

**ETBU**



**EAST TEXAS BAPTIST  
UNIVERSITY**

**FACULTY GUIDE  
2016-2017  
ACADEMIC YEAR**

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# FACULTY GUIDE

## 2016-2017

### 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](http://www.etbu.edu/faculty-and-staff/policies-and-manuals/pnp-manuals)

**ALL FORMS AVAILABLE AT** [www.etbu.edu/forms](http://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. Absences from Faculty Meeting, Convocation and Commencement ceremonies must be approved by the Provost and Vice President for Academic Affairs.

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. Approval for Online and Hybrid Courses**

For the purpose of understanding types of courses offered by the university, the following definitions will be used.

On-Campus – These courses are taught completely on campus in a face-to-face setting.

On-Campus-Online Enhanced – These courses are taught featuring less than 51% online or non-face-to-face sessions.

Hybrid – These courses are taught featuring 51% - 99% online or non-face-to-face sessions.

Online – These courses are taught featuring 100% online or non-face-to-face sessions.

On-Campus-Online Enhanced courses must be approved by the Dean of Online Learning and Office of Academic Affairs prior to being listed on the course schedule. These courses will be listed on the course schedule with a clarification for students. Hybrid and Online courses must be approved for development by the appropriate dean, Dean of Online Learning, and Office of Academic Affairs. All courses offered as more than 50% online or non-face-to-face must be developed, written, and then reviewed by the departmental faculty, appropriate dean, Director of Online Education, and Office of Academic Affairs. The final approval rests with the Office of Academic Affairs. This development, review, and approval process must be completed prior to listing the course on the final course schedule. The development and approval of hybrid and online courses is not a quick and simple matter and usually will take a full semester to complete. Recognizing this time commitment, faculty will be compensated, upon successful completion of the development and approval of an online course, at the same hourly rate as teaching the course. Hybrid course development and approval will be compensated at half the hourly rate as teaching the course.

### **T3. Assessments**

Faculty members are expected to give assessments or to make assignments that assess Student Learning Outcomes and 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 assessment or 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. As a rule, at least 40% of total grade should be allocated by midterm and other assignments.

Students are required to take final examinations at the time scheduled. Unless permission is granted by the dean, all classes except labs must meet during finals week. 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.)**

#### **T4. Audio Visual Equipment**

AV equipment may be requested through Tim Ramos at [audiovisual@etbu.edu](mailto:audiovisual@etbu.edu) or extension 2025.

#### **T5. 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 (including mid-term grades) will be completed 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.)

#### **T6. 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 Provost and 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.

### **T7. 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)**

### **T8. 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)**

### **T9. 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. Dismissal will not apply to online classes.

### **T10. Dress—Faculty**

#### Dress Code

In keeping with our professional environment, ETBU employees are expected to keep a generally neat and modest appearance. Visible tattoos and body piercings (other than ears for women) are not considered appropriate professional appearance. Hair, including facial hair, should be neatly cut or trimmed. Appropriate dress is outlined below.

#### Business Professional

Appropriate attire for events and meetings requiring business professional dress would include suit, sport coats, or blazers. Collared-shirts with ties, blouses with slacks or skirts, and dresses. Dress shoes must be worn.

#### Business Casual

Business casual attire is acceptable for most work days at ETBU and would include slacks or skirts, open collar (including polo) shirts and blouses. Leggings, athletic wear, t-shirts, jeans, and sportswear are not considered appropriate business casual attire. Dress or casual shoes must be worn. TOM style shoes and tennis shoes are not appropriate.

#### ETBU Spirit Attire

On designated ETBU Spirit days, employees may wear jeans (must be clean and free of rips, tears, frays) rather than slacks or skirts in addition to normally acceptable business casual attire. Sandals, boating or deck shoes, and moccasins may be worn but flip-flops, tennis shoes, and croc-like shoes are not appropriate.

### **T11. Faculty Expectations for Online Courses**

- Notify the Dean promptly when unable to meet the full obligations of the course, or unable to participate for the full week due to illness, etc.
- Actively participate in the course at least 4-5 days per week.
- Respond promptly (within 48 hours during the week) to student discussion posts.
- Update the online course syllabus with your contact information and complete contact info in the “My Professor” section of the learning management system.
- Communicate the learning objectives of the course to students.
- Integrate Christian principles and faith into the class interactions and assignment.
- Motivate students to participate in class discussions and engage with course material.
- Respond to student email and phone call within 48 hours.
- Ensure group assignment include an individual student grade since group assignments are more challenging when students are geographically separate.
- Provide prompt and useful feedback on student performance; post grades and comments on submitted assignments within 72 hours.
- Demonstrate a strong Christian role model.
- Submit mid-term and final grades by the due date.
- Submit student attendance at the end of the second week of class. Students have to have participated in a discussion board or submitted an assignment to be considered as attending class.
- Mark student engagement at the end of week one of the course.
- Review end-of course surveys to ensure continual personal improvement.

### **T12. 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 Provost and 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.)

### **T13. 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 and with the approval of the dean.

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



#### **T14. Guest Speakers**

Faculty are encouraged to utilize outside speakers when appropriate and when compatible with the educational goals of the class. Faculty should plan carefully for such speakers to ensure that it is an educationally beneficial experience. Deans must approve invited guests to classes. Sponsors seeking to invite guest speakers who are addressing larger groups than a class must seek approval of Provost and Vice President for Academic Affairs.

#### **T15. Learning Management System**

ETBU uses a learning management system (LMS). 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, drop box and Turn It In plagiarism detection tool.

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 LMS 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 updated weekly in the attendance module in LMS to allow quick access by students and Academic Success throughout the entire semester.

Online tutorials for the LMS are located at <http://www.etbu.edu/it/blackboard/faculty/> and [https://en-us.help.blackboard.com/User\\_Filter/Instructor/College\\_or\\_University](https://en-us.help.blackboard.com/User_Filter/Instructor/College_or_University)

#### **T16. 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. Reserve materials for online courses must be electronic or a scanned copy of the material must be included in the Learning Management System within the limits of copyright and fair use.

#### **T17. 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 and the Provost and Vice President for Academic Affairs.
- (3) Post hours on your door and syllabi.
- (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.
- (4) Office hours should be distributed over a period of at least four days per week and should correspond to class days and times. These hours should occur during the 8:00 a.m.-4:30 p.m. workday.
- (5) Office hours may not be scheduled at 10:00 a.m. on Monday, Wednesday, or Friday.
- (6) All faculty teaching online courses must post office hours or post times students can contact the faculty member by phone and can receive call back in reasonable amount of time (less than 24 hours).
- (7) All actions related to Academic Appeal must be recorded on appropriate Department, School, and University appeal log.

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

### **T18. 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 notify the Provost and Vice President for Academic Affairs of any outside employment to avoid possible conflicts. Faculty may not teach for another competing institution of higher education (**See Policy and Procedure Manual 1.1.09**)

### **T19. 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.

### **T20. 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**)

### **T21. Student Accommodations**

After appropriate documentation has been provided to the Office of Academic Success, 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 campus 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](http://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.

Proctored online exam arrangements must be coordinated with the faculty member teaching the course.

## **T22. Student Grade/Academic Appeals**

### **Student Grade Appeal:**

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 Provost and 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 Provost and 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 Provost and 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 Provost and Vice President for Academic Affairs who will review the Council's recommendation.
6. The decision of the Provost and Vice President for Academic Affairs will be final and ends the appeal process.
7. All actions related to Academic Appeal must be recorded on appropriate Department, School, University appeal log.

### **Academic Appeal:**

A student desiring to formally appeal an academic policy or procedure must follow these steps:

1. The student should complete the Academic Policy Appeal Form found on the University's website and submit it along with any necessary documentation to the Dean of the school which offers the student's major. The Dean will gather any additional information needed and attempt to resolve the issue. The Dean will communicate the results in writing to the student. The Dean will give priority treatment to the request.
2. If the student is not satisfied, he/she may submit the Academic Policy Appeal Form and necessary documentation to the Provost and Vice President for Academic Affairs who will consider the nature of the appeal and the information gathered. The Provost and Vice President for Academic Affairs, depending on the nature of the appeal, may render a ruling, refer the matter to the Deans Council, or uphold the previous recommendation. The decision will be communicated in writing to the student. The Provost and Vice President for Academic Affairs will give priority treatment to the request.
3. If the appeal is referred to the Deans Council, they may gather any additional information required to make a recommendation to the Provost and Vice President for Academic Affairs who will review the Council's recommendation.
4. The decision of the Provost and Vice President for Academic Affairs will be final and ends the appeal process.
5. All actions related to Academic Appeal must be recorded on appropriate Department, School, and University appeal log.

### **T23. 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 each 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.):

1. Course Title, Location, Number, and Section
2. Term and year
3. Instructor name and contact information, i.e., office location, phone number, and email address
4. Office hours
5. Catalog Course Description (Do not alter unless approved by dean.)

6. Prerequisites, if any
7. Student Learning outcomes (Must be approved by dean and reflect appropriate Bloom's taxonomical levels, be meaningful and measurable through direct assessment in the course. What do I want to know and do and how will I measure it?)
8. Textbook information, including ISBN number
9. Tentative outline of course material with accompanying assignments
10. Dates and details of assessment through assignments, quizzes, exams, and papers including the weight of each toward final grade. Also include the date for the final exam. (The dates of assignments may change based on progress through course, but the number and nature of assignments should not. Avoid listing week1, week2, week3, etc. While this is easy to adapt each semester, it is not the kind of quick reference we want for students.)
11. Grading Scale
12. Attendance Policy and withdrawal date for course (Including the responsibility of student to notify instructors in advance of upcoming University-approved absences.)
13. Disability Statement
14. Academic Integrity
15. Weapons Statement
16. Any additional resources available, i.e. reading list, websites (please model the style of your discipline if providing a bibliography).

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.*

## **T24. Teaching Learning Groups**

### **1. Objectives and Activities of the ETBU TLG Process:**

- a. Identify and record effective aspects of the faculty member's teaching
- b. Identify and offer suggestions for improvement for less effective aspects of the faculty member's teaching
- c. Identify and record the faculty member's positive contributions to the university, community, church/denomination, and the faculty member's discipline.
- d. Suggest ways to improve the faculty member's contributions to the university, community, church/denomination, and the faculty member's discipline.
- e. Foster innovation and improvement of teaching and other faculty responsibilities.
- f. The TLG process is oriented to faculty improvement and is not related to other faculty evaluation processes.

### **2. Committee Selection**

- a. Faculty members scheduled for a TLG will be notified in the spring semester before their year for review.
- b. Faculty members will compile a list of at least five (5) other faculty members both in and out of the faculty member's school. The list should include a second-year faculty member, as they are required to serve on a TLG.
- c. During the annual faculty review (this is the end of year conference with the dean to review the Annual Faculty Report of Professional Activities and Goals), the

faculty member and the dean will discuss, and jointly decide on, the composition of the TLG members.

- d. The faculty member going through TLG asks the three (3) faculty members jointly agreed upon with their dean to serve. The group will be composed of four (4) persons, faculty member scheduled for a TLG and three (3) other faculty members. The group must include at least one faculty member from another school.
- e. Deans serving by mutual agreement will function as a “peer” or equal to other TLG members. Deans should not agree to serve if their time is constrained or if they perceive any conflict of interest issues.
- f. The TLG is consolidated before the fall semester begins.
- g. Deans are also teaching faculty members and can benefit from being reviewed in the same fashion as other faculty members. Deans and the VPAA will mutually agree upon the composition of the TLG.
- h. Faculty members are expected to serve on teaching and learning groups. Faculty members may decline the invitation to serve in any other groups including the dean’s TLG if they have been asked to serve on multiple TLG’s or feel a conflict with the faculty member being reviewed.
- i. Faculty serving on a teaching and learning group should include TLG service as “service to the university” on their Annual Faculty Report of Professional Activities and Goals.

### **3. Review Process**

- a. The faculty member being reviewed provides (by e-mail) copies of their Annual Faculty Report of Professional Activities and Goals from the previous three (3) years. The faculty member may wish to include any addenda, letters, student evaluations, or other attachments.
- b. Group members (including the faculty member scheduled for TLG) make class visits.
- c. TLG (including faculty member scheduled for TLG) meets and develops a report as follows:
  - i. List of commendations for the reviewed faculty member
  - ii. List of suggestions for possible improvements or areas needing further work for the reviewed faculty member
- d. The faculty member provides a copy of the report to his/her dean if the faculty member wishes to share it with the dean.

### **4. Use of Report**

- a. Faculty may wish to incorporate suggestions from the TLG’s report into their Annual Faculty Report of Professional Activities and Goals.
- b. Faculty members may discuss the TLG report in conjunction with the Annual Faculty Report of Professional Activities and Goals review process conducted by the dean each year.

### **5. Timeline**

- a. Faculty and dean compile list of possible group members—May.
- b. Faculty asks/secures TLG member’s agreement to serve by the beginning of the fall semester.

- c. Faculty member provides copies of Annual Faculty Report of Professional Activities and Goals as well as any other useful documentation to other group members by October 1.
- d. TLG members (including faculty member scheduled for review) make class visits as follows, minimum of one before December 1, minimum of one before March 15. Faculty member scheduled for review would visit a minimum of two (2) other committee members' classes.
- e. TLG meets between March 1 and April 15.
- f. TLG reviews Annual Faculty Report of Professional Activities and Goals, and other documents. TLG discusses teaching, faculty responsibilities, etc.
- g. Faculty member being reviewed compiles suggestions offered by group members and things learned from visiting classes. Report must include recommendations and ideas for improvement of teaching.
- h. Faculty member submits report to TLG for input from group members.
- i. Suggestions for improvement of the report are offered by fellow TLG members.
- j. Report is completed by April 30. This will allow the faculty member to incorporate the recommendations from the report into the faculty goals for the next academic year via the Annual Faculty Report of Professional Activities and Goals if the faculty member wishes and the dean agree.

## 6. Cycle

- a. Professors – 5 year cycle
- b. Associate Professors – 4 year cycle
- c. Assistant Professors – 3 year cycle
- d. Instructors – 2 year cycle

Initial TLG cycle after hiring regardless of rank:

- a. informal review 1<sup>st</sup> year
- b. serve on a TLG committee 2<sup>nd</sup> year
- c. be reviewed by peers through TLG 3<sup>rd</sup> year
- d. Rank will determine subsequent review cycle.

## T25. 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. Textbooks are an important and at times an expensive resource. Texts required for students to use must be used in class and outside of class.

## T26. 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)**

## **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. Faculty should serve as role models for students both on and off campus. 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 and approved by 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](mailto: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 <https://www.etbu.edu/academics/academic-catalogs/>. 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**

Faculty and Academic Affairs staff should attend all Monday chapel services and Wednesday chapel as their schedule allows. Certain offices, such as Registrar and Academic Success may stay open but rotate staff responsibilities.

### **U8. Children on Campus**

Due to safety and security issues as well as potential disruption to employees or students, faculty are prohibited from bringing minor children on campus during working hours. Children are welcome at appropriate university events or for brief visits when accompanied by a supervising adult at all times.

## **U9. 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 receive approval form from the Provost and Vice President for Academic Affairs.

## **U10. 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.

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, 1<sup>st</sup> and 2<sup>nd</sup> 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 minutes 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 votes in case of ties 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.

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 Senior Vice President for Financial Affairs will serve as an ex officio member of this committee.

Oversight: Senior Vice President for Financial Affairs

### Contract and Promotion

The Contract and Promotion Committee has the responsibility to assist the Provost and 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: Provost and 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: Provost and Vice President for Academic Affairs

### Graduate Programs

The Graduate Program Committee, in consultation with the Provost and Vice President for Academic Affairs, 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: Provost and Vice President for 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 committee is intended to provide an unbiased forum to hear the grievance and offer recommendations to the President.

Oversight: President

### Honors

In consultation with the Office of Academic Affairs, The Honors Committee administers the honors program of the university through curriculum development, budget appropriation, and recruitment and retention planning. The committee advises the director of the honors program,

who is also the chair of the committee. In addition, the committee reviews proposals for honors projects and gives approval for projects to proceed, and it reviews completed projects in order to recommend students for graduation with distinction.

Oversight: Provost and Vice President for Academic Affairs

#### Integration of Faith and Learning

The Integration of Faith and Learning Committee works with the Provost and Vice President for Academic Affairs to provide tools to enable individual faculty members to accomplish the following statement taken from the ETBU Mission Statement

This committee recommends a faculty member to be the Ward Walker Lecturer each year.

Oversight: Provost and 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 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 Provost and 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: Provost and Vice President for Academic Affairs

#### Global Study and Serve

The Global Study and Serve Committee oversees ETBU's travel-study programs. The committee's roles include

Coordinating its work with the Provost and Vice President for Academic Affairs and Global Education Director

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: Provost and 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: Provost and 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 Provost 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: Provost and 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 evaluations, recommendations and assistance concerning university-wide assessments of effectiveness.

Oversight: Provost and Vice President for Academic Affairs

#### New Faculty Orientation Committee

The New Faculty Orientation Committee consists of all new faculty. All new faculty are assigned to this committee by the Provost and Vice President for 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: Provost and Vice President for Academic Affairs

### Title IX Committee

The Title IX Committee is responsible for reviewing ETBU's policies and procedures related to sexual assault and violence to ensure that the institution is in compliance with the Violence Against Women Act (VAWA) and the Clery Act. The committee will also make sure the institution is providing the necessary training and education to all students, faculty, and staff.

Oversight: Vice President for Student Affairs

### **U11. 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.

### **U12. 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 Provost and Vice President for Academic Affairs by September 1 if participating.

**Faculty needing to order regalia must notify the bookstore by mid-August.**

### **U13. 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.

### **U14. 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)**

### **U15. 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).

### **U16. Evaluation of Teaching**

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

### **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. Faculty and student honors requiring faculty approval
9. Discontinue existing program
10. Granting degrees to students as recommended by the Provost and 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
4. Special topics courses

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 Provost and 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 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.

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 Provost and Vice President for Academic Affairs.

## **U21. 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 Provost and Vice President for Academic Affairs **BEFORE** applying for any grant.

## **U22. 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.

## **U23. 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.

## **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, August Teaching/Compensation**

Faculty members who teach during the May, June, July and/or August terms receive additional compensation provided their contracted obligations have been met. All May, June, July and August 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 Provost 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 Provost and 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. Sexual Harassment, Nondiscrimination, and Title IX Regulations**

The effects of discrimination, sexual assault, and interpersonal violence cause real and often lasting emotional, cognitive, physical and other types of damage to its victims. The extended effects are felt by family members and other people closely affiliated with its victims and perpetrators.

East Texas Baptist University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other University administered programs.

In order to fulfill its Christ-centered mission, the University may legally discriminate on the basis of religion in employment. In addition, the University has been granted exemption from certain regulations related to gender promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets. The exemption may apply to admissions, recruitment, rules of behavior or sanctions, housing, use facilities such as restrooms and locker rooms, marital or parental status of students, athletics, employment, employment criteria, recruitment of employees, and pre-employment.

To assist faculty, staff, and students in understanding and in responding appropriately to discrimination, sexual harassment, sexual assault, and other unwanted behaviors, a discrimination and sexual harassment guide has been developed which can be found in the Appendix of this document.

#### **U33. Statement on Sexuality and Gender**

As a private institution committed to Christ-centered education through the integration of biblical faith and academic learning, East Texas Baptist University's policies on sexuality and gender identity are grounded on the foundational biblical beliefs that human beings are created in the

image of God and that each person is of inestimable worth (Genesis 1:26-30; I John 3:16-18). All individuals, therefore, are to be treated with dignity and respect. ETBU's policies are further guided by the understanding that human sexuality and gender are gifts from God.

Throughout the history of the Church, Christians have promoted as biblical norms both sexual purity as a social person and sexual fidelity in a marital relationship between a man and a woman. Deviations from these biblical norms include, but are not limited to heterosexual sex outside of marriage, sexual relations between persons of the same sex, sexual abuse, sexual harassment and sexual assault, and the use of pornographic material.

As an institution affiliated with and legally controlled by the Baptist General Convention of Texas (BGCT), ETBU uses the Bible and the *1963 Baptist Faith and Message* as the theological framework to guide the policies of the institution. The BGCT *Resolution on Sexual Ethics* (2009) provides an additional basis for policies related to sexual ethics including the affirmation of the biblical sexual ethic of fidelity in marriage, celibacy in singleness, and the biblical image of marriage as the union before God between a man and a woman. The BGCT *Resolution on Transgender Issues* (2015) provides the basis for policies related to gender identity. These guiding documents state, for example:

- The sacredness of human personality is evident in that God created humanity in His own image, and in that Christ died for people; therefore every person possesses dignity and worthy of respect and Christian love.
- The ideal for sexual behavior is the marital union between husband and wife and that all other sexual relations - whether premarital, extramarital, or homosexual - are contrary to God's purposes and thus sinful;
- The biblical sexual ethic of fidelity in marriage and celibacy in singleness, and the biblical image of marriage as the union before God between a man and a woman;
- All persons are to uphold a lifestyle of biblical sexual values. The Gospel provides forgiveness and restoration for all persons through repentance and faith in Jesus Christ;
- In creation God made male and female with a biological gender assignment;
- The love of God embraces all persons and instructs all Christians to share God's love with others.

ETBU faculty, staff, and students are welcome to examine and discuss issues related to human sexuality and gender identity and the biblical ground thereof in an appropriate and sensitive manner. Students who have questions about human sexuality or struggle with any issue in this regard are encouraged to address these matters in a supportive and confidential environment by talking with appropriate Student Affairs personnel, Spiritual Development personnel, or the Counseling Care Center.

Students, faculty, and staff at ETBU are expected, however, to conduct themselves at all times in accordance with the highest standards of Christian morality. It is not one's orientation or identity that could result in disciplinary action, but behaviors in which they may engage. Toward this

end, the University may subject to disciplinary action any student, faculty, or staff who engages in:

1. Sexual activity with a person of the opposite sex other than his/her spouse;
2. Sexual activity with a person of the same sex;
3. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate and inconsistent with biblical teaching;
4. Cross-dressing or other expressions or actions that are deliberately discordant with biological birth assignment;
5. Possession or use of pornographic materials;
6. Sexual abuse, sexual harassment, or sexual violence.

Any behaviors outside of the biblical norms, including those listed above, could lead to disciplinary action including but not limited to probation, suspension, or expulsion from ETBU.

East Texas Baptist University expects that faculty, staff, and students will neither individually endorse nor participate in political organizations, advocacy groups, or any organized movement which promotes concepts of sexuality contrary to biblical norms as defined by the University.

Gender related activities and policies at ETBU, consistent with the BGCT *Resolution on Transgender Issues*, will be administered based on biological gender assigned at birth. This includes housing, the use of public restrooms, showers, locker rooms, athletic and intramural participation, and other gender related issues.

#### **U34. 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)**

#### **U35. Tobacco Use**

ETBU is a tobacco-free campus.

#### **U36. 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.

### **U37. 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) Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law, may not enter this property (ETBU) with a concealed handgun. The ETBU President may grant authorization to a qualified and certified full-time faculty or staff member, who is a license holder with a concealed handgun to conceal carry on the University campus, at a University-sponsored event or within or on a University vehicle.

### **U38. 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**

East Texas Baptist University is committed to the policy that regular and punctual attendance is essential to successful scholastic achievement. Attendance at all meetings of the course for which a student is registered is expected. To be eligible to earn credit in a course, the student must attend at least 75 percent of all class meetings.

1. Absences begin with the first meeting of a class, and students registering late incur absences from the first class meeting of the semester.
2. Students are responsible for all material covered in class meetings and are expected to meet all class requirements for the course.
3. Students who accumulate university-approved absences (athletic teams, musical organizations, other authorized groups) will be allowed to make up work missed as a result of that activity provided that:
  - A. The activity was properly scheduled;
  - B. The absence was authorized in advance; and
  - C. Arrangements were made with their instructors prior to the absence.

Such absences are, nonetheless, counted as classes missed.

*Note: All graded in-class activities, which by their nature cannot be taken in advance or made up upon return, will not count against the student's grade OR may at the discretion of the faculty member, be replaced by a different evaluation method.*

4. The opportunity to make up work missed as a result of absences other than those identified in Item 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.

5. Due to the nature of the content of some courses and some programs of study, more stringent attendance requirements may be required. Students should carefully follow all requirements contained in the course syllabi.

Students who exceed the absence limit in a course before the official withdrawal date will have the opportunity to withdraw from the class. Students in this situation who do not choose to withdraw on or before the official withdrawal date or who exceed the absence limit in a course after the official withdrawal date will receive a grade of XF.

When a student has exceeded the absence limit for a class due to circumstances beyond his or her control, the student may appeal in writing. The appeal must follow the process detailed in the “Grade Appeals Process” in this catalog. No appeal will be heard after six weeks from the date the student is officially notified that the absence limit has been exceeded.

If a resident student is not attending classes, he/she may be required to move out of the residence hall.

- 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, **the last date they attended and their current recorded grade**. The Dean will officially notify the Office of Academic Affairs
- 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.
- Absences may not be issued to students for any other reasons than missing class or multiple events of tardiness that equal an absence.

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

## **S2. 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.

## **S3. 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 Provost and Vice President for Academic Affairs. The dean may consult with the Provost and 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

### **Self-plagiarism or Recycling of Student Work**

Recycling of student work occurs when the student takes an assignment written in a previous class and uses all or part of it for a new assignment in a different course. Students may not realize this is perceived by many faculty as academic dishonesty since most students believe they own their non-published works and can use them freely.

Students are not allowed to recycle student work unless they ask the permission of the faculty member teaching the course. Students must ask permission before submitting the work since it will likely be detected by plagiarism detection programs. If the student does not inform the instructor or ask permission before the assignment is due and submitted, the instructor may treat this as an academic integrity offense.

If a faculty member in the syllabus, verbally or in course announcement establishes a policy that he/she will not accept recycled student work, recycling is not permitted.

An entire paper cannot be recycled; however, portions of a paper from a few sentences to a paragraph may be acceptable with faculty member permission.

### **S4. 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.

### **S5. 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*.

## **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. 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.

### **A3. 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.

### **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. Keys**

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

### **A6. Office Space for Adjunct Faculty**

Adjunct faculty will be assigned office space if available.

### **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
<b>Graduate Courses</b> (exceptions noted in chart)	1.00	1.00	1.33	1.33
<b>Undergraduate Courses</b> (exceptions noted in chart)	1.00	1.00	1.00	1.00
<b>Science Labs</b>				
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
<b>Nursing Clinicals</b>	3.00	9.00	0.50	4.50
<b>Nursing Clinicals</b>				
Staff Assisted	3.00	N/A	N/A	0
Instructor Assisted	1.00	4.00 to 8.00	N/A	1.00
<b>Physical Activity Courses</b>	1.00	2.00	0.50	1.00
<b>KINE 1109</b>	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
<b>Language Labs</b>				
French(as part of 1411, 1412)	1.00	--	--	0.25
Spanish (includes video labs)	1.00	--	--	1.00
<b>Student Teaching</b> (per student)	6.00	--	--	0.50
	3.00	--	--	0.25
<b>Applied Music Lessons</b>	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
<b>Music Ensembles</b> (1120, 1130, 1133, 1138, 1150, 1158, 3106)	1.00	1.00-5.00	0.75	0.75-3.75
<b>Stage Productions</b>				
Opera/Musical Theatre (1157, 1159, 3157)				
Director *				3.00
Musical Director				2.00
Orchestra Conductor				1.00
<b>Other Music Classes</b>				
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
<b>Athletic Training Practicums</b>	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)	1/1-3 semester hour/course (not per student)
Directed Study or Conference Course 4-6 semester hours (no more than 2 per faculty per semester)	2.00/4-6 semester hour/course (not per student)
Internship (except KINE 3307)	0.1 per student regardless of semester hours of enrollment
KINE 4305	0.25/student
HONORS PROJECTS Supervisor - Reader -	Reported to ACAF by Committee Chair by May 1: \$250/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
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 Provost and Vice President for Academic Affairs. The Provost and 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)	\$833.33/ hour of load credit
Graduate Classes	\$1000/ semester hour
Kinesiology Activity Courses	
Earned Doctorate/Master's in Kinesiology/PE	\$833.33/ hour of load credit
Earned Bachelor's	\$448/ hour of load credit
LEAD 1111/GSTU 1120	\$1000/course
Music Ensembles	\$833.33/ hours of load credit
Music Private Lesson	\$310/lesson/student
Student Teacher Supervising Graduate	\$500/student/3-6 hour course

Contact for Interpretation: Provost and Vice President for Academic Affairs

## Appendix B

### Internship, Practicum, Service Learning Chart

	<b>Student Expectation (Number of hours, placement, reports, readings, etc.)</b>	<b>Minimum Contacts by Faculty</b>	<b>On Site Supervision (How much and by ETBU or Employee at Site)</b>	<b>Campus Meetings With Faculty</b>	<b>Coordination by ETBU with On-Site Person/Supervisor (How Often, Number, On-site, or On Campus) Minimum Requirement For ETBU Faculty</b>
<b>Practicum</b>	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
<b>Service Learning (type of practicum)</b>	30 clock hours/semester hour of credit	15 contacts/term	None	Weekly in structured groups	As needed
<b>Internship</b>	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.**

Appendix C

# Comprehensive Sexual Harassment and Nondiscrimination Guide

This guide addresses sexual harassment, sexual violence, and illegal discrimination in an effort to prevent, reduce, and respond appropriately to the negative impact that these issues have on East Texas Baptist University (ETBU) students and the broader ETBU family. The effects of sexual harassment, sexual violence, and discrimination cause real and often lasting emotional, cognitive, physical, and other types of damage to its victims as well as family members and other individuals closely affiliated with its victims and perpetrators. This guide provides personal and specific actions to be taken by victims as well as bystanders who become aware of actions that are negatively impacting others.

The guide also provides helpful information to educate and better inform the ETBU campus community of its responsibilities with regard to prevention, response, recovery, and restoration. Finally, the guide is intended to assist in developing educational programming, prevention strategies, and protective measures to reduce sexual harassment, sexual violence, and illegal discrimination among its students, faculty, and staff both on and off the campus and among third parties affiliated with the University

### Office for Women’s Support Services

The Office for Women’s Support Services addresses the academic, social, spiritual, and emotional development needs, as well as the health and safety concerns, of female students. The Office provides opportunities for women to convene as a community for advocacy, collaboration, research, and education.

The following faculty and staff members serve in the Office for Women’s Support Services.

Dr. Heather Hadlock	Vice President for Student Affairs	hhadlock@etbu.edu	903.923.2319
Jennifer Curran	Women’s Ministry Coordinator	jcurran@etbu.edu	903.923.2320
Leigh Anne Delk	Director of Intercessory Prayer Ministry	ldelk@etbu.edu	903.923.2184

Farrah Dunaway	Director of Student Services	fdunaway@etbu.edu	903.923.2325
Abegail Jeter	Enrollment and Advising Specialist for the School of Nursing	ajeter@etbu.edu	903.923.2213
LaShondra Manning	Assistant Professor of Counseling Education	lmanning@etbu.edu	903.923.2088
Lauren Moore	Director of Residence Life	laurenm@etbu.edu	903.923.2321
Kelley Paul	Director of Student Success	kpaul@etbu.edu	903.923.2229
Dr. Emily Prevost	Assistant Provost	eprevost@etbu.edu	903.923.2074
Dr. Lisa Seely	Director of Great Commission Center and Director of Global Education	lseely@etbu.edu	903.923.2175
Janae Shirley	Head Softball Coach	jshirley@etbu.edu	903.923.2240
Joan Strutton	Director of Counseling Center and Associate Professor of Counseling Education	jstrutton@etbu.edu	903.923.2361

### **Sexual Harassment Policy**

(Including sexual harassment, dating violence, domestic violence, sexual assault, and stalking). East Texas Baptist University policy prohibits sexual harassment, sexual assault, stalking, domestic violence, dating violence, and discrimination within the University community. Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964.

In order to fulfill its Christ-centered mission, the University may legally discriminate on the basis of religion in employment. The University has also been granted exemption from certain regulations related to gender promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets. The exemption may apply to admissions, recruitment, rules of behavior or sanctions, housing, use of facilities such as restrooms and locker rooms, marital or parental status of students, athletics, employment, employment criteria, recruitment of employees, and pre-employment.

ETBU is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. The University strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

### **Scope of the Policy**

This policy applies equally to all members of the ETBU campus community: students, faculty, staff, administrators, contract employees, and visitors.

ETBU will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the ETBU community accused of sexual assault will be subject to ETBU's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of ETBU.



ETBU is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), which requires all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees and to any applicant who so requests.

*Confidentiality Disclosure* – Before a complainant reveals information that he or she may want to be kept confidential, the guidelines regarding confidentiality described in the Confidentiality Protocols section in the guide should be reviewed. Complainants should be helped to understand that University employees are required to report the details of sexual violence to a University official with the exception of the following persons who are permitted to treat as confidential any reports of sexual assault which they receive: campus mental-health counselors, pastoral counselors, ministers, or any other person with a professional license requiring confidentiality, or who is supervised by such a person.

The complainant has the option to request that the University maintain his or her confidentiality, which the University will consider and proceed as described in the Confidentiality Protocols section of this guide. If the University determines that it cannot maintain confidentiality, the University will notify the complainant prior to beginning an investigation and will remain mindful of the complainant's well-being and take measures to provide appropriate protection and assistance.

### **Institutional Support for Victims of Sexual Misconduct**

Any student or employee who is under attack or feels a threat or danger of immediate physical harm should call one of the following emergency numbers including 911 for emergency assistance from local law enforcement with whom the institution will work closely as is needed and is appropriate.

*ETBU Security, Compliance, and Accountability Office*

903.923.2323

903.407.8189 (alternate number)

*ETBU Counseling Care Center* 903.923.2360

*Office of Women's Support Services* 903.923.2319

*Emergency* 911

*Marshall Police Department* 903.935.4575

A student or employee who feels a threat that is not immediate should seek assistance from the Title IX Coordinator or Deputy Coordinators listed below or any University official who will help connect the person to someone who can provide assistance.

#### Title IX Coordinator:

Dr. Heather Hadlock, Vice President for Student Affairs

903.923.2319, [hhadlock@etbu.edu](mailto:hhadlock@etbu.edu)

#### Title IX Deputy Coordinator for Staff:

Mr. Ned Calvert, Senior Vice President for Financial Affairs, 903.923.2120, [ncalvert@etbu.edu](mailto:ncalvert@etbu.edu)

Title IX Deputy Coordinator for Faculty: Dr. Emily Prevost, Assistant Provost,

903.923.2074, [eprevost@etbu.edu](mailto:eprevost@etbu.edu)

Title IX Deputy Coordinator for Students: Mr. Larry Northcutt, Director for Security, Compliance, and Accountability, 903.923.2117, lnorthcutt@etbu.edu

When a sexual violence matter is reported, the chair of a Sexual Assault Response Team comprised of trained faculty and staff will be contacted. The victim will be provided written information on counseling, mental health, physical health, victim advocacy, legal assistance, and other services available at ETBU and at off-campus agencies. The alleged perpetrator will also be provided with the availability of these services.

ETBU personnel will discuss the importance of seeking medical attention and preserving evidence of the alleged offense with victims of sexual assault. Methods of preserving evidence could be, but are not limited to: not showering or bathing, not discarding or washing clothing, not cleaning campus residence, and writing down all details of the incident and alleged perpetrator.

An advocate will be appointed to accompany a victim to the hospital or health clinic/provider if appropriate and desired. A Crime Incident Report Form should be used to report criminal activity.

### **Victim Rights and Resources**

Students and employees who report being victims of domestic violence, dating violence, sexual assault, and stalking have the right to:

- Be treated with fairness, dignity, and respect
- Be heard and participate in the criminal justice process
- Timely disposition of the case
- Notice about the status of the case
- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation, or working situations to avoid a hostile environment
- Obtain or enforce protective orders, no contact orders, restraining orders, or similar orders issued by criminal or civil court
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on campus and in the community
  
- Written notification of the outcome of the disciplinary hearing
- Written notification of ETBU's appeal procedures
- Written notification of any change to the results before the results are final
- Written notification when the results become final

If you are uncertain about your options and rights, contact one of the following support persons:

Title IX Coordinator

Dr. Heather Hadlock 903.923.2319

Title IX Deputy Coordinator for Staff

Mr. Ned Calvert 903.923.2120

Title IX Deputy Coordinator for Faculty

Dr. Emily Prevost 903.923.2074

Title IX Deputy Coordinator for Students

Mr. Larry Northcutt 903.923.2117

### **On-Going Assistance**

*Counseling, Advocacy, and Support* – Counseling and support is available for victims of sexual misconduct and discrimination whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process. There are a number of options available including counseling on campus through the Counseling Care Center (903.923.2360), and the Spiritual Development Office (903.923.2173). Off-campus support is available through the Women’s Center of East Texas (800.441.5555). An advocate will be appointed to provide support and assistance if requested.

*Accommodations and Interim Measures* – The University will take appropriate steps to eliminate sexual harassment or discrimination, prevent its recurrence, and correct its effects on the complainant and others. Interim measures may be taken before the investigation and disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the conduct which is the subject of the complaint. Any interim sanctions will respect the rights of all students to be treated with fundamental fairness.

The following remedies may be provided immediately as protective measures on a temporary basis prior to or during an investigation and, if appropriate, on a longerterm basis.

1. Additional excused absences from classes;
2. Academic support services, such as free tutoring;
3. Providing an escort to move safely between classes and activities;
4. Providing parking closer to residence or classes;
5. Separate classes from respondent;
6. No contact order to respondent (including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party);
7. Move to different campus housing for safety;
8. Providing free counseling services.

### **Definitions**

#### **Sexual and Gender-Based Harassment**

Sexual harassment and gender-based harassment are forms of sex discrimination prohibited by Title IX. Sexual harassment is defined as any unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment and gender-based harassment of a student create a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student’s ability to participate in or benefit from the recipient’s program.

Sexual and gender-based harassment may take many forms, including but not limited to:

- Verbal Conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include persistent, unwanted sexual or romantic attention; discussing or rating another’s sexual attributes, attractiveness, or clothing; or asking or commenting about someone’s sex life or sexuality;

- Visual/Electronic Conduct such as derogatory posters, cartoons, calendars, drawings, pictures, or text, whether disseminated through hard copy or electronically through e-mail, internet, or other mediums;
- Physical Conduct such as inappropriate touching, patting, hugging or brushing against another's body; assault; blocking normal movement; or interference with work that is sexual in nature and directed at an individual because of his/her gender;
- Threats and Demands to submit to sexual requests in order to keep a job, or academic status, or to avoid some other loss, and offers of job benefits or academic opportunity in return for sexual favors;
- Retaliation for having reported the harassment.

Sexual and gender-based harassment is defined by the perception of the person who feels harassed. The critical issue is not whether the conduct was perceived as harassing by the initiator, but whether the conduct was considered unwelcome by the recipient. Conduct can be harassment whether or not the conduct was motivated by hostile or harassing intent. While sexual and gender-based harassment typically involves people of the opposite sex, it can also occur between two people of the same sex. Harassment often involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student harassment).

### **Sexual Violence and Sexual Assault**

Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent. Sexual assault is one type of sexual violence. Rape, sexual battery, and sexual coercion are also classified as sexual violence. All acts of sexual violence are forms of sexual harassment and are subject to criminal and University investigations.

### **Domestic and Dating Violence**

Domestic and dating violence refer to hostile acts, including sexual violence, that take place within family situations and in dating relationships. This includes a current or former spouse as well as a current or former boyfriend/girlfriend. Domestic and dating violence may be considered misdemeanor or felony offenses in addition to being a violation of the University's policy.

### **Stalking**

Stalking is a form of harassment that involves a pattern of threatening conduct that would cause a reasonable person to fear for his or her own safety; the safety of a family member; the safety of someone the person is dating; or the safety of property belonging to any of those persons. Stalking violates the University's Code of Conduct and is a felony under Texas law.

### **Bullying**

Bullying is a form of harassment characterized by intimidation. Bullying involves any kind of conduct, speech, gesture, communication or other act which causes or is intended to cause one to suffer fear of physical harm, alarm, intimidation, humiliation or embarrassment, or which creates a hostile environment. Whether the conduct is illegal or not, bullying and other forms of intimidation are prohibited by the University.

### **Consent to Sexual Activity**

When considering the issue of consent to sexual activity, it is important to be mindful that the University requires students and employees to conduct themselves in accordance with a traditional and biblical code of sexual behavior as understood and defined by the University and

the Baptist General Convention of Texas (BGCT) with whom the institution is affiliated and legally controlled. More information can be found about the official code of sexual behavior in the University Statement on Sexuality and Gender.

Any conduct of a sexual nature, whether consistent or inconsistent with the University code of sexual conduct, must be with the consent of the persons involved. Consent is defined as an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent is a violation of federal, state, and local law as well as a violation of the University's sexual harassment policy. This includes forcing, threatening, or coercing an individual into sexual contact under duress and/or against his or her free will.

When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established, a person who changes his or her mind should clearly communicate the withdrawal of consent through words and/or actions.

In order to give consent, a person must be of legal age. A person is unable to give consent to sexual activity if the person is mentally or physically incapacitated or impaired to the extent that he or she cannot understand the nature or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious. Consent with one person does not imply consent with another person. Past consent does not imply future consent, and consent to one activity or situation does not imply consent to another.

### **Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled or employed at institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide institutions with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the institution.

A list of all registered sex offenders in Texas is available from the Texas Department of Public Safety at <https://records.txdps.state.tx.us/SexOffender> and through a link on the ETBU Physical Facilities website. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

### **Reporting Responsibility**

East Texas Baptist University encourages victims of sexual harassment and discrimination to talk to the Title IX Coordinator or Deputy Coordinator or one of the University officials listed in the Reporting Guidelines section of this guide. Reporting what happened will enable the victim to obtain the support they need and allow the University to respond appropriately.

Employees of the University are required to promptly report any incident of sexual harassment or discrimination to the Title IX Coordinator, Deputy Coordinator, or a University official. This includes student employees who become aware of an incident of sexual harassment or discrimination. Any University official who receives a report of sexual harassment and discrimination should promptly notify the Title IX Coordinator or Deputy Coordinator.

The exception to the reporting responsibility described above is the University Counseling Care Center employees. Counseling Care Center staff are permitted to maintain confidentiality with respect to sexual harassment or discrimination unless there is a potential danger to the individual or others or they are otherwise legally mandated to report the situation.

## **Confidentiality Protocols**

Cases involving sexual harassment and discrimination will be considered sensitive with special care taken to maintain confidentiality. In order to safeguard the privacy of the individuals involved, dissemination of information relating to the case will be limited to the extent permitted by law. In cases of sexual offenses involving a student, federal law requires that both the complainant and the respondent be given equal opportunity to present their case during any hearing and each must be informed of any disciplinary hearing.

Every effort will be made by ETBU personnel to protect victim confidentiality including, but not limited to, holding meetings with the victim in secure and private locations, redacting the victim's name from any publicly available records, and only involving University personnel essential to the investigation process.

Complainants should be helped to understand that University employees are required to report details related to alleged sexual violence with the exception of the following persons who are permitted to treat as confidential any reports of sexual assault which they receive: campus mental-health counselors, pastoral counselors, ministers, or any other person with a professional license requiring confidentiality, or who is supervised by such a person. Complainants may be assured of confidentiality by reporting a sexual assault to one of these individuals. If a complainant chooses this option, he or she should consider asking the individual to make a confidential report of the assault without including facts that would reveal the complainant's identity. While the University will probably not be able to take any disciplinary action against the person who assaulted the victim, University officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

The University strongly supports a complainant's interest in confidentiality in cases involving sexual violence. If the University determines that it can respect a request not to disclose his or her identity to the accused person, it will take all reasonable steps to respond to the complaint consistent with the request. It should be recognized, however, that honoring a request that the complainant's name not be revealed, or that the University not investigate or seek action against the accused person, may limit the University's ability to respond fully to the incident and pursue appropriate disciplinary action.

If a complainant requests that his or her name not be disclosed to the accused person or that the University not investigate or seek action against the accused person, the University will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students. There are situations in which the University must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual harassment or sexual violence. If the factors indicate an increased risk of the accused person committing additional acts of sexual violence or other violence, the University may be unable to honor the request for confidentiality.

A complainant may withdraw a request for confidentiality, in which case a full investigation will be conducted.

The following University official is responsible for evaluating requests for confidentiality:

### **Title IX Coordinator**

Dr. Heather Hadlock, Vice President for Student Affairs,  
903.923.2319, hhadlock@etbu.edu

## **Reporting Guidelines**

### **Reporting Sexual Harassment, Sexual Violence or Discrimination**

Any student, faculty, or staff who has knowledge about or has experienced sexual harassment or discrimination should promptly talk to a University official. A complaint may be made by telephone, email, regular mail, or in person to the following individuals:

**Coordinator**

Dr. Heather Hadlock

Vice President for Student Affairs

903.923.2319, hhadlock@etbu.edu

**Deputy Coordinator for Staff**

Mr. Ned Calvert

Senior Vice President for Financial Affairs 903.923.2120,

ncalvert@etbu.edu

**Deputy Coordinator for Faculty**

Dr. Emily Prevost

Assistant Provost

903.923.2074, eprevost@etbu.edu

**Deputy Coordinator for Students**

Mr. Larry Northcutt

Director for Security, Compliance, and Accountability

903.923.2117, lnorthcutt@etbu.edu

**Anonymous and Third Party Reporting**

An individual reporting an incident has the right to make an anonymous complaint; however, it may be more difficult to prove the misconduct which is the subject of the complaint and to take action against the perpetrator without the evidence and information which the reporter may have or be able to provide. An anonymous report, while protecting the identity of the person reporting, may serve as notice to the University for the purpose of triggering an investigation. Complaints may also be submitted to the Department of Education Office for Civil Rights.

**Clery Act Reporting**

East Texas Baptist University is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) and subsequent amendments which requires that all postsecondary institutions publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees and to any applicant who requests the information.

**Right to File a Criminal Complaint**

Whether or not a student files a complaint with the University, a student has the right to file a criminal complaint with the local police department. Upon request, a University official will

assist a student with making the criminal report. Criminal reports of assaults on the University's campus should be directed to: Larry Northcutt, Director for Security, Compliance, and Accountability, 903.923.2117, lnorthcutt@etbu.edu, or Dr. Heather Hadlock, Vice President for Students Affairs, 903.923.2319, hhadlock@etbu.edu.

### **Amnesty**

East Texas Baptist University recognizes that individuals may be hesitant to report sexual harassment and sexual violence incidents if they involve activities that constitute a violation of other University policies, such as the use or consumption of drugs or alcohol. In order to facilitate the University's awareness of and response to all possible incidents of sexual harassment and sexual violence, the University will not pursue disciplinary action for concurrent violations of alcohol or drug policies by a bystander reporting in good faith or a complainant reporting an incident of sexual harassment or sexual violence to University officials.

### **Retaliation Is Prohibited**

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or grievance proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator or Deputy Coordinator.

Complaints of retaliation will be investigated by the University under the same grievance processes and standards outlined above for other complaints of sexual harassment, sexual violence, or other illegal discrimination.

### **Malicious Complaints**

If it is determined that a sexual harassment and illegal discrimination allegation is totally without foundation, the complainant may be subject to disciplinary action.

## **The Investigation Process**

### **Title IX Coordinator**

East Texas Baptist University has designated Title IX officers who have primary responsibility for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of the University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The functions and responsibilities of the Title IX Coordinator, with assistance from the Deputy Coordinators, include training for students, faculty, and staff; conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct; and promptly taking steps to ensure the complainant's equal access to the University's programs and activities and protect the complainant as necessary. The names and contact information for the Title IX Coordinator and Deputy Coordinators follow:

Coordinator: Dr. Heather Hadlock Vice-President for Student Affairs  
903.923.2319, hhadlock@etbu.edu

### **Deputy Coordinator: Mr. Ned Calvert**

Senior Vice President for Financial Affairs,  
903.923.2120, ncalvert@etbu.edu

Deputy Coordinator: Dr. Emily Prevost, Assistant  
Provost, 903.923.2074, eprevost@etbu.edu



Deputy Coordinator: Mr. Larry Northcutt  
Director for Security, Compliance, and Accountability,  
903.923.2323, lnorthcutt@etbu.edu

### **Filing a Complaint**

An individual may file a formal complaint of sexual harassment or discrimination in person or by submitting a written allegation to the Title IX Coordinator or a Deputy Coordinator. The formal complaint should be signed and dated by the complainant, and should indicate the name of the offender (if known) and describe with reasonable specificity the incident or incidents of harassment, including the time and place the incidents occurred.

### **The Investigation**

The investigation will be completed by one or more designated faculty or staff members who are trained to conduct investigations in a reliable and impartial manner. The investigation of complaints will be as confidential as possible to acquire the information needed and will respect the rights of both the complainant and the respondent. Both parties will have the opportunity to present witnesses and other evidence. The investigator will make the decision of guilty, not guilty, or guilt-notproven by a preponderance of the evidence and report the decision to the Title IX Coordinator. The Title IX Coordinator will be responsible to impose the disciplinary sanctions. He or she will involve others as needed in carrying out the sanctions.

In the course of the investigation, the University may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time. In cases involving allegations of sexual assault, mediation is not appropriate. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the University as a whole.

Every complainant has the right to present his or her case. The University will conduct and conclude an adequate, reliable, and impartial investigation of the complaint within sixty (60) days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

All meetings related to an investigation are closed to the public except for the advisor for the complainant and respondent. Both the complainant and respondent have the right to be accompanied by the advisor of their choice at any meeting or interview related to a complaint including a lawyer. Advisors may support the complainant and provide advice about the investigation and disciplinary process. During meetings and hearings, the advisor may talk quietly with the advisee. Advisors may not question or cross-examine witnesses, present arguments, answer questions posed to an advisee, disrupt a meeting or interview, or otherwise take an active role in the disciplinary proceedings.

The University will apply the “preponderance of the evidence” standard to Title IX complaints. Both parties will be promptly and simultaneously notified in writing of the outcome of the complaint process. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the respondent when the sanction directly relates to the complainant, such as an order that the harasser stay away from the complainant or that the harasser is transferred to other classes, suspended, removed from a residence hall, dismissed, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved a sex offense.

## **Permanent Remedies**

The following may be used as permanent remedies for the complainant and sanctions for the respondent if appropriate:

1. **Warning:** A reminder to the respondent about relevant university rules, regulations, or policies and the potential consequences for violating them;
2. **No contact order:** A directive to initiate no contact with the complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party;
3. **Reprimand:** Written notice that University rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction;
4. **Community Service:** A required work assignment assessed for a disciplinary violation;
5. **Fine:** A monetary fine assessed for a disciplinary violation;
6. **Probation:** Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for dismissal for violating the terms of probation;
7. **Restitution:** Reimbursement or other compensation for damage or loss of property;
8. **Housing Suspension:** Removal from campus housing;
9. **Suspension:** Termination of student status at the University for a specified period of time;
10. **Dismissal:** Termination of student status at the university permanently or for an indefinite period of time;
11. **Mandatory Counseling, Discipleship, and/or Education/Treatment Programs;** Mandatory counseling sessions through the ETBU Counseling Care Center, designated off-campus treatment facility, or participation in intentional Christian discipleship. Participation in on-campus or offcampus education and treatment programs may also be required;
12. **Loss of Privileges:** Restriction from participating in and attending any University sponsored event, program, activity, service assignment, and/or ministry occurring on-campus or off-campus;
13. **Termination of Employment or Training Assignment:** Termination from University employment, or separation from their internship, student teaching assignment, or field-based training assignment;
14. **Removal or Reduction of Institutional Scholarship:** A reduction or elimination of an institutional scholarship;
15. **Parental Notification:** Notification of a student's parents as a sanction in the disciplinary proceedings when appropriate and in accordance with the Family Educational Rights and Privacy Act.

## **Rights of the Complainant and Respondent**

The University strives to provide a prompt and fair process for investigating and resolving complaints related to sexual assault or other sex-related misconduct. Throughout this process, both the complainant and respondent have the following rights, many of which are described in greater detail in this policy:

- To be treated with respect and dignity;
- To receive assistance from the University in reporting the incident to law enforcement at any stage of the process;
- To receive information about the process the University will employ for conducting the investigation, hearing, determination, and appeal;
- To receive information about support available from University or community resources;
- To be provided with privacy to the extent possible consistent with applicable law and University policy;

- To choose whether or not to participate in the investigation or hearing process;
- To a prompt and thorough investigation of the allegations;
- To have a reasonable time to provide information, including any oral or written statement, to the investigator;
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or determination;
- To appeal the decision made by the investigator and any sanctions;
- To be given notification, in writing, of the case resolution, including the outcome of any appeal.

### **Appeal of Complaint Findings**

If the complainant or respondent is not satisfied with the findings, he or she must send a formal written letter of appeal requesting a hearing to the Provost within five (5) business days after receiving written notice of the findings. The letter of appeal must fully describe the reasons for the appeal. Within ten (10) business days after the Provost receives the letter of appeal, a hearing will be conducted before a grievance appeals committee.

The Provost will be a member and serve as chairperson of the grievance appeals committee which will be composed of five members. The other four members will be appointed by the President. In student cases, another appropriate student affairs staff member will serve on the committee. In staff cases, the President will appoint an additional vice president to serve on the committee. In addition, the faculty senate president, vice president, or secretary may be asked to serve. If needed, one of the deans may be asked to serve on the committee. No designated committee member will have been directly involved with the incident serving as the basis for the initial complaint.

The person pursuing the appeal, and all other affected parties, will receive written notice of the designated date, time, and place of the hearing, and a copy of the letter of appeal filed with the Provost. A copy of the letter of appeal along with the original investigation report and sanctions and any additional written information that may be provided by the affected parties will be furnished to the committee when it convenes. Other individuals may be asked by the committee, at its discretion, to provide information. Upon completion of its meetings, the Provost will submit a written report of the committee's findings and recommendations to the President and the Title IX Coordinator within ten (10) business days.

The President will respectfully consider the appeal and issue a final written decision within ten (10) business days after receiving the appeal. A decision on the appeal may take longer if there are unusual circumstances or if the appeal process involves school breaks.

Both parties and the Title IX Coordinator will be notified in writing of the outcome of any appeal, which shall be final. The original respondent will be notified of any changes to the sanctions, and the original complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above. The President shall determine the most appropriate person to be charged with overseeing the implementation of any and all recommendations contained in the report.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal by the Title IX Coordinator. The University shall respect and protect the rights of both parties until the appeal is resolved.

### **Prevention and Education**

#### **General Principles for Preventing Sexual**

**Harassment and Sexual Violence** Sexual harassment and sexual violence are serious problems that can have lasting, harmful effects on victims and their family, friends, and communities. The purpose and end objective of sexual harassment and sexual violence prevention is simple—to stop it from happening before it ever begins.

Program activities are guided by a set of goals and principles that include:

- Preventing first-time perpetration and victimization;
- Reducing modifiable risk factors while enhancing protective factors associated with sexual violence perpetration and victimization;
- Using the best available evidence when planning, implementing, and evaluating prevention programs;
- Incorporating behavioral and social change theories into prevention programs;
- Using population-based surveillance to inform program decisions and monitor trends;
- Evaluating prevention efforts and using the results to improve future program plans.

### **Empowering Campus Bystanders**

A promising approach to preventing harassment and violence is to teach and encourage bystanders to intervene with peers and to support potential or actual victims. A “bystander” is a friend, classmate, teammate, coworker, teacher, family member, or stranger who is aware of or observes situations and interactions that could lead to sexual harassment, intimidation, coercion, or assault.

The purpose of bystander intervention education is to increase awareness and understanding of the problem, increase feelings of responsibility related to this problem, increase commitment to act, and to empower people to act both individually and collectively. By fostering a sense of caring and community, campus cultures can be transformed and become safer.

Everyone in the campus community has a role to play, including professors, administrators, student leaders, graduate assistants, clerical staff, etc. Student behavior is greatly determined by prevailing cultural and social norms governing sexual attitudes and behaviors in society. Bystander interventions include a full range of options and levels of action, from speaking to a resident assistant about an encounter in a residence hall to calling the police. Interventions can occur with friends, acquaintances, and strangers. Some interventions are best done by a group of friends and others are more effective in private, side conversations. Staying safe is always emphasized and balanced with keeping others safe. When people feel seriously threatened, authorities such as campus police should be called.

### **Student Education and Training**

ETBU provides education and prevention programs to all students at mandated meetings related to domestic violence, dating violence, stalking, bullying, sexual violence and sexual assault. Each of these education and prevention programs include presenting the ETBU prohibition against domestic violence, dating violence, stalking, bullying, sexual violence, sexual assault, and its commitment to nondiscrimination. The definitions of consent and each of the offending behaviors along with reporting guidelines are provided to all students during each of these prevention sessions. Possible warning signs of abuse in a relationship are presented in order to help students quickly recognize potential issues among their friends.

### **Faculty and Staff Education and Training**

Education and prevention programs are provided for faculty and staff at orientation sessions each year by trained faculty and/or staff. Each of these faculty and staff meetings and trainings include presenting the ETBU prohibition against domestic violence, dating violence, stalking, bullying, sexual violence and sexual assault along with its commitment to nondiscrimination. The definitions of consent and each of the offending behaviors along with reporting guidelines

are provided to faculty and staff during each of these sessions. Faculty and staff are also provided with possible warning signs of abuse in a relationship to help them recognize potential issues among their colleagues as well as students.

The Title IX Coordinator also sends a letter to all faculty and staff each year with the appropriate information related to domestic violence, dating violence, stalking, bullying, sexual violence and sexual assault along with the University prohibition of these offenses and the safe and confidential ways to report possible offenses.

## **General Information about Sexual Harassment and Sexual Violence**

### **How Prevalent Are These Crimes?**

Although there is relatively little research that has specifically addressed the experiences of college students with sexual assault and interpersonal violence, those that have been published reinforce the need to make the prevention of these crimes a priority on every college campus. The most recent major studies of campus crime reported that approximately 25 percent of college women were sexually assaulted during their college years, that as many as 50 percent of college students experienced dating violence while in college, that 13 percent of college women were stalked while in college.<sup>1</sup>

Re-victimization is of particular concern for female college students. Those who enter college with a history of childhood and adolescent victimization are at the highest risk of being sexually assaulted again during their college years and are particularly vulnerable during their freshman year when compared with their nonvictimized peers. A female college student sexually assaulted during any year of college is at greatest risk to be sexually assaulted again in the same year.<sup>2</sup>

In a 2005 study conducted by the American Association of University Women, it was reported that a majority of both male and female college students had experienced harassment from their fellow students, faculty members and campus employees. Approximately one-third of those incidents occurred in the student's first year of college.

### **What are the Reporting Rates for these Crimes?**

The research indicates the majority of cases involving sexual assault and other forms of interpersonal violence go unreported. Fewer than 5 percent of campus sexual assaults are reported to the police.<sup>3</sup> When a student shares information with a campus administrator – be it staff, coach or other official of the institution – that report must be formally shared with the appropriate institutional staff to ensure that required protocol is followed. When survivors do not report, or when reporting does not result in appropriate protocol compliance, survivors may not receive the resources that could alleviate their suffering and help them recover as quickly and completely as possible.

Because of the underreporting of sexual assaults and other violent crimes and the increased cost to victims who do not get appropriate help as soon as possible, the American College Health Association recommends that students who voluntarily report acts of violence not be sanctioned for the presence or consumption of alcohol if alcohol use has co-occurred with the violent act.<sup>4</sup> Victims, bystanders and others who become aware of acts of sexual assault and interpersonal violence must feel safe to report them without fear of exposing themselves to sanctions.

### **Are Alleged Perpetrators Sometimes Falsely Accused?**

Many thoughtful and responsible people are concerned with damage to the lives of those who are falsely accused of sexual assault. It is important to protect the rights of the accused as well as those of survivors. That understanding needs to be balanced by the knowledge that deliberately false or unfounded accusations occur in an estimated 2-10 percent of all reported sexual assault

cases.<sup>5</sup> Of those individuals who are accused of rape, only about 10 percent are arrested<sup>6</sup> and fewer than 4 percent of those arrests lead to conviction.<sup>7</sup> Not being charged with or being acquitted of sexual assault may mean there was insufficient evidence to convict under a particular state's laws. Also, in the case of a sexual assault, especially rape, the victim often does not feel emotionally capable of enduring the grueling and often humiliating cross-examination in a trial. It is clear from the reported research that most rapists are not being held accountable for their crimes.

### **What Effects are Experienced by Survivors of Sexual Assault or Interpersonal Violence?**

Even without knowing the exact prevalence of these issues, it is clear that some of our college students and student-athletes are dealing with the pain and damage caused by acts of violence. Survivors of sexual assault and interpersonal violence can experience physical, emotional, cognitive, social, legal and financial trauma. Unresolved trauma often leads to poor self-image, increased physical ailments, compromised cognitive functioning, sleep disturbances, emotional problems (including post-traumatic stress disorder), disruptions in relationships and a general lowering of the quality of life. Students who are survivors of violence often experience a negative impact on their academic performances, relationships with peers and the ability to be involved in or benefit from campus life.<sup>8</sup> Survivors of sexual assault or rape often have future problems with intimate or romantic relationships. Both male and female student-athletes who have been sexually assaulted in the previous 12 months report three times higher rates of suicidal thoughts than other non-victimized student-athletes.<sup>9</sup> In addition to the direct victims of sexual assault and interpersonal violence, bystanders or witnesses to traumatic events have cognitive and emotional responses to the event simply by virtue of their exposure.

### **Who is Committing These Crimes?**

Research has shown males are, overwhelmingly, the most frequent perpetrators of sexual assaults on both males (93 percent of the time) and females (98 percent of the time).<sup>10</sup> In a study of college students, each rapist committed an average of 5.8 rapes. In that study, the 120 male college student rapists (identified by subjects voluntarily and anonymously admitting to different acts of violence) were responsible for a combined total of 1,225 separate acts of violence.<sup>11</sup> Therefore, it appears a small percentage of college men (approximately 6 percent) are sexual assault repeat offenders<sup>12</sup> or sexual predators.

### **What are the Predominant Risk Factors to Commit or be Victimized by These Crimes?**

*Alcohol:* The use of alcohol is one of the behaviors most strongly correlated with sexual assault and interpersonal violence. Alcohol is implicated in 50-70 percent of all college sexual assault cases.<sup>13</sup> In a 2002 study, 80.8 percent of respondents who reported raping women indicated their victims were incapacitated by alcohol or another drug at the time of the sexual assault.<sup>14</sup> In a 2004 study, nearly three-quarters (72 percent) of college women who had been raped were too intoxicated to give or refuse consent.<sup>15</sup>

For university couples, the second-highest predictor for relationship assault or domestic violence by either the male or female partner was the use of alcohol. For those couples, alcohol use led to a fivefold increase in the probability of relationship violence.<sup>16</sup> ETBU prohibits the use of alcohol on campus and at off-campus University sponsored events.

*Other Risk Factors for Being a Victim:* Risk factors increase vulnerability in the eyes of a predator, who is looking for a target of his violence. Other than alcohol, some factors that increase the probability a college student will be a victim of sexual assault or interpersonal violence include being female, being a freshman, and having a prior history of victimization or abuse that has gone untreated. If an individual has experienced repeated exposures to sexual, verbal, physical and/or emotional abuse that began at an early age, that individual will be

particularly vulnerable to being involved in acts of violence while in college. The risk of victimization is also increased by being in isolated situations where the potential victim is separated from others who might intervene, such as alone with the perpetrator(s) in a dorm room, vehicle or house.

*Other Risk Factors for Being a Perpetrator:* Sexual violence is at its heart about power and control, including how these issues have existed in the perpetrator's personal history. The probability of an individual perpetrating a sexual assault or other act of interpersonal violence may be increased if an individual has a history of being abused or sexually violated. Many perpetrators have themselves been mistreated and victimized by more powerful and controlling individuals. Other factors that increase the probability an individual will perpetrate a sexual assault or act of interpersonal violence include having a lack of appropriate supervision, a power- and exploitation-based belief of what it means to be male or masculine, previous felony arrests, male peers who hold rape-supportive attitudes, poor impulse control, anger management issues or past involvement in an aggression- or power-based relationship.

### References

This section was adapted from the NCAA's resource,  
Addressing Sexual Assault and Interpersonal Violence (2014)

<sup>1</sup>Fisher, B.S., Cullen, R.T., & Turner, M.G. (2000). The sexual victimization of college women. Washington, DC: National Institute of Justice, U.S. Department of Justice.

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<sup>14</sup>Lisak & Miller. (2002).

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