



2023-2024 FACULTY HANDBOOK

Lamar State College Orange

Lamar State College Orange

A member of the Texas State University System

Lamar State College Orange is an equal opportunity employer. Students, faculty, and staff members are selected without regard to their race, color, sex, national origin, age, religion or disability consistent with the assurance of compliance with the Title VII of the Civil Rights Act of 1964; Executive Order 11246 amended by Executive Order 11375; Title IX of the Education Amendment of 1972, as amended; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments of 2008, Equal Pay Act of 1963, Civil Rights Act of 1991, Age Discrimination in Employment Act of 1967, Genetic Information Nondiscrimination Act of 2008, and Family Medical Leave Act of 1993.

From: Executive Vice President (EVP) of Student and Academic Affairs/Provost and Faculty Senate Executive Council

To: Members of the Faculty

Lamar State College Orange is an exciting and dynamic teaching and learning institution! We are pursuing the goal of student success and engagement in everything we do!

This handbook provides you with current information about many topics of importance. It is reviewed on an annual basis by the Executive Vice President/Provost, Deans, and Faculty Senate Executive Council. *Some policies and procedures within this version of the Faculty Handbook are still under the review of the EVP and Faculty Senate Executive Council.*

This handbook intends to include policies and procedures, and answers to many questions. Although it does not purport to be a comprehensive, self-contained policy document, it does attempt to provide a wide range of up-to-date information. You can also reference the LSCO Administrative Policies and Procedures Handbook for policies and procedures which apply to all employees, including non-faculty. An electronic version of both handbooks is located within the Lamar State College Orange Blackboard site.

This *Faculty Handbook* is not a contract, and Lamar State College Orange reserves the right to amend, rescind, or alter the provisions of the handbook at any time. In instances in which necessary changes are made, however, an amended handbook and synopsis of the change(s) will be shared with the faculty upon implementation of the revision. In the event of conflict between this handbook and the Lamar State College Orange *Administrative Policies and Procedures Handbook*, any rule or policy of the Texas State University System *Rules and Regulations*, the latter rule or policy will prevail.

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VISION STATEMENT

Lamar State College Orange will be the college of choice serving Southeast Texas and Southwest Louisiana. As an exemplary place of learning, Lamar State College Orange will prepare the workforce of tomorrow. Our students will arrive with the hope of a productive future and leave with the knowledge and opportunities for success that a Lamar State College Orange education provides.

MISSION STATEMENT

Lamar State College Orange transforms lives and communities through the continual pursuit of academic, professional, and personal excellence. We provide new and unique opportunities for growth and success. We are the bridge connecting those we serve to a bright, Orange future.

Our goals are to:

1. Provide programs and services that meet the highest standards of excellence.
2. Engage our students and a wide circle of partners to build and realize a shared vision of opportunity and advancement for a bright Orange future.
3. Meet the growing and changing needs of our students, local business and industry partners, and area school districts.
4. Create and continually adapt a broad array of educational opportunities to help our students and community respond to the challenges posed by an ever-changing world.
5. Lead our students and the members of our community to achieving their personal and professional goals.

CORE VALUES

To foster a collaborative environment of integrity and accountability, Lamar State College Orange values:

- **Quality:** Providing excellence through education
- **Growth:** Building a shared vision of opportunity and advancement
- **Service:** Meeting the needs of the communities we serve
- **Innovation:** Creating an array of unique educational opportunities
- **Success:** Achieving personal and professional goals

TEXAS STATE UNIVERSITY SYSTEM

System Administration

Brian McCall, Ph.D., *Chancellor*

John Hayek, Ph.D., *Vice Chancellor for Academic and Health Affairs*

Carole M. Fox, CPA, *Chief Audit Executive*

Nelly Herrera, J.D., *Vice Chancellor and General Counsel*

Daniel Harper, *Vice Chancellor and Chief Financial Officer*

Sean Cunningham, J.D., *Vice Chancellor for Governmental Relations*

Mike Wintemute, Ph.D., *Vice Chancellor for Marketing & Communications*

Board of Regents

The organization, control, and management of Lamar State College Orange are vested by the State of Texas in the Board of Regents, Texas State University System (TSUS). The Board is composed of nine members appointed by the Governor with the advice and consent of the Texas Senate. Three members of the Board are appointed biennially to serve for terms of six years. A current roster of the Texas State University System Board of Regents can be found on the TSUS Webpage: <https://www.tsus.edu/regents.html>

The Texas State University System, comprised of Lamar University-Beaumont, Lamar Institute of Technology, Lamar State College Orange, Lamar State College-Port Arthur, Sam Houston State University, Texas State University and Sul Ross State University, has its offices in Austin, Texas. The Chancellor is the Chief Executive Offices of the Texas State University System. The Board of Regents holds quarterly meetings for the transaction of business pertaining to the affairs of The Texas State University System. The meetings of the Board normally are held on the campus of one of the component universities.

The Texas State University System *Rules and Regulations* constitute the final authority on all matters related to the operation and management of Lamar State College Orange. In the case of conflict between the *Rules and Regulations* and the college policies and procedures in this faculty handbook, the *Rules and Regulations* which are in effect when the conflict arises shall prevail. The faculty are presumed knowledgeable of the *Rules and Regulations*. The *Rules and Regulations* are on file in administrative offices, the Library, and on the LSCO website at <http://www.lSCO.edu> and TSUS website at <http://www.tsus.edu/about/policies.html>.

ACADEMIC GOVERNANCE

Introduction

Within the guidelines established by state and federal legislative and executive authority, the power to govern Lamar State College Orange rests primarily with the Board of Regents, which is responsible for the college.

Board of Regents

Under the Texas State University System, *Rules and Regulations, Chapter V, Section 4*, the provision for faculty involvement of academic governance states:

Faculty Organizations. The President of each component is authorized and encouraged to permit the faculty to organize and function in the form of representative faculty bodies in order that the faculty might affect greater utilization of its resources in the conduct of component affairs.

General Authority. Subject to the ultimate authority of the Board of Regents and the delegated authority of the component President or his/her designees, the faculties of the components shall have an appropriate advisory role in the governance of their respective components. Officially recognized faculty bodies shall have no existence separate and apart from the component with which they are associated. This role may include but not be limited to the following areas:

1. General academic policies and procedures;
2. Student life and activities;
3. Requirements of admission and graduation;
4. Honors and scholastic performance generally;
5. Approval of candidates for degrees; and
6. Faculty rules of procedure.

POLICIES AND PROCEDURES

Appointment and Employment

Authority to Appoint

All faculty appointments, including the granting of tenure, are subject to the approval of the Board. At the annual meeting of the Board (or at the earliest practicable meeting following the Governor's approval of the State's General Appropriations Act), the Board shall appoint the faculty and other teaching personnel to term or annual appointments for a specified period not to exceed one year. The President shall advise each appointee in writing of the provisions and conditions of the appointment. If a faculty member has already been appointed by the Board for either a fall or spring semester, the contract may be extended for the summer or for additional special assignments during the same fiscal year by the President, unless the extension includes a change in academic rank or an increase in the base salary.

Faculty Qualifications

All faculty will have minimum academic or technical degree(s), work experience, and/or community college or equivalent teaching experience to comply with guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB).

Lamar State College Orange employs competent faculty members qualified to accomplish the mission and goals of the institution. The institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

All LSCO faculty are qualified using the minimum criteria outlined in the Appendix of this Handbook.

Salary Determination

In accordance with LSCO *Administrative Policies and Procedures Manual*, the Human Resources Office will be responsible for the development and maintenance of a schedule of compensation for all affected positions. Upon hire, faculty will be placed on the established salary schedule based upon their meeting the previously outlined “Faculty Qualifications,” with the following considerations:

1. A combination of academic degree attainment level and years of relevant experience will be considered in establishing where the faculty will be placed on the salary schedule. The Executive Vice President (EVP)/Provost and the Director of Human Resources, after reviewing the credentials, will determine the degree attainment level and amount of relevant service/experience.
2. Appropriate/relevant teaching experience may be defined as teaching experience in the discipline for which the individual is being hired. Teaching experience in a closely related discipline may also be considered.
3. For faculty being hired to teach in a technical program, industry experience will be considered as well as teaching experience.
4. Adjunct faculty being hired for full-time employment at LSCO only will be credited for service increments at a rate two years adjunct equals one year of service, when being hired for a full-time position.

Selection of Faculty and Terms of Appointment/Faculty Selection Process

Lamar State College Orange is committed to providing equal access and opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, sexual orientation, gender identity, or veteran status, in employment, educational programs, and activities and admissions. LSCO complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability, the Age Discrimination Act of 1975, which prohibits discrimination based on age, and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the College’s Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

For questions concerning our non-discrimination policy, you may contact our Title IX Coordinator Patty Collins at patty.collins@lsco.edu or 409-882-3922.

All full-time faculty openings customarily are advertised regionally in order to establish a pool of qualified applicants. Typically, adjunct positions are advertised in regional publications.

Full-Time Faculty

1. A search committee will be established by the supervising Dean, Associate Dean, Division Director, or Program Director. Committee membership shall be comprised of full-time faculty. The chair of the committee may be the Dean, Associate Dean, Division Director, or Program Director.
2. The Director of Human Resources compiles a list of applicants, certifies adequate diversity in the pool, and forwards the list and documents to the committee at the closing date.
3. The search committee screens all applicants and selects candidates for interviews following Lamar State College Orange's policies and procedures.
4. Prior to interviewing, transcripts will be reviewed by the Executive Vice President (EVP)/Provost to confirm appropriate qualifications and credentials.
5. Candidates selected for interview will be interviewed by the screening committee and will be expected to perform a teaching assignment.
6. After the interview process has been completed, the search committee will submit a recommendation of the approved candidate to the Director of Human Resources and/or the Executive Vice President (EVP)/Provost.
7. The recommended candidate will meet with the hiring Dean and the Executive Vice President (EVP)/Provost for an informal interview to learn more about the candidate and answer any questions he/she may have regarding the institution.
8. The Executive Vice President (EVP)/Provost and Director of Human Resources will evaluate the rank, tenure status, and years of creditable service.
9. Information about the recommended candidate will be forwarded to the President for his/her consideration and/or approval.
10. The Director of Human Resources will extend a formal offer to the recommended candidate.
11. After the candidate accepts the offer, an official faculty contract, including rank, tenure status, and conditions of employment is sent by the Executive Vice President (EVP)/Provost on behalf of the President.
12. All appointments are subject to approval by the Chancellor and the Texas State University System Board of Regents.

Adjunct Faculty (including Embedded Faculty)

1. The Dean or Associate Dean initiates an advertisement after consulting with the Executive Vice President (EVP)/Provost.
2. The Director of Human Resources compiles a list of applicants, certifies adequate diversity in the pool, and forwards the list and documents to the committee at the closing date.
3. The search committee screens all applicants and selects candidates for interviews following Lamar State College Orange's policies and procedures.
4. Prior to interviewing, transcripts will be reviewed by the Executive Vice President (EVP)/Provost to confirm appropriate qualifications and credentials.

5. Candidates selected for interview will be interviewed by the screening committee and will be expected to perform a teaching assignment.
6. After the interview process has been completed, the search committee will submit a recommendation of the approved candidate to the Director of Human Resources and/or the Executive Vice President (EVP)/Provost.
7. The recommended candidate will meet with the hiring Dean and the Executive Vice President (EVP)/Provost for an informal interview to learn more about the candidate and answer any questions he/she may have regarding the institution.
8. The Executive Vice President (EVP)/Provost reviews transcripts and recommends the candidate to the President.
9. If approved by the President, the candidate's name will be submitted to the TSUS Board of Regents for final hiring approval.

Required Documentation for Employment

1. All full-time and adjunct faculty who accept employment must submit the following completed forms and information prior to appointment:
 - a. Application for Academic Employment;
 - b. Employment Eligibility Verification (Form 1-9);
 - c. Standards of Conduct Policies;
 - d. Copy of Social Security Card;
 - e. Copy of Driver License;
 - f. Employee's Withholding Certificate (Form W-4);
 - g. Official transcripts sent directly to LSCO's department of human resources;
 - h. Worker's Compensation Notice of Receipt;
 - i. Direct Deposit Form;
 - j. Information Resources Request Form; and
 - k. Personal Event Form.
2. The candidate's application, these supporting materials, and the F3.2 to initiate payment will be forwarded to the Director of Human Resources.

Written Terms of Employment

On or around July 15th of each year, Lamar State College Orange shall issue each full-time faculty member a contract containing the written terms of his/her employment. The contract will indicate if the position is a tenure track or non-tenure track position. It will include rank, compensation, and if tenure track, the number of creditable years of prior service toward tenure, designated length of probationary status, special conditions, responsibilities, and any special prerequisites. At the time of the contract signing, faculty members are agreeing to the current version of the faculty handbook, TSUS Rules and Regulations, LSCO Administrative Policies, and Texas law. By virtue of a faculty member's continued employment, he/she is also subject to any revisions of the publications, when executed and published.

Faculty are to review the contract, sign it, and return to the Executive Vice President (EVP)/Provost on or before the stated return deadline. Under no circumstances will a faculty member who fails to return a signed contract be eligible to teach during the semester and/or academic year in which the contract applies.

Faculty Rank

Academic Ranks

Criteria for Appointment when Hiring

***The criteria for appointment when hiring is currently under review by the Faculty Senate and will be subject to updates during the fall 2023 semester.*

Currently, initial academic rank is established at the time of employment. The minimum criteria are as follows:

Instructor

1. Faculty teaching general education courses or associate degree courses designed for transfer to a baccalaureate degree: A master's degree from an accredited institution with 18 graduate semester credit hours in the assigned teaching discipline.
2. Faculty teaching technical or vocational associate degree courses not designed for transfer to a baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline and a minimum of three years of related work experience.
3. Faculty teaching certificate programs: the minimum credential/qualifications established by the program accrediting agency and/or a certificate and a minimum of three years of related work experience.
4. Faculty teaching in specialty areas where external certifications are accepted as the business/industry standard are expected to meet the above respective credentialing requirement or have the business/industry standard license or certification.
5. Faculty teaching developmental courses: a baccalaureate degree in a discipline related to their teaching assignment and either teaching experience in a discipline related to their assignment or graduate training in developmental or adult education.

Assistant Professor

A master's degree from an accredited institution with 18 graduate semester credit hours in the assigned teaching discipline. **Upon hire with LSCO, faculty who meet this criteria will be assigned rank of Instructor and be expected to complete the promotion process before becoming eligible for an Assistant Professor.*

Associate Professor

Either a doctoral degree from an accredited institution, or thirty graduate hours beyond a master's degree or halfway through a doctoral degree plan; four years as a full-time assistant professor; demonstrated proficiency in teaching; recognized scholarly production, research, or professional achievement; and productive participation in institutional and departmental affairs.

Professor

A doctoral degree from an accredited institution; six years as a full-time associate professor; superior teaching effectiveness; recognized scholarly production, research, or professional achievement; substantial contributions to institution and/or community affairs; and demonstrated performance as a leader.

Administrative personnel considered for appointment to an academic rank must meet the criteria established for that respective rank.

Policy on Terminal Degrees

An earned doctoral degree is the standard for promotion or appointment beyond the rank of assistant professor except in those fields which normally do not have the degree available or which recognize other evidence of academic or professional achievement in lieu of the doctorate. The President, upon recommendation of the Executive Vice President (EVP)/Provost and with input from the Division Director, Associate Dean, or Deans, shall establish the status of the degrees in these areas.

All candidates who present degree(s) as exceptions to the terminal degree must meet the following performance standards: superior teaching effectiveness, recognized scholarly production, research, professional achievement, and productive participation in departmental and institutional affairs. These candidates have a special obligation to demonstrate superior performance in scholarly and/or creative production.

Promotion in Academic Rank

In accordance with LSCO *Administrative Policies and Procedures Manual*, Policy 3.2, the President shall develop minimum expectations and guidelines to be used in the evaluation of faculty in promotions, salary increases, re-appointments, and tenure. Such guidelines shall include but not be limited to: teaching in the classroom, laboratory or seminar room; studying, investigating, discovering, and creating; performing curricular tasks auxiliary to teaching and research; advising and counseling of students; influencing beneficially students and citizens in various extracurricular ways. A faculty member becomes eligible to apply for promotion in academic rank by meeting or exceeding these criteria, although such eligibility shall not entitle him or her to a promotion.

An individual faculty member may initiate an application for promotion when he/she believes the standards for promotion have been met. Faculty members will serve a minimum of one-year probationary service as a full-time faculty member with LSCO before applying for promotion.

Eligibility

Faculty members in all disciplines are eligible to apply for promotion upon meeting the minimal academic and teaching length requirements, as listed below. Performance criteria constituting promotion eligibility are detailed in the next section.

Instructor to Assistant Professor

Note: The criteria for appointment when hiring is currently under review by the Faculty Senate and will be subject to updates during the fall 2023 semester.

Academic Qualifications:

- TBD

Teaching Length:

- TBD

Assistant Professor to Associate Professor

Academic Qualifications:

- Earned doctoral degree from accredited institution; or
- Thirty graduate hours beyond a master's degree with accredited university; or
- Half-way completed doctoral degree with accredited university.

Teaching Length

- Four years of experience as a full-time assistant professor at Lamar State College Orange

Associate Professor to Professor

Academic Qualifications:

- Earned doctoral degree from accredited institution

Teaching Length

- Six years of experience as a full-time associate professor at Lamar State College Orange

Performance Criteria for Promotion

The academic promotion of a faculty member is considered based on the following areas of performance:

1. Effectiveness as a teacher;
2. Professional contributions and continued professional development in the discipline, which may include (but is not limited to) research and scholarship (as evidenced by publication, creative production, oral presentations to learned societies, membership in professional organizations, etc.), conference attendance and/or participation, maintaining professional certificates and licensing;
3. Performing curricular tasks auxiliary to teaching and scholarship, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, and promoting diligence and honest work in the student body;
4. Student relationships such as advising, counseling, and supervision of students, including the posting or publishing of office hours in such a manner as may be required by the President;
5. Influencing beneficially students and citizens in various extracurricular ways, such as community service; and
6. Engaging in other academic activities that promote student learning and support the institution's mission.

Distinguished Professor

The President of Lamar State College Orange may establish criteria to recognize, annually, as "Distinguished Professor" a select number of outstanding professors or associate professors, who have achieved academic accomplishment and stature that exceeds the criteria for the granting of tenure. Upon retirement, a Distinguished Professor shall automatically receive *Emeritus* faculty status. (Texas State University System, *Rules and Regulations, Chapter V, Subsection 4.93*)

Claims of excellence or distinction in any of the areas of achievement must be documented. In the review process, attention will be focused upon the accomplishments since appointment to the present rank.

Composition of the Tenure/Promotion Committee

1. The Tenure/Promotion Committee shall consist of (5) five members, including at least one member from each of the instructional divisions, recommended by the Division Director, Associate Dean, or Deans, plus the President of the Faculty Senate if he/she is a tenured faculty member. The Executive Vice President (EVP)/Provost will submit the list of recommended committees to the President for his appointment.
2. Committee members shall be tenured faculty who have the equivalent of at least a fifty percent teaching load. When possible, members should hold the rank above that of the applicants. When possible, at least one member should have previously served on the committee. The Faculty Senate President shall serve as the Chair, providing he/she is a tenured faculty member. If he/she is not, the Faculty Senate President shall appoint a chair from the tenured faculty.

The committee shall, after submitting recommendations to the Executive Vice President (EVP)/Provost, be dissolved.

Review and Recommendation Procedures for Faculty Promotion

Promotion of faculty at Lamar State College Orange involves a two-part, parallel review process. Lamar State College Orange makes no distinction between technical or academic faculty in rank, appointment, promotion criteria and tenure.

1. Faculty applicants for promotion must submit their application forms and supporting materials, in an electronic format, and present them separately to the Division Director, Associate Dean, or Dean and the Tenure/Promotion Committee Chair on or before February 1st.
2. The Tenure/Promotion Committee Chair shall convene the Tenure/Promotion Committee and will review application materials among the committee members on or about February 1st.
3. On or about March 1st, the Tenure/Promotion Committee will complete the review of the applications; prepare written, signed recommendations; and assign the applicants a ranking. Recommendations will be forwarded to the Executive Vice President (EVP)/Provost. The committee shall notify the applicant promptly, in writing, of the recommendation regarding promotion.
4. On or about March 1st, the Division Director, Associate Dean, or Dean will review applicants from his/her division; prepare written, signed recommendations; and rank all applicants. All records will be forwarded to the Executive Vice President (EVP)/Provost.
5. On or about March 10th, the Executive Vice President (EVP)/Provost, after reviewing the applications and the recommendations of the Tenure/Promotion Committee and the Division Director, Associate Dean, or Dean, shall forward his/her recommendations and all records to the President. The Executive Vice President (EVP)/Provost shall notify the applicant promptly, in writing, of his/her recommendation.
6. On or about March 30th, the President will review all applications and statements, make recommendations, and notify, in writing, the applicant of his/her status. The President shall

forward all positive recommendations to the Chancellor and Board of Regents for approval at the next scheduled Board meeting.

7. No later than June 15th, or the next scheduled Board of Regents meeting, whichever occurs first, the President will notify all applicants in writing of the Regents' recommendation to award or deny tenure or promotion.

Faculty Not Recommended for Promotion

Faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation. However, supervisors are encouraged to offer suggestions for a program of professional development in teaching, scholarly or creative work, and leadership or service that may enhance the likelihood of promotion in the future. (Texas State University System, *Rules and Regulations, Chapter V, Subsection 4.31*)

Faculty Promotion Salary Adjustments

Faculty members who are approved for promotion will receive a salary adjustment at the beginning of the next contract period. This adjustment will be added to the next contract after any merit or COLA adjustments. This adjustment will become a part of the faculty member's base salary and included for any future adjustments. The following salary adjustments will be made for professorial rank:

Instructor to Assistant Professor	\$2000.00
Assistant Professor to Associate Professor	\$2500.00
Associate Professor to Full Professor	\$3000.00

Faculty Tenure

Faculty members hired at LSCO September 1, 2020 and beyond, regardless of their discipline and prior tenure status at a previous institution will be hired on a NON-tenure tract.

Definition of Tenure

Tenure denotes an entitlement to continued employment as a member of the faculty in accordance with the provisions of the current version of the *Texas State University System Rules and Regulations*.

(Texas State University System, Rules and Regulations, Chapter V, Subsection 4.21) As such, the award of tenure confers upon the faculty member certain rights which he/she would not possess if the decision to award tenure were not made.

Requirements for Granting Tenure

1. Only faculty members with the ranks of Professor, Associate Professor, Assistant Professor, or Instructor may be granted tenure.
2. A master's degree from an accredited institution in the discipline taught or a related discipline, or the level of training that is adjudged equivalent in a special field or discipline, is considered a requirement for the granting of tenure.

3. All faculty in tenure track positions must serve a minimum probationary period of three years before applying for tenure (see also 4. Probationary Period).
4. An exceptionally capable and proven teacher who is needed for a special assignment may be granted immediate tenure at the discretion of the Board of Regents.
5. Meet or exceed expectations in last annual performance evaluations completed. Prior annual performance evaluations that did not meet expectations should show improvement in those areas to at least the criteria to meet expectations.
6. Completion of the procedures for tenure as noted under section the “Procedures for Granting Tenure” section of this manual.

Non-Tenure Track

1. Non-Tenure Track Positions: No non-tenured member of the faculty should expect continued employment beyond the period of current appointment as approved by the Board of Regents. Any commitment to employ a non-tenured member of the faculty beyond the period of current appointment shall have no force and effect until approved by the Board. Non-tenured members of the faculty serve at the pleasure of the President and the Board, subject to the provisions of proper notice as required by the *Texas State University System Rules and Regulations. (Chapter V, Subsection 4.26)*
2. Non-tenured faculty should be advised of their non-reappointment, if at all possible, by March 1st of each year, so that the person may seek other alternative appointment for the following academic year.
3. Special Academic Titles: The title “lecturer” is an academic instructional position that is a nontenure track and not eligible for accrual of service towards tenure. (It is a temporary position that may be renewed for a maximum of three years.)
4. When a lecturer’s position is converted to a tenure-track position, by means of the recommendation process stipulated above, the faculty member may be given an appropriate academic rank. Rank will be commensurate with his/her years of creditable service, all years served as lecturer at Lamar State College Orange, plus appropriate academic preparation as per rules governing tenure track faculty.
5. Adjunct Instructor: The title “adjunct instructor” will be used for those instructors who serve the College in the instructional divisions on a semester-to-semester basis, as needed. These persons will be expected to meet the minimum requirements for professional preparation for their teaching areas.
6. The institution reserves the right to bestow appropriate appointments to meet certain institutional needs or address unique categories such as honorary or special academic titles. These may include Visiting Professor, Artist in Residence, or other honorary titles. Individuals holding these titles may be eligible for certain faculty benefits such as parking, library and activity card privileges, etc. Those holding these non-tenure track, special academic titles are not eligible for regular promotion or tenure and the period of appointment is only for the time specified in the appointment letter.

Criteria for tenure evaluation

The following criteria are considered essential for considering applications for tenure:

1. Effectiveness as a teacher;
2. Professional contributions and continued professional development in the discipline, which may include (but is not limited to) research and scholarship (as evidenced by publication,

creative production, oral presentations to learned societies, membership in professional organizations, etc.), conference attendance and/or participation, maintaining professional certificates and licensing;

3. Performing curricular tasks auxiliary to teaching and scholarship, e.g., serving on faculty committees, attending to administrative and disciplinary tasks, and performing diligence and honest work in the student body;
4. Student relationships such as advising, counseling, and supervision of students, including the posting or publishing of office hours in such a manner as may be required by the President;
5. Influencing beneficially students and citizens in various extracurricular ways, such as community service; and
6. Engaging in other academic activities that promote student learning and support the institution's mission.

Probationary Period

1. Length of Probationary Service: The probationary period of faculty service in tenure-track status at any academic rank or combination of academic ranks is a six-year period of full-time academic service. This six-year service period may include the maximum probationary period of six years, or a combination of the minimum probationary period of three years and a maximum of three years of prior service credit. All faculty must serve a minimum probationary period of three years before application to tenure.
2. Not later than August 31st of the last academic year of the maximum probationary period in effect at the college (or its equivalency based on credible years of service), a tenure-track faculty member shall be given written notice that the subsequent academic year will be the terminal year of employment or that, beginning with the subsequent academic year, tenure will be granted. In the event that the employment of a tenure-track faculty member is to be terminated prior to the end of the maximum probationary period, notice shall be given in accordance with Texas State University System, *Rules and Regulations, Chapter V, Subsection 4.5*. Faculty members who have not been granted tenure by the Board of Regents shall not be entitled to tenure by virtue of being employed at the college past the probationary period. De facto tenure is not recognized by LSCO or by the Board of Regents. (*Texas State University System, Rules and Regulations, Chapter V, Subsection 4.24*)
3. Prior Service Credit. At the discretion of the component college, up to three years prior service at other academic institutions may be counted toward fulfillment of the required probationary period.
4. Continuous full-time service within the Texas State University System may be used to satisfy the probationary period requirements. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of a required probationary period.
5. Calculating Service. For purposes of calculating the period of probationary service, an "academic year" shall be the approximate nine-month period from September through May as designated in the common calendar established by the Texas Higher Education Coordinating Board. One year of probationary service is accrued by at least nine months full-time academic service during any academic year regardless of whether contracted on an annual basis or for a consecutive fall and spring semester. A faculty member shall be considered to be on full-time academic service if in full compliance with Board standards

pertaining to minimum faculty workloads at general academic universities. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the beginning of the following academic year shall **NOT** be counted as academic service toward fulfillment of the maximum probationary period.

6. During the sixth year of the probationary period (or its equivalent based on creditable years of service), the faculty member shall complete the tenure application process. Prior to the beginning of the year following ~~of~~ the probationary period, the faculty member who has not received notice of a decision relating to receipt of tenure should make a written request for such a decision from the President, and the President should promptly respond. If the decision is not to award tenure, the faculty member is entitled to serve for a full academic year following the semester in which the notice is received.

Appointment to Administrative Office

Appointment to an administrative office, or the loss of the same, shall not deprive the appointee of tenure nor credit toward earning tenure in the highest instructional rank held prior to or during his/her appointment to such administrative office.

Procedures for Granting Tenure

Lamar State College Orange makes no distinction between rank, appointment, and promotion of academic and technical faculty.

1. Faculty hired on a tenure-track must initiate an application the year preceding eligibility for the award of tenure. This sixth year may be the actual sixth year of employment or may be earlier based upon the years of creditable service awarded upon employment as a faculty member. The member shall prepare application forms and supporting materials, in an electronic format, and present them separately to the Division Director, Associate Dean, or Dean and the Tenure/Promotion Committee Chair on or about February 1st.
2. The Tenure/Promotion Committee Chair shall convene the Tenure/Promotion Committee and will review application materials among the committee members on or about February 1st.

The timetable for this process is as follows:

- a On or about March 1st, the Tenure/Promotion Committee will review applications and prepare written and signed recommendations. Recommendations will be forwarded to the Executive Vice President (EVP)/Provost. The committee shall notify the applicant promptly, in writing, of the recommendation regarding tenure. (Refer to *Section II.B.2.d. Composition of the Tenure/Promotion Committee* in this handbook for additional information)
- b On or about March 1st, the Division Director, Associate Dean, or Dean will review applicants from his/her division and prepare written and signed recommendations. All records will be forwarded to the Executive Vice President (EVP)/Provost.
- c On or about March 10th, the Executive Vice President (EVP)/Provost, after reviewing the applications and the recommendations of the Tenure/Promotion Committee and the Division Director, Associate Dean, or Dean, shall recommend and forward applications to the President. The Executive Vice President (EVP)/Provost shall promptly notify the applicant of his/her recommendation regarding the tenure application.

- d On or about March 30th, the President will review all applications and statements, make recommendations, and notify, in writing, each applicant of his/her status. The President shall forward positive recommendations to the Chancellor and Board of Regents for approval at the next scheduled Regents' meeting.
- e No later than June 15th, or following the next scheduled Regents' meeting, whichever comes first, the President will notify all nominees in writing of the Regents' recommendation to award tenure, or terminate employment after the next academic year contract.

Non-Reappointment

Tenured Faculty Dismissal and Non-Reappointment for Reasons Other than Financial Exigency

Grounds

Termination by a college of the employment of a tenured faculty member and of all other faculty members before the expiration of the stated period of their appointment, except by resignation or retirement, will be only for good cause shown.

Good cause includes but is not limited to the following:

1. Failure to work efficiently or effectively;
2. Insubordination;
3. Serious professional or personal misconduct, examples of which include but are not limited to:
 - a. Commission of a misdemeanor involving moral turpitude, or a felony;
 - b. Failure to secure and maintain Federal, State, or local permits required in the discharge of teaching, research, or other professional duties, including failure to maintain appropriate documentation;
 - c. Willful destruction of college property or violent disruption of the orderly operation of the campus;
 - d. Violation of the System's ethics policy, including acceptance or solicitation of gifts that might tend to influence the discharge of one's professional responsibilities;
 - e. Stealing and publishing as one's own the intellectual property of another;
 - f. Misuse or misappropriation of State property, resources, or funds, including funds held by a faculty member as part of official duties;
 - g. Sexual harassment as defined by Subparagraph 4.4 of *Chapter VII of the Texas State University System Rules and Regulations*.
 - h. Racial harassment as defined by Subparagraph 4.3 of *the Texas State University System, Rules and Regulations, Chapter VII*.
4. Professional incompetence and/or neglect of professional duties;
5. Mental or physical disability of a continuing nature adversely affecting to a material and substantial degree the performance of duties or the meeting of responsibilities to the institution, or to students and associates;
6. Illegal use of drugs, narcotics, or controlled substances. A faculty member who, by a preponderance of the evidence, under the handbook and the *Texas State University System Rules and Regulations*, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to termination by the President or the President's designees.

That an employee is charged in a criminal case, or is found “not guilty” therein, shall not be construed as prohibiting administrative enforcement of these *Rules and Regulations*. If, in the judgment of the President or the Board, the best interests of the students or the college or the system so dictate, the employee may be immediately removed from contact with students and other employees, pending resolution of disciplinary proceedings; and/or

7. Intentionally or knowingly violating any Board or administrative order, rule, or regulation, including the provisions of the *Texas State University System Rules and Regulations, Chapter V*. The employee is presumed to have knowledge if such Board or administrative order, rule, or regulation is published in these *Rules and Regulations* or is a published policy of the College.

Suspension

A President may, for good cause, suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process. An employee who is suspended or discharged from a particular duty or job at the college may be suspended or discharged from all other duties or jobs at the college for the same or other good cause. The President shall, as soon as possible, notify both the Chancellor and the Vice Chancellor, and the General Counsel of any such actions.

Summary Dismissal

In cases of good cause where the facts are admitted by the faculty member, summary dismissal may follow.

Hearing Tribunal

In all cases where the facts are in dispute, the accused faculty member shall be informed in writing of the charges which, on reasonable notice, will be heard by a special hearing tribunal whose membership, including its chair, shall be appointed by the President from members of the faculty whose academic rank is, if possible, equal to or higher than that of the accused faculty member.

At such a hearing:

1. The hearing tribunal shall not include any accuser of the faculty member. The faculty member may challenge the alleged lack of fairness or objectivity of any tribunal member, provided such challenge is made prior to the submission of any evidence to the tribunal. The faculty member shall have no right to disqualify such member from serving on the tribunal. Each such challenged member shall determine whether he/she can serve with fairness and objectivity in the matter. In the event the challenged member chooses not to serve, the President shall appoint a substitute.
2. The faculty member shall have a right to attend the hearing; confront and cross examine adverse witnesses; present relevant evidence on his/her own behalf; testify or choose not to testify; and be assisted or represented by counsel. The hearing shall be closed although the faculty member may request that it be open to the public. Notwithstanding a faculty member's request, the tribunal may close all or a portion of a hearing to deliberate or if it appears likely that privacy interests of others are relevant and could be affected by an open hearing.

3. The College, through a representative and/or through counsel, shall have the right to attend proceedings; present witnesses and evidence against the faculty member; and, cross-examine the faculty member (if the faculty member testifies) and his/her witnesses.
4. The hearing tribunal, by a majority of the total membership, shall issue written findings on the material facts and a recommendation of the continuance or termination of the faculty member's tenure as well as any supplementary suggestions it may have concerning the case. The original of such findings, the recommendation, any supplementary suggestions, and the record of the hearing shall be delivered to the President and a copy thereof sent to the faculty member. Any minority findings, recommendations, or suggestions shall be distributed in the same manner.
5. An electronic record of the proceedings will be taken and filed with the President and such record shall be made accessible to the faculty member.

Review by President

The President shall review the record, plus any additional written briefs the parties wish to submit, and render a decision, stating his/her reasons therefore in writing and communicating the same to the faculty member. The President may recommit the matter to the same tribunal to hear additional evidence and/or to reconsider its findings, recommendations, or suggestions, if any. The original findings, recommendations, and suggestions of the hearing tribunal, a transcript of the hearing, any briefs submitted, and the decision, recommendations, findings, and suggestions of the President shall be delivered to the Board of Regents.

Appeal to the Board

Upon written request of the faculty member, received in the System Administrative Office within thirty calendar days of the faculty member's receipt of the President's decision, the Board shall review the record before it. Such request should specifically address any defects in procedure or substance which require reversal of the President's decision. The President may submit a written response to the request for review. By a majority of the total membership, the Board may approve, reject, or amend any decisions, findings, recommendations, and suggestions before it, or recommit the matter to the President for reconsideration or the hearing of additional evidence. The Board shall notify the faculty member in writing of the reasons for its decision. (*Texas State University System, Rules and Regulations, Chapter V, Subsection 4.54-4.56*)

Non-Tenured Faculty Dismissal and Non-Reappointment for Reasons Other than Financial Exigency

Prior to End of Contract

A non-tenured faculty member has no due process right, as such, to a hearing concerning non-reappointment. However, in case termination occurs in the midst of a contract, the faculty member has a property right which is protected by the Fourteenth Amendment. A faculty member may not be deprived of that property right without due process being afforded.

At the End of a Contract for non-tenured faculty members on a tenure-track

Notice of non-reappointment or of intention not to reappoint a non-tenured faculty member on a tenure-track shall be given in writing in accord with the following standards:

1. No later than March 1 of the first academic year's probationary service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. No later than December 15 of the second year's probationary service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of a probationary appointment after two or more years in the institution.
4. Non-tenured faculty members should be advised of their non-reappointment, if at all possible, in ample time to seek appointment at other institutions for the following academic year.

At the End of a Contract for non-tenured faculty members NOT on a tenure-track

Notice of non-reappointment or of intention not to reappoint a non-tenured faculty member that is NOT on a tenure-track shall be given in writing in accord with the following standards:

1. No later than March 1 of the academic year, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

Criteria for Appeals Hearing (Non-Reappointment)

Non-tenured faculty members who are notified in accordance with *Texas State University System Rules and Regulations* that they will not be reappointed or that the subsequent academic year will be the terminal year of appointment, shall not be entitled to a statement of the reasons upon which the decision for such action is based. The affected faculty member is not entitled to a hearing unless he/she has evidence to substantiate that the decision to terminate constitutes a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States. Under conditions whereby a violation of a right guaranteed by the laws or Constitution of the State of Texas or of the United States is alleged, a hearing can be heard under the same procedures as in the case of dismissal for cause, with the following exceptions:

1. The administration of the college need not state the reasons for the questioned decision or offer evidence in support thereof unless the affected faculty member presents a prima facie case in support of such allegations, in which case the tribunal shall determine whether the administration has stated a nondiscriminatory reason for its decision.

Termination of Faculty Employment Under Special Circumstances (Financial Exigency and/or Phasing Out of a Program)

Grounds

If, in the judgment and discretion of the Board, reductions in legislative appropriations for faculty salaries; governmentally mandated reductions in faculty positions; significant loss of enrollment; consolidation of departments or other reorganization; dropping of courses, programs, or activities for educational or financial reasons; or financial exigency make such action advisable, the employment of a faculty member who has been granted tenure, or of any other faculty member before the expiration of the stated period of his/her employment, may be terminated in accordance with the provisions of the *Texas State University System, Rules and Regulations, Chapter V, Section 4.6*.

A faculty member whose employment will be recommended for termination shall be given:

1. A statement of the basis for the decision to terminate the faculty member's employment, together with a description of the manner in which the recommendation of termination was made;
2. Access to the information and data upon which the recommendation was based; and
3. An opportunity to respond consistent with the requirements of due process.

In cases involving the termination of faculty employment under the provisions of this section, the guidelines to be used to identify faculty members in a designated program whose employment will be recommended for termination shall include the following:

1. Whenever possible, faculty reduction will be accomplished through attrition;
2. Within a designated program, the termination of the employment of a faculty member with tenure may not be recommended in favor of retaining a faculty member without tenure unless:
 - a. The removal of a non-tenured faculty member would eliminate an essential part of a program or render a program dysfunctional; or
 - b. The removal of a non-tenured faculty member who is deemed to be of equal or greater merit than a tenured faculty member would jeopardize the advances achieved by the college under its diversity program.

A faculty member recommended for termination under the provisions of the *Texas State University System, Rules and Regulations, Chapter V, Section 4.6* should be given the opportunity for appointment in a related area provided: (a) the faculty member is qualified professionally to teach in such area or is willing to undergo the appropriate professional retraining that will qualify him or her to do so; and (b) a position is available.

A faculty member whose position has been terminated will be given first consideration for rehiring, should the position be reestablished within a three-year period.

Criteria for Identification of Faculty to be Terminated

Consideration

The President, with the approval of the Board of Regents, shall determine whose appointments are to be terminated following the declaration of financial exigency or phasing out of a program. When faculty dismissals are contemplated on grounds of financial exigency or program termination or reduction, there should be early, careful, and meaningful sharing of information and views with appropriate faculty and administrative representatives on the emergency or the need to terminate or reduce programs. Recommendations should be sought from such faculty and administrative representatives on alternatives available to the institution to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members.

Criteria

The criteria to be utilized by Division Director, Associate Dean, or Deans and the Executive Vice President (EVP)/Provost making specific recommendations regarding reductions in faculty in the event of fiscal exigency declared by the Board of Regents shall be the following: In the event of a reduction in the number of faculty within a given department, but not the elimination of that unit, the principal consideration in determining which faculty to retain and which to release should be

the maintenance of viable and effective academic programs within that department. All other qualifications and program needs being equal, tenured faculty should be given preference. After faculty members, tenured and non-tenured, who are essential to a program's effective continuance have been identified, the remaining faculty within a department who can be retained, if any, should have priority in retention on the basis of the following criteria, stated in general order of importance: attainment of tenure; length of demonstrated professional excellence; comparative faculty evaluations, but applied only when clearly differentiated in result; and rank attained.

Tenure

Tenure should be assigned major importance in retaining faculty within a department having both tenured and non-tenured faculty.

Length of Demonstrated Professional Excellence

Extended service of high caliber is an important measure of the basic character and motivation of the faculty member and an indication as well of his/her loyalty to the profession and institution and his/her intellectual stamina and general stability. Such assets, demonstrated over an extended period of time through length of service and positive performance evaluations, shall be given considerable attention and credit.

Current Comparative Faculty Evaluations

If faculty members' credentials and length of employment are apparently equal, evaluations of faculty will be compared.

Rank

In cases of essential equality or near equality of factors, the highest-ranking faculty member will be retained.

Procedure for Termination

The statement of financial exigency or the phasing out of an institutional program as the reason for dismissal or non-reappointment of a tenured faculty member should be supported in the notice of termination to the faculty member by a specific description of the financial exigency or the reason for phasing out of the institutional program involved. If the Board of Regents has taken action with regard to the matter, the action taken by the Board of Regents to declare the existence of a financial exigency or to terminate an academic program should be included in the notice of a termination. Such a statement shall be *prima facie* showing of good cause for the dismissal or non-reappointment of the faculty member.

Responsibilities and Obligations of the Institution to Tenured Faculty

Terminated Because of Financial Exigency or Discontinuance of Programs

Tenured faculty members terminated because of financial exigency or discontinuance of programs shall:

1. be given, except in most pressing circumstances, 12 months' notice of termination
2. be given opportunities for appointment, without jeopardy to other employees, in related areas provided they are qualified professionally to serve in such areas and such positions are available,

3. have the right to reappointment to their previous position if it is reestablished within three calendar years, and
4. be entitled to a hearing before an appropriate faculty committee.

Employment Status and Faculty Appointment Letters

Employment Notice

Official notice of employment status will be issued by the President or President's designee prior to the beginning of each academic year. Faculty members will receive notice of each year, rank, compensation, and if tenure track, the number of creditable years of prior service toward tenure, designated length of probationary status, special conditions, responsibilities, and any special prerequisites on or around July 15.

At the time of the contract signing, faculty members are agreeing to the current version of the faculty handbook, TSUS Rules and Regulations, LSCO Administrative Policies, and Texas law. By virtue of a faculty member's continued employment, he/she is also subject to any revisions of the publications, when executed and published.

Faculty are to review the appointment letter, sign it, and return to the EVP/Provost on or before the stated return deadline. Under no circumstances will a faculty member who fails to return an appointment letter signed contract be eligible to teach during the semester and/or academic year in which the letter applies.

Faculty Contract Pay

Nine-month contracts may be paid over nine or 12 months, at the option of the faculty member. Once a payment option is chosen, that method will remain in effect until a written request to change is submitted. New faculty and returning faculty desiring to change must provide a written request prior to September 15 to the Department of Human Resources. For new faculty members, if no method is chosen, the nine-month contract will be paid over 12 months. The payment method is irrevocable during a fiscal year; all changes must be made at the beginning of the next fiscal year. Faculty members are responsible for reviewing their wage statements to assure that the correct method is being used. Faculty contracts for less than nine months cannot be paid over 12 months and faculty contracts for 12 months cannot be paid for less than 12 months.

Faculty members with nine-month contracts paid over nine months who do not teach during the summer are required to pay their employee costs of insurance. Failure to pay these amounts will result in cancellation of the insurance and a physical exam will be required to have the insurance reinstated. Faculty members with an annualized workload will be paid over 12 months.

Faculty members with nine-month contracts paid over 12 months who resign at the end of the spring semester will be paid in lump sum for the balance of their contract.

Staff and Administrator Teaching Appointments

Staff and Administrators may teach a course within their qualified discipline if there are no faculty available to teach the needed courses. They may not teach more than two courses in a semester and are required to complete and submit to their immediate supervisor the *Staff Course Overload*

Agreement. The Staff Course Overload Agreement can be located in Blackboard within the Work life tab. The executed form should accompany the F3.2.

Resignation and Retirement

Letters of Resignation

A faculty member who wishes to resign shall give notice in writing addressed to the President and copied to the Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost. Such written notice shall be provided no later than May 15 or 30 days after receiving notification of the terms of continued employment of the following year, whichever occurs later.

Release from Employment Contract

After a faculty member has signed a contract for the subsequent year, he or she has undertaken an enforceable legal obligation; and the faculty member may not negotiate for a new position elsewhere for the period the faculty member is obligated to teach under the terms of the signed contract.

However, should unsolicited offers come to the faculty member which the faculty member desires to accept, the college may consider a request for release from the contract. The request for release should include information indicating how the division can adjust to the situation, either by employing another full-time faculty member or by use of competent adjunct personnel.

The faculty member submits a request to the Division Director, Associate Dean, or Dean who forwards the request, together with recommendations, through appropriate channels to the President or the President's designee who will notify the faculty member if the release has been granted.

Retirement Policy

Under Texas law, an institution of higher education may not impose a mandatory retirement age for tenured faculty of the institution. Individuals who are in the Teacher Retirement System of Texas should be aware that a minimum break in service between the date of retirement and resumption of any college employment may be required.

Retired faculty at LSCO are those full-time faculty members who have retired from LSCO under T.R.S. or an approved Optional Retirement Program.

Retired faculty members should be accorded the same respect they enjoyed when they taught full time.

Their retired status also qualifies them for the following considerations:

1. Faculty library privileges.
2. Use of Student Center facilities.
3. Parking privileges provided to active faculty members.
4. Faculty identification cards denoting their rank.
5. Faculty who retire with emeritus status receive these additional considerations:
 - a. Listing in the faculty directory and in the college catalog.

- b. Assignment of office space and use of laboratory facilities, *when available*, with the approval of the Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost.
- c. Eligibility for service on college committees upon appointment by the President of the College.

Early Notification of Planned Retirement

Faculty members with a minimum of ten years of Lamar State College Orange employment may give notice of retirement two years prior to their scheduled retirement date and qualify for employment in both summer terms for a maximum of two academic years under the following conditions:

1. Applicant qualifies for retirement within two calendar years under the provisions of the TRS or other approved optional retirement program.
2. Applicant has submitted a letter of retirement designating the specific date to the Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost.
3. The appropriate Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost recommend full summer employment to be in the instructional interest of the division.
4. Request for full summer employment has been approved prior to the summer term, and such assignment has been incorporated in the summer budget of the appropriate division.

Emeritus and Distinguished Faculty

Emeritus (or Distinguished Emeritus) Status. Nominations for distinguished emeritus status are made to the President by the Executive Vice President (EVP)/Provost after consultation with the Division Director, Associate Dean, or Dean. The President is authorized to bestow the following titles upon retired or retiring faculty:

1. Professor Emeritus, Distinguished Professor Emeritus or similar honorific titles, provided that the faculty member has served the college, with distinction, at that rank at least ten years.
2. Associate Professor Emeritus, provided that the faculty member has served the college, with distinction, at least that rank at least fifteen years.

Except for Regents' Professors and University Distinguished Professors, the conferring of emeritus status is not automatic upon retirement but shall be based upon individual distinction, exceptionally high-quality service, and outstanding contributions to the college which clearly demonstrate the individual's worthiness for the honor conferred.

Although Emeritus status constitutes continued academic appointment without remuneration or authority, holders of the title "distinguished professor emeritus" or "distinguished associate professor emeritus" shall be accorded the following privileges and perquisites:

1. Use of the title "distinguished professor emeritus" or "distinguished associate professor emeritus."
2. Membership (without vote) in the general faculty and in the college and department faculties in which membership was held at the time of retirement.
3. Eligibility for service on college committees upon appointment by the President of the college.

4. Listing in the faculty directory and in the College catalog.

If a faculty member enjoying emeritus status is recalled to service in the interest of the College after an intervening period, emeritus status is not affected. (*Texas State University System, Rules and Regulations, Chapter V, Subsection 4.94-4.96*)

Termination Procedure

In all cases of termination of employment, a final salary check will be released to the faculty member in a timely manner as required by law.

A written clearance must be given by the Executive Vice President (EVP)/Provost which certifies that:

1. All necessary records have been completed and transferred to the Division Director, Associate Dean, or Dean;
2. All building and room keys assigned have been returned to the immediate supervisor or to the appropriate staff member;
3. All technology and college issued devices, parking permits and library materials and cards have been returned to the proper officials;
4. Office and laboratory facilities have been vacated in proper order; and
5. The forwarding address has been filed with the Human Resources Office and personnel forms have been completed.

Faculty Rights, Roles, and Responsibilities

Academic Freedom

Institutions of higher education are created for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that faculty members be free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence that they consider relevant. Faculty members must be free from the corrosive fear that others, inside or outside the college community, because their views may differ, may threaten the faculty member's professional career or the material benefits accruing from it.

Faculty members are entitled to the protection of their rights under the First Amendment to the Constitution of the United States as they discuss the subject which they teach in the classroom.

Academic Responsibility

The concept of academic responsibility is shared by the Texas State University System Board of Regents, administrators, and faculty members. The fundamental responsibilities of faculty members as teachers and scholars include maintenance of competence in their fields of specialization and the exhibition of such competence in lectures, discussions, or other scholarly activity. For more information, see the faculty job description.

The exercise of professional integrity by faculty members includes recognition that the public will judge their profession and their institution by their statements and actions. Therefore, they should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others,

and to avoid creating the impression that they speak or act for their department or the institution when they speak or act as private persons.

While the faculty member is entitled to academic freedom in the classroom, course discussions, readings, and assignments should directly align to statewide course objectives and student learning outcomes. Faculty members should exercise judgment in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject outcomes delineated in the Academic Course Guide Manual for academic transfer courses or Workforce Education Course Manual for technical courses. What is said versus “how” it is said is a measure of faculty professionalism.

Intellectual Property - Copyright and Patent Policy

Intellectual property created during developmental leave or during regular contract employment will fall under the “work for hire” definition and therefore become the property of the college. “Work for hire” as defined by the federal copyright law means a work prepared by a faculty member or employee within the scope of his/her employment at Lamar State College Orange. The term includes works prepared on development leave unless a written agreement to the contrary exists or if the works are clearly outside the scope of the employee’s professional responsibilities to LSCO.

The net royalties received from any intellectual property will be split 50/50 between the college and the faculty member. “Net royalties” means the total income received from the sale, licensing, or use of copyrightable material less all reasonable and necessary expenses associated with the production and marketing of the copyrightable material.

For more information, see *Texas State University System, Rules and Regulations, Chapter III, Sections 11 (Copyright Policy) and 12 (Patent Policy)*.

Intellectual Property Appeal

A complaint arising from an issue regarding the Intellectual Property Rights will be submitted in writing to the Executive Vice President (EVP)/Provost. The complaint will cite the issue and the desired resolution of the complaint.

The Executive Vice President (EVP)/Provost will appoint a panel of five members to hear the complaint within five working days of receiving the complaint. The complainant will nominate one person; the Faculty Senate President will nominate one person; the Executive Vice President (EVP)/Provost will nominate the chairperson; and the Director of Human Resources will serve on the panel. The panel will make a report to the Executive Vice President (EVP)/Provost within five working days of the appointment of the panel.

Within five working days of receiving the written report from the panel, the Executive Vice President (EVP)/Provost will submit a report and recommendation to the President. The President will consider the report and make a final resolution to the complaint.

Research and Publication

The faculty member is entitled to freedom in research and in the publication of the results in accordance with responsible academic and professional practices.

Faculty Publications

The authorship of books, outlines, manuals, and similar materials by the faculty is encouraged. However, the required purchase of these by students is a responsibility that goes beyond the individual author.

All textbooks, notebooks, manuals, or other materials for the required purchase of students must be approved by the Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost prior to final adoption. Arrangements for the sale of such materials should be made through the college bookstore. Such material may not be sold directly by divisions, nor by individual faculty members; likewise, neither departments nor individual faculty members may collect any fees.

The use of divisional equipment and facilities by a faculty member during the preparation of textbooks, notebooks, manuals, or materials must be approved by the Division Director, Associate Dean, or Dean before such use.

Enrollment in Coursework

In order to ensure a fair distribution of the workload, the following regulations govern enrollment of full-time members of the faculty in courses at Lamar State College Orange:

- Full-time and adjunct faculty may enroll for classes as desired so long as the coursework does not interfere with the duties and responsibilities of the individual concerned.
- “Benefits-Eligible” faculty members may qualify to take courses with tuition and fees paid by the institution. Refer to the current version of the *LSCO Administrative Policy* or the Human Resources department for more information.
- Faculty interested in pursuing additional education may wish to apply for Developmental Leave and/or funds. Forms for requesting approval are available in the Human Resources office and on Blackboard.

Speaking as a Citizen

The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution supported by the State. When the faculty member speaks or writes as a citizen, the faculty member should be free from institutional censorship or discipline; but, the faculty member’s special position in the community imposes special obligations. As a person of learning and a faculty member of a state-funded educational institution, the faculty member should remember that the public may judge his/her profession and college by the his/her utterance. Hence, the faculty member should at all times be accurate, should exercise appropriate restraint, and should show respect for the opinions of others.

Partisan Political Activities

The TSUS Board of Regents recognizes and affirms a faculty member’s right to participate in political activities as long as such political activities do not interfere with the discharge of the

duties and responsibilities that a member of the faculty owes to the System or the college or otherwise involve the System or the college in partisan politics. If, in the President's, Chancellor's, or Board's judgment, the interest of the System or the college so require, they may grant a leave of absence without pay to a member of the faculty. If a member of the faculty, who has not been granted a leave of absence, wishes to engage in political activity that interferes with the discharge of the duties and responsibilities that are owed to the System or the college, the faculty member should voluntarily terminate employment with the college. If the faculty member does not voluntarily terminate his/her employment and the President, Chancellor, or the Board finds that the faculty member's political activity interferes with the discharge of the duties and responsibilities that are owed to the System or LSCO, the President, Chancellor, or the Board shall terminate such faculty member's employment by the College.

Use of Facilities

Faculty may use the College's buildings and grounds in compliance with reasonable and nondiscriminatory *Rules and Regulations* approved by the college President. Extracurricular use by faculty shall comply with local, State, and Federal law, System and college regulations. Such activities shall not disrupt or disturb academic or other college processes nor result in damage to or defacement of property. Faculty may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with non-students without prior written approval of the President. (See the Dean of Student Services for further information on "use of facilities" policies)

Orientation

Prior to each fall semester, new faculty members must attend an orientation session in addition to the general faculty in-service and departmental meetings that are scheduled the week prior to the first day of classes. The orientation session includes a variety of institutional programs, services, and policies.

Textbooks/Course Materials Used

Generally, the individual faculty member or the academic department should have discretion in the choice of materials to be used in the courses offered by the department with the approval by the Division Director, Associate Dean, or Dean. Please coordinate selections among other faculty members within the department in order to streamline materials that students are expected to purchase and/or rent to the greatest extent possible. Although the authorship of books, outlines, manuals, and similar materials by members of the faculty should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned.

Textbooks, notebooks, manuals, or other materials for the use of students of a component college, written or prepared by a member of the faculty of that college, shall not be prescribed for the use of or sold to such students until such books, notes, manuals, or materials shall have been approved, with reasons stated, by the Division Director, Associate Dean, Dean, and Provost/EVP. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.

The textbook selection process is a critical task and should be done in a timely manner in order to allow ample planning time for the bookstore to be able to provide your selection to students on the first day of class. Failure to make timely selections will create undue hardship on other departments and the students.

Open Educational Resources (OER)s

Open Educational Resources (OER) are materials that are licensed under creative commons licensing or fall under public domain. Typically, these materials can be used as-is or edited by individual users, so long as you give proper attribution to the creator and make no profit from it. Because LSCO offers a print option for students to purchase print copies of OER textbooks, we must take great care to be sure we do not reproduce materials that fall under copyright, and that we adhere to the creative commons license for each individual work.

To ensure that LSCO is in compliance with copyright and/or creative commons licensing, faculty who are adopting OER should complete the steps listed below.

- Complete the Open Educational Resources Approval form located in Blackboard Institutional Resources.
- Submit the form to Director of the Library (lscolibrary@lSCO.edu).
- The Library Director will evaluate the listed OER for:
 - Copyright compliance
 - Creative Commons compliance
 - ADA compliance (where necessary)
- The approval form will be returned to faculty within two-three business days.
- Once approved, the OER may be used during the subsequent semester and per state law will noted as OER courses in the course schedule.

Workloads During Contract Period

Faculty members will be expected to return to campus on the Monday of the week prior to the first day of classes for the fall and spring semester. Faculty will be released from duty each semester after graduation. After the final exam period, faculty are expected to adhere to their posted class times from that semester and office hours and to be available to students and Deans until graduation.

1. Each contracted full-time faculty member shall teach a standard load of fifteen semester credit hours in each long-term (16-week) semester or divided between the two 8-week terms as equally as possible.
2. Each fall and spring semester, contracted full-time faculty members will be expected to teach at least one face-to-face section during each long-term (16-week) or during both 8-week terms. Temporary exceptions to this requirement must be presented to and approved by the Provost/Executive Vice President in consultation with the Faculty Senate Executive Council. Faculty teaching in programs that were developed and designed to be offered exclusively online may be excused from this requirement but will be required to conduct campus office hours at the same ratio and under the same conditions as all other contracted full-time faculty.

3. Faculty members shall fulfill all aspects of the job description. Therefore, attendance at meetings, committee work, commencement, and scheduled campus service is required and is considered outside of the conference/office hour requirement.
4. Faculty members shall attend on-campus and virtual professional development events required. Additional off-campus professional development opportunities are encouraged and supported to the extent that the departmental budget can cover it. Faculty shall work with their immediate supervisor to determine the availability of funds for outside professional development opportunities.
5. Faculty members shall maintain proper and complete records, accounts, enrollments, grades, and related academic documentation. Submission of requested and related paperwork is expected to be timely and completed on or before the stated due date.
6. Faculty members should devote at least two 2 hours of their workweek to assessment activities.
7. Conference/Office Hours
 - a. Each full-time faculty member will maintain a minimum of 25 total contact hours of combined classroom teaching and office hours each week.
 - b. Faculty are required to schedule ten (10) office hours per week with at least one hour and fifteen minutes per day (Monday through Thursday) on campus during the Fall and Spring semesters, and one hour on campus weekly per three (3) SCH course in the Summer.
 - c. Faculty teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements.
 - d. Faculty schedule office hours should be scheduled at times most convenient for students, and as approved by the Division Director and/or Associate Dean.
 - e. Upon approval, faculty shall post his or her office hours the first week of each semester on their office door and in Blackboard.
 - f. Faculty members are not required to make up hours missed because of committee meetings or most other forms of college business.
 - g. If the instructor finds it necessary to leave for an extended period during scheduled conference hours, the Division Director or Associate Dean and administrative assistant will be notified before leaving and/or not showing. It is the responsibility of the instructor to notify students of any changes to the schedule via email and/or learning management system prior to their unavailability.
 - h. Adjunct faculty members, excluding dual credit embedded faculty, are expected to maintain one office hour per week per three classroom hours. The modality of office hours should mimic the modality of the course(s) the adjunct teaches. If the adjunct is teaching an online course, the office hour should be offered virtually. If the adjunct is teaching a face-to-face course, the office hour should be offered face-to-face. Adjuncts should work with their immediate supervisor to determine the office location.

Workload Adjustments

In the instructional departments when classes commonly meet more hours per week than the semester credit hours granted (i.e., clinical and science laboratory courses), 1.75 contact hours of laboratory instruction will be equivalent to one credit hour of teaching credit for purposes of determining minimum conference hour requirements.

Where full-time faculty members are paid from multiple sources of funds, the faculty member's workload shall be proportional to the source of funds (as in grant work, research, etc.).

Instructor Availability

Faculty must be available to perform any/all duties between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise exempted from the normal schedule, as approved by the Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council. If possible, meetings will be scheduled with a minimum of a one-week notice.

If the instructor finds it necessary to leave for an extended period during scheduled conference hours, the Division Director, Associate Dean, Dean and administrative assistant will be notified before leaving and/or not showing. It is the responsibility of the instructor to notify students of any changes to the schedule via email and/or learning management system prior to their unavailability.

Workload and Overload Assignment

Fall and Spring Semester and Overload Employment

With regards to course offerings, class times and delivery methods, LSCO's schedule of classes is built based upon student need. Teaching assignments are developed based on instructor credentials, instructor competence, and instructor availability.

Depending on departmental and institutional need, overloads may or may not be available to full-time faculty.

- Full-time faculty may not exceed 22.5 semester credit hours (150% FTE) in a fall or spring semester without approval given by the Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council prior to being added to the schedule.
- Division Directors may not exceed 12 semester credit hours (150% teaching FTE) in a fall or spring semester without approval given by the Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council prior to being added to the schedule.
- With the exception of dual credit embedded faculty, adjunct and part-time faculty may not exceed 6 semester credit hours (40% FTE) in a fall or spring semester without approval given by the Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council prior to being added to the schedule.

Mini Semester and Summer and Overload Employment

With regards to course offerings, class times and delivery methods, LSCO's schedule of classes is built based upon student need. Summer and overload teaching assignments are considered based on instructor credentials, instructor competence, and instructor availability. Faculty who resign are eligible for summer teaching assignments, but those on terminal contracts are not.

Depending on departmental and institutional need, overloads may or may not be available to full-time faculty.

- Full-time faculty and Division Directors may not exceed 6 semester credit hours **at a time** over the summer semester without approval given by the Executive Vice President

(EVP)/Provost in consultation with the Faculty Senate Executive Council prior to being added to the schedule.

- Adjunct and part-time faculty may not exceed 6 semester credit hours **at a time** over the summer semester without approval given by the Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council prior to being added to the schedule.

Faculty may not teach more than 4 semester credit hours in a Mini May or Winter Mini session.

Faculty electing to teach during a mini or summer session are to be available and responsive in fulfilling their faculty duties the entire length of the term through the final submission of grades.

Community Service

Faculty activities rendered as a service to the constituency of Lamar State College Orange are important functions. These activities include teaching noncredit courses; preparation of informational bulletins; clinical services; speeches; conference planning and participation; consultation without compensation to business, industry, or government; and other educational and community leadership activities, including participation in professional societies.

Recruiting, Registration and Advising

Faculty members are expected to assist with the registration of students and may receive registration assignments from their Division Director, Associate Dean, or Deans. Faculty are expected to participate in the academic advising system as requested throughout the academic year as well as during registration periods. This may include, but not be limited to evening recruiting events and Saturday advising sessions.

Faculty Participation in Commencement Exercises

Faculty members are required to participate in at least two commencement exercises per year. **It is recommended that academic full-time faculty attend the May graduation and may choose to attend one of either the December or August graduation. Technical full-time faculty are expected to attend two graduations that best supports the graduates of their program.** Faculty participating in these ceremonies should wear academic regalia appropriate to the faculty member's highest degree and the institution conferring it.

Faculty Participation in Events

Events, committee meetings, professional development sessions, graduations, convocations, etc. require the attendance of faculty outside of their posted office hours or the normal working day. Faculty are expected to attend all required events that do not conflict with their teaching assignments, whether in person or virtual. Faculty who fail to attend meet this requirement may be subject to disciplinary measures.

Ethical Standards

As stated in the *Administrative Policies and Procedures Manual*, Policy 5.0, ethics and integrity are the responsibility of each individual. Therefore, every member of the faculty and staff, any other person acting on behalf of the College is responsible for ethical conduct consistent with the code. As such, College administration, faculty, deans, department chairs, and others in supervisory

positions must assume responsibility for ensuring that their conduct, and the conduct of those they supervise complies with this code. Business activities undertaken on behalf of LSCO with the public, the government, suppliers, students, and one another must reflect the highest standards of honesty, integrity, and fairness. Each individual must be especially careful to avoid even the appearance of misconduct or impropriety. As such, the following standards applicable to faculty have been developed:

1. Faculty are expected to adhere to the *Ethics Code* in the *Texas State University System, Rules and Regulations, Chapter VIII, Subsection 4.2*:
2. Prohibited Actions of Employees. An employee of the Texas State University System or any of its colleges shall not:
 - a. Accept or solicit any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties;
 - b. Use an official position to secure special privileges or exemptions for the employee or others, except as may be otherwise authorized by law;
 - c. Accept employment or engage in any business or professional activity which might reasonably be expected to require or induce the employee to disclose confidential information acquired by reason of such employee's official position or impair the employee's independence of judgment in the performance of public duties;
 - d. Disclose confidential information gained by reason of one's employment, or otherwise use such information for personal gain or benefit;
 - e. Transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member or in which the employee owns a controlling interest unless the Board of Regents has reviewed the matter and determined no conflict of interest exists;
 - f. Make personal investments in any enterprise which could reasonably be expected to create a substantial conflict between the private interests of the employee and the public interests of his/her employer;
 - g. Receive any compensation for services as a state employee from any source other than the State of Texas, except as otherwise permitted by law;
 - h. Commit any act of fraud, dishonesty, or illegality in office, including (by way of example and not limitation) assisting others to obtain personal or financial benefits to which they are not entitled by law or policy; forging or altering checks, bank drafts, or other documents, financial or otherwise; knowingly authorizing improper claims; or,
 - i. Engage in any form of sexual harassment or racial harassment as defined in these *Rules and Regulations*.

Acceptance of Money from Students

Faculty members shall not, without prior approval of the President or his/her designee, collect from students any fees or charges to be expended for Component purposes or sell to students books, notes, materials or supplies. Faculty of the rank of lecturer or above, and other instructional personnel as designated by the Component President, may not accept pay from students for extra instruction or teaching of students registered in the Component. With prior written approval of the President or his/her designee, instructional employees below the rank of lecturer may accept pay from students for extra-class instruction or coaching but only in courses or sections of courses with

which they have no instructional connection. (Texas State University System, *Rules and Regulations, Chapter V, Subsection 4.85*)

Outside Employment of Faculty

Faculty members are not discouraged from accepting appropriate appointments of a consultative or advisory capacity with governmental agencies, industry, or other educational institutions as long as such activities do not conflict with the individual's work at the college. The consideration to the System of such activity is the improvement of the individual through contact with the non-academic world. Faculty members are discouraged from accepting regular employment outside the college because such does not directly benefit the college as indicated herein.

Conflict of interest must be avoided in all instances of outside employment. Conflict of interest means any outside activity which intrudes upon the faculty member's responsibility to the college. (*Texas State University System, Rules and Regulations, Chapter V, Subsection 2.4, and Chapter VIII 'Ethics Code'*)

No member of the faculty engaged in outside remunerative activities shall use in connection therewith the official stationery, supplies, equipment, personnel services, or other resources of the System or any of its Component universities. Nor shall such member of the faculty accept pay from private persons or corporations for tests, essays, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the System or its Components.

Every member of the faculty who gives professional opinions must protect the System and its Components against the use of such opinions for advertising purposes. That is, when work is done in a private capacity, the faculty member must make it clear to the employer that such work is unofficial and that, absent the President's prior approval, the name of the System and its Components are not in any way to be connected with the faculty member's name. Exceptions may be made for the name of the author attached to books, pamphlets, and articles in periodicals, and the identification of an individual in publications of corporations or companies related to service as a member of an advisory council, committee, or board of directors.

A faculty member may not engage in any outside work or receive compensation from an outside source that creates a conflict of interest with the faculty member's duties at the College. A conflict of interest includes the actions prohibited in *Chapter VIII* of the *Rules and Regulations*. The faculty member shall notify the President of his/her designee of such activity.

Reporting Requirements. Any faculty member who seeks to engage in remunerative employment or consulting outside of his/her primary employment relationship with college, shall notify and obtain written permission from the head of his/her department before beginning such outside employment or consulting. If his/her department head determines that the employment of consulting serves a public purpose and does not unreasonably interfere or conflict with the faculty member's obligations or duties to the college, the department head shall notify the Executive Vice President (EVP)/Provost of the employment or consulting request.

(*Texas State University System, Rules and Regulations, Chapter V, Subsection 4.83-4.836*)

Confidentiality

Faculty members should maintain professional confidentiality with both colleagues and students. Instructors may not divulge information such as grades, academic status, or personal problems of students to anyone except those with a professional interest on a need to know basis. Except as authorized by law, no confidential information may be divulged without the student's consent.

Faculty Gifts

Appropriate gifts, grants, fellowships, and scholarships are gratefully accepted for the benefit of the institution. It is the responsibility of the President to evaluate promptly any gift, grant, fellowship, or scholarship tendered. The offer and/or acceptance of a gift should be reported through the President.

It is considered inappropriate, unethical, and a clear conflict of interest for a faculty member to accept monetary gifts from students. However, a faculty member may accept a non-monetary gift valued at less than \$50.00 at the conclusion of the semester (after grades have been turned in to the Registrar).

Attendance and Absences

The instructor is responsible for the uninterrupted schedule of instruction of all classes assigned to him/her as well as attending all required college events. Faculty members have the responsibility to provide due notice of any attendance or absence within a reasonable time or upon return to campus.

If for any reason a faculty member cannot meet long or short-term classroom obligations, he/she is responsible for ensuring that continued academic integrity and continuity is maintained in the classrooms as well as throughout campus for the faculty member's commitments.

All absences from scheduled meetings, required college events, classes, and/or planned laboratories require the submission and approval of the **Faculty Event Non-Attendance Record Form** (found in *BlackBoard* → *Work Life* → *Benefits*) to the faculty member's Associate Dean or Dean.

Absences of an unplanned nature (sudden illness of self or child) do not require pre-authorization, but notification to the Division Director or Associate Dean should be given as soon as possible so that arrangements may be made accordingly. This includes absences from online course delivery. It is the responsibility of the instructor to notify students of any changes to the schedule via email and/or learning management system prior to their unavailability.

Absences from scheduled meetings and/or commitments will be subject to the LSCO leave policy.

In accordance with Government Code: Section 661.203 FACULTY AT INSTITUTIONS OF HIGHER EDUCATION: A faculty member at an institution of higher education as defined by Section 61.003, Education Code, must submit prescribed leave forms for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.

Faculty who are absent in excess of three consecutive days must submit a physician's release in order to return to work and must work with HR to determine if submitting FMLA paperwork is appropriate.

Authorized Absences

A faculty member employed by Lamar State College Orange must faithfully discharge instructional duties and all other responsibilities associated with faculty appointment, including the meeting of all scheduled classes, meetings, and appointments. Absences will be authorized with notification to the immediate supervisor under the following conditions:

1. Professional meetings when, in the judgment of the President or his/her designee, attendance at such a meeting would contribute to the improvement of teaching or scholarship at the college;
2. Personal or immediate family illness;
3. Immediate family medical emergencies;
4. Personal emergencies;
5. Specific assignments by the President of short duration (the Board of Regents discourages specific assignments which will cause a faculty member to be absent from assigned classes); and
6. Special circumstances where the President considers such absences to be for valid reasons and in the best interest of both the faculty member and college.

Procedure for Documenting Authorized Absences

- a. Instructors that have an authorized absence due to illness will be expected to complete an F3.6 and note "Sick Leave" for the hours of employment that are missed.
- b. Instructors that have an authorized absence not due to illness will be advised how to proceed in reporting the absence upon review of the **Faculty Event Non-Attendance Record Form** (found in *BlackBoard* → *Work Life* → *Benefits*) by the Division Director or Associate Dean.

Unauthorized Absences

Unauthorized absences in which the immediate supervisor is not notified are not permitted. The College regards such absences as a violation of the terms of the faculty member's appointment and any such violation will subject the faculty member to disciplinary action.

1. Instructors that have an unauthorized absence from a scheduled meeting or commitment and/or a scheduled class will be expected to complete an F3.6 and note "Leave without Pay" for the hours of employment that are missed.
2. Instructors teaching online courses that do not remain actively engaged, interact regularly with students, reasonably respond to student inquiries (*within 48 hours, excluding weekends and holidays AND within 48 hours of the first business day following the weekend or holiday*), and/or grade/evaluate assignments/exams within three weeks of due date are considered to be engaging in unauthorized absences and will be subject to the following consequences:
 - a. First offense: Meeting with immediate supervisor;
 - b. Second offense: Complete an F3.6 and note "Leave without Pay" for the hours absent.
 - c. Third offense will be subject to:

- i. Performance Improvement Plan issued to the faculty member
- ii. Reduction in course load to the minimum required for the following two semesters
- iii. Limit and/or restrict of online course teaching assignments

Abandonment of Post

Any faculty member absent for a period of three days or more who fails to obtain authorized leave in advance according to approved personnel policies will be considered to have abandoned his/her position. The faculty member will be subject to disciplinary action which may include forced leave without pay, dismissal, or other personnel action.

Faculty members who, because of contractual, procedural, or policy disputes, fail to meet their instructional obligations may also be considered to have abandoned their post and are therefore subject to being placed on leave without pay, dismissal, or other personnel actions. After the faculty member has missed three consecutive days, the institution will send a certified letter to the faculty member's address on file with the Human Resources Office. This letter will request the faculty member contact his/her Division Director, Associate Dean, or Dean or the Human Resources Director within 24 hours. If no response is received, appropriate termination procedures will be initiated.

Faculty Discipline

Introduction

Outlined in the *Administrative Policies and Procedures Manual*, Policy 5.4 acknowledges that in order to maintain established standards and to ensure that all staff personnel adhere to reasonable rules of conduct, it is necessary that each department establish rules and procedures which will ensure timely and equitable disposition of actions determined to be necessary in dealing effectively with employee deficiencies or breach of good conduct. As such, the academic community cannot tolerate actions by its own members that hinder or make less effective the carrying out of its mission. **The demands of academic responsibility and professionalism apply to all those who teach at Lamar State College Orange, tenured or non-tenured, full-time or adjunct.**

Other LSCO employment policies related to faculty such as acts of discrimination, sexual harassment, and drug abuse are found in the LSCO *Administrative Policies and Procedures Manual*. Faculty who violate any LSCO policy are subject to the faculty disciplinary process.

The concept of progressive discipline acknowledges that a faculty member may be guilty of an employment offense or misconduct that, while serious, does not necessarily justify immediate dismissal. A faculty member's activities that fall outside the scope of employment shall constitute misconduct if such activities adversely affect the interests of Lamar State College Orange.

Discipline Measures

Disciplinary actions imposed on a faculty member may include both punitive and corrective actions. These actions, which extend from mild to severe, may be administered based upon the seriousness, frequency and/or flagrant nature of the infraction. When appropriate, progressive discipline will be employed as follows:

1. First incident - oral reprimand
2. Second incident - written reprimand
3. Third incident – probation, when available
4. Fourth incident - dismissal

Some violations may be of such an egregious nature that progressive discipline is not appropriate. In those instances, administration may choose to employ immediate, appropriate sanctions including dismissal. Written documentation of all/any disciplinary action other than an oral reprimand will be placed in the personnel file.

Administrative Procedures

An oral reprimand will be given by the Division Director, Associate Dean, or Dean and will be documented in writing with a copy provided to the faculty member.

A written reprimand will be given by the Dean or the Executive Vice President (EVP)/Provost and will be copied to the faculty member, Division Director, Associate Dean, or Dean, and the LSCO personnel file housed in the Human Resources Office.

Only the Executive Vice President (EVP)/Provost and/or the President may place a faculty member on disciplinary probation. Written documentation will be provided to the faculty member, Division Director, Associate Dean, or Dean, Executive Vice President (EVP)/Provost, President, and the LSCO personnel file housed in the Human Resources Office. The faculty member may place a written response in the LSCO personnel file.

A faculty member subject to disciplinary dismissal will receive written notice from the President. Subject to the *Texas State University System Rules and Regulations, Chapter V, Subsection 4.5*, the faculty member may request a hearing in all cases where the facts are in dispute.

The President may, for good cause, suspend an accused faculty member pending immediate investigation or speedy hearing as hereinafter provided when the continuing presence of the faculty member poses a danger to persons or property or an ongoing threat of disrupting the academic process. An employee who is suspended or discharged from a particular duty or job at the college may be suspended or discharged from all other duties or jobs in the college for the same or other good cause. The President shall, as soon as possible, notify both the Chancellor and the Vice Chancellor and General Counsel of any such actions. (*Texas State University System, Rules and Regulation, Chapter V, Subsection 4.52*)

Faculty Grievances

Refer to the current version of the *Lamar State College Orange Administrative Policies and Procedures Manual* for the Faculty Grievance Policy.

Faculty Performance Evaluation

Faculty members are evaluated annually by their Division Director, Associate Dean, or Dean. All aspects of the faculty job description are evaluated, including classroom instruction, participation in division and institutional affairs, professional development, community service, and additional remunerated activities. The process begins with faculty self-evaluation.

Annual Performance Evaluation--All Full-Time Faculty

The Annual Faculty Performance Evaluation includes faculty self-evaluation. Faculty members complete the self-evaluation document and forwards it to the Division Director, Associate Dean, or Dean who then completes his/her portion of the document.

The Director then reviews the evaluation document with the faculty member. After receiving a completed copy of the evaluation document, the faculty member has the right to submit a written response to be placed in the personnel file.

Division Director, Associate Dean, or Deans and faculty are expected to use student evaluations as an aid to the faculty in improving instruction. Student evaluations of faculty may be used in the tenure and promotion process.

If a tenured faculty member receives two unsatisfactory performance evaluations by administration within four years, the normal channels for revocation of tenure for just cause will be implemented by the college. (Texas State University System, *Rules and Regulations, Chapter V, Subsection 4.5*) The faculty member may appeal a termination to the college Post-Tenure Review Committee.

Performance Evaluation—Part-Time Faculty

Part-time faculty are evaluated on teaching performance and subject matter training, primarily. The evaluation process is completed annually and includes student evaluation from the most recent semester that they previously taught, self-evaluation, and Program Directors/Team Leads, Faculty Mentor, Division Director, Associate Dean, or Dean evaluation.

Post-Tenure Evaluation

Introduction

These regulations and guidelines provide (1) a process for evaluating tenured faculty to determine retention or revocation of tenure, (2) a procedure for counseling faculty members who fail to meet minimum standards for retention of tenure, and (3) the criteria that a tenured faculty member must meet for retention of tenure. The criteria and procedures below are consistent with the policies described in the *Texas State University System Rules and Regulations*.

Performance Evaluation of Tenured Faculty

The categories of criteria for evaluating the performance of tenured faculty are as follows: teaching effectiveness; scholarship; service; and student relations as defined by the Lamar State College Orange tenure and promotion guidelines. The comprehensive post-tenure evaluation is conducted every five years after the faculty member has been tenured. The faculty member shall submit a post-tenure document addressing all areas of evaluation.

Procedures for Post-Tenure Evaluation

1. Tenured Faculty complete and submit to their immediate supervisor a Post-Tenure Evaluation Form with accompanying materials on or before February 1st of the fifth year after which they achieved tenure status. This process should be repeated during each subsequent five-year anniversary of achieving tenure status. The tenured faculty member

shall prepare application forms and supporting materials in an electronic format, and present them to their immediate supervisor on or about February 1st.

2. The Tenure/Promotion Committee Chair shall convene the Tenure/Promotion Committee and will review Post-Tenure Evaluation materials among the committee members on or about February 1st.

The timetable for this process is as follows:

- a On or about March 1st, the Division Director, Associate Dean, or Dean will review Post-Tenure Evaluations from his/her division and prepare written and signed recommendations. All records will be forwarded to the Executive Vice President (EVP)/Provost.
- b On or about March 10th, the Executive Vice President (EVP)/Provost, after reviewing the Post-Tenure Evaluations and the recommendations of the Tenure/Promotion Committee and the Division Director, Associate Dean, or Dean, shall recommend and forward applications to the President. The Executive Vice President (EVP)/Provost shall promptly notify the applicant of his/her recommendation regarding the Post-Tenure Evaluation.
- c On or about March 30th, the President will review Post-Tenure Evaluations and statements, make recommendations, and notify, in writing, each applicant of his/her status.

Results of the Evaluation Procedure for Tenured Faculty

Satisfactory Annual Performance Evaluation

If the Post-Tenure Evaluation Process determines the tenured faculty member's performance as satisfactory, then no further action by the faculty member, the department, or college is required.

Unsatisfactory Annual Performance Evaluation

In the event that a tenured faculty member receives an unsatisfactory performance evaluation during the Post-Tenure Evaluation Process, the following procedure is used:

1. The Division Director, Associate Dean, or Dean and the Executive Vice President (EVP)/Provost counsel the faculty member as to the reasons for unsatisfactory performance and work with the faculty member to develop a written improvement plan with goals, timelines, expected outcomes, and monitoring;
2. Institutional support is provided where available and appropriate; and
3. Progress is assessed in the following year.
4. A tenured faculty member who receives two successive unsatisfactory evaluations is subject to termination.
5. A faculty member subject to termination on the basis of an evaluation conducted pursuant to this policy is given the opportunity for referral of the matter to a non-binding alternative dispute resolution process. If both parties agree, another type of alternative dispute resolution method may be elected.
6. The Post-Tenure Review Committee will be convened upon the receipt of the written request of the faculty member subsequent to the second unsatisfactory performance evaluation. (*Texas State University System, Rules and Regulations, Chapter V, Subsection 4*).

The Post-Tenure Review Committee is comprised of five tenured faculty members appointed by the Executive Vice President (EVP)/Provost and will hold an academic rank equal to, or (if possible) higher than the faculty member subject to termination. The EVP will solicit membership recommendations from the Faculty Senate Executive Council.

The committee will review performance evaluations of a faculty member to ensure that college policy has been followed. The committee will ensure that the affected faculty member has been treated fairly by those involved in the evaluation process. The committee will vote as to its support or non-support of the unsatisfactory performance evaluation. It will submit its recommendation and all supporting documentation to the President of Lamar State College Orange.

Standard Classroom Assignment and Duties

Scheduling Classes

It is the responsibility of the Division Director, Associate Dean, or Deans to develop a class schedule, which reflects the needs of the student body. **The Deans will present their proposed schedule to the Executive Vice President (EVP)/Provost at least six weeks before registration for the semester is scheduled to begin.**

Room Assignments

The Division Director, Associate Dean, or Deans schedule all room assignments. Anyone needing to schedule or reschedule a room for credit courses, continuing education classes, or planned meetings should contact the appropriate Division Director, Associate Dean, or Dean with information regarding dates, times, and room size needed.

Class Dates and Times

Faculty members are responsible for meeting assigned classes. Each instructor should meet class punctually for the full class period and adhere to the published meeting time. Instructors must obtain approval from the Division Director, Associate Dean, or Dean regarding any deviations from the announced class schedule in advance.

Occasionally, an instructor may encounter a situation which disrupts a regular class meeting, such as unacceptable environmental conditions or an unusually disruptive student. In such cases, the Dean in consultation with the Executive Vice President (EVP)/Provost will determine whether classes may be dismissed.

Disruptive Students

In the event an instructor encounters a disruptive student--one who disrupts the instructor's ability to conduct class or who interferes with the normal operation of the class--the student may be removed from the class. If the student does not leave voluntarily when asked, the instructor should call Campus Security. The instructor must report any such disturbance to his/her Division Director, Associate Dean, or Dean, the Executive Vice President (EVP)/Provost, and the Dean of Student Services, in writing, before the next class meeting. (See *LSCO Student Handbook, Student Services and Activities, Subsection 5.4*)

Conference/Office Hours

Full- and Part-time faculty will schedule, post, and maintain office hours as described in Academic Responsibility section of this handbook.

Instructor Availability

Faculty must be available to perform any/all duties between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, unless prior approval from the Executive Vice President (EVP)/Provost is secured. If possible, meetings will be scheduled with a minimum of a one-week notice.

Institutional Reports

Faculty are required to periodically review, distribute, or return various institutional reports during the semester. Instructors should read instructions carefully and adhere to deadline dates. These reports may be any or all of the following:

Preliminary Class Rolls

Instructors will have access to the class rolls that contain the names of students registered to date within Banner Self-Service. Only students whose names appear on the roll or who have paid receipts may remain in a class. Students who are not on the class roll must go to the Advising office or the Admissions and Records office in order to obtain copies of their schedules. Tracking student attendance is critical and should be done every day leading up to the official Census Date.

Faculty should impress upon students that the students themselves are responsible for enrolling properly and for withdrawing from school or dropping classes. Instructors may be notified of student drops and withdrawals.

Audit Day Class Rolls

Instructors will be instructed to review their class rolls to confirm that the names of all students registered for a class as of the institution's audit day are attending. **This is a critical and time sensitive task whereby the Registrar will send a notification to faculty requesting them to verify enrollment within the first several days of the semester.**

- Instructors must log in to Banner, select the "Final Grades" tab and place a 0.00 in the Attended Hours Section for each student who has NEVER attended a class.
- If someone is attending but not on the class list refer them to admissions@lsco.edu for assistance with re-registering.

Students who appear on a class roster after the audit day but who have never attended class should be dropped from class and brought to the attention of the Office of Admission and Records. Appropriate drop slips should be attached to the official state audit roll.

Institutional Surveys

Occasionally, instructors will be asked to distribute and collect certain institutional surveys during scheduled classes. These surveys are the institution's most effective means of collecting the data that are used to obtain funding for various components and programs of Lamar State College Orange. Many are used for planning and institutional effectiveness purposes. Instructor cooperation is needed and appreciated.

Faculty Evaluation by Students

Each Fall and Spring semester, the Office for Institutional Research and Effectiveness will distribute an instrument for student evaluation of faculty performance. All faculty, including adjunct and part-time faculty, will be subject to student evaluation. Results of the student evaluation for faculty performance will be made available to faculty and the Dean after the semester ends. Results of the student evaluation should be discussed at the Annual Performance Evaluation session. The Division Director, Associate Dean, or Dean may require student surveys more often.

Instructional Policies and Procedures

Academic Honesty

Academic integrity is the pursuit of scholarly activity in an open, honest, and scholarly manner. Academic integrity is a basic guiding principle for all academic activities at Lamar State College Orange, and all members of the College are expected to act in accordance with this principle. All students shall act with personal integrity, respect other students' dignity, rights and property, and help establish and maintain an environment in which all can succeed.

The College does not tolerate cheating or plagiarism. Cheating involves either giving assistance to another student or receiving assistance from another student during a quiz, test, examination or other individual assignment unless the instructor has explicitly permitted such assistance.

Academic dishonesty and cheating includes, but is not limited to:

1. Submitting material that is not the student's as part of the student's course performance;
2. Using information or devices that are not allowed by the faculty;
3. Obtaining and/or using unauthorized materials;
4. Fabricating information, research and/or results;
5. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
6. Collaborating with others on assignments without the faculty's consent;
7. Cooperating with and/or helping another student to cheat; and/or
8. Demonstrating any other forms of dishonest behavior.

Plagiarism includes, but is not limited to:

1. Directly quoting the words of others without using quotation marks or indented format to identify them;
2. Using sources of information (published or unpublished) without identifying them;
3. Paraphrasing materials or ideas without identifying the source; and/or
4. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

Each instructor will explain any special means required to avoid plagiarism in his or her own field in his or her syllabus.

The assignment of grades is the responsibility of the instructor. Thus, the course syllabus is expected to outline the punishment for students who engage in academic dishonesty. **Consistent application of this punishment is expected.**

The faculty member's charge must include an academic penalty, the most severe being removal from the course with a grade of "F." Additionally, LSCO may propose an institutional sanction in repeated or blatant cases of academic dishonesty.

A student involved in an appeal of an intellectual dishonesty case has the right to remain in class until a decision is made. In cases of a possible institutional sanction, a judgment will be rendered by the Dean of Student Services.

A student who is found guilty of intellectual dishonesty loses his or her right to withdraw voluntarily from the course in which cheating occurred.

Faculty who suspect violation of academic honesty, cheating, plagiarism, collusion, or abuse of resource materials shall assign the academic penalty cited in their syllabus. Students must be notified of their right to appeal before the academic penalty is imposed. The Executive Vice President (EVP)/Provost has final authority in cases where a student appeals an academic penalty due to academic dishonesty.

After completion of the academic process, the Executive Vice President (EVP)/Provost who makes final disposition of the case may refer the matter to the Dean of Student Services for any additional discipline that may be appropriate. (*Texas State University System, Rules and Regulations, Chapter VI, Subsection 5.36*) In the case of flagrant or repeated violations, the Dean of Student Services may take such additional disciplinary action.

Class Attendance Policy

Students must attend classes regularly and punctually to achieve their educational objectives. Therefore, instructors shall formulate and state in course syllabi attendance policies that best supports student success. **The College expects that faculty keep an accurate attendance record throughout the course, through Blackboard.**

Faculty are expected to complete the **LSCO Non-Attendance Process** for students who never attend on the 4th day of class and the census day.

Each semester, the Registrar will provide instructions on how to inform the Office of Admissions and Records as well as the Office of Financial Aid of who is not attending classes. Students who are not attending will be contacted by either Financial Aid or the Student Success Advisor to inform them of the importance of attending class.

When an instructor intends to use class participation as a grading criterion in a course, it shall be so stated in his/her course syllabus in objective measures. While attendance may be reflected in the instructor's evaluation of a student's class participation or affect a student's performance on other graded material or skills, attendance (or lack of attendance) in class should not be used as a sole criterion in determining a student's grade in a course, unless required by their program (see program guidelines).

Faculty will be expected to identify and report students who have never attended classes to the registrar during the designated times.

After receiving notification and instructions from the Registrar each semester, faculty are to login to Self Service Banner to report students who have never attended classes.

The Office of the Dean of Student Services maintains a list of college-sponsored extra-curricular activities. Instructors are encouraged to approve **college-sponsored** student absences. Instructor-approved absences entitle students to make up exams and written assignments without penalty.

Students with absences approved by the instructor for Lamar State College Orange sponsored activities should present properly completed college-sponsored absence forms to their instructors prior to the absence, if possible. If this is not possible, students should present the forms as soon as they return to class.

Students may request the Office of Student Services to notify faculty members' prior to or during an extended absence due to personal or family illness, accident, hospitalization, etc. This notification does not require the instructor to regard the absence as excused; however, it does explain to instructors why a student is absent and when he/she will return to class.

Signature (or Common) Assignments

A signature assignment is one that has been adopted by program faculty to assess program-level learning outcomes. A signature assignment allows faculty and programs to find out if students have learned the desired learning outcomes. It is given in all sections of a course each time the course is offered.

A "signature assignment" is that assignment or exam that best displays the knowledge or skills essential to the objectives of a course. Other coursework should build toward the completion of the course 'signature' assignment. Signature assignments should serve as a milestone in the student's progress toward fulfilling the course or program objectives.

Faculty who administer signature assignments shall evaluate the quality of the assignment against the program's outcomes.

At the end of each semester and before graduation, artifacts from the signature assignments must accompany a Signature Assignment Scoring Form and be submitted to the Office of Institutional Research and Effectiveness.

Academic Signature Assignments

All general education courses (derived from the ACGM) will be expected to issue a signature assignment to each section of their academic course. While the signature assignment does not have to be included in the course grading scheme, it is critical that all enrolled students complete the signature assignment earnestly.

Critical Thinking	Communication Skills	Empirical and Quantitative Skills	Teamwork Skills	Social Responsibility Skills	Personal Responsibility Skills
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Communication	X	X		X		X
Mathematics	X	X	X			
Life & Physical Science	X	X	X	X		
Language, Philosophy, and Culture	X	X			X	X
Creative Arts	X	X		X	X	
American History	X	X			X	X
Government or Political Science	X	X			X	X
Social and Behavioral Sciences	X	X	X		X	

Technical Program Signature Assignments

All capstone courses in technical programs will be expected to issue a signature assignment to each section of their capstone course. While the signature assignment does not have to be included in the course grading scheme, it is critical that all enrolled students complete the signature assignment earnestly.

Final Exams

Final exams (essays, evaluations, etc.) must be administered by all faculty and taken by all students in lecture courses. Final exams are to be administered according to the published institutional final exam schedule, without exception. Requests to deviate from the final exam schedule must be submitted to the Executive Vice President (EVP)/Provost no later than one month prior to the end of the semester.

Final exams for online classes will be scheduled by each course instructor during final exam week.

Maintaining Gradebooks and Final Exams

Class records and final exams should be kept for a minimum of three years.

Within one day after the deadline to enter final grades, all instructors are expected to submit their gradebooks in an electronic format to the Division's Administrative Assistant at the end of each semester.

Grade Appeals and the Academic Appeal Process

Refer to the current LSCO Catalog for the Grade Appeals and the Academic Appeal Process.

Hybrid and Online Course Design and Quality

LSCO's Office of Learning Technology supports faculty and students with the Blackboard Learning Management System. Faculty who teach hybrid or online courses are expected to complete all required Blackboard training prior to being scheduled to teach.

All LSCO hybrid and online courses are being evaluated using the LSCO Online Course Evaluation Rubric, which is derived from Quality Matters standards for online courses. Instructors seeking to create or adapt a course for hybrid or online delivery should consult these standards during the design process in order to ensure the course meets approval. The LSCO Online Course Evaluation rubric can be found online in Blackboard>Academic Resources>Distance Education, or can be requested from the Director of Learning Technology.

Instructors who teach courses that do not meet the minimum standards detailed in the rubric and discovered in the evaluation period will be given one full semester to revise and update their course content in order to become compliant. If the hybrid or online course does not meet minimum standards before registration begins for the next semester, they will be restricted to teaching face-to-face sections only until their online or hybrid course quality is commensurate with LSCO standards. This expectation applies to all full-time and part-time faculty members, even if they have previously taught online courses for the College.

HyFlex Instructional Arrangement

In a HyFlex section, the instructor will be physically present in the designated classroom at the specified time lecturing, performing lab demonstrations, etc. The instructor will also have a zoom or collaborate link set up to allow students to attend remote synchronously. Extenuating circumstances allow the instructor to hold a class remotely as needed with previous approval from the immediate supervisor.

Students will have the option to attend in person, remote synchronously, or asynchronously, with a limit of 3 sessions of asynchronous attendance.

The instructor will record the class meetings and post those recordings in Blackboard each day.

Flexibility for students is the key and students should be able to choose from the different modalities as the need arises for them.

Advisors explain this to students based on these points and use language students can understand such as via Zoom/web cam and online in Blackboard.

Instructors teaching HyFlex should explain the details of the instructional arrangement on the first day and to lay out expectations. Some of those expectations include things like:

- Define HyFlex for students (preferably before the semester begins)
- Define each mode of participation for students: in-person, remote synchronous, remote asynchronous
- Students need to understand your expectations: do they need to make you aware before class if they are attending remotely? How will students get to the same outcomes from the different modes?

- Example: How will an assessment be given to students in the classroom as well as at home?

Student Grades

Evaluation of student performance in a course may be based on test scores, lab grades, class participation, papers, and other assignments. The grading system must be clearly delineated in the syllabus and explained in class. At least four major grades are required, with at least one major test graded and returned before the end of the first drop period. **Graded papers should be returned as soon as possible, but no later than two (2) weeks after the due date.** A comprehensive final examination is encouraged as it provides the student an opportunity to demonstrate mastery of course objectives. Grades may not be publicly posted by student names, social security numbers, student ID numbers, or any other forms of personally identifiable information (PII).

All gradebooks must be maintained in Blackboard and kept current (assignments graded no longer than two weeks of submission) for students to assess progress and grade in the course. The design of the gradebook should be explained within the course syllabus including a weighted grade and/or final average.

An export of the Blackboard gradebook should be emailed to the Division's Administrative Assistant within one day of the deadline that grades are submitted in Banner.

Grades and grading procedures may be reviewed by the Division Director, Associate Dean, or Dean. Any grade change after final semester grades should be recorded on the Grade Change Form and will be submitted by the instructor to the appropriate Division Director, Associate Dean, or Dean. However, only an instructor can change a grade, unless he/she is no longer employed at Lamar State College Orange. In such cases, the Division Director, Associate Dean, or Dean may change a grade, with substantiation of just cause for doing so placed in the official College files.

Final grades will be submitted on the official grade report via Banner according to the official Lamar State College Orange calendar. The action status column will indicate any student officially recorded as having dropped or withdrawn after the census day.

Faculty members may use grading scales they find appropriate for their courses. All grading standards must be clearly stated in the course syllabus. All students should be held to the same grading scale outlined in the syllabus. Any changes to the grading system after the syllabus is in effect and made available to students must be approved by the Division Director, Associate Dean, or Dean.

Grade of Incomplete

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed. Students seeking an incomplete should have completed 75% of the course requirements and be passing the course at the time of the request. Arrangements to complete deficiencies in a course should be made with the instructor. The instructor must complete the online incomplete form located in blackboard. Upon completion, the student, instructor and Dean receive a copy of the form. Incomplete work must be finished during the next long semester. If

not, the Office of Admission and Records must change the "I" grade to the grade of "F." The course must then be repeated if credit is desired.

An "I" grade also becomes an "F" if the student registers for the course prior to removing the deficiencies and receiving a grade change. The instructor may record the grade of "F" for a student who is absent from the final examination and is not passing the course.

After the student completes the outstanding work noted in the incomplete form, a grade change form must be completed and routed to the Office of Admission and Records to reflect the earned grade for all completed work. This should be done on or before grade submission deadlines for the next long semester.

Grade Changes

A grade may not be corrected or changed without the written authorization of the instructor giving the grade; or, in the event that an instructor is no longer employed by Lamar State College Orange, the Executive Vice President/Provost for Academic and Student Affairs may authorize a grade change after reviewing grade records. The grade change should include a statement explaining the reason for the change and must be provided to the program director/ (if applicable) and dean. The instructor will follow the grade change online form process. The student, instructor, program director/ (if applicable), and dean will receive a confirmation email. The Office of Admissions and Records will receive the grade change information via email for processing.

Students with Disabilities

Reasonable academic accommodations must be provided to students with documented disabilities. For more information regarding reasonable accommodations, please contact the Disability Support Services (DSS) Office 409-882-3393.

Questions regarding the appropriateness of accommodations should be discussed with the Disability Support Services counselor and **not the student**. Accommodations may not be given to any student until the student submits appropriate documentation to the DSS office and the instructor has received the LSCO Accommodations Memorandum from the student with the disability. Upon receipt of the memo, the instructor is responsible for implementing the accommodations outlined.

Instructors are to keep the information outlined in the DSS Accommodation Memorandum confidential and should not disclose it to any other students, faculty, potential employers, or anyone else. Instructors are to contact the office of Disability Support Services at 409-882-3393 with any questions or concerns.

Student Privacy

Instructors teaching a distance education course and/or program may require proctoring of assignments; however, they must provide alternative proctoring solutions for students who wish to preserve their privacy while completing online assessments and do not wish to allow an online proctoring service to access their webcams and/or microphones in order to verify identity and/or ensure academic honesty. Alternatives may include, among other solutions, permitting use of the LSCO Testing Center or use of a remote proctor, subject to instructor approval of the proctor and site. See “Proctor Guidelines and Form” in the Distance Education module under the “Academic Resources” channel in Blackboard for additional information.

Syllabus

Specific instructor, course, assignment and grading details must be added to the LSCO online syllabus system on or before the 7th day of classes in which the course is offered in order to comply with House Bill 2054 from the 81st Legislative Session, outlined in Texas Education Code 51.974. Faculty can access the system through the MyGator card or through this link: <https://www2.lSCO.edu/syllabusupdate.html>. Instructions on how to create and update syllabuses can be found as an appendix in the Faculty Handbook and within Blackboard Faculty Resources.

Off-Campus Speakers

Speakers invited by instructors to address lecture and/or laboratory sections must have the prior approval of the Division Director, Associate Dean, or Dean.

Policies Regarding Field Trips

Lamar State College Orange recognizes field trips and other co-curricular activities as legitimate educational experiences. Faculty members who wish to sponsor such field trips must obtain prior approval of at least 60 days from the Division Director, Associate Dean, Dean, and Executive Vice President (EVP)/Provost. Field trips involving overnight accommodations and/or extensive travel require approval with at least 60 days' notice from the Executive Vice President (EVP)/Provost. Additionally, the Dean of Student Services must be consulted about student accommodations. All trips must follow the guidelines found in the student travel policy.

Faculty members or sponsors who are contemplating travel are expected to allow at least 60 days-notice for the approval process and must not make final arrangements until final approval from the Executive Vice President (EVP)/Provost is granted in writing.

Resources

Photocopying Services

Photocopy machines are available for faculty use but should be used to copy only small quantities of material related to their LSCO duties. Large print jobs (exceeding 25 pages) must be sent to the Print Shop for copying.

Faculty members must adhere to copyright laws.

Copying of complete books, plays, manuals etc. is forbidden unless prior approval from the publisher is obtained in writing. Written approval must be presented to the Print Shop prior to submitting the copy order.

Supplies

Supplies needed to perform the duties of their job may be requested by faculty from the department administrative assistant, as needed. LSCO prohibits the purchase of personal items using LSCO funds.

Library Services

Reserving Media Equipment and Software

1. Unusual audiovisual equipment not found in the multimedia classroom, such as video players, laptops, data projectors, slide projectors, and digital camcorders and cameras, is available from the Ron E. Lewis Library. The equipment can be checked out at the circulation desk. There is one laptop/flat panel monitor on a secure cart that can be reserved for classroom or meeting use. Faculty should contact the library to make arrangements to reserve media equipment and software.
2. All media titles are fully cataloged and listed in the online public access catalog. A link to the list of educational resources is located on the library webpage under Services for Faculty-Audio/Visual Services.

Ordering Library Books and Other Media

Faculty should assist the library staff in ordering materials which will augment their courses. The Director of Library Services will consider all requests for new materials. New materials can be requested by submitting a Book Request/Video Request form located on the library webpage under Services for Faculty.

Interlibrary Loan and Reserve Services

All faculty and students holding current Lamar State College Orange IDs are entitled to utilize any of the Texas State University System libraries. Students holding a valid Lamar State College Orange ID may also use the Orange Public Library. To obtain materials not held locally, interlibrary loan services are provided to students and faculty. Faculty should request certain materials be placed on reserve at the Lamar State College Orange Library for restricted student use during the semester. Faculty should direct specific loan instructions for those materials. At the end of each semester, all personal copies and photocopies will be returned to the instructor.

Computer Resources

Computers are available in The Learning Center and Library for student and faculty use. Faculty may use any of the equipment in the open section of the Gator Success Center, as well as the classrooms when not in scheduled use. All faculty offices include a computer for instructional and professional work. All faculty should be aware of the “Computer Use Policy” found in the LSCO *Staff Handbook*.

Faculty Authored Teaching Materials

Faculty members who write or compile textbooks, notebooks, manuals, or other materials for required use by students in their classes must obtain authorization from their Division Director, Associate Dean, and Dean before such materials may be required. Requests to use such materials in the fall semester must be submitted by May 1st and for the spring semester by October 1. (Refer to the *Textbooks/Course Materials Used* in this handbook for additional information.)

CAMPUS-WIDE POLICIES, BENEFITS, AND SERVICES

For complete information concerning employee benefits refer to the *Administrative Policies and Procedures Manual, Section 6*, located on the LSCO web page. Any conflicts or inconsistencies outlined in the *Faculty Handbook* with LSCO’s current *Administrative Policies and Procedures Manual* are unintended. In the event of conflict between this handbook and the Lamar State College Orange *Administrative Policies and Procedures Handbook*, any rule or policy of the *Texas State University System Rules and Regulations*, the *TSUS Rules and Regulations* rule or policy will prevail.

Campus-Wide Policies

Refer to the current *Administrative Policies and Procedures Manual* for a comprehensive document outlining all LSCO Campus-Wide policies.

Animals on Campus

Live animals are not permitted on campus except those assisting disabled persons and those used for instructional purposes. Faculty using live animals for instructional purposes must notify

Division Director, Associate Dean, or Deans in advance of such use, outlining the dates, times, purposes, and scopes of the instructional activities.

Corporate Card

Lamar State College Orange participates under the State Travel Management Program. Individual travelers who are issued charge cards accept an obligation to pay all charges incurred on a timely basis, and to use a charge card only for official state business use.

Individual card holders must meet the following criteria: Employees must take, or be expected to take, three (3) or more trips per fiscal year, or expend at least \$500 per fiscal year in business related expenses. Persons meet the criteria established by the travel card vendor and wish to apply for a travel card must fill out the application available in the Human Resources Office.

Drug and Alcohol-Free Workplace Policy

Based on its commitment to assure the safety and health of its students and employees, Lamar State College Orange seeks to maintain work and learning environments free of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching, and learning, and therefore will not be tolerated. Refer to the *Administrative Policies and Procedures Manual*, Policy 5.8.

If a supervisor reasonably suspects that usage of a controlled substance has affected an employee's job performance, the supervisor shall immediately notify the appropriate Division Director, Associate Dean, or Dean, or other designated administration official and, upon direction, the supervisor or other designated administrative official shall discuss with the employee the suspected drug-related problems. The employee should be advised of any available drug counseling, rehabilitation, or employee assistance programs, and the terms of any applicable period of probation. All such meetings between the employee and the supervisor or other designated administrative official to address the suspected drug-related problem and/or its resolution shall be documented in a memorandum to the record and filed in the employee's personnel file.

Should such discussion and/or participation in any available drug counseling, rehabilitation, or employee assistance program fail to resolve the suspected drug-related problems, or should the employee fail to meet the term of any applicable probation period, the employee may be subject to termination, or a chemical screening may be required. (See *LSCO Staff Handbook, Section 5.8 Drug and Alcohol Abuse Policy.*)

Keys to College Buildings

The College furnishes keys to offices and buildings to faculty as they are needed. Key requests are initiated by the faculty member's Division Director, Associate Dean, or Dean and forwarded to the Executive Vice President (EVP)/Provost. Duplication of any college key is prohibited.

Personal Appearance

Lamar State College Orange expects all employees to practice good personal hygiene, use good judgment in their choice of personal grooming techniques, and to dress in a manner that is both professional and suited to their specific job responsibilities. Departments/divisions may work with

their supervisors and the Executive Vice President (EVP)/Provost to define specific dress requirements that are appropriate for an employee's job duties and/or working environment.

In addition, a personal interest should be taken in seeing that work areas are kept in a neat and orderly fashion. Employees should be mindful of the fact that Lamar State College Orange is a public institution and that appearance is a reflection on the college.

All employees of Lamar State College Orange are also employees of the State of Texas. Employees are expected to conduct themselves in a manner that reflects credit both on the College and the State.

Public Information and Publications Policy

All documents bearing the Lamar State College Orange name or logo shall be reviewed by the Office of Marketing and Communications prior to submission for publication.

This policy applies to all institutional and divisional publications, as well as to advertising and public announcements. It includes documents printed by the institution that are intended for public dissemination, as well as material submitted to newspapers, radio stations, television stations, and other public media.

Proposed advertising for college programs or positions must be submitted to the Office of Marketing and Communications with a requisition attached. Advertising requests must be accompanied by a requisition signed by the appropriate account manager.

Information placed on the LSCO web page and/or any external forums must first be approved by the direct supervisor and Dean before submission to the Office of Marketing and Communications. The President and/or his designee are the only persons allowed to speak in an official capacity for LSCO.

Solicitation on Campus

“Solicitation” means: (1) the sale or offer for sale of any property, goods, products or services, or (2) the receipt of or request for any gift or contribution. Solicitation on the college campus is prohibited, except for the following activities:

1. The sale or offer for sale through vending machines operated by the college or its subcontractor of:
 - a. any newspaper, magazine, or other publication in an area designated by the President or his/her designees;
 - b. food, drink and other items.
2. The sale or offer for sale of any college publication, book, or other material used in the academic work of the college by the College or its subcontractor in an area designated by the President or a designee.
3. The operation by the college or its subcontractor of:
 - a. a bookstore, specialty store, laundry, dining service, or other service maintained for the convenience of the students, faculty, or staff; or
 - b. food, and drinks, souvenirs, and programs at athletic contests or other events sponsored or authorized by the College.

4. The advertisement of any activity, item, or product sponsored or authorized by the college and approved by the President or his/her designee; advertisements appearing in any publication or sent through United States or private postal service.
5. The collection of tuition, charges and fees.
6. The collection by registered students, faculty, or staff organizations:
 - a. of membership fees or dues; or
 - b. of fees or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the college or by such organizations.
7. Presidentially approved participation in:
 - a. nondiscriminatory activities on behalf of charitable organizations; or
 - b. events sponsored by a registered student, faculty, or staff organization or the college that are authorized and scheduled in accordance with the facilities-use regulations of the college. Campus rules require that all signs, tickets, and literature advertising the event be solicited directly by members of the sponsoring organization and may prohibit organizations from using nonmembers to fund-raise or to solicit for the organization.
8. Activities of agents of companies authorized by the college to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities, or other services to the college or its employees.
9. Persons engaged in activities listed in the above *Sections IV.A.3.a.-3.h.* are responsible for assuring that they maintain the portions of the campus and building they use in a clean, orderly and appealing appearance and for assuring that their use:
 - a. Preserves an academic atmosphere and does not disrupt classes, college programs, or other activities;
 - b. Maintains security and safety for persons and property; does not unreasonably expose persons on campus to crime; and avoids unlawful activities;
 - c. Protects the privacy of students, faculty, and staff, and protects them from deception, fraud and similar commercial exploitation;
 - d. Permits the free flow of pedestrian and vehicular traffic; and
 - e. Preserves the beauty of the college's campus, buildings, and facilities, and avoids unnecessary wear and tear on buildings, grounds, and facilities.

The President may prohibit persons or organizations from soliciting on campus if they fail to follow these rules. He/she may require that the student government and each registered student organization file a sworn statement disclosing: (a) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (b) the payees, their Personal Identification Numbers (P.I.N.) or social security numbers, and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the President shall be prohibited from solicitation on the campus until such person or organization comes into compliance.

Demonstrations, publications, posters, etc., or reasonable and nondiscriminatory rules and regulations as to time, place, and manner may be promulgated by the President of the college to authorize students, faculty, staff, and their registered organizations to petition, distribute publications, post signs, set up booths, and/or peacefully demonstrate on the college campus.

Such regulations shall prohibit any activity that would interfere with academic or component programs.

Tobacco Free Workplace

Lamar State College Orange seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. The LSCO campus is tobacco free. To this end, the use of tobacco products shall be prohibited in the Lamar State College Orange campus buildings, grounds, and college vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors. Refer to the *Administrative Policies and Procedures Manual*, Policy 5.9.

Use of Telephones

Telephones for local use are available to the faculty on an unrestricted basis. A faculty member must use a personal identification number (PIN) prior to placing long distance calls. Under no circumstances are personal calls to be charged to telephones. Any personal long-distance charges appearing on the monthly printout should be paid by the faculty member at the Cashier's Office.

Benefits and Services

Credit Union

Lamar State College Orange employees are eligible for membership in the Beaumont Area Education First Federal Credit Union. The central office is located at 6885 Eastex Freeway, Beaumont and a branch office is located at 1600 N. 16th Street, Orange.

Discounts: Bookstore and Brown Estate

Bookstore

The Bookstore is a virtual retail store offering textbooks as well as a broad range of convenience items. Apart from the First Day Complete fixed price per semester credit hour rate that is reviewed annually, Lamar State College Orange administrators, faculty, and staff have no input regarding pricing of textbooks or other materials provided by the store. Several of the Lamar components have a sole-provider contract with the independent contractor and the determination for pricing is set out in the contract. Faculty and staff are eligible for a 10% discount on selected items.

Brown Estate

The property, which is open to the public for tours, provides visitors with insights into the accomplishments and lifestyle of one of the region's leading citizens. The Brown Estate can be reserved for seminars, meetings, planning retreats, and other public service activities.

Rental fees for the use of the Brown Estate are discounted for full-time, benefits-eligible employees, their spouses, or their children, for their wedding or anniversary receptions, rehearsal dinners, graduation or retirement receptions, and bridal or baby showers. All other fees for catering and service are applicable. Contact the Manager of the Brown Estate for employee discount eligibility and details.

Employee Assistance Program

Lamar State College Orange, through the Employee Assistance Program (EAP), offers short-term counseling and referral services to an employee or an employee's immediate family member. Short-term counseling services are provided at no cost to the employee.

An employee wishing to use the EAP may call directly to schedule an appointment with one of the EAP counselors. The EAP is completely confidential.

Employee Education and Training Plan

The Employee Education and Training Plan ("the Plan") provides employees of Lamar State College Orange with assistance in obtaining additional college-level education and training to increase their value to Lamar State College Orange. Graduate-level courses that are related to the employee's present position are eligible under the Plan. Refer to LSCO's *Administrative Policies and Procedures* for more details about the Employee Education and Training Plan.

Family Medical Leave

Eligible employees who work at LSCO can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for a variety of reasons. In order to learn more about the eligibility requirements as well as the benefits and protections available through FMLA, refer to LSCO's current *Administrative Policies and Procedures* for details about Family Medical Leave. The Director of Human Resources can assist with any questions related to FMLA.

Insurance and Annuities

Refer to LSCO's current *Administrative Policies and Procedures* for details related to Insurance and Annuities.

Leaves of Absence Without Pay

Refer to LSCO's current *Administrative Policies and Procedures* or contact the LSCO Director of Human Resources for details related to Leave of Absence Without Pay.

Professional Licenses/Certifications

State agencies are not prohibited from paying professional license fees that are imposed on certain professionals if the agency determines that such expenditures are directly related to its governmental function.

Lamar State College Orange may pay up to \$50 annually for the renewal of a professional license required as a part of the responsibilities of a full-time employee. Request for payment is to be made to the supervisor.

Requests in excess of \$50 may be submitted by full-time employees to their immediate supervisor. The request must include a rationale and "benefit to LSCO" statement. If funds are available, a supervisor may authorize expenditure of funds in excess of \$50 if such benefits are directly related to the mission and needs of LSCO.

Retirement Benefits

All full-time faculty members are required to participate in either the Teacher Retirement System of Texas or the Optional Retirement Program. Upon hire, all full-time faculty are enrolled into Teacher Retirement System of Texas (TRS). Through their first 90 days of employment, employees have the option to move their contribution to Optional Retirement Program (ORP). Further information is available in the Human Resources Office.

All adjuncts who work more than 50% or who are employed by another TRS reporting entity must pay into TRS. They are not ORP eligible.

Sick Leave

Full-time faculty members and part-time faculty who are working at least 50% FTE are eligible to earn sick leave benefits beginning on the first day of employment with the College and terminating on the last day of duty. Sick leave benefits shall be earned at the rate of eight (8) hours (100% FTE) for each month of full-time employment and shall accumulate with the unused amount of such leave carried forward each month. Sick leave accrual shall terminate on the last day of duty.

Faculty sick leave benefits will be charged when a faculty member is unable to perform his/her duties due to illness or illness of an immediate family member. Office hours, committee work, and other duties are part of the faculty job description and are considered when assessing leave. **In accordance with Texas Government Code Section 661.203, faculty members must submit prescribed leave forms for all sick leave taken if an absence occurs during the normal workday for regular employees, even if no classes are missed. Faculty absences are to be taken at the same rate as staff, 8 hours per day for time missed.**

Sick leave is earned based on the full-time contracted assignment; therefore, sick leave is not available to use to cover absences from overload jobs. If a substitute is hired, overload pay will be docked for time missed.

Sick leave with pay may be taken when sickness, injury, pregnancy or confinement prevents the employee's performance of duty or when a member of the immediate family is actually ill. For purposes relating to regular sick leave, "immediate family" is defined as those individuals related by kinship, adoption, or marriage who are living in the same household. Sick leave may be used to care for immediate family members who do not reside in the same household only for a documented medical condition. In this instance only, "immediate family" is interpreted as spouse, parent, or child. Sick leave may not be used for any other purpose. A faculty member who must be absent from duty because of illness shall notify the appropriate supervisor at the earliest possible time, generally before scheduled responsibilities are missed.

In order to be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, a faculty member absent due to illness shall send to his/her Division Director, Associate Dean, and Dean a doctor's certificate showing the cause or nature of the illness. Prior to being able to return to work, a physician's release to return to work must be submitted to his/her Division Director, Associate Dean, or Dean.

Upon return to duty after sick leave the faculty member concerned shall, without delay, complete the prescribed application for sick leave (F3.6A) and submit the same through proper channels to

the appropriate approving authority for consideration. A written approval authorizing return to work may be requested after three continuous sick days have been used.

Exceptions to the amount of sick leave a faculty member may take may be authorized by the campus President provided such exceptions are authorized on an individual basis after a review of the merits of each particular case.

Each employee receives a monthly report (F3.6) which reflects the current sick leave balance. This form is to be completed, signed, and returned to the supervisor. The F3.6 should be returned to the Human Resources Office within ten (10) days. Faculty who exhaust all sick leave benefits will be subject to leave without pay.

For questions or clarifications for implementing the sick leave policy, please call the Director of Human Resources.

Workers Compensation

Lamar State College Orange employees are eligible for workers compensation. If a member of the faculty is hurt at work and the injuries come within the limits set by law, faculty members may be entitled to receive benefits. All work-related injuries should be reported to the supervisor, Human Resources as quickly as is safely possible after the injury occurs.

APPENDICES

Online Syllabus System Instructions

1. Access the system at this link: <https://www2.lsc.edu/syllabusupdate.html>. **PLEASE read the instructions on this page.**
2. At this time, only spring 2023 will be available. Select it and click Proceed button.
3. A list of your spring 2023 courses should appear. Select a course from the list and click the “Update Selected Syllabus” button. **PLEASE read the notes on this page. You have more options after you complete your first-course syllabus.**
4. At this point, enter information for your course syllabus.
 - a. You may just type the information
 - b. Or paste from another source like word or any other electronic document. Pasting from Word or HTML documents will insert all types of unnecessary background code and characters. We want to avoid that as much as possible. There are 2 ways to “clean up” the text you’re pasting:
 - i. Pasting as text only into a special box (first box from the left)
 - ii. Remove formatting after pasting in the text box (send box from the left)



- c. You may need to do some tweaking to get the text to appear as you like.
5. I will be adding these notes/instructions to the page.
 6. If you know HTML, you’ll be able to manipulate the look of your syllabus by clicking the “Source” button on the above ribbon to toggle between the HTML source and the normal view of that particular box.
 7. When finished entering the information, go to the bottom of that page and click the “Submit” button. Please email me if you encounter any error messages.
 8. If all is good, you will be presented with this page:

Spring 2023 Course Syllabus Update

HIST-2322-80 - World Civilization II successfully updated

View Course

Make Changes

List Courses

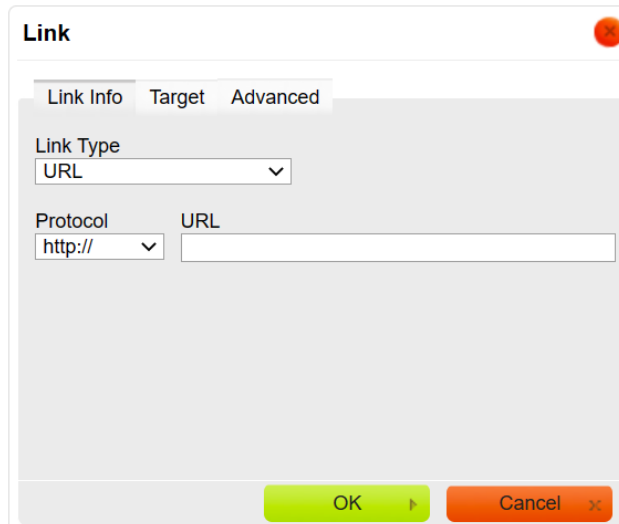
- a. “View Course” button will allow you to see what the students will see for that particular course syllabus in a separate window.
- b. “Make changes” button will take you back to the same course syllabus to make additional changes if necessary.
- c. “List Courses” button will take you back to the courses list to update other courses.

Incorporating URLs and links within the WYSIWYG boxes

- a. In any of the text boxes, click the mouse in the location you wish a URL to appear.



- b. On the ribbon/toolbar click the following icon highlighted in yellow
- c. You will be presented with the following box. Change http to https, if necessary, and copy/paste URL in URL box (without http:// or <https://>, the app will take it out if you add it) or just type URL.
- d. Click the target tab and select “New Window (_blank)” under Target select box to open link in new tab in the syllabus.



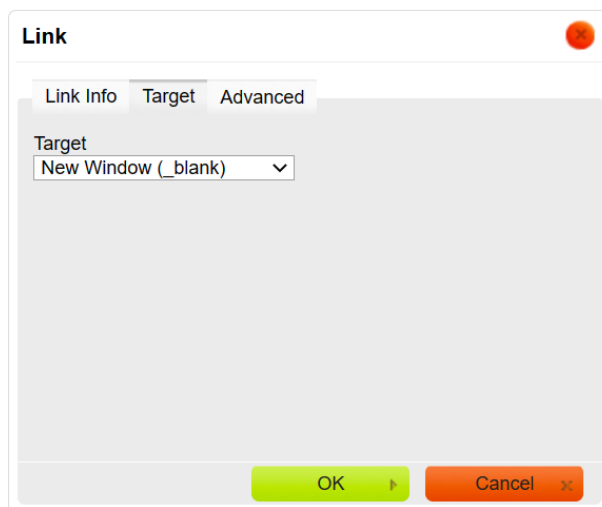
Link

Link Info Target Advanced

Link Type
URL

Protocol URL
http://

OK Cancel



Link

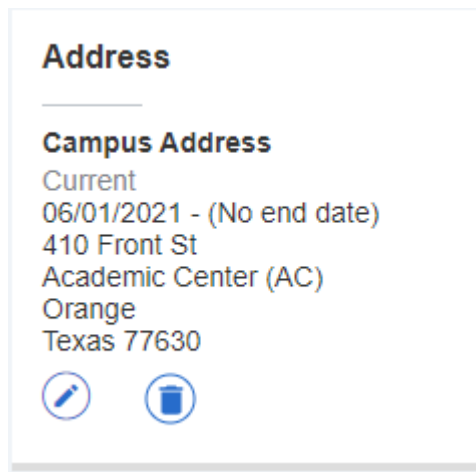
Link Info Target Advanced

Target
New Window (_blank)

OK Cancel

At this time, embedding images is not available.

**Editing your Campus Address to ensure syllabus provides accurate details
To add or edit a campus address:**



1. Campus address **format** should be as follows when adding or editing Campus Address:
 - a. Type of address: Campus Address.
 - b. Address Line 1: 410 Front St.
 - c. Address Line 2: Building Description (code). Example: Academic Center (AC)
 - d. Address Line 3: Room. Example 101A, Lobby, etc.
 - e. City: Orange
 - f. State: Texas
 - g. County: Orange
 - h. ZIP: 77630
 - i. **All other fields maybe ignored.**

Add Address ✕

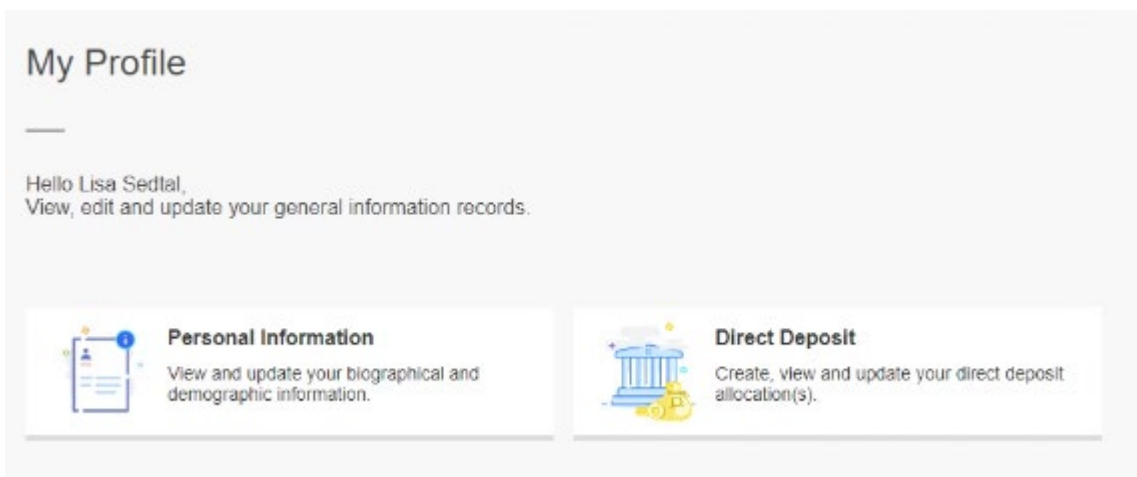
Type of Address <input type="text" value="Select Address Type"/>	Valid From <input type="text" value="MM/dd/yyyy"/>	Valid Until <input type="text" value="MM/dd/yyyy"/>
Address Line 1 <input type="text" value="Enter Address Line 1"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
Address Line 4 <input type="text" value="Enter Address Line 4"/>	City <input type="text" value="Enter City"/>	State/Province <input type="text" value="Select State"/>
County <input type="text" value="Select County"/>	Zip/Postal Code <input type="text" value="Enter Zip Code"/>	Country <input type="text" value="Select Country"/>

[Add](#)

2. Login into MyGator
3. Select “Personal Information & Direct Deposit” Card





4. Click “Personal Information” card.



5. You should a list of phones and addresses you’re authorized to see and/or update. The address type we are concerned with is “**Campus Address**” see the following example:



6. If an address exists and is correct, nothing needs to be done. If one exists and is incorrect, click the  icon and correct the address. (correct your campus address as described in step #1 above)
7. If you do NOT see a campus address entered already, click the  **Add New** icon and enter your Campus Office information as described in step #1 above.



To add or edit “Campus Phone” number:

1. Follow the same steps (2, 3, and 4) above.
2. You should see a box like the following:



Phone Number + Add New

Campus Phone Number (Primary) 409 8823063	Permanent 409 2930657
---	---------------------------------

3. If you see a phone number and is correct, nothing needs to be done. If incorrect, click the  icon and correct your office number with 409 in area code and the 7 digits number like 8824321 (no hyphens or spaces please).
4. If you do NOT see a number, click the  [Add New](#) icon and enter your office number with 409 in area code and the 7 digits number like 8821234 (no hyphens please).

LSCO Full-Time Instructional Faculty Job Description

GENERAL

The role and mission of LSCO places major emphasis upon the teaching component. Therefore, the instructional faculty position at LSCO has an emphasis on teaching, scholarship, and service. The apportionment of responsibilities may be modified for a specific position and for a specific semester due to classes not making or other variables which affect teaching assignments. Faculty will be expected to teach assigned classes according to approved course syllabi or instructional dean.

Each faculty member will schedule in-person office hours which will include the normal working hours (Mon-Fri 8:00 - 5:00), not excluding evening hours when classes are in session. During these office hours, the faculty member will be available to counsel students and will be available for departmental, divisional, and institutional obligations. Refer to the current faculty handbook for minimum office hour requirements. Additional events, committee meetings, professional development sessions, graduations, convocations, etc. require the attendance of faculty outside of their posted office hours or the normal working day.

ESSENTIAL JOB FUNCTIONS

A. Teaching:

1. Classroom preparation, supervision, and instruction, in face-to-face, online, hybrid, or HyFlex deliveries, as needed and determined by the College Administration.
2. Field-based or off-campus instruction, as needed and determined by College Administration.
3. Laboratory design, preparation, instruction, supervision, and other associated responsibilities related to courses assigned.
4. Student performance measurement including:
 - i Preparation, administration, **timely** grading, and evaluation of classroom assignments, tests, papers, examinations, research projects, etc.,
 - ii Reporting of grades on or before the deadline provided by the Registrar;
 - iii Assessment, reporting, and artifact submission of student learning outcomes, course-level, and program-level outcomes.
5. Student interactions to provide course-level support, academic advisement, assistance with degree plans, registration, and course assistance.
6. Coordination and supervision of student activities directly related to the academic program.
7. Experiments in teaching methods and teaching-oriented research, including the development and implementation of effective learning environments.
8. Timely selection and procurement of books, films, and other materials for the classroom, library, learning center, or laboratory use.
9. Periodic evaluation of library holdings and recommendations of books and other materials to be ordered by the library or Gator Success Center.
10. Development of new courses and programs of study, including web-based and other technology-based instruction.

11. Active participation in curriculum development, including the establishment of program and student learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.

B. Professional Development and Pedagogy Advancement:

1. On-going reading and research to maintain proficiency and growth in one's field of professional specialization.
2. Attend professional development opportunities regularly, as required by College Administration.
3. Holding membership or office in professional associations.
4. Attend and participate in meetings, conferences, and conventions of professional associations.

C. Service:

1. Support student success by assisting with and participating in commencement, PTK inductions, and other related ceremonies. Refer to the current faculty handbook for the minimum required commencement participation.
2. Serve on institutional and affiliated committees.
3. Serve on professional association committees.
4. Participate in college-wide assessment activities.
5. Participate in institutionally-sponsored activities to recruit students.
6. Interview and screen candidates for faculty and staff appointments.
7. Coordinate, advise, and supervise student organizations or student activities not directly related to the academic program.
8. Student support with academic advisement, assistance with degree plans, registration, and graduation assistance.
9. Participate in sponsored community service or community projects.
10. Volunteer tutoring support in Gator Success Center.

D. Other:

1. Comply with in person office hour requirements outlined in this job description and in the Faculty Handbook
2. Be available to counsel students
3. Be available for departmental, divisional, and institutional meetings
4. Attend required committee meetings, required events, required professional development sessions, required graduations, required convocations, even those scheduled outside of the normal working day
5. Other duties as assigned by College Administration.
6. Faculty members who serve as Student Organization/Club Sponsors have significant responsibility for student and campus activities and are therefore considered a Campus Security Authority (CSA) pursuant to the federal Jeanne Clery Act. Faculty members who serve as a Student Organization/Club Sponsor will be responsible for reporting information in compliance with the Clery Act.

GENERAL QUALIFICATIONS/REQUIREMENTS

Education:

Education commensurate with the specific instructional assignment is required. See LSCO's Faculty Credentialing Guidelines for minimum educational and/or experiential requirements.

Experience:

College teaching experience is preferred. For technical programs, pertinent job experience outlined in the minimum faculty credential standards is required.

Physical Requirements:

Ambulatory; cognitive; normal speech/communication; normal written communication; normal or corrected visual acuity; normal or corrected hearing; and moderate travel required (regardless of instructional delivery mode); frequent standing and sitting. Moderate lifting, pushing, pulling and carrying objects up to 20 pounds; operation of a personal computer and other various office equipment; infrequent stooping, bending, sorting, and filling.

Security Sensitive:

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

Working Conditions:

Normal teaching and office working environment during normal business hours.

LSCO Adjunct/Embedded Faculty Job Description

GENERAL

The role and mission of LSCO places major emphasis upon the teaching component. Therefore, adjunct/instructional faculty have an emphasis on teaching. Adjunct/embedded faculty will be expected to teach assigned classes according to approved course syllabi.

ESSENTIAL JOB FUNCTIONS

A. Teaching:

1. Classroom preparation, supervision, and instruction, in face-to-face, online, or hybrid venues, as assigned by the College Administration.
2. Laboratory design, preparation, instruction, supervision, and other associated responsibilities.
3. Measurement of student performance including the preparation, administration, grading, and evaluation of tests, papers, examinations, research projects, etc., reporting grades, and participation in the assessment of course and program outcomes.
4. Conduct assessment and evaluation of Student Learning Outcomes for each course, department or program outcomes, and general education student learning outcomes as appropriate.
5. Conferences with, and academic advisement of, students including assistance with degree plans, registration, and course assistance.
6. Coordination and supervision of student activities directly related to the academic program.
7. Experiments in teaching methods and teaching-oriented research, including the creation of effective learning environments.
8. Writing letters of recommendation for students.
9. Timely selection and procurement of books, films, and other materials for the classroom, library, learning center, or laboratory use.
10. Periodic evaluation of library holdings and recommendations of books and other materials to be ordered by the library or learning center.
11. Development of new courses and programs of study, including web-based and other technology-based instruction.
12. Active participation in curriculum development, including the establishment of program and student learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.

GENERAL QUALIFICATIONS/REQUIREMENTS

Education:

Education commensurate with the specific instructional assignment is required. Refer to LSCO's minimum faculty credential standards for specific educational or employment experience requirement within each instructional program.

Experience:

College teaching experience is preferred. For technical programs, pertinent job experience outlined in the minimum faculty credential standards is required.

Knowledge, Skills, and Abilities:

Dependent on specific program and courses assigned.

Physical Requirements:

Ambulatory; cognitive; normal speech/communication; normal written communication; normal or corrected visual acuity; normal or corrected hearing; and moderate travel required; frequent standing and sitting. Moderate lifting, pushing, pulling and carrying objects up to 20 pounds; operation of a personal computer and other various office equipment; infrequent stooping, bending, sorting, and filling.

Security Sensitive:

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

Working Conditions:

Normal teaching and office working environment.

LSCO Part-Time Instructional Faculty Job Description

GENERAL

The role and mission of LSCO places major emphasis upon the teaching component. Therefore, the instructional faculty position at LSCO has an emphasis on teaching, scholarship, and service. The apportionment of responsibilities may be modified for a specific position and for a specific semester due to classes not making or other variables which affect teaching assignments. Faculty will be expected to teach assigned classes according to approved course syllabi or instructional dean.

Adjunct faculty members, excluding dual credit embedded faculty, are expected to maintain one office hour per week per three classroom hours. The modality of office hours should mimic the modality of the course(s) the adjunct teaches. If the adjunct is teaching an online course, the office hour should be offered virtually. If the adjunct is teaching a face-to-face course, the office hour should be offered face-to-face. Adjuncts should work with their immediate supervisor to determine an office location, when necessary.

During the office hours, the faculty member will be available to counsel students and will be available for departmental, divisional, and institutional obligations. Adjunct faculty are encouraged to attend additional events, committee meetings, professional development sessions, graduations, convocations, etc.

ESSENTIAL JOB FUNCTIONS

A. Teaching:

1. Classroom preparation, supervision, and instruction, in face-to-face, online, hybrid, or HyFlex deliveries, as needed and determined by the College Administration.
2. Field-based or off-campus instruction, as needed and determined by College Administration.
3. Laboratory design, preparation, instruction, supervision, and other associated responsibilities related to courses assigned.
4. Student performance measurement including:
 - i Preparation, administration, **timely** grading, and evaluation of classroom assignments, tests, papers, examinations, research projects, etc.,
 - ii Reporting of grades on or before the deadline provided by the Registrar;
 - iii Assessment, reporting, and artifact submission of student learning outcomes, course-level, and program-level outcomes.
5. Student interactions to provide course-level support, academic advisement, assistance with degree plans, registration, and course assistance.
6. Coordination and supervision of student activities directly related to the academic program.
7. Experiments in teaching methods and teaching-oriented research, including the development and implementation of effective learning environments.
8. Timely selection and procurement of books, films, and other materials for the classroom, library, learning center, or laboratory use.

9. Periodic evaluation of library holdings and recommendations of books and other materials to be ordered by the library or Gator Success Center.
10. Development of new courses and programs of study, including web-based and other technology-based instruction.
11. Active participation in curriculum development, including the establishment of program and student learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.

ADDITIONAL FACULTY JOB FUNCTIONS (PREFERRED FOR ADJUNCTS)

A. Professional Development and Pedagogy Advancement:

1. On-going reading and research to maintain proficiency and growth in one's field of professional specialization.
2. Attend professional development opportunities regularly, as required by College Administration.
3. Holding membership or office in professional associations.
4. Attend and participate in meetings, conferences, and conventions of professional associations.

B. Service:

1. Support student success by assisting with and participating in commencement, PTK inductions, and other related ceremonies. Refer to the current faculty handbook for the minimum required commencement participation.
2. Serve on institutional and affiliated committees.
3. Serve on professional association committees.
4. Participate in college-wide assessment activities.
5. Participate in institutionally-sponsored activities to recruit students.
6. Interview and screen candidates for faculty and staff appointments.
7. Coordinate, advise, and supervise student organizations or student activities not directly related to the academic program.
8. Student support with academic advisement, assistance with degree plans, registration, and graduation assistance.
9. Participate in sponsored community service or community projects.
10. Volunteer tutoring support in Gator Success Center.

C. Other:

1. Faculty members who serve as Student Organization/Club Sponsors have significant responsibility for student and campus activities and are therefore considered a Campus Security Authority (CSA) pursuant to the federal Jeanne Clery Act. Faculty members who serve as a Student Organization/Club Sponsor will be responsible for reporting information in compliance with the Clery Act.

GENERAL QUALIFICATIONS/REQUIREMENTS

Education:

Education commensurate with the specific instructional assignment is required. See LSCO's Faculty Credentialing Guidelines for minimum educational and/or experiential requirements.

Experience:

College teaching experience is preferred. For technical programs, pertinent job experience outlined in the minimum faculty credential standards is required.

Physical Requirements:

Ambulatory; cognitive; normal speech/communication; normal written communication; normal or corrected visual acuity; normal or corrected hearing; and moderate travel required (regardless of instructional delivery mode); frequent standing and sitting. Moderate lifting, pushing, pulling and carrying objects up to 20 pounds; operation of a personal computer and other various office equipment; infrequent stooping, bending, sorting, and filling.

Security Sensitive:

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

Working Conditions:

Normal teaching and office working environment during normal business hours.

Signature

Date

LSCO Program Director Job Description

GENERAL DESCRIPTION

The Program Director reports to the respective Division Director corresponding to the division in which the program is assigned. If a Division Director is not assigned to the division, the Associate Dean or Dean will be the immediate supervisor of the Program Director. The Program Director provides support for academic personnel, programs, and services within the program. Duties and responsibilities shall include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS

Accreditation:

1. Facilitate and prepare any SACSCOC documents related to the prospectus and substantive change requirements affiliated with the program.
2. Implement external agency policies, rules, and standards impacting all areas of the program, as directed by the Division Director, Dean and Associate Dean.

Budget:

1. Compile and oversee budget preparations for all departments within the program.
2. Assist in the preparation and management of the program budgets to assure the best use of available resources in pursuit of the program goals.
3. Coordinate and recommend program requests for instructional materials, supplies, facilities, and capital outlay to the division director.

Curriculum and Assessment:

1. Annually review and evaluate present programs and curricula for relevancy and consistency in providing quality educational experiences for students ensuring compliance with Federal, Texas Higher Education Coordinating Board, and accreditation standards.
2. Develop and revise the curriculum for the program in coordination with the faculty and program advisory committee.
3. Ensure that internal and external standards (various state agencies, boards, and accrediting agencies) are met for the program, including but not limited to course objectives, content, exams, grading practices, etc.
4. Assist program faculty with the completion of the Program Learning Outcomes and prompt submission of the annual plans for the program.
5. Ensure courses meet curricular rigor and quality as well as appropriate scheduling to meet the needs of students and the community.
6. Oversee the instructional and administrative assessment of the program.

Faculty Evaluation and Support:

1. Recruit, review, and recommend faculty for employment and termination within the program.
2. Assist newly employed, full-time and part-time instructors in the program with their teaching duties and offer guidance for the improvement of instruction within the division.
3. Review, evaluate, and validate the performance of faculty and staff within the program for the purpose of reappointment, tenure, promotion, and merit consistent with the goals and policies of the College.
4. Conduct formal faculty and staff evaluations, development, mentoring, disciplinary, and

- discharge actions, promotions, and tenure for the program.
5. Regularly and informally evaluate faculty performance in the program.
 6. Work with the Division Director of Dual Credit Faculty to assist faculty teaching in the high schools with the program's curriculum.

Outreach:

1. Maintain positive relationships with area high schools, the Southeast Texas Regional Council, other colleges, the Texas Education Agency, and the Texas Higher Education Coordinating Board in regard to all affairs related to the program.
2. Serve as a liaison and College ambassador with business, industry, government, and educational agencies on matters concerning the program.
3. Participate in community service activities and organizations.

Schedule:

1. Ensure faculty workloads within the program are consistent with the policies and procedures of the College.
2. Coordinate and oversee the availability and functionality of instructional classrooms, computer labs, and/or skills labs used by the program.
3. Recommend class schedules each semester for courses in the program.
4. Assist the division director, associate dean, or dean in assigning faculty workloads within the program.

Student Support:

1. Review completion rates, success rates, retention rates, licensure rates, and transfer rates for students enrolled in programs within the program.
2. Assist in the advisement, recruitment, and retention of students in the program.
3. Attend ceremonial and student activities related to the program.

Other:

1. Assist in the preparation of informational materials (catalog, handbooks, manuals, and brochures) for the promotion and publication of programs and services within the program and college.
2. Serve as a member or chair of various College and statewide committees.
3. Participate in community service activities and organizations.
4. Attend system, state, and professional meetings relevant to the operations of the program.
5. Engage in professional development activities, give presentations, and moderate panel discussions.
6. Perform other related duties as may be assigned.

GENERAL QUALIFICATIONS REQUIREMENTS

Education

Commensurate with faculty credential requirements for the program.

Experience

Commensurate with faculty credential requirements for the program. Experience with accreditation requirements and expectations required of program-specific accreditations.

Knowledge, Skills, and Abilities

Ability to simultaneously manage multiple projects, priorities, budgets, and personalities; maintain a high profile in community activities.

Physical Requirements

Normal ambulatory requirement; extreme cognitive skills required; advanced speech-communication required; advanced written communication required; acute visual requirements; normal or corrected hearing required; and normal travel frequently. Requires constant sitting, walking, and seeing. Requires frequent standing, lifting, pushing, pulling, and carrying objects up to 25 pounds; operating a calculator, personal computer, and various office equipment. Requires infrequent stooping, bending, sorting and filing.

Security Sensitive

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

WORKING CONDITIONS

Normal office environment.

LSCO Department Chair Job Description

GENERAL DESCRIPTION

The Department Chair reports to the Dean of Academic, Technical, and Workforce Programs. The Department Chair provides support for academic personnel and services in general education division. Duties and responsibilities shall include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS

Budget:

1. Coordinate and recommend departmental requests for instructional materials, supplies, facilities, and capital outlay for the department.

Curriculum and Assessment:

1. Annually review and evaluate present programs and curricula for relevancy and consistency in providing quality educational experiences for students ensuring compliance with Federal, Texas Higher Education Coordinating Board, and accreditation standards.
2. Propose and develop new programs and curricula within the division to meet the measurable needs of the service area and the State of Texas according to Federal, Texas Higher Education Coordinating Board, and accreditation guidelines.
3. Develop and revise the curriculum for the programs within the department in coordination with the faculty.
4. Assist with internal and external standards (various state agencies, boards, and accrediting agencies) required for all programs within the department, including but not limited to course objectives, content, exams, grading practices, etc.
5. Assist with the completion of the Program Learning Outcomes and associated annual plans for all programs in the department and division as needed.
6. Ensure courses meet curricular rigor and quality as well as appropriate scheduling to meet the needs of students and the community.

Faculty Evaluation and Support:

1. Recruit, review, and recommend faculty for employment and termination within the department.
2. Assist newly employed, full-time and part-time instructors in their teaching duties and offer guidance for the improvement of instruction within the department.
3. Review, evaluate, and validate the performance of faculty and staff within the department for the purpose of reappointment, tenure, promotion, and merit consistent with the goals and policies of the College.
4. Assist with formal faculty and staff evaluations, development, mentoring, disciplinary, and discharge actions, promotions, and tenure for the department.
5. Connect faculty with university faculty and common transfer institutions for curriculum-related planning and discussions.

Outreach:

1. Serve as a liaison and College ambassador with area high schools, business, industry, government, and educational agencies on matters concerning the division and/or department.
2. Participate in community service activities and organizations.

Schedule:

1. Assist the dean in assigning faculty workloads within the department in a manner consistent with the policies and procedures of the College.
2. Coordinate and oversee the availability and functionality of instructional classrooms, computer labs, and/or skills labs used by the department.
3. Recommend class schedules each semester for courses in the department.

Student Support:

1. Assist and provide leadership in the advisement, recruitment, retention, and graduation of students in the department.
2. Assist in the advisement, recruitment, and retention of students in the department.
3. Attend departmental ceremonial and student activities.

Other:

1. Assist in the preparation of informational materials (catalog, handbooks, manuals, and brochures) for the promotion and publication of programs and services within the academic divisions and college.
2. Serve as a member or chair of various College and statewide committees.
3. Perform other related duties as may be assigned.

GENERAL QUALIFICATIONS REQUIREMENTS

Education

Commensurate with faculty credential requirements for one or more programs within the division.

Experience

Commensurate with faculty credential requirements for one or more programs within the division. Experience with accreditation requirements and expectations required of program-specific accreditations within the division.

Knowledge, Skills, and Abilities

Ability to simultaneously manage multiple projects, priorities, budgets, and personalities; maintain a high profile in community activities.

Physical Requirements

Normal ambulatory requirement; extreme cognitive skills required; advanced speech-communication required; advanced written communication required; acute visual requirements; normal or corrected hearing required; and normal travel frequently. Requires constant sitting, walking, and seeing. Requires frequent standing, lifting, pushing, pulling, and carrying objects up to 25 pounds; operating a calculator, personal computer, and various office equipment. Requires infrequent stooping, bending, sorting and filing.

Security Sensitive

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

WORKING CONDITIONS

Normal office environment.

LSCO Division Director Job Description

GENERAL DESCRIPTION

The Division Director reports to the respective Dean or Associate Dean corresponding to the division in which the program is assigned. The Division Director provides support for academic personnel, programs, and services within the division. Duties and responsibilities shall include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS

Accreditation:

1. Facilitate and prepare any SACSCOC documents related to the prospectus and substantive change requirements affiliated with the academic division.
2. Implement external agency policies, rules, and standards impacting all areas of the academic divisions, as directed by the Dean and Associate Dean.

Budget:

1. Compile and oversee budget preparations for all departments within the academic divisions.
2. Assist in the preparation and management of the departmental budgets within the division to assure the best use of available resources in pursuit of the academic divisional goals.
3. Coordinate and recommend departmental requests for instructional materials, supplies, facilities, and capital outlay for the academic division.

Curriculum and Assessment:

1. Annually review and evaluate present programs and curricula for relevancy and consistency in providing quality educational experiences for students ensuring compliance with Federal, Texas Higher Education Coordinating Board, and accreditation standards.
2. Propose and develop new programs and curricula within the division to meet the measurable needs of the service area and the State of Texas according to Federal, Texas Higher Education Coordinating Board, and accreditation guidelines.
3. Develop and revise the curriculum for the programs within the division in coordination with the faculty and program advisory committee.
4. Ensure that internal and external standards (various state agencies, boards, and accrediting agencies) are met for all programs within the academic division, including but not limited to course objectives, content, exams, grading practices, etc.
5. Assist program directors with the completion of the Program Learning Outcomes for all programs in the academic divisions and prompt submission of the annual plans.
6. Ensure courses meet curricular rigor and quality as well as appropriate scheduling to meet the needs of students and the community.
7. Oversee the instructional and administrative assessment of the division and/or academic programs.

Faculty Evaluation and Support:

1. Recruit, review, and recommend faculty for employment and termination within the academic division.
2. Assist newly employed, full-time and part-time instructors in their teaching duties and

- offer guidance for the improvement of instruction within the division.
3. Review, evaluate, and validate the performance of faculty and staff within the academic transfer programs for the purpose of reappointment, tenure, promotion, and merit consistent with the goals and policies of the College.
 4. Conduct formal faculty and staff evaluations, development, mentoring, disciplinary, and discharge actions, promotions, and tenure for the division.
 5. Regularly and informally evaluate faculty performance in the program.
 6. Connect faculty with university faculty and common transfer institutions for curriculum-related planning and discussions.

Outreach:

1. Maintain positive relationships with area high schools, the Southeast Texas Regional Council, other colleges, the Texas Education Agency, and the Texas Higher Education Coordinating Board in regard to all affairs related to the academic division.
2. Serve as a liaison and College ambassador with business, industry, government, and educational agencies on matters concerning the academic division.
3. Participate in community service activities and organizations.

Schedule:

1. Ensure faculty workloads are consistent with the policies and procedures of the College.
2. Coordinate and oversee the availability and functionality of instructional classrooms, computer labs, and/or skills labs used by the academic divisions.
3. Recommend class schedules each semester for courses in the academic division.
4. Assist the associate dean or dean in assigning faculty workloads within the division.

Student Support:

4. Review completion rates, success rates, retention rates, licensure rates, and transfer rates for students enrolled in programs within the academic division.
5. Assist and provide leadership in the advisement, recruitment, and retention of students.
6. Assist in the advisement, recruitment, and retention of students in the program.
7. Attend ceremonial and student activities.

Other:

1. Assist in the preparation of informational materials (catalog, handbooks, manuals, and brochures) for the promotion and publication of programs and services within the academic divisions and college.
2. Serve as a member or chair of various College and statewide committees.
3. Participate in community service activities and organizations.
4. Attend system, state, and professional meetings relevant to the operation of the division.
5. Engage in professional development activities, give presentations, and moderate panel discussions.
6. Perform other related duties as may be assigned.

GENERAL QUALIFICATIONS REQUIREMENTS

Education

Commensurate with faculty credential requirements for one or more programs within the division.

Experience

Commensurate with faculty credential requirements for one or more programs within the division. Experience with accreditation requirements and expectations required of program-specific accreditations within the division.

Knowledge, Skills, and Abilities

Ability to simultaneously manage multiple projects, priorities, budgets, and personalities; maintain a high profile in community activities.

Physical Requirements

Normal ambulatory requirement; extreme cognitive skills required; advanced speech-communication required; advanced written communication required; acute visual requirements; normal or corrected hearing required; and normal travel frequently. Requires constant sitting, walking, and seeing. Requires frequent standing, lifting, pushing, pulling, and carrying objects up to 25 pounds; operating a calculator, personal computer, and various office equipment. Requires infrequent stooping, bending, sorting and filing.

Security Sensitive

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215.

WORKING CONDITIONS

Normal office environment.

LSCO Campus Liaison Responsibilities

LSCO Campus Liaisons are integral to onboarding faculty to the College and offering direct support to their instructional teaching responsibilities and engagement quality. Through regular communication, feedback, and support, Campus Liaisons will directly assist their assigned mentees in complying with LSCO policies and procedures as well as accreditation standards.

NOTE: All faculty, including part-time (adjunct and dual credit embedded), will work under the direction of a curriculum specialist for the planning, review, and assessments of their program.

Campus Liaisons report directly to their respective Associate Dean or Dean. Although they may not be the direct content experts or have curriculum/assessment experience related to the subject matter of their assigned mentees, the Campus Liaison will be the connection between the faculty member and the program director who is qualified to offer guidance and direction on content-related planning, review, and assessment tasks.

Responsibilities of Campus Liaisons include, but are not limited to:

- Assist & mentor the instructor to develop their syllabus and post it to Blackboard on or before the first day of class;
 - Note: Student-learning objectives (SLOs), program-level assessment requirements, and textbook selections will be coordinated with the program and/or division director of the respective program.
- Provide informal orientation in the use of LSCO resources and services and serve as a guide for compliance with LSCO policies and procedures.
- Meet with mentees prior to and during the Fall and Spring semesters and provide them with professional development opportunities and expectations for the upcoming semester.
- Work with assigned program and/or division directors and division Dean to provide input for faculty evaluation process.
- Collaborate with mentees and assigned program and/or division directors to develop corrective action plans when not in compliance with course requirements or professional development requirements. This should be developed in consultation with the program and/or division director.

Part-time and new full-time faculty will successfully “graduate” from the Campus Liaison program after one academic year or recommendation of dismissal by the assigned Liaison, whichever occurs first.

Minimum Faculty Credential Standards (Academic Transfer)

Transfer Courses (UT)

- Hold a master's degree or higher in the teaching discipline; OR
- Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline. (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed.)

Transfer Lab Science Courses (UT)

- Hold a master's degree or higher in the science discipline; OR
- Hold a master's degree in any discipline, with 18 graduate hours in the specific science discipline. (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a bachelor's degree in the specific science lab discipline; OR
- Hold a bachelor's degree in any discipline, with a combination of 18 undergraduate and/or graduate hours in lab science.

Developmental Mathematics (D)

- Hold a master's degree or higher in Mathematics; OR
- Hold a master's degree in any discipline, with 18 graduate hours in Mathematics (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a Bachelor's degree in Mathematics; OR
- Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in Mathematics (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a Bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in Mathematics (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of the current certificate.)

Developmental Reading or Writing (D)

- Hold a master's degree or higher in reading, writing, or English; OR
- Hold a master's degree in any discipline, with 18 graduate hours in reading, writing, or English (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a Bachelor's degree in reading, writing, or English; OR
- Hold a bachelor's degree in any discipline, with 24 undergraduate and/or graduate hours in reading, writing, or English (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a Bachelor's degree in any discipline with current TEA Secondary Certificate with 12 undergraduate hours in reading, writing, or English (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed AND you MUST submit a copy of the current certificate.)

Math and/or Science Support Lab (D)

- Hold a master's degree or higher in the math or science; OR
- Hold a master's degree in any discipline, with 18 graduate hours in the specific math or science; (NOTE: If this option is selected, SECTION D-TRANSCRIPT COURSE INFORMATION must be completed); OR
- Hold a bachelor's degree in the specific math or science; OR
- Hold a bachelor's degree in any discipline, with a combination of 18 undergraduate and/or graduate hours in math or science

Minimum Faculty Credential Standards (Technical and Health Professions)

Workforce Associate Degree Non-Transfer Courses (UN [(AAS)])

- Hold a master's degree or higher in the teaching discipline; OR
- Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline; OR
- Hold a bachelor's degree in the teaching discipline; OR
- Hold a bachelor's degree in any discipline, with 12 undergraduate and/or graduate hours in the teaching discipline or related field; OR
- Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.

Workforce Certificate Only Courses (UN [CERT])

- Hold a master's degree or higher in the teaching discipline; OR
- Hold a master's degree in any discipline, with 18 graduate hours in the teaching; OR
- Hold a bachelor's degree in the teaching discipline; OR
- Hold a bachelor's degree in any discipline, with 12 undergraduate and/or grad hours in the teaching discipline or related field; OR
- Hold an associate's degree in the teaching discipline **PLUS** have 3 years of relevant full-time work experience; OR
- Hold a college certificate or an industry-recognized credential/certificate in the teaching discipline **PLUS** have 3 years of relevant full-time work experience.

Associate Degree Nursing Courses

- Hold a master's degree or higher, preferably in nursing; **OR**
- If master's degree is in any discipline other than nursing, hold a bachelor's degree in nursing with at least six (6) graduate semester hours in nursing **PLUS** be a Registered Nurse (RN) in Texas.

Overload and Adjunct Schedule

LSCO Faculty Load Definitions

Full-time faculty load is 15-semester credit hours for each fall and spring semester. Faculty members on a 9-month contract are considered adjunct faculty in the summer semester and are paid for all courses taught at the rates described below. Faculty members on a 12-month contract are expected to meet the 15-semester credit hour teaching requirement during the summer term.

1. Lectures and academic/stand-alone labs equal a factor of 1.0 credit hours for every contact hour per week that they generate.
2. Non-academic/stand-alone labs and clinicals equal a factor of 0.57 credit hours for every contact hour per week that they generate.

Faculty Contracted for 80% Load

Faculty who have received approval from Dean and Executive Vice President (EVP)/Provost for 0.80 load and have a designated contract formalizing this arrangement are eligible for benefits and have a load requirement of 12 semester credit hours. Request to be considered for a 0.80 load is to be submitted to the Executive Vice President (EVP)/Provost on or before the end of the spring semester prior to the year in which the request will apply.

Teaching and Load Assignments

With regards to course offerings, class times and delivery methods, LSCO's schedule of classes is built based upon student need. Teaching assignments are considered based on instructor credentials, instructor competence, and instructor availability. Full-time faculty are expected to cover face-to-face sections before online assignments are made. Each fall and spring semester, full-time faculty members will be expected to teach at least one face-to-face section during each long-term (16-week) or during both 8-week terms. Temporary exceptions to this requirement must be presented to and approved by the Provost/Executive Vice President before the semester begins.

Depending on departmental and institutional need, overloads may or may not be available to full-time faculty.

- Faculty may not exceed 150% FTE in a fall or spring semester without approval from the Executive Vice President (EVP)/Provost prior to being added to the schedule.
- Faculty may not teach more than two courses during any time over the summer session without approval from the Executive Vice President (EVP)/Provost prior to being added to the schedule.
- Faculty may not teach more than one course in the Mini May or Winter Mini session.

Staff and Administrators may teach a course within their qualified discipline if there are no faculty available to teach the needed courses. They may not teach more than two courses in a semester and are required to complete and submit to their immediate supervisor the *Staff Course Overload Agreement*. The Staff Course Overload Agreement can be located in Blackboard within the Work life tab. The executed form should accompany the F3.2.

Summer and Overload Employment

Summer and overload teaching assignments are considered based on instructor credentials, instructor competence, and instructor availability. Faculty who resign are eligible for summer teaching assignments, but those on terminal contracts are not.

Overload and Part-Time Teaching Payout Schedule

Session	*Payroll Month(s)		Part-time Faculty Pay Dates
	Full-time Faculty Pay Dates	Overload	
Fall 16-week	Sept, Oct, Nov, Dec		Sept, Oct, Nov, Dec
Fall 8-week one	Sept, Oct, Nov, Dec		Sept, Oct
Fall 8-week two	**Sept, Oct, Nov, Dec		Nov, Dec
Winter Mini	Jan		Jan
Spring 16-week	Feb, Mar, Apr, May		Jan, Feb, Mar, Apr, May
Spring 8-week one	Feb, Mar, Apr, May		Jan, Feb, Mar
Spring 8-week two	**Feb, Mar, Apr, May		Apr, May
May Mini	Jun		Jun
All Summer-Full	Jun, July, Aug		Jun, July, Aug
Summer-One	Jun, July		Jun, July
Summer-Two	Jul, Aug		Jul, Aug

**Employees are paid the first working day of the month following the payroll month*

*** Full-time faculty will be paid for 8-week two courses if enrollment is 7 or more on the first day of the 16-week semester.*

Course Release Times

Release assignments are subject to change each year upon review by the Executive Vice President (EVP)/Provost. In order for a faculty member who fulfills more than one of the roles listed below to be considered for more than one three credit hour course release, prior approval must be granted by the Executive Vice President (EVP)/Provost.

The following roles are eligible to receive a three (3) credit hour course credit each fall and spring semester:

- Program Directors/Lead Faculty (*refer to respective job descriptions within this handbook*)
- Faculty Senate President (*refer to committee by-laws*)
- Curriculum Council Chair (*refer to committee by-laws*)
- Campus Liaisons for up to six (6) part-time and/or new full-time faculty (*refer to respective job description within this handbook*)
- General Education Committee Chair (*refer to committee by-laws*)
- Academic Lead Faculty (*refer to respective job description within this handbook*)
- Nursing Team Lead
- Quality Enhancement Plan (QEP) Director
- Quiz Bowl and Academic Competition Sponsors
- Special projects approved by Dean and Executive Vice President (EVP)/Provost **prior** to semester

- Note: Faculty load limits for Board of Nursing (BON) program director cannot exceed 3 semester credit hours.

HyFlex Instructional Delivery

A \$400 stipend will be paid for sections that are offered in a HyFlex delivery mode with a minimum of 15 students enrolled on day one of class.

The following roles are eligible for LSCO faculty to receive a \$800 stipend:

- Proctor for Remote Delivered Synchronous Instruction

Summer course release time/overload compensation for program director responsibilities must receive prior approval from the Executive Vice President (EVP) during the summer schedule building process. Requests must include an outline of responsibilities that include no less than 5 hours per week for the full-summer term.

Full-time Faculty Overload and Adjunct Compensation Rate

- \$800 per credit hour for full-time faculty members exceeding their teaching load and adjunct faculty members

Defined Minimum Section Seat Limits (As of First Day of Class)

- Face to face (except those listed below) = 10 students
- Online and hybrid (all courses except those listed below) = 10 students
- General Chemistry I (CHEM 1411), General Chemistry II (CHEM 1412) = 8 students
- Dental Assisting
 - Level One (DNTA 1305, DNTA 1311, DNTA 1315, DNTA 1401) = 6 students
 - Level Two (DNTA 1241, DNTA 1245, DNTA 1249, DNTA 1251, DNTA 1353, DNTA 1660, DNTA 2461, DNTA 1103) = 5 students
 - AAS Courses (DNTA 1447, DNTA 1202, DNTA 1213) = 5 students
- Emergency Medical Technology (ECD 1211, EMSP 1260, EMSP 1501, EMSP 1438, EMSP 2260, EMSP 1208) = 8 students
- Sophomore mathematics (MATH 2305, MATH 2312, MATH 2318, MATH 2320, MATH 2413, MATH 2414, MATH 2415) = 8 students
- Pharmacy Tech Basic (PHRA 1301, PHRA 1305, PHRA 1313, PHRA 2260) = 8 students
- Pharmacy Tech (PHRA 1304, PHRA 1309, PHRA 1349, PHRA 1445, PHRA 2361) = 5 students
- RNSG and VNSG clinicals = 5 students
- NCBM = 8 students

Defined Maximum Section Seat Limits (As of First Day of Class)

- Face to face (except those listed below) = 30 students
- Face to face ENGL, SPCH, DEVL, EDUC 1300, Science Labs = 24 students
- Online and hybrid (all courses except those listed below) = 30 students
- Online and hybrid ENGL, SPCH, DEVL, CRTR, Science Labs = 24 students
- Dental Assisting Lab = 12 students
- RNSG, PHRA, EMT, PLAB, and VNSG clinicals = 10 students

- RNSG 1300 Health Assessment = 18 students

Proration Based on Section Enrollment

For courses taught in a cohort program in which enrollment falls below the *defined* minimum enrollment threshold on the first day of class, overload payment should be prorated to the respective percentage relative to number of students enrolled. Specifically, the proration rates, up to 10 students, should be as follows:

Number of students	10-student minimum prorate	8-student minimum prorate	6-student minimum prorate	5-student minimum prorate
1	10%	13%	17%	20%
2	20%	25%	33%	40%
3	30%	38%	50%	60%
4	40%	50%	67%	80%
5	50%	63%	83%	N/A
6	60%	75%	N/A	N/A
7	70%	88%	N/A	N/A
8	80%	N/A	N/A	N/A
9	90%	N/A	N/A	N/A

Compensation for Sections that Exceed Enrollment Capacities

Compensation for sections (excluding those taught at the high school by embedded instructors) that have enrollment in excess the *defined* maximum seat limit as of the first day of class will be as follows:

- 1 additional student = \$100
- 2 additional students = \$200
- 3 additional students = \$300
- 4 additional students = \$400
- 5 additional students = \$500
- 6 additional students = \$600
- 7 additional students = \$700
- 8 additional students = \$800
- 9 additional students = \$900
- 10 additional students = \$1000

Sections that exceed the enrollment capacity by 11 or more students will be paid at the equivalent rate of an additional, un-prorated section.

Compensation for Sections that Fall Below Lower Enrolled Classes that are Required for Graduation

Compensation for courses that have low enrollment but need to be offered in order to meet the needs of students pursuing graduation during the current semester will be considered on an individual basis with approval from Executive Vice President (EVP)/Provost in consultation with the Faculty Senate Executive Council prior to the first day of classes.

Substitute Part-Time Salaries

In accordance with LSCO's Administrative policy, whenever a faculty member is unable to meet his/her regularly scheduled classes for more than two consecutive class periods, a substitute will be paid to cover the classes. Substitutes of non-clinical courses will be reimbursed at the rate of \$25.00 per teaching hour. Substitutes of clinical courses will be paid at the equivalent semester

credit hour rate of \$800 per credit hour prorated based on the length of substitute duties. The Dean’s office will process the F3.2 for pay.

The faculty member is obligated to notify the Program Director, Associate Dean, and Dean as early as possible so that arrangements can be made for classes. It is the Program Director’s responsibility to identify the substitute. The faculty member will provide lesson plans for each class missed. The substitute must complete paperwork required of all LSCO faculty.

Overload Payout in the 8-Week Sessions

Background

Full-time, contracted instructors with a load in excess of 15-semester credit hours on the first day of the fall and spring semester are entitled to overload pay. Currently, payment for 16-week overloads is made in four equal installments for payout in the months of October – January during the fall semester and March – June during the spring semester. The overload pay due for second 8-week courses consists of two-installments, paid in the latter two months of the installment cycle.

New Policy

As LSCO transitions to offering more courses in the 8-week session, the College’s goal is to preserve as much continuity in the payroll process for the full-time, contracted instructors as is possible. Therefore, overloads for the fall and spring semesters will be determined by instructor’s scheduled load for the entire semester along with a review of the actual headcount for the first 8-weeks and for the second 8-weeks on day one of the 16-week/first 8-week session.

- Courses that are offered in the second 8-week session and have at least 7 students (70% of minimum enrollment) enrolled on day one of the 16-week/first 8-week session will be considered to “make” for purposes of overload calculation and faculty will be paid for the full amount over the four-month payout period. In order to continue to be paid at the full rate for each installment, however, the enrollment on day one of the second 8-week session will need to be at the minimum threshold of 10+ students.
- In order to continue to be paid at the full rate for each installment, however, the enrollment on day one of the second 8-week session will need to be at the minimum threshold of 10+ students. In the event that those sections that met the 70% minimum threshold on day one of 16-week/first 8-week session do not meet minimum enrollment threshold on day one of the second 8-week period, instructor’s overloads for month 3 and month 4 payout will be reduced to offset the overpayment for the presumed full, un-prorated amount.
- 16-week courses will continue to be treated the same in the calculation of the instructor’s load.

Example 1:

Instructor’s Load and Enrollment on Day One of 16-Week/First 8-Week of Fall and Spring Semesters:

Section	Student Headcount	SCH Load	Term
ABCD 1301 01F	17	3	8-Week One
ABCD 1301 02F	18	3	8-Week One
ABCD 1301 80F	18	3	8-Week One
ABCD 1306 01	20	3	16-Week

ABCD 1302 01S	7+ (first day of semester)	3	8-Week Two
ABCD 1302 02S	7+ (first day of semester)	3	8-Week Two

**In this example, the instructor will be paid for a 3-hour overload in four monthly installments over the course of the entire 16-week period.*

Student headcount for the second 8-week sections should meet or exceed 70% of the enrollment minimum on day one of the 16-week/first 8-week session in order to be included in all four of the payouts for the overload period.

If student enrollment on day one of the second 8-week session does not meet or exceed 10 students, the overload amount for the faculty member will be reduced in month 3 and month 4 payouts to offset the overpayment for the presumed full, un-prorated amount.

Example 2:

Instructor’s Load and Enrollment on Day One of 16-Week/First 8-Week of Fall and Spring Semesters:

Section	Student Headcount	SCH Load	Term
ABCD 1301 01F	17	3	8-Week One
ABCD 1301 02F	18	3	8-Week One
ABCD 1301 80F	18	3	8-Week One
ABCD 1306 01	20	3	16-Week
ABCD 1302 01S	<7 (first day of semester)	3	8-Week Two
ABCD 1302 02S	<7 (first day of semester)	3	8-Week Two

In this example, the instructor would **not be paid an overload, as they will not have met the 70% minimum student headcount threshold.*

Contingencies

Enrollment Threshold

If a second 8-week class in the fall or spring semester that was paid full overload prior to the term beginning fails to meet the 10-student minimum threshold on day one of the second 8-week term, the instructor will still be entitled to the prorated overload pay based on scheduled load provided they:

- Teach the course with the lower enrollment and have future paychecks (months 3 and 4) reduced by the amount which was overpaid for a full load; or
- Not teach the course at all and have future paychecks (months 3 and 4) reduced by the entire amount of the overload which was paid in advance.

Instructor Cancellation

If at the request of a full-time instructor, a second 8-week class is cancelled or rescheduled to a different time and subsequently fails to meet the 10-student minimum, overload pay for the semester will immediately cease, and any overload pay received by the instructor will be deducted from the instructor’s paychecks in even installments over the remainder of the semester.

Additional Second 8-Week Courses

No change is proposed to the manner in which the College would handle second 8- week overload pay when the course is scheduled after the last day of first 8-week registration. If an instructor chooses to teach second 8-week course(s) that was/were not scheduled as of the last day of first 8-week registration, the overload pay for those courses will be determined as of the first day of

second 8-week courses and will be paid in two installments over the last two months of the semester. **This is consistent with how the College currently pays overloads for second 8-week courses.**

No change is proposed to the manner in which the College will pay adjunct or part-time instructors who are assigned to second 8-week courses.

Adjunct Faculty

Adjunct faculty who are not under contract with Lamar State College Orange will not adhere to the conditions of this policy and will be paid according to the following schedule:

Fall Semester:

- First 8-week courses: two even payouts in September and October payroll
- Second 8-week courses: two even payouts in November and December payroll
- 16-week courses: four even payouts in September, October, November, and December payroll

Spring Semester:

- First 8-week courses: three even payouts in February, March and April payroll
- Second 8-week courses: two even payouts in May and June payroll
- 16-week courses: five even payouts in February, March, April, May, and June payroll

Fall 2023 Important Dates

Fall 2023 Important Dates			
	16-week	8-week one	8-week two
Payment Due Date 5 PM	August 16, 2023	August 16, 2023	October 18, 2023
Classes Begin	August 21, 2023	August 21, 2023	October 23, 2023
Applications for December 2023 Graduation Open	August 25, 2023	August 25, 2023	August 25, 2023
First day to "OPT OUT" of GATOR BOOK PACK	July 22, 2023	July 22, 2023	*September 23, 2023
Last day to "OPT OUT" of GATOR BOOK PACK	August 23, 2023	August 23, 2023	*October 25, 2023
Labor Day Holiday (Campus Closed)	September 4, 2023	September 4, 2023	N/A
Last Day to Petition for "No Grade"	September 5, 2023	August 25, 2023	October 27, 2023
Last Day to Drop without Penalty (Census Date)	September 6, 2023	August 28, 2023	October 30, 2023
First Installment Plan Due 5 PM	September 20, 2023	September 20, 2023	September 20, 2023
Fall Break (Campus Open)	October 16-19, 2023	October 16-19, 2023	October 16-19, 2023
Fall Break Day (Campus Closed)	October 20, 2023	October 20, 2023	October 20, 2023
Second Installment/Short Term Loans Due 5 PM	October 25, 2023	October 25, 2023	October 25, 2023
Applications for December 2023 Graduation Close 5 PM	November 17, 2023	November 17, 2023	November 17, 2023
Thanksgiving Holiday (Campus Closed)	November 23-24, 2023	N/A	November 23-24, 2023
Last Day to Drop or Withdraw	November 27, 2023	October 6, 2023	November 27, 2023
Final Exam Period	December 6-12, 2023	October 11-13, 2023	December 11-12, 2023
Deadline to return all GATOR PACK textbooks to B&N	December 15, 2023	December 15, 2023	December 15, 2023
Graduate Grades Due 11:59 PM	December 13, 2023	October 16, 2023	December 13, 2023
NON-Graduate Grades Due 11:59 PM	December 14, 2023	October 17, 2023	December 14, 2023
Commencement	December 15, 2023	December 15, 2023	December 15, 2023
<i>*Gator Book Pack Opt in begins September 18th and ends October 25th for students enrolled in 8-week two courses.</i>			

Fall 2023 Registration Dates, Payment Deadlines, and Withdrawal Schedule

Fall 2023 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	April 3, 2023	April 3, 2023	April 3, 2023
Online Registration Closes, In Person Registration Continues	August 15, 2023	August 15, 2023	**October 17, 2023
Saturday In Person Registration	August 19, 2023	August 19, 2023	August 19, 2023
First Day of Class	August 21, 2023	August 21, 2023	October 23, 2023
*In Person Registration Closes	August 22, 2023	August 22, 2023	October 24, 2023
Schedule Changes Close (Require Instructor Approval)	August 25, 2023	August 25, 2023	October 27, 2023
<i>Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.</i>			
<i>** From August 16, 2023 through September 18, 2023 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.</i>			

Fall 2023 Payment Deadlines		
Term	Register Between	Pay by 5 PM
16-week and 8-week one	April 3 - August 15, 2023	August 16, 2023
	August 16 - August 22, 2023	Upon Registration
8-week two	April 3 - October 17, 2023	October 18, 2023
	October 18 - October 24, 2023	Upon Registration

Fall 2023 Refund and Withdrawal Schedule					
100% (less \$15 Matriculation Fee) Refund prior to the first day of class					
Students who OFFICIALLY drop or withdraw from classes at Lamar State College Orange will be refunded according to the following schedule:					
Class Length	Last day for 80% Refund	Last day for 70% Refund	Last day for 50% Refund	Last day for 25% Refund	Last day to withdraw with "W"
Classes Starting August 16, 2023					
8 weeks	August 23, 2023	N/A	August 28, 2023	N/A	October 6, 2023
16 weeks	August 25, 2023	September 1, 2023	September 11, 2023	September 18, 2023	November 27, 2023
Classes Starting October 23, 2023					
8 weeks	October 25, 2023	N/A	October 30, 2023	N/A	November 27, 2023
<i>**Students receiving Title IV financial aid and who totally withdraw may owe Lamar State College Orange and/or the federal government for the refunded tuition and fees.</i>					

Fall 2023 Final Exam Schedules - 16-week

LAMAR STATE COLLEGE ORANGE					
16-Week Final Examination Schedule - Fall 2023 (December 6 - December 12)					
Students should check with their individual instructors (or course syllabi) for details concerning their finals.					
FINAL EXAM TIMES	Wednesday, December 6	Thursday, December 7	Friday, December 8	Monday, December 11	Tuesday, December 12
	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 8:00, 8:30	R only 8:00, 9:00	F only 8:00, 9:00	MW 9:00, 9:30, 10:00	TR 7:50, 8:00, 8:30
	MWF 8:00			M only 8:00, 9:00	T only 8:00, 8:30, 9:00
	W only 8:00, 9:00, 9:30				
10:15 -- 12:45	MW 12:00, 12:30	TR 9:00, 9:30, 9:45, 10:00, 10:30	F only 11:00	F only 9:30	TR 11:00, 11:20, 12:15, 12:30, 12:45
	W only 11:00	R only 12:00		M only 9:30, 10:00, 12:30	T only 12:00, 12:45, 1:00
1:00 -- 3:30	MW 1:00, 2:00	TR 2:00, 2:30, 3:30	F only 1:00, 1:30, 2:00	MW 10:15, 11:00	T only 2:00, 3:00, 3:30
	W only 12:30, 12:45	R only 1:00, 2:00, 3:00		M only 12:00, 12:45	
	W only 1:00				
3:45 -- 6:15	W only 2:00, 3:30	TR 4:10, 4:30, 4:45	F only 2:00	MW 4:00, 4:30	TR 5:00, 5:30, 6:00
		R only 3:30, 4:00, 4:10, 4:15, 5:00		M only 5:00, 5:30	T only 3:30, 4:10
6:30 -- 9:00	MW 5:00	TR 6:00, 6:30, 6:45	F only 3:30	MW 6:00, 6:30, 6:45, 7:00	TR 7:00, 7:35, 7:50
	W only 5:00, 5:30, 6:00, 6:30	R only 5:00, 6:00		M only 6:00, 6:30, 6:45	T only 5:30, 6:00
Note: Internet finals will be scheduled by each course instructor during final exam week					
Internet Instructors should not schedule finals during the times designated in the Fall 2023 Chart					
Graduate grades are due: WEDNESDAY, December 13th at 11:59 P.M.					
All other grades are due: THURSDAY, December 14th at 11:59 P.M.					
Commencement: Friday, December 15th					

Fall 2023 Final Exam Schedules - 8-week one

LAMAR STATE COLLEGE ORANGE			
8-Week One Final Examination Schedule - Fall 2023			
October 11 - October 13			
FINAL EXAM TIMES	Wednesday, October 11	Thursday, October 12	Friday, October 13
	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30	F only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45	F only 9:30, 11:00
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30	F only 1:00, 1:30, 2:00
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30	F only 3:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	F only 3:30	F only 3:30
Note: Internet finals will be scheduled by each course instructor during final exam week			
Internet Instructors should not schedule finals during the times designated in the Fall 2023 Chart			
Graduate grades are due: MONDAY, October 16th at 11:59 P.M.			
All other grades are due: TUESDAY, October 17th at 11:59 P.M.			
Commencement: Friday, December 15th			

Fall 2023 Final Exam Schedules - 8-week two

LAMAR STATE COLLEGE ORANGE		
8-Week Two Final Examination Schedule - Fall 2023		
December 11 - December 12		
FINAL EXAM TIMES	Monday, December 11	Tuesday, December 12
	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	TW 5:00, 6:30, 6:45, 7:00 T only 5:00, 5:30, 6:00, 6:30, 6:45 R only 5:00, 5:30, 6:00, 6:30, 6:45

Note: Internet finals will be scheduled by each course instructor during final exam week

Internet Instructors should not schedule finals during the times designated in the Fall 2023 Chart

Graduate grades are due: WEDNESDAY, December 13th at **11:59 P.M.**

All other grades are due: THURSDAY, December 14th at **11:59 P.M.**

Commencement: Friday, December 15th

Spring 2024 Important Dates

Spring 2024 Important Dates			
	16-week	8-week one	8-week two
First day to "OPT OUT" of GATOR BOOK PACK	December 17, 2023	December 17, 2023	*February 19, 2024
Payment Due Date 5 PM	January 10, 2024	January 10, 2024	March 13, 2024
Martin Luther King, Jr. Holiday (Campus Closed)	January 15, 2024	January 15, 2024	N/A
Classes Begin	January 16, 2024	January 16, 2024	March 18, 2024
Last day to "OPT OUT" of GATOR BOOK PACK	January 18, 2024	January 18, 2024	*March 20, 2024
Applications for May 2024 Graduation Open	January 19, 2024	January 19, 2024	January 19, 2024
Last Day to Petition for "No Grade"	January 30, 2024	January 22, 2024	March 22, 2024
Last Day to Drop without Penalty (Census Date)	January 31, 2024	January 23, 2024	March 25, 2024
First Installment Plan Due 5 PM	February 14, 2024	February 14, 2024	February 14, 2024
Spring Break (Campus Open)	March 11-14, 2024	March 11-14, 2024	March 11-14, 2024
Spring Break Day (Campus Closed)	March 15, 2024	March 15, 2024	March 15, 2024
Second Installment/Short Term Loans Due 5 PM	March 20, 2024	March 20, 2024	March 20, 2024
Last Day to Drop or Withdraw	April 15, 2024	February 20, 2024	April 15, 2024
Applications for May 2024 Graduation Close 5 PM	April 19, 2024	April 19, 2024	April 19, 2024
Final Exam Period	May 1-7, 2024	March 6-8, 2024	May 6-7, 2024
Deadline to return all GATOR PACK textbooks to B&N	May 8, 2024	May 8, 2024	May 8, 2024
Graduate Grades Due 11:59 PM	May 8, 2024	March 11, 2024	May 8, 2024
ALL Grades (including Graduate) Due 11:59 PM	May 9, 2024	March 12, 2024	May 9, 2024
Commencement	May 10, 2024	May 10, 2024	May 10, 2024

**Gator Book Pack Opt in begins February 19th and ends March 20, 2024 for students enrolled in 8-week two courses.*

Spring 2024 Registration Dates, Payment Deadlines, and Withdrawal Schedule

Spring 2024 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	November 1, 2023	November 1, 2023	November 1, 2023
Saturday In Person Registration	January 6, 2024	January 6, 2024	January 6, 2024
Online Registration Closes, In Person Registration Continues	January 9, 2024	January 9, 2024	**March 12, 2024
First Day of Class	January 16, 2024	January 16, 2024	March 18, 2024
*In Person Registration Closes	January 17, 2024	January 17, 2024	March 19, 2024
Schedule Changes Close (Require Instructor Approval)	January 19, 2024	January 19, 2024	March 22, 2024
* Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.			
** From January 10, 2024 through February 12, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.			

Spring 2024 Payment Deadlines		
Term	Register Between	Pay by 5 PM
16-week and 8-week one	November 1, 2023 - January 10, 2024	January 10, 2024
	January 11, 2024 - January 17, 2024	Upon Registration
8-week two	November 1, 2023 - January 10, 2024	March 13, 2024
	January 11, 2024 - March 19, 2024	Upon Registration

Spring 2024 Refund and Withdrawal Schedule					
100% (less \$15 Matriculation Fee) Refund prior to the first day of class					
Students who OFFICIALLY drop or withdraw from classes at Lamar State College Orange will be refunded according to the following schedule:					
Class Length	Last day for 80% Refund	Last day for 70% Refund	Last day for 50% Refund	Last day for 25% Refund	Last day to withdraw with "W" Grade
Classes Starting January 16, 2024					
8 weeks	January 18, 2024	N/A	January 23, 2024	N/A	February 20, 2024
16 weeks	January 22, 2024	January 29, 2024	February 5, 2024	February 12, 2024	April 15, 2024
Classes Starting March 18, 2024					
8 weeks	March 20, 2024	N/A	February 26, 2024	N/A	April 15, 2024

**Students receiving Title IV financial aid and who totally withdraw may owe Lamar State College Orange and/or the federal government for the refunded tuition and fees.

Spring 2024 Final Exam Schedules - 16-week

LAMAR STATE COLLEGE ORANGE					
16-Week Final Examination Schedule - Spring 2024 (May 1 - May 7)					
Students should check with their individual instructors (or course syllabi) for details concerning their finals.					
FINAL EXAM TIMES	Wednesday, May 1	Thursday, May 2	Friday, May 3	Monday, May 6	Tuesday, May 7
	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 8:00, 8:30 MWF 8:00 W only 8:00, 9:00, 9:30	R only 8:00, 9:00	F only 8:00, 9:00	MW 9:00, 9:30, 10:00 M only 8:00, 9:00	TR 7:50, 8:00, 8:30 T only 8:00, 8:30, 9:00
10:15 -- 12:45	MW 12:00, 12:30 W only 11:00	TR 9:00, 9:30, 9:45, 10:00, 10:30 R only 12:00	F only 9:30, 11:00	M only 9:30, 10:00, 12:30	TR 11:00, 11:20, 12:15 T only 12:00, 12:45, 1:00
1:00 -- 3:30	MW 1:00, 2:00 W only 12:00, 12:45, 1:00	TR 2:00, 2:30, 3:30 R only 1:00, 2:00, 3:00	F only 1:00, 1:30, 2:00	MW 10:15, 11:00 M only 12:00, 12:45, 1:00	TR 12:30, 1:00, 1:30 T only 2:00, 3:00, 3:30
3:45 -- 6:15	W only 2:00, 3:30	TR 4:10, 4:30, 4:45 R only 3:30, 4:00, 4:10, 4:15, 5:00	F only 2:00	MW 4:00, 4:30 M only 5:00, 5:30	TR 5:00, 5:30, 6:00 T only 3:30, 4:10
6:30 -- 9:00	MW 5:00 W only 5:00, 5:30, 6:00, 6:30	TR 6:00, 6:30, 6:45 R only 5:00, 6:00	F only 3:30	MW 6:00, 6:30, 6:45, 7:00 M only 6:00, 6:30, 6:45	TR 7:00, 7:35, 7:50 T only 5:30, 6:00
Note: Internet finals will be scheduled by each course instructor during final exam week					
Internet Instructors should not schedule finals during the times designated in the Spring 2024 Chart					
Graduate grades are due: WEDNESDAY, May 8th at 11:59 P.M.					
All other grades are due: THURSDAY, May 9th at 11:59 P.M.					
Commencement: Friday, May 10th					

Spring 2024 Final Exam Schedules - 8-week one

LAMAR STATE COLLEGE ORANGE			
8-Week One Final Examination Schedule - Spring 2024 (March 6 - March 8)			
FINAL EXAM TIMES	Wednesday , March 6	Thursday, March 7	Friday, March 8
	Regular class starting time:	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30	F only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45	F only 9:30, 11:00
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30	F only 1:00, 1:30, 2:00
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30	F only 3:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	F only 3:30	F only 3:30
Note: Internet finals will be scheduled by each course instructor during final exam week			
Internet Instructors should not schedule finals during the times designated in the Spring 2023 Chart			
Graduate grades are due: MONDAY, March 11th at 11:59 P.M.			
All other grades are due: TUESDAY, March 12th at 11:59 P.M.			
Commencement: Friday, May 10th			

Spring 2024 Final Exam Schedules - 8-week two

LAMAR STATE COLLEGE ORANGE 8-Week Two Final Examination Schedule - Spring 2024 (May 6 - May 7)		
FINAL EXAM TIMES	Monday, May 6	Tuesday, May 7
	Regular class starting time:	Regular class starting time:
7:30 -- 10:00	MW 7:50, 8:00, 8:30, 9:00, 9:30 M only 8:00, 9:00, 9:30 W only 8:00, 9:00, 9:30 MWF 8:00	TR 7:50, 8:00, 8:30, 9:00, 9:30 T only 8:00, 9:00, 9:30 R only 8:00, 9:00, 9:30
10:15 -- 12:45	MW 10:00, 10:15, 11:00, 12:00, 12:30 M only 10:00, 12:30 W only 11:00, 12:00, 12:45	TR 10:00, 10:15, 11:00, 12:00, 12:30 T only 10:00, 12:30 R only 11:00, 12:00, 12:45
1:00 -- 3:30	MW 12:45, 1:00, 2:00 M only 12:30, 12:45 W only 1:00, 2:00, 3:30	TR 12:45, 1:00, 2:00 T only 12:30, 12:45 R only 1:00, 2:00, 3:30
3:45 -- 6:15	MW 4:00, 4:30 M only 5:00, 5:30	TR 4:00, 4:30 T only 5:00, 5:30 R only 5:00, 5:30
6:30 -- 9:00	MW 5:00, 6:30, 6:45, 7:00 M only 5:00, 5:30, 6:00, 6:30, 6:45 W only 5:00, 5:30, 6:00, 6:30, 6:45	TR 5:00, 6:30, 6:45, 7:00 T only 5:00, 5:30, 6:00, 6:30, 6:45 R only 5:00, 5:30, 6:00, 6:30, 6:45
Note: Internet finals will be scheduled by each course instructor during final exam week Internet Instructors should not schedule finals during the times designated in the Spring 2024 Chart		
Graduate grades are due: WEDNESDAY, May 8th at 11:59 P.M.		
All other grades are due: THURSDAY, May 9th at 11:59 P.M.		
Commencement: Friday, May 10th		

Summer 2024 Important Dates

Summer 2024 Important Dates			
	Full-term	Summer Session I	Summer Session II
First day to "OPT OUT" of GATOR BOOK PACK	April 29, 2024	April 29, 2024	*June 4, 2024
Payment Due Date 5 PM	May 22, 2024	May 22, 2024	May 22, 2024
Classes Begin	May 28, 2024	May 28, 2024	July 3, 2024
Last day to "OPT OUT" of GATOR BOOK PACK	May 30, 2024	May 30, 2024	*July 8, 2024
Applications for August 2024 Graduation Open	June 7, 2024	June 7, 2024	June 7, 2024
Last Day to Petition for "No Grade"	June 11, 2024	May 30, 2024	July 8, 2024
Last Day to Drop without Penalty (Census Date)	June 12, 2024	May 31, 2024	July 9, 2024
Emancipation Day Holiday (Campus Closed)	June 19, 2024	June 19, 2024	N/A
First Installment Plan Due 5 PM [only available for full-term]	June 19, 2024	N/A	N/A
Independence Day Holiday (Campus Closed)	July 4, 2024	July 4, 2024	July 4, 2024
Second Installment Due 5 PM [only available for full-term]	July 17, 2024	N/A	N/A
Applications for August 2024 Graduation Close 5 PM	July 29, 2024	July 29, 2024	July 29, 2024
Last Day to Drop or Withdraw	July 26, 2024	June 13, 2024	July 26, 2024
Final Exam Period	August 6, 2024	July 1, 2024	August 6, 2024
ALL Grades (including Graduate) Due by 11:59 PM	August 7, 2024	July 3, 2024	August 7, 2024
Commencement (Saturday)	August 10, 2024	August 10, 2024	August 10, 2024
Deadline to return all GATOR PACK textbooks to B&N	August 9, 2024	August 9, 2024	August 9, 2024
Summer 2024 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	April 1, 2024	April 1, 2024	April 1, 2024
Online Registration Closes, In Person Registration Continues	May 21, 2024	May 21, 2024	**July 1, 2024
First Day of Class	May 28, 2024	May 28, 2024	July 3, 2024
*In Person Registration Closes	May 29, 2024	May 29, 2024	July 5, 2024
Schedule Changes Close (Require Instructor Approval)	May 29, 2024	May 29, 2024	July 5, 2024 NOON
<i>Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.</i>			
<i>*Gator Book Pack Opt in begins June 4th and ends July 8th, 2024 for students enrolled in summer-two courses.</i>			
<i>** From May 22, 2024 through June 17, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.</i>			

Summer 2024 Registration Dates, Payment Deadlines, and Withdrawal Schedule

Summer 2024 Registration Dates			
	16-week	8-week one	8-week two
In Person and Online Begins	April 1, 2024	April 1, 2024	April 1, 2024
Online Registration Closes, In Person Registration Continues	May 21, 2024	May 21, 2024	**July 1, 2024
First Day of Class	May 28, 2024	May 28, 2024	July 3, 2024
*In Person Registration Closes	May 29, 2024	May 29, 2024	July 5, 2024
Schedule Changes Close (Require Instructor Approval)	May 29, 2024	May 29, 2024	July 5, 2024 NOON

Courses can be added and dropped with late registration fee until the 2nd day of classes. Drops can be made through Gator Self-Service until online registration closes. After that, schedule changes must be initiated with the Advising Center.

**Gator Book Pack Opt in begins June 4th and ends July 8th, 2024 for students enrolled in summer-two courses.*

*** From May 22, 2024 through June 17, 2024 online registration may be unavailable. Visit with an LSCO Advisor to register during this period of time.*

Summer 2024 Payment Deadlines		
Term	Register Between	Pay by 5 PM
Full-term and Summer Session I	April 1, 2024 - May 21, 2024	May 22, 2024
	May 22, 2024 - May 28, 2024	Upon Registration
Summer Session II	April 1, 2024 - July 3, 2024	June 26, 2024
	June 26, 2024 - July 5, 2024	Upon Registration

Summer 2024 Refund and Withdrawal Schedule					
100% (less \$15 Matriculation Fee) Refund prior to the first day of class					
Students who OFFICIALLY drop or withdraw from classes at Lamar State College Orange will be refunded according to the following schedule:					
Class Length	Last day for 80% Refund	Last day for 70% Refund	Last day for 50% Refund	Last day for 25% Refund	Last day to withdraw with "W" Grade
Classes Starting May 28, 2024					
Summer Session I	May 31, 2024	N/A	June 4, 2024	N/A	June 13, 2024
Full-Term	June 1, 2024	June 8, 2024	June 15, 2024	June 22, 2024	July 26, 2024
Classes Starting July 3, 2024					
Summer Session II	July 8, 2024	N/A	July 11, 2024	N/A	July 26, 2024

**Students receiving Title IV financial aid and who totally withdraw may owe Lamar State College Orange and/or the federal government for the refunded tuition and fees.