for dealing with the offense, which may include formal or informal hearings as outlined in the *Student Handbook.* Punitive measures may include dismissal from the University, dismissal from and failure of the class in question, failure of particular assignments in question, and disciplinary probation (which may include forfeiture of academic honors and/or involvement in certain academic/extracurricular programs.) Faculty are encouraged to use academic integrity violations as opportunities for character development of students.

S3. Classroom Behavior

If specific behaviors are seen as problematic in a particular class (for example, student non-participation in a seminar class) the syllabus should clearly state this expectation and the consequences for failing to behave appropriately. If a set of behaviors indicating professionalism is desired, they must be specified in the syllabus. Faculty should think carefully about the rules, how they are communicated, and how they will be enforced. Faculty experiencing difficulties with student behavior are encouraged to consult with their department chair and dean for ideas, advice, and support. Students exhibiting behavioral problems may be referred to Student Affairs for assistance.

S4. Dress—Students

If students dress inappropriately for class, the faculty member should discuss it with the student privately and politely. Students who continue to dress inappropriately may be referred to the Vice President for Student Affairs. The University has a student dress guide in the *Student Handbook.*

S5. Academic Center for Excellence

The University offers tutoring and assistance directed by the Academic Center for Excellence (ACE). Students demonstrating proficiency difficulties in any class or having difficulty mastering assignments should be encouraged to seek tutorial assistance. Contact ACE for more information.

ADJUNCT FACULTY INFORMATION

A1. Advising by Adjunct Faculty

Adjunct faculty are not expected to assist with academic advising per se, but they are expected to assist students as much as possible, and to refer questions and concerns to the department chair.

A2. Office Space for Adjunct Faculty

Adjunct faculty will be assigned office space if available.

A3. Availability to Students by Adjunct Faculty
Adjunct instructors are generally not expected to post regular office hours but are expected to be available to students approximately a half-hour before and a half-hour after each class and by e-mail or phone between class times.

A4. E-Mail Address
Adjuncts are assigned an ETBU e-mail address. This address will be used to notify adjunct faculty of upcoming events and instructions related to their duties. University e-mail has the option of allowing forwarding of this address to some other preferred e-mail if desired. It is each faculty member's responsibility to check it frequently and respond if needed.

A5. Class Rosters and Grade Reports
Faculty will be provided a Timeline from the Registrar's Office for fall and spring semesters with workshop materials, and an e-mailed copy will also be sent at the beginning of each semester or short term**. Due to course adds and drops and schedule cancellations, faculty must check class roster(s) online daily, through the Faculty Advising System (FAS).** Check rosters carefully and report according to timeline dates. Notify the Registrar's Office of all discrepancies. Send all students to the Registrar's Office who are attending class and are not on the roster and report students who are not attending.

All official grade entry will be done online using FAS. Observe **all** deadlines without exception. (NOTE: Faculty who are not returning for the next term must contact their dean for instructions on grade entry.) Mid-term grades will be submitted for all students through FAS. If you do not have access to a computer, consult with your department chair or dean for assistance.

A6. Keys
Deans are responsible for collecting and issuing keys to adjuncts at the beginning and end of each semester.

A7. Questions
Direct all questions and needs to your Department Chair or Dean. If neither is available and an immediate answer is needed or if Department Chair/Dean is unresponsive, contact the Vice President for Academic Affairs.

A8. Test and Grade Computation
Adjunct faculty must submit to the appropriate department chair or dean all tests, grade books, etc., at the end of the term in the event there is a student grade appeal.

APPENDIX A
FACULTY WORKLOAD CHART

Description	A Semester Hours	B Contact Hour/Week	C Load Credit Per Contact Hour/Week	D Faculty Load Credit
Graduate Courses (exceptions noted in chart)	1.00	1.00	1.33	1.33
Undergraduate Courses (exceptions noted in chart)	1.00	1.00	1.00	1.00
Science Labs				
Unassisted	1.00	2.00	0.50	1.00
Unassisted	1.00	3.00	0.50	1.50
Unassisted	2.00	6.00	0.50	3.00
Assisted	1.00	N/A	N/A	0.50
Assisted	2.00	N/A	N/A	0.50
Assisted	3.00	N/A	N/A	0.50
Nursing Clinicals	3.00	9.00	0.50	4.50
Nursing Clinicals				
Staff Assisted	3.00	N/A	N/A	0
Instructor Assisted	1.00	4.00 to 8.00	N/A	1.00
Physical Activity Courses	1.00	2.00	0.50	1.00
KINE 1109	1.00			1.00 annually (for both semesters, one faculty member)

Description	A Semester Hours	B Contact Hour/Week	C Load Credit Per Contact Hour/Week	D Faculty Load Credit
Language Labs				
French(as part of 1411, 1412)	1.00	- -	- -	0.25
Spanish (includes video labs)	1.00	- -	- -	1.00
Student Teaching (per student)	6.00	- -	- -	0.50
	3.00	- -	- -	0.25
Applied Music Lessons	1.00	0.50	0.67	0.33
	2.00	1.00	0.67	0.67
	3.00	1.00	0.67	0.67
	4.00	1.00	0.67	0.67
Music Ensembles (1120, 1130, 1133, 1138, 1150, 1158, 3106)	1.00	1.00-5.00	0.75	0.75-3.75
Stage Productions				
Opera/Musical Theatre (1157, 1159, 3157)				
Director *				3.00
Musical Director				2.00
Orchestra Conductor				1.00
Other Music Classes				
Class Music Lessons (piano, voice)	1.00	2.00	0.75	1.50
Methods Classes (2103, 2104, 2109, 2110, 2118, 2123, 2124, 2127, 3102, 3104, 3105)	1.00	2.00	0.75	1.50
Ear Training (1116, 1117, 2116, 2117)	1.00	2.00	0.75	1.50
Advanced Piano Courses 3308, 3310	3.00	3.00	0.67	2.00
Athletic Training Practicums	1.00	3.00	0.50	1.50

NOTES BY COLUMNS:
A. The number of credit hours for the course for which the student has registered.
B. The number of hours of instructor to student time spent in instruction.
C. The multiplier to determine load credit.
D. Determined by multiplying Column B times Column C

* If director is same person getting theatre directing load for the semester, this load is not given since it would be duplicated load credit.

OTHER CREDIT COURSES/CLASSES	FACULTY LOAD CREDIT/COMPENSATION
Service Learning	1 hour load credit for minimum 6/maximum 20 students per semester. Load credit for faculty does not change regardless of number of hours student is enrolled. (0.1/1 student if less than 6 or greater than 20)
Practicum	0.1/1 semester hour load credit/student
Directed Study or Conference Course 1-3 semester hours (no more than 2 per faculty per semester) Directed Study or Conference Course 4-6 semester hours (no more than 2 per faculty per semester)	0.5/1-3 semester hour/course (not per student) 1.00/4-6 semester hour/course (not per student)
Internship (except KINE 3307)	0.1 per student regardless of semester hours of enrollment
KINE 3307	0.25/student
HONORS PROJECTS Supervisor - Reader -	Reported to ACAF by Committee Chair by May 1: $125/semester of enrollment at end of year if contract load is met $50 per paper to be paid at the end of year if contract load is met
Non-precepted Nursing Clinicals	$2000/section

ADMINISTRATIVE FUNCTION	COMPENSATION (LOAD EQUIVALENT IN CREDIT HOURS)
Marching Band Activities (Director only – Fall only)	1.25 (Fall only)
Assistant Director Marching Band	3.75 (Fall only)
Choir – Choral Recruiting and Administration	3.00/year
Concert and University Band (Director and Assistant) Director – Instrumental Recruiting and Administration	3.00/year
Music Dept. Coordinators (vocal, music education, instrumental, piano, program)	1.00/year
Compass Sponsor	3.00/year
Debate Team Coach	3.00/year
Director of Student Teacher	3.00/semester
Director of Scholars Program	3.00/semester
Director of Theatre Production	3.00/semester
Assistant Director of Theatre Production	2.00/semester
Dean of School	12.00/year
Department Chair	3.00/year or equivalent payment in accordance with contract
Undergraduate Program Director	In accordance with employment agreement
Undergraduate Program Coordinator	In accordance with employment agreement
Graduate Program Director	In accordance with employment agreement
Graduate Program Coordinator	In accordance with employment agreement
Nursing-Level Coordinator	0.5/semester
Nursing Curriculum Coordinator	1.00/year
Nursing Admissions/Progressions Coordinator	1.00/year
Nursing Student Sponsor	1.00/year
Radio Station Supervision	3.00/year
Reading Lab Coordinator	3.00/year
Statistical Analysis for Student Evaluations	1.00/year
Television Station Supervision	2.00/year
Director of Athletic Training Program	3.00/semester
Clinical Coordinator for Athletic Training Program	3.00/semester
Faculty-in-Residence	No load credit; Housing in accordance with employment agreement

All exceptions or deviations to the above academic workload equivalency must be approved in advance by the faculty member's Dean and the Vice President for Academic Affairs. The Vice President for Academic Affairs must document all workload exceptions or deviations to the President in the annual faculty workload report.

ADJUNCT FACULTY COMPENSATION

Undergraduate Classes (other than exceptions noted below)	$775/ hour of load credit
Graduate Classes	$1000/semester hour
Kinesiology Activity Courses Earned Doctorate/Master's in Kinesiology/PE Earned Bachelor's	 $775/ hour of load credit $448/ hour of load credit
LEAD 1111/GSTU 1120	$1000/course
Music Ensembles	$775/ hour of load credit
Music Private Lesson	$310/lesson/student
Student Teacher Supervising Graduate	$500/student/3-6 hour course

Contact for Interpretation: Vice President for Academic Affairs

Appendix B

Internship, Practicum, Service Learning Chart

	Student Expectation (Number of hours, placement, reports, readings, etc.)	**Minimum Contacts by Faculty**	**On Site Supervision (How much and by ETBU or Employee at Site)**	**Campus Meetings With Faculty**	**Coordination by ETBU with On-Site Person/Supervisor (How Often, Number, On-site, or On Campus) Minimum Requirement For ETBU Faculty**
Practicum	50 clock hours/semester hour of credit	10-15 contacts/ term	Yes, if needed	10-15	Throughout to provide continuous educational experience for the student
Service Learning (type of practicum)	30 clock hours/semester hour of credit	15 contacts/ term	None	Weekly in structured groups	As needed
Internship	50 clock hours/semester hour of credit	2-6 contacts/ term	As needed	Optional	At outset for set up. At end for evaluation. During as needed to monitor internship.

NOTE: Practicums, Service Learnings, and Internships may be offered in 1, 2, 3, or 4 semester hour increments.