

FACULTY

H A N D B O O K

Revised: January 2024

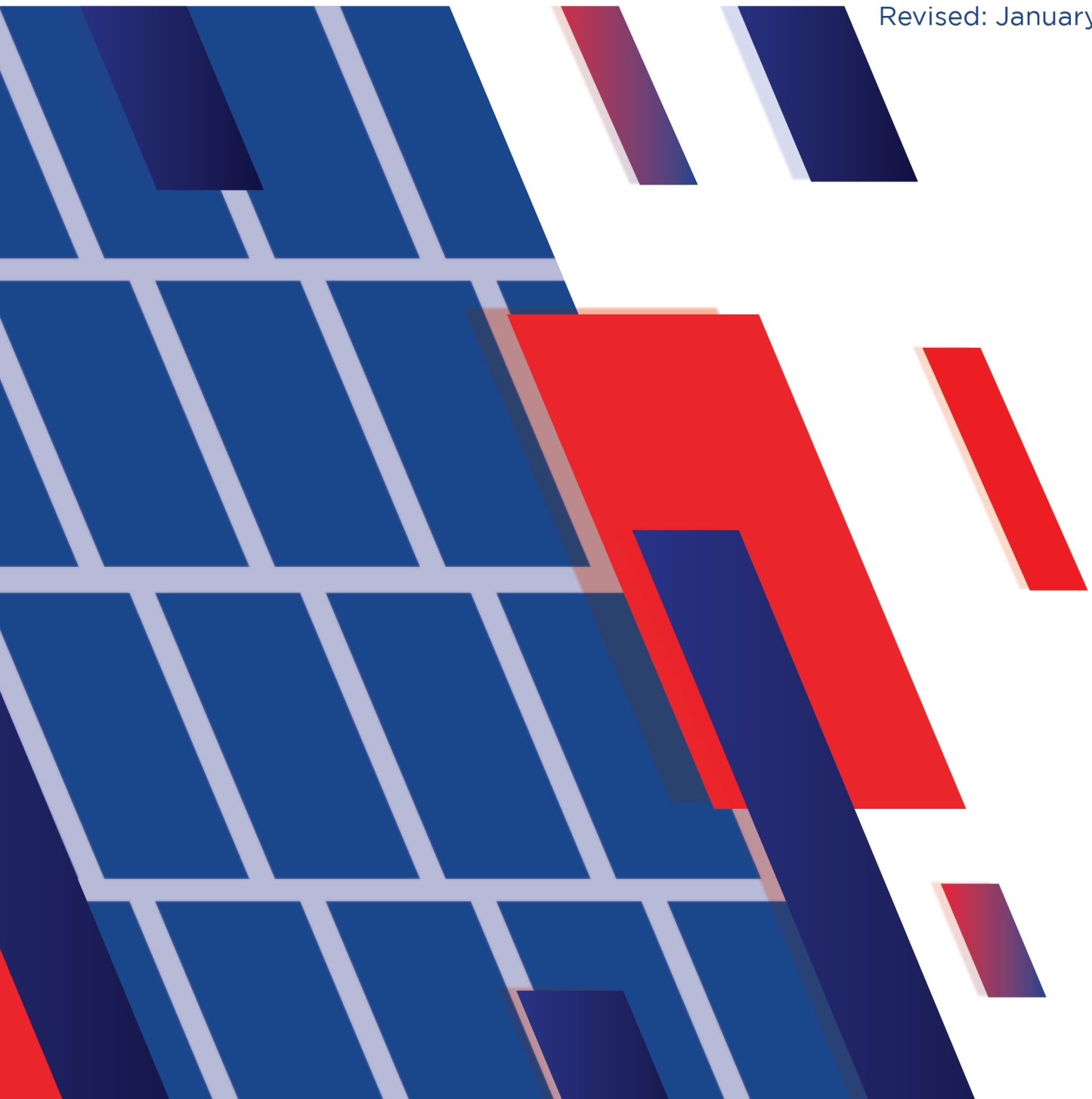


Table of Contents

Organization	4
Mission Statement	4
Acquaintance With, Conformity To, and Availability of Policies and Regulations	4
Accrediting and Regulatory Agencies	5
Southern Association of Colleges and Schools – Commission on Colleges.....	5
Other Accrediting Agencies.....	5
Texas Higher Education Coordinating Board (THECB)	5
Texas State University System (TSUS)	6
General College Information	7
Banner.....	7
Campus Security	7
Campus Carry / Concealed Handgun Policy.....	7
Active Shooter	8
Classroom Materials and Supplies	8
Code of Ethics	9
Consensual Sexual Relationships	9
Drug Free Workplace	10
Education, Online Instruction	10
Faculty Senate.....	10
Help Desk and Support Services	10
Security of Student Records	11
Sexual Harassment.....	11
Social Media	11
Title IX	12
Tobacco Free Workplace	12
Worker’s Compensation	13
Work Orders	13
Academic Administration.....	14
College Organizational Chart	15
Academic Organizational Chart.....	16
Faculty Rights, Roles and Responsibilities	17
Academic Freedom.....	17
Advisory Committees	17
Annual Faculty Review	18
Blackboard.....	18
Classroom Observation.....	18
Class Roster	19

Committee Service.....	19
DUO Security	19
Faculty Credentials	19
Faculty Workloads.....	20
Faculty Workloads Contract Payments.....	20
Graduation	22
Grievance Policy.....	23
House Bill 2504	23
Intellectual Property.....	23
Program Director	24
Lead Faculty	24
Part-time and Adjunct Faculty Teaching Loads	24
Service Recognition and Retirement Awards	24
Supplemental Contracts for Full-Time Faculty	24
Supplemental/Adjunct Appointment Monthly Payments	25
Termination and Due Process Procedures	25
Termination Clearance (Exit Interview)	25
Tuition Assistance Plan for Spouses and Dependents	25
Workplace Violence	26
Instruction	27
Adds, Drops, Withdrawals.....	27
Attendance, Students	27
Course Surveys	28
Credit by Examination	28
Experiential Learning Policy	28
Guest Lecturers.....	29
THECB, Academic Course Guide Manual, (ACGM)	29
THECB, Guidelines for Instructional Programs in Workforce Education (GIPWE)	29
THECB, Workforce Education Course Manual (WECM)	29
Incomplete Grades.....	29
Learning Lab.....	30
Standards of Academic Progress	30
Student Classroom Conduct.....	31
Textbooks	31
Open Educational Resources (OER).....	32
Faculty Attendance/Leave	33
Absence to Attend Professional Development.....	33

Bereavement Leave	33
Emergency Leave	33
Extended Leave Without Pay	34
Faculty Workloads.....	34
Family Medical Leave Act (FMLA).....	34
Holidays.....	35
Leave Without Pay (LWOP).....	35
Military Leave of Absence/Employment Restoration	35
Modified Duty Due to Injury/Illness.....	35
Parental Leave	36
Return to Work	36
Sick Leave	36
Sick Leave Pool.....	37
Time and Attendance/Leave Records	37
Faculty Growth	38
Tuition Assistance Program for Employees	38
Continuing Professional Education (CPE).....	38
Employee Education and Training Plan	38
Faculty Promotion Guidelines	39
Instructional Rank (Working Titles).....	39
Probationary Period	39
Seminars and Workshops	40
Tenure.....	40
Appendix A: Directions to Access Programs	41
Appendix B: Outside Employment Form	44
Appendix C: Charter and Bylaws of the Faculty Senate.....	46
Appendix D: Classroom Observation Checklist.....	50
Appendix E: Faculty Workload Guidelines & Instructions	51
Appendix F: Lead Faculty Job Description.....	52
Appendix G: Program Director Job Description	53
Appendix H: Faculty Workloads Contract Payments	54

Organization

Mission Statement

Lamar Institute of Technology (LIT) provides innovative teaching and learning for tomorrow's workforce.

Our mission statement is in alignment with our three college strategic goals.

Strategic Planning Goals

1. Increase Student Access, Success, and Reduce Debt.
2. Be more Responsive to the Community and Industry.
3. Promote Institutional Excellence.

Acquaintance With, Conformity To, and Availability of Policies and Regulations

LIT faculty members must become acquainted with and conform to all the rules and regulations relating to their appointment and to the proper and orderly discharge of the faculty member's work as set forth in both this Handbook and in The Texas State University System's (TSUS or System) Rules and Regulations; in catalogs, announcements of courses, and other official publications; and in printed or other material regularly prepared for the use of the faculty. To this end, copies of the Handbook and the System's Rules and Regulations shall be reproduced and distributed and located on campus as considered appropriate by the President. The President shall have one copy of the Handbook and the System's Rules and Regulations available at an appropriate location in the President's office for ready reference.

For more information: See [TSUS Rules and Regulations](#) V-8 2.4

Accrediting and Regulatory Agencies

Southern Association of Colleges and Schools – Commission on Colleges

LIT is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associate level. SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

For More Information:

[The 2018 Edition of Principles of Accreditation: Foundation for Quality Enhancement](#)

[Resource Manual for the 2018 Principles of Accreditation: Foundations for Quality Enhancement](#)

Other Accrediting Agencies

LIT is approved by the Texas Education Agency for training veterans under all classifications.

LIT is also a member of or approved by:

- The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- The Texas Department of Aging and Disability Services
- The Texas Department of Licensing and Regulation
- The Texas Board of Nursing
- The U.S. Department of Education and the Veterans Administration.

Texas Higher Education Coordinating Board (THECB)

The THECB was created by the Texas Legislature in 1965 to represent the highest authority in the state in matters of public higher education. Its mission is to provide leadership and coordination for Texas higher education and to promote access, affordability, quality, success, and cost efficiency through 60x30TX, resulting in a globally competitive workforce that positions Texas as an international leader.

For More Information: [Texas Higher Education Coordinating Board](#)

Texas State University System (TSUS)

TSUS, founded in 1911, is the first higher education system established in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher education institutions stretching from the Texas–Louisiana border to the Big Bend region of west Texas. TSUS consists of seven institutions located throughout the state: Lamar University, Sam Houston State University, Sul Ross State University, Texas State University, Lamar Institute of Technology, Lamar State College Orange and Lamar State College Port Arthur. Throughout TSUS, faculty and staff are preparing students to work in and contribute to our global society.

TSUS is governed by a nine-member Board of Regents appointed by the governor. In addition, a nonvoting student regent is appointed annually to the board. The administration, which is headed by a board-appointed chancellor, is based in Austin, where it provides support to the System components and state government.

For more information: [Texas State University System](#)

General College Information

Banner

Ellucian Banner is an Enterprise Resource Planning (ERP) software product of Sunguard Higher Education. Banner allows LIT to record and maintain information for college operations, students, and employees. Faculty use Self Service Banner to input grades, review student information/transcripts, advising, retrieving personal payroll information, and updating personal information.

For instructions on how to access Self Service Banner: See Appendix A: Directions to Access Programs.

Campus Security

Campus Security is charged with providing a safe and pleasant environment for the students, faculty, staff, visitors and guests on campus. Through high visibility and the help of off-duty police officers, campus security does its best to deter occurrence of infractions. The office's patrol system and campus escort service afford opportunities for security personnel to see and be seen. There are also 3 emergency phones available in the parking lots.

If you have or witness an emergency currently in progress, dial 911 then call the Security Office at 409-880-7777.

If you are the victim of a crime and wish to make a report, call the Security Office.

Emergency Numbers

Police, Fire, Medical.....call 911
LU Campus Police.....409-880-7777
After hours – dispatch center is open 24 hours a day

Campus Carry / Concealed Handgun Policy

Texas Senate Bill 11

(Approved by TSUS Board of Regents November 16, 2017)

Any person who is a concealed handgun license holder is permitted to carry a concealed handgun on the LIT campus, including buildings, unless prohibited by state or federal law, or this policy.

1. Except as stated below, LIT permits faculty, staff, students and visitors holding a valid concealed handgun license to carry concealed handguns on campus.

2. LIT students, faculty and staff who attend classes, clinics, internships, co-ops, seminars and other LIT programs/events at off-campus agencies or sites shall be subject to the laws, rules, regulations and policies addressing concealed handgun carry for those agencies or sites.
3. LIT students, faculty and staff who utilize services and programs at LIT shall be subject to LIT's concealed handgun carry policy.

For more information: See [Campus Carry - Lamar Institute of Technology \(lit.edu\)](http://lit.edu/Campus_Carry)

Active Shooter

LIT recognizes its commitment to the emotional and physical well-being of its, students, faculty, and staff. There is increasing concern, interest, and anxiety about active shooters on America's campuses. LIT's campus security are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation and determine the best course of action to take for the safety of the LIT community. LIT's campus security will be responsible for all tactical operations and will call on area law enforcement agencies, fire rescue, and EMS for assistance, as needed.

The immediate response of the first officers on scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter. Rescue teams will follow shortly to aid you and others. Anyone aware of an active shooting event, should follow the most recent training and policies of the Institution such as Run, Hide, Fight.

For more information: See [LIT Policy and Procedures](#) , Policy 2.48; [TSUS Rules and Regulations](#) III-50 24

Classroom Materials and Supplies

Classroom supplies are available through the various departmental offices. Items such as dry erase markers/erasers, pens, pencils, notepads and folders are available on a regular basis. Items such as calendars or other special requests should be made through the Department Chair and/or the Administrative Associate of the department. Some departments, by nature of the degrees and certificates offered, may have equipment or media supplies available to the faculty. For additional instructional materials, contact the Department Chair and/or the Administrative Associate of the department to make a request for these items or to purchase items.

Code of Ethics

LIT is committed to the highest standards of ethical conduct and integrity in an effort to provide the public with the utmost level of confidence in our organization, educational services, administrative business processes, and financial data. LIT holds a position of trust with respect to many external organizations and agencies. Accordingly, all Institute personnel have a responsibility to the government, donors, parents and students to use the Institute's funds prudently, ethically, and for the purposes for which they are designated. Ethical conduct has been and continues to be the foundation of our institution. To that end, the Institute has adopted the following Code of Ethics that must be followed by all administrators, faculty, and staff members.

Ethical behavior and integrity are the responsibility of each and every member of the faculty and staff, and any other person acting on behalf of the Institute. In particular, Institute executives and account managers 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 the Institute with the public, the government, vendors, 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.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.16

Consensual Sexual Relationships

LIT prohibits consensual relationships between supervisors and supervisees unless the supervisor discloses the relationship to his or her immediate supervisor and a conflict management plan has been document, approved, and put into place. Disclosure of the relationship by the supervisee does not relieve the supervisor of his/her duty to report the consensual relationship as soon as possible. Plans to manage a conflict may include, but are not limited to, reassignment of either party or other actions to change any conflict of interest or appearance impropriety created because of the consensual relationship. Failure to disclose the relationship may result in disciplinary actions up to and including termination.

An LIT employee is prohibited from pursuing or having a consensual relationship with an undergraduate student at LIT. A consensual relationship in violation of this provision may result in disciplinary action against the employee, up to and including dismissal. An LIT employee may request an exemption from this prohibition from the President or President's designee. Exemptions will be granted only in exceptional circumstances.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.3; [TSUS Rules and Regulations](#) V-8 2.43

Drug Free Workplace

LIT is committed to providing safe and healthy work, teaching, and learning environments. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the abuse of alcohol in the work place is expressly prohibited.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.6

Education, Online Instruction

For the purposes of the SACSCOC's accreditation review, online learning/distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.

For More Information: [Distance Learning Instructor Handbook](#)

Employment Outside the Institution

Faculty wishing to see outside employment must submit a completed *Request for Approval of Outside Employment/Dual State Employment* form. LIT will review the submitted documentation in determining whether to approve the request. Requests for outside employment that would conflict with the employee's ability to complete his/her full performance of LIT duties will not be approved.

Any outside employment must be reported on an annual basis.

For More Information: [Policy and Procedure Manual, Policy 5.4](#)

To access form: See Appendix B - Outside Employment Form

Faculty Senate

Faculty Senate serves as the official body responsible for ascertaining and relaying the advice and opinions of the faculty in matters concerning the academic activities of Lamar Institute of Technology. The Faculty Senate shall provide information concerning faculty opinions and suggestions to the President and other members of the administration on all matters of employee relations.

For More Information: See Appendix C for Charter and Bylaws of the Faculty Senate

Help Desk and Support Services

Contact the Help Desk for assistance by email HelpDesk@lit.edu during normal business hours.

Security of Student Records

LIT employees are required to abide by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA applies to any person enrolled in an institution of higher education, regardless of age. FERPA stipulates that certain student information, including but not limited to grades, grade point average, academic probation/suspension and social security/student identification number, may NOT be given to a third party without the WRITTEN consent of the student who “owns” the information.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.19

Sexual Harassment

LIT is committed to creating and maintaining an educational community in which each individual is respected, appreciated and valued. LIT diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels. LIT’s focus on tolerance, openness, and respect is key in providing every member of the LIT community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any report of behavior that threatens our institutional values and breaches this policy shall be promptly investigated and remediated in accordance with principles of law, fairness and equity to all parties involved.

Sexual Misconduct, as defined in this policy, is a form of sex discrimination and will not be tolerated. LIT will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. LIT will take prompt and appropriate action to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects. This Policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate Sanctions, and identifies available resources.

For more information: See [LIT Policy and Procedures Manual, Policy 2.1](#); [TEXAS STATE UNIVERSITY SYSTEM SEXUAL MISCONDUCT POLICY AND PROCEDURES](#)

Social Media

Communication among LIT employees and the community is diverse and varied. LIT employees who choose to communicate through social media must comply with the Social Media Policy and Guidelines. Employees who do not comply with the guidelines will be required to deactivate the LIT social media site and/or may be subject to the college’s discipline processes.

For More Information: see [Social Media Policy](#)

Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (gender-based) discrimination and harassment in educational programs and activities at institutions that receive federal financial funding.

LIT is committed to providing an educational environment free from all forms of discrimination and harassment, including gender-based discrimination and harassment. Sexual harassment, which includes sexual violence, is a form of harassment. LIT provides support and resources to students, faculty, and staff to address concerns related to gender-based discrimination and harassment, including sexual misconduct.

LIT has designated a Title IX Coordinator to assist the community regarding gender-based discrimination and harassment. Some of the responsibilities of the Title IX Coordinator include:

- Overseeing Title IX compliance for their institution;
- Tracking and monitoring incidents, including gender-based discrimination and sexual misconduct;
- Ensuring prompt and equitable resolution of complaints;
- Coordinating training, education, and prevention efforts; and
- Providing information on options for responding to and resolving complaints.

LIT's Title IX Coordinator plays an integral role to provide positive living, learning, and working environments for the entire community.

All LIT employees are responsible for completing Title IX training every two years.

[TSUS Sexual Misconduct Policy](#)

Tobacco Free Workplace

LIT is committed to providing its employees, students and visitors with a safe and healthy environment. LIT recognizes that the use of tobacco products on the Institute's premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on the Institute's premises. This policy shall be implemented with an emphasis given towards positive methods of ensuring compliance whenever possible.

For More Information: [Policy and Procedure Manual](#), Policy 2.7; [TSUS Rules and Regulations](#) III-47.20

Worker's Compensation

Workers' compensation has been established by a series of acts which have evolved into the current laws providing this coverage. Financial compensation is paid to employees for physical injuries and illnesses arising out of and in the course of employment. Workers' compensation laws provide rights and responsibilities to the employee and the employer; and remedies in case of dispute. The administration of the law is overseen by the State Office of Risk Management (SORM). Workers' compensation is not a form of health insurance; nor does it provide compensation for damage to, or loss of, personal property.

For More Information: [Policy and Procedure Manual](#), Policy 5.9

Work Orders

For physical plant work orders, please email facilitiestickets@lit.edu.

Academic Administration

The following officers have administrative responsibility for the operations of LIT, including instructional programs.

President

The appointment of the President is the prerogative and responsibility of TSUS's Board of Regents. Specific guidelines for the selection of a new President are found in Chapter IV of the TSUS's System Rules and Regulations.

Provost/Vice President for Instruction

The appointment of the Provost/Vice President for Instruction is the prerogative and responsibility of the President, acting with the approval of the Board of Regents. A search committee, appointed by the President, may be utilized to provide input from students, faculty, Department Chairs, and Deans regarding the appointment. Further information concerning the appointment of Administrative Officers is found in Chapter V-3 of the Texas State University System Rules and Regulations.

Dean

The appointment of a Dean is the prerogative and responsibility of the President. Such appointments shall be included in the personnel actions approved by the Board of Regents. The President typically solicits a recommendation from the Provost/Vice President for Instruction. A search committee, appointed by the Vice President, may be utilized to provide input from the students, faculty members, and Department Chairs regarding the appointment. Further information concerning the appointment of Administrative Officers is found in Chapter V-3 of the TSUS Rules and Regulations.

Department Chairs

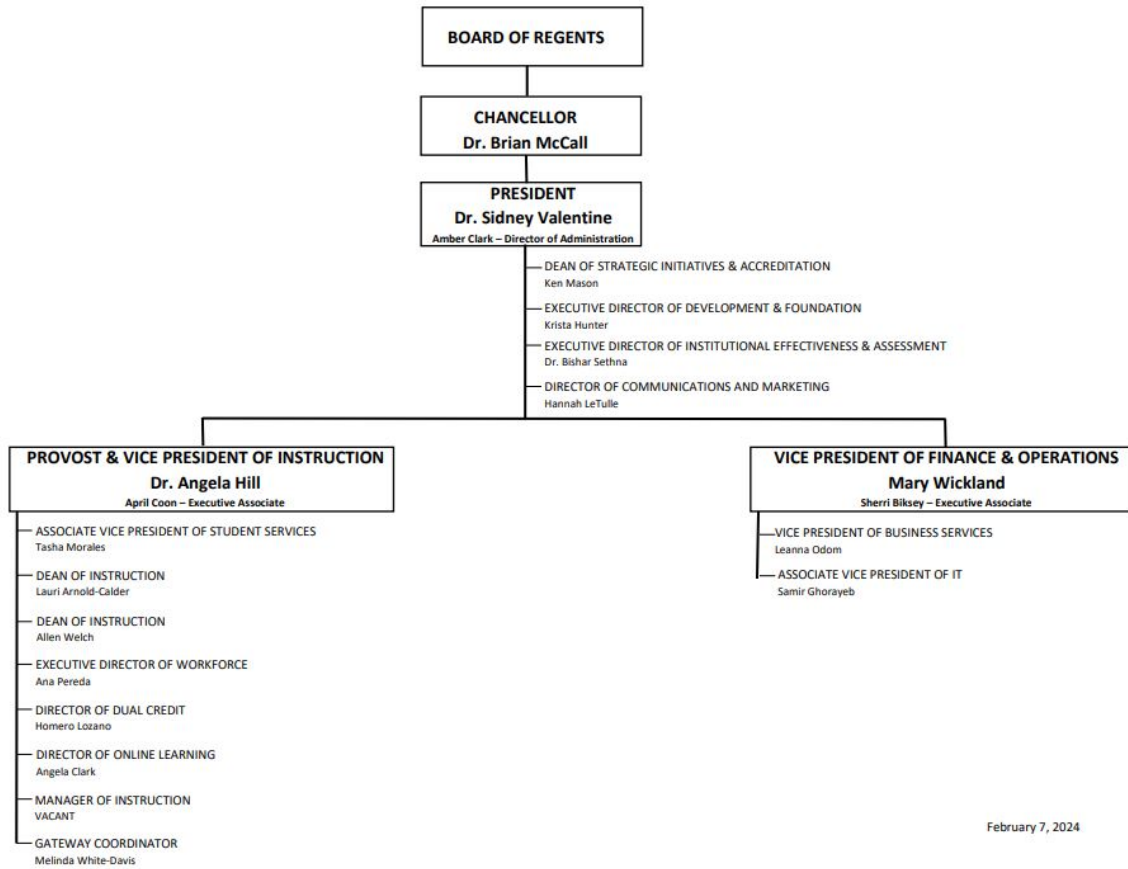
Appointment of Department Chairs is the responsibility of the Dean with consultation from the Provost/Vice President for Instruction. Faculty provide input and serve on the search committee. After receiving a recommendation from the Vice President, and approval from the President, the President will present these appointments to the Board of Regents for approval.

Program Directors and Lead Faculty

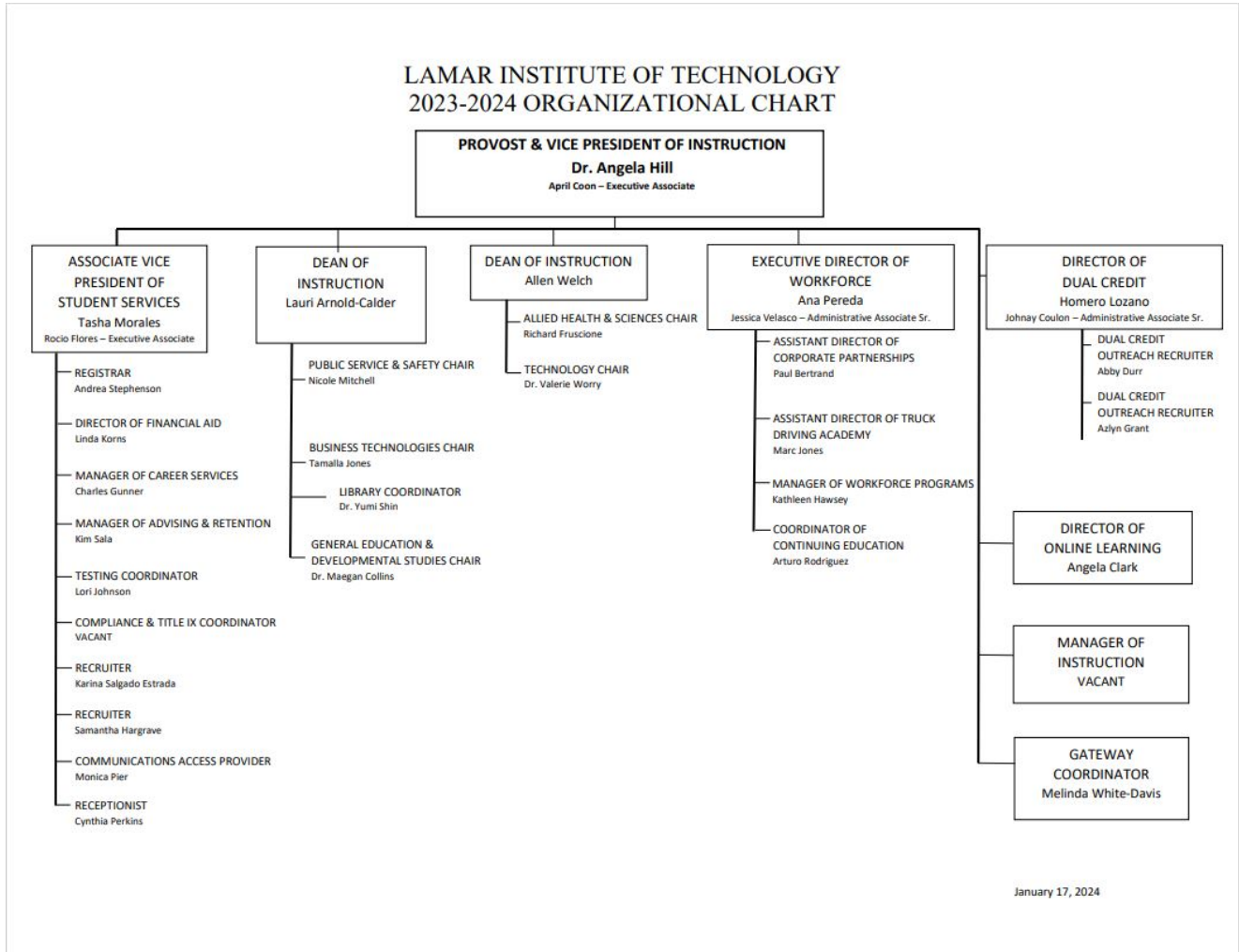
Appointment of Program Directors/ and Lead Faculty is the responsibility of the appropriate Dean with input from the Department Chair, consultation with the Provost/Vice President for Instruction, and the approval of the President. Further information on the appointment of Program Directors/ may be found in LIT's Policy and Procedures Manual, Policy 4.31.

College Organizational Chart

LAMAR INSTITUTE OF TECHNOLOGY 2023-2024 ORGANIZATIONAL CHART



Academic Organizational Chart



Faculty Rights, Roles and Responsibilities

Academic Freedom

LIT supports the principles of academic freedom. The faculty is free to present issues in the classroom that may be of a debatable or controversial nature; provided that this is done objectively and in the spirit of academic inquiry, that the topic is pertinent to the subject matter of the course, and that the material is presented in good taste. The faculty shall not advocate the overthrow of the government of the United States or of the State of Texas by force or violence or other unconstitutional method.

It is the policy of the Institute that academic freedom must be exercised with responsibility and reasonable judgment, with regard for the rights of others, and with consideration for the best interests of the college, the community, the state, and the nation in which we live.

The faculty is encouraged to conduct research and publish materials, provided that these activities do not interfere with the performance of assigned duties.

The faculty should share in the selection of textbooks, library materials, choice of course materials, and in the formation of the curriculum. The faculty shall have access to procedures embracing the concept of due process in alleged abridgement of their academic freedom. General faculty meetings are recognized as forums through which lines of communication are established and maintained.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.20; [TSUS Rules and Regulations](#), V-23 4.7

Advisory Committees

On the recommendation of the Provost/Vice President for Instruction, the President may appoint advisory committees, as needed, comprised of members who are broadly representative of business and industry and of major social and economic elements of the community. The primary tasks of such committees are to advise regarding career program development, operation, and evaluation. These committees will be appointed annually with the term of the appointment beginning each Fall Term. The committee shall be advisory to LIT faculty and staff and shall meet periodically with members of the faculty and staff. Reports of advisory committee meetings will be submitted to the President by the respective Department Chairs through the Provost/Vice President for Instruction and posted on the LIT website.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.24

Annual Faculty Review

Faculty members are required to complete the F2.08i Annual Faculty Review, a self-evaluation submitted to the Program Director, Department Chair, the Dean, and the Provost/Vice President for Instruction. Faculty are evaluated in the following areas: student evaluations, supervisor evaluations (instructional alignment, course revisions and teaching aids), professional credentials, professional development, student recruitment/advising/retention, campus activities, professional image and safety.

The Department Chair or Dean may use the Annual Faculty Review to support recommendations concerning promotion, tenure, and salary administration.

For More Information: [LIT Policy and Procedures Manual](#), Policy 4.33; [TSUS Rules and Regulations](#) V-15 4.28

Blackboard

Blackboard is a Learning Management System. This system provides a platform for each course taught by faculty, face to face or online. Within the course platform, faculty can upload information in the following categories: Course content, calendars, learning modules, assessments, assignments, profile, gradebook, and media library. Faculty should use Blackboard for all of their courses. At a minimum, the syllabus, instructor introduction, and gradebook should be set up. Faculty are required to maintain ‘real-time’ gradebooks and grade submissions within a week from the due date.

As part of Emergency Operations, faculty should be prepared to switch to an online format immediately should an emergency occur that results in closure of the campus. For this reason, it is strongly suggested faculty use Blackboard to post classroom information, handouts, and assignments.

For more information: See the [Blackboard Institution Page](#); for instructions on how to access Blackboard: See Appendix A: Directions to Access Programs

Classroom Observation

All current full-time faculty, adjunct faculty, and instructional staff will be observed at least once per year. New instructors (full time, adjunct and instructional staff) will be observed at least twice during their first semester of teaching and once a year thereafter. Observations shall be conducted by program directors and/or department chairs using the Classroom Observation Checklist.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.3; See Appendix D for sample observation form.

Class Roster

Students must attend classes and sections as listed on the official class roll. Student names who do not appear on the class roll cannot attend classes or laboratories. Names of students auditing courses appear on the official class roll.

The instructor is responsible for verifying class rolls. For the first two weeks of classes, faculty are encouraged to check Banner rosters in each class period for the addition and deletion of students.

These are sent for the instructors' use and do not have to be returned to the Registrar. Faculty receive Official Class Rosters on the 12th Class Day (Census Day). The Class Roster must be verified, signed in black ink, and returned to the Registrar's Office. Students who do not appear on the roster are not allowed to attend the class. Any discrepancies should be emailed to the Registrar before the 12th Class Day.

Blackboard does not update the rosters like Banner does. Students may still appear on the roster for Blackboard who are not in Banner. Allow 24 hours for processing and notify Distance Education Director with concerns if student(s) are not removed.

For instructions on how to access Self Service Banner (summary class list): See Appendix A: Directions to Access Programs

Committee Service

Faculty have the primary responsibility for the improvement of LIT's educational programs. Faculty serve on a variety of department and college committees.

DUO Security

LIT has implemented Duo Security, a two-factor authentication feature which adds a second layer of security when logging into applications. By verifying your identity using a second factor (e.g., phone or other mobile device), you prevent anyone but you logging into your LIT account even if they gain access to your password.

For More Information: [2-Factor Authentication with Duo Security](#)

Faculty Credentials

It is LIT's policy to employ only faculty members, full-time and part-time, who possess the credentials identified by SACSCOC's Faculty Credentials Guidelines, with the Provost/Vice President for Instruction having the authority to override those guidelines when justified, with approval from the President.

LIT generally accepts degrees or college courses from accredited, degree granting institutions of post-secondary education in the United States and its outlying areas which meet the United States Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case-by-case basis and must be evaluated by an approved credential evaluation agency.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.13

Faculty Workloads

Each full-time faculty member must be at work on campus each duty day in a given term except for approved leave. Full-time faculty members must be on duty a minimum of 30 hours per week. This time excludes any extra pay courses or meal periods. Faculty members must schedule 30 hours per week to include standard teaching load, fifteen (15) semester Credit Hours, and office hours.

For more information: See Appendix E for policy approved 8/27/2019; [TSUS Rules and Regulations](#) III-12 5.2

Faculty Workloads Contract Payments

The following guidelines will apply to computing faculty teaching loads and determining when to pay full-time faculty members on a supplemental contract basis.

1. An instructional hour equivalent is an artificial unit of measure which does not necessarily correspond to credit hours, lecture hours, laboratory hours, clinical hours, or contact hours. An instructional hour equivalent is used for the purposes of calculating full-time loads and payment of supplemental contracts except where indicated. The following will be used for the purpose of calculating instructional hour equivalents:
 - 1.1 One lecture hour equals 1.0000 instructional hour equivalent.
 - 1.2 One science, computer science, or Cosmetology laboratory hour equals 0.7500 instructional hour equivalent.
 - 1.3 One healthcare laboratory hour, clinical hour, or practicum, equals 0.8750 instructional hour equivalent.
 - 1.4 One hour of non-credit instruction (includes lecture, laboratory, and clinical) equals 0.8333 instructional hour equivalent.
 - 1.5 One laboratory or clinical hour, not included in 1.2 through 1.4 above, equals 0.5000 instructional hour equivalent.
 - 1.6 Co-op, internship, and non-healthcare practicum will be compensated per supplemental pay schedule.
2. A full-time load will be calculated as follows:
 - 2.1 Full-time faculty teaching load is 15 semester credit hours (SCH) each Fall and Spring term. Faculty teaching lecture/lab and/or Clinical Coordinators may satisfy their teaching load requirements with less than 15 SCH as long as the total instructional hour equivalents are within the range of 240-400 instructional hour equivalents. A recommendation from the Department Chair and Dean will be sent to the Provost/Vice President for Instruction for any faculty member with less than the required 15 SCH but within the required instructional

equivalent range.

- 2.2 Once the full-time load has been achieved by an instructor, any additional course will be taught on a supplemental contract basis.

Overload/Supplemental Contracts for Full-time Faculty:

Regular full-time faculty may teach six (6) to eight (8) SCH in overload during each of the fall and spring terms. An additional three (3) SCH may be requested under extenuating circumstances and must be recommended for approval by the Department Chair and Dean to the Provost/Vice President for Instruction, who has final approval.

Adjunct Faculty Teaching Loads:

- Full-time faculty are considered adjunct faculty for any term outside their faculty appointment. Adjunct faculty may teach up to nine (9) Semester Credit Hours (SCH) during each fall and spring term. The adjunct faculty member may teach six (6) SCH during the Summer I Term and the Summer II Term or 12 SCH during any combination of the Summer I Term, Summer II Term, and Summer III Term. ISD adjuncts are excluded and subject to the work requirements of their school districts.
- Any additional SCH beyond the stated limits must be recommended by the Department Chair and Dean to the Provost/Vice President for Instruction, who has final approval.

The following guidelines will apply to computing overload and adjunct compensation for full-time faculty on a supplemental contract basis.

- Compensation will be made at a rate of \$50 per overload or adjunct Instructional Hour Equivalent.

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

- Face to face, online and hybrid minimum class size is 10 students.
- Specialized programs and clinicals minimum class size will be approved by Provost.

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

- Maximum seat limit 25 depending on classroom, lab and clinical facility and safety requirements.

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

Certain courses may have low enrollment caps that must be preapproved by the Provost. This includes first-time-offered courses, evening and Saturday courses, special enrollment programs, courses with graduating seniors, internships/co-ops, high-liability ratio requirement courses, courses with state-mandated enrollment caps, etc.

Compensation for Low Enrolled Classes

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 Provost prior to the first day of classes.

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	4 additional students = \$400	7 additional students = \$700
2 additional students = \$200	5 additional students = \$500	8 additional students = \$800
3 additional students = \$300	6 additional students = \$600	9 additional students = \$900

Sections that exceed the enrollment capacity by 10 or more students will be developed and the assigned faculty will be paid at the equivalent rate of an un-prorated section.

Graduation

Graduation ceremonies are held in December and May. All full-time faculty are expected to take part in the graduation exercises and dress in the appropriate academic attire. Faculty who do not have academic attire are asked to purchase or rent the appropriate cap, gown, stole, or hood.

Grievance Policy

The regularly established administrative channels shall be the route of all matters of grievance.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.32; [TSUS Rules and Regulations](#) V-4 2.14

House Bill 2504

Pursuant to House Bill 2504, which requires public institutions of higher learning to make available to the public certain information concerning undergraduate classroom courses offered for credit, LIT posts on its website a syllabus and faculty member's curriculum vitae for each course. Information must be accessible from the LIT homepage by not more than three links (clicks), searchable by keywords and phrases, and accessible to the public without requiring registration or a username/password or other identification.

Intellectual Property

For purposes of this policy, "intellectual property" refers to inventions, discoveries, patents, patent applications, scientific or technological developments, and copyrightable instructional materials, regardless of the mode of publication, such as books, articles, study guides, artistic works, movies, and television programs. Most published scholarly works written by members of the faculty or staff are the property of the author. In instances where LIT pays the full or a substantial part of the costs of production and/or publication, such as work produced as part of the employee's designated workload, arrangements concerning the ownership of the copyright and the division of any royalties must be submitted to the college president or the Provost/Vice President for Instruction according to procedures established by this Intellectual Property Policy.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.34

Program Director

For job description: See Appendix G.

Lead Faculty

For job description: See Appendix F.

Part-time and Adjunct Faculty Teaching Loads

Part-time and adjunct faculty may teach six (6) to nine (9) semester credit hours (96 -144 instructional hour equivalent) during the fall term and during the spring term. The part-time and adjunct faculty member may teach six (6) semester credit hours (96 instructional hour equivalents) during the Summer I Term and the Summer II Term. Or the part-time or adjunct faculty member may teach 12 semester credit hours (192 instructional hour equivalent) during any combination of the Summer I Term, Summer II Term, and Summer III Term.

Any additional instructional hour equivalent courses beyond the nine (9) semester credit hour (144 instructional hour equivalents) in Summer I Term or beyond the twelve-semester credit hour (192 instructional hour equivalents) in any combination of summer terms must be recommended by the Provost/Vice President for Instruction to the President, who has final approval.

For more information: See [LIT Policy and Procedures Manual](#), Policy 3.11

Service Recognition and Retirement Awards

LIT offers recognition awards to all faculty and staff who have completed career milestones of five or more years of service to the Institute and a retirement award to those employees who retire under the provisions of the Institute Retirement Plan.

For more information: See [LIT Policy and Procedures Manual](#), Policy 5.11; [TSUS Rules and Regulations](#) V-6 2.3

Supplemental Contracts for Full-Time Faculty

Regular full-time faculty may teach up to 96-128 instructional hour equivalent during the fall term and during the spring term as overload. Any additional course(s) may be requested under extenuating circumstances and must be recommended for approval by the Provost/Vice President for Instruction to the President, who has final approval.

For more information: See [LIT Policy and Procedures Manual](#), Policy 3.11

Supplemental/Adjunct Appointment Monthly Payments

Paychecks are issued the first of each month and are paid for the previous months work according to the following schedule:

- Fall semester split into 4 payments
- Spring semester split into 5 payments
- Summer 1&2 split into 2 payments
- Summer 3 split into 3 payments

Termination and Due Process Procedures

Termination 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.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.30; [TSUS Rules and Regulations](#) V-18 4.5

Termination Clearance (Exit Interview)

LIT's Office of Human Resources administers an exit interview process with all regular faculty and staff members terminating employment.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.21

Tuition Assistance Plan for Spouses and Dependents

Pursuant to the Internal Revenue Code, as amended from time to time, eligible spouses and dependents of full-time LIT employees may qualify for participation in LIT's Employee Tuition Assistance Plan for Spouses and Dependents (LITTAP).

Eligible Spouses and Dependent Children of full-time employees: Tuition assistance of 100% of resident tuition (State and Designated tuition) is provided for courses for which academic credit is awarded upon successful completion of the course. Applicable Institute fees are not included.

The term shall include courses listed in LIT 's official class schedule, including developmental and pre-collegiate courses and laboratories. All LITTAP courses must apply and be credited toward a LIT degree. Tuition benefits are limited to one LIT associate degree.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.38

Workplace Violence

LIT is committed to providing a safe environment for the well-being of all individuals. Employees have a right to work in a professional, business-like atmosphere, free from physical attack, threats, intimidation, menacing and harassing behaviors. LIT does not condone and expressly prohibits any acts of violence against any individual on LIT premises.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.20

Instruction

Adds, Drops, Withdrawals

Students registering for courses after classes begin will be added to the roster and should then appear on subsequent class rolls and the official twelfth class day roster. The addition of courses to a student's schedule after the official last day to register must be approved by the Instructor, then Chair of the department offering the course.

A student may drop a course or withdraw from the college without penalty during the early weeks of the semester. The last date for dropping or withdrawing without penalty is published in the official Catalog. For drops or withdrawals after this penalty-free period, grades are recorded as Q, W, or F indicating that the student was passing or failing at the time of the drop or withdrawal. A grade of Q or W may not be assigned unless an official of the Registrar.

The final date to drop a course or withdraw from the college is published in the official Catalog.

A student may not drop a developmental class if it is the only developmental class they are enrolled in for the semester. A student who is not TSI complete **MUST** be enrolled in at least one developmental class each semester until completed.

Add, drop and withdrawal slips are available on the LIT Forms Drive (Y), under Academic Affairs Documents > Forms > Student

Attendance, Students

Regular attendance in class is important to achieve the educational objectives of the student and the Institute. The instructor must keep attendance records in Starfish and formulate an attendance policy consistent with departmental policies. The instructor's attendance policy must be documented in the course syllabus and explained in detail to the class at the beginning of the semester.

Class attendance is restricted to those students registered for the course and to the guests invited by the instructor. Persons not properly registered for a course will not be permitted to attend class. Students are not permitted to bring any children to class. Children must not be left unattended on campus.

Specific attendance policies are left to the discretion of the faculty/program director/chair. Attendance is to be documented in the StarFish program for each class session, at the time of the class session or by each Friday for the previous week. Faculty are required to complete Starfish progress surveys and adhere to additional survey requests and deadlines.

Course Surveys

During each long semester, faculty members (full-time and part-time) will provide students with an opportunity to evaluate the course. To ensure that final grades are not biased by comments made on evaluations, faculty will receive course evaluation results following the end of the semester.

The student evaluations of the course are to be used as a means for improving teaching and may also be used to document teaching effectiveness in applications for promotion. Results of course surveys may also be submitted as part of the annual faculty evaluation process. Survey results are accessed through Xitracs.

Credit by Examination

Credit may be earned in designated courses by making a satisfactory score equivalent to at least a grade of “C” on exams and/or projects prepared by LIT instructors.

The courses that have been determined to be eligible for Credit-by-Examination are identified in the LIT Catalog/Student Handbook.

If student participation is an important element in a course, certain courses may NOT be eligible for Credit-by-Examination.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.33

Experiential Learning Policy

LIT believes rigorous professional and personal development occurs in settings outside the traditional classroom and grants credit for Prior Learning Assessment (PLA) to students who demonstrate the academic merit of such experiences. These contexts for PLA include both formal and informal learning resulting from work experiences; non-credit courses; seminar training; workshops; professional licenses and certifications; community volunteerism; and unique life experiences.

Students enrolled in degree, certificate, or diploma programs are permitted to seek credit for experiential learning. Credit may not be awarded for a course previously taken at LIT. The course for which experiential learning is requested must be offered in the current LIT Catalog and be included in the student’s program of study.

Credit is awarded based on an assessment of a student’s prior knowledge and acquired skills. Evidence of the student’s prior learning must be equivalent to what a student would have obtained in the college-level course.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.48.

Guest Lecturers

Guest lecturers are often brought into classes to provide students with additional insight and expertise in a subject area. Instructors are encouraged to get the speaker to visit without paying a fee. If a speaker requires payment, that must be arranged before confirming the speaker's visit, and only with approval from the Provost/Vice President for Instruction.

THECB, Academic Course Guide Manual (ACGM)

The Lower Division ACGM is the official list of approved courses for general academic transfer to public universities offered for state funding by the public community, state, and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

For More Information: [Academic Course Guide Manual](#)

THECB, Guidelines for Instructional Programs in Workforce Education (GIPWE)

The GIPWE manual is disseminated by the THECB and provides guidelines for the design, development, operation, and evaluation of credit and non-credit workforce education programs.

For More Information: [Guidelines for Instructional Programs in Workforce Education](#)

THECB, Workforce Education Course Manual (WECM)

The WECM provides community and technical colleges with an inventory of preapproved courses developed in close partnership with Instructional Specialists representing a wide variety of technical fields.

For More Information: [Workforce Education Course Manual](#)

Incomplete Grades

A grade of Incomplete ('I') is a temporary grade which may be given to a student upon the submission by the student of the necessary paperwork and documentation. The paperwork is submitted to the instructor for their approval, then submitted to the Department Chair and Provost/Vice President for Instruction for their approval. Once approved by all, an 'I' is recorded on the student academic record when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

A grade of 'I' must not be given as a:

1. Substitute for a failing grade.
2. A means for raising a student's grade by allowing additional coursework after the academic term.

An 'I' should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not re-register for the course in order to remove the 'I'. A failing grade and last date of attendance must be recorded for students who cease attending class without authorization.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.41

Learning Lab

LIT's Learning Lab, located in the Eagles' Nest for Student Success building, is a student resource for computer-based assistance for the TSI Assessment or Texas Success Initiative (TSI) objectives of reading, writing, and mathematics. Personal tutoring is available for developmental classes as well as other subjects offered at the Institute.

The Learning Lab provides computer access to Institute students. Computers are equipped with instructional software and standard commercial software packages, as well as Internet access. The Learning Lab offers access through computers to the Mary and John Gray Library. Research may be done online, and if books or other materials are needed, they may be checked out through the Inter-Library Loan System.

The Learning Lab may also be used for study. Tables are set up for individuals or study groups. The hours of operation during the Fall and Spring semesters are 7:30 a.m. to 7 p.m., Monday through Thursday, and 7:30 a.m. to 1:00 p.m. on Friday. The hours of operation for the summer semesters are 7:30 a.m. to 6 p.m., Monday through Thursday, and 7:30 a.m. to 1 p.m. on Fridays.

Standards of Academic Progress

Academic Warning. A student will be considered to be on academic warning each time their semester GPA falls below a 2.0. Students who have experienced a low semester GPA for the first time are expected to take advantage of the many college resources. A student on academic warning will not be allowed to register for more than twelve (12) semester credit hours of coursework.

Academic Probation. A student will be considered to be on academic probation if he or she meets the following criteria:

Level One Probation

Semester GPA:	Less than 2.0
Cumulative GPA:	Greater than or equal to 2.0.
Maximum number of SCH a student will be allowed to enroll:	10 SCH.

Level Two Probation

Semester GPA:	Less than 2.0
Cumulative GPA:	Less than 2.0
Maximum number of SCH a student will be allowed to enroll:	7 SCH.

Students on academic probation must see an advisor in the Department Office for their major.

Academic Suspension. A student with a continuing history of low academic performance is placed on academic suspension when both the semester GPA and cumulative GPA are below a 2.0 (Academic Probation, Level Two). An academic suspension will result in a student being denied enrollment for a minimum of one long semester. Students placed on academic suspension will be reinstated on academic probation.

A student may appeal academic warning, probation or suspension by following the Appeal for Academic Guidelines.

Student Classroom Conduct

Each student is expected to behave appropriately while in an instructional classroom setting and to avoid conduct that is disruptive of other students or that interferes with the full participation of other students in the room. In determining whether classroom behavior is appropriate, the instructor shall be the final authority and may direct a student to leave the classroom for the duration of the scheduled class period in the event that a student violates the required classroom conduct as set forth in this policy.

Faculty members should consult with appropriate LIT offices, including the Special Populations Coordinator, for additional information relating to ongoing student conduct issues.

For more information: See [LIT Policy and Procedures Manual](#), Policy 2.21

Textbooks

The selection of textbooks and other course materials is the responsibility of full-time faculty with approval from the Department Chair and in compliance with the deadlines set by the college bookstore and respective departments.

As stated in the syllabus template, a student attending LIT is not required to purchase a textbook from the college affiliated bookstore. The same textbook may also be available from an independent retailer, including online retailers.

Faculty are encouraged to seek lower-cost options for students such as Open Educational Resources (OER).

Open Educational Resources (OER)

OER are materials for teaching and learning that are either part of public domain or are released under a license allowing them to be freely used, changed, or shared with others.

Faculty are encouraged to seek less expensive alternatives than traditional textbooks, including OER, when planning their courses. Faculty may also create OER with direction from their Department Chair, Dean, and Provost/Vice President for Instruction.

Some examples of OER publishers include:

- Khan Academy <https://www.khanacademy.org/>
- Open Stax <https://cnx.org/>
- Open Text Library <https://open.umn.edu/opentextbooks/>
- Open Course Library <http://opencourselibrary.org/>

Faculty Attendance/Leave

Absence to Attend Professional Development

LIT may approve requests by faculty and staff to attend conferences and professional meetings when it is determined that such attendance will enhance the prestige of the Institute and will contribute to the professional development of the individual and to the advancement of knowledge within their professional field.

Requests for such approval should be initiated by the faculty or staff member at the departmental level by completing a Request to Travel or a Request to be Absent from Assigned Schedule. If approved by the head of their department or division, such requests shall be forwarded through normal administrative channels to the appropriate Vice President for action.

Absence from the employee's designed headquarters under these conditions is not considered as a leave of absence, but rather as a part of the individual's job-related duties. Such time shall be recorded on the departmental time records as time worked.

See LIT's Finance Office Procedures Manual for LIT's policy and procedure for approval of travel requests and reimbursement of travel expenses incurred in attending conferences and professional meetings.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.14

Bereavement Leave

A faculty or staff member may be granted emergency leave by the President without the loss of regular pay for reason of death in the family. The Texas Government Code defines "family" as the employee's "spouse or the employee or spouse's parents, brothers, sisters, grandparents, children and grandchildren."

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.12

Emergency Leave

The President may consider other requests for administrative or emergency leave which do not meet the criteria above. Such leave will be designated as administrative leave. The President may grant administrative leave when, in his/her determination, the employee shows good cause for such leave.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.12

Extended Leave Without Pay

To the extent reasonably possible and consistent with LIT's business and operational needs, LIT will assist employees temporarily restricted from performing their regularly assigned duties by modifying work assignments or duties for a set time; after which it is hoped that the employee will be able to resume regular duties. In addition, whenever feasible, LIT will assist employees unable to resume their regular duties in transferring to positions at LIT better suited to their capabilities. This modified duty program can be utilized only by an employee during their tenure of employment with LIT. After the end of three months of light duty, the employee will not be eligible for light duty again until the completion of 12 months of service.

This policy establishes guidelines by which LT may provide modified work duties for employees with injuries or illness, in order that the employee may return to work before receiving a full release from the attending physician.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.17

Faculty Workloads

Each full-time faculty member must be at work on campus each duty day in a given term except for approved leave. Full-time faculty members must be on duty a minimum of 30 hours per week. This time excludes any extra pay courses. Faculty members must schedule 30 hours per week to include standard teaching load, fifteen (15) semester Credit Hours, and office hours.

For more information: See Appendix E for policy approved 8/27/2019.

Family Medical Leave Act (FMLA)

LIT shall provide all eligible employees twelve (12) weeks leave time to care for their needs and those of their family members pursuant to and in compliance with the Family Medical Leave Act. Eligible employees utilizing FMLA leave will be granted the rights provided in that legislation and the regulation defined by the U.S. Department of Labor and the State Appropriations Act.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.6

Holidays

Pursuant to State law, the President authorizes the specific holiday schedule to be observed each year, and this schedule is issued from the Office of the President. The Institute will not exceed the paid holidays granted to state agencies as part of the Appropriations Act for each year of the biennium, however, the holiday schedule will be arranged to best meet the needs of the Institute constituents. Only regular faculty and staff members of the Institute shall be eligible for paid holidays.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.5

Leave Without Pay (LWOP)

LWOP can only be granted according to specific provisions.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.16

Military Leave of Absence/Employment Restoration

LIT will honor the commitments of its employees to the fulfillment of military duty as provided by the Legislature of the State of Texas.

A leave of absence shall be granted to regular staff personnel and faculty for fulfillment of the following duties: (1) authorized training or duties for members of the state military forces and members of any reserve components of the United States Armed Forces; (2) call to National Guard active duty by the Governor; and (3) national emergency active duty for a member of a reserve branch of United States armed forces.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.11

Modified Duty Due to Injury/Illness

To the extent reasonably possible and consistent with LIT's business and operational needs, LIT will assist employees temporarily restricted from performing their regularly assigned duties by modifying work assignments or duties for a set time; after which it is hoped that the employee will be able to resume regular duties. In addition, whenever feasible, LIT will assist employees unable to resume their regular duties in transferring to positions at LIT better suited to their capabilities.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.19

Parental Leave

Regular faculty and staff employees not eligible for FMLA leave are entitled to a parental leave of absence, not to exceed 12 weeks (480 hours), for the birth of a natural child or the adoption or foster care placement of a child under three (3) years of age. This leave shall be deemed to have met the provisions of the Family Medical Leave Act for those employees covered under FMLA.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.7

Return to Work

It is the policy of LIT to provide a return to work program as the means to return employees to meaningful, productive employment following injury or illness.

The return to work program provides opportunities for an LIT employee who sustains a compensable injury during the course and scope of employment, a disability as defined by the American with Disabilities Act (ADA), and/or a serious health condition as defined by the Family Medical Leave Act (FMLA) to return to work at full duty. If the employee is not physically capable of returning to full duty, the return to work program provides opportunities when available for the employee to perform a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical capacities, or to perform an alternate duty position.

This return to work program shall not be construed as recognition by LIT, its management, or its employees that any employee who participates in the program has a disability as defined by the Americans with Disabilities Act of 1990. If an employee sustains an injury or illness that results in a disability under the ADA, it is the employee's responsibility to inform their supervisor and Lamar Institute of Technology's Office of Human Resources and the Safety Officer when a disability under the ADA exists and that a reasonable accommodation is necessary to perform the essential functions of their job.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.18

Sick Leave

LIT regular faculty and staff are entitled to sick leave allowance within the provisions of the Texas Government Code. Sick leave provides each regular faculty or staff member with a leave allowance to cover periods of actual personal illness or injury, or illness or injury of immediate family member which require the employee to be absent from work. It is also designed to protect other employees from being exposed to contagious diseases. All employees are expected to work if their health permits or to remain at home or in a medical facility if it does not.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.10

Sick Leave Pool

LIT has established a Sick Leave Pool to help regular employees and their immediate families who face catastrophic illness or injury. This policy also allows for voluntary contributions to the Sick Leave Pool.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.15

Time and Attendance/Leave Records

As required by State law, LIT maintains attendance and leave records for each employee. The Texas Government Code requires LIT “to keep a record of the vacation and sick leave accrual and absences of each employee, and the reasons therefore, whether from sickness, vacation, or leave of absences without pay. Such records shall be available for public inspection.” Also, hours worked and absences from work by a staff member must be recorded to ensure the staff member's receiving proper payment for hours actually worked, or for leave entitlements.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.4

Full-time faculty and adjuncts do not accrue vacation leave.

For more information: See [LIT Policy and Procedures Manual](#), Policy 6.9

Faculty Growth

Tuition Assistance Program for Employees

The tuition assistance plan covers both undergraduate and graduate classes, 2 each long semester and 1 in the summer. Furthermore, it covers all costs for courses taken at LIT or any other of our local, sister campuses. However, the plan will contribute if education is pursued elsewhere through an accredited college or university, but only up to the value LIT would otherwise contribute if education was obtained locally.

Subject to availability of funding, employees may be reimbursed for certain college courses if the following conditions are met:

- The employee's supervisor has determined that the course will enhance the employee's job performance.
- The course is taken in accordance with the LIT Employee Education and Training Plan.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.19

Continuing Professional Education

Funds may be expended for continuing professional education required to maintain a professional license or certification for those positions which require such licenses or certification and for positions in which a license or certification is desirable.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.19

Employee Education and Training Plan

The Employee Education and Training Plan ("the Plan") provides eligible LIT employees assistance in obtaining additional college-level education and training to increase their contributions to the Institute. The Plan is intended to operate such that payments made under it qualify, in the case of undergraduate or graduate classes required in a degree plan, as qualified tuition reduction under Section 117 of the Internal Revenue Code; or, for all other courses, as business expenses for courses related to the employee's present position, under Section 162 of the Internal Revenue Code, and thus excluded from taxable income under Section 132(d) of the Internal Revenue Code. As such, the Plan represents an internal administrative procedure for LIT. It is not intended to operate as a fringe benefit plan under Section 127 of the Internal Revenue Code.

For more information: See [LIT Policy and Procedures Manual](#), Policy 5.8

Faculty Promotion Guidelines

Promotion to the Instructional Ranks of Instructor I thru IV is earned by faculty members as a result of their employee performance at LIT. To apply for promotion, faculty members must submit evidence of their performance and achievements to their Department Chair. Promotions will be awarded when the Department Chair, Dean and the Provost/Vice President for Instruction, and the President determine that a faculty member has documented excellence in teaching, and other teaching-related duties, provides support for students, and participates in community service; and that the individual has demonstrated a genuine concern in fulfilling the mission of LIT.

Full-time faculty are assigned the rank of Instructor I on their initial hiring date. In some instances, the faculty may be assigned a rank of Instructor II, III, or IV on their initial hiring date by the President. In such cases, the faculty member must have exceptional credentials and the Institute must benefit significantly from the assigned rank.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.8; [TSUS Rules and Regulations](#) V-16 4.3

Instructional Rank (Working Titles)

The criteria for instructional ranks of instructor, assistant professor, associate professor, and professor are listed in the LIT Policy and Procedures Manual. These instructional rankings are not associated with pay levels. The criteria for both instructional rankings and instructional pay levels are outlined in the LIT Policies and Procedures Manual. Faculty should submit a written request to change Instructional Ranking identifying how the requirements for such ranking have been satisfied. The request must be approved by the Department Chair, Dean, and Provost/Vice President for Instruction and forwarded to the President for approval.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.9

Probationary Period

All employees newly hired with LIT are subject to an initial employment probationary period of 90 days. This probationary period does not alter the at-will employment relationship in any way, including during or after the probationary period.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.10.4; [TSUS Rules and Regulations](#) V-13 4.24

Seminars and Workshops

Employees may take time off from regularly assigned duties to participate in seminars, workshops or similar training events of a limited duration if the employee's supervisor(s) determines that the seminar, workshop, or similar training events will enhance the employee's job performance. Subject to availability, funds may be expended for employee participation in seminars, workshops or similar training events of limited duration if certain conditions are met. Faculty are responsible to arrange coverage for instructional courses.

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.19

Tenure

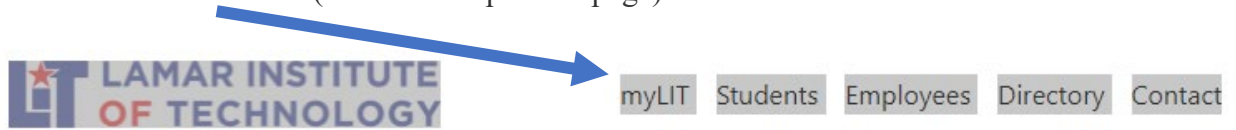
Tenure is defined as "an entitlement to continuing appointment as a member of the faculty at a component university." (V, 4.22, Rules and Regulations).

For more information: See [LIT Policy and Procedures Manual](#), Policy 4.10, [Texas State University System Rules and Regulations](#) V-12, 4.2

Appendix A: Directions to Access Programs

Accessing MYLIT

- Using a web browser (other than internet explorer) access the LIT website at www.lit.edu
- Click on the MYLIT tab (first tab at top of the page)



- Login in using your ID and password that you use to login to the LIT network

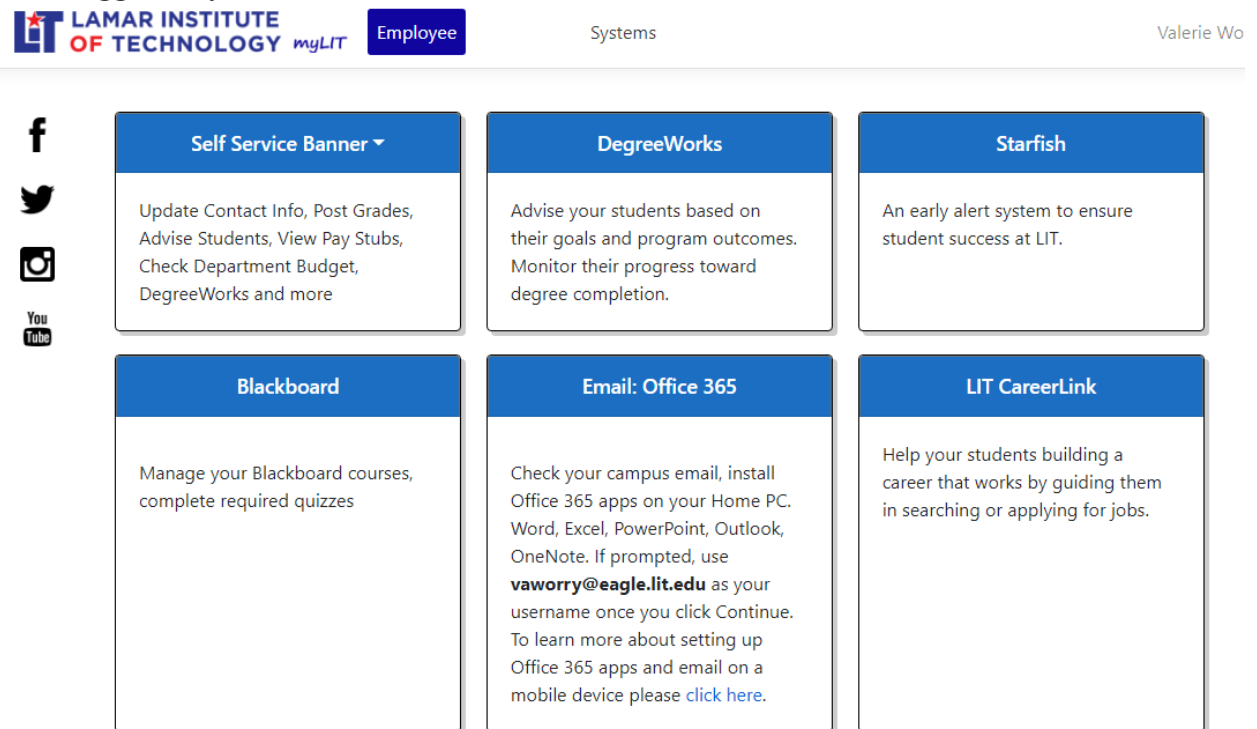


Sign in with your LIT account.

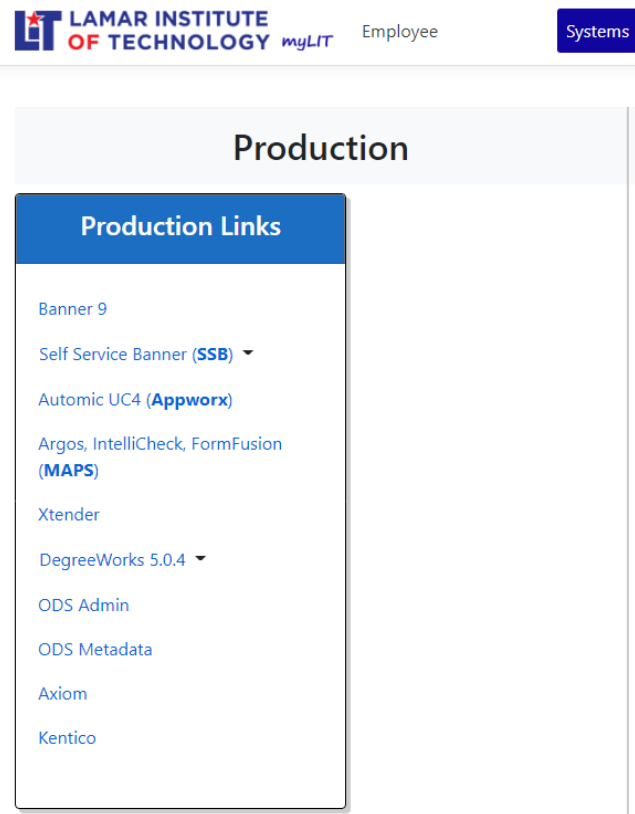
Do not add @lit.edu at the end of username

Sign in

- If you are off campus or using a device not connected to the LIT network, you will be prompted for DUO authentication
- Once logged in, you will see a screen similar to this:



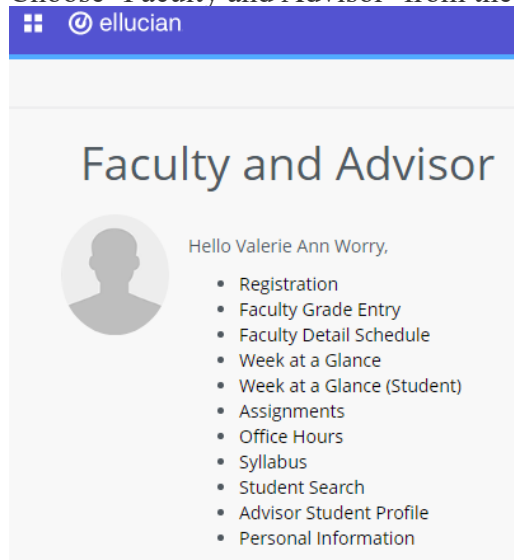
- The systems tab will show you:



Accessing Self-Service Banner

- From MYLIT, select the Self-Serve Banner tile
- Choose 'Employee' from the drop down menu
- This will allow you to
 - Edit your personnel profile
 - See check stubs
 - Fill out monthly leave report
 - Request time off
 - See sick leave balance

Choose 'Faculty and Advisor' from the drop down menu, this is what you will see



Appendix B: Outside Employment Form

To fill out the form for employment outside of LIT go to:

Forms (Y:) > academic affairs documents > forms > employee > outside employment form



Member The Texas State University System

LAMAR INSTITUTE OF TECHNOLOGY
Request for Approval of Outside Employment/ Dual State Employment

Name _____ Department _____

Date of Outside Employment: Beginning _____ Ending _____
(No later than end of fiscal year)

Nature of Outside Employment (if Outside Employment involves another State agency, name the agency):

During this period, how many hours in the average month will you be involved in this outside employment?

When and where will this work typically be done? _____

(IF NECESSARY, ATTACH ADDITIONAL SHEETS DESCRIBING OTHER OUTSIDE EMPLOYMENT.)

Will LIT resources be used? Yes ☐ No ☐ (If Yes, please explain.) _____

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in Chapter V of *Rules and Regulations* for The Texas State University System.

Signature of Employee Making Request

Date

	Approver Signature	Date Signed	Approval Recommended	Disapproval Recommended
Supervisor				
Department Chair or Director (if staff)				
Dean of Instruction (if faculty)				
VP or President				

Revised 5/16/2023

Appendix C: Charter and Bylaws of the Faculty Senate

Charter of the Faculty Senate

1. Function

- a. The faculty senate of the Institute shall serve as the official body responsible for ascertaining and relaying the advice and opinions of the faculty of LIT. The faculty senate shall provide information concerning the faculty opinions and recommendations to the administration in all matters of employee relations. The faculty senate shall provide faculty opinion and recommendations on all of the following areas of concern, though its deliberations shall not be limited by them:
 - i. Academic procedures
 - ii. Academic standards, including admissions, progress and graduation
 - iii. Development leaves and alternative faculty development programs
 - iv. Faculty recruitment and employment
 - v. Faculty research
 - vi. Faculty retirement, insurance and fringe benefits
 - vii. Faculty tenure, promotion and termination
 - viii. Teaching loads
 - ix. Budget concerns
- b. Senate deliberation and action may result from either a request for advice and opinions by the administration or from the request of the faculty the senate represents. The senate may make recommendations to the appropriate official on any matters it considers to be of concern to the welfare of the faculty.

2. Procedure

- a. The faculty senate shall be organized as a legislative body. It shall elect a President and other such officials as provided for in its bylaws.
- b. In the bylaws, the senate shall establish rules to govern its general meetings, executive sessions, special hearings and other procedural matters.
- c. Bylaws may be adopted or amended by majority vote, but must be proposed at the meeting prior to the vote.
- d. The senate shall determine a regular meeting place, hour and day for its monthly meetings. Minutes of the faculty senate shall be sent to all faculty and administrators in the Lamar Institute of Technology.
- e. The senate shall meet at other times on the request of the President of the Institute, the President of the senate, or on the written request of three (3) members of the senate.
- f. The senate president may appoint senate committees.
- g. Faculty Senate shall adhere to Texas State University System (TSUS) Rules and Regulations. For more information: See TSUS Rules and Regulations.

3. Initiative and Referendum

- a. Twenty percent (20%) of the voting faculty may petition the faculty senate to consider a specific proposal. Consideration then must be given this proposal by the faculty senate. If twenty percent of the voting faculty requests a referendum on a specific issue, it shall be mandatory for the faculty senate to submit such issue to a vote of the entire voting faculty. A simple majority of those voting is sufficient to approve such proposals.
- b. When a vacancy occurs in the office of the President of the Institute, the faculty senate shall ascertain the recommendation of the faculty through the use of recognized research techniques and shall serve as the official voice of the faculty in relaying the recommendation to the Board of Regents with a copy to the officer in charge of the Institute.

4. Structure and Organization

- a. Members of the full-time contract faculty shall be elected to the senate for two-year (2) terms, with one-half of the members elected each March. The terms of office shall begin the first day of the fall semester. Holdover senators and newly elected senators will elect officers in May for the coming year; however, during the summer months, the senate and officers of the preceding year shall continue in office.
- b. Voting Faculty: The voting faculty shall consist of all full-time contract faculty who have completed a least one academic year, excluding anyone whose administrative assignments warrant half-time or more of release time, and also excluding Instructional Department Chairs and all other administrators above that level. The eligible voters shall constitute the voting faculty.
- c. Eligibility for Membership: All members of the voting faculty shall be eligible to serve on the faculty senate.
- d. Apportionment: The faculty senate shall be composed of two (2) members elected by the full-time faculty from each department and two (2) at-large members elected by the full-time contract voting faculty. If a vacancy occurs in the faculty senate, the Vice-President for Academic Affairs will conduct an election in the instructional unit in which the vacancy occurs.

Bylaws of the Faculty Senate

1. Meetings

- a. Meetings are scheduled once per month, September through May, on a date and at a time set by a majority of the voting members of the senate.
- b. The president or a majority of the faculty senate may call special meetings at other times, including summers, or change the date of scheduled meetings.
- c. A quorum will consist of a simple majority of the voting members of the senate.

- d. All faculty members are welcome to attend meetings of the faculty senate, except in rare cases when the majority of the voting members of the senate deem a closed meeting is necessary. Only elected faculty senate members may speak from the floor. Non-faculty visitors may attend senate meetings only by senate invitation.
- e. The faculty senates of Lamar University-Beaumont, Lamar State College Port Arthur, and Lamar State College at Orange shall each have the privilege of choosing a representative who shall have the right to attend all open meetings of the senate and who shall have the right to speak from the floor, but not to vote.

2. Officers

- a. The officers shall be president, vice president, and a secretary. Officers shall be elected annually from the membership following the conclusion of the last regularly scheduled meeting of the spring semester. Newly elected officers will officially hold office from the first regularly scheduled meeting of the following fall semester (September).
- b. Eligible voters will be the duly elected senators for the upcoming fall semester. Voting shall be by secret ballot.
- c. After the first year, officers will be elected from a ballot prepared by the nominations committee. The committee shall consist of one senator from each instructional department. Senators from the separate departments, including those at-large, will meet and select a nominations committee representative. It will be the responsibility of the nominations committee to meet and propose a slate of office candidates no later than two (2) weeks before the May meeting. The secretary of the Senate will distribute the list of candidates to each senator one (1) week before the May meeting. Nominations may also be accepted from the floor. For the first year, nominations will be made from the floor.
- d. An officer may be elected to the same office for two (2) consecutive terms. After a lapse of one (1) year, the individual is eligible again for election to that same office. The individual may be elected to a different office without the one-year lapse.

3. Duties of Officers

- a. The president shall preside at all meetings, appoint committees and serves as the official representative of the faculty senate in situations where such representation is necessary or desirable. With the vice-president and the secretary, the president shall set priorities for the monthly agenda. The vice-president shall carry out all duties of the president when the president is absent.
- b. The secretary shall write and distribute minutes and announcements, take care of general correspondence and be custodian of all senate records, policies and proceedings. In the absence of both president and vice-president, the secretary shall preside until a president pro-tem can be elected. The secretary shall issue the call for election of senate members in March and shall receive results of the elections.

4. Agenda
 - a. An agenda for each regular meeting shall be established and the membership informed, as far in advance as possible, with never less than seven (7) days' notice. New business not on the agenda may be introduced, but no action shall be taken until a later meeting. A formal agenda is not necessary when a special meeting for emergency discussion and action is called.
5. Voting
 - a. Each senator, including the officers, shall have one (1) vote., Senators shall be regarded as either present or absent; there shall be no substitutes and no proxies. A quorum shall be a simple majority.
6. Procedures
 - a. In all circumstances not covered by the Charter or Bylaws, Sturgis' Standard Code of Parliamentary Procedure shall prevail.

Appendix D: Classroom Observation Checklist



Classroom Observation Checklist

Lamar Institute of Technology
Member The Texas State University System

Name _____

T Number _____

Course _____

Date _____

Observer _____

Department _____

*All items marked N/A must be explained in Comments

	Excellent	Good	Satisfactory	Needs Improvement	N/A
Class Structure					
Reviews previous day's course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives overview of day's course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarizes course content covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directs student preparation for next class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods					
Provides well-designed materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employs non-lecture learning activities (i.e. sm. group discussion, student-led activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invites class discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employs other tools/instructional Aids (i.e. technology, computer, video, overheads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivers well-planned lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher-Student Interaction					
Solicits student input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involves a variety of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates awareness of individual student needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content					
Appears knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appears well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates concepts to student's experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selects learning experiences appropriate to level of learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Observer Signature _____ Date _____

Attach additional pages if necessary

Appendix E: Faculty Workload Guidelines & Instructions

Faculty Work Schedules and Door Schedules are due to the Provost's Office by the fifth-class day as listed in the Academic Calendar for the term.

1. Each full-time faculty member (full time is a minimum of 240 instructional equivalents) must be on duty each work day Monday through Friday in a given term, except when on approved leave.
2. Full-time faculty shall be on duty a minimum of 30 hours per week. This time EXCLUDES any overload courses. Faculty must show on work schedule 25 hours per week. In addition to the 25 hours, full-time faculty are to reserve a minimum of 5 hours per week for such activities as student appointments, committee meetings, and other College activities. It is understood that these 5 hours may vary from week to week but each faculty member must keep his/her own documentation of these 5 hours.
3. Program Directors and Lead Faculty must show 27 hours on work schedule and Department Chairs must show 40 hours.
4. For full-time faculty, travel time within a given day between campuses/centers or other teaching sites for load (NOT overload courses) will be included within the 30 hours.
5. Release time must be documented on the work schedule with the appropriate instructional equivalents. (20% = 48IE, 40% = 96IE, 50% = 120IE)
6. Faculty shall enter overload course sections on their schedule clearly marked as "OL". Overload hours on the work schedule will be in addition to the normal 25 hour workload. (3sch OL requires 28 hours on schedule)
7. The number of hours worked each day must be totaled on each column.
8. Faculty shall post a copy of their approved schedule on their door. The Faculty Work Schedule will populate the Door Schedule.
9. Any exceptions to the normal work day and normal work week must be approved in writing by the President or his designee.

Appendix F: Lead Faculty Job Description



Lamar Institute of Technology

Lead Faculty

Job Description

Reports to: Program Director and/or Department Chair

Date: September 2023

Job Class: Full-time Faculty

Compensation: \$2,500 (9-Month Stipend)

FLSA STATUS: Exempt

Summary:

Assists Program Director and/or Department Chair with development of an academic or technical program at Lamar Institute of Technology and teaches classes as assigned. The Lead Faculty is supervised by the Program Director and/or Department Chair and has opportunity to influence institutional policy and practice through regular committee assignments. Specific responsibility for the operation of the academic and/or technical program(s) included but not limited to the content, quality, and the effectiveness of the curriculum within the program, recruiting, and advisement within the program and the institution.

Essential Functions:

- Report to their department with the return of faculty with a continuous workload of 32 hours per week.
- Actively recruits for the program and the institute, in addition, responds to all calls and/or calls from prospective students and advises students as needed.
- Assists the Program Director and/or Department Chair with ensuring courses/program are compliant with any state, federal, or accreditation agency policy or reporting standards (WECM, ACGM, THECB, etc.).
- Assists the Program Director and/or Department Chair with schedule building and resolution of course conflicts with other programs.
- Assists the Program Director and/or Department Chair with the evaluation of faculty, as appropriate.
- Assists Program Director and/or Department Chair with monitoring, mentoring, and evaluating of program Adjunct faculty.
- Assists Program Director and/or Department Chair in ensuring that all final grades are submitted by the designated time.
- Assists Program Director and/or Department Chair with preparing textbook requests.
- Assists Program Director and/or Department Chair with program advisory meetings.
- Assists Program Director and/or Department Chair with ensuring the correct reporting of faculty workloads.
- Works closely with faculty members within the program area and the Program Director and/or Department Chair in the formulation, justification, and revision of courses and curricula.
- Other duties as assigned.

Appendix G: Program Director Job Description



Lamar Institute of Technology

Program Director

Job Description

Reports to: Department Chair

Job Class: Full-time Faculty

FLSA STATUS: Exempt

Date: September 2023

Compensation: \$4000 (9-Month Stipend)

Summary:

Develops and directs an academic or technical program at Lamar Institute of Technology and teaches classes as assigned. The Program Director is responsible for the teaching/learning process within the classroom. The Program Director is supervised by the Department Chair and has opportunity to influence institutional policy and practice through regular committee assignments. Specific responsibility for the operation of the academic and/or technical program(s) included but not limited to the content, quality, and the effectiveness of the curriculum within the program, recruiting, and advisement within the program and the institution.

Essential Functions:

- Report to their department two (2) weeks prior to the first day of class of a long semester with a continuous workload of 32 hours per week.
- Develop and implements recruiting and retention efforts within the program.
- Actively recruits for the program and the institute, in addition, responds to all calls and/or calls from prospective students and advises students as needed.
- Ensure courses/program are compliant with any state, federal, or accreditation agency policy or reporting standards (WECM, ACGM, THECB, etc.).
- Assists with budget preparation and monitors budget balances.
- Prepares and submits program purchase requests with the appropriate information and account numbers to the Department Chair.
- Assists with schedule building and resolves course conflicts with other programs.
- Assists the Department Chair with the evaluation of faculty, as appropriate.
- Monitors, mentors, and evaluates program Adjunct faculty.
- Ensures that all final grades are submitted by the designated time.
- Prepares and submits textbook requests to the Department Chair.
- Works closely with faculty members within the program area and the Department Chair in the formulation, justification, and revision of courses and curricula.
- Schedules and leads program advisory meetings, and provides current membership lists and minutes to the Department Chair.
- Ensures correct reporting of faculty workloads.
- Inventories, maintains, and secures all facilities and equipment charged to the program.
- Other duties as assigned.

Appendix H: Faculty Workloads Contract Payments

The following guidelines will apply to computing faculty teaching loads and determining when to pay full-time faculty members on a supplemental contract basis.

1. An instructional hour equivalent is an artificial unit of measure which does not necessarily correspond to credit hours, lecture hours, laboratory hours, clinical hours, or contact hours. An instructional hour equivalent is used for the purposes of calculating full-time loads and payment of supplemental contracts except where indicated. The following will be used for the purpose of calculating instructional hour equivalents:
 - 1.1 One lecture hour equals 1.0000 instructional hour equivalent.
 - 1.2 One science, computer science, or Cosmetology laboratory hour equals 0.7500 instructional hour equivalent.
 - 1.3 One healthcare laboratory hour, clinical hour, or practicum, equals 0.8750 instructional hour equivalent.
 - 1.4 One hour of non-credit instruction (includes lecture, laboratory, and clinical) equals 0.8333 instructional hour equivalent.
 - 1.5 One laboratory or clinical hour, not included in 1.2 through 1.4 above, equals 0.5000 instructional hour equivalent.
 - 1.6 Co-op, internship, and non-healthcare practicum will be compensated per supplemental pay schedule.
2. A full-time load will be calculated as follows:
 - 2.1 Fall and Spring terms: Instructors will teach no less than 240 instructional hour equivalents and no more than 400 instructional hour equivalents.
 - 2.2 Full time faculty will teach a minimum of 240 instructional hour equivalents Fall and Spring term. Faculty teaching lecture lab and/or Clinical Coordinators may satisfy their instructional hour equivalent requirements with less than 15 semester credit hour as long as the total instructional hour equivalents are within the range of 240-400 instructional hour equivalents.
 - 2.3 Provost/Vice President for Instruction will send a recommendation to the President for any faculty member with less than the required 240 instructional hour equivalents for the assignment of additional duties.
 - 2.4 Once the full-time load range has been achieved by an instructor, any additional course will be taught on a supplemental contract basis.

Overload/Supplemental Contracts for Full-time Faculty

Regular full-time faculty may teach six up to 96-128 instructional hour equivalents during the fall term and during the spring term as overload. Any additional course(s) may be requested under extenuating circumstances and must be recommended for approval by the Provost/Vice President for Instruction to the President, who has final approval.

Adjunct Faculty Teaching Loads:

- Part-time and adjunct faculty may teach six (6) to nine (9) semester credit hours (96 -144 instructional hour equivalents) during the fall term and during the spring term. The part-time and adjunct faculty member may teach six (6) semester credit hours (96 instructional hour equivalents) during the Summer I Term and the Summer II Term. Or the part-time or adjunct faculty member may teach 12 semester credit hours (192 instructional hour equivalents) during any combination of the Summer I Term, Summer II Term, and Summer III Term.
- Any additional instructional hour equivalent courses beyond the nine (9) semester credit hour (144 instructional hour equivalents) in Summer I Term or beyond the twelve-semester credit hour (192 instructional hour equivalents) in any combination of summer terms must be recommended by the Provost/Vice President for Instruction to the President, who has final approval.

The following guidelines will apply to computing overload and adjunct compensation for full-time faculty on a supplemental contract basis.

- Compensation will be made at a rate of \$45 per overload or adjunct Instructional Hour Equivalent.

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

- Face to face, online and hybrid minimum class size is 10 students.
- Specialized programs and clinicals minimum class size will be approved by Provost.

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

- Maximum seat limits defined by Office of Instruction depending on classroom, lab and clinical facility and safety requirements.

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

Certain courses may have low enrollment caps that must be preapproved by the Provost. This includes first-time-offered courses, evening and Saturday courses, special enrollment programs, courses with graduating seniors, internships/co-ops, high-liability ratio requirement courses, courses with state-mandated enrollment caps, etc.

Compensation for Low Enrolled Classes

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 Provost prior to the first day of classes.

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	4 additional students = \$400	7 additional students = \$700
2 additional students = \$200	5 additional students = \$500	8 additional students = \$800
3 additional students = \$300	6 additional students = \$600	9 additional students = \$900

Sections that exceed the enrollment capacity by 10 or more students will be developed and the assigned faculty will be paid at the equivalent rate of an un-prorated section.