



LIMESTONE UNIVERSITY

2023 - 2024 FACULTY/STAFF HANDBOOK

INTRODUCTION

Disclaimer

The contents of this handbook are presented as guidelines for some of limestone university's current policies, practices, rules, benefits, and procedures, the handbook and all its contents supersede, replace and make null and void all previously issued, communicated or distributed handbooks, manuals, policies, rules, practices, benefits, or procedures. This handbook and these policies, rules, benefits, practices or procedures are not contracts, and may be changed, amended, modified or discontinued with or without notice by the university when it, in its discretion, deems it necessary. This handbook does not create nor shall it be deemed to create a contract, either express or implied, between the university and any employee. Nothing in this handbook binds the university or any employee to a specific or definite period of employment or to any specific policies, procedures, benefits, guidelines, working conditions, or privileges of employment. As an employee, you are an at-will employee completely free to leave the university at any time you choose, and the university has the same right to end the employment relationship based on policies set within this handbook.

Staff Members Only:

No member of management, except the president, has the authority to bind the university to any employment contract for any specified period of time with any staff member. Employment between the university and a staff member must be in writing, signed by both the employee and the president, and be entitled "employment agreement."

Faculty Members Only:

Probationary faculty are at-will employees except that they enjoy appeal rights as are set forth in the policy titled "termination" under the faculty employment policies section of this handbook, as it may be amended from time to time.

Non-tenured, non-probationary faculty are at-will employees except that they enjoy the provisions established by the Termination section (#3) of this handbook, as it may be amended from time to time.

Tenured faculty are governed by many of the provisions of this handbook with the exception that they enjoy continuous employment within the terms of the Termination section (#4) of this handbook, notwithstanding any provision contained elsewhere in this disclaimer or any other university document. All faculty members are subject to the provisions of the Termination section (#5, and 6).

Affirmative Action/Equal Employment Opportunity Employer

Consideration for positions on the faculty and staff of Limestone University is given to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or genetic information.

Under South Carolina law, unless there is an agreement to the contrary, employment is “at will.” This means that either the employer or the employee may end the employment relationship without giving notice or reason. However, it is expected that contractual agreements between Limestone University and employees established in strict conformity with the requirements set forth in the [Disclaimer](#) will be honored.

Purpose of the Handbook

The purpose of the Limestone University Faculty and Staff Handbook is to acquaint all employees of the University with the rules, regulations, policies, and procedures of the University. Responsibilities, rights, obligations, and opportunities are made manifest in its pages. Copies of this handbook will be distributed by the Human Resources Office to all employees of the University at the time of their initial employment.

For information on academic programs, degree requirements, and curricula, consult the annual [Limestone University academic catalog](#). For information regarding student conduct and student affairs, consult the Gaslight Student Handbook.

Handbook Revision

The Handbook is subject to amendment by formal action of the faculty, staff, and/or administration. Recommendations of the faculty and staff are subject to approval by the administration and major revisions recommendations must receive final approval from the Board of Trustees.

This handbook of policies for employees of Limestone University should be reviewed and revised periodically. When a major revision is undertaken, at the discretion of the President, a handbook committee consisting of members of each full-time employee group (administrative officers, faculty, administrative staff, and support staff) may be appointed from recommendations from each of these employee groups. Major and/or significant revisions to the Handbook that result from these deliberations are subject to review but not approval of the faculty, staff, and administration. Major/significant changes to the Handbook require approval of the Board of Trustees.

University Memberships in Professional Organizations

Limestone University holds memberships in the following organizations:

- American Association of University Women (AAUW)
- American College Personnel Association (ACPA)
- American Society of Composers, Authors and Publishers (ASCAP)
- Association of College and University Housing Officers – International (ACUHO-I)
- Association of Governing Boards (AGB)
- Association of Higher Education Facilities Officers (AHEFO)
- Association of Physical Plant Administrators of Universities and Colleges (APPAUC)
- Berkeley County Chamber of Commerce
- Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO)
- Charleston Chamber of Commerce
- Cherokee County Chamber of Commerce (CCCC)
- Columbia Chamber of Commerce
- Commission on Accreditation of Athletic Training Education (CAATE)
- Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
- Conference Carolinas
- Council for the Advancement and Support of Education (CASE)
- Council for the Accreditation of Educator Preparation (CAEP)
- Council for Higher Education Accreditation (CHEA)
- Council of Independent Colleges (CIC)
- Council on Military Education in South Carolina (COMESC)
- Council on Social Work Education (CSWE)
- Distance Education in SC (DESC)
- Eastern College Athletic Conference (ECAC)
- Florence Chamber of Commerce
- Greater Greer Chamber of Commerce
- Greater Lexington Chamber of Commerce
- Greater Summerville-Dorchester County Chamber of Commerce

- Greenville Chamber of Commerce
- Intercollegiate Tennis Association (ITA)
- International Town Gown Association (ITGA)
- Local Educators Admission Representatives Network (LEARN)
- Myrtle Beach Chamber of Commerce
- Nassau Counselors Association (NCA)
- National Association of Basketball Coaches (NABC)
- National Association of Collegiate Admissions Counselors (NACAC)
- National Association of Education Buyers (NAEB)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Schools of Music (NASM)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Athletic Trainer Association (NATA)
- National Collegiate Athletic Association (NCAA)
- National Strength and Conditioning Association (NSCA)
- National Student Affairs Administrators in Higher Education (NASPA)
- New Jersey Association of Collegiate Admissions Counselors (NJACAC)
- Service members Opportunity College (SOC)
- South Atlantic Conference (SAC)
- South Carolina Archival Association (SCAA)
- South Carolina Association of College Employers (SCACE)
- South Carolina Association of Colleges for Teacher Education (SCACTE)
- South Carolina Association for Institutional Research (SCAIR)
- South Carolina Association of College Stores (SCACS)
- South Carolina Association of Veteran Administrators (SCAVA)
- South Carolina Athletic Coaches Association (SCACA)
- South Carolina Chamber of Commerce (SCCC)
- South Carolina College and University Personnel Association (SCCUPA)
- South Carolina Independent Colleges and Universities (SCICU)
- Southern College Placement Association (SCPA)
- Southern Association of College and University Business Officers (SNACUBO)
- Southern Regional Electronic Campus (SREC)
- Spartanburg Chamber of Commerce
- United States Tennis Association (USTA)
- Western Suffolk Counselor’s Association (WSCA)
- Williamsburg Hometown chamber of Commerce

INSTITUTIONAL EFFECTIVENESS ASSESSMENT

Institutional Goals

To fulfill its mission and purpose, Limestone University is dedicated to the implementation of a Comprehensive Strategic Development Plan and to a regular program of effectiveness assessment.

Procedures

To keep its Comprehensive Strategic Development Plan current, the University will periodically revise the Plan through involvement of the Board of Trustees, administrative officers, faculty, staff, alumni, and students. The goal of the University is to update its Comprehensive Strategic Development Plan every two years.

Standards

Limestone University is dedicated to maintaining the high standards of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). To accomplish this, Limestone University is dedicated to maintaining a comprehensive program of regular assessment, and timely reporting of substantive changes to SACS.

All academic departments engage in routine and meaningful assessment of their students' learning. Each department is responsible for reporting annual programmatic outcomes to the Office of Institutional Research & Effectiveness. General Education instructors are responsible for reporting annual General Assessment Student Learning Outcome data to the Office of Institutional Research & Effectiveness. The Office of Institutional Research & Effectiveness will compile, analyze, and report this data to the Provost in conjunction with the General Education Assessment Committee. The Committee is responsible for providing feedback to respective departments and forward recommendations regarding the General Education curriculum to the Curriculum Committee. Please refer to the General Education Assessment Plan for more information:

https://www.limestone.edu/sites/default/files/documents/gen_ed_assessment_plan_rev_8.22.19.pdf

Notifications

Limestone University will also report pertinent changes (new majors, address changes, etc.) to other agencies (South Carolina Commission on Higher Education, Department of Education, Department of Veterans Affairs, and departmental accrediting bodies).

FACULTY EMPLOYMENT POLICIES

Method of Initial Appointment

Faculty appointment and rank will be determined by such factors as, but not limited to, highest earned degree and the number of years of teaching experience. Appointment to a particular rank shall be made by the President upon recommendation of the Provost with the advice of the dean of the school and department chairs. All Limestone faculty hired at the rank of instructor or higher are considered tenure track unless otherwise noted in the letter of appointment and are probationary during their first three years of appointment. Non-tenure track, full-time faculty hired on an annual basis do not serve a probationary period.

Full-Time Faculty

When a vacancy or new position occurs, the dean, in consultation with appropriate department chairperson and department faculty, will prepare a recommendation of the department to the Provost as to whether the position should be filled. The Provost will then make a determination with regard to filling the position. Taking into consideration the recommendation of the dean, department chairperson, and the Provost, the President will make the final decision.

When it is determined that the position should be filled:

1. A Search Committee will be established by the Provost, normally consisting of the appropriate school dean, the appropriate department chairperson, two department faculty members, another school faculty member, and chaired by the Provost.
2. The Search Committee will compose an advertisement acceptable to the Provost. The advertisement will be appropriately placed and include the notation, "Affirmative Action/Equal Opportunity Employer."
3. Applicants invited for interviews should be told prior to the interview visit whether the University pays travel expenses, should be given some choice as to date of interview and prior to the interview should receive as much information as possible concerning the interview process and other obligations. The candidate should receive appropriate material about the University, including a link to the academic catalog.
4. The chair of the Search Committee will arrange the candidate's visit to include meeting as many members of the Limestone faculty and staff as possible. The advertisement will also include the statement, "The selected candidate must be willing to consent to and pass with satisfactory results, an investigative consumer report."
5. The chair of the Search Committee should tell the candidate during the interview approximately when a decision will be made concerning the appointment.
6. Applicants should be notified immediately should the University decide not to fill the position, and candidates should be notified of any unexpected delay in a final decision.
7. A vote by simple majority of the Search Committee will constitute a recommendation to the Provost that the candidate be hired. The Provost will forward the Search Committee's recommendation along with his/her own recommendation to the President.
8. At the close of the search, all applicants will receive written notification of the status of their application.
9. During these procedures, the Search Committee must keep a recruiting log. When the position is filled, this log - along with correspondence, the credentials of applicants, and copies of the advertisement for the position - must be deposited in the

Provost office and retained for 12 months.

Adjunct Faculty

Adjunct faculty are selected by the Provost in consultation with the dean of school and department chairperson to meet instructional needs which cannot be met by regular full-time faculty. Appointments are made for one term at a time.

It is expected that, whenever possible, advertisements will be placed in local and regional newspapers, and other institutions in the area will be canvassed to seek qualified candidates. The candidate must provide appropriate credentials, including official transcripts, to the Provost before being issued a contract.

Copies of contracts for adjunct faculty must be on file in the office of the Provost. If a course has only a few students, the salary is prorated, per the adjunct faculty contract.

Criteria for Initial Rank

Each full-time tenure-track faculty member, including professional librarians on full-time assignment, shall be appointed to one of the following ranks: lecturer, instructor, assistant professor, associate professor, professor. All such appointments to a particular rank shall be made by the President upon the recommendation of the Provost with the advice of the Search Committee.

To be eligible for an initial appointment to a particular rank the faculty member must meet the following minimum qualifications:

1. Non-tenure Track Rank:

a. Lecturer/Visiting Faculty

- i. Lecturers/Visiting Faculty are full-time, non-tenure-track at-will members of Limestone University faculty. The minimum requirements for appointment as a lecturer/visiting faculty are the master's degree or equivalent with 18 graduate hours in the teaching field.
- ii. Lecturer/Visiting Faculty appointments are made on an annual basis for a period of either nine (9) months or twelve (12) months, depending on hire for day campus or evening/online.
- iii. Lecturers/Visiting Faculty teach a normal load of 15 credit hours per semester over that calendar year unless given release time for other duties.
- iv. Lecturers/Visiting Faculty may be renewed pending satisfactory evaluation of teaching and other duties by the academic department or department chairperson.
- v. Lecturers/Visiting Faculty are hired and appointed by the processes used to hire and appoint all full-time faculty, regardless of tenure track status, outlined in the Method of Initial Appointment.
- vi. Lecturers/Visiting Faculty report to their respective College Dean and department chair.
- vii. **For Lecturers Only:** Like other full-time faculty, Lecturers are expected to devote time to service, which can include recruitment, advising, assisting with student registration, attending graduations, providing input for the selection of library materials, assisting with the development of the semester schedule, maintaining currency in teaching discipline, and attending and participating in department, College, and faculty meetings.

2. Tenure-track Ranks:

- a. Instructor: The master's degree or equivalent with eighteen (18) graduate hours in the teaching field will be required for hiring at the instructor level.
- b. Assistant Professor: The terminal degree (see Table I) with fewer than five years university level teaching experience is the normal criterion for hiring at the level of Assistant Professor.
- c. Associate Professor: The terminal degree (see Table I) and five (5) years of full-time teaching experience at the university level is the normal requirement for the rank of Associate Professor. A person hired at the associate professor level should demonstrate distinction in teaching and campus leadership (service as chairperson of campus committees, etc.).
- d. Professor: The terminal degree (see Table I) and eight (8) years of full-time teaching experience at the university level is the standard criterion for the rank of Professor. A person hired at the professor level should demonstrate high distinction in teaching and campus leadership.

Terminal Degrees: That credential which Limestone University considers the terminal degree in each academic discipline is listed below in Table I.

Academic Area	Terminal Degree
Art: Studio	M.F.A.
Art: Other than Studio	Ph.D.
Athletic Training	MA or MS
Biology	Ph.D.
Business Administration	D.B.A. or Ph.D.
Chemistry	Ph.D.
Communications	Ph.D.
Computer Science	Ph.D.
Creative Writing	M.F.A.
Criminal Justice	Ph.D. or D.P.A.
Economics	Ph.D.
Education	Ph.D. or Ed.D.
English	Ph.D.
Foreign Language	Ph.D.
Geography	Ph.D.
Health Care Administration	Ph.D. or D.B.A.
History	Ph.D.
Human Resources Management	Ph.D. or D.B.A.
Library Science	M.L.S. or M.L.I.S.
Mathematics	Ph.D. or Ed.D.
Music	D.M.A., Ed.D. or Ph.D.
Nursing	Ph.D., D.N.P., Ed.D., or N.D.
Philosophy	Ph.D.
Physical Education	Ph.D. or Ed.D.
Political Science	Ph.D.
Psychology	Ph.D. or Psy.D.
Physics	Ph.D.
Religion	Ph.D.
Social Work	M.S.W.
Sociology	Ph.D.

Academic Area	Terminal Degree
Speech	Ph.D.
Theatre: Performance/Production	M.F.A
Theatre: Other	Ph.D.

Graduate Faculty

Full-time and part-time faculty who teach graduate courses must be approved for Graduate Faculty or Adjunct Graduate Faculty status. This action is initiated in the academic department and subsequent approval is required of the Provost.

The minimum qualifications for appointment to teach graduate courses are a terminal degree in the discipline, or its equivalent, and evidence of appropriate scholarly engagement. As part of their professional development, all graduate faculty are expected to maintain currency in their teaching field and to engage with peers, on a regular basis, in the exchange of knowledge and information in the discipline.

It is the responsibility of each graduate faculty member and each department to ensure that its graduate faculty maintain eligibility for appointment to graduate faculty status.

Full-time graduate faculty provide instruction at the graduate level, assist students with graduate - level research and projects, and approve all changes to the graduate curriculum at the department level. All graduate curriculum and curriculum changes must be approved by the department, the school, the curriculum committee, and the faculty. Adjunct graduate faculty provide graduate-level instruction and may, upon approval of the department chair, assist students with research and projects.

Generally, faculty will teach one graduate course and two undergraduate courses each semester; the maximum number of graduate courses a faculty member may teach in a semester is two.

Graduate faculty contracts will specify between 18 - 24 hour teaching loads for the annual contract period with a maximum of 30 credit hours for a calendar year (July – June). Courses may be taught year round at the discretion of the department chair.

- 3 hour graduate class = 3.0 load credit hours
- 1 hour graduate class = 1.0 load credit hours.

Graduate faculty will be evaluated based on the following scale:

Teaching Effectiveness 60% Service 20% Professional Activities 20% (55%; 20%; 25% if on scholarly track)

*See [Evaluation of Faculty](#) for descriptions of the Criteria.

All graduate faculty are expected to engage in professional activities. Professional activities include those pursuits that increase the body of knowledge in the faculty member’s discipline. While professional activities are expected from each faculty member, faculty rank and assignment will be taken into consideration when evaluating professional activities. The following are examples (non-exhaustive) of professional activities.

- Publications (books, chapters in books, peer reviewed journals and publications)
- Curricula design
- Papers presented at meetings of professional societies
- Professional Consulting/Business Proposals
- Critical reviews of published works
- Patents
- Grant proposals/awards
- Activities and offices held with professional organizations
- Participation on accreditation reviews
- Participation on editorial boards/committees
- Additional certifications
- Continuing education certification and licensing

Contracts and Notification Dates

The basic contract for tenure-track faculty is either for nine (9) or twelve (12) months of service; however, faculty members will be paid in twelve (12) monthly installments. The annual contract between the faculty member and the University is considered legally binding on both parties.

The basic contract for non-tenure-track full-time faculty is for either nine (9) or twelve (12) months of service; however, all lecturers will be paid in twelve (12) monthly installments.

All full-time faculty members will receive contracts for the next academic year by May 1 of the previous year. This notification will include the faculty member's rank and salary. Each faculty member has two weeks to accept the contract or reject the contract in writing. If the contract is not returned to the Office of Human Resources' office within a two-week period, it is understood that the faculty member is not planning on returning for the next academic year. To protect both the institution and the faculty member, the contract will specify any and all special circumstances of employment.

Faculty Rights and Responsibilities

1. Academic Freedom: The teacher is entitled to full freedom in the classroom in discussing his/her subject, but he/she should not introduce topics unrelated to his/her subject or related fields. He/she is also entitled to full freedom in research and in publication of the results of that research.
2. Public Responsibilities: The Limestone University teacher is a member of the community at large, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as a citizen, he/she shall be free from institutional censorship or discipline, but his/her special position in the community imposes unique obligations. The public may judge the individual's profession and institution by his/her utterances. He/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she speaks as an individual and not for the University.
3. Professional Responsibilities: Limestone faculty strive to maintain:
 - teaching effectiveness.
 - institutional strength and viability.
 - professional competency.

Faculty Development

It is recommended that each member of the full-time faculty attend a professional workshop or conference, or engage in graduate level courses at least once every three years. The University provides several sources of funding to support faculty members pursuing professional development activities.

1. Hopper Fund: In 1983, Dr. and Mrs. C.G. Hopper, Jr., a prominent physician and Limestone trustee and his wife (a Limestone alumna) established the Hopper Endowment. The guidelines are being refreshed to annually award funds to support faculty development priorities including research and creative activity in the faculty member's field; attendance at and participation in workshops, seminars, or professional meetings; and travel for research purposes.
2. Fullerton Foundation Faculty Awards: In 1984, the Fullerton Foundation gave Limestone University funds to provide for merit awards in teaching and research to be given to deserving tenure-track faculty. For the excellence in teaching awards, support includes one recipient from each College. The faculty are selected by the students in their classes and by their colleagues on the basis of excellence in classroom teaching and their caring and helpful concern for the academic progress of their advisees and the students in their classes. For the excellence in academic research award, support includes one recipient from the University. The recipient will be chosen based on an application process that includes a review of the faculty member's research.
3. Faculty Development Fund: The Faculty Development Fund provides financial support for full-time faculty members pursuing professional development activities, which does not include Global Experience trips. The Provost recommends a specified amount of funds in this budget line item each year. The chair of the Faculty Development Committee will be informed of the budgeted amount in this fund by October 1 of each academic year. Faculty Development Funds Request form submitted before or on May 10 will be processed in the current academic year. Guidelines for requesting assistance from the Hopper Fund or the Faculty Development Fund will be released annually.
4. Faculty/Staff Tuition Benefit: Limestone University strives to have the most highly educated and skilled faculty and staff possible. To this end, the University will support its faculty and staff in their formal educational endeavors provided there is a benefit to the University and provided resources are available. See "Graduate School Reimbursement Benefits" for additional information concerning this benefit.

5. Academic Discipline Travel Funds: Academic discipline travel funds are available to each full-time faculty member to ensure a minimum level of support for professional development activities. The Provost, in consultation with the department chairs, recommends a specified amount of funds per faculty member each academic year. Faculty members submit requests for the use of these travel funds through their dean. The dean's recommendations are forwarded to the Provost.

6. Faculty Leaves:

- a. Application Procedures: A sabbatical leave is not something which faculty members earn; rather, they earn the right to apply for a leave. Meeting the following criteria may qualify one for a leave of absence for a sabbatical, but the granting of such leave is still discretionary with the Board of Trustees, and meeting the criteria does not guarantee approval. Faculty members applying for a leave of absence for a sabbatical leave must submit a written request to the Provost by October 15 of the academic year preceding the one when they desire to be on leave.

The request shall state the period of leave, the service to the University which makes the applicant eligible, the way the leave will be spent including a detailed listing of important activities, and the way the leave will benefit the University.

The Provost will forward the requests to the Faculty Development Committee chairperson and ask the dean of school and department chairpersons to send that committee a recommendation and a statement as to how the University can best cover the leave-taker's duties. By November 15, the Faculty Development Committee will forward its recommendation to the Provost, who will forward it with his/her recommendation to the President by December 15. Leaves are granted by the Board of Trustees, usually acting upon requests for the following year at its spring meeting, upon the recommendation of the President.

- b. Sabbatical Leaves: Sabbaticals are leaves with pay and benefits (one semester with full pay or two semesters with half pay). Sabbaticals may be granted as recognition of notable service and as an aid and inspiration to further achievement. Faculty who have attained tenure and the rank of assistant professor will be eligible to apply for sabbatical leave after completing a minimum of six years of full-time service to Limestone University since initial appointment or a minimum of six years of full-time service since any previous Limestone sabbatical leave. Those granted a sabbatical leave are expected to file a full plan of their sabbatical activities with the Provost. Because a sabbatical is granted with the understanding that the faculty member plans to return, each recipient will sign this statement: "As a result of my having been granted a sabbatical leave from Limestone University, I hereby declare that I will return to Limestone University for a period of no less than one academic year following termination of my sabbatical or pay the full amount of my salary received during the period of my leave back to the University."

Within six months of the conclusion of a sabbatical, the faculty member will file a detailed report of the results of the sabbatical activities. If requested to do so, the faculty member is expected to make a presentation of his/her sabbatical activities to the administration, faculty, and staff.

- c. Leaves of Absence: Leaves of absence are without salary but with the assurance of a Limestone teaching position at the expiration of the leave. They are usually used to complete advanced degree work, to help the recipient to become more innovative and creative in his/her field, or to meet personal needs. Normally, an individual shall have been a full-time faculty member for at least two years before taking a leave of absence. A leave will not usually be approved for more than one year. Medical insurance will remain available; however, the faculty member on leave will be required to pay the full amount of the premium. The faculty member may also elect to make his/her regular TIAA/CREF contributions during the leave of absence, but the University will not make its matching contribution during the leave of absence.

Evaluation of Faculty

1. Following are descriptions of the different methods of evaluating faculty members:

- a. Course Evaluations – Faculty should be evaluated by the students in each course with an enrollment of five (5) or more students using the evaluation form and methods adopted for University-wide use. This evaluation is done primarily so that a faculty member may assess and then improve the efficacy of his/her teaching. Results of the evaluation are available to faculty. Faculty are responsible for maintaining a personal copy for their files. A copy of the course evaluation is also kept in the office of the Provost.
- b. Self-Evaluation: By January 31 of each year, each faculty member will provide his/her department chairperson/unit director with a narrative self-assessment of his/her activities and performance during the prior calendar year. It should include assessment of such aspects as teaching effectiveness and effective librarianship as outlined below, professional development efforts, and contributions to the University and surrounding community during the academic year. The department chair/unit director will meet with each faculty member to review self-assessment and course evaluations or library instruction assessment, where applicable. Based on these documents the faculty member in conjunction with the department chair/unit director will develop a plan of corrective action (if needed) and continued self-improvement. A copy of the self-assessment and corrective action/self-improvement plan will be a part of the annual report of the department chairperson.

- c. Classroom Evaluation: All faculty will be evaluated by the appropriate department chairperson or designee. Each department chairperson or designee shall share his/her written evaluation of a given faculty member with that faculty member. The chairperson will send a copy of the evaluation to the Provost to be retained in the faculty member's official personnel file.
- d. Evaluation of Faculty: The following criteria are considered most important for evaluation and salary increases:
 - i. Teaching effectiveness, as reflected by department chairperson, course evaluations, and self-evaluations; knowledge of subject matter; academic rigor and standards; supervision of student teachers, practicum students, and interns; reasonable and supportive attitude in dealing with students; accessibility to students via office hours, email, and telephone; and reliability in fulfilling teaching obligations. For Library Faculty, Effective Librarianship, as reflected by the Director of the Library, and self-evaluations; demonstrated knowledge and/or ability that may take the form of, but not limited to, performing a teaching role in instructing students on methods of library research, formally and informally, selecting, developing or gathering resources to support students in their courses and/or developing online tutorials and other materials that support courses across the university curriculum and enhance learning across the university in support of information literacy and student and faculty research, creation of bibliographic records for library collections, management and implementation of library online resources and other digital tools; preservation and management of Archives and special collections, leadership in the implementation and administration of innovative, collaborative and user-centered library programs and services, management of library personnel, the library budget and library operations. This criterion is considered to be 70 percent of an undergraduate faculty member's responsibility (65 percent if on scholarly track), 60 percent of a graduate faculty member's responsibility (55 percent if on scholarly track), and 80 percent of a lecturer's responsibility.
 - ii. Service to the University which may include but is not limited to, participation in and leadership of University committees; collaborative, cooperative, and collegial relationships with faculty, staff, and administrators; student recruitment and retention efforts; participation in special programs or events; advisement of students; and efforts to increase the University's visibility. This criterion is considered to be 20 percent of an undergraduate faculty member's responsibility, 20 percent of a graduate faculty member's responsibility, and 20 percent of a lecturer's responsibility.
 - iii. Professional activity, as reflected by publications, exhibits, and performance attendance at and participation in professional meetings, seminars, and workshops. This criterion is considered to be 10 percent of an undergraduate faculty member's responsibility (15 percent if on scholarly track), 20 percent of graduate faculty member's responsibility (25 percent if on scholarly track), and 0 percent of a lecturer's responsibility.
- e. The following procedures should be followed for the evaluation of library faculty:
 - i. In place of Course Evaluations, demonstrated knowledge and/or ability within the faculty member's primary area of responsibility that may take the form of, but not limited to:
 - ii. Library and information literacy instruction, instruction on the methods of library research, and use of library and other resources; evolving knowledge in the design and application of teaching and assessment; knowledge and application of pedagogical strategies and techniques
 - iii. Acquisition, management, bibliographic records creation, and/or maintenance of library collections, including physical, online and/or special collections
 - iv. Management and implementation of library online resources and services
 - v. Reference and research assistance to the university community
 - vi. Development and implementation of innovative, user-centered and/or collaborative library services, programs and resources, openness to new ideas, problem-solving and decision-making abilities; ability to set objectives, outline and plan their completion
 - vii. Management of library personnel, the library budget and library operations.

2. Procedure for Evaluation of Faculty: All Limestone University faculty members, regardless of rank, will be evaluated periodically. Following are the evaluation criteria by faculty category:

- a. Tenured Faculty: Evaluated using course evaluations, or criteria above that replaces course evaluations for Library faculty, and self-evaluation. In addition, every three years tenured faculty will be evaluated using a classroom evaluation and the evaluation of faculty form (this does not apply to library faculty).
- b. Tenure-Track Faculty: Evaluated using course evaluations, annual classroom evaluations or criteria above that replaces course evaluations for Library faculty, self-evaluation, and annual evaluation of faculty (this does not apply to library faculty).
- c. Probationary Tenure Track Faculty: During their first year, probationary faculty will be evaluated in the classroom each semester. The following two years, the classroom evaluation will be conducted annually (not applicable for Library

faculty). Course evaluations or criteria above that replaces course evaluations for Library faculty, self-evaluations, and evaluation of faculty will be conducted annually during the probationary period. In addition, the department chair and Dean/unit director will hold an annual meeting to review the performance of the faculty member. Following the meeting, the Department Chair will communicate the results of the meeting to the faculty member. A comprehensive three-year evaluation must be done to advance from probationary status.

d. Lecturers: Evaluated using course evaluations, annual classroom evaluations, self-evaluation, and annual evaluation of faculty.

e. Adjuncts: Evaluated using course evaluations and annual classroom evaluations.

Department chairs will be evaluated using the above criteria by their respective Dean. Deans will be evaluated using the above criteria by the Provost.

3. Failure of Performance:

a. If, in light of the evaluation methods mentioned above under “Evaluation of Faculty,” it is determined that a faculty member is not performing his/her duties adequately, it will be the responsibility of the department chairperson to confer with the faculty member to discuss the nature of the problem, the reasons for the problem and what might be done to improve the faculty member’s performance.

b. Every effort should be made to assist the faculty member in improving his/her performance to an acceptable level.

c. The department chairs and dean of school will monitor the faculty member’s performance closely by using all available evaluative tools. If improvement is not noted in a reasonable period of time, termination may be recommended. Termination for “cause” may involve, in addition to professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts and/or actions incompatible with the ideals of the University, and/or failure to comply with a reasonable administrative directive. Immediate suspension may result from conviction for serious crimes or moral turpitude.

4. Procedure for Evaluation of Department Chairpersons and Deans:

Department chairpersons and deans are also administrators and the following are additional steps in evaluation: they will be evaluated on the performance of their duties as department chairpersons or deans.

a. Every two years, the Provost will prepare an administrative evaluation of the Dean/unit director which he/she will submit to the President, with a copy to the Dean/unit director.

b. Every two years, the Dean will prepare an administrative evaluation of the Department Chair which he/she will submit to the Provost, with a copy to the Department Chair.

5. Faculty Salary Increases:

The administration will make every effort to ensure that faculty salaries are competitive with those of similar institutions to enable Limestone University to recruit and retain a well-qualified faculty. Funds available for faculty salary increases will be allocated in consultation with the department chairperson, the dean, and the Provost. The Provost recommends to the President salary increases for individual faculty members.

Official Personnel File

One official personnel file for each faculty member containing official transcripts and other documents used in credentialing faculty is maintained by the Provost. Copies of all evaluations and assessments are also maintained by the Provost. Within the vicinity of the office of the Provost, an individual faculty member may examine his/her file and photocopy anything it contains.

When necessary, the Provost, or the faculty member may choose anything from this file for consideration by the Faculty Development Committee or by an appropriate appeals committee.

Department Chairs may review transcripts and other documents in order to certify that a faculty member is qualified to teach a particular course. Files may be reviewed in the office, but may not be e-mailed to the Chair to ensure privacy.

Promotion and Tenure

1. Eligibility for Promotion: Promotions will be awarded by the Board of Trustees upon the recommendation of the President with the advice of the Provost and the Faculty Development Committee. The promotion guidelines given below are simple guides for education and years of service that do not automatically prevent or guarantee appointments to a certain rank.

Promotion will be a matter of individual consideration on a case-by-case basis. Promotion will be based on classroom performance or effective librarianship and experience, professional growth, and service to the University and the surrounding community.

- a. Assistant Professor: A faculty member, hired at the instructor level, who completes the earned doctorate or appropriate terminal degree may apply for promotion to the rank of assistant professor.
- b. Associate Professor: A faculty member hired at Limestone as an assistant professor or promoted from the rank of instructor to assistant professor must serve five (5) years at Limestone University at the rank of assistant professor before he/she will be eligible to apply for promotion to the rank of associate professor. Promotion to the rank of associate professor requires holding the terminal degree.
- c. Professor: A faculty member hired at Limestone as an associate professor or promoted from the rank of assistant professor to associate professor must serve four (4) years at the University at the rank of associate professor before he/she will be eligible to apply for promotion to the rank of professor. In addition, to be eligible for promotion to professor, the faculty member must be tenured (except in exceptional cases such as a declared state of financial exigency). For promotion to the rank of professor, the faculty member should show high distinction in teaching or effective librarianship and leadership. As a model for junior colleagues, he/she should demonstrate outstanding commitment and responsibility to the stated goals of the University and to the achievements which are the marks of professional merit.
- d. Additional Criteria: Teaching effectiveness (for library faculty, this will be Effective Librarianship as defined in the Evaluation of Faculty Section) will be considered a necessary condition for promotion, pay raises, and tenure. Thus, no faculty member who is not strong in teaching or effective librarianship, regardless of how well he/she rates in other criteria, will be considered for promotion, pay raises, or tenure. In decisions involving advancement to the upper ranks (associate professor and professor), the evaluation will include in particular the following criteria, in addition to teaching effectiveness or effective librarianship:
 - i. outstanding service to the University (outside departmental duties) which significantly contributes to the general academic welfare or which reflects prestige upon the University (special assignments, representation of the University, initiative in special projects or events, grants, recruitment and retention of students); and,
 - ii. demonstrated record of publication; sustained research; professional recognition or awards; holding of offices or committee assignments in professional organizations are factors which may be considered. Consideration for promotion and tenure will be given to teacher education faculty and other appropriate faculty providing in-service training and workshops for public school personnel and for time spent in collaboration and consultation with public school teachers.
- e. These criteria are to underline the professional integrity of the faculty. Although Limestone is a teaching institution, not a research institution, it is in the best interest of the University to recognize for the advanced ranks only those who are in the fullest possible way seeking professional growth and fulfilling professional responsibilities.

2. Eligibility for Tenure

- a. At the beginning of the sixth year of full-time, university teaching (up to two years may be at other universities), full-time, tenure-track members of the faculty must seek tenure. (Teaching at the rank of preceptor/lecturer, below the post-secondary level, or as a graduate student will not be considered applicable toward the tenure clock.) If extenuating circumstances exist, a faculty member may request to delay the application for tenure for a maximum of three (3) years. If granted by the Provost, the extension of one to three years will not affect the faculty member's tenure process. Any exceptions to these requirements must be approved by the Provost.
- b. Tenure may be granted to a full-time, tenure-track faculty member who has a terminal degree in the assigned teaching area or area of discipline, who has a record of quality performance while at Limestone University, and who meets all other requirements. A professor who demonstrates quality is one who, among other positive qualities, demonstrates integrity and respect for students, colleagues, their professional discipline, and the institution. Faculty seeking tenure must recognize students as unique individuals with the potential for growth.
- c. If the faculty member fails to apply for tenure during this period or before (if allowed years of service at another institution of higher education), the faculty member may request to move to a process of annual appointment. Under such circumstances or through the formal denial of tenure, the University has the right either to deny the issuance of further contracts or elect to issue annual contracts.
- d. The granting of tenure is not automatic. Tenure is granted by the Board of Trustees upon the recommendation from the department chair, the dean or unit director, the Committee on Faculty Development, the Provost, and the President. The recipient will be notified of the decision in writing with a written explanation supporting the decision. Even though University policy does not automatically grant tenure after a period of seven (6) years, it reserves the right to award one-year contracts.
- e. Following the granting of tenure, the faculty member is expected to maintain high standards of professional conduct and to demonstrate exceptional proficiency in teaching and in the performance of other faculty responsibilities.

3. Guidelines for Promotion and Tenure Portfolios: The order and content of portfolios are standardized to allow complete evaluation of a faculty member's application for tenure and/or promotion. The material and information needed in a portfolio are listed below. The faculty member applying for promotion and/or tenure is responsible for ensuring that the application and supporting materials address the below-mentioned documents. Faculty portfolios must be complete in order for a faculty member to be considered for promotion and/or tenure.
- a. The faculty member's portfolio must include:
 - i. letter of application for promotion and/or tenure
 - ii. current vita
 - iii. student evaluations for the last three years or library instruction assessment, where applicable (any exceptions to these requirements must be approved by the Provost)
 - iv. three letters of recommendation from colleagues who are familiar with the applicant's professional work with one of the three letters from a colleague external to Limestone University
 - v. self-evaluations for the last three years (any exceptions to these requirements must be approved by the Provost)
 - vi. the promotion and tenure portfolio should contain three years of supervisory evaluations of the candidate (any exceptions to these requirements must be approved by the Provost)
 - vii. evidence of current professional work since the faculty member's last promotion and/or tenure award
 - b. The Faculty Development Committee will consider the following items in its assessment. Provide documentation, if appropriate.
 - i. Teaching:
 - a. Recommendation of department chair and/or dean (must include an appraisal of the applicant's teaching).
 - b. Supporting recommendations:
 - a. faculty self-evaluations (last three years).
 - b. other faculty recommendations (which may include an appraisal of teaching).
 - c. Student evaluations (last three years). For library faculty, where applicable, effective library instruction assessment – last three years
 - d. Courses, teaching methods, and new programs. For library faculty, evidence of effective librarianship as defined in the criteria in the Evaluation of Faculty section.
 - e. Academic advising.
 - f. Independent and directed studies.
 - g. Supervision of student teachers, practica students, and interns.
 - h. Teaching awards.
 - c. Professional Activity:
 - a. publications, exhibits, performances.
 - b. Grant proposals.
 - c. Presentations and/or attendance at conferences/meetings.
 - d. Activities and offices held in professional organizations.
 - e. Activities associated with professional publications.
 - f. Community workshops/seminars.
 - g. Service to public schools, collaboration, and consultation with public school teachers and providing in-service workshops.
 - h. Additional education.
 - i. Other
 - d. Service:
 - a. University
 - a. Committee assignments (include leadership roles).
 - b. Participation in University activities and events.

- c. Recruitment.
- d. Other.
- b. Community
 - a. Judging community competitions.
 - b. Offices held in professional societies outside one's field (civic, cultural, educational, religious).
 - c. Volunteer work outside one's field (civic, cultural, educational, religious).
 - d. Presentations outside one's field.
 - e. Other.

4. Procedures for Promotion and Tenure

- a. At the beginning of the fall semester, the chairperson of the Faculty Development Committee will notify all faculty that the process for consideration of eligible faculty members for promotion/tenure is commencing. Faculty who wish to be considered for promotion and/or tenure will upload supporting materials to their electronic portfolio found on Canvas. Details for this process will be communicated by the committee chairperson. The committee chairperson will grant access to the applicant's portfolios to the appropriate personnel based on the table below. The applicant's portfolio will be closed to the applicant on September 24.

Documentation	Candidate	Department Chair	College Dean	Faculty Development Committee Member (not a member of candidate's department)	Provost
Candidate's Dossier	-	Yes	Yes	Yes	Yes
Letters of recommendation from colleagues	Yes	Yes	Yes	Yes	Yes
Department Chair Recommendation	No	-	Yes	Yes	Yes
College Dean Recommendation	No	No	-	Yes	Yes
Faculty Development Committee Recommendation	No	No	Yes	-	Yes
Provost Evaluation	Yes	No	Yes	Yes	-

- b. The department chairperson and Dean or unit director upload their letters of recommendation to the applicant's portfolio after it has been closed to the applicant. This process must be completed by October 8th.
- c. Deans or unit directors who wish to be considered for promotion and/or tenure should also submit recommendations from members of their school and from other deans or relevant administrative personnel. Should the Faculty Development Committee require additional material for their deliberation, the Committee Chairperson will request the needed material from the appropriate individual.
- d. The Provost and the committee chairperson will complete their initial review by October 15. The committee chair will notify, in writing, the individual faculty of receipt of that material
- e. The committee shall complete its deliberations prior to December 10.
 - i. The Provost, or other non-committee members may be invited to present information deemed pertinent to the committee but shall not be present while the committee deliberates about any personnel decision.
 - ii. A committee member may not participate in deliberation involving himself/herself or a member of his/her immediate family or a member of his/her department. In such cases, the alternate appointed to the faculty Development Committee will serve. In such cases where the alternate may not serve, the Coordinating Committee will select an alternate.
 - iii. All Committee members must vote for or against each application for promotion/tenure submitted. They may recuse themselves, but they may not abstain from the vote. In such cases, the alternate appointed to the Faculty Development Committee will serve. In such cases where the alternate may not serve, the Coordinating Committee will select an alternate. Each committee member may approve the candidate's requests for promotion and/or tenure or deny the candidate's request for promotion and/or tenure and outline the reasons.
 - iv. A concise but specific record shall be kept of the proceedings, including all pertinent circumstances and the tally of the votes (which will be by secret ballot) on each candidate, on file in the Provost's office.
 - v. The written decision(s) of the committee shall be transmitted to the Provost within one working day. The written statement must include a concise explanation as to why the Committee supported or did not support the request.

This statement, provided by the committee, will be given to the candidate by the Provost.

- a. If the Faculty Development Committee does not support the candidate's request for promotion and/or tenure, the candidate's request for promotion and/or tenure is deemed denied without any further action and the Provost shall so inform the candidate. The candidate may appeal following the "Appeals Process: Promotion and Tenure".
 - b. If the Faculty Development Committee supports the candidates' request for promotion and/or tenure, the Provost will independently submit his/her recommendation, either positive or negative, for promotion and tenure to the President with a copy of the recommendation from the chairperson of the Faculty Development Committee. The Provost will share his/her recommendation with both the candidate and the Faculty Development Committee.
 - c. The President will then prepare a final recommendation for consideration by the Board of Trustees' Committee on Instruction and Academic Policies which will forward its recommendation to the full Board for action at its spring meeting. The decision of the Board of Trustees to grant or deny promotion and/or tenure is final. Promotions and grants of tenure are effective at the beginning of the following academic year.
5. Appeals Process: Promotion and Tenure: When a Faculty member receives notification that promotion and/or tenure was not supported by the Faculty Development Committee, the member has the right to appeal as follows:
- a. Within 10 working days from the date of notification by the Provost the negative decision by the Faculty Development Committee, the member may appeal the decision to the President by written notice of appeal. The notice of appeal must be in writing and the member must set forth in detail the grounds for the appeal. Only those grounds set forth in the notice of appeal will be considered.
 - b. Within thirty (30) days after receipt of notice of appeal, the President may uphold the decision of the faculty development committee and deny the member's appeal, or the President may uphold the member's appeal. If the President upholds the appeal, the President will set forth his/her reasons in writing and the member's request for tenure and/or promotion will be reinstituted and continue through the process as if the faculty development committee had supported the candidate's request for promotion and/or tenure. Provided, however, both the faculty development committee's original decision and the President's reasons for upholding the appeal are forwarded to the Provost for the continuation of the promotion and tenure process.
 - c. The member shall have no appellate rights except as set forth herein. The decision of the Board of Trustees concerning promotion and/or tenure is final.

Termination

1. Full-Time Tenure Track Faculty (first three years of service): Full-time faculty during the first three years of service at Limestone University may be terminated without stated cause. Faculty terminated during the first three years are eligible to appeal in writing the decision of the University to the President. Faculty members who are terminated will be notified in writing by the Provost. Written notice that appointment is not to be renewed will be given to the faculty member in advance of the expiration no later than April 1 of the first or second academic year of service or December 1 of the third academic year of service, if the appointment expires at the end of that year; or, if one-year appointment terminates during an academic year, at least three (3) months in advance of its termination.
2. Tenure Track Faculty (more than three years of service): If the department chairperson, or the dean of the school, has found that there is sufficient reason for termination, he/she shall submit a written recommendation to the Provost stating the faculty member should be terminated. The Provost will forward that recommendation, along with their own, to the President, who will make the final decision. Written notice with stated reasons that the appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment as follows:
 - a. At least twelve (12) months before the expiration of an appointment after three or more years of service at Limestone University. Limestone University will normally notify faculty members of the terms and conditions of their contract renewals by May 1.
 - b. The full-time faculty member who has received notification of non-renewal of contract has the right of appeal as specifically described under "[Due Process and Appeals Procedures](#)."
 - c. In addition, faculty may be terminated for "cause," that is, for professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts, and/or actions incompatible with the ideals of the University, and/or failure to comply with reasonable administrative directions. Immediate suspension may result from conviction for serious crimes or moral turpitude.
3. Non-tenure Track Faculty: Full-time, non-tenure track faculty are employed on annual contracts and may be terminated without stated cause at any time during their period of service to the University. Faculty so terminated are eligible to appeal

in writing the decision of the University to the President. Faculty members who are terminated will be notified in writing by the Provost.

4. Tenured Faculty: For years there has been a tenure policy at Limestone. Tenure may be granted judiciously by the Board of Trustees on the basis of its value to the University as well as to the faculty. The Board of Trustees determines the number of total tenured positions to be offered.

- a. After gaining the status of tenure, the faculty member will have permanent and/or continuous employment at the University. However, tenured faculty can be subject to termination for "Cause" based on the following areas: professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts, and/or actions incompatible with the ideals of the University, and/or failure to comply with a reasonable administrative directive. Immediate suspension may result from conviction for serious crimes or moral turpitude.
- b. Material substantiating the tenured faculty member's unfitness for continued employment due to professional incompetence and/or general ineptitude may originate from a variety of sources. Usually, the department chairperson will initiate this process with the assistance of the dean of the appropriate college. Regardless of the origin of the source of the information, material must be submitted to the Provost who in turn will forward the information to the Faculty Development Committee for review. The Committee will make a recommendation to the Provost regarding the tenured faculty member's professional incompetence and/or general ineptitude. The Provost will make a recommendation regarding continued employment to the President, who will make the final decision subject to the approval of the Board of Trustees. A tenured faculty member who has been notified of non-renewal of contract has the right of appeal according to the Due Process and Appeals Procedure.
- c. The principle of tenure imposes reciprocal responsibility on the University and the faculty member. The University has the responsibility of maintaining academic freedom and therefore provides tenure in order that the faculty member may be secure to do his/her scholarly work. Tenure means that an experienced faculty member may expect to continue in his/her academic position unless "cause" is demonstrated in a fair hearing, following established due process. Faculty members have the responsibility to remain current in their respective fields and to offer instruction of the highest quality. Faculty members also have the responsibility to assist the University in all recruiting activities insuring an adequate enrollment in their instructional area.

5. Addition or Elimination of a Faculty Position:

- a. A recommendation that a faculty line be added or eliminated may come from the department, dean of a college, Provost, or President. Recommendations should be sent to the Provost by the September 15 prior to the academic year the addition or elimination of the faculty position is to occur.
- b. The Provost, the department chairpersons, and the dean will review the recommendation, taking into consideration its impact on the mission of the University, the academic program, finances and budget, and student enrollment. In so doing, all relevant information from the school (faculty and students) and other sources deemed important should be reviewed.
- c. A decision by the Provost, the department chairpersons, and the dean should be forwarded to the President, the department and school by October 1. Any faculty member or school affected by the elimination of a faculty position may appeal the decision to the President by October 15.
- d. The President should notify the Provost who will inform the department chairperson, dean, and the school of the President's decision on the matter by November 1.
- e. In keeping with the AAUP guidelines, if a tenured faculty member's position is eliminated, it may not be refilled within a three (3) year period without giving first priority to that faculty member.

6. Financial Exigency:

- "Financial exigency" is defined in the "Recommended Institutional Regulations" of the American Association of University Professors (AAUP) as "an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means" (AAUP, 2006-page 24). The meaning of this "survival" standard is that, without removal of tenured faculty, the institution would have to close its doors; further, it implies that the institution has first tried other remedial measures before resorting to such drastic action; that a declaration of exigency is not being used as a subterfuge for anti-tenure bias; and that termination resulting from exigency are applied evenly, using objective standards.
- In the event that the Board of Trustees of Limestone University determines, and declares publicly, that financial exigency exists, the Provost and the Dean's will seek input from faculty and will make a recommendation to the President regarding reduction in force. The President will, in turn make a final recommendation to the Committee on Instruction and Academic Policies of the Board of Trustees.

Due Process and Appeals Procedures

Each faculty member who is past the probationary period is entitled to due process and must be advised that he/she has the following rights:

- 1. he/she must be advised of the charges against him/her,
- 2. he/she has the right to have a witness present,
- 3. he/she has the right to have a prompt hearing,
- 4. he/she has the right to face his/her accusers and to question them,
- 5. he/she has the right to produce witnesses for himself/herself,
- 6. he/she must be advised of the appeals process.

The initial route of appeal is through the Department Chairperson, the Dean of School, the Provost, and the President. If agreement is not reached, a written appeal must be submitted to the Coordinating Committee within six (6) weeks of the faculty member’s receipt of notification of termination. Upon receipt of a written request to the Coordinating Committee, said committee shall appoint an appeals committee of four full-time faculty members (exclusive of anyone involved in the initial decision). The appellant will select one additional faculty member to represent him/her on the committee with one vote. The appellant and the administration will each have the right to challenge and remove one member of the Appeals Committee. Vacancies resulting from such challenges will be filled by the procedures stated above. The final recommendation will be made by simple majority.

Procedure: The appointed committee shall review all materials pertinent to the appeal. This committee may call any persons they see fit, including the appellant himself/herself.

- 1. A simple majority vote may terminate the review.
- 2. Upon completion of the deliberations the chair of the Coordinating Committee shall be notified, in writing, of the results and reasons therefore,
- 3. The same report shall be delivered to the Provost, the President, and the appellant.
- 4. A precise and specific record of the review shall be kept and placed in the file of the Faculty Development Committee.
- 5. This process shall be completed within ten (10) working days from the time of receipts of the request for review.
- 6. The decision of the Appeals Committee, with its justification, is made to the Provost, who in turn provides the President with a statement of his/her support or non-support of the Committee’s decision with justification(s).
- 7. The President of the University will make the final administrative decision.
- 8. The aggrieved individual has the right to appeal the President’s decision to the Personnel Committee of the Board of Trustees.

Faculty/Staff Grievance Process

If a faculty or staff member has a problem or grievance, he or she should review the problem with the Department Chair or Supervisor.

If the grievance concerns the immediate supervisor, the faculty or staff member should review the grievance with the appropriate Dean, Director, or Provost.

Resignation of Faculty

Resignation should be in writing and transmitted to the President with a copy to the Provost. It is expected that faculty resignations will not be submitted after May 31.

Teaching Load and Equivalencies

- 1. Contractual Teaching Loads
 - a. Full-time, non-tenure track
 - i. The standard teaching load per semester for full-time, 9-month, non-tenure track faculty is approximately 15 credit hours or its equivalent; a total of 30 credit hours, or its equivalent, should be taught in one academic year (defined as fall and spring semesters).

- ii. The standard teaching load per calendar year for full-time, 12-month, non-tenure track faculty is approximately 30 credit hours or its equivalent.
- b. Full-time, tenure track or tenured
 - i. The standard teaching load per semester for full-time, 9-month, tenure-track or tenured undergraduate faculty is approximately 12 credit hours or its equivalent; a total of 24 credit hours, or its equivalent, should be taught in one academic year (defined as fall and spring semesters).
 - ii. The standard teaching load per calendar year for full-time, 12-month, tenure-track or tenured undergraduate faculty is approximately 24 credit hours or its equivalent.
 - iii. The standard teaching load per semester for full-time, 12-month, tenure-track or tenured graduate faculty is approximately 9-12 credit hours or its equivalent; depending on course assignments (graduate vs. undergraduate), between 18 to 24 credit hours may be taught in one calendar year.
- c. Allowed Course Overloads for Academic Year (Fall and Spring semesters): Full-time faculty are allowed to teach up to one overload per semester, depending on need and at the approval of the Provost. Pay for course overloads will be at the same rate of pay as that for adjunct faculty. Faculty with course overloads are expected to meet their usual contractual obligations related to teaching, service, and professional activities.
- d. Summer (Terms 3 and 4) Course Loads
 - i. Nine (9) month, full-time faculty can teach up to 2 courses per term in the summer months (i.e. Terms 3 and 4) at the same rate of pay as adjunct faculty.
 - ii. Twelve (12) month, full-time undergraduate and graduate faculty teaching in the summer are subject to meeting credit hours assigned in their contractual teaching loads before being considered for summer course overloads. In those cases, assignments will be based on need and require the approval of the Provost.

2. Equivalencies

- a. Graduate Faculty Teaching Loads: The following equivalencies are used in calculating graduate-faculty-teaching loads:
 - i. 3-hour graduate course = 3.0 load credit hours
 - ii. 1-hour graduate course = 1.0 load credit hours
- b. Supervising Student Teachers and Social Work Field Placement: Supervising student teachers and Social Work field placement 420a, b, c, d combined = 0.75 load credit per student.
- c. Supervising student internships equals
 - i. 0.0558-load credit per student per credit hour earned
 - ii. 0.1674 load credits for each student in a 3-credit course
 - iii. 0.3348 load credits for each student in a 6-credit course
 - iv. 0.5022 load credits for each student in a 9-credit course
 - v. 0.6700 credits for each student in a 12-credit course
 - vi. 0.8370 credits for each student in a 15-credit course.
- d. Practicum courses
 - i. Education 300, 301, 302 practica courses (all disciplines) = 0.25 load credit per student
 - ii. Psychology practicum courses = 1 load credit per course
 - iii. Physical Education and Athletic Practicum courses = 0.25 load credit per student
 - iv. Physical Education activity courses = 1 load credit for 2 contact hours
 - v. Music lessons (private, 100,200,300 and senior recital) = 1 load credit per student
 - vi. Coached ensembles and piano classes = 0.67 load credit per contact hours
 - vii. Major ensembles = 1 load credit per contact hour
 - viii. Music education techniques classes = 1 load credit per contact hour
- e. Art and Theatre
 - i. Studio art classes = 0.67 load credit per contact hour
 - ii. Art (senior art exhibit) = 0.67 load credit per student

iii. Theatre 480 (student production lab) = 0.67 load credit per student

f. Science laboratories: 2- or 3-hour laboratory = 1 load credit

Equivalencies also may be granted by the Provost to faculty for performing administrative or other exceptional duties. “Equivalent” assignment may be given if a faculty member does not meet his/her contractual load.

Other Faculty Employment

All full-time faculty must obtain permission from the Provost before engaging in other employment. This employment must not interfere with the faculty member adequately performing his/her Limestone University duties.

No member of the faculty will receive compensation for tutoring students in any course for which he/she is empowered to grant credit or over which he/she has any authority.

The full-time teaching faculty of Limestone University will usually be given first consideration in filling positions for classes taught in the Online/Evening summer terms.

Honors College Faculty

Members of the Limestone faculty may be designated as “Honors College Faculty” after undergoing specialized training in an academic year. Such training will consist of a half-day in-person workshop in the fall. Active participation continuing through the remainder of the year on Canvas, culminating in a presentation in April. Each cohort is limited to no more than six full-time faculty members per year on a first-come first-served basis. The training will center on the principle that Honors courses should be qualitatively different than non-honors courses - in other words, they should be more challenging and demanding not by simply assigning more work, but by mining more educational value from the work that is assigned.

Honors College faculty will be notated in the Limestone University Honors webpage and are entitled to additional financial compensation after teaching an Honors course. With the approval of the Provost, Honors College faculty members may also be allowed to team teach while earning 3.0 hours towards the semester credit load. Honors faculty status is valid for four academic years after receiving training. To retain this status, re-training is required in the fourth year after initial certification.

STAFF EMPLOYMENT POLICIES

General

The University prepares an annual human resources staffing plan to meet the needs of the University as part of the overall operating budget planning and revision process. The University is firmly committed to selecting and employing the best and most qualified persons for available positions without discrimination of any kind. Toward this end, employment opportunity notices are published within the University community and classified advertisements are placed in surrounding newspapers.

The University is dedicated to equal opportunity through affirmative action within the University community. Limestone’s Affirmative Action/Equal Employment Opportunity Policy is designed to provide equal consideration of all applicants for faculty and staff positions, for all faculty members in the tenure and promotion process, for administrators and staff seeking promotions and advancement, as well as for students seeking admission, financial aid, and equality in academic and athletic programs. A copy of Limestone University’s Affirmative Action/Equal Employment Opportunity Policy is available in all departments and offices, as well as on reserve in the Eastwood Library. The [Action/Equal Opportunity Policy](#) in this handbook contains the complete Affirmative statement.

Employees are classified as “salaried” (exempt) or “hourly” (nonexempt) for salary and wage administration purposes.

If applicable, all staff employees receive a salary increase letter from the President annually, stating the current salary or hourly pay rate and the new salary or hourly pay rate. Upon hire, all staff employees receive an offer letter stating the position, salary or hourly rate, and position description.

Hours of Work

The University’s normal working hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:30 p.m. on Friday. However, department heads are authorized to alter work hours with the approval of the appropriate Vice President to meet circumstances associated with mission accomplishment.

Hourly employees record their daily attendance using the on-line payroll system. Hourly employees get an hour off for lunch and two fifteen minute break periods during the day. Salaried employees are required to use the on-line payroll system to submit vacation and sick time requests to their administrators for approval and tracking purposes.

Absenteeism and Tardiness

Each employee has an important job to perform. Employee presence is essential to the overall functioning of the University's educational mission. Therefore, it is necessary to have a uniform attendance and tardiness policy:

1. All employees are expected to work normally scheduled hours appropriate to the department to which assigned.
2. An absence is a failure of an employee to report to work during normally scheduled working hours.
3. An excused absence occurs when an employee notifies the supervisor in advance and obtains permission to be absent. An unexcused absence occurs when an employee fails to notify the supervisor prior to the beginning of working hours and fails to be present for work as scheduled.
4. In the case of unexcused absences, supervisors will counsel the employee about the necessity of being present for work upon each occurrence; four unexcused absences within a twelve (12) month period will be cause of termination of employment.
5. Tardiness is defined as being late for the scheduled work without an acceptable reason. Chronic and repeated tardiness without acceptable reasons will be subject to written reprimand and possible termination of employment.
6. Each administrator will maintain attendance records on employees by approving or denying time off requests using the on-line payroll system.

Holidays

The University publishes a holiday schedule each May for the coming fiscal year (July-June) to assist employees in planning their vacations and time off. The VP for Finance, Operations, & Administration is responsible for managing the holiday calendar. The University observes Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, Martin Luther King, Jr. Day, New Year's Day, Good Friday, and Memorial Day as holidays. The Thanksgiving holiday includes the Friday after Thanksgiving. The Christmas/New Year's break is approximately a two-week period. The University is also in the practice of granting the Fridays of Fall and Spring breaks as holidays to all employees. The actual dates for observing national holidays and other time off when classes are not in session are contained in the annual holiday schedule as well as in memorandums which are distributed prior to each holiday period.

Holiday pay for permanent part-time employees (between 20 and 29 hour per week) is calculated at four hours per day.

Vacation Policy

1. General
 - a. The vacation year begins on the date of employment and benefits accrue from that date. Vacation time may not be accrued beyond one year. Employees have up to six months to use vacation time accrued during the preceding anniversary year.
 - b. There are times during the school year, such as the beginning and end of each semester, commencement exercises, and homecoming, when department heads are authorized to restrict times when vacations may be taken in order to perform vital University functions.
2. Vacation Eligibility Criteria:

Monthly Vacation Accrual Schedule

All information below is shown in hours and is based on years of service. Full-time employees will still accrue 10, 15, or 20 days per year based on years of service. Permanent part-time 20-29 hours per week employees will still accrue 5, 7.5, or 10 days per year based on years of service.

Months of Employment

Months of Employment	1-10 Years	11-15 Years	16+ Years
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1	6.67	10	13.33
2	13.34	20	26.66
3	20.01	30	39.99
4	26.68	40	53.32
5	33.35	50	66.65
6	40.02	60	79.98
7	46.69	70	93.31
8	53.36	80	106.64
9	60.03	90	119.97
10	66.7	100	133.3
11	73.37	110	146.63
12	80.00	120	160.00

Note:

- .83 days x 8 hrs = 6.67 hrs
- 1.25 days X 8hrs = 10 hrs
- 1.67 days X 8 hrs = 13.33 hrs

Bi-Weekly Vacation Accrual Schedule

All information below is shown in hours per pay period and is based on years of service. Full-time employees will still accrue 10, 15, or 20 days per year based on years of service. Permanent part-time 20-29 hours per week employees will still accrue 5, 7.5, or 10 days per year based on years of service.

Workers’ Compensation

Faculty, administrative officers, administrative staff, and support staff are insured against damage to their person in accordance with the Workers’ Compensation laws of the state of South Carolina.

As with full-time employees, permanent 20-hour-per-week employees’ Worker’s Compensation is based on annual salary, policy stipulation, and federal and state mandated guidelines.

Work Related Personal Injuries

All personal injuries sustained by faculty or staff employees during normal working hours are to be reported immediately upon occurrence to the appropriate department head, supervisor, or the designated person responsible for supervision of the activity and to the Vice President for Finance, Operations, & Administration. The Vice President for Finance, Operations, & Administration will then ensure that appropriate injury reports are completed and follow-up actions initiated to comply with current laws pertaining to work related injuries.

Leave of Absence

1. General: The University will abide by applicable federal and state regulations with regard to the granting of family, medical, military, jury or witness duty leave. The University will also provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA). Requests for reasonable accommodations should be sent to the Director of Human Resources.

2. Family and Medical Leave Act (FMLA):

- a. Limestone University offers certain leaves of absence to eligible employees. Eligible employees may take a maximum of 84 calendar days (60 workdays) including but not limited to Family and Medical Leave Act (FMLA) leave and non-FMLA medical leave, per calendar year, as measured from January 2 through December 31.
- b. The Family and Medical Leave for all employees, including permanent 20-hour-per-week employees, is based upon federal guidelines.

3. Faculty Extended Medical Leave Policy

- a. Extended medical leave for faculty is available when the faculty member expects to be absent for an extended period of time for medical reasons.
- b. Application for extended medical leave should be made to the Dean and must be approved by the Provost. A physician's statement may be required.
- c. A full-time faculty member will accrue 5 days per semester for a maximum of 10 days annually with accrual to a maximum of 60 days. A faculty member employed for 6 or more years will be eligible for up to 60 days paid extended medical leave. For a faculty member employed less than 6 years, paid leave will be prorated accordingly. Benefit plan coverage will continue during the paid leave of absence.

4. Paid Sick and Bereavement Leave

- a. All full-time employees accrue one (1) day sick/bereavement leave with pay per month, cumulative up to sixty (60) days. Sick and bereavement leave is a benefit provided for personal illness and for deaths in the immediate family. Employees are required to notify their immediate supervisor of the nature of the illness or death of family members and estimate the length of absence. In connection with this policy, the University reserves the right to verify illnesses by requiring the employee to furnish a statement from the attending physician. The University also reserves the right to deny pay for injury or illness when such illness or injury is the result of the employee's own misconduct or when an injury is sustained while the employee is engaged in work for another employer or while gainfully self-employed.
- b. Of the twelve (12) days per year that are classified as sick/bereavement leave days, a maximum of three (3) days may be used as personal leave days per year. Personal days will be deducted from the employee's sick/bereavement leave days. "Personal" leave days are intended to allow employees to attend to personal business matters which may arise from time to time.
- c. Sick/bereavement leave for permanent part-time employees (between 20-29 hours per week) is calculated at four hours per month, cumulative up to thirty (30) days.

FAMILY AND MEDICAL LEAVE ACT

On occasion an employee may find it necessary to be away from work while they are ill or caring for a family member. The Family and Medical Leave Act of 1993 (FMLA) permits employees nationwide to be with family members in their time of need. Under the FMLA, eligible employees may receive up to 12 weeks of leave during a 12-month period for certain family and medical reasons. Employees are eligible if they have worked for the University for at least 12 months and for at least 1,250 hours during the previous 12 months, and if there are at least 50 employees employed by the "company" within 75 miles of the worksite.

Reasons for taking leave: The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to the 12 weeks of leave for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Advance notice and medical certification: Should employees take time off from work for one of the above reasons, the leave time may be paid or unpaid depending upon the available sick or vacation time accrued by the employee at the time the leave begins. All FMLA guidelines will be followed in this process.

The employee must provide 30 days' advance notice when the need for the leave is "foreseeable" – for instance, if the medical treatments are planned in advance. If the leave is not foreseeable, the employee must provide advance notice as soon as is practicable.

The employee must have a medical certification form completed by the attending health care provider to support a request for leave if the leave is to care for oneself or family members as stated above. A recertification during the leave may also be required. If the employee is on FMLA leave because a serious health condition renders the employee unable to perform the functions of his/her job, a fitness for duty report must be completed by the attending health care provider prior to returning to work.

The employee will be expected to adhere to other notice requirements should he/she take FMLA leave. The Director of Human Resources will explain these additional requirements to the employee.

Failure to return to work upon the expiration of FMLA leave may result in termination.

Job Benefits and Protection: During FMLA leave, employee's coverage under the group health plan will continue. However, the employee must continue to pay his/her premiums under the group health plan and the Director of Human Resources will explain the deadlines. Failure to make timely premium payments may cause the employee's coverage to lapse. In addition, should the University make any premium payments on the employee's behalf, the employee is required to reimburse the University for the entire amount.

Upon return from FMLA leave, most employees will be restored to their same or equivalent position with equivalent pay, benefits, and other employment terms.

Questions and forms: Should an employee have any questions about FMLA, please see the Director of Human Resources. The employee may be required to complete forms other than those described above to be eligible to take FMLA leave; therefore, employees should go to the Director of Human Resources as soon as they are aware FMLA leave will be needed.

Remote Work Policy

Purpose: Limestone University recognizes for certain positions, or under certain circumstances, remote work can be a valuable tool that allows staff to balance work and personal commitments while ensuring the students at Limestone University come first and the operational/business needs of the university are met.

Types of Remote Work

- Fully Remote: Only remote work. Has no office space on campus. May be able to request access to shared spaces for work or collaborative meetings.
- Hybrid Remote: Employee works 2-3 days remotely and the remainder in the office. These employees may have private office space or shared workspace on days working on campus. The days and hours the employee will report to campus may be regulated.
- It is Limestone University's Policy that supervisors are not allowed to work 100% remote and are only allowed to work up to two days remote.
- Occasional Remote: works in the office typically 5 days a week but may be allowed to work at home on specific occasions. This time is not typically scheduled on a normal frequency but is allowed on an intermittent, as-needed basis. (Ex: important project, expecting repair person in home, inclement weather, etc.). These are approved by management as they are needed.

Policy:

Remote work is defined as allowing employees to work at an alternate location all or some of the time. Employees perform essentially the same work that they would in the central workplace in accordance with their same performance expectations and other agreed-upon terms. Remote work arrangements may be established for long-term or short-term periods.

Managers are in the best position to understand the demands of the work and the capacity of the staff member to succeed in a remote work arrangement. Managers are responsible for managing the work under the remote work agreement. Remote work arrangements will generally be based on mutual agreement. However, the college may establish remote work as a condition of employment, based on business needs. In such cases, the requirement will be included when the position is advertised and in the offer of employment. Due to the nature of some student-facing positions, some positions will not be eligible for remote work.

Remote work is a privilege. Limestone University may at any time terminate your Remote Work Agreement for any reason. If your Remote Work Agreement is terminated, the University will make every effort to provide you with written notice of at least 10 business days. If the Remote Work Agreement is terminated for poor performance, the agreement may be terminated immediately.

Guidelines:

1. Work performed remotely is considered official university business; therefore, departments may establish specific conditions that apply to employees engaged in remote work. Prior to beginning a remote work arrangement, a formal remote work agreement must be executed by both parties.

2. It is an accepted practice for teaching and research faculty to carry out their work with varied schedules on campus and at alternate locations, including the delivery of online courses. Normally, a formal remote work agreement will not be required for teaching faculty.

3. The amount of time the employee is expected to work will not change due to participation in a remote work agreement. Hours of work should remain the same unless specified in the Remote Work Agreement. The employee agrees to apply her/himself to work during work hours. The procedures for approval of overtime and the approval and use of leave should also be specified.

Salary Nonexempt employees are responsible for reporting all hours worked each week. Failure to report time, like failure to obtain approval for overtime, can result in the termination of the remote work arrangement and/or other disciplinary action.

4. Remote workers with these obligations must have adequate care arrangements that do not interfere with their job responsibilities. Upon approval of working remotely and at any time during the time of remote work, employees may be required to provide proof of these arrangements. Remote work is not a substitute for childcare, dependent care, or other personal responsibilities. Remote workers are required to use accrued leave when necessary to provide dependent care or when addressing other personal responsibilities. This includes time spent caring for ill household members or other people.

5. Employees must agree to comply with university rules, policies, practices, and instructions and understand that violation of such may result in the termination of the remote work arrangement and/or disciplinary action, up to and including dismissal.

6. During an inclement weather event or other authorized school closing, employees who are authorized to perform remote work in any capacity are expected to work their normal schedules and are not eligible for the closing and will not earn inclement weather or other compensatory pay.

7. Employees must agree to use equipment provided by the department and supplies for business purposes only and to notify IT immediately of any malfunctioning university-provided equipment to schedule repair or replacement of the equipment. Any damage or theft to the equipment should be reported immediately. Normal maintenance and repair of university equipment will be handled by the university. If an employee purchases their own equipment, it will be the responsibility of the employee to have repairs, maintenance, or service.

Generally, the university will provide the following equipment to remote work employees:

- Laptop Computer
- Monitor
- Mouse
- Keyboard
- College phone number, college provided cell phone or stipend.

Specific information pertaining to equipment will be listed in the employee remote work agreement. Additional items may be granted to employees based on job duties.

Other office supplies that are typically found on campus that may be purchased at the employee's expense include:

- Printers
- Copiers
- Scanners
- Shredders
- Whiteboards
- Office chairs
- Desks

8. High-speed internet access and phone access are required to work remotely. The remote employees must provide their own connectivity. Remote work employees issued a university phone number can choose to have their office calls pushed through to their personal phone. The university is not responsible for operating costs such as utility bills, home maintenance, internet access, phone access, or other costs incurred by the employees in the use of their homes or alternate work locations.

9. Remote employees are expected to maintain the degree of confidentiality they maintain at their work location. The employee is required to protect all confidential university documents from unauthorized access. The employee's company-provided equipment will include virus protection software, licensing provisions, system security, and passwords. The employee will not download secure information to a personal device. All documents and records developed or revised while remote working remains the property of Limestone University.

10. The university assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours, or for liability damages to the employee's real or personal property resulting from participation in the remote work program. General liability insurance protecting the actions of all Limestone employees is provided 365 days per year subject to the provisions of the insurance policy that were in effect at the time. Workers' compensation coverage is limited to designated

work areas in employees’ homes or alternate work locations. Employees agree to practice the same safety habits they would use at the university and maintain safe conditions in the alternate work locations. Employees must follow normal procedures for reporting accidents or injuries.

11. The college encourages the successful and appropriate use of remote work and will provide training to supervisors and managers to effectively manage remote work employees.

Download the Staff Remote Work Agreement PDF Form
[Staff Remote Work Agreement](#)

FACULTY/STAFF BENEFITS

General

All employee benefits, other than those required by law, are discretionary in nature. The University may add to, delete from, modify, or eliminate these benefits in its discretion. The terms of the applicable benefit plans take precedence over any language contained in this handbook or any other summary.

Full-time employees who may work less than 20 hours per week on a permanent basis are not eligible to participate in employee benefit programs. Part-time employees are not eligible to participate in employee benefit programs regardless of hours worked per week on a periodic basis.

The University offers employee benefits by participating in a Section 125 Plan to fund such benefits as group health and dental insurance, and life insurance on a pretax, salary reduction basis. The University also offers a retirement program by participating in a wide variety of programs offered by the Teachers Insurance and Annuity Association/University Retirement Equities Fund * (TIAA) on a pretax, salary reduction basis. Other benefits are offered on an after tax or tuition discount basis. The University abides by applicable federal and state regulations in administering the benefits programs. In addition, employees are eligible to receive services from the University Health Center, The Sib Collins Counseling Center, and Career Services.

Retirement Program (Pension Plan)

The primary retirement program is implemented by participation in the TIAA program. Employees become eligible to participate in TIAA on the first day of their employment. Participation in the program is voluntary. Participants contribute a minimum of one to four percent (1-4%) of their pre-tax salary to the plan each month, and the University matches that amount (1-4%) each month. During a sabbatical leave, the University will continue its normal contributions to a participant’s contract on the basis of the participant’s last salary provided that the participant also continues to make normal contributions. During a leave of absence, the participant may continue to make contributions, but the University will not match those contributions. Details of all participating plans may be obtained by contacting the University’s TIAA customer service representative. Employees are encouraged to read materials sent out by TIAA with their quarterly statements of account.

Permanent 20-hour-per-week employees may participate at the same rate of contributions as is applicable to 30 or 40 hour per week employees.

Salaries, Wages, and Withholding

All employees are required to have direct deposit. Paychecks are deposited on designated paydays. All Limestone University employees are subject to federal and state income tax payroll deduction and are required to complete the necessary forms in the Human Resource Office within three (3) days of hire date. All University employees must also pay F.I.C.A. tax (Social Security), which is deducted from each paycheck according to the rate for the calendar year, not the school year.

Group Life Insurance

Limestone University provides, without cost to the employee, a \$25,000 Term Life Insurance Policy and a \$25,000 Accidental Death and Dismemberment Benefit. Eligible employees are able to complete the required paperwork upon hire in the Human Resource office.

Permanent 20-hour-per week employees are not eligible for this program.

Performance Appraisal (Administrative Officers/Administrative Staff/Support Staff)

Objectives

The overall objectives of the Limestone staff employee performance appraisal evaluation program are to measure, maintain, and improve job performance. The program attempts to:

- Provide a framework of goals and standards from which to measure performance.
- Serve as a tool to determine salary increases based upon an employee’s contribution to the University.
- Develop action and training plans to correct performance problems and establish goals for the next time period.
- Identify employees who should be promoted and given greater responsibility.
- Act as a forum for individual career development issues.
- Assure a formal time and place for all of these events to occur.

Annual Performance Appraisal Policy

Administrative department heads have primary responsibility for evaluating overall employee performance on an annual basis for those staff employees who are assigned to their department. Annual performance appraisals shall be conducted and submitted to the appropriate Vice President no later than March 15 each year. The period of the appraisal shall be for the preceding twelve months or any portion thereof on the case of employees who have not been employed for the entire period. Vice Presidents of the University will review department heads’ submissions and submit a like appraisal of those department heads who report to them as designated in the University’s Organizational Chart. The President will evaluate each of the Vice Presidents in a similar fashion. Annual performance appraisal evaluation shall be made a permanent part of each employee’s personnel record.

The annual appraisal shall consist of a written evaluation and a personal discussion with the employee. The department head must carefully consider statements on the written evaluation and prepare thoroughly for the personal discussion. Each employee shall have the right to examine the written documents and has the prerogative to challenge what are considered to be inaccurate statements. Each employee shall be advised well in advance of an appointment for the appraisal in order to prepare for the meeting.

Department heads have the prerogative of submitting special performance evaluation reports in the case of outstanding or unsatisfactory employee performance at any time during the time between scheduled annual reviews.

Performance appraisal forms may be obtained from the Director of Human Resources.

Employee Tuition Assistance Programs

Employee Tuition Assistance Programs

(Revised June 5, 2023)

Undergraduate Tuition Remission for University Employees – Programs offered at Limestone University

Limestone University will provide the difference between tuition charges and state, federal, and institutional, and outside scholarships and grants for full-time faculty and staff employees, their spouses, and dependent children auditing or enrolling in Limestone University courses at the undergraduate levels. The student is responsible for all other fees and charges for room and board, laboratory fees, private lessons, etc., as well as a \$50 academic year processing fee. Children who marry will no longer be considered to be dependents, no matter what their income tax status. A dependent child who marries while enrolled under Limestone’s tuition remission program will be allowed to complete the current semester as an employee dependent. Undergraduate Tuition Remission is only available to those seeking their first bachelor’s degree. Employees and their dependents seeking an undergraduate degree will be required to complete the **Free Application for Federal Student Aid (FAFSA)** before tuition remission will be granted.

Permanent 20-hour-per week employees are eligible to take 15 credit hours per calendar year at Limestone University with the normal processing fee and no tuition charges.

Tuition remission is not automatic. Students must complete the Tuition Remission Form at least two weeks prior to the beginning of each semester; you may access the link from the faculty/staff resources tab located on the Halo Portal.

The tuition remission benefit ceases when an employee is no longer working at Limestone University (except through retirement or death). In such circumstances, the student receiving the tuition remission benefit will be allowed to complete the current semester.

Employees are expected to take their classes in the Online Programs. If special circumstances make on-campus classes necessary, an employee may take no more than one each semester. Written permission to take on-campus classes must be given by the Provost or appropriate Vice President and the President.

The University provides tuition benefits for adjunct faculty according to the following guidelines:

- if teaching 3 credit hours per semester - 1/4 Online Program tuition reduction
- if teaching 6 credit hours per semester -1/2 Online Program tuition reduction
- if teaching 9 credit hours per semester -3/4 Online Program tuition reduction
- if teaching 12 or more credit hours per semester – Full Online Program tuition reduction

Benefits do not extend to fees, private lessons, or books and supplies. Also, benefits are not extended to family members of adjunct faculty.

To continue tuition remission support, students must maintain Satisfactory Academic Progress as outlined in the Academic Catalog. Satisfactory Academic Progress is reviewed at the end of each semester. Failure to maintain Satisfactory Academic Progress will result in forfeiture of Tuition Remission benefit. Students must also have all outstanding balances paid to continue using the benefit for subsequent academic semesters.

The Tuition Remission Form will only be required to be completed once per academic year, at the time of initial enrollment. There will be a \$50 academic year processing fee that will incorporate Fall, Spring, and Summer enrollments. Employment status will be checked prior to the start of each semester to confirm continued eligibility.

Deadline for Tuition Remission Form

- Fall start (covers fall, spring, and summer): August 1st
- Spring start (covers spring and summer): December 15th
- Summer start (summer only): April 15th

Undergraduate Tuition Exchange Program

Limestone University is also a member of The Tuition Exchange, Inc., and the Tuition Exchange Program of the Council of Independent Colleges. The Tuition Exchange Program allows spouses and dependent children of full-time Limestone University employees an opportunity to receive full tuition toward their first bachelor’s degree at more than 200 colleges and universities. Tuition Exchange requests are not guaranteed. Institutions receiving the request make the determination of approval. Program materials and application forms may be obtained from the Financial Aid Office. Participants must pay a participation fee of \$50 each academic year by August 1st.

Only full-time employees are eligible for Graduate Tuition Exchange. Graduate Tuition Exchange is not available to employee spouses or dependents.

Permanent 20-hour-per-week employees are not eligible to participate in the Tuition Exchange Program.

Graduate Tuition Remission for University Employees – Programs offered at Limestone University

Full-time faculty or staff employees, their spouses, and dependent children who are accepted in any of Limestone’s graduate programs and wish to seek Tuition Remission may apply. The Tuition Remission application, which may be accessed from the faculty/staff resources tab located on the Halo Portal, should be submitted along with a total degree plan. Permission will be granted by the Provost or the appropriate Vice President over the employee’s division. Approved employees will be on “Standby” status and will be assigned to one of the graduate studies start dates as space allows. The student will be responsible for books and all fees associated with the program and for the \$50 academic year tuition remission processing fee. In addition, if the student is required to complete BA 500 – Foundations in Business Prerequisite Course, the student will be responsible for paying the cost of the modules (\$39 each), up to a maximum of 7 modules depending on what is required.

The tuition remission benefit ceases when an employee is no longer working at Limestone University (except through retirement or death). In such circumstances, the student receiving the tuition remission benefit will be allowed to complete the current semester.

To continue tuition remission support, students must maintain Satisfactory Academic Progress as outlined in the Academic Catalog. Satisfactory Academic Progress is reviewed at the end of each semester. Failure to maintain Satisfactory Academic Progress will result in forfeiture of Tuition Remission benefit. Students must also have all outstanding balances paid to continue using the benefit for subsequent academic semesters.

The Tuition Remission Form will only be required to be completed once per Academic Year, at the time of initial enrollment. There will be a \$50 academic year processing fee that will incorporate Fall, Spring, and Summer enrollments. Employment status will be checked prior to the start of each semester to confirm continued eligibility.

Deadline for Tuition Remission Form:

- Fall start (covers fall, spring, and summer): August 1st
- Spring start (covers spring and summer): December 15th
- Summer start (summer only): April 15th

Graduate Tuition Reimbursement Benefits for University Employees – Programs offered at other institutions

Limestone University strives to have the most highly educated and skilled faculty and staff possible. To this end, the University may support its faculty and staff in their formal education endeavors offered outside the institution provided there is a benefit to the University and provided resources are available

The University recognizes that its ability to assist faculty and staff is limited to the availability of resources. For this reason, it is necessary to establish limits on the amount and duration of support.

- An individual must have been employed full-time at the University for a minimum of one (1) full calendar year to become eligible to receive Graduate School Tuition Benefits. Permanent 20-hour-per week employees are not eligible to participate in this program.
- Subject to approval and the availability of resources, the University may provide tuition support up to \$6,000 in any fiscal year. The following criteria are factors influencing the awarding of benefits:
 - The amount of the University support will depend on the benefit of the program to Limestone University and the availability of resources.
 - If the employee is enrolled in what is considered a full-time program, the University may provide support up to \$6,000 per fiscal year. This support will be provided one semester at a time and is dependent on the benefit of the program to Limestone University and the availability of resources.
- To be eligible for the Graduate School Tuition Benefit program, employees must submit a plan that outlines:
 - the total degree plan,
 - the plan by each quarter, semester, or unit,
 - the cost by each quarter, semester, or unit,
 - the benefit to Limestone University,
 - all time-management problems which might arise from being a student and at the same time an employee of Limestone University.
- Schedule of administrative review and decision
 - (spring term) to receive funding for spring term, the plan as outlined above must be submitted to the Provost or appropriate Vice President by November 15. The administrative decision will be forthcoming within twenty (20) days.
 - (summer term) to receive funding for summer term, the plan as outlined above must be submitted to the Provost or appropriate Vice President by April 15. The administrative decision will be forthcoming within twenty (20) days.
 - (fall term) to receive funding for the fall term, the plan as outlined above must be submitted to the Provost or appropriate Vice President by July 15. The administrative decision will be forthcoming with twenty (20) days.
- Evidence of satisfactory performance: To receive continued support for each additional year of Graduate School Tuition Reimbursement Benefits, the employee must submit a copy of his/her transcript to the Provost.
- Length of approval: Approval is only granted for the duration of a quarter, semester, or unit. To receive funding for each additional, quarter, semester, or unit, the employee must resubmit a plan as outlined above.
- Authorization: Within any given fiscal year, the administration is not authorized to grant a total dollar amount that exceeds the line item in the Board of Trustees approved budget. Therefore, it is highly unlikely that all requests will be approved or is it likely that any request will be approved for the full amount. Decisions will be based on the overall benefit to Limestone University.
- Approval: All plans will be considered at a meeting of the President and the Provost. The notification of the administrative decision will be processed by the President's office. Notification will normally be issued within the twenty (20) day timeframe as stated above.
- Agreement of continued service: If the total tuition paid by the University is between \$1,000 and \$3,500, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone University for a minimum of one (1) year or repay the benefits they received.
 - If the total tuition paid by the University is between \$3,501 and \$7,000, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone University for a minimum of two (2) years or repay the benefits they received.
 - If the tuition paid by the University is over \$7,000, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone University for a minimum of three years or repay the benefits they received.

Continuous service excludes approved leaves of absence and sabbatical leaves.

The Tuition Payment Agreement Form may be obtained from the office of the Provost. Requests must be approved by the Provost.

Graduate Assistant Tuition Remission Program

Graduate Assistants are eligible for up to 6 credits of tuition remission in the Fall, Spring, and Summer semesters. The tuition remission to GAs does not cover any additional hours or fees. If a GA decides to enroll in more than 6 credit hours in a semester it will be the responsibility of the GA to cover the difference. GAs that are eligible to receive an athletic scholarship, may receive the scholarship in conjunction with their GA tuition remission, not to exceed tuition. If the combined aid exceeds tuition, one or more sources will be reduced as no refunds of institutional aid is permitted under any circumstances.

If a Graduate Assistants appointment is terminated in the middle of a term, the tuition for that class will be prorated for the weeks worked as a graduate assistant. The GA will then be responsible for the remaining tuition for that class.

Please reference the Graduate Assistant Policy Manual to review all GA policies.

ACADEMIC REGULATIONS AND POLICIES

Academic Regalia

All faculty members and administrative officers are expected to participate and wear appropriate regalia in the President's fall convocation and all commencement programs. Regalia may be purchased or rented through the University Campus Store.

Campus Store

The University Campus Store provides textbooks, office supplies, and limited specialty items for University students, faculty, and staff. The University Campus Store exists to supply items which are used in the education process and are unique to Limestone University constituents.

Classroom Management

Each faculty member is responsible for leaving his/her classroom in proper order for any subsequent class meeting there. Boards should be erased after each class. If chairs have been rearranged for special purpose, they should be returned to their regular position. All lights should be turned off and windows closed. No changes in classroom assignments should be made without the approval of the registrar.

Class Schedules and Procedures

Class Schedules

Class schedules are prepared on a two-year rotation. Course offerings for each semester are presented to the registrar through respective Department Chairpersons and the Director of Distance Learning. Schedules are due as announced by the Registrar. The Registrar will then submit all offerings to the Provost who will confer with the chairpersons before rendering final approval.

Class Attendance

All students are expected to attend all classes for which they are registered and to be on time for each meeting.

The instructor is responsible for checking attendance at each class meeting beginning with the first day of classes and for recording each student's absences. Instructors will explain attendance regulations at the first meeting of each class and will include them in their written syllabus.

The student is responsible for knowing his/her attendance record in each of his/her classes.

When a student's absences exceed twenty percent (20%) of the total number of scheduled class periods in the semester or session, the student may be assigned a grade of F at the end of the class.

Faculty will report excessive absences to the Provost and to the student as soon as possible. Only the Provost will have the power to make exceptions to class attendance regulations.

Class Periods

The Provost must approve any changes in class meeting times. If the faculty member has not arrived within fifteen (15) minutes of the specified starting time, the class will be considered canceled.

Faculty Advising

In light of the need for extensive individual assistance, the University assigns an advisor to each student.

Faculty Offices and Hours

The Provost assigns offices to faculty members. All faculty members teaching face-to-face classes will post and observe a minimum of two office hours per week per 3-4 hour course, up to eight hours. These office hours should be distributed throughout the week. Copies of these office hours should be given to the dean of school, the Department Chair, and the Provost.

Faculty teaching on the internet maintain contact with students through the various means provided by University course software. In addition, faculty teaching internet courses must maintain a minimum of one-hour of virtual live office hours per week and should respond to student requests within 24 hours.

Absence of Faculty Members

Faculty members are expected to attend all of their scheduled classes, faculty meetings, orientations, formal convocations, and commencement exercises.

Whenever a faculty member finds it necessary to be absent from any of these activities he/she must request permission from and complete the Faculty Absence Report for the Department Chairperson and the Dean. The faculty member is responsible for making provisions for any work missed because of his/her absence.

Grades, Examinations, and Grade Reports

Limestone courses are graded on a four-point scale given below.

Undergraduate Grading System:

Letter Grade: Achievement Level: Grade Points: A excellent achievement 4 B high achievement 3 C moderate achievement 2 D minimal achievement 1 S satisfactory None P passing None F failing 0 WP withdrew passing WF withdrew failing U unsatisfactory I incomplete IP work in progress

Pass/Fail Courses – A pass/fail grade may be used in courses approved by the Curriculum Committee. Courses numbered 100 and above will carry academic credit. For further information on academic procedures, see the current Academic Catalog.

Graduate Grading System:

Letter Grade: Grade Points: A 4 A- 3.6 B+ 3.3 B 3 B- 2.6 C+ 2.3 C 2 F 0

Final Examinations

Final examinations must be scheduled in the final exam period at the end of each semester. If a student misses a final examination because of an unavoidable conflict, the instructor will arrange a time when the student may take a special final exam. A student with three examinations in a single day is entitled to reschedule one of them. No extracurricular activities are scheduled during examination week with the exception of athletic events scheduled by the NCAA, Southern Athletic Conference (SAC), or events approved by the Provost. In the case of approved events that conflict with final examinations, students are responsible for making prior arrangements with the instructor.

Grade Reports

Semester grades are due within forty-eight (48) hours after completion of each examination. Final grades are posted and submitted on the [LU Portal](#) by each faculty member.

The Evening and Online Program faculty will submit grade reports no later than three working days after the end of a course.

Students having unsatisfied obligations with the University will have grade reports and/or transcripts withheld until these obligations are settled.

Academic Conduct Policy

Statement of Beliefs

Honesty in personal and academic matters is a cornerstone of life at Limestone University. Students are expected to achieve on their own merits and abilities, to exercise integrity in all affairs, and to refrain absolutely from lying, cheating, and stealing.

Responsibility

The responsibility for maintaining honesty in academic life is shared by students, faculty members, and University administrators.

1. Student Responsibilities:

- Students are responsible for conducting their own academic affairs in an honest manner.
- Students are responsible for the behavior of fellow students to the following extent:
 1. A student who is aware of dishonest behavior on the part of a fellow student(s) in an academic setting should feel an obligation to make a report of academic misconduct.
 2. A student who makes a report of academic misconduct is not obligated to be involved in the matter in any way after making the report. The identity of the student making a report of academic misconduct shall be protected.
 3. A report of academic misconduct may be made in conversation or in writing to the faculty member responsible for the class.
 4. The intent of the report of academic misconduct is to alert the faculty member that academic misconduct may have occurred.
 5. A faculty member shall investigate a student report of academic misconduct and, if he/she finds evidence of academic misconduct, charge the student(s) as appropriate, and report the case to the dean of the school for further review.

2. Faculty Responsibilities

Faculty members have a responsibility to communicate to students both their own beliefs, policies and procedures relating to academic misconduct and those of the University. This communication must be presented to students in writing and included in a course syllabus.

Faculty members have a responsibility to be aware of the potential for academic misconduct, to take reasonable precautions to discourage it, and to respond promptly and consistently to reports and accusations of academic misconduct when they occur.

A faculty member has a responsibility to report all cases of academic misconduct to the dean of the school for review.

3. Administration Responsibilities

University administrators have a responsibility to respond to reports, accusations, and appeals of academic misconduct consistently and promptly.

University administrators have a responsibility to uphold the policies and procedures of the University with regard to academic misconduct.

Defining Academic Misconduct

Academic misconduct may include but is not limited to the following acts:

- Plagiarism or the failure to properly credit the work of another person, thereby allowing others to assume that the work is original.
- Copying another student's work.
- Collaborating by allowing another student to copy work which has been created by the collaborating student himself/herself.
- Purchasing a paper from services or from other students and submitting it as one's own work.
- Submitting work as the student's own which has been created, in part or wholly, by another individual.

- Doing work for someone else and submitting the work under a name other than your own.
- Cheating:
 1. Copying from the paper of another student.
 2. Allowing other students to copy from work that is not their own or aiding them in doing so.
 3. Referring to any materials which the instructor has not specifically authorized for use during a test or assignment.
 4. Inappropriately obtaining the contents of an examination.

Procedures of Accusations of Academic Misconduct

An accusation of academic misconduct may be made by a faculty member based on his/her own observation and evidence or the report of a student, faculty or staff member. An accusation identifies a specific student(s) by name and accuses the student(s) of a specific act(s) of misconduct.

If the faculty member finds sufficient evidence of guilt, an accusation of misconduct must be made to the student within 7 calendar days of the alleged incident of misconduct and the case must be reported to the appropriate academic dean at the same time.

- If the incident is a first offense, the faculty member may impose his/her own penalty. Appropriate penalties might include but are not limited to:
 1. A failing grade on the test, activity, or assignment.
 2. A failing grade for the course.
 3. A requirement that the test, activity, or assignment be retaken or resubmitted.
- If a student is guilty of a second instance of academic misconduct, the Dean of school will impose the penalty of a non-replaceable "F" for the course in which the violation occurred.
- If a student is guilty of a third count of academic misconduct, the student will receive a non-replaceable "F" for the course in which the violation occurred and will be permanently suspended from the University without the possibility of readmission.

An accusation of academic misconduct must be addressed by the dean in consultation with the faculty member and the department chair within 20 working days of the receipt of the accusation.

If a faculty or staff member receives a report of academic misconduct, he/she shall inform the faculty member teaching the course of the report. If the teaching faculty member finds sufficient evidence of guilt, an accusation of misconduct must be made to the student within 7 calendar days of the alleged incident of misconduct and the case reported to the appropriate dean at the same time.

Appeals

Both the accused student and the faculty member responsible for the class or activity have the right to appeal.

An accused student may appeal:

- Suspension for a third violation of academic integrity.
- The findings of an Appeals Committee.

A faculty member may appeal the findings of an Appeals Committee.

All appeals must include a rationale.

Appeals of suspension for academic misconduct shall be made in writing to the Provost within 10 working days of the date of the suspension letter from the Provost.

The Provost, upon receiving any appeal, shall act as Chair and assemble an Appeals Committee. The Appeals Committee shall meet within 10 days of the receipt of an appeal.

No faculty member nor academic administrator shall serve on an Appeals Committee if any have been involved in reviewing the case previously.

An Appeals Committee shall be chaired by the Provost and shall be comprised of two (2) faculty members and two (2) students. The four (4) members shall have voting rights and the chair may elect to vote in the event of a tie. In the event of a tie, which is not broken by the vote of the Provost, the appeal shall be denied.

An Appeals Committee shall consider evidence which will be presented with the accused student in attendance. Evidence includes but is not limited to:

- Testimony from student or faculty accusers or other individuals directly involved with the incident.
- Physical evidence, such as notes or samples of student work.

An accused student may present evidence on his/her own behalf have a representative from the campus who may participate in the proceedings, and question his/her accusers. If the accused agrees to a meeting time and date with the Appeals Committee and then fails to attend the meeting or be present by conference call, the Appeal Committee will rule in the absence of the student.

The chair of the Appeals Committee shall rule on the relevance and admissibility of evidence.

After hearing the evidence, the Appeals Committee shall vote on the guilt or innocence of the accused student.

The decision of the Appeals Committee shall be communicated to the accused student and to the faculty member, the Department Chair, the Dean, and the President by the Chair of the Appeals Committee.

If either the accused student or the faculty member responsible for the class is unsatisfied with the findings of the Appeals Committee, he/she may make a final appeal in writing to the President of the University within 10 days of the Appeals Committee decision.

The President of the University, upon receiving an appeal of an Appeals Committee decision, shall have the authority to act individually, to review written records, to interview involved parties and to arrive at any resolution he/she deems appropriate. He/she will respond in writing within 10 days of the receipt of an appeal.

All information and proceedings related to an accusation of academic misconduct, including written material, physical evidence, and conversation shall be confidential and all participants, including administrators, faculty members and students, should refrain from any discussion of that information. A written record of the Appeals Committee proceeding, including proceedings, evidence, and all other relevant materials shall be preserved as required by law.

Selection of Members of the Appeals Committee

1. The faculty shall elect two regular members and one alternate member for the Appeals Committee for each academic year.
2. Student members of an Appeals Committee for a specific case shall be appointed by the chair of the Committee from a pool of five students recommended for each academic year by the Office of Student Services.
3. A faculty member or a student may decline to serve on an Appeals Committee or may be disqualified by the chair if he/she is involved in the case.
4. In the event that a regular faculty member declines to serve, is disqualified, or is unable to serve for any other reason, the alternate faculty member will serve for that case.
5. Terms of office for faculty members on the Appeals Committee shall be one academic year. A faculty member shall not serve two consecutive terms, except that an alternate member may be elected as a regular member in the succeeding year.
6. In the event that an Appeals Committee cannot be constituted due to deferrals and/or disqualifications, the Provost shall have the authority to select special members, 2 faculty members and 2 students, and the Committee thus selected shall be empowered to hear the case.
7. In the event that a full committee of four cannot be impaneled, a group of fewer than four may constitute an Appeals Committee. If no students are willing or able to serve, a committee comprised of faculty members only may be empowered by the Provost to hear the case.

Honors College Academic Integrity Policy

1. Honors College students are bound to the same academic integrity policy as other Limestone students. However, Honors students found guilty of academic misconduct are subject to additional penalties.
2. If an Honors student is found guilty of a first instance of academic misconduct, the Honors College Dean will be informed, and the student will be placed on Honors College probation for one year.
3. In situations where the misconduct is especially egregious the Honors College Dean may recommend the student be immediately expelled from the Honors College (HC) pending a majority vote of the Honors Committee.
4. Any second instance of academic misconduct by an Honors student will result in immediate dismissal from the Honors College.

Disruptive Student Conduct in the Classroom or other Learning Environment

The goal of this policy is to help faculty and administrators more fairly and safely address incidents of classroom disruption. Faculty members are responsible for managing the classroom environment. Faculty should exercise their best judgment in setting standards of conduct for their courses and take a reasonable approach in responding to classroom disruptions. Faculty are

required to keep documentation and thorough details of disruptive incidents. Faculty members determine what constitutes disruptive behavior in the courses they teach.

- What is considered disruptive behavior? Any behavior that interferes with the instructor’s ability to conduct class or the students’ ability to benefit from the learning environment. Students having emotional or mental disorders who may be considered disabled and who are protected under the Rehabilitation Act of 1973 are expected to follow the same standards of conduct as any student.
- Procedures for disruptive behavior
 1. The instructor will “warn” the student that his/her behavior is disruptive and that it must cease immediately.
 2. If the student fails to comply with the warning, the instructor may require the student to immediately leave the classroom. Refusal to leave the classroom may result in the notification of local authorities, Limestone University Public Safety or as appropriate “911.
 3. Based on the nature of disruptive behavior any student removed from the classroom may face disciplinary action.
 4. If the instructor allows the student to return to the class and continue, then the incident is considered resolved.
 5. If the instructor does not permit the student to return to class, the instructor must submit in writing a detailed description of the disruptive incident to the appropriate Dean within 24 hours of informing the student he/she may not return to class. The Dean will review the incident and he/she will determine the appropriate course of action. Possible sanctions: Written Warning, Probation, Suspension, or Expulsion.
 6. The Dean will notify the student of the action taken in writing within two working days after receiving the faculty incident report.
- Student Appeal
 1. A student has the right to appeal an action taken by the Dean.
 2. The student must appeal in writing within two working days of the notification from the Dean regarding any University decision related to the disruptive behavior. The student’s appeal must include the student’s version of the incident and the reason(s) the student disagrees with the decision.
 3. The student appeal will be reviewed at the administrative level by the Provost, and/or University President. The President’s decision shall be final and will be completed within five working days following the student’s written appeal.
 4. The student will be notified in writing by the President’s office of the University’s final decision.
 5. Students removed from a course for disruptive behavior will receive a grade of F. The student will be responsible for any loss of financial aid.

Off-Campus Trips

Faculty members and sponsors who plan off-campus class trips must secure approval from the Dean. Such trips should be planned so as not to interfere with previously scheduled University events requiring student participation. A list of students participating should be submitted at least seventy-two (72) hours in advance of the proposed activity. The office of the Dean will inform the instructor or sponsor relative to approval of students participating in an off-campus trip prior to the activity.

Student Assistants/Work-Study

In order to afford the faculty member more time for professional improvement and for more effective teaching, the University provides part-time student assistants who may be used for routine clerical duties or laboratory work. All work-study positions must be approved by the Provost. Faculty and staff will submit requests for positions through their immediate supervisor.

Textbook Requests

Textbooks are ordered and sold by the University Campus Store. Proper forms for requesting textbooks are sent to each department chair by the campus store manager. The department chairs are responsible for coordinating textbook selections. The department chair forwards the book orders to the campus store. Faculty members should obtain examination and copies of textbooks directly from the publishers, not from the University Campus store. Departmental funds are not to be used to purchase copies of textbooks for faculty or student use. It is a violation of University policy and copyright laws for anyone to photocopy a textbook or significant part of a text for their personal or student use.

Athletic Events

Athletic events are held throughout the academic year. Faculty, staff, and students are admitted free upon presentation of identification; a minimal charge is paid by others to attend basketball and baseball games.

Campus Hours

Administrative offices are open from 8:00 am to 5:00 pm, Monday through Thursday, and 8:00 am to 1:30 pm on Friday. Maintenance, housekeeping, post office, and campus store hours are subject to a different schedule outlined by the Vice President for Finance, Operations & Administration.

In addition, the Admissions Office is open each Saturday morning from 9:00 am to 12:00 noon during the regular academic year. During the summer months, the admissions office will open on Saturday by appointment.

To provide service to Online Program students, appropriate administrative offices are open from 8:30 am to 6:00 pm, Monday through Thursday.

University Directory

A directory is updated for all University employees prior to the beginning of each academic semester. A directory is available on the share (T) drive for all University employees to view. Additionally, the directory is also viewable on the web-site:

limestone.edu/directory

Intellectual and Cultural Activities

The University periodically sponsors a variety of intellectual and cultural activities. These activities are an integral part of the total program. Faculty members, staff, and administrators are urged to attend these special events and to encourage their students to do so.

Center for Professional Development

The Center for Professional Development provides placement services to candidates for graduation and maintains their reference files. Faculty members are frequently requested to provide letters of recommendation for these files.

The director of center for professional development is responsible for all aspects of planning and management to meet the career planning and placement needs of students and alumni seeking guidance and support.

Publicity

All Limestone University-related material and documents for public and on-campus consumption must be approved by the Department of Communications & Marketing, which is responsible for the University's overall communications, marketing, public relations, messaging, and branding activity.

Brochures, advertisements, event programs, etc., are materials subject to approval. Please leave enough time between item preparation and designated distribution date to allow approval of the material.

1. Any one-page document needing approval should be submitted via email to the Department of Communications & Marketing.
2. Projects with multiple pages that need approval will be delivered to the Department of Communications & Marketing via hard-copy format.
3. Online submission forms from the Department of Communications & Marketing are available on the Limestone website for those seeking press releases, creative services, photo assistance, and website changes/updates. The Department of

Communications & Marketing makes every possible effort to support all areas of the University. However, in order to promote the overall mission and goals of Limestone, there may be occasions where the department will have to prioritize requests and occasionally turn down some requests due to the time and resources available.

4. All Limestone-related communications with the news media, with the exception of Athletics, must go through the Department of Communication & Marketing Department, with the exception of Athletics communications with the news media, which must go through the Sports Information Office. Only the Department of Communications & Marketing can provide Limestone University press releases and other information to the news media.
5. Athletics materials from coaches (such as camp brochures) will be approved by the office of the Assistant Athletics Director for External Operations.

Student Government and Activities

Faculty members are urged to consult the [Student Handbook](#), concerning student organizations and activities.

“The Campus Network” (Calendar)

The University publishes a schedule of activities, a semester calendar, and other information about various Limestone events and news through the www.limestone.edu/calendar website. For information about how such information is published to the website, please contact the Department of Communications & Marketing.

BUSINESS OFFICE CUSTOMER SERVICES

Check Cashing and Petty Cash Services

The University cashier is authorized to cash personal checks not to exceed \$100.00 for students, faculty, and staff employees. The University cashier is also authorized to disburse petty cash for small one-time purchases not to exceed \$50.00 when time does not permit the completion of an “Expense/Payment/Purchase” (EPP) form and use of the normal purchasing procedures. A \$25.00 bad check fee will be assessed in the event a personal check is returned from the bank marked “NSF” and check-cashing privileges of the individual who wrote the bad check will be suspended.

The EPP form can be found on the [LU Portal](#) under Faculty/Staff Forms.

Requests for Payment

The “Request for Payment” (EPP form) must be completed to provide an audit trail of the nature of the expenditure, receipt of goods or services, signatures of authorized approving authorities, and the appropriate budget account number to which the expenditure is to be charged.

The EPP form can be found on the [LU Portal](#) under Faculty/Staff Forms.

Purchasing Policy

Sound purchasing policies and procedures are necessary for efficient and effective management. These policies and procedures for Limestone University are as follows:

With the exception of construction or other Board of Trustees designated requirements, only the president and the vice president for financial affairs are authorized to commit funds for the University. The VP of Finance, Operations & Administration, in administering these policies and procedures, will act as the central agency for all purchasing.

The purpose of these policies is to assist department heads in purchasing the goods and services necessary to operate their departments. These procedures are also intended to aid in budget control. Requests which are denied may be appealed to the president.

Any purchases which cause a budget to be exceeded become the responsibility of the administrator responsible for that budget.

The Business Office has the authority and responsibility for procuring the requirements for all materials, equipment and services within the University System in accordance with the Limestone University Procurement Guidelines.

Purchases are to only be made for expenses for Limestone University and the employees of Limestone University when the purchases are needed to perform the employee's job. If there is any expense that is being made for individuals that are not Limestone University employees or perspective Limestone University employees then they will need to be pre-approved by the VP of Finance, Operations & Administration or the Controller.

All purchases must provide a proper audit trail. This includes a completed Expense/Payment/Purchase (EPP) Form and other supporting documentation that provides the nature of the expenditure (business purpose), receipt of goods or services, signatures of authorized approving authorities, and the appropriate budget account number to which the expenditure is to be charged. When providing information for business purpose make sure the following questions are answered: who, what, when, why, and where.

Any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their employment with Limestone University.

Final interpretation of the Limestone University Purchasing Policy will be determined by the Controller or the VP of Finance, Operations & Administration.

Procurement Guidelines:

Check Cashing and Petty Cash Services

The University cashier is authorized to cash personal checks not to exceed \$100.00 for students, faculty, and staff employees. The university cashier is also authorized to disburse petty cash for small one-time purchases not to exceed \$50.00 when time does not permit the completion of an EPP Form and use of the normal purchasing procedures, however the same supporting documentation is required. A \$25.00 bad check fee will be assessed in the event a personal check is returned from the bank marked "NSF" and check-cashing privileges of the individual who wrote the bad check will be suspended. Travel and Staff Development expenses should not use Petty Cash, they should use the normal purchasing process in order to have proper approval of the expenses.

Requests for Payment/Purchase/Reimbursement

The employee will need to provide a completed EPP Form for all Purchase, Payment, and Reimbursement Requests.

The University's normal procedure is payment after the receipt of goods and services within thirty (30) days of receiving an invoice. Vendors submit invoices directly to the Business Office, giving such information as date delivered, purchase order number (if applicable), description of products or services, and the amount. Upon receipt of the invoice, the University Accounts Payable Specialist will compare the information to that contained on the purchase order (if applicable). The budget manager requesting this purchase will then be asked to complete and sign the EPP Form if they are ready for payment. This signature will certify (1) that the goods or services were received in good order; (2) that they were correct in quantity stated; (3) that the pricing is correct as stated; and (4) that the invoice is ready for payment. The Accounts Payable Specialist will then complete processing of the invoices. The signature on this form is one of the most important parts in proper utilization of the University's resources. The Accounts Payable Specialist should be informed of any problems that exist in the information contained on an invoice and a plan of action should be developed which would resolve these problems at the earliest time. Invoices submitted to the Business Office which do not have documented prior approval will not be the responsibility of the University and may be payable by the person responsible for the purchase.

Approval Limits

Limestone University has multiple levels of approval that are determined by the dollar value of the entire purchase. All signatures must be original or in a pre-approved electronic format (faxed or electronic mail). No stamped signatures will be accepted.

- Level 1 - \$0 - \$999
 - Requires the approval of the Administrative Officer (Director, Deans, etc.) of the Department.
- Level 2 - \$1,000 - \$4,999
 - Requires the approval of the Administrative Officer and the Vice President/Provost of the Department.
- Level 3 - \$5,000 - \$9,999
 - Requires the approval of the Administrative Officer and the VP/Provost of the Department, and the Controller.
- Level 4 - \$10,000 or more
 - Requires the approval of the Administrative Officer and the VP/Provost of the Department, the Controller, and the VP of Finance, Operations & Administration.

Quotes and Competitive Bids

Limestone University has multiple levels of bid and quote requirements that are determined by the dollar value of the entire purchase.

- Level 1 – \$0 - \$2,499
 - (Required) No Quotes or Bids are required
 - (Recommended) Two or Three quotes to be supplied by different vendors (electronic and website related supporting documentation is allowed)
- Level 2 - \$2,500 - \$49,999
 - (Required) Two quotes to be supplied by different vendors (electronic and website related supporting documentation is allowed)
- Level 3 - \$50,000 or more
 - (Required) Competitive Bid (The Completion of a Bid Documentation Form is Required)
 - Bids should be handled through the Business Office

Purchasing Policy Exceptions

Limestone University understands that there are certain circumstances that may require partial departure from the Limestone University Purchasing Policy

- Sole Source
 - This kind of procurement is permissible only when there is a single supplier for the requirement(s). If the department has a valid sole-source requirement, it must complete the and attach any back-up information they may have to justify the sole-source. This form along with the EPP Form must be completed and approved prior to any commitment being made. If there is any reasonable doubt, competition will be attempted by the Business Office or the Department making the purchase will be required to make additional attempts at competition.



[Sole Source Justification Form](#)

109.63 KB

- Bid Exemption
 - There are 2 situations that can arise that will cause an allowed exemption from the Bid process and they are:
 - If bidding out the purchase would cost the school more than not bidding it out.
 - If there is a time restraint that would not allow proper bidding to occur.
 - In order for a bid exemption to occur a sole source form will have to be completed along with the EPP form and have the Controller's or VP of Finance, Operations & Administration's approval and the President's approval.
- Emergency Procurements
 - These procurements are performed when a situation or condition occurs which "creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures or fire loss". The existence of such conditions must create an immediate and serious need for supplies, services or construction that cannot be met through normal procurement methods and the lack of would seriously threaten:
 - the functioning of the University;
 - the preservation or protection of property; or
 - the health or safety of any person . . ."
 - In all cases, written documentation explaining the situation must be provided to the Business Office who will obtain approval from the Controller or the VP of Finance, Operations & Administration. Additionally, the Policy requires that "competition as is practical, be obtained" during emergency procurements.
- Other Exceptions
 - All exceptions outside of Sole Source, Bid Exemption, and Emergency Procurements will be considered an Unauthorized Procurement.

Unauthorized Procurements

All commitments for goods and services other than those outlined in this Policy must have the prior approval of the Business Office. Those that do not may be considered unauthorized procurements.

If a change in the quantity or dollar amount of an existing Purchase Order is required, it must be approved by the Business Office before the change is made.

Corrective action for ratifying an unauthorized procurement is to request in writing through the Controller and the VP of Finance, Operations & Administration, that the President of the University approve the unauthorized transaction based on the written documentation provided. In cases where this approval is not granted, it will become the personal responsibility of the individual who made the transaction.

Additional Policies Regarding Purchases

Cash Purchases: Individuals making cash purchases from their own funds for the University will be reimbursed by the Controller upon presentation of a properly prepared EPP Form and a bona fide receipt(s).

Cash Advances: If an employee receives a cash advance, upon completion of purchase the employee must submit a completed EPP Form within 10 business days with proper supporting documentation. Failure to do so may have their cash advance privileges suspended.

Business Meal Purchases/Meal Reimbursement: For differences between Travel and Business Meals, please see Employee Travel Policy. Supporting Documentation for business meals should include the name and affiliation of the person sharing the meal and the general nature of the business discussed. The University will only reimburse or pay for reasonably priced meals. The University policy allows up to a 15% tip, with the exception of large group bills where the establishment requires more gratuity. In addition, the University will not reimburse or pay for any alcohol purchases. Any events that include alcohol purchases, will be considered an Unauthorized Procurement unless pre-approval is granted from the VP of Finance, Operations & Administration or the Controller, and the President. "Reasonably priced meals" mean meals that have a dollar amount that normally would be spent in that specific situation. The amount will vary depending upon circumstances: lavish or extravagant meals will not be paid for by the University. Expenses for meals may be subject to additional approval by the Business Office. In the course of spending University funds, consider these questions to ensure that resources are being used appropriately and that you are being a good steward of the funds entrusted to you: Could the amount spent be comfortably defended under public scrutiny? Would you be free from worry if the expense was selected for audit? Would you be comfortable reading about it in the newspaper? Would you be comfortable explaining to a donor that you used his/her money this way?

NOTE: Meals will be considered business meals for employees who are traveling for the recruitment of students as part of their normal job duties. If an employee is submitting a reimbursement, then only the exact purchase amounts up to the daily limits will be reimbursed. In addition, if an employee uses their Limestone University purchasing card and goes over the daily limits, they are responsible for paying the university back upon returning and the payment must be included with the EPP Form and credit card statement. If the payment is not submitted during the submission of the approved EPP form, then it will be considered a personal purchase and the guidelines under the Purchasing Card apply.

Personal Acquisitions: The purchasing power of the University will not be used for personal acquisitions for administrative, faculty, and staff members.

Gift Cards: It is Limestone University policy that gift cards purchased by student organizations must have a completed EPP Form that indicates the reason for the purchase of the gift card and then have additional supporting documentation that has the name of the individual who received it, the amount that they received, and they must have the individual who received the gift card sign a document stating they received the gift card. Gift cards purchased by all other departments must only be for special occasions and special circumstances and are required to submit a completed EPP Form that indicates the reason for the purchase of the gift card, the name of the individual who received it, the reason they received it, the amount that they received, and have the Vice President of the Department's approval.

University Property: The Board of Trustees, the president, and the VP of Finance, Operations & Administration have control over the property of the University. As such, they have final jurisdiction over assignment or disposition of gifts made to the University for its general use, furniture, furnishings, household goods, and other items received as gifts by the University.

Alterations to the Physical Plant: Requisitions involving alterations to the University buildings or purchase of equipment that requires utility connections or alterations to buildings must be referred to the VP of Finance, Operations & Administration for technical review before being placed. Such Purchase Requisitions and written requests must have the signature of the director of the physical plant affixed.

Inventory and Control of Property: An inventory of University-owned equipment, except band equipment and information technology equipment, valued in excess of \$5,000 is kept in the Business Office. Band equipment and information technology equipment does not have a set threshold. The items from those departments that are being maintained on an inventory listing is a result of cooperation between the Business Office and those departments. To maintain the accuracy of this inventory, the cooperation of all the areas of the University is required. Periodic physical checks by all areas are required to verify these records and scheduling of such checks will be the responsibility of the vice president for financial affairs.

Insurance: The VP of Finance, Operations & Administration has the responsibility for placing and maintaining insurance policies of fire and extended damage, workers' compensation, public liability, automobile, theft, travel, student athletic insurance, and other needs as they arise. Generally, University insurance policies cover University material only while on campus. Coverage is not provided for University material off campus.

Some departments have insurance policies that are specific to their program; i.e., Social Work and Athletic Training.

Purchasing Card

Personal Charges

Personal charges made on a University Purchasing Card are NOT acceptable and must be paid back to the University by the individual immediately. After the first instance of personal charges are made a warning will be issued. After the second instance of personal charges are made, then the employees Limestone Purchasing Card will be removed. The University understands that certain instances may occur that may require use of the Limestone Purchasing Card for personal purchases, however these must be reimbursed immediately upon return to Limestone University. These instances are as follows:

- A situation occurs that would seriously threaten the health or safety of any person.
- A situation occurs that might leave an employee stranded due to unforeseen circumstances.

- Entertainment purchases that are included with conferences, seminars, or training.
- This instance will require prior approval from the Provost/Vice President of the Department and VP of Finance or Controller.

Purchases

All travel purchases must follow the guidelines in the [Employee Travel Policy](#) while all other purchases must follow the guidelines in this Purchasing Policy.

An EPP Form must be completed and approved by the supervisor and the Provost/Vice President of the employees Department for every purchasing card statement.

Requests for Purchase

The University cashier receives “Requests for Purchase” (EPP Form) for further processing by the Business Office. The (EPP form) is completed to provide an audit trail of the nature of the proposed expenditure, signatures of authorized approving authorities, and the appropriate budget account number to which the expenditure is to be charged.

The EPP form can be found on the [LU Portal](#) under Faculty/Staff Forms.

See [Purchasing Policy](#) for more information concerning Purchases.

Requests for Travel Expense

The purpose of the “Request for Travel Expense” form is to request cash for a future travel and it must be completed and approved before travel occurs. The form shows the appropriate budget account numbers to which the expenditure is to be charged, and is signed by the appropriate Vice President. It is the responsibility of the employee receiving the cash advance to return the unused portion of the cash to the University cashier after travel is completed. The employee must fill out a Cash Transmittal form and personally return the funds; the employee should not transfer possession of the cash to anyone other than a business office representative, as he/she is personally responsible for the cash. The Business Office will only accept a Cash Transmittal from the employee who received the advance.

See the [Employee Travel Policy](#) for more information.

Travel Expense Report

Any employee who received a cash advance for travel must complete a (EPP) Expense Form upon return. This form is used to show how the funds were used and which budget account numbers are to be charged. This form is also used if an employee needs to be reimbursed for travel where personal funds instead of a cash advance were used.

See the [Employee Travel Policy](#) for more information.

Employee Travel Policy

Employees will have travel expenditures reimbursed or paid for by the University in compliance with the University travel guidelines. Adequate documentation must exist to allow for verification of expenditures. This policy is applicable to all travel, regardless of the source of funds used.

All travel expenses submitted for reimbursement or to be paid for by the University are required to complete a Expense/Payment/Purchase (EPP) Form, have the signature of the traveler certifying the amounts are true and correct and conform to Federal and University laws, rules and regulations. All signatures must be original or in a pre-approved electronic format. No stamped signatures will be accepted. The reimbursement expenditures must be approved by the employee’s supervisor or supervisor’s designee, and follow the approval levels provided in the Purchasing Policy. The designee cannot be a direct subordinate of the traveler. The supervisor or designee’s approval is asserting that they are aware of the employee’s travel and the expenditures appear reasonable.

Travel outside the continental United States, Alaska, Hawaii, Canada or Puerto Rico meets the definition of International travel and requires approval from the employee’s divisional Provost/Vice President prior to departure.

Any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their employment with Limestone University.

Final interpretation of the Limestone University Travel Policy will be determined by the Controller or the VP of Finance, Operations & Administration.

Definitions

Travel – as described in this policy, is travel more than 10 miles from an employee's primary office at the University for the purpose of conducting business of the University, attending professional meetings, special demonstration meetings and other related meetings. Expenses related to the cost of relocating/moving are not classified as travel per this policy.

Primary Office – the location of an employee's office. In the case where an employee works out of more than one office on different campuses/University locations, the employee and their supervisor will agree in writing on a primary office from which travel reimbursement may be allowed if pre-approved by supervisor. Based on work schedule, the Primary Office may change day-to-day or week-to-week, again, as agreed upon in writing with the supervisor.

Reasonable Expense – An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of University business. Not extreme or excessive.

Travel Guidelines

Employee travel expenditures may be paid by the traveler via personal funds and reimbursed, by the Limestone University Purchasing Card, by cash advances, by direct payment by the University, or a combination of them. An EPP Form must be completed before and/or upon return. The EPP Form is the document used to account for acceptable faculty and staff travel costs. Travelers are expected to exercise discretion when making travel arrangements and expenditures. Each employee should use the following guidance when traveling:

- Avoid excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment.
- Travel by commercial airlines must be in coach or economy class.
- Automobile transportation may be used when air and ground transportation cannot be arranged satisfactorily, or to reduce expenses (especially when two or more University employees are traveling together).
- Transportation to or from points of arrival and departure should be by the most economical method.
- If expenses are incurred due to a conference, seminar, training, etc. then documentation disclosing the dates of those events will be required to be submitted along with the related incurred expenses on the EPP Form
- If the expenses incurred are for multiple people, a list and relationship to Limestone University will need to be provided.
- If expenditures are being provided to or submitted by one employee for multiple people (i.e. other employees or students), a list will need to be provided showing their name, relationship to the University, and the individual must sign beside their name indicating that they incurred the expense.

Travel Status Reimbursement versus Business Meal Reimbursement

An employee must be in travel status to be eligible for their meals to be paid for by the University. Meals provided while in travel status should not be confused with business meal expense. If an employee on non-overnight travel has their meals provided by the University, this amount could be considered income and be reported on their W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented.

Business Meal reimbursement procedures will be followed when an employee is traveling within 10 miles of their headquarters or overnight travel is not required. Please see the Limestone University Purchasing Policy for guidelines regarding business meals.

NOTE: Meals will be considered business meals for employees who are traveling for the recruitment of students as part of their normal job duties. If an employee is submitting a reimbursement, then only the exact purchase amounts up to the daily limit amounts will be reimbursed. In addition, if an employee uses their Limestone University purchasing card and goes over the daily limits, they are responsible for paying the university back upon returning and the payment must be included with the EPP Form and credit card statement. If the payment is not submitted during the submission of the approved EPP form, then it will be considered a personal purchase and the guidelines under the Purchasing Card apply.

Local Travel or Travel to Other Limestone Locations

Local travel is authorized between an employee's primary office location and another Limestone location when pre-approved or authorized by the employee's supervisor, in a manner of approval determined by the supervisor. If not pre-approved, mileage or other travel expenses may not be reimbursed.

Meals

While on official travel (domestic or international) daily limits for meals will be reimbursed based on which cities are attended. The standard rate is a rate of \$50 per day for full travel days. The daily meal limits are broken down in the table below. Also in the table below, are the times in which each meal can take place for reimbursement. For example, if traveling and are home before 3pm, then you can be reimbursed for breakfast and lunch. If the conference/training/or business destination provides semi-daily meals (i.e. breakfast, lunch, or dinner) then you will only be reimbursed for meals paid for. The standard rate applies to all travel except for cities with higher rates. The VP of Finance, Operations & Administration will deem as such and provide approval, prior to departure.

Meal	Allotted Daily Amount	Time frame
Breakfast	\$ 10	6am-10am
Lunch	\$ 15	11am-3pm
Dinner	\$ 25	3pm-10pm

The University policy allows up to a 15% tip, with the exception of large group bills where the establishment requires more gratuity. In addition, the University will not reimburse or pay for any alcoholic purchases.

Lodging

Lodging arrangements and deposits are the responsibility of the traveler and it is recommended that the lodging be paid directly by the Limestone University Business Office unless the employee has a Limestone University Purchasing Card, in which case the card can be used. Moderately priced accommodations should be selected when a choice is available.

No travel expenses will be allowed for overnight lodging within 50 miles of the employee's official headquarters or residence. If the room is shared with someone other than a University employee, only the single room rate will be reimbursed by or paid for by the University.

If a trip involves students, then the faculty/staff accompanying the students and the students themselves must stay in the same hotel.

All necessary and reasonable tips for baggage handling will be reimbursed by or paid for by the University.

Parking Fees related to parking at a hotel, NOT valet parking, are reimbursed by or paid for by the University with receipt. Other parking fees for parking meters and non-hotel related are reimbursed or provided per Reimbursement Procedures and Receipt sections below. Only parking fees for Limestone University employees will be paid.

Means of Travel

Rental Cars

Charges for automobile rental are allowed when it is more economical than alternative methods of transportation or is the only practical means of transportation. While traveling on University business originating from South Carolina, employees are required to use the Limestone fleet vehicles unless one is not available at the location where the employee desires to pick up a vehicle. Documentation stating that a Limestone fleet vehicle was not available should be attached as supporting documentation to justify the use of another vehicle.

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement.

Personal Cars

University employees may use their own automobile for official travel if a Limestone fleet vehicle is not available and the employee will receive mileage reimbursement at the current IRS rate per mile. If a Limestone fleet vehicle is available, an employee may still use their personal vehicle, however they will only have their gas expense provided to them via reimbursement or the University Purchasing Card. Gas receipts are required to be turned in with a completed EPP Form. If gas receipts are not provided and a Limestone fleet vehicle was available then reimbursement will be calculated at 20 mpg and the average gas rate at the time the EPP Form was submitted.

Mileage between an employee's home and his/her place of employment is not subject to reimbursement. No reimbursement will be made for fines related to moving or non-moving violations.

EXCEPTION: For Faculty traveling to observe field experiences or internships for students, reimbursement will be provided at the current IRS rate per mile and a Limestone fleet vehicle is not required to be used or be available. No reimbursement will be granted unless the accumulated trips total at least 20 miles.

EXCEPTION: If an employee is traveling via airplane and a vehicle is being left at the airport for multiple days, it is recommended that a Limestone fleet vehicle not be used. Reimbursement will be provided at the current IRS rate per mile and a Limestone fleet vehicle is not required to be used or be available. The mileage reimbursed will be from personal residence to the airport or from their place of work to the airport, whichever is less.

Air and Ground Transportation

Transportation for individuals traveling alone should be by the most economical route available (air, rail, bus, car, etc.) whenever practical. Advantage of reduced round-trip rates must be taken when available. Travel must be by the most direct route possible. Individuals traveling by an indirect route must bear any additional expenses.

EXCEPTION: When discount fares are available which result in a savings to the University by extending a trip using personal time, the reimbursement will be limited to the lesser of the actual expenses incurred or the amount that would be incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available.

Travel by Airplane

This is recommended when the cost of the employee's time is an important factor or where the travel time by other methods would increase the subsistence expense. Accommodations must be limited to tourist or economy class.

- Direct Payment by the University

Air transportation tickets is recommended to be purchased in advance directly by the University. The departmental purchasing card may be used for prepayment of airline tickets only if direct pay is not available.

- Initial Payment by the Individual

When direct pay is not available and employees purchase their tickets with their own funds, the employee must secure reimbursement through an EPP Form after travel is completed. No reimbursement for reduced-fare advance purchase tickets will be made to employees prior to completion of travel.

- Frequent Flyer Program

University employees while in official travel status shall select air carriers based on the cost and time criteria, not on whether frequent flyer premiums are given. University employees earning frequent flyer premiums while on university business must use them to reduce the cost of subsequent Limestone University business travel whenever possible.

- Adequate Documentation

In order for the traveler to receive reimbursement, be allowed to use their Limestone University Purchasing Card, or have the University direct pay the travel expenses, adequate documentation reflecting the ticket cost, dates and destination must accompany the EPP Form. This may be accomplished via one or several of the following: boarding pass, copy of a printed ticket or print-out from internet purchase.

Airport Shuttle

The use of the airport shuttle to transport employees between the airport and hotel can be considered a part of the employee's travel expense and will be reimbursed as such.

International Travel

International Travel, for reimbursement and approval purposes, is defined as travel outside the continental US, Alaska, Hawaii, Canada or Puerto Rico. International travel requires approval from the employee's divisional Provost/Vice President prior to departure.

While on International travel lodging expenses is recommended to be paid directly by the Limestone University Business Office. If direct pay is not available, then other options will be allowed. Fees for the purchase of traveler's checks, passports and visas will be covered provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate be properly documented. In addition, the daily limit of \$50 will still be adhered to after conversion.

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement.

University Purchasing Card Usage

Personal charges made on a University Purchasing Card are NOT acceptable and must be paid back to the University by the individual immediately upon return. Please see the Purchasing Card section under the Purchasing Policy for further information. All employee travel expenditures must be paid by the traveler from personal funds and reimbursed upon return or have the expenditures paid directly by the Limestone University Business Office via an EPP Form prior to traveling with the exception of:

Allowable University P-card Charges for Travel (Only if direct pay is not available)

- airline & train tickets (including baggage fees IF purchased with ticket)

- baggage fees when purchased with ticket
- conference/registration fees (not including hotels)
- Hotels student travel (includes hotels, ground transportation, airline/flights)
- rental cars

Reimbursement Procedure

When individuals file for reimbursement of travel expenses they are certifying:

- they have followed the University's travel policies,
- they have not nor will not receive reimbursement for these expenses from any other entity outside the University,
- all expenses are business related and, that all supporting documentation is on file with their department or business office.

Reimbursement will be made upon completion of the travel. Any reimbursements not filed within the same fiscal year require additional explanation and approval by the appropriate Provost/Vice President or designee thereof.

Employee reimbursements will be placed into intercampus mail once processed unless other arrangements have been made with the Accounts Payable clerk.

Cash Advances

If an employee receives a cash advance for travel, upon return the employee must submit a completed EPP Form within 10 business days with proper supporting documentation. Failure to do so may have their cash advance privileges suspended.

Receipts

You must submit receipts for all expenditures. All receipts and paid bills must be submitted with your EPP Form. In rare occasions, a receipt may not have been provided to the traveler or the traveler may misplace the receipt. In which case, a detailed explanation signed by the traveler may be substituted and included with an acceptable proof of payment such as a canceled check or a scanned copy of a purchasing card statement.

Registration Fees

Registration fees in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc. are allowed. These fees are recommended to be paid directly by the Business Office or by using the Purchasing Card.

Miscellaneous Expenses

Receipts are required for all expenses, including all miscellaneous expenses.

Allowable

Expense must be required for University business trip.

- Baggage charges:
 1. Transportation charges for authorized excess baggage when carrying equipment necessary to complete official business
 2. Necessary charges for storage when such are a result official business - including tips
 3. Charges for checking baggage
 4. Charges or tips at transportation terminals or lodging for handling luggage and items necessary to complete business mission
 5. Tips for handling luggage, such as taxi, shuttle or courtesy transportation drivers or hotel staff
 6. Sending baggage, samples, display materials, and/or supplies to official business location and back to official station
 7. Services of guides, interpreters, or drivers
- Use of computers, printers, fax machines, and scanners when necessary to complete official business mission
- Fees for conference/meeting rooms and equipment when necessary to complete official business mission
- Official telephone calls/service, such as faxes, internet access, etc...
- Emergency purchases of materials or services (i.e., film, batteries, photocopying, etc.) when necessary to complete official business mission
- Airport shuttles, taxis, ground transportation
- Other reasonable expenses if justified and approved by supervisor as required for travel.

- Tips (must be pre-approved by the Controller or VP of Finance). If the tips are not pre-approved and appropriate documentation is not provided. Then the cash advance will not be granted or the reimbursement may not be provided.

Non-Allowable

Movies, bar bills, laundry, room service, health or spa fees, etc. will not be subject to reimbursement by the University or be paid for by the University. These are considered personal in nature and should be paid by the traveler. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. If certain non-allowable expenses are deemed business essential and justified as such, they may be reimbursed/paid for by the University with approved written consent of the supervisor, VP/Provost of the Department, and the VP of Finance, Operations & Administration or the Controller.

Time Sheets

The payroll personnel receives the time sheets submitted by hourly paid employees for further processing by the Business Office. Time sheet submission requirements are published by separate memorandum by various department heads/program managers to meet payroll schedule as published by University payroll personnel.

Medical/Dental Insurance Information and Claims Assistance

The Director of Human Resource assists employees with questions regarding medical and dental insurance claims, provides initial assistance with enrollment and annual re-enrollment, and maintains master policies pertaining to the benefits associated with the employee benefits program.

Student Accounts Management

The supervisor of student accounts maintains an account history of each student's account and ensures that the correct charges and payments are recorded within the bills system for each account. Business office personnel are cross-trained to respond to parent and student inquiries about their accounts. The director of student accounts prepares and mails semester, evening and online, and/or monthly bills throughout the year and initiates formal collection efforts when student accounts are found to be in arrears.

Budget Process, Controls, and Purchasing Policies

Budget controls and purchasing policies are necessary to enhance the University's ability of achieving its budget objectives. The Business Office will act as a central agency or clearing house for the administration of these controls and policies.

Budget Process

The budget process begins with the preparation of a "pro-forma I" budget which is developed no later than the April preceding the beginning of a fiscal year. This pro-forma budget is revised in the fall after registration, establishing a "pro-forma II" budget. Another review and revision is made after spring registration. The preparation of each budget is the responsibility of the VP of Finance, Operations & Administration. The VP of Finance, Operations & Administration will act as coordinator for the collection, assimilation, and presentation of budget information. The VP of Finance, Operations & Administration will solicit information regarding budget requests from all academic school and administrative departments having budgetary responsibilities. This information, once assimilated, will be reviewed by the University's administrative officers and adjusted as necessary. Once a budget has been approved by the administration, it will be presented to the Finance Committee of the Board of Trustees for approval. The Finance Committee presents the budget to the full Board of Trustees at the spring and fall meetings. It then becomes the official budget under which the University operates.

Budget Control

The achievement of budgetary objectives is the responsibility of all administrative officers, administrative staff, and academic deans. These officials will be responsible for accomplishing the objectives of each budget area within the financial limitations of that budget. Certain officials are responsible for achieving revenue sufficient to meet income budgets.

The President and Provost are responsible for seeing that all academic schools and administrative departments meet their objectives.

The controller and/or bookkeeper, who are responsible for all accounting and bookkeeping, will prepare and forward monthly budget statements to each administrator and department chair. These budgets should be reviewed for accuracy as well as status. Any questions regarding the budget reports should be directed to the controller. The controller will also contact administrative department heads when he/she recognizes problems or potential problems in the administration of a particular line item of the budget; however, all responsibility rests with the budget manager. In an effort to permit management of a budget, the budget manager may request in writing, to the VP of Finance, Operations & Administration, that funds be reallocated among line items for which he/she is responsible. Authorization to grant this request will lie with the VP of Finance, Operations & Administration. To reallocate funds from one department to another will require the review and approval of the President. To alter the budget objectives will require approval of the Finance Committee of the Board of Trustees.

Persons exceeding budget limitations may be required to submit written explanations for this occurrence to the appropriate Vice President or the President. Persons may be relieved of their budgetary responsibilities in the case of budget overruns due to mismanagement, or failure to follow University Policies and Procedures.

University Facilities

Renting University Facilities

The priority of use of University facilities is:

1. Activities which satisfy academic requirements for both degree and nondegree seeking students.
2. Scheduled student activities for all enrolled students and student organizations.
3. Scheduled departmental sponsored activities to which students and the general public are invited.
4. Scheduled employee activities sponsored by University departments.
5. Scheduled activities contracted by external organizations and/or initiated by the University.
6. Unscheduled student activities.
7. Unscheduled employee activities.
8. Unscheduled external organization activities

To rent a University facility or reserve its use on a cost free basis, it is necessary for the person who is requesting use of the facility to complete and submit an “Application to Schedule Facilities Form” at least two week before the date of requested use. The form may be obtained from the University Administrative Assistant for Academic Affairs who serves as the coordinator of University facilities use to avoid overbooking of University facilities. The application is first approved by the Vice President for Finance, Operations, & Administration. Then the form is sent to all University departments who may have to support the event and to inform the University community of the scheduled event to make certain that the facility being reserved is available for use at the date and time requested. It is mandatory that all requests to use University facilities for nonacademic purposes be submitted to the Administrative Assistant for Academic Affairs so the event/facility can be placed on a master schedule of events in order to avoid overbooking,

University Facilities Coordinating Responsibilities

- The University Administrative Assistant for Academic Affairs is the “booking agent” for all facilities when facilities are used for nonacademic purposes by anyone.
- The Associate Provost of Student Success controls the use of residence halls and student center.
- The Registrar allocates classroom space to implement the Day and Evening academic programs as required by the Provost. The registrar also must approve the use of classroom spaces for other purposes when these facilities are not being used to implement the academic programs.
- The Vice President for Intercollegiate Athletics coordinates the use of the Timken Gymnasium, Walt Griffin Physical Education Center, swimming pool, tennis courts, baseball field, softball field, Emmie Rector Tennis Pavilion, Limestone Center Hall of Fame Room and Media Relations Room, and all other athletic fields.
- The Vice President for Institutional Advancement coordinates the use of the formal parlors in the Curtis Administration Building.
- The University librarian coordinates the use of the library conference room.
- The food service director coordinates the use of the private dining room, banquet room, and the main dining area of the Stephenson Center.
- The University chaplain coordinates the use of the Camp-Swofford Chapel.
- A designated music department faculty member coordinates the use of Fullerton Auditorium.

- The Vice President for Finance, Operations, & Administration coordinates the use of all facilities which generate auxiliary enterprise revenue in cooperation with the foregoing University administrative support staff employees. He or she also establishes financial records relating to the use of University facilities, establishes annual facility use revenue goals with the President, and seeks to market University facilities to outside parties throughout the year.

Accommodations for Guests

Various people are responsible for arranging accommodations, meetings, and hosting guests:

Guest(s) Coordinator Prospective students/Parents Vice President for Enrollment Services Prospective employees Potential supervisor Visiting athletic teams Vice President for Intercollegiate Athletics

Limestone Students (when residence halls are closed or in special situations)

Associate Provost of Student Success Consultants/speakers Sponsoring department Friends of the University Sponsoring department Alumni

Vice President for Institutional Advancement

It is University policy to provide prospective students who visit the campus with complimentary food and lodging. Parents or guardians who accompany prospective students are charged normal fees for meals. Similarly, members of the Board of Trustees, alumni, and other guests of the University who are on campus in a working capacity are provided with complimentary food and lodging as required. Costs for these particular services are charged to the appropriate budgets for accounting purposes.

Employees of the University who are using University facilities to provide food and lodging for their personal guests are charged normal fees.

Fees

Fixed rates are charged for certain facilities such as the residence halls. Other facilities have been assigned variable rates based upon the size of the group, the group’s composition, and the services requested. In the latter case, the Vice President for Financial Affairs will determine the exact fee which has been approved by the President.

The faculty and staff are urged to encourage outside groups to use our excellent, reasonably priced facilities, particularly between one week after May graduation and one week before the start of the fall semester. Please see the Vice President for Financial Affairs for more details about all items pertaining to use of University facilities.

University Travel

Travel charged to school budgets must be approved by the Provost and the Dean of the School; other travel is approved by the Vice President for Finance, Operations, and Administration. Individuals submit a “Travel Expense Report” to the business office for reimbursement.

A travel advance may be requested on a “Request for Travel Advance” form, available in the business office. Reimbursement for travel already completed may be requested on a “Travel Expense Report,” which must list any advances already received, must have all the appropriate signatures, and must be accompanied by all relevant receipts. No reimbursement will be made without the proper receipts.

University Vehicles

The University maintains several automobiles and vans for official business. A form requesting the use of a University vehicle must be submitted to the appropriate administrative officer for approval.

Fund-Raising

The University understands that various student, faculty, or administrative groups would like to raise money for University activities. However, all University fund-raising must be approved in advance by the Vice President for Institutional Advancement so that the University’s efforts among its constituents may be as effective as possible.

Keys

Keys to appropriate offices and buildings are issued without charge by the business office to faculty members and University employees and must be turned in at the termination of their employment. Employees and students of the University may not duplicate keys to University facilities without first receiving written approval from the Vice President for Finance, Operations, and Administration.

GENERAL POLICIES AND INFORMATION

Dress and Behavior Code

Personnel of Limestone University shall always dress and behave in a manner appropriate to their function and office. All employees of the University are expected to treat students with the same dignity and respect they would expect to receive themselves.

Stephenson Center Dining Hall

University employees and their guests may dine in the University’s cafeteria which is located in the Stephenson Center. Single meals may be purchased at posted prices and meal tickets for multiple meals may be purchased from the food service director.

Maintenance and Service Requests

Maintenance and service requests for minor maintenance and routine assistance may be procured by entering a request into the [Sodexco Maximo system](#).

First you will need to register for a user id on the Maximo system by following the steps on the attached document:

 Maximo Registration Quickguide	138.9 KB
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Once you've registered on the Maximo system, you can enter a service request by completing the steps on the following document:

 Maximo Service Center Quickguide	171.07 KB
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The Director, Physical Plant (Sodexo) manages work orders for maintenance and repairs for all facilities. Those requests which involve facilities under the staff cognizance of the Associate Provost of Student Success or the Associate Athletic Director for Athletic Facilities are forwarded to those officers for action by those organizations. The Associate Provost of Student Success helps coordinate the maintenance of the resident halls. The Associate Athletic Director for Facilities helps coordinate the maintenance of the Timken Center, Walt Griffin Physical Education Center, The Limestone Center, The Emmie Rector Tennis Pavilion, and all athletic playing fields. All University property's, buildings, or lease facilities are managed by the VP for Finance, Operations, and Administration.

Parking

The Campus Safety department administers the vehicle registration and parking system for University employees, students, and visitors. Vehicle registration stickers are issued to faculty and staff. Vehicle registration stickers for students are renewed each fall semester. All newly hired faculty and staff must go to www.permitsales.net/limestoneuniversity and register their vehicle. Once registered, your faculty/staff hang tag may be picked up inside the Campus Safety Office.

Vehicle registration hanging tags are issued on a continuous basis throughout the year to accommodate newly hired faculty and staff employees.

Parking lots are designated for student, faculty, staff, and visitor parking. A campus-wide memorandum on this subject is published each September.

Postal Services

Faculty and Staff Mailroom Procedures

The Limestone University Mail Center strives to provide a high quality of customer service, along with fast and efficient mail delivery. The Mail Center operates under the guidance of the Vice President of Finance, Operations, and Administration, providing a vast array of postal services to all on-campus, Limestone students, faculty, and staff. The Limestone Campus Mail Center is located on the first floor of the Hines & Riggins Center.

USPS (United Postal Services)

Faculty/Staff Mailroom

Mail Delivery

All Faculty and Staff boxes are located on the 1st floor of Dobson Center. These boxes are accessed by key. You will need to use the key provided to check your mail daily. Generally, mail arrives at the Campus Mail Center between 2 p.m. and 3 p.m. each day. After mail is sorted, it will be delivered to the faculty/staff mailroom and placed in the mailboxes.

Outgoing USPS All outgoing mail is picked up from from the Campus Mail Center, located in the Hines & Riggins Center, at 3 p.m. Please make sure you allow plenty of time for mail to be metered. Mail brought to the Campus Mail Center before 3 p.m. will be processed for the afternoon mail pick-up. Any mail brought after 3 p.m. will be sent out the next business day.

Outgoing mail can also be sent out using the mail drop box located at the faculty/staff mail room located in Dobson Center. The mail in the drop box will be picked up at 2:30 p.m. each day. Any mail placed in the drop box after 2:30 p.m. will be sent out the next business day. Any mail that is time sensitive should to be brought to the Campus Mail Center each day to ensure that it is mailed out that day. For the best possible service, remember to address properly. Include your name or department on all outbound mail to ensure proper departmental charges.

Special Handling Mail that requires special handling, such as express mail and certified mail, needs to be brought to the Campus Mail Center and handed to a clerk. Please do not drop mail requiring special handling in the drop box unless it is clearly marked for special services.

Preparing Mailings

Return Address Your return address is very important. The return address is how we bill your postage. "Limestone University, 1115 College Drive" is not sufficient; the department name or the name of the individual mailing the letter must be on the envelope. This will speed up the delivery of your mail. If it is unclear who is sending the mail piece, we will be forced to open the letter and return it to the sender to be re-addressed.

Non-Limestone Related Mail Charging personal mail to Limestone University accounts is not permitted. For personal mail, postal stamps may be purchased, and packages mailed at any time during normal business hours, on a cash-only basis.

Outgoing Metered Mail: If you have more than 10 pieces of outgoing mail, please wrap it with a rubber band. Not only does that help the Mail Center in sorting of the mail, it eliminates risk of campus mail being metered and mailed out, saving both time and money. International mail should be kept separate as it requires more than the regular first-class postage. If you would like your pieces to be sealed, the flaps must be down and the insert must be completely in the envelope (we can only seal letter-size envelopes). The sealing process of the machine does not always seal well, so if you have a large mailing, the Mail Center would suggest hand-sealing the letters. If you choose to use the Mail Center's sealer, we cannot be responsible for the envelopes not being sealed properly.

Size: Make sure the size of your letter fits the size of the envelope. When you over-stuff an envelope there is a greater risk of the envelope ripping and losing your letter. Remember, if it does not fit, don't force it. Also, check the address showing on the window envelopes to make sure the complete address is showing or else it will be returned by the post office. This procedure will save time and money. The size of a letter or postcard will determine how much your mail piece will cost. The minimum size of a postcard is 3½ inches by 5 inches. The maximum size is 4¼ inches by 6 inches. Anything over that size will be posted at first class letter rate.

Packages

Shipping Packages

All package shipments for departments will be processed through the Campus Mail Center, located in the Hines & Riggins Center. We will send these packages the most economical way unless instructed to ship using a certain carrier. The shipping carriers used by the Campus Mail Center are USPS, UPS, Federal Express and FedEx Ground. UPS, Federal Express, and FedEx Ground do not have a scheduled pick-up time at the Campus Mail Center; therefore, pick-up times are scheduled based on the time of day the package is received. Please keep in mind that same-day pickup service is not always available. The earlier the Mail Center receives your package for shipment, the better the chances of getting the same day pickup. USPS packages are picked up by USPS daily at 3 p.m.

Receiving Packages

All incoming packages are delivered to the Campus Mail Center, located in the Hines & Riggins Center. We will be implementing the use of smart lockers for package pick-up. When a package is received, it will be scanned and placed in a locker for pickup. You will receive an email with a QR code that can be scanned at the kiosk, which is located within the locker bank. Once the QR code is scanned, the locker door that contains the package will open and you can retrieve the package. Alternately, you can use the 6-digit pin code to open the locker – just hit "Enter manually" button on the kiosk and enter the pin on the next screen. The process will work the same as Amazon, Walmart, or other similar package pickup systems. There will be a time limit placed on the locker use. If a package is not retrieved from the locker within 72 hours of receipt, it will be removed from the locker and you will then have to pick up through the window at the Mail Center during regular operating hours, thus limiting the times that it can be picked up.

Large packages that do not fit into one of the smart lockers will be held in the mail center and must be picked up in person during regular operating hours.

Mail Center Hours of Operations:	Locker Access Hours
Monday-Thursday, 9 a.m. until 4:30 p.m.	Monday-Thursday, 6 a.m. until 12 a.m.
Friday, 9 a.m. until 1 p.m.	Friday-Saturday, 6 a.m. until 2 a.m.

Tobacco Free Campus Policy

The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Limestone University, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas.

The goal of the policy is to promote a healthy environment for all who utilize the University and its facilities.

Definitions:

1. The terms “tobacco and smoke-related products” include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products the University chooses to prohibit.
 2. The policy applies to all faculty, staff, other employees, students, contractors, performers, and visitors.
-

Drug and Alcohol Policy

The Drug-Free Workplace Act of 1988, implemented at 34 CFR Part 85, Subpart F for Grantees, as defined by 34 CFR Part 85, Sections 85.610 requires that the University certify that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the University’s workplace and specifying the actions that will be taken against the employees for violations of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The University’s policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

Drug and Alcohol Policy:

The Limestone University alcohol and drug policy seeks to maintain a safe and healthful environment for the entire University community: students, faculty employees, staff employees, and authorized visitors to the campus. All members of the University community are expected to comply with federal and state laws governing the use of drugs and alcohol as well as the University policy outlined in the following statements.

Regulations Concerning Use of Alcohol and Drugs:

The use, consumption ingestion, possession, manufacture, distribution, or dispensing of alcohol and illicit drugs is prohibited on University owned or controlled property. This prohibition applies to the main campus and to leased sites in other locations where University programs of instruction are offered.

Violations of the Alcohol and Drug Policy:

Faculty and staff employees who are found guilty of violating the University's policy, federal, or state laws are subject to penalties which may include immediate discharge or suspension from the University. Conduct that is unbecoming, disorderly or destructive while under the influence of alcohol or drugs will be referred to the appropriate department head for investigation and recommended disciplinary action by the appropriate Vice President.

Drug-Free Workplace Awareness Program:

Department heads are enjoined to present the Drug-Free Awareness Program to their employees upon commencement of employment, and during January and August of each year. Employees should be informed that the University intends to maintain a drug-free workplace, the dangers of drug abuse, and the availability of drug counseling, rehabilitation, and employee assistance program, and the penalties which may be imposed upon employees for drug abuse violations occurring in the workplace. Employees should also be informed that it is the employee's responsibility to notify the immediate supervisor in writing of any conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The University must in turn notify the Director, Grants Service, U.S. Department of Education of such conviction within ten calendar days. The University is further required to take some appropriate action against the employee within 30 calendar days and make a good faith effort to continue to maintain a drug-free workplace.

Drug and Alcohol Employee Assistance Program:

Employees who violate the University alcohol and drug policy may be referred to the University nurse and the Counseling Center for counseling and rehabilitation in an effort to effect a modification in behavior. It is the desire of the University to assist employees who may have engaged in substance abuse to the detriment of themselves, their families, and the University to restore them to productive employment and to make a good faith effort to continue to maintain a drug-free workplace through the assistance program. If the internal counseling resources of the University are not sufficient to affect the situation, outside service agencies within Cherokee and Spartanburg counties may be engaged to offer further assistance.

Information Technology

Information Technology utilizes many forms of advanced technologies typically found in much larger institutions. These technologies enable constituents to have access to needed information and services while also ensuring information and services are secured. "Limestone provides enterprise class wireless access that allows us to properly maintain and secure the wireless network for all users on campus. In addition, consumer grade wireless access points can confuse users and interfere with the established enterprise wireless system.

Please be aware that wireless access points/routers, wireless printers beside the ones configured on Limestone Wi-Fi, modems and network routers that are not installed by Limestone Network Services are prohibited on the Limestone University network."

For a current list of IT policies please sign in to HALO (Limestone Portal) and look under Quick Links.

To request assistance with Limestone University technology, please contact the Information Technology Helpdesk by calling Internal Extension 4357 (HELP), External: (864) 488-4032 or emailing helpdesk@limestone.edu | limestone.edu/help.

Respect for Privacy

Faculty and staff members are expected to respect the privacy of students as well as other faculty and staff. The surreptitious use of recording and/or photographic device is strictly prohibited.

Workplace Threats and Violence

Nothing is more important to Limestone University than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Limestone University owned or leased property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution under applicable federal, state, and local statutes.

Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent language or acts on Limestone University owned or leased property shall be removed from the premises as quickly as safety permits. Such persons shall remain off Limestone University premises pending the outcome of an investigation into the circumstances surrounding the event. Upon the conclusion of the investigation, the University administration will initiate appropriate actions to prevent reoccurrence and deter future occurrences of such events. Actions may include, but may not be limited to, suspension and/or termination of any business relationships, reassignment of duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All Limestone University employees are responsible for notifying their immediate supervisor or an officer of the University of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, employees should report any behavior which they regard as threatening and which could lead to actual violence at the workplace.

Any employee who applies for or obtains a protective or restraining order which lists Limestone University as being a protected area must provide a copy of the petition and declarations used to seek the order to the Vice President for Financial Affairs. Moreover, a copy of any protective or restraining order which is granted must also be provided to the Vice President for Financial Affairs.

The designated University officer to administer workplace threats and violence policy is the Vice President for Financial Affairs.

Harassment Policy

Purpose

The purpose of the harassment policy is to ensure that all persons will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of anyone associated with the University. We acknowledge that harassment, sexual or otherwise, is unlawful and will not be tolerated by Limestone University.

Policy

The policy of Limestone University is to maintain a work environment free from all forms of harassment and to insist that all persons associated with the University be treated with dignity, respect, and courtesy. Pursuant to this policy, any comments or conduct relating to a person's race, gender, religion, disability, age, genetic information, or ethnic background which fail to respect the dignity and feelings of the individual are unacceptable.

This policy extends to conduct of a sexual nature including sexual harassment, sexual violence, and gender-based bullying. This policy includes all faculty, staff, students, and administrators of Limestone University.

For more information about Limestone University's policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a detailed description of the grievance procedures please visit www.limestone.edu/knowyourrights or see [Limestone University's Title IX policy](#).

Weapons Policy

Limestone University reference and complies with South Carolina Section 16-23-420, which prohibits "carrying or displaying firearms in public buildings or areas adjacent thereto."

Limestone University enforces a "no weapons policy" on all of its campuses. The use, possession, or distribution on campus of firearms, ammunition or shell-casings, air guns, explosives, fireworks, knives, or other weapons or facsimile thereof by an employee is strictly prohibited. Included in this weapons ban, concealed or otherwise, are all campus buildings, parking lots, and grounds. The carrying of weapons and firearms is also prohibited in Limestone University vehicles at any time and in personal vehicles immediately before, during, or immediately after work. No weapon or firearm shall be kept in a locker, lunch box, toolbox, briefcase, purse, or other personal property.

Limestone University, on behalf of itself and its students, reserves the right to inspect an employee's personal property, including but not limited to, toolboxes, packages, briefcases, purses, clothing, and vehicles based upon a suspicion that this policy has been or is being violated. Unless time is of the essence, a request will be made to the Limestone University Department of Campus Security to carry out and support such inspection. Refusal to consent or to cooperate in the search of personal property by an employee may be grounds for discipline, up to and including discharge from employment.

The only exceptions to this policy are those campus security officers who are duly authorized by Limestone University and the South Carolina Law Enforcement Division (SLED) to carry a weapon.

Weapons Policy

Weapon Definition:

The term "weapon" means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica and/or toy), ammunition, electronic control devices (such as Tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as tear gas), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, daggers, swords, and knives (pocket or fixed blade) with a

blade longer than three (3) inches. The term “weapon” does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction, or University employment-related duties.

Limestone University references and complies with South Carolina Section (16-23-420), with minor exceptions.

(A) It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

(B) It is unlawful for a person to enter the premises or property described in subsection (A) and to display, brandish, or threaten others with a firearm.

(C) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

(D) This section does not apply to a guard, law enforcement officer, or member of the armed forces, or student of military science. A resident in a dwelling provided by Limestone University whose presence with a weapon in or around a particular building is authorized by the Limestone University Security chief is also exempt from the provisions of this section.

(E) For purposes of this section, the terms "premises" and "property" do not include state or locally owned or maintained roads, streets, or rights-of-way of them, running through or adjacent to premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, which are open full time to public vehicular traffic.

(F) This section does not apply to a person who is authorized to carry concealed weapons pursuant to Article 4, Chapter 31 of Title 23 when upon any premises, property, or building that is part of an interstate highway rest area facility.

Limestone University enforces a “No Weapons Policy” on all of its campuses both owned and controlled by Limestone University. The use, possession, distribution of, firearms, ammunition, and other weapons described above on Limestone University property is strictly prohibited. Included in this weapons ban, concealed or otherwise, are all University owned and leased buildings, parking lots and grounds. The carrying of weapons and firearms is also prohibited in Limestone University owned vehicles and personal vehicles parked on the University property at any time. No weapon or firearm shall be kept in a locker, lunch box, toolbox, briefcase, purse, or other personal property while on the Limestone University campus property.

Exceptions to this policy are certified law enforcement officers and Campus Security Officers who are duly authorized by Limestone University and the South Carolina Law Enforcement Division (SLED) to carry a weapon on University controlled property or in connection with a University affiliated activity. Other persons who are legally authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 (South Carolina code, CWP), when the weapon remains inside an attended or unattended locked motor vehicle and is secured per this chapter, this also must be authorized in writing by the Chief of Security or his/her designee. This exception only applies to Limestone University Faculty, Staff and Commuter Students who travel roadways to and from Limestone property and are legally authorized as stated above (this exception does NOT apply to residential students). No other weapons of any kind including, rifles, shotguns, BB guns, etc. may be left or stored in a vehicle or other location on school property which includes all properties controlled and operated by Limestone University campus.

Right to inspect

Limestone University, on behalf of itself and its students, reserve the right to inspect all employee's, including contract employees, and all students personal property, including but not limited to, toolboxes, packages, briefcases, purses, clothing, lockers and vehicles based upon a suspicion that this policy has been or is being violated. Unless time is of the essence, a request will be made to the Limestone University Department of Campus security to carry out and support such inspection. Refusal to consent or to cooperate in the search of personal property by an employee or student may be grounds for discipline, up to and including discharge from employment or dismissal from the University.

All employees and students are expected to know and abide by this weapons policy. Employees and students who fail or refuse to comply with this policy will be subject to penalties that may include permanent dismissal from the University as well as face potential criminal charges (Arrest) per SC 16-23-420 (Possession of firearm on school property/concealed weapons).

Nepotism Policy

Because Limestone University is located in a small community and a somewhat sparsely populated area, it may be necessary to have more than one member of a family employed at the University. However, at no time is it permissible to have a family member report directly to another immediate (wife, husband, son, daughter, uncle, aunt, grandparent, cousin, or in-laws) member of the same family. In addition, it is not permissible to have one family member report through a non-family member to a family member within the same department.

Intellectual Property Policy

For the purpose of this policy, “intellectual property” is considered to be creations of the mind in their expressed form such as music, art, poetry, electronic software and/or hardware, computer systems, instructional formats, etc. The term “intellectual property” reflects the idea that this subject matter is the product of the mind or the intellect, and that “intellectual property” rights may be protected at law in the same way as any other form of property.

Limestone University encourages and supports scholarship and research, technical and creative efforts, artistic or literary works, and other academic and services activities and products, new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership, as well as responsibilities and a need for protection during development; these concerns affect the individuals involved as well as the University as a legal entity.

The following are the guiding principles of this policy:

1. The University encourages the discovery and development of original works and dissemination of knowledge as part of its academic mission.
2. The University recognizes that the development of original works and the rights to, benefits from, and responsibilities for these works may arise from a variety of efforts.
3. The University recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

Faculty

A faculty member who creates any form of intellectual property shall be the sole owner of that property, except when the faculty member and Limestone University enter into a written agreement to share ownership of a specific intellectual property. When the University provides designated funds, facilities, or other support for the creation of the property, the University will become the sole owner unless there is written agreement to share ownership.

Students

In the case of intellectual property created by a student, the student shall be the sole owner of the property unless that property was created under contract to the University or the University provided designated funds, facilities or other support for the creation of the property. In such cases, written agreements between the University and the student will determine the nature of ownership of the property.

Staff

In the case of intellectual property created by a staff member, the sole ownership of the property will be held by Limestone University when that property was created as part of the contractual obligations of the staff member. In cases where the property was created as a result of activities external to the contract or when the University has provided designated funds, facilities, or other support for the creation of the property for activities external to the contract, ownership of the property shall be determined by written agreement between the staff member and the University.

Digital Copyright Policy

The digital copyright policy is intended to effectively combat the unauthorized distribution of copyright material by users of the institution’s network, without unduly interfering with the educational and research use of the network.

Limestone University’s policy concerning unauthorized distribution of Copyright material through use of our network is annually distributed to students, faculty, and staff via email. File sharing restrictions, copyright guidelines, & computer use policies are also posted on our website <http://www.limestone.edu/p2pcompliance>.

Red Flags Rule - Identity Theft Prevention Program

Purpose

The purpose of this policy is to establish a Red Flags Rule Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

- Identify relevant Red Flags for covered accounts the University offers or maintains and incorporate those Red Flags into its Program;
- Detect Red Flags that have been incorporated into the Program of the University;
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft;
- Ensure the Program is updated periodically to reflect changes in risks to students and borrowers and to the safety and soundness of the University from identity theft; and
- The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

Existing Policies and Practices

The University has policies to ensure compliance with Gramm-Leach-Bliley Act (GLB), Family Educational Rights and Privacy Act (FERPA), system and application security, and internal control procedures which provide an environment where identity theft opportunities are mitigated. Records are safeguarded to ensure the privacy and confidentiality of student and borrower records.

In addition, the University adheres to the following practices:

- All paper files are kept in locked offices and/or filing cabinets while not being used.
- Access to confidential information is limited to only those employees who need access in order to properly perform the duties for which they were hired.
- Employees with access to confidential information understand that this is confidential business information and is not to be discussed with anyone who does not “need to know.”

Definitions

- Identity theft means fraud committed or attempted using the identifying information of another person without authority.
- Account means a continuing relationship established by a person with the creditor to obtain a product or service for personal purposes. Account includes an extension of credit involving a deferred payment.
- Covered account means an account that a creditor offers or maintains primarily for personal purposes that involves or is designed to permit multiple payments or transactions.
- Red Flag means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Covered Accounts

- The University participates in the Federal Perkins Loan Program
- The University offers and establishes student payment plans

Identifying Relevant Red Flags

- The photograph or physical description on the identification is not consistent with the appearance of the student or borrower presenting the identification.
- The SSN provided is the same as that submitted by other students or borrowers.
- The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other students or borrowers.
- The person opening the covered account or the student or borrower fails to provide all required personal identifying information on an application or in response to notification that the application is complete.
- A covered account is used in a manner that is not consistent with established patterns of activity on the account – nonpayment when there is no history of late or missed payments.
- The University is notified of unauthorized charges or transactions in connection with a student or borrower’s covered account.
- The University is notified by a student or borrower, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Detecting Red Flag Activity

Covered accounts are opened as follows:

1. Federal Perkins Loan Program

- Perkins borrowers sign their promissory notes using an electronic signature, which requires a PIN number that is unique to each borrower.
- Perkins borrowers can allow a third party to have access to his/her account information by completing the FERPA form in the electronic exit interview process. If no one is listed, a third party will not have access to any account information without

the borrower's written permission. The borrower can log onto the exit site at any time to update this information if he/she decides that it would be beneficial for another party to have access to account information.

Student Payment Plans

Students must call, e-mail, or come into the Director of Student Account's Office to request their account be placed on a tuition payment plan.

Responding to Red Flags

The Program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The appropriate responses to the relevant red flags are as follows:

- Contacting the student or borrower;
- Changing any passwords, security codes, or other security devices that permit access to a covered account;
- Reopening a covered account with a new account number;
- Closing an existing covered account;
- Not attempting to collect on a covered account;
- Notifying law enforcement; and/or
- Determining that no response is warranted under the particular circumstances.

Updating the Program

The University will update the Program annually in December, to reflect changes in risks to students or borrowers or to the safety and soundness of the University from identity theft, based on factors such as:

- The experiences of the University with identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent, and mitigate identity theft; and
- Changes in the types of accounts that the University offers or maintains.

Oversight of Service Provider Arrangements

The University shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the University engages a service provider to perform an activity in connection with one or more covered accounts.

Currently the University uses Campus Partners to administer the Perkins Loan Program. Students contact Campus Partners directly through its website or by telephone and provide personal identifying information to be matched to the records that the University has provided to Campus Partners.

Affirmative Action/Equal Employment Opportunity Policy

Limestone University's Affirmative Action Policy is designed to insure that all applicants receive equal consideration for employment and that employees are treated justly during employment, without regard to their race, creed, color, ancestry, sex (including pregnancy), sexual orientation, age, national origin, disabilities, marital status, genetic information, or political affiliation. Such action will apply to, but not be limited to employment, promotion, demotion, transfer, recruitment, advertising, lay-off, termination, and rates of pay.

It is the policy of Limestone University that in the process of recruitment for an appointment to the work force, no appointment will be made until minority group candidates have been sought out, and if qualified, are identified and encouraged to apply. The Affirmation Action Plan provides, without fear of retaliation, the prompt, fair, and impartial consideration of all complaints of discrimination at Limestone University based on race, creed, color, ancestry, sex (including pregnancy), sexual orientation, age, national origin, disabilities, marital status, and political affiliation. Any such complaint shall be promptly forwarded in writing to the Affirmative Action Officer. If the Affirmative Action Officer determines there is any merit to the complaint, he/she will forward all facts pertaining to the complaint along with the summary of his/her review of the complaint to the President for further review and additional action if appropriate.

Equal Employment Opportunity (EEO) means nondiscrimination – that is, hiring and promotion without regard to race; color; religion; age; sex; marital status; national origin; ancestry; sexual orientation; disabilities; or any other protected class. To attain parity demands affirmative action, a program of purposeful activity undertaken with conviction and effort to overcome barriers to equal employment opportunity. Limestone's Affirmative Action Plan is designed to achieve the full and impartial participation of women, minorities, persons with disabilities, and other protected groups.

Limestone University is committed to reducing and, wherever possible, eliminating actual and apparent under representation of minorities and women in the University work force. The University is dedicated to removing procedural and attitudinal barriers to access for persons with disabilities and older persons. The University will provide reasonable accommodation in accordance with the ADA.

Hiring Procedure/Background Investigation Procedure

Hiring Procedure

Purpose: The purpose of this procedure is to outline the necessary steps in the hiring process to ensure all documentation is completed and offices are appropriately notified of new hires which they will assist.

Before the commencement of any full time employment search, the Vice President of the hiring division must complete the Request to Hire Form to receive approval from the President in order to fill a position.

Hiring for Full-Time Staff Member

Upon approval to hire a new employee or fill a recently vacated position, the following guidelines will be adhered to:

- a. The Director or Department Chair will complete the Affirmative Action Vacancy Posting (Form 1) and return to the Human Resources (HR) Office. This will initiate the posting of the vacancy to the employment board in Curtis and the Limestone University website. Additional advertising locations will be set-up by the Director or Department Chair.
- b. All applicants will complete the on-line application which will be sent to the Director or Department Chair, additional committee members, and the HR Office.
- c. The Director or Department Chair will complete a minimum of 2 references, using the Reference Checking Form, for the candidates who are selected to be interviewed on campus. The references must be checked and found to be satisfactory before an invitation to campus is offered.
- d. During the interview process, candidates will complete the Authorization and Release form.
- e. Once the interview process is complete, the Director or Department Chair will give HR the signed Authorization and Release form of the final candidate.
- f. The Director of HR will initiate the Background Investigation process.
- g. The Director or Department Chair may extend a conditional offer of employment to the selected candidate. If the offer is declined, steps c-f will be completed again.
- h. Once the Director of HR has confirmed a satisfactory background investigation, the Director or Department Chair will be notified and a start date will be communicated to the new employee.
- i. If the offer is declined, steps c-f will be completed again
- j. The Director of HR will remove the position posting from the employment board and website and communicate position filled notifications to candidates not selected. HR will need a list of all interviewed candidates to complete the candidate notifications. As a courtesy, candidates who formally visited the campus but were not selected will receive a phone call from the Department Chair or Director regarding the decision.
- k. The Director or Department Chair will complete the additional forms as listed below and return them to the designated person.
 - a. Request for Offer Letter Form– Reggie Browning
 - b. New Employee Service Request Form – Joyce Phillips
 - c. Faculty/Staff Data Sheet – Joyce Phillips
 - d. Affirmative Action Filled Vacancy Summary (Form 2) - HR
- l. The Human Resources will send an employment letter to the new employee for their signature and formal acceptance of the offer. A final signed copy of the offer letter will be forwarded to HR.
- m. The Director or Department Chair will schedule an appointment with the new employee and the HR office within three days of the hire date to complete required paperwork and review benefits.

Hiring for Full Time Faculty Members

Upon approval to hire a new faculty member or fill a recently vacated position, the following guidelines will be adhered to:

- a. The Director or Department Chair will complete the Affirmative Action Vacancy Posting (Form 1) and return to the Human Resources (HR) Office. This will initiate the posting of the vacancy to the employment board in Curtis and the Limestone University website. Additional advertising locations will be set-up by the Director or Department Chair.
- b. All applicants will complete the on-line application which will be sent to the Director or Department Chair, additional committee members, and the HR Office.
- c. The Director or Department Chair will complete a minimum of 2 references, using the Reference Checking Form, for the candidates who are selected to be interviewed on campus. The references must be checked and found to be satisfactory before an invitation to campus is offered.
- d. During the interview process, candidates will complete the Authorization and Release form.
- e. Once the interview process is complete, the Director or Department Chair will give HR the signed Authorization and Release form of the final candidate.
- f. The Director of HR will initiate the Background Investigation process.
- g. The Director or Department Chair may extend a conditional offer of employment to the selected candidate. If the offer is declined, steps c-f will be completed again.
- h. Once the Director of HR has confirmed a satisfactory background investigation, the Director or Department Chair will be notified and a start date will be communicated to the new employee.
- i. The Director of HR will remove the position posting from the employment board and website and communicate position filled notifications to candidates not selected. HR will need a list of all interviewed candidates to complete the candidate notifications. As a courtesy, candidates who formally visited the campus but were not selected will receive a phone call from the Department Chair or Director regarding the decision.
- j. The Director or Department Chair will complete the additional forms as listed below and return them to the designated person.
 - a. Request for Offer Letter Form– Provost Office
 - b. New Employee Service Request Form – Joyce Phillips
 - c. Faculty/Staff Data Sheet – Joyce Phillips
 - d. Affirmative Action Filled Vacancy Summary (Form 2) - HR
- k. The President's office will send an employment letter to the new employee for their signature and formal acceptance of the offer. A final signed copy of the offer letter will be forwarded to HR.
- l. The Director or Department Chair will schedule an appointment with the new employee and the HR office within three days of the hire date to complete required paperwork and review benefits. For the fall semester, new faculty members will attend the New Hire orientation in lieu of a one on one meeting with HR.

Additional Required Items

1. New employees must obtain parking decal from the Campus Safety office, after going to www.permitsales.net/limestoneuniversity and registering his/her vehicle.
2. New employees must obtain an "L" Card from the Student Services Office

Hiring for Part Time Staff Members (Temporary, Student Workers, Interns)

1. Once the new hire is selected and a conditional offer of employment extended, the Director or Department Chair will complete the Departmental Hiring Form and forward to HR. The administrator will then schedule an appointment for the new hire to meet with HR within three days of the start date to complete the required paperwork.
2. All newly hired part time employees, except student workers, will complete the Authorization and Release form.
3. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
4. An offer letter will be sent from the President's office to the new part time employee, excluding student workers

Hiring for Adjunct Faculty Members - Day

1. Once the new hire is selected, the Director or Department Chair will complete the Departmental Hiring Form and forward to HR. The administrator will then schedule an appointment for the new hire to meet with HR within three days of the start

date to complete the required paperwork.

2. If the adjunct faculty member is new to the university they will need to complete the Authorization and Release form. All other members will be grandfathered in and will not have to complete the background check process, unless there is reasonable cause. A conditional offer of employment should be offered to new individuals.
3. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
4. An employment contract will be issued by the Office of Academic Affairs

Hiring for Adjunct Faculty Members - Extended Campus Classroom (ECC) and Extended Campus Internet (ECI)

1. Once the new hire is selected, the Director or Department Chair will coordinate with the Instruction Support Coordinators of either the ECC or ECI for the completion of all necessary new hire paperwork. These items must be completed within three days of the start date.
2. If the adjunct faculty member is new to the university, they will need to complete the Authorization and Release form. All other members will be grandfathered in and will not have to complete the background check process, unless there is reasonable cause. A conditional offer of employment should be offered to new individuals.
3. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
4. An employment contract will be prepared by the ECC or ECI offices respectively and approved by the Office of Academic Affairs.

Hiring for Work Study Students

1. Once a student is approved for financial aid through Financial Aid office, he or she will meet with the assigned Financial Aid counselor to complete the required paperwork and view the job listings notebook for a position.
2. Once the student is approved for a work study position with a department, the Director or Department Chair must complete the Work Study Contract. Both the student and the Director or Department Chair must complete the contract.
3. The student must also sign a Confidentiality Agreement and both documents must be returned to the Financial Aid counselor.

Position Changes

1. All position or salary changes for current employees will be initiated using the Position or Salary Adjustment form. Once the form is completed and approved, it should be returned to the HR office with a copy to the President's office.
2. An updated employment letter with the changes will be sent the employee and HR.

All forms referred to in this policy are located on the "T" drive (Docs/HR)

Criminal Investigation Procedures

A. Criminal Investigation and Records – All Positions

Limestone University requires Criminal Background Investigations (CBI) to be performed on all newly hired full-time employees. Individuals who have been absent from the University for a period of 12 months may be subject to an additional CBI. Employees hired prior to the implementation of the Criminal Background Investigation procedure will be subject to a CBI if there is reasonable cause. Adjunct faculty who have not been previously employed by the University will also undergo a background investigation.

Upon determining that a position will be filled, Human Resources will determine which type of criminal background check to perform. The CBI may include a county and/or state criminal search, social security number trace and address verification, sex offender registry, and credit history check based on the job relevancy. The credit history check will be based on the job description which pre-determines whether money handling is relevant. During the advertisement of positions as well as during the interview process, all applicants will be informed of the Criminal Background Investigation procedure.

Once the selection process begins, the final candidate(s) will be asked to sign a Release and Authorization Form (Form 1- attached). Candidates who refuse to sign the form will be considered withdrawing from the pre-employment process and no longer viewed as a candidate for the job opening. Failure to disclose a conviction(s) or misrepresentations will be viewed as falsification of employment information and may result in disqualification for or a rescission of a job offer. Giving false or incomplete information is also sufficient cause to disqualify an applicant for employment.

A job offer will be extended to the selected candidate, contingent upon the results of the background investigation. There is the option to not extend the offer until the results of the background investigation have been received. This decision will be made based upon business necessity. If the results are satisfactory, the job offer will stand. If the results reflect issues of concern, the job offer may be rescinded.

In the event that the results of the CBI adversely impact the applicant for employment, the applicant will be given the opportunity to refute the results.

Convictions revealed in the employment process and any additional convictions which may exist on the criminal record, will be reviewed by the Vice President of the hiring division and the Director of Human Resources. Upon reviewing this information, there may be cause for disqualification or the rescinding of a job offer based upon the following:

- Length of time since the conviction(s)
- Types of circumstances of the offense(s)
- Applicants employment record or subsequent behavior since the offense(s)
- Number of convictions
- Rehabilitation
- Nature of the job and job relatedness of conviction(s)
- Location of job assignment

As necessary, legal counsel and the University President may be contacted for additional guidance. The Vice President of the hiring department will only be consulted by Human Resources when the results of a candidate's CBI are questionable or include information that could adversely affect future or current employment.

An outside agency licensed to perform Criminal Background Investigations will conduct all investigations. All employee investigations will be initiated through the Human Resources Office. All results of the investigations will be kept confidential except when it is necessary for consultation regarding questionable results. Human Resources will retain a copy of the CBI results and Authorization and Release Form in a secured location. After the designated retention period has expired, the company will take reasonable measures to dispose of the consumer reports to ensure they cannot be read or reconstructed, as required for compliance with the Federal Trade Commission.

Limestone University reserves the right to conduct criminal record searches when an employee is charged with any crime that reflects on his or her suitability for continued employment. Criminal record searches can also be initiated as a result of an internal administrative investigation.

B. Other Investigation and Records – Selected Positions

At times, depending on the level, location, or type of position, the University may also investigate any or all of the following areas:

Sex offender registry, social security number/name, educational verification, employment verification, credit history, driving/motor vehicle records, licenses/credentials, address history, or any other area pertinent to an applicant's background and job requirements.

Whistleblower Policy

General

Limestone University (the University) expects its employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees of the University must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

In order to protect employees from repercussions for making good faith disclosures of Improper Activities (see definition below), the University has implemented a Whistleblower Policy. The objectives of the Limestone University Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding Improper Activities by employees on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the University
- The protection of employees reporting concerns from retaliatory actions.

Improper Activities

Each employee of Limestone University has an obligation to report in accordance with this Whistleblower Policy:

1. a violation of any state or federal law or regulation, including, but not limited to corruption, malfeasance, bribery, theft of University property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of University property, or willful omission to perform duty or

2. activities that are economically wasteful, or that involve gross misconduct, incompetency, or inefficiency. These actions are collectively referred to as Improper Activities.

Authority of the Provost

All reported Improper Activities will be forwarded to the Provost in accordance with the procedures set forth herein. The Provost shall be responsible for investigating, and making appropriate recommendations to the President with respect to all reported Improper Activities. If the Provost is a subject of the Improper Activities allegations then the report should be made to the University President.

No Retaliation

The Whistleblower Policy is intended to encourage and enable employees to report Improper Activities within the University for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports an improper Activity shall be subject to retaliation or adverse employment consequences. Moreover, an employee who retaliates against someone who has reported an Improper Activity in good faith is subject to discipline up to and including termination of employment.

Acting in Good Faith

Anyone reporting an Improper Activity must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law, involves gross misconduct, incompetency, or inefficiency. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense, and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Reporting Concerns

Employees

Employees should first discuss their concern about an Improper Activity with their immediate supervisor. If the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Improper Activity, the individual should report his or her concern directly to the Provost. It is the responsibility of the supervisor, upon receiving notification of an Improper Activity, to document the facts as presented and communicate the Improper Activities Report to the Provost.

If the Improper Activity was reported verbally to the Provost, the reporting individual, with assistance from the Provost, shall prepare a written report of the Improper activity. If the Provost, for any reason, does not promptly forward the Improper Activity Report to the President the reporting individual should directly report the concern to the president. Reports of Improper Activities may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Provost.

Handling of Reported Violations

The Provost shall ensure that all reported Improper Activities are addressed in a timely manner. The Provost will notify the sender and acknowledge receipt of the Improper Activity Report within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the Provost, and appropriate corrective action will be recommended to the President if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

Copies of all reports received under the Whistleblower Policy and all documents relevant to the investigation and resolution of these reports will be permanently filed in the office of the Provost.

Confidentiality

Reports of Improper Activities, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Improper Activities to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of employees from interfering with the performance of their duties to the University, or result in personal financial, professional, or political gain on the part of such persons at the expense of the University.

Definitions: Conflict of Interest (also Conflict) is a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include employees and officers. An Officer is the President, Vice President, or Vice President for Intercollegiate Athletics. An employee is a person who receives all or part of her/his income from the payroll of the University.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the Vice President for Financial Affairs in all conflicts of interest, including but not limited to the following:
 - a. An employee in a supervisory capacity is related to another employee whom she/he supervises.
 - b. An employee, or a member of an employee's family (which for purposes of this provision shall be a spouse, parent, sibling, child or any other relative if the latter resides in the same household as the employee) receives payment from the University for any subcontract, goods, or services other than as part of her/his regular job responsibilities.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Vice President for Financial Affairs shall determine whether a conflict of interest exists and, if so, shall inform the President. The President shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the University's best interests.
3. An interested officer or employee shall not participate in any discussion or debate of the President's Cabinet, or any University committee or subcommittee in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate.
4. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases or contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in discussions preceding that decision.

Notice of Non-Discrimination

Limestone University provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, veteran-status or genetic information. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid and student services.

Limestone University prohibits sex discrimination and sexual harassment, including sexual violence.

It is the policy of Limestone University to actively recruit minority students. The University will recruit students from high schools that enroll significant numbers of minority students. Limestone University will identify appropriate high schools in South Carolina, Georgia, Florida, North Carolina, New Jersey, New York, and Maryland.

Moreover, in compliance with section 668.44(A) (6) of the United States Department of Education, Office of Post-Secondary Education Publication, "current student aid and other related regulations," Limestone University has installed ramps and restrooms accessible to individuals with disabilities in recently renovated buildings to comply with ADA requirements and will incorporate similar provisions in any future renovation of campus facilities.

Limestone University has also made extraordinary efforts to accommodate students with learning disabilities, both through the Accessibility office, which assists with accommodations at no additional charge, and through the Program of Alternative Learning Styles LEAP (Learning Enrichment & Achievement Program); an accountability program specifically for students with learning disabilities.

The following person has been designated to handle inquiries regarding the American with Disabilities Act, the Rehabilitation Act, and related statutes and regulations:

Director of Equity & Inclusion
1115 College Drive
Fort D-C
Gaffney, SC 29340
864-488-4349 (P)

The following persons have been designated to handle inquiries regarding non-discrimination policies and to serve as the overall coordinator for purposes of Title IX compliance:

Director of Equity & Inclusion
1115 College Drive
Fort D-C

Gaffney, SC 29340
864-488-4349 (P)

Daniel Francis
1115 College Drive
Dobson Student Center
Gaffney, SC 29340
(864) 488-4543

For more information about Limestone University’s policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a description of grievance procedures, please visit www.limestone.edu/knowyourrights.

Emeritus Status for Senior Administrative Officers Policy

Introduction

Conferral of emeritus status is an honor that may be granted by the Board of Trustees upon retirement (as opposed to leaving for a position with another employer) of an employee who has provided dedicated and distinguished service to the University. The Board of Trustees delegates to the President the authority to recommend emeritus status for Senior Administrative Officers. These officers include Vice Presidents. The Board of Trustees may grant emeritus status to the President.

Eligibility

Individuals serving at the time of retirement as Senior Administrative Officers who have 10 or more years of continuous full-time service to the University.

Criteria

Evidence of extraordinary and meritorious contributions to the fulfillment of program and University mission.

Procedures

1. The President may initiate the recommendation for emeritus status of Senior Administrative Officers upon notification of retirement (See the document below).

 [Senior Administrative Officer Emeritus Form](#) 116.49 KB

2. Recommendations for emeritus status for Senior Administrative Officers are made by the President to the Personnel Committee of the Board of Trustees.
3. If the recommendation is approved by the Personnel Committee, it is then transmitted to the full Board of Trustees.
4. If approved, emeritus status is awarded to the retiring Senior Administrative Officer by the Board of Trustees.
5. Emeritus status is awarded with the title held at the time of retirement.

Privileges of the Status of Senior Administrative Officer Emeritus

1. Recognition at commencement following designation of emeritus status.
2. Marching with faculty at commencement exercises and other formal academic occasions.
3. Inclusion in official listings of Limestone administrators.
4. Continuing library privileges.
5. Free admission to Limestone’s cultural events and athletic contests.

Appointment of Emeriti Faculty Policy

Introduction

The title of professor emeritus recognizes meritorious service to Limestone University by a member of the faculty retiring from the University. Individuals must meet the eligibility criteria for the award.


Eligibility

The individual is retiring (as opposed to leaving for a position with another employer) and has completed 10 or more years of full-time service as a faculty member at Limestone University.

Criteria

Evidence of a strong teaching record and community service within the University. The designation also reflects a high level of commitment to Limestone University and its mission.

Procedures

1. The Provost may initiate the recommendation for the award of emeritus status of faculty members upon notification of retirement (see form below)
-  [Request for Appointment to Faculty Emeritus Status](#) 314.37 KB
2. The Provost recommends to the President.
 3. The President recommends to the Instruction, Academic Policy & Enrollment Services Committee of the Board of Trustees.
 4. The Instruction, Academic Policy & Enrollment Services Committee recommends to the full Board of Trustees.
 5. Emeritus status is awarded to the retiring faculty member by the Board of Trustees.
 6. Emeritus status is awarded with the title held at the time of retirement.

Privileges of the Status of Professor Emeritus

1. Recognition at commencement following designation of emeritus status.
2. Marching with faculty at commencement exercises and other formal academic occasions.
3. Inclusion in official listings of Limestone faculty.
4. Continuing library privileges.
5. Free Admission to Limestone’s cultural events and athletic contests.

Note: Granting of emeritus status does not preclude teaching part-time for Limestone University as an adjunct faculty member.

Termination of Employment for Misconduct and/or Making False Statements

This policy is applicable to all employees of the University.

Termination policies, other than those required by law, are discretionary in nature. The University may add to, delete from modify, or eliminate these policies in its discretion.

Most employees of Limestone University are at-will employees. Certain faculty members may have their employment status taken outside of at-will status pursuant to the methods described in the [Disclaimer](#). All other employees serve at the pleasure of the University. Among those reasons which might lead to termination of employment are the following:

1. Falsification on an Employment Application may result in immediate dismissal from the University.
2. Any employee who provides the University with a false statement regarding work related issues may result in immediate dismissal from the University.
3. Employees who assist students in cheating or plagiarism may find their employment with the University terminated.

Student Recruitment Policy

It is the policy of Limestone University to actively recruit minority students. The University will recruit students from high schools that enroll significant numbers of minority students. Limestone University will identify appropriate high schools in South Carolina, Georgia, Florida, North Carolina, New Jersey, New York, and Maryland.

Faculty Recruitment Policy

It is the policy of Limestone University to seek minority applicants for all faculty positions. In its effort to obtain minority faculty members, the University will advertise all faculty openings in The Chronicle of Higher Education, Diverse-issues in Higher Education, and LaNoticia (a local Hispanic Newspaper serving North and South Carolina.)

Document Retention Policy

Purpose

This policy provides guidance for the systematic review, retention, and destruction of documents received or created by Limestone University in connection with the transaction of University business. This policy applies to all records and documents regardless of physical form and contains guidelines for how long certain documents should be kept and how records should be destroyed (unless under a legal hold). The policy is designed to promote compliance with applicable laws and regulations, eliminate accidental destruction of records, and facilitate operations and reduce costs by encouraging efficiency and freeing up valuable storage space.

Document Retention

Limestone University takes its obligations seriously to preserve information relating to litigation, audits, and investigations.

OVERVIEW

Limestone University requires consistent treatment of records. Maintenance, retention, and disposal procedures of University records must be followed systematically by staff in designated official repositories. In addition, duplicate or multiple copies of these records retained in locations other than official repositories must also be disposed of when they are outdated and no longer useful.

This policy is intended to ensure that the University:

- Meets legal standard
- Optimizes the use of space
- Minimizes the cost of record retention
- Preserves the University’s history
- Destroys outdated and useless records

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Active Record A record with current administrative use for the unit that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created (See attached schedule).

Archival Record A record that is inactive, not required to be retained in the Office in which it originated or was received and has permanent or historic value. Archival records are retained and preserved indefinitely in the University Archives, or other permanent storage place approved by the appropriate Dean or Vice President. If it has been determined through consultation with the University Archivist that the records are archival, they may be transferred to University Archives.

Non-Archival Record The University Archivist must provide prior authorization to dispose of any document or record within the scope of this policy. If it is determined a document should be disposed of, destroy them in one of the following ways:

1. Recycle non-confidential paper records
2. Shred small to medium sized batches of confidential records in an onsite locked Shred bin provided on campus.
3. Contact the University Archivist to make arrangements for the destruction of large batches of records
4. Erase or destroy electronically stored data; consult with IT regarding the proper destruction of electronic records.
5. Departments are responsible to contact any hosted locations to destroy documents annually.

Official Repository The unit designated as having responsibility for retention and timely destruction of particular types of official University records. Such responsibility is assigned to the unit’s administrative manager or a designee.

Departments and units that maintain University records are called “official repositories.” These administrative units are responsible for following established record retention management practices. Each unit’s administrative manager or a designee must:

- Implement the unit’s and/or Office’s record management practices in accordance with the Retention Schedule
- Ensure that these management practices are consistent with this policy
- Educate staff within the administrative unit in understanding sound record management practices
- Preserve inactive records of historic value, and transfer those records to the University Archives
- Ensure that access to confidential files is restricted. Long-term restrictions on access to selected archival records should be specified at the time of their transfer to the University Archives
- Destroy, or make arrangements for University Archives to destroy, records that have no archival value in accordance with the Retention Schedule.

Questions about these responsibilities should be directed to the University Archivist, who will work closely with units to ensure understanding of this policy and implementation of these responsibilities.

University Archives A component of the Document Retention Policy promotes knowledge and understanding of the University’s origins, aims, programs, and goals; and facilitates effective records management. This includes permanent retention of official records and reports of the University, its Officers and component parts; maps and architectural records; audiovisual materials, including still photographs and negatives, motion picture film, oral history interviews, audio, and video tapes; and artifacts and ephemera documenting the University’s history.

University Archivist The individual responsible for (1) designating which official University records are archival, and (2) effecting the transfer of archival records from the Office in which they originated or were received to the University Archives at such times and in the manner and form prescribed by the Archives, and subject to the appropriate retention and disposition schedules that are outlined in this document.

University Record The original copy of any record.

Retention Schedule The official retention schedule of the University is attached as Table 1. The Retention Schedule lists the Official Repository for specific records and the retention period.

The information listed in the retention schedule below is intended as a guideline and does not contain all the records the University keeps or may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

Note that from time to time, the University may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Minimum Retention Period	Office/Department Responsible
Corporate Records	Annual Reports to Secretary of State/Attorney General	Permanent	Business Office
	Bylaws and Articles of Incorporation	Permanent	Business Office
	Board policies/resolutions	Permanent	Business Office
	Board and committee meeting agendas and Minutes	Permanent	Business Office
	Construction Documents	Permanent	Business Office
	Fixed Asset Records	Permanent	Business Office
	IRS Application for Tax-Exempt Status (Form 1023)	Permanent	Business Office
	IRS Determination Letter	Permanent	Business Office
	State Sales Tax Exemption Letter	Permanent	Business Office
	Contracts (after expiration)	7 years	Business Office
	Conflict-of-interest disclosure forms	4 years	Business Office
	Correspondence (general)	3 years	Business Office
Finance and Administration	Annual Audits and Financial Statements	Permanent	Business Office
	Auditor management letters	Permanent	Business Office

File Category	Item	Minimum Retention Period	Office/Department Responsible
	Depreciation schedules	Permanent	Business Office
	IRS Form 990 tax returns	Permanent	Business Office
	General ledgers	Permanent	Business Office
	Business expense ledgers	7 years	Business Office
	IRS Forms 1099	7 years	Business Office
	Journal entries	7 years	Business Office
	Invoices	7 years	Business Office
	Investment performance reports	7 years	Business Office
	Equipment files and maintenance records	7 years after disposition	Business Office
Insurance Records	Policies — occurrence type	Permanent	Human Resources
	Policies — claims-made type	Permanent	Human Resources
	Accident reports	7 years	Human Resources
	Safety (OSHA) reports	7 years	Human Resources
	Claims (after settlement)	7 years	Human Resources
	Group disability records	7 years after end of benefits	Human Resources
Real Estate	Deeds	Permanent	Business Office
	Leases (expired)	7 years after all obligations end	Business Office
	Mortgages, security agreements	7 years after all obligations end	Business Office
Human Resources	Employee personnel files	Permanent	Human Resources
	Retirement plan benefits (plan descriptions, plan documents)	Permanent	Human Resources
	Employee handbooks	Permanent	Human Resources
	Workers comp claims (after settlement)	7 years	Human Resources
	Employee orientation and training materials	7 years after use ends	Human Resources
	Employment applications	3 years	Human Resources
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of employment, or three years	Human Resources
	Withholding tax statements	7 years	Human Resources
	Timecards	3 years	Human Resources
	Perkins Repayment Records	Kept until the loan is satisfied, or the documents are needed to enforce the obligation.	Business Office
	Perkins Original Promissory Notes	Three (3) years from the date the loan is assigned to the Department of Education (ED), cancelled, or repaid.	Business Office
Student Academic Records	Student application files (non-attending)	3 years	Admissions
	Student application files (attending)	Permanent	Admissions
	Academic action authorizations (dismissals, etc.)	5 years after graduation or date of last attendance	Registrar's Office
	Academic records (including narrative evaluations, competency assessments, etc.)	Permanent	Registrar's Office
	Admission letters of recommendation	Until admitted	Admissions Office
	Advanced placement and other placement tests, records/scores (ACT, SAT, TOEFL)	5 years after graduation or date of last attendance	Admissions
	Applications for graduation	5 years after graduation or date of last attendance	Registrar's Office
	Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance	Admissions/Registrar's Office
	Change of course (add/drop)	1 year from end of relevant semester/term	Registrar's Office
	Change of grade forms	5 years after graduation or date of last attendance	Registrar's Office
	Class lists	5 years from end of relevant semester/term	Registrar's Office
	Class schedules (students)	Permanent	Registrar's Office
	Correspondence, relevant	5 years after graduation or date of last attendance	Registrar's Office
	Credit by examination reports/scores (AP, CLEP, DANTES)	5 years after graduation or date of last attendance	Registrar's Office

File Category	Item	Minimum Retention Period	Office/Department Responsible
	Credit/no credit (pass/fail, audit, WP/WF, etc.)	5 years after graduation or date of last attendance	Registrar's Office
	Degree audit records	5 years after graduation or date of last attendance	Registrar's Office
	eLearning course materials	5 years from end of relevant semester/term	
	Foreign/international student forms (1-20, etc.)	5 years after graduation or date of last attendance	Admissions
	Graduation lists	Permanent	Registrar's Office
	Grade submission data	Permanent	Registrar's Office
	Hold or encumbrance authorizations	Maintained for 1 year after hold is released	Registrar's Office
	Leave of absence	5 years after graduation or date of last attendance	Registrar's Office
	Military documents	5 years after graduation or date of last attendance	Veteran Affairs
	Name change authorizations	5 years after graduation or date of last attendance	Registrar's Office
	Personal data information forms	1 year after graduation or date of last attendance	Registrar's Office
	Registration forms (paper copies)	1 year from end of semester/term	Registrar's Office
	Substitutions/waivers (including Honors Program and Aquinas Scholars)	5 years after graduation or date of last attendance	Registrar's Office
	Transcript requests (alumni, students)	1 year from date of service	Registrar's Office
	Transcripts (high school, other colleges)	5 years after graduation or date of last attendance	Admissions
	Transfer credit evaluations	5 years after graduation or date of last attendance	Registrar's Office
	VA certification records	5 years after graduation or date of last attendance	Veteran Affairs
	Withdrawal from the University	5 years after graduation or date of last attendance	Registrar's Office
	Official academic transcript	Permanent	Admissions
	Conduct and/or Disciplinary Files		Provost's Office
Financial Aid	Pell and Campus-Based Programs	3 years after the end of the award year for which the aid was awarded and disbursed	Financial Aid Office
	Fiscal Operations Report (FISAP) and supporting records	Three (3) years from the end of the award year in which the report was submitted.	Financial Aid Office
	Direct Loans – records related to borrower's eligibility and participation	Three (3) years from the end of the award year in which the student last attended.	Financial Aid Office
	Direct Loans – all other reports	Three (3) years from the end of the award year in which the report was submitted.	Financial Aid Office
	Documents and correspondence from the Department of Education not explicitly listed above	Three (3) years from the end of the award year in which the document and/or correspondence is in relation to.	Financial Aid Office
Technology	Software licenses and support agreements	7 years after all obligations	Information Technology
		End	

1. Electronic Documents and Records.

Electronic files will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the designated amount of time.

If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.

University records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. Document Destruction.

The President is responsible for the ongoing process of identifying University records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when legal proceedings are filed or appear imminent. Destruction will be reinstated upon conclusion of the investigation or legal proceedings.

4. Compliance.

Failure to follow this policy may result in possible civil and criminal sanctions against the University and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel and/or the University’s certified public accountant to ensure that they follow applicable laws and regulations.

Changes or Additions to the Retention Schedule

Caution: Departments and units that are not official repositories and that retain duplicate or multiple copies of University records should dispose of them when they are no longer useful, but no longer than the retention period set forth on the Retention Schedule.

The adoption of this policy does not relieve or otherwise affect the pre-existing obligation of any department to maintain records relating to a matter under litigation, government audit, or investigation. All such records should be preserved until the matter to which they relate has been finally resolved and the General Counsel has approved their disposition. Any questions about the application of this exception should be directed to the Data Governance Committee.

Each Official Repository and the University Archivist should review document retention on an annual basis and destroy documents in accordance with the Retention Schedule. Consequently, documents may be maintained longer than the date that the Retention Schedule indicates for their destruction until the annual review date.

Data Dictionary

This document contains information about how data is defined, used, and specifies how listed metrics are measured. Data accuracy and consistency is paramount to the development of sound information in order to make decisions, comply with regulations, and maintain high levels of institutional effectiveness. This document is designed for broad campus consumption- it is a one-stop source for detailed information on University practices when reporting data both internally and externally. When applicable, these definitions comply with US Department of Education (IPEDS) and Common Data Set definitions.

Academic Level

A categorization of post-secondary academic programs based on the award being sought. Bachelor's Degrees are at the Undergraduate level, and Master's degrees at the Graduate level.

Academic Residency

See Campus

Academic Standing

A designation indicating the students' academic status in relation to good standing, probation, or suspension. See the Standards of Satisfactory Academic Progress policies ([Undergraduate](#) and/or [Graduate](#)) in the catalog for more information.

Academic Year

An academic year comprises 3 semesters. Academic year summations of data on enrollment, financial aid, and credit hours start with Fall term and include the following Spring and Summer semester (e.g., Fall 2016, Spring 2017 and Summer 2017). Within each semester, Limestone has two terms in which students may take courses. These are sometimes known as sub-terms. (**see: terms**). To comply with federal requirements, academic year summations of data on incoming students and degrees awarded begin with the 2nd half Summer term and include the following Fall, Spring, and 1st half Summer terms (e.g., Summer 2 2016, Fall 2016, Spring 2017, and Summer 1 2017.).

ACT Composite Score

The American College Test (ACT) composite score is an average score based on the four ACT assessment tests (English, Math, Reading, and Science).

ACT Math

The ACT mathematics test score from the same test date as the highest ACT Composite score

ACT Reading

The ACT reading test score from the same test date as the highest ACT Composite score.

ACT Science

The ACT science test score from the same test date as the highest ACT Composite score.

ACT Verbal

The ACT English test score from the same test date as the highest ACT Composite score.

ACT Writing

The optional ACT writing test score, not included in a student's ACT Composite Score.

Address - Local

The local postal address and associated telephone number, as provided by the student.

Address - Mailing

The mailing postal address and associated telephone number, as provided by the student.

Address - Permanent

The permanent postal address and associated telephone number, as provided by the student.

Admission Decision

Decision made in reference to a submitted application after all application materials (completed application, test scores, transcripts, etc.) are received. Materials required for an actionable decision may differ from program to program.

Admit Type

A classification of categories into which applicants may seek to be admitted or have been admitted, to the institution. Applicants must satisfy differing criteria for admission based on the type of admission sought. The eight Admit Status categories are Freshman, Early Admission, Dual Enrollment/Scholars Academy, Conditional/Special Admit, Transfer, Transient, non-degree seeking, and Graduate student.

Admit Term

The first Academic Term in which a student is enrolled for credit at the institution, regardless of Student Type or Career Level.

Admitted

The status of an Applicant who has satisfied all requirements for admission to the institution and is eligible for enrollment.

Attempted Hours

The total number of credit hours for which a student has registered as of the census day for the specified term.

Aid Package - Financial

Sum of financial awards offered to a student, including scholarships, grants, waivers, and loans.

Aid Year

Fall, Spring and Summer terms of the specified year (Aid Year 2018 is Fall 2018, Spring 2019, and Summer 2019).

Application Date

Date when first application material was entered in JRM.

Applicant/Applied

A person who has submitted an application for admission and satisfied the Application Fee requirement. i.e. an actionable application- ready for an admissions decision.

Associates Degree

An award that requires at least 2 but less than 4 years of full-time equivalent college work.

Athlete

A student who participates in an intercollegiate sport sanctioned by the NCAA.

Attribute

A Jenzabar-specific code used to categorize a course or student. Ex: Corporate Grant students, non-Athletic Activities, Honors Program, etc.

Award Offer Amount

Total amount offered to a student by specific financial aid fund as part of the total financial aid package awarded a student. Fund refers to Financial Aid classification for specific types of monetary aid including scholarships, grants, waivers and loans.

Award Paid Amount

Total amount accepted and paid to a student by specific financial aid fund as part of the total financial aid package awarded a student. Fund refers to Financial Aid classification for specific types of monetary aid including scholarships, grants, waivers and loans.

Bachelor's Degree

An award that requiring the successful completion of a minimum of 120 semester credit-hours of college-level work and satisfaction of all other program requirements.

Campus

Identifies the location where student enrollment and contact hours are generated. For the Gaffney campus, the campus code is designated as "MA", the Online program is designated as "OE," and the Graduate program is designated as "GD." These codes are also used as billing classifications.

CEEB Codes

A numbered registry of countries, college majors, colleges, scholarship programs, test centers, and high schools. It is maintained by the College Board and used throughout the United States as an institution, organization, and/or entity identification number. They are interchangeable and identical to SAT Codes.

Census Date

Date within a term or subterm at which the "snapshot" of enrollment, student credit hours (SCH), and other student data is taken. The date immediately follows the last day to add/drop from a course with no grade assignment.

Census – The date official term-based enrollment, retention, and other student data is pulled. This immediately follows the last day to add/drop courses in each term. Database snapshots are created on this day each term, thus ensuring consistency and accuracy over time.

For the fall term, it is the sixth business day of Term 6. Fall main campus, Term 5, and Term 6 are included in this snapshot.

For the spring term, it is the sixth business day of Term 2. Spring main campus, Term 1, and Term 2 are included in this snapshot.

For the summer term, it is the sixth business day of Term 4. Summer main campus, Term 3 and Term 4 are included in this snapshot.

Census snapshots are not exhaustive; additional snapshots may be taken for various purposes.

CHE

The Commission on Higher Education is the coordinating board for higher education in the State of South Carolina. CHE's mission is to ensure access, affordability, and excellence in higher education for residents of South Carolina (S.C. Code Section 59-103-15).

CIP Code

Classification of Instructional Program code. The Classification of Instructional Programs is a taxonomy established by the U.S. Department of Education to describe academic fields of study. CIP codes are assigned to courses, majors, and academic departments.

Citizenship Status

Categorization of a person's citizenship status (e.g. US Citizen, Non-US Citizen, or Permanent Resident).

Class Level

Refers to the classification of students by year of study completed. For undergraduate students, this classification is based on earned hours (including both hours transferred and hours earned at the institution). At the Undergraduate level, FR=Freshman, SO=Sophomore, JR=Junior, SR=Senior. Graduate-level students are classified based on their program of study, GD=Master's degree student.

Cohort

A specific group of students established for tracking purposes. Cohorts can be specific to a term or an academic year. The primary cohorts are First-Time in College (FTIC) and First-Time Full-Time (FTFT).

Common Data Set

An annual, voluntary summary of key information about a college or university commonly requested by college guidebooks and rating agencies or used by prospective undergraduate students. The Common Data Set (CDS) was developed as an efficient way to provide students and their families with a source of timely, accurate, and comparable information.

Concentration

An approved set of courses WITHIN A MAJOR that define a specialty area or specific field of study.

Confidential Indicator

Indicator denoting whether the student has instructed the institution not to release his or her directory information.

Conditional Admit

Students who do not meet full admission requirements can be conditionally admitted under special admission criteria. Students conditionally admitted are included in Freshman Cohort and student Retention Rate calculations.

<https://catalog.limestone.edu/provisional-admissions>

Converted Test

See **Highest Test Score**.

Cost of Attendance

An estimate of the total cost of attending the institution full-time for one year, used in calculating financial aid. Includes tuition and fees; books and supplies; room and board; transportation and personal expenses.

County of Origin

For US Citizens or Resident Aliens, refers to the county (correlated to the state) in which they resided prior to enrollment at the institution.

Country of Citizenship

Refers to the country in which a person was born, or is naturalized, or acknowledges citizenship.

Country of Origin

Refers to the country in which a person resided prior to enrollment at the institution. For applicants this is derived from the maximum application number for that term that is less than or equal to the matriculation term.

Credit by Examination

Credits earned by degree-seeking students by means of a special examination. See the [Credit By Examination](#) policy in the catalog for more information.

Credit Hour

A unit of academic work that includes no less than one 50 minute period of classroom or direct faculty instruction and completion of assignments that typically require 2 to 2.5 hours of out-of-class student work each week for approximately fifteen weeks for one semester (or the equivalent amount of work over a different period of time). Generally is applied toward the total number of credit hours needed for completing a degree or certificate. Federal law defines each credit hour as 750 minutes of instructional contact time or evidence of student achievement that is an institutionally established equivalency.

Data Owner

The individuals by virtue of their role who are responsible for ensuring the data and information within a specific domain is appropriately governed. They are generally familiar with the data in an aggregate format.

Data steward

The individuals by virtue of their role who are accountable for the day-to-day management of the data in their respective domain. They are generally subject matter experts and directly work with the creation, development, and use of their raw domain data daily.

Main Campus

The main campus in Gaffney, SC. Sometimes referred to as 'Day Campus'

Main Campus Student

A student attending in-person classes at the main campus. A student is considered a main campus student if they are enrolled in a single main campus course, regardless of how their other courses are delivered.

Deceased Status

Date entered in Jenzabar to denote that an individual is deceased.

Degree

Awarded at the successful completion of a course of study; generally referring to Associate, Bachelor, and Masters levels.

Degree-Seeking Student

A student who is enrolled in a degree-granting program.

Department

Department refers to the unit offering the student's primary academic program. For course assignment and credit hour production summary, Department is the home unit of the instructor of record. Departments are organized into a School.

Dependency Status

As determined on the FAFSA. A dependent student receives financial support from a parent/guardian; an independent student relies solely upon his or her own finances (and, if married, the spouse's).

Directory Information

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.

Division

Refers to level of student, U = Undergraduate and G = Graduate. See: **Student Level**

Double Major

A student seeking two majors under the same degree program (e.g. Bachelor of Arts and Bachelor of Science). One degree is awarded, and the second major is noted on the degree.

Dual Degree

Also Double Degree. Two degrees awarded to the same student at the same student level. A dual degree requires completion all major requirements for both degrees. Two separate degrees are awarded to the student.

Dual Enrollment

A program that allows high school students to enroll in college-level courses. Students earn credit toward a postsecondary degree or certificate while enrolled in high school. Limestone also categorizes some dual-enrolled students in its Scholars Academy program in which students may earn an associates degree upon completion of the program while they are also enrolled in high school.

Enrolled

A student is considered enrolled when the student is in a credit-bearing course required as part of any of the institution's curricula. E.g., Enrollment

Ethnicity

See also **Race/Ethnicity**. Ethnicity is the first part of the two-part classification process mandated by the U.S. Department of Education for collecting information related to an individual's ethnic and racial identity. The Ethnicity code characterizes an individual as either Hispanic or Latino or Not Hispanic or Latino. An individual must be asked—and the institution must report—both Ethnicity and Race.

Expected Family Contribution

A measure of a family's financial strength which is calculated from information supplied on the Free Application for Student Financial Aid (FAFSA) according to a formula established by the U.S. Department of Education. A family's taxed and untaxed income, assets, and benefits are all considered in the formula.

FAFSA

Free Application for Federal Student Aid.

Financial Need

Result of Cost of Attendance minus Expected Family Contribution, as calculated from a student’s FAFSA.

FTFT

A student attending Limestone for the first time at the undergraduate level enrolled in twelve or more credit hours. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

FTIC

A student attending Limestone for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs, full-time or part-time. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Freshman

A type of Class Level. Undergraduate students who have earned fewer than 30 credit hours locally, in approved transfer credits, and/or credits by examination.

FTE – Full-Time Equivalent

A measurement of students, employees, or faculty, based on summing the Headcount of full-time persons with a percent of full-time for those who are part-time. When calculating the full-time component of FTE, a full-time person counts as 1, even on overload. The part-time component of FTE is calculated by using 1/3 of the Headcount of part-time students/employees. See also: **Headcount**.

Full-Time Student

Undergraduate students who are attempting 12 or more credit hours in a semester; professional or graduate students who are attempting 6 or more credit hours in a semester.

Gender

Male or Female; cannot be null.

GMAT Test Score

Graduate Management Admissions Test score.

GMAT Mathematics

Graduate Management Mathematics subscore.

GMAT Verbal

Graduate Management Verbal subscore.

GPA

Grade Point Average. A calculated field that takes Grade Points earned (as based on grade A, B, C, D, F) and divides by GPA Hours. Credits accepted in transfer from another institution are excluded from the calculation of GPA.

GPA Hours/Hours Earned In

The hours that count in the calculation of a GPA. The sum of GPA Hours is the denominator in the calculation of the cumulative GPA as defined in here:

Passing Grades	Grade Value	
A	4	Excellent Achievement
B	3	High Achievement
C	2	Moderate Achievement
D	1	Minimal Achievement
P	N/A	Passing
S	N/A	Satisfactory
Non-Passing Grades	(No Credit Awarded)	
F	0	Failing
W	N/A	Withdrew

Passing Grades	Grade Value	
WP	N/A	Withdrew passing
WF	0	Withdrew failing
IP	N/A	Work in progress
I	N/A	Incomplete
U	N/A	Unsatisfactory
AU	N/A	Audit

Grade Points

The points assigned to the grade multiplied by the number of credit hours for the course. The sum of Grade Points is the numerator in the calculation of the GPA.

Graduate

An Academic Level categorizing post-baccalaureate degree programs.

Graduation Date

Date a degree is officially conferred to a graduating student. Usually it is the last day of the semester. Degrees are conferred three times a year: at the end of Fall, Spring, and Summer Semester.

Graduation Rate

Percent of the First Time in College Freshmen Cohort who are awarded a Bachelor's degree by the end of the Summer Semester of their fourth Academic Year, fifth Academic Year, or sixth Academic Year of study etc. ("4-year Graduation Rate" and "6-year Graduate Rate” respectively).

GRE Composite Score

Graduate Record Examination Test score

GRE Quantitative

Graduate Record Examination quantitative subscore from same test date as the highest GRE Composite score.

GRE Verbal

Graduate Record Examination verbal subscore from same test date as the highest GRE Composite score.

Greek

Indicates whether a student is associated with a Greek Life organization.

Headcount

A count of enrolled persons irrespective of full- or part-time status. See also: **FTE**.

High School

The institution conferring the secondary school degree, as shown on the student’s final transcript. Required information for persons applying as a First-Time Freshman.

High School GPA

Grade Point Average a student earned in high school.

High School Graduation Date

The date on which a student graduated from high school or received a GED.

High School Rank

The standing of the student in relation to their graduating high school class.

Highest Test Score

Highest ACT Composite score or SAT Total score, as based on the concordance table from the College Board.

Hold

A method for preventing student activity (e.g., registration or transcript printing) until the student has taken a required action.

Honors

An attribute indicating the student is in the Honors College (Term specific).

International Student

See **Nonresident Alien**.

In-State Student

A student who is a legal resident of the state in which he or she attends school.

IPEDS

The Integrated Postsecondary Education Data System, the post-secondary data collection program of the National Center for Education Statistics, a part of the United States Department of Education. Institutions receiving federal student financial assistance authorized by Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. 1094(a)(17)) must annually complete the IPEDS data collection process.

Jenzabar

The institution's enterprise-level information system, comprising the student information system, the financial information system, and the human resources information system. Jenzabar is the institution's system of record.

Jenzabar ID

A unique identifier established in Jenzabar to identify the student, faculty, or staff member as a unique individual. See **Student ID**.

Junior

A type of Class Level. Undergraduate students who have earned 60 or more credit hours and fewer than 90 credit hours.

Learning Community

A group of linked courses designed so students and professors experience a coherent and enriched learning environment. Unique Learning Community codes have been established and are assigned as a student Attribute.

Legacy

A student whose parent or sibling graduated from Limestone prior to their own enrollment.

Major

The academic area of focus of the student. The major is reported using the appropriate code from the Academic Program Inventory of the South Carolina Commission on Higher Education. The Academic Program Inventory major code is based upon the six-digit Classification of Instruction Programs (CIP Codes), developed and published by the National Center for Educational Statistics.

Master's Degree

An award that requires the successful completion of a program of study of at least 30 semester credit hours beyond the Bachelor's Degree.

Entrance Term

The first Academic Term in which a student enrolls at an Academic Level (U, G). Often used in conjunction with Entrance Year.

Entrance Year

The first Academic Year in which a student enrolls at an Academic Level (U, G). Often used in conjunction with Entrance Term.

Minor

Secondary discipline or field in which a student is permitted to focus. Distinct and subordinate to an academic major of any enumeration.

Need-based Aid

Financial Aid award, including scholarships, grants, waivers and loans, for which a student must demonstrate financial need to qualify.

Non-Degree Seeking Graduate

A student taking graduate course(s) without a declared major.

Non-Degree Seeking Undergraduate

A student taking undergraduate course(s) without a declared major.

Nonresident Alien

A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely

Online

Limestone's educational offering delivered through online technology. This includes satellite campuses. Formerly known as the Evening and/or Online/Evening program.

Online Student

Students taking courses through Limestone's Online offering.

Part-Time Student

Undergraduate student who is attempting fewer than 12 credit hours in a semester; professional or graduate student who is attempting fewer than 9 credit hours in a semester.

Pell Eligible

Designates students who qualify to receive a Pell Grant as part of their financial aid package. Aid Year specific.

Plan of Study

Course-taking sequence outlined by graduate programs.

Previous Institution

For students at the undergraduate level, this is the most recently attended post-secondary institution; for professional and graduate-level students this is the Bachelor's Degree granting institution.

Program

1. An approved course of study leading to a degree (Associate's, Bachelor's, Master's) or certificate, or resulting in credits that can be applied to one of these awards. Coding syntax used to identify Programs in Jenzabar typically include two code-based elements denoting the degree and major designation. Example: BALBS denotes a Bachelor of Arts in Liberal Studies and BSLBS denotes a Bachelor of Science in Liberal Studies.
2. The platform in which a student receives their education at Limestone. The University offers three programs; 1) Main Campus (a.k.a. Day), Online, and Graduate.
 - a. Substitute terms are: program modality, platform, and modality.

Race

See also **Race/Ethnicity**. Race is the second part of the two-part process mandated by the U.S. Department of Education for collecting information related to an individual's ethnic and racial identity. An individual may select one or more of the following races: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White. An individual must be asked—and an institution must report—both Ethnicity and Race.

Race/Ethnicity

A classification mandated by the U.S. Department of Education for collecting and reporting information related to an individual's racial and ethnic identity. Individuals must be asked first about their Ethnicity and then about their Race. An institution must report Race/Ethnicity according to the guidelines set forth by the U.S. Department of Education and the National Center for Education Statistics.

Readmit

Readmitted students have a prior enrollment history at the institution but have not been enrolled recently enough to qualify as "continuing" students; they must apply for readmission to the institution. Students re-enter in the same status as when last enrolled at the institution.

Registration Status

Indicates whether a student is registered for a course, has attempted to register for a course, has previously registered but is not currently registered for a course, or has withdrawn from a course. Ex: C = current, D = dropped, H = history, P = pre-registered, R = readmit.

Residency/Resident

Indicator of the tuition rate assessed for the semester. Students designated as In-State students are considered Residents. Students designated as Out-Of-State students categorized as Non-Resident. Students who would ordinarily be assessed the Out-of-State tuition rate but are instead assessed the In-State rate due to contractual obligations (Common Market, etc.) may be categorized as Resident OR Non-Resident depending on context.

Residency Status

Indicates whether a student is classified as a residential student, an off-campus student, or a commuter student.

Retention Rate

Percent of a student cohort who are enrolled as of the Census Date for the subsequent Fall Semester after excluding students who meet any of the following conditions: deceased, left to serve in the military, left to serve in official church missions, and left to serve in government-related missions (e.g. Peace Corps).

Returning/Continuing

Continuing students are those who enroll after a hiatus of no more than three semesters (excluding summer terms) since their most recent previous term of enrollment.

SAT Combined

Scholastic Aptitude Test (SAT) is a test designed to test students' skills of mathematical and verbal reasoning; the combined score is the sum of a student's mathematics and verbal/critical reasoning scores.

SAT Mathematics

The SAT mathematics test score from the same test date as the highest SAT Total score.

SAT Verbal - Critical Reading

The SAT verbal subtest score from the same test date as the highest SAT Total score.

SAT Writing

The SAT Writing score is an optional component of the SAT; the SAT Writing score recorded is the one from the same test date as the highest SAT combined score.

Satisfactory Academic Progress - Financial Aid

US Department of Education requirement to monitor the academic progress of students who receive financial aid from federal sources. The progress is measured qualitatively by GPA and quantitatively by attempted vs. earned hours. Requirements are established by the school.

SCH

Student Credit Hours. See also: **Credit Hours**.

School

For enrollment reports, College refers to the unit offering the student's primary academic program. For course assignment and credit hour production summaries, College is the home unit of the instructor of record. See also: **Department**.

Senior

A type of Class Level. Undergraduate students who have earned 90 or more credit hours.

Sophomore

A type of Class Level. Undergraduate students who have earned 30 or more credit hours and fewer than 60 credit hours.

State of Origin

For US Citizens or Resident Aliens, refers to the state in which they resided prior to acceptance to the institution.

Student

An individual registered or enrolled in courses for credit at Limestone University.

Student ID

Unique ID comprised of numeric digits, also called Jenzabar ID.

Student Level

Academic Level based on the primary curriculum in which the student is enrolled. Acceptable types: U = Undergraduate, G = Graduate. See: **Division**

Student Population

Refers to the student type in effect for a given term (term specific).

Student-to-faculty Ratio

The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Students enrolled in 'stand-alone' graduate or professional programs and instructional staff teaching in these programs are excluded from both full-time and part-time counts 'Stand-alone' graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as 'independent' programs). Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.

Suffix Name

Free form field used to denote suffix abbreviations (Sr, Jr, I, II, III, etc).

Tax ID/SSN

Social Security Number

Term

Under the Semester Calendar there are 6 unique terms: Terms 5 & 6 associated with the Fall semester, Terms 1 & 2 associated with the Spring semester, and Terms 3 & 4 associated with the Summer semester. This is labeled “subterm” in Jenzabar.

TOEFL

The standardized test designed to determine an applicant's ability to benefit from instruction in English.

Transfer Hours

Refers to the total number of credit hours a student transfers to the institution, typically from undergraduate institutions.

Transfer Student

A student who last attended another institution at the post-secondary level with a minimum of 12 credit hours transferred to Limestone.

Transient Student

A student who is regularly enrolled at another institution, but who is taking a course(s) at the reporting institution which he/she intends to transfer to his regular institution.

Tuition Waiver

A reduction in, or elimination of, the tuition or fee charges that are to be paid by the student.

Undergraduate GPA

For Graduate Level students, the cumulative Grade Point Average earned at the completion of the Bachelor's Degree.

Unmet Need - Financial

See **Financial Need**.

Veteran Status

Indicates whether a student is a Veteran or the Dependent of a Veteran.

Data Management, Storage, & Retention Policy

Purpose

The purpose of this policy is to direct the implementation of standards and procedures for the management, storage, archival, and disposal of institutional data.

This policy is organized into sections. The sections are: 1) Ownership, 2) Backups, 3) Locations, 4) Disposal, 5) Access and Confidentiality, 6) Training, 7) Data Stewardship & 8) Extraction and Reporting.

Scope

Institutional data is defined as data generated for and by Limestone University administrative units for the purpose of performing their duties and responsibilities. This includes data on any storage modality, location, or format. Data generated by faculty or students for the purposes of individual academic research will not be subject to this policy.

Policy

Ownership

Institutional data is owned by the institution and essential to the fulfillment of the University's mission. All institutional data, whether maintained in the central database or copied into other data systems, remain the property of the University and are governed by this policy statement. Individuals, academic and administrative units may have responsibilities for overseeing and managing subsets of Limestone's data or databases, but no single person, academic or administrative unit within the institution "owns" that institutional data or the associated database.

Backups

- At a minimum, all cloud systems and data are required to be backed up on a nightly (at least incremental or differential) basis.
- At a minimum all on-premises systems and data are required to be backed up on a nightly (at least incremental or differential) basis.
- At a minimum, all SIS (Student Information System) related systems will be included in the backup processes.
- At a minimum, all confidential and sensitive data shall be encrypted on backup media.
- Backup media catalog must be labeled and accounted for at all times.
- Full backups shall be performed on at least a daily basis with backup media maintained on disk securely and readily accessible for at least one (1) month.
- Recovery procedures must be tested at least every six (6) months to ensure that they are effective and that they can be completed within the time allotted in the operational procedures for recovery.
- Backup and recovery documentation must be reviewed and updated at a minimum on an annual basis to account for new technology, business process changes, and migration of applications to alternative platforms.
- Backups and archives will be treated with the same level of criticality and sensitivity as the data and applications stored on them.

Locations

Backups of any LU data whose loss would impact the operation or viability of the University will be positioned in multiple locations. In addition to one full backup located on premises, an additional backup will be taken off-site or written off-site to a secure location in a timely manner.

This includes data currently housed on local end-user machines. All essential data must be accessible by more than one individual.

Any backup media containing essential or sensitive data will be encrypted.

Data Disposal

Unneeded non-authoritative data (duplicate copies, outdated records, non-business-related files, test data) accumulate in operational locations need to be removed when no longer needed. Purging not only saves IT resources, but also avoids confusion and the possibility of compromising sensitive data in these sources that may not be as well protected as the authoritative masters.

Data destroyed in batch or bulk will only be disposed of by IT in consultation with the Data Governance Committee.

Access and Confidentiality

Access to University Administrative Data should be based on the business needs of the organization and should enhance the ability of the University to achieve its mission. Employees shall have access to the Administrative Data needed to perform their responsibilities. Individually identifiable data shall be available to the extent necessary to perform administrative tasks.

Personally Identifiable Information (PII) shall not be disseminated through non-secure media, including email. PII is defined as Full Legal Name, Social Security Number, Student ID Number, Driver's License, Credit card information, Passport information, Academic records, financial information, and medical records.

University IT will conduct an annual review of the access and roles assigned to end-users. This review is intended to update access and roles to match current business needs and employee responsibilities. When an individual is no longer associated with the University, their account access across all platforms will be revoked immediately.

Training

Before an individual is permitted access to Administrative Data in any form, training in the use and attributes of the data, functional area data policies, and University policies regarding data is required. New employees who have not yet completed training will be granted read-only access to production environments until IT has been notified the training is complete. Read-only access to production environments and/or read-write access to play or training environments will be granted until the training completion notification is received by IT.

Each department is responsible for determining and delivering the required training and notifying IT the training is complete. This will ensure the training is specific to that area, adaptable, and worthwhile. Individuals currently employed by the University are not subject to this requirement.

Data Stewardship

Data Stewards are operational managers in a functional area with day-to-day responsibilities for managing business processes and establishing the business rules for the systems of record. They are responsible for maintaining the content of systems of record.

The Office of Institutional Research & Effectiveness in conjunction with the Data Governance Committee shall be responsible for developing definitions of commonly used terms and will define how University metrics are calculated. These definitions will be published for University consumption in the Limestone University Data Dictionary.

Extraction and Reporting

Extraction, manipulation, and reporting of administrative data must be done only for University business purposes, or subject to terms of use as otherwise approved by the University Cabinet. Personal use of Administrative Data, in any format and at any location, is prohibited.

Reports generated must be developed in accordance with the Limestone University Data Dictionary to ensure consistent and clear information is used in all areas of the University and accurately represents the University in external reporting.

Internet and Social Media Use

OVERVIEW

Use of the internet and social media can provide engaging and rewarding ways to connect with family, coworkers, and friends around the world. The rapid growth and pervasiveness of digital technologies combined with ease of use make them attractive channels of communication.

However, for entities such as colleges and universities with a variety of departmental and program related accounts, it is critical to differentiate between personal voice and institutional voice in employee posts and to be mindful of the way all content reflects the institution.

Limestone University has adopted the following policies to help employees engage online in respectful, relevant ways that protect both the University and its employees, and that follow the letter and spirit of the law. The same professional expectations for interacting with students, parents, alumni, donors, media, and other college constituents apply online just as they do in the workplace. Employees are accountable for their posts to social media sites, regardless of whether they intend to speak on behalf of the University.

This policy sets forth the University’s expectations regarding employee use of the internet and social media for the official business of Limestone University, regarding the University, its schools, departments, offices, and Limestone alumni, students, faculty, and staff. For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, whether associated or affiliated with Limestone University, as well as any other form of electronic communication. Violations of this policy may result in disciplinary action up to and including termination. Disciplinary actions for faculty are administered in accordance with the policies contained in the Faculty Handbook.

POLICIES FOR ALL EMPLOYEES REGARDING USE OF INTERNET AND SOCIAL MEDIA

Personal Use During Work Hours

Personal use of social media should not conflict with work responsibilities, and thus employees should refrain from using social media and internet for personal purposes during working time (the time an employee is expected to be working, which does not include rest, meal, and other authorized breaks). Use that interferes with employee performance or that is done during working time is prohibited. Employees may use social media for business purposes during their work hours. Please refer to the University Acceptable Use Policy in the Employee Handbook as further reference.

Think (and Pause) Before Posting

Privacy does not exist in the world of social media. Be aware that posts are or easily can be made available by forwarding or copying to the public at large, including prospective students, current students, your supervisor, colleagues, and your peers. Additionally, search engines can display posts years after they are created (and even deleted). Consider the impact your post may have on members of the Limestone University constituent groups, and how it may reflect on you before publishing. Remember that the University's policies related to workplace behavior and comments are equally applicable to an employee's behavior online. Comments that are discriminatory, harassing, vulgar, obscene, malicious, or threatening in nature are unacceptable, even if the comments are personal and unrelated to Limestone business. If you are unsure about posting something or responding to a comment, you can always ask your supervisor for guidance or contact the Office of Communications.

Share Content Effectively

Maximizing positive visibility for Limestone University on the internet and social media is integral to the University's marketing efforts. Employees are encouraged to share Limestone's news and events that are a matter of public record with their family and friends, and to engage with Limestone University social media channels by liking, commenting, and sharing. Linking straight to the information source or sharing directly from official Limestone University channels are the most effective ways to share news and direct users back to the limestone.edu website. This also allows Limestone to track the reach of posts made to official Limestone channels.

Maintain Confidentiality

Use good ethical judgment and follow the Limestone's policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA), when posting online content. Do not post confidential or proprietary information about Limestone University, its students, its alumni, or your fellow employees. "Confidential or proprietary information" means (1) competitively sensitive information, (2) of importance to Limestone, (3) that is kept in confidence by Limestone, (4) that became known to Employee through his or her employment with Limestone."

Respect Copyright and Intellectual Property Rights

When posting, comply with all copyright and intellectual property right laws. Be mindful of the copyrights and intellectual property rights of others and of the University.

Be Accurate

Verify that information is correct before posting it on social media. Review for grammatical and spelling errors, and make sure you have appropriate permissions if writing about or sharing images of people or organizations. This is especially important if you are posting on behalf of the University.

Seek Guidance for News Media Interaction

Social media content may generate interest from the news media (print, television, radio, online). If you are contacted by the media about a university-related posting and the media is seeking information or a statement on behalf of the University, contact the media relations director in the Office of Communications immediately for guidance before responding.

Maintain Transparency

The line between professional and personal business is sometimes blurred, which is inherent to the nature of social media. The best approach is to be thoughtful about your content and potential audiences. Be clear about your identity. In personal posts, you may identify yourself as a Limestone faculty or staff member. However, please be clear that you are sharing your views as an individual, not as a representative of Limestone University. If you identify yourself as a member of the Limestone community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues, just as you would in any other public arena. Never post information or content expressly or impliedly on behalf of the University without the express permission to do so from the media relations director in the Office of Communications.

Be Thoughtful in Making Social Media Connections

Be thoughtful in your decision to "friend," "like," "follow," or "connect," or before accepting such requests. It is important to recognize that there is the potential for misinterpretation of relationships such as faculty-student, supervisor-subordinate, and staff-student in social interactions. If you are in doubt, please contact Human Resources.

Follow Terms of Service

Obey the Terms of Service of any social media platform you use.

BOARD OF TRUSTEES

The Board of Trustees

The authority of the Board of Trustees of Limestone University is set forth in the Charter of the University; the operating policies of the board are the bylaws of the Board.

ADMINISTRATIVE OFFICERS

The President

The President of the University shall be elected by the Board of Trustees at its annual meeting, and an agreement shall be made between the President and the Board at that meeting.

The President of the University shall be the chief executive officer for the Board in the management of the University. As the administrative head, he/she shall exercise complete and general management and supervision over the University in all business and professional matters, subject to the bylaws of the Board of Trustees. The President shall act as the medium of communication between the trustees and all persons in the service of the University. All communications from persons engaged by the University to the Board of trustees shall be presented through the office of the President.

In the absence of the President, the Provost will be responsible for administrative decisions.

Provost - Chief Academic Officer

The Provost is the university's chief academic officer who is responsible, under the direction of the President, for setting the academic priorities of the institution and the allocation of resources to support them. The Provost ensures the recruitment, hiring and retaining of quality faculty, academic support staff, and student life staff members to support the institutional mission.

The following individuals report directly to the Provost:

- Special Assistant to the Provost
- Dean, College of Business
- Dean, College of Education and Health Professions
- Dean, College of Liberal Arts and Science
- Dean, Honors College
- Associate Provost, Student Success
- Associate Provost, Online and Graduate Programs
- Registrar
- Director of the Library
- Director of Institutional Research and Effectiveness
- Director of the Health Center
- Academic Affairs Coordinator
- Chaplain and Director of Christian Education and Leadership

At Limestone University, the Provost is also the SACSCOC Liaison and is designated as the individual responsible for ensuring compliance with their Substantive Change policy. At the beginning of each academic year, Cabinet members, Deans, and Department Chairs receive current copies of this policy, and each individual is charged with the responsibility of informing the Provost's Office when any action is being considered that might be a substantive change.

Vice President for Finance, Operations, and Administration

The Vice President for Finance, Operations, and Administration (VPFOA) is responsible for the business, financial, operational, and administrative affairs of the University. Areas included under this office are purchasing, physical plant management, property management, auxiliary enterprises, budgeting and accounting, student accounts, legal affairs, parking, campus security, Information Technology, Human Resources and non-academic personnel. The VPFOA is also Chief Business Officers (CBO), Chief Financial Officer (CFO), and Chief Operating Officer (COO).

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for the development program, alumni affairs, and public relations of the University. This includes the supervision of fund-raising activities, institutional development, public relations, and summer and special programs.

Associate Provost of Student Success

The Associate Provost of Student Success is responsible for student activities, discipline, health services, Student Government Association, housing, student organizations, career services, student center, and campus ministry.

The Associate Provost of Student Success develops, implements, and coordinates retention-based outreach and student success initiatives through engagement and collaboration with the campus community. This includes supervising and supporting the offices of Academic Support, Campus Recreation, Career and Professional Development, Community Values, Counseling Services, Equity and Inclusion, Housing and Residence Life, and Student Enrichment. Services offered through these offices include, but are not limited to: tutoring, student activities, student conduct, student clubs and organizations, accessible education and disability services, international student support, orientation, first-year advising, and success coaching.

Vice President for Enrollment Services

The Vice President for Enrollment Services is responsible for all admissions services of the University for day, evening and online programs, both undergraduate and graduate. Student financial aid reports to this office.

Vice President for Intercollegiate Athletics

The Vice President for Intercollegiate Athletics oversees the athletic programs of the University and reports directly to the President.

Vice President for Communication and Marketing

The Department of Communications & Marketing creates and implements a strategic, multi-faceted communications, public relations, and marketing program designed to build and strengthen Limestone University's role and reputation as a leader in higher education. The Vice President devises program guidelines and policies, oversees implementation process, and provides quality control for communications and marketing programs, media activities, and special publications.

The Department of Communications & Marketing brings Limestone's story to the world through excellent storytelling, brilliant design, and unique marketing. It develops and maintains a strong brand by relying on consistent messaging and set standards for Limestone communications and marketing.

President's Cabinet

The President's Cabinet is composed of the administrative officers of the University who report directly to the President. The cabinet meetings provide an opportunity for the President and the other administrative officers to exchange information concerning developments in all segments of the University community. Periodically, other University employees will be asked to

meet with the cabinet to discuss specific issues. The cabinet is an advisory body, assisting the President in providing day-to-day leadership of Limestone University.

The President's Cabinet will be evaluated with an electronic survey in May of each year. Individual surveys will be sent for each Cabinet member to all faculty, staff, and administrators. Following data collection, the data will be erased from the system and stored electronically to protect confidentiality. Cabinet members will each receive a copy of his/her own evaluation.

Associate Provost for Online and Graduate Programs

The Associate Provost for Online and Graduate Programs is responsible for building and sustaining a vibrant online and graduate culture that builds on the mission and strategic plan of Limestone University. This role will ensure that online and graduate programs are of high quality, innovative, and academically rigorous. The Associate Provost is responsible for decisions about online and graduate program standards, student policies, assessment of student learning, and faculty growth and development. Key to this role is the ability to work across all Colleges and academic programs and the ability to be influential, innovative, and collaborative.

FACULTY & STAFF

Faculty

The faculty are the teachers, the facilitators of learning, in the University community. The faculty consists of all full-time lecturers, instructors, assistant professors, associate professors, professors (including professional librarians in any of these ranks), and academic administrators, such as coordinators and directors of academic programs, deans, department chairs, and the Provost.

Administrative Staff

The administrative staff includes associate provosts, directors, and unit leaders in the following administrative offices:

Academic Affairs, Accessibility Services, Admissions, Advancement, Athletics, Business, Campus Store, Communications & Marketing, Financial Aid, Health Services, Information Technology, Library, Mail Center, Online Programs, Physical Plant, Public Safety, Registrar, Student Life, and Student Success.

Support Staff

Those employees reporting directly to a member of the administrative staff are classified as support staff for the purpose of wage and salary administration.

- Full-time employees: Those who are employed on a regular weekly schedule. Remuneration may be on a salary or hourly wage basis, with pay periods being either on a bi-weekly or monthly basis for the purpose of wage and salary administration.
- Part-time employees: Those who are employed on a regular weekly schedule, or who work less than thirty (30) hours per week. Remuneration may be on a salary or hourly wage basis, with pay periods being either on a bi-weekly or monthly basis for the purpose of wage and salary administration.
- Temporary employees: Those who are employed for a specific period of time on a temporary basis. Remuneration will be on an hour wage basis or a contract agreement, with pay periods being either bi-weekly or the next monthly pay period after completion of employment.

ORGANIZATIONAL CHART

Organizational Chart

The organizational chart shows the structure of the organization. The organization and governance structures are reviewed on a regular basis in conjunction with the strategic planning process.

ADMINISTRATIVE COMMITTEES

The Teacher Education Committee

The Limestone University Teacher Education Committee is the official university administrative unit charged with the responsibility of designing, developing, approving, and evaluating teacher education programs. In addition, the Committee's function is to coordinate and clarify for the entire faculty and student body the Teacher Education Program at the university. Other responsibilities of the Committee are

1. to establish admission requirements and to accept each candidate into the Teacher Education Program and to Clinical Practice according to the established criteria,
2. to review and act upon special requests of candidates pertaining to course requirements for certification in their major disciplines,
3. to maintain a current teacher education handbook,
4. review assessment systems and subsequent data on candidate performance,
5. to evaluate curriculum changes and make recommendations to the Curriculum Committee for its consideration, and
6. to review the teacher education program for strengths, weaknesses and needed revisions. All unit and program assessments, policies and requirements are reviewed each year by members of the Teacher Education Committee during the process of revising the Teacher Education Handbook. The Committee, acting as the governing body of the Teacher Education Program, serves as the agency responsibility for achieving and maintaining program recognition and unit accreditation.

Policy 1.G.1 Committee membership consists of university faculty members who have responsibilities in teacher education and the Director of the Library. The Teacher Education Committee meets monthly during the academic year and is chaired by the Director of Teacher Education.

Curriculum experiences in the Teacher Education Program are planned to provide a systematic and coordinated program of study. Theory, higher order thinking, and practical application experiences, including real and simulated situations, are present in the program offerings. The Teacher Education Committee has the primary responsibility for the development and implementation of the teacher education curriculum. Professional education faculty, general education faculty, candidates majoring in education, graduates, and Cooperating Teachers are encouraged to provide information and suggestions for developing and revising the curriculum. Information on candidate performance and program evaluation is used by the Teacher Education Committee in the curriculum development process. Recommendations for curriculum development and change are carefully considered. The professor and division chairpersons implement curriculum recommendations to improve individual courses. Adding or dropping courses or changes in program or major requirements require approval of the division, the Curriculum Committee, and the faculty.

In the case of the Teacher Education Program, the Teacher Education Committee makes recommendations to the Curriculum Committee.

IT Strategy Committee

The Information Technology Strategy committee provides direct oversight of the campus IT advisory structure for Limestone University, and supports Limestone's teaching, research, and service missions by reviewing and evaluating strategies, plans, policies, and investments, regarding the use of information technology (IT), and making recommendations for action.

Membership:

The members of the IT Strategy shall consist of the Director of Information Technology (Chair), the Provost, the Vice President for Finance, Operations, & Administration, a full-time faculty member from the Computer Science Department, an additional full-time faculty member, the Director of Institutional Research & Effectiveness, the Associate Provost of Student Success, and the Director of the Library.

Duties & Responsibilities:

1. Understanding the critical IT needs for faculty, researchers, students and staff

2. Reviewing key developments in information technology for potential impacts to, and adoption by, Limestone University
 3. Appraising the breadth and scope of Limestone's IT portfolio to prioritize reallocations and/or investments in new capabilities to support the University's core missions, to facilitate broad understanding of and reduce duplication in the portfolio, and to identify potential for efficiencies and cost savings in Limestone's business operations
 4. Providing guidance to the campus on a variety of IT-related issues
 5. Determining the criteria for issues that will be considered by the IT Advisory Council, and revisiting these on an annual basis
 6. Making recommendations to the Finance Committee about financial/budget issues, and the Operations Committee for policy and other issues
-

The Judicial Board

The purpose of the Judicial Board is to offer students charged with a violation of the Student Code of Conduct a fair and impartial hearing and to deliver a judgment based on that hearing.

The Judicial Board shall be composed of five members: two faculty, one administrator or staff member, and two students. The President of the University shall appoint all members of the Board. Appointments are for one school year.

Library Advisory Committee

Membership: The Library Advisory Committee shall consist of the Director of the Library, the Provost, three faculty members including at least one faculty member from the Online program, one-day program student, and one Online student. Each of the three academic Colleges shall be represented by the faculty members.

The Director of the Library shall chair the committee. Faculty members shall be appointed by the Director of the Library. The Library Advisory Committee members shall appoint student members.

Terms of Office: Faculty members shall serve two-year terms. Student members shall serve one-year terms.

Duties: The Library Advisory Committee serves as a forum for discussing library issues, including ways to improve library services, collections development and short/long range planning. The Committee is charged with the following responsibilities:

1. Advise the Director of the Library on proposed policies.
2. Recommend to the Director resources and services needed for teaching and learning.
3. Serve as a liaison among faculty, staff, and students on library-related issues.
4. Encourage library usage among faculty, staff, and students.
5. Advocate for the library in University-wide planning.

Meetings: The Library Advisory Committee shall meet a minimum of once each semester. The Director of the Library will circulate an agenda prior to the meeting.

The Library Advisory Committee shall consist of the Director of the Library, three faculty members including at least one faculty member from the Online program, one-day program student, and one Online student, and the Provost. Each of the three academic Colleges shall be represented by the faculty members.

Institutional Review Board

The Institutional Review Board (IRB) serves to support the research of Limestone University faculty and students. The policy is meant to serve the current needs of faculty and students. It may be modified as their needs change and programs expand.

The IRB may approve, request revisions or deny research conducted on the Limestone University campus, Evening Campus sites, or through the Limestone University Internet programs (via e-mail or Blackboard).

If the IRB does not approve a particular research protocol, then no one else may approve that research. The research protocol may, however, be resubmitted to the IRB with modifications for reconsideration.

The membership of the IRB shall consist of:

- Chair: Authorized Institutional Officer
- Chair, Department of Psychology
- Chair, Department of Criminal Justice, Political Science, and Sociology
- Chair, Institutional Animal Care and Use Committee (in development)
- Chair, Department of Business, Economics, and International Studies.
- Department of Education Chair, or member.
- Member, Department of Social Work
- Member, A.J. Eastwood Library Staff
- Director of Nursing Program
- One member from outside Limestone University (invited for 1-year terms)

Any Departments where research is conducted may have representation on the IRB. At least one member must be an evening/online faculty member. Members of other departments may join as their research needs require.

Department Chairs may send a request for IRB representation to the Chair. Members will be added to the official roll as seen in the Limestone University Institutional Review Board Policy Manual.

Records of IRB applications, minutes, IRB Certificates, Protocol Completion Certificates, and abstracts will be filed in the office of the Chair who will serve as the Authorized Institutional Officer (AIO).

Members need to be familiar with the U.S. Department of Health and Human Services Code of Federal Regulations (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.115>).

Environmental Health & Safety (EHS) Committee

Limestone University is committed to providing healthy and safe facilities for its students, employees, and visitors, minimizing its impacts on the environment, and maintaining compliance with applicable federal, state and local regulatory requirements, agreements, and permits.

The EHS Committee consists of the VP for Finance & Administration, the Provost, as well as representatives from the following areas: Athletics, Facilities, Fine & Performing Arts, Health Services, Human Resources, Science & Mathematics, & Student Success.

The mission of the EHS Committee is to provide leadership, coordination, and advocacy for policies, programs, procedures, training, and strategic plans for reducing the biological, chemical, & physical risks posed by university activities to the environment as well as to the health and safety of all individuals on campus or engaged in university-sponsored events off campus. The committee meets on a quarterly basis to address the following:

- Incidents, corrective actions, and continual improvement
- Program monitoring & audit results
- Adequacy of resources for maintaining effective EHS programs
- Actions when objectives have not been met
- Forward appropriate recommendations to the President

Crisis Response Team (CRT)

The purpose and mission of the Crisis Response Team, composed of employees from the various departmental areas of the University and chaired by the Vice President for Finance, Operations, and Administration, are to anticipate, and provide guidelines for, and to manage emergency circumstances that could potentially occur to the University community or events which are transpiring real-time. The definitions and protocols for the Committee are found in the Limestone University Crisis Response and Emergency Plan. Timely alerts and warnings are provided through a formal campus-wide alert system, which includes mobile phone alerts, office phone alerts, email alerts, University website alerts, digital signage alerts, and posted flyers (as deemed necessary). Any employee witnessing or involved in an emergency situation should call Limestone University Campus Security IMMEDIATELY at ext. 8344.

Membership of the Crisis Response Team: President, Provost, Vice President for Finance, Operations, and Administration (Chair), Associate Provost of Student Success (Vice Chair), Director of Campus Safety, Environmental Health and Safety Compliance Officer, Director of Social Work, Director of Information Technology, Vice President of Communications and Marketing, University Chaplain, Campus Nurse, University Counselor, Coordinator of Athletic Training, Assistant Athletics Director for Media Relations, Director of Human Resources, and Director of Community Values

Faculty and Staff Benefits Committee

The Faculty and Staff Benefits Committee serves to review and advise on current, future, and potential University benefits, to include but not be limited to the University's health care, retirement and insurance plans, and to investigate the feasibility of additional benefits as may occur to the committee or be suggested to the committee. The committee shall make any recommended changes in or additions to these benefits to the President's Cabinet.

Membership: Committee membership will include the Director of Human Resources, a representative from the business office appointed by the Vice President for Finance, Operations, and Administration, two faculty members appointed by the Coordinating Committee, and two staff members appointed by the President's Cabinet. Two faculty members will be selected from two different schools, and two staff members from two diverse areas of the University, excluding the business office. All members shall have one vote in making benefit recommendations to the President's Cabinet. **Officers:** The committee will select a chair, vice-chair and secretary at its first meeting at the start of each academic year.

Terms of Office: Appointed members to the committee shall serve two-year terms. In the initial appointment of members, one staff member and one faculty member will be appointed to a one-year term so as to stagger future appointments and to provide continuity in the committee's membership.

Reporting: The committee will report to faculty and staff at least once per year.

ADA Committee

Membership: The ADA shall consist of the Director for Human Resources, the Director for Accessibility, the Vice President for Finance, Operations, & Administration (Chair), the Director of the Physical Plant/Environmental Safety Officer, the Director of Residential Life and Housing, Director of IT, Associate Provost of Student Success, and The Director of Community Values.

Duties:

1. Review potential barriers to equal access to the programs, services, and activities of Limestone University and recommend solutions
 2. Develop appropriate timelines and review University programs, services, activities, policies and facilities regularly for ADA/Section 504 compliance and accessibility
 3. Prepare an annual prioritization of projects and review progress made in the past year on resolving access barriers
 4. Review cases where accommodations or modifications are likely to result in a fundamental alteration of a course, or impose an undue burden on the institution
 5. Support staff and faculty knowledge and awareness of ADA/Section 504 legal requirements and issues in higher education
 6. Review potential barriers to equal access and will recommend solutions
-

MBA Committee

Membership: The MBA Committee shall consist of five faculty and staff positions including: MBA Director and four approved MBA faculty members. The Provost in consultation with the Director of the MBA Program and Dean of the College of Business appoints the members of the MBA Committee.

Terms of Office: MBA Director is a permanent member. Faculty members shall serve one-year terms (faculty members can serve multiple terms).

Duties: The MBA Committee is charged with the following duties:

1. Review and make recommendations concerning admissions and readmissions applications, recruiting and marketing for the MBA program
2. Evaluate and initiate recommendations concerning program requirements, curriculum, policies, and program logistics for the MBA program
3. Review the operations of the MBA program and make recommendations for improvement
4. Review and approve proposals concerning the MBA program
5. Assist the MBA Director with implementing approved changes

Procedures: All proposals must be approved through the MBA Committee and then forwarded to the appropriate department for approval. The MBA Committee will meet on an as needed basis but no fewer than two times a semester. Admissions and Readmissions applications can be reviewed and approved via electronic voting methods.

Honors College Committee

Membership: The Committee will consist of one full-time faculty member appointed from each of the three colleges, an at-large full-time faculty member, a Librarian (ex-officio), an athletics representative (ex-officio), along with the Honors College Dean (chair and ex-officio). The athletics representative and the at-large faculty member will be chosen by the Honors College Dean. Members will recuse themselves in the event of a conflict of interest.

Responsibilities include but are not limited to the following:

1. Reviewing applications to the Limestone University Honors College
 2. Assessing criteria for acceptance into the program
 3. Proposing changes to the Honors College Curriculum
 4. Planning social and academic events for members of the Honors College
-

Interprofessional Education (IPE) Committee

Purpose: The purpose of the Interprofessional Education (IPE) Committee is to foster an environment where healthcare disciplines can collaborate and provide educational opportunities in which students learn together to support current standards of practice as members of an interprofessional team.

Membership: The IPE Committee will consist of at least one full-time faculty member from each discipline that requires interprofessional education.

Responsibilities include but are not limited to the following:

This goal has been met.

1. Share strategies for incorporation of IPE into courses
 2. Integrate IPE into courses and curricula for quality and accreditation purposes
 3. Develop assessment measures for evaluation of IPE with respect to individual disciplines
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Achieving Writing Excellence (AWE) Committee

Elected members shall include at least one member from each college; when possible elected members should have participated in the AWE Core Faculty. In its membership, the Committee shall include at least one member with experience teaching in the Online Program and at least one member with experience teaching in the Evening Program. Ex-Officio members shall include the Writing Center Director and the AWE Core Faculty Development facilitator(s).

Terms of Office: Faculty members shall serve three-year staggered terms. Members may serve more than one term.

Duties: The AWE Committee is charged with the following duties:

1. to oversee the faculty training and development for the AWE Program.
2. to approve Writing Intensive Courses.
3. to support and advise the AWE Director and Co-director.
4. to promote the AWE Program and to celebrate and recognize good writing and the teaching of writing.

Procedure: Faculty representatives will be nominated in March by the AWE committee and submitted to the Coordinating Committee for the April meeting.

Quality of Life Committee

Limestone University’s Quality of Life (QOL) committee is committed to improving the university life and experiences for students, staff, and faculty, as well as promoting the “One Limestone” culture. The committee will seek input from relevant university stakeholders, including the Student Government Association, the Staff Advisory Committee, and the Faculty. The QOL committee makes recommendations for improvements to the President and Cabinet for final consideration and approval.

Membership:

The QOL Committee will consist of 15 members: two faculty members from each college, one faculty member from the library, two staff members from Academic Affairs (including one from the Online Program), two staff members from Student Success, one staff member from Facilities, one staff member from Athletics, and up to two student representatives from SGA.

FACULTY GOVERNANCE

Overview

The faculty shall govern and control the educational affairs of the institution in consultation with the Provost and the President, subject to approval by the Board of Trustees. The faculty, in a properly called meeting (including virtual or hybrid formats), is the primary decision-making body of Limestone University in areas of academic concern. Faculty committees derive their authority from the faculty and are accountable to it for all actions. “Robert’s Rules of Order” (current edition) will apply to all matters of governance within Faculty Meetings, Standing Faculty Committee meetings, College meetings, and Department meetings. Any outstanding or urgent matters requiring a vote between regularly scheduled meetings may be conducted electronically only after synchronous deliberation. Meeting minutes may be approved electronically without synchronous deliberation.

Faculty Meetings

Faculty meetings are scheduled on a monthly basis during the academic year. All full-time members of the faculty are expected to attend. Announcement of the faculty meeting will be provided at least seven days in advance. Should the faculty’s business not be completed during the meeting, a special faculty meeting may be called to complete the agenda. At least seven days in advance of an upcoming faculty meeting, the faculty secretary will distribute the minutes of the last meeting and the Provost will distribute the agenda for the pending meeting, which will include any motions on which the faculty will be asked to vote.

The Provost (or their faculty designee) will chair faculty meetings. Items for the agenda (committee reports, motions, etc.) should be submitted to the office of the Provost by the second Friday of the month.

Before a meeting begins, the faculty secretary will determine that a quorum is present. A quorum is determined as 51 percent of the membership. An official set of minutes will be maintained by the faculty secretary and, at the conclusion of each academic year, will be sent to the library where it will be available for reference.

The University President is invited to attend all faculty meetings in order to hear faculty concerns and express his/her own. The President may address the faculty at any faculty meeting after being given the floor.

All motions approved by standing faculty committees must be approved by a majority vote of faculty members in attendance at the monthly meeting. No action affecting matters covered by a committee may be taken at a faculty meeting unless the faculty has been informed in writing of the motion to be acted upon at least seven days in advance. The faculty may move to waive this rule temporarily if two-thirds of those present vote in favor. Exceptions to this rule are 1) amendments, 2) substitute motions, 3) motions pertinent to committee reports, and 4) procedural motions.

Special meetings of the faculty may be called 1) by the faculty while in a faculty meeting, 2) by the Provost, when requested by formal action of any standing committee of the faculty, or 3) by the President of the University.

Faculty Role

Membership:

The voting faculty consists of all full-time lecturers, instructors, assistant professors, associate professors, professors (including professional librarians in any of these ranks), and Provost. Ex officio non-voting members include the President, Vice President for Financial Affairs, Vice President for Institutional Advancement, Vice President for Marketing and Communications, Vice President for Enrollment Services, and Vice President for Intercollegiate Athletics, Associate Provost of Student Success, Director of Evening and Online Enrollment and Student Success, and Registrar.

Visiting full-time teaching faculty may be appointed with rank of lecturer, instructor, assistant professor, associate professor, or professor. Visiting full-time faculty with the rank of lecturer or above will share fully in all responsibilities of the faculty, with the exception of voting rights at meetings of the faculty at large.

Lecturers are full-time, non-tenure track teaching faculty. As such, they are expected to attend and participate in faculty meetings.

Adjunct faculty may attend and participate, but not vote, in faculty meetings.

Governance Duties of the Faculty:

The faculty shall govern and control the educational affairs of the institution in the consultation with the Provost and the President, subject to approval by the Board of Trustees. The faculty, in a properly called meeting, is the primary decision-making body of Limestone University in areas of academic concern. Faculty committees derive their authority from the faculty and are accountable to it for all actions. A majority vote of the faculty may supersede the action of any faculty committee. Every faculty committee shall report at least once a term to the faculty at a faculty meeting. The faculty's responsibility shall include the following areas:

a. Curriculum: The faculty will have primary responsibility for determining the curricular content of the academic program of the University, including:

1. the educational objectives of the University;
2. the structure of the curriculum, courses and course descriptions;
3. the requirements for graduation;
4. the establishment and continuation or discontinuation of majors and programs;
5. the structure and content of the Honors Program;
6. the determination of which disciplines make up which schools.

Faculty will recommend changes in the academic program to the Provost and the President for their approval.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The President shall determine which actions of the faculty require Board of Trustees approval. The President is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

b. Academic Policies:

The faculty will have primary responsibility for determining academic policies of the University, including:

1. policies relating to academic standards and expectations, including the grading system, examinations, class attendance, academic probation, suspension, and expulsion;
2. advising;
3. use of the library;
4. admissions and scholarship;
5. teacher education;
6. foreign study and travel programs.

Faculty will recommend changes in the academic policies to the Provost and the President for their approval.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The President shall determine which actions of the faculty require Board of Trustees approval. The President is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

c. Student Life:

The faculty may make recommendations to the President, the Provost and Associate Provost of Student Success, and the Vice President for Intercollegiate Athletics regarding policies and procedures, including the following areas:

1. campus life and student behavior;
2. student publications;
3. campus lectures, concerts and convocations;
4. campus recreation;
5. athletic life;
6. religious life.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The President shall determine which actions of the faculty require Board of Trustees approval. The President is requested to communicate to the faculty the Board's disposal of an issue, and, if action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

d. Personnel Policies:

The faculty may recommend to the President or the Provost changes in the personnel policies and practices of the University as they relate to faculty members, including:

1. evaluation systems for personnel decisions,
2. leaves of absence, sabbatical leaves, Hopper Fund awards, and faculty development grants,
3. promotion, tenure, contract renewal and non-renewal,
4. grievances and appeals procedures,
5. salaries and fringe benefits,
6. selection of deans of schools and department chairs.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The President shall determine which actions of the faculty require Board of Trustees approval. The President is requested to communicate to the faculty the Board's disposal of an issue and, if the actions of the faculty have not been sustained, the reasons for the decision by the Board of Trustees.

e. Faculty Organization and Governance

The faculty has responsibility for making changes in the faculty governance system, except in instances in which the change would involve an alteration of either the charter or bylaws of Limestone University. In such cases, the faculty may recommend changes to one of the school deans or the Provost, who will give them with his/her recommendations to the President, who in turn will give them, together with his/her recommendations, to the Board of Trustees. The President is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

The faculty governance system includes the following specific responsibilities:

1. election of faculty officers,
2. definition of the faculty
3. organization of faculty meetings
4. faculty committee structure and charges.

The Faculty and the Board of Trustees

The faculty shall elect one of its members to represent it, without vote, at all meetings of the Board of Trustees and one member to represent it, without vote, at all meetings of each of the following committees of the Board of Trustees:

1. Committee on Academics
2. Committee on Finance
3. Committee on Institutional Advancement
4. Committee on Student Life

5. Committee on Buildings and Grounds
6. Committee on Investments
7. Committee on Athletics
8. Committee on Enrollment and Student Success
9. Committee on Communications and Marketing

These representatives shall be elected at large to two-year terms by vote of the faculty in a properly called faculty meeting after nominations from the floor.

The Role of the Provost in Faculty Governance

As the chief academic officer of the University, the Provost has broad responsibilities for the effective operation of the academic program. The Provost should provide leadership for the teaching faculty and the academic staff toward the goals and objectives of the University, maintain a University-wide perspective, seek cooperative functioning of all the various academic units, be an advocate for the highest possible quality in the academic program, and for the faculty, represent the views of the faculty in meetings of the Board of Trustees, and represent administrative views in faculty meetings.

1. **Responsibility:** The Provost will supervise the faculty, deans of schools, and department chairpersons, and all who administer programs which support the overall academic program, including the librarian, and the registrar.
2. **Evaluation of Faculty:** The Provost shares with the Faculty Development Committee the responsibility to maintain a fair and effective evaluation system. He/she will assure operation of the evaluation process and will provide administrative support for the system. Particularly, he/she will maintain in his/her office the University's official personnel file for each faculty member.
3. **Faculty Development Committee:** The Provost has responsibility to cooperate with the Faculty Development Committee, but will have the separate responsibility to assess information and make personnel recommendations to the President.

Colleges and Departments

1. Membership

The academic programs of Limestone University are conducted within the framework of three academic colleges and ten departments. The following degree programs are included in each college:

- **College of Business**

1. Department of Accounting, Economics, and Finance: Business Administration: Accounting, Economics, and Finance
2. Department of Management: Business Administration: General, Management; MBA; Sport Management
3. Department of Marketing and Administration: Business Administration: Legal Studies; Human Resource Management; Human Resource Training and Development; Marketing

- **College of Education and Health Professions**

1. Department of Behavioral Science: Criminal Justice; Psychology
2. Department of Education and Kinesiology: Early Childhood Education; Elementary Education; Physical Education (Exercise Science, General, Strength & Conditioning, Teacher Education)
3. Department of Nursing and Health Sciences: Athletic Training; Healthcare Administration; Health Science; Nursing
4. Department of Social Work: Social Work (Bachelor's and Master's)

- **College of Liberal Arts and Sciences**

1. Department of Humanities and Communication: Communication; English; History; Interdisciplinary Studies
2. Department of Science and Mathematics: Biology; Computer Science; Health Informatics; Mathematics
3. Department of Visual and Performing Arts: Art; Music; Music Education; Music Theatre; Theatre; Theatre Education

2. Responsibilities

Responsibilities of the colleges include:

1. formulating courses and developing majors within that college,
2. formulating the academic schedule,
3. strengthening disciplines by curricular and budgetary planning, and by promotion,
4. advising students regarding courses, University requirements, majors, minors, graduate schools, careers, etc.,
5. supervising student teaching,
6. recommending the creation of a new faculty position according to the guidelines in the faculty-staff handbook,
7. cooperating with the Faculty Development Committee in implementing evaluation procedures,
8. preparing a budget, controlling expenses, and selecting library materials
9. promoting lectures, concerts, newsletters, plays, retreats, and special events, related to the discipline,
10. supervising the purchase and care of equipment and use of facilities,
11. cooperating with the Admissions Office in recruiting students, supervising student help, preparing school and/or degree program literature,
12. selecting recipients of certain scholarships, honors, and awards,
13. carrying out other activities which contribute to the effectiveness of the school.

Department Chairpersons

A department chair is responsible for facilitating the operation of a department, the fundamental academic unit of the University. The chair has three broad areas of responsibility: leadership, management, and advocacy. The department chair is an administrative position, usually occupied by an experienced faculty member of the representative academic area(s). In filling the position of department chair, the Provost may seek input from members of the academic area(s); however, the appointment is the responsibility of the Provost.

The following is a list of the responsibilities of the department chair:

1. Lead the Department in the articulation and pursuit of the goals of the Department, College, and University with emphasis on academic excellence in teaching, service, and professional activities.
2. Coordinate the academic affairs of the Department.
 - a. Assure equitable teaching loads in the Department.
 - b. Work with department faculty in preparing and submitting class schedules in a timely manner to the dean.
 - c. Assign Program Coordinators for each academic program offered within the Department.
 - d. In conjunction with the Program Coordinators, lead regular curriculum reviews and recommend curricular changes to the department and college.
 - e. Monitor regularly course syllabi to ensure that main campus and online syllabi are standardized and equivalent.
 - f. Plan, preside, and report on department meetings.
 - g. Ensure the evaluation all faculty in the department and appropriate academic areas in all delivery formats of the University.
 - h. Coordinate the activities of the department between semesters and during summer session through ongoing provision of advising, transfer days, process admits to the program and reviews.
 - i. Seek appropriate state and national accreditation of majors or programs offered by the department.
 - j. Assigns and supervises student advisement, with the first year in collaboration with First Year Advising.

- k. Prepare the Department Annual Report as well as the appropriate academic assessments (e.g., WEAVE, and Curriculum Maps) as described in WEAVE Instructions.
 3. Advocacy for Effective Working Environment
 - a. Serve as an advocate for the department and its academic programs to the Dean and higher administration.
 - b. Serve as an advocate for the administration and the school to the department.
 - c. Make recommendations to the dean on contract renewal, promotion, tenure, termination, and other personnel matters.
 - d. Recommend adding, replacing, or eliminating faculty positions to the dean.
 - e. Plan and organize ongoing recruitment activities.
 - f. Advocate for spacing and facilities maintenance and upgrades for use by faculty and students.
 4. Responds to additional requests or assignments from the Dean, Provost, or President.
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Deans

Academic Deans are considered the chief academic and administrative officers of their respective colleges, and they report directly to the Provost. Deans have specific responsibilities for planning and developing the policies and procedures to meet current and long-range goals of the college that align with those of the university. They supervise department chairs and faculty members in their areas and advocate for the needs of their faculty and student body. The Provost can either appoint a current faculty member of the college as Dean or can authorize a search to hire a qualified, external candidate. Full-time, tenured faculty at the rank of Associate Professor or Professor are eligible to serve as a Dean of a college. If a vacancy occurs, the Provost has the option to assign a non-tenured, but ranked faculty member as an Interim Dean, if necessary, until a search has been completed for a successor.

The academic Dean has three broad areas of responsibility: leadership, management, and advocacy.

Leadership

1. Provide leadership in fostering academic excellence in teaching, service, and professional activities.
2. Ensure academic programs, both current and future, that challenge and encourage students in inquiry and application.
3. Assist with the development and implementation of strategic plans of the institution.
4. Allocate resources and responsibility to manage the school/college to meet institutional goals and academic program expectations.

Management

1. Be responsible to the Provost for effective operations of the college (to be inclusive of, but not restricted to, annual academic reporting, appropriate delegation of responsibilities, performing select duties during summer months, resolution of student and/or faculty complaints, consultation with the Provost on grade appeals and other issues as needed. etc.)
2. Prepare and implements short- and long-term goals of the college to meet the University mission.
3. With approval from the Provost, assign Department Chairs to oversee academic department within the college. Manage and evaluate their performance in accordance with established procedures.
4. Review class schedules with Department Chairs.
5. Oversee the management of college-level and department-level budgets.
6. Oversee recruitment, selection, promotion and retention of faculty based on criteria established through consultation and cooperation with the faculty and administration.
7. Make recommendations on faculty contract renewal, termination, promotion, tenure, and other personnel matters.
8. Develop and utilize a communications system to assure intra-college information exchange.
9. Create conditions conducive to the improvement of instruction and scholarly activity.
10. Attend meetings and activities requested by Provost or President.
11. Perform other duties as assigned by the Provost or by the President.

12. Cooperate and collaborate with various constituents within the University.
13. Maintain the currency of the college and its ability to meet changes in the needs of students and of society. Institutes periodic studies of curriculum in relation to the college's objectives and initiates improvements of the curriculum in all areas (general and advanced education) as needed.
14. Represents the college in professional associations, accrediting agencies, government entities, and the surrounding community. Supports faculty participation with professional organizations.

Advocacy

1. Serve as an advocate for the college and as a liaison between the college and the administration.
2. Assist with developing case documents that explain the college's resource needs to potential donors. In collaboration with the Office of Advancement, engage and communicate with donors when appropriate.

Program Coordinators

Academic Program Coordinators provide specific academic expertise to plan, organize, coordinate, evaluate and participate in an academic program. Faculty assigned to this position manage the overall program including curriculum development, implementation, assessment, and outreach.

Responsibilities include:

1. Evaluate program(s) and make recommendations for change as needed.
2. Prepare and/or develop program/course materials and distribute to appropriate parties.
3. Prepare and maintain mandatory program documentation and records.
4. Collaborate with department, colleges, and other faculty members regarding the academic program.
5. Conduct appropriate, program-level (and general education, if applicable) academic assessments and record results and summaries in WEAVE, as described in [WEAVE Instructions](#).
6. If applicable, ensure that programmatic accreditation standards are met. Prepare and maintain mandatory program documentation that support programmatic accreditation.
7. Provide ongoing communication with the Department Chair regarding course offerings, adjunct faculty, advisees, etc.
8. Appoint faculty members, where appropriate, to serve as Course Coordinators responsible for preparing master syllabi and master courses in the approved LMS.
9. Maintain list of Course Coordinators and coordinate the textbook ordering process for major-related courses within their academic programs or service areas.
10. Assist the Department Chair with performing teaching evaluations of faculty members in the program.

Course Coordinators

Course Coordinators maintain quality and consistency of instruction in multiple-section courses that span different modes of delivery.

Responsibilities include:

1. Organize and conduct a start up meeting of all instructors for the multiple section course.
2. Organize and conduct adjunct faculty teaching evaluations. New adjunct faculty must be observed once per term until assurance of consistency and reliability. Established adjunct faculty must be observed, at a minimum, once per academic year.
3. Organize and maintain course shells in the LMS that include standardized syllabi and gradebook structure.
4. Assist Program Coordinators with the textbook ordering process.
5. In the event of adoption of a new text or an upgrade to the latest version of an existing text, prepare new materials, such as suggested homework, activities, updated syllabi, etc. to ensure consistency in the course.

Structure

Each committee of the faculty will have:

1. specific duties,
2. a chairperson, vice chairperson, and a secretary, who are elected by the committee as a whole,
3. authority to determine its own effective method of conducting business, whether in whole committee or subcommittee, etc.,
4. a designated meeting time,
5. authority to recommend to the Coordinating Committee changes in its charge, size, continuance, or discontinuance.

Classification of Committees

1. standing Committees: Coordinating; Student Life; Curriculum; Academic Life, Faculty Development; Achieving Writing Excellence; Faculty Advisory Committee on Intercollegiate Athletics; General Education, and Global Experience Committee
2. subcommittees may be created by standing committees listed above to address specific and continuing issues.
3. ad-hoc Committees may be created by the Provost, by the Dean of a school, by formal action of the faculty, or by the Coordinating Committee to address specific and continuing issues.

Memberships

Those eligible to serve on committees are:

1. faculty members, as defined under “Faculty” in this governance document. Except for ex officio members, each faculty member may serve on no more than two standing committees or chair more than one standing committee each year. Faculty members who serve in an ex officio capacity on a committee are ineligible to be elected to that committee.
2. students may serve and vote on committees where specified but are not eligible to serve as an officer.

Subcommittees must be chaired by a member from the parent committee. Faculty, students, or administrators who hold administrative offices relevant to the work of the subcommittee may be assigned by the parent committee to serve as additional members. Members of the subcommittee who are not members of the parent committee have full voting rights in the deliberations of the subcommittee but not in the parent committee.

In cases of leaves of absence, sabbaticals, extended illness, or failure to carry out the duties of a committee position, the Coordinating Committee may select a substitute member to serve until the next regular election or until the regular member is able to resume his/her duties. Any faculty member who serves at least eight months of any academic year on a committee is considered to have served a full term when determining eligibility for subsequent service on that committee.

Selection Procedures

The following procedures govern the selection process of committee members:

1. The Coordinating Committee shall function as the nominating committee for all committee memberships, except its own. It shall propose one nominee for each position. No faculty member may be elected to more than two committees. Nominations from the floor for each position are in order at the time each nomination is presented at the faculty meeting.
2. Elections shall be completed for each committee before elections for the succeeding committee begins.
3. Those receiving the most votes in initial elections will serve the longest terms. Thereafter, all members are normally elected to full terms.
4. Ordinarily no faculty member may serve more than two full consecutive terms on any committee. Exceptions to this policy are faculty who serve on a committee as the result of their administrative role, for example, deans, director of teacher

education, etc.

5. The Provost shall have the authority to grant an exemption from committee responsibilities for an individual in any particular year upon appeal by that individual.

Committee Reporting Procedures

Faculty Standing Committees meet the first week of the month. In order for a committee's motions to be included in the agenda for that month's faculty meeting, committees must approve their minutes and submit a copy of approved minutes and a list of approved motions to the Provost by the second Friday of the month. The Provost will distribute an agenda for the faculty meeting including committee motions and committee minutes to the faculty by the third Wednesday of the month.

FACULTY STANDING COMMITTEES

Coordinating Committee

Membership: The Coordinating Committee will consist of the Provost, the three College Deans, the Associate Provost for Online Learning & Graduate Programs, and one elected faculty member from each College. Those eligible for membership on the Coordinating Committee include all full-time teaching faculty members.

Faculty holding visiting appointments are not eligible to serve on the Coordinating Committee.

Terms of Office: Faculty members shall serve one-year terms.

Duties: The Coordinating Committee is charged with the following duties:

1. to bring matters related to the well-being of the University and academic life in particular to the attention of the faculty, the appropriate faculty committee, the Provost, and the President,
2. to continually review University procedures and policies and to make recommendations to the appropriate entities,
3. to review the faculty governance structure and to recommend changes for faculty considerations,
4. to coordinate all University committees by establishing priorities and assuring that the charges of the committees are carried out,
5. to serve as a nominating committee for all elected positions on other committees elected by the faculty as a whole, and to assure that such nominations represent a mixture of College representation,
6. to nominate annually for election by the faculty a parliamentarian.

Procedure: The process for nominating and electing members to the Coordinating Committee.

1. College representatives will be elected at the April College meetings and serve a one-year term beginning July 1 of each year.
2. When a member of the Coordinating Committee cannot or does not fulfill the responsibilities of membership, the Coordinating Committee may appoint an alternate to serve until the next regular election or until the regular member is able to resume his/her responsibilities. After a temporary appointment, this specific position will then be considered a vacancy as of the next regular annual election.

Curriculum Committee

Membership: The Curriculum Committee shall consist of ten faculty members with one faculty member from each academic department. The registrar, the director of the Library, the director of teacher education, and Director of Institutional Research & Effectiveness shall be ex-officio members.

Terms of Office: Faculty members shall serve for staggered three-year terms.

Duties: The Curriculum Committee is charged with the following duties:

1. To assist the University's academic administration in long-term planning related to the curricular content of the academic program and the educational objectives of the University and to make recommendations to the whole faculty or to faculty

committees.

2. To evaluate and initiate recommendations concerning requirements, majors, programs, and all courses of the University.
3. To review the academic offerings (courses and programs) of the Honors College, the operations of the Library, and the quality of online education.
4. Review the operation of the University's admissions policies and scholarship programs

New Programs:

1. New academic programs may emanate from the students, faculty, administration, or trustees in an effort to maintain maximum viability in the academic pursuits of the University. Any revisions or additions to the current academic program approved by the faculty are presented first to the Provost and then to the President for approval.
2. A case statement must accompany each proposed program indicating potential enrollment, sources for enrollment, career options available, qualified staffing, and appropriate funding. All of these issues must be addressed and appropriately answered prior to the implementation of any new academic program.

Faculty Development Committee

Membership: The Faculty Development Committee shall consist of seven full-time faculty members subject to the following restrictions:

1. A minimum of five members must have tenure. All members must have a minimum of three years of full-time teaching experience at Limestone University.
2. The Committee must have a minimum of two (2) members from each College.
3. No Deans of Colleges or Department Chairs are eligible.
4. The Coordinating Committee shall appoint one (1) senior, tenured member of the faculty to serve as an alternate.

Terms of Office: Faculty members shall serve staggered three-year terms.

Duties: The Faculty Development Committee is charged with the following duties:

1. to make recommendations to the Provost concerning promotion and tenure, sabbatical leaves, leaves of absence, and faculty development funds distribution,
2. to maintain a record of action in the strictest of confidence, which will be retained in the office of the Provost.
3. to recommend to the Coordinating Committee changes in policy or procedure related to faculty development committee decision-making,
4. to examine, evaluate, and recommend changes in the area of fringe benefits,
5. to examine and recommend ways to improve the living and learning environment for the University community, especially faculty life.

Faculty Advisory Committee on Intercollegiate Athletics

Membership: The Faculty Advisory Committee on Intercollegiate Athletics shall consist of five full-time faculty members elected by the faculty including at least one elected member from each college of the University. The member(s) elected from the same college as the Faculty Athletic Representative shall represent a different program area from the FAR. The Faculty Athletic Representative shall be an ex officio voting member and shall chair the Committee. The director of athletics shall be an ex officio voting member of the Committee. There shall be two student members, one male student-athlete, and one female student-athlete, elected each year by the Student Athletic Advisory Committee. The student members shall be ex-officio voting members. The Academic Compliance Officer and the Senior Women's Administrator shall be ex-officio, non-voting members.

Terms of Office: Elected faculty members shall serve staggered three-year terms. Student members shall serve one-year terms.

Duties: The Faculty Advisory Committee on Intercollegiate Athletics is charged with the following duties:

1. to meet on a regular schedule for the purpose of discussing both the general state of affairs in the Athletic Program and any specific issues and concerns raised by the faculty of the University, by student athletes and/or by the Department of Athletics. In addition to its regular meetings, the Committee may meet at the request of any member to the committee chair. By majority vote of the Committee, it may choose to meet in executive session, that is, with only its members holding faculty status present.
2. to review and approve the schedules of all athletic teams,
3. to be particularly concerned with those issues related to the welfare of student-athletes, to the academic integrity of the University as it is affected by athletics and to the monitoring of the Athletic Program's compliance with the standards of the University, of the NCAA and of other governing conferences,
4. to be an advisory body and make reports and recommendations when necessary to the Coordinating Committee, to the director of athletics, to the President of the University, to the Provost and to the faculty-at-large.
5. to participate in the formulation and review of policies related to intercollegiate athletics.
6. to hear appeals from student athletes which involve expulsion from a team and/or revocation of athletic grants-in-aid and to make recommendations to the director of athletics and to the President concerning those appeals.
7. to spot check athletic eligibility and athletics financial aid limits on a regular basis to ensure compliance with NCAA guidelines.

General Education Assessment Committee

General Education Assessment Committee consists of faculty members representing each of the three academic colleges, two faculty members selected at large, with at least two faculty members who have teaching experience in the Online Programs. (The two faculty members with online experience may be members selected from the colleges and at large or they may be additional members of the committee.) The Director of Institutional Research and Effectiveness will be an ex-officio voting member of the committee. Members shall serve three-year terms. Members may serve more than one term.

Goal: To maintain a successful, faculty-driven and faculty-assessed General Education program.

Duties: The GEAC Committee is charged with the following duties:

- to coordinate SLO data collection and analysis with the respective departments;
- to collect the data for each SLO and enter the summary on WEAVE (by the end of May);
- to provide feedback for each SLO to the respective departments (at the end of the fall semester of the following academic year);
- to review proposed changes in courses for the General Ed program and forward a recommendation on the proposal to Curriculum Committee.
- to approve requested assessment changes for the General Ed program.
- to review/make recommendations for the General Education assessment plans for each SLO.

Global Experience Committee

Membership: The Global Experiences Committee will consist of sixteen individuals.

- Twelve full-time faculty members that will lead trips in the future. Every effort should be made to have equal representation amongst the three colleges.
- One representative from the registrar
- One representative from the comptroller/business office
- One representative from admissions
- One representative from student affairs

Faculty holding visiting or adjunct appointments are not eligible to serve on the Global Experiences Committee.

Terms of Office: Faculty members shall serve staggered three-year term

Duties: The Global Experiences Committee is charged with the following duties:

1. To promote global travel experiences across curriculum by offering multiple trips per academic year,
2. To formulate, review, and update university procedures and policies in regards to global travel,
3. To collaborate with Admissions, Alumni and Development, and Communications for recruiting and retention,

4. To coordinate all university sponsored trips by establishing priorities and assuring that the quality and safety standards of the university are carried out,
 5. To recommend general education integration,
 6. To educate new faculty to the possibilities of travel for the liberal arts or professional curriculum,
 7. To maintain course standards for accreditation and integration with the corresponding SLO,
 8. To review and update travel vendors,
 9. To advise budgets for the dispersing between trips,
 10. To collect assessment data for the corresponding SLO for WEAVE
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Graduate Council

Duties/Charge...

Graduate Council is the body to study and recommend policy on matters regarding Graduate Faculty, graduate students, and graduate studies at Limestone University. The Council is responsible for setting policy for operation of and priorities for the growth of graduate programs, setting minimum institutional standards for admission to and graduation from graduate programs, approving all graduate programs, courses and other relevant curriculum action.

Membership...

Graduate Council membership shall consist of the Associate Provost for Online and Graduate Programs, Dean from each College, and Director for each graduate program. Provost, Registrar, Director of Graduate Programs, and Director of the Library shall serve as ex-officio members. The Associate Provost of Online and Graduate Programs will serve as Chair. Aforementioned members shall serve on Graduate Council during their term in each respective position. If a member should vacate his/her position prematurely, the Associate Provost, in consultation with the Provost, will appoint a faculty member to serve out the remainder of the term.