



**HANNIBAL-LAGRANGE UNIVERSITY**  
**Faculty Handbook**

**Introduction**

*The four chapters of the Employee Handbook are to be considered an integral part of the Faculty Handbook. The faculty will abide by the requirements of the Employee Handbook as well as those of the Faculty Handbook.*

## Chapter 1

### RELATIONS BETWEEN FACULTY MEMBERS AND UNIVERSITY

#### 1 **Recruitment and Relocation**

##### 1.1 Recruitment

The president, in consultation with the vice president for academic administration (VPAA) and appropriate division and/or department chairs, leads in the search for faculty members. Applicants are given an application with standards of employment for faculty listed on the back. Faculty are expected to adhere to the mission and purposes of the University and to the beliefs stated in the Baptist Faith and Message (2000 edition). It is required that all faculty be persons who have accepted Jesus Christ as Lord and Savior and are active members of a local church. Potential candidates under consideration are invited to the campus at the University's expense for a personal interview. The VPAA—with the approval of the President—will direct the office of human resources to offer a contract to the candidate believed to be best qualified for the position with the understanding that all candidates must be approved by the board of trustees. If the candidate accepts and signs the contract, that person is presented by the VPAA to the personnel committee of the board of trustees; upon their approval, the recommendation is made to the board for final confirmation.

##### 1.2 Relocation

All new and current full-time faculty who live beyond an approximately fifty-mile radius from the campus will be expected to relocate to, and remain in, the Hannibal area. The University provides financial assistance for moving a new full-time faculty member by paying one half of the amount charged by a recognized, reliable professional mover (this does not include extras such as containers and packing). The faculty member is asked to submit three official estimates to the VPAA; one half of the lowest estimate will be reimbursed when the invoice is received. The University will present a "not to exceed" letter to a moving company if requested.

#### 2 **Employment**

##### 2.1 Academic Freedom and Responsibility

Hannibal-LaGrange University encourages faculty members, in their quest for knowledge, to interpret their findings according to principles of sound scholarship and the dictates of conscience. However, the university does reserve the right to employ and support only those whose beliefs and teachings are in harmony with the purposes and policies of the institution and are in general accord with the theological and educational position reflected in the resolution adopted by the Missouri Baptist Convention, October 25, 1978 (see Appendix B).

##### 2.2 Types of Initial Appointment

Hannibal-LaGrange University employs faculty members under four types of appointment: temporary, provisional, full, and adjunct. All full-time faculty are contracted for twelve months, but most full-time faculty contracts require nine months of responsibilities with separate addendum contracts issued for

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teaching in the summer terms if the contracted credit hours were completed during the fall and spring semesters. Some contracts for faculty who serve as program directors, associate deans, etc., include administrative responsibilities during the summer. At the president's and the VPAA's discretion, some faculty are issued contracts that also require summer responsibilities.

Most adjunct (part-time) contracts are for one semester or one summer term.

There is no tenure program. Contracts are subject to renewal under the policies set forth below.

### 2.2.1 Temporary Appointment

Faculty may be hired on a full-time, but temporary basis, typically for two semesters, without expectation of contract renewal beyond the specified contract term. In these cases, the contract will be marked "temporary appointment."

### 2.2.2 Provisional Appointment

The first year of full-time appointment as a faculty member of Hannibal-LaGrange University will be considered a provisional period with the twin aims of maximizing success for the faculty member and judging the likelihood of continued success. The university will provide mentoring, evaluation, and supervision throughout the provisional period. The faculty member's performance and fit to the University will be evaluated and the results of the evaluation will inform the decision regarding renewal of the contract for the following year. Under conditions described below, the provisional period may be extended to a second year. Contracts issued to faculty for a second provisional year will bear the designation "provisional appointment: second year."

#### 2.2.2.1 Orientation

The (VPAA), in conjunction with the office of human resources will conduct an orientation for new faculty at the beginning of the academic year.

#### 2.2.2.2 Guidance and Evaluation

The department chair, or other appropriate faculty colleague as assigned by the VPAA, will serve as mentor to the new faculty member. The objectives of mentoring will be to give specific task-related guidance and to support the new faculty member in achieving a good working relationship with colleagues.

#### During the First Semester

- The mentor, along with departmental or divisional colleagues selected by the mentor, will give feedback and guidance to the faculty member regarding performance in teaching, advising, and other faculty roles.
- The new faculty member is responsible for using the guidance available from the mentor(s) assigned.
- This guidance will typically include review of course syllabi, plans for lectures and other teaching activities, examinations and other graded course elements, and other activities specific to the new faculty member's discipline and assigned duties.
- The mentor will use informal visits to class sessions, especially during the first semester, and will give the faculty member a written formative evaluation.

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- Any concerns about the new faculty member's performance will be forwarded to the VPAA, who may then provide for additional guidance to address those concerns.
- In all cases, the mentor will give a written report concerning the new faculty member's performance to the VPAA at the end of the first semester.
- The new faculty member will also participate in the university's faculty evaluation process including student course evaluations, one colleague evaluation, and self-evaluation.
- The evaluation by a faculty colleague and the self-evaluation by the new faculty member are to be submitted to the VPAA by the end of the first semester.

### During the Second Semester

- The steps above will be repeated during the second semester.
- The purpose will be to assist the new faculty member to achieve expectations.

#### 2.2.2.3 Renewal Decision

By March 15 the mentor, with consultation from departmental colleagues, will give a written recommendation to the VPAA regarding renewal for the following year. The mentor can recommend renewal with full appointment, non-renewal, or continuation of a second year of provisional status. The decision regarding renewal will be made by the VPAA in consultation with the president and communicated to the provisional faculty member by April 1 and in writing no later than April 15.

- If the decision is to renew the contract without continuing provisional status, the faculty member will become subject to the policies of "full appointment" at the end of the current contract.
- If the decision is to continue provisional status for a second year, the reasons and areas of concern will be stated, after which the faculty member will be asked to develop a plan for addressing the concerns. For faculty continued on a second year of provisional status, the same process outlined above will be used, with the addition that the faculty member's plan for addressing concerns will be used as part of the guidance and evaluation given throughout the year.
- If the decision is for non-renewal, it will be specified as without cause, in which case no reasons are given, and the faculty member has no right to file a grievance or to appeal the decision.

### 2.3 Full Appointment

Contracts offered to faculty following the provisional period will be considered "full appointment." Upon successful completion of the provisional period, faculty whose contracts are renewed will be offered a one-year contract, subject to renewal on an annual basis. The decision of whether to renew contracts rests with the VPAA in consultation with the president.

Full-time faculty employment is considered to be approximately 40 clock-hours per week during the semester. A contract for teaching 27 credit hours per year leads to an average of 13.5 credit hours per semester. Clock hours are calculated as two hours of faculty activity out of the classroom for every hour

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in the classroom. This leads to a weekly 13.5 hours in the classroom plus 27 additional faculty-activity hours outside the classroom for a total of approximately 40.5 clock hours per week. Faculty activities outside the classroom include course preparation, grading, advising, committee work, attendance at various levels of faculty meetings, and other common duties of a faculty member.

### 2.3.1 Subsequent Renewal

Since Hannibal-LaGrange University does not have a tenure system, all faculty contracts have specific durations and are subject to renewal at the contract's end. After the provisional period of appointment—which involves the first year, and in some cases the second year—faculty members are considered for renewal based upon performance as documented in the faculty evaluation process and upon any other factors relevant to the faculty member's performance.

### 2.3.2 Concerns about Renewal

- Should significant concerns about a faculty member's performance arise, the VPAA, along with departmental and divisional chairpersons as appropriate, will engage the faculty member in discussions of those concerns and will seek to redirect the faculty member toward more satisfactory performance of assigned responsibilities. At the discretion of the VPAA, the faculty member may be placed on probation for a specified period in order to improve job performance.
- Factors other than the faculty member's performance that may affect decisions of renewal include reductions in force due to program reductions, program discontinuance, or financial exigency.

2.3.3 Faculty whose contracts are to be renewed will receive a new contract no later than March 15.

### 2.3.4 Non-renewal

In the event of a decision of non-renewal, the VPAA will notify the faculty member in writing no later than March 15. A notice of non-renewal is not a dismissal for cause. The reasons for non-renewal will not be given unless requested by the faculty member, and then will not be given in writing unless specifically requested. Upon notification of non-renewal, the faculty member may request reconsideration. The VPAA will reconsider the case based on its merits, but if claims are made of discrimination, then the procedures given below should be followed.

2.3.5 All members of the faculty are entitled to protection against illegal or unconstitutional discrimination by the institution. In any case that a faculty member, upon being notified of non-renewal, should make a complaint of discrimination, the academic affairs committee (AAC) will be convened to hear those complaints and resolve them, informally if possible, but if necessary, by means of a formal hearing. The faculty member making the complaint must state the grounds for the complaint and assume the burden of proof for supporting the allegations. If the faculty member wishes to proceed with a hearing before the AAC, he or she must also authorize disclosure to the AAC review committee of the VPAA's decision and the evidence and findings on which it was based.

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### 3 Separation

Faculty members may sever their relationship with the University voluntarily through resignation or retirement, or the University may take action through non-renewal of contract (2.3.4), dismissal (3.5), or termination (3.6).

#### 3.3 Resignation

Faculty who wish to resign shall submit a written letter of resignation to the VPAA at the earliest possible opportunity. In consideration of the welfare of students, faculty should make their resignations effective with the end of their contract period.

*Caution: The faculty member may not terminate this signed contract without prior written consent of the University president. If the contract is terminated by the faculty member, he or she shall only be entitled to salary accrued but unpaid as of the date of termination. Further, if terminated without consent in writing by the university president, the faculty member will be responsible for all expenses and costs incurred by that termination of the contract to replace the faculty member, including any attorneys' fees and costs to recover such costs.*

#### 3.4 Retirement

Full-time faculty who intend to retire shall submit a letter giving the effective date of retirement to the VPAA at the earliest possible opportunity. In consideration of the welfare of students, when possible faculty should communicate their intent to retire no later than the October prior to the effective date of retirement in order to allow for a timely search to fill the created vacancy.

#### 3.5 Dismissal

Dismissal is a severance action by which the University, for adequate cause, ends its employment of a faculty member before the end of the term specified by the current contract. Dismissal is an extreme action and is to be used only under extreme circumstances and when less extreme actions are either not appropriate or have not been effective. A decision to not renew a faculty member's contract for the following year involves different considerations and is governed by the policies for contract renewal. Adequate cause for dismissal may involve, but is not limited to, any of the following, as judged by the VPAA or the president:

- Immoral conduct.
- Professional incompetence.
- Gross insubordination.
- Sexual or discriminatory harassment.
- Gross professional negligence or dereliction of duty on the part of the faculty member.
- Misrepresenting scholarly expertise or credentials.

Also, if a faculty member adopts a point of view so seriously out of harmony with either the institution's purposes and policies or with the theological and educational stance of the sponsoring constituency that he/she resists and criticizes the same, that faculty member is obligated—in the name of academic responsibility—to terminate employment with the university, so as to not adversely affect the welfare of Hannibal-LaGrange University.

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Immoral conduct, sexual or discriminatory harassment, and the misrepresentation of scholarly expertise or credentials can lead to immediate dismissal after careful investigation of the facts in the case. Professional incompetence, insubordination, professional negligence, or dereliction of duty may lead to counseling and guidance. In those instances where counseling and guidance are appropriate, when dismissal becomes an issue regarding a faculty member, the following procedures are to govern the process.

### 3.5.2 Counseling and Guidance

Upon becoming concerned with a faculty member's fitness to fulfill contract expectations, the VPAA will have private discussions with the faculty member in order to explore the possibility of adjustments in the faculty member's performance or other conditions affecting the faculty member's fitness to teach. Every effort will be made to give guidance and redirect the faculty member's efforts to successful fulfillment of the contract. Discussions at these meetings will be documented and signed by both the VPAA and the faculty member being counseled.

If, as a result of conferences between the VPAA and the faculty member, the concerns are not resolved, then the faculty member will be given the opportunity to resign as another option for resolving the concerns. If the faculty member chooses not to resign, then the next step will be an appeal to the University president by the faculty member.

### 3.5.3 Dismissal Proceedings

Formal dismissal proceedings begin with a written statement of grounds for dismissal which is formulated by the VPAA and the office of human resources. The VPAA will notify the faculty member of the statement and inform the faculty member of his/her right to request a hearing before the executive committee of the board of trustees or a sub-committee of their designation at a specified time and place. In setting the date of the hearing, sufficient time will be allowed, but no less than twenty days following receipt of the statement-of-grounds letter, to allow the faculty member to prepare an appeal of the dismissal.

- The faculty member may be suspended during the proceedings especially if there is a reasonable expectation of immediate harm to the faculty member, others, or the university's program by the faculty member's continuance. Alternate assignments may be considered, and the suspension will be with pay.
- If the faculty member requests a hearing before the trustee committee, he/she should answer, in writing, the statement of grounds no later than one week before the date of the hearing. If the faculty member waives the hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause for dismissal, the hearing committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.
- At the trustee committee hearing, the University will be represented by the VPAA or the president's designee. Both the faculty member and the VPAA will be allowed to question witnesses and speak before the committee. The hearing committee is not bound by the strict rules of legal evidence and may admit any evidence which it deems useful in determining the issues involved. Every possible effort will be made

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to obtain the most reliable evidence available including the testimony of witnesses. Hearing proceedings will be transcribed and made available at no cost to the faculty member upon request.

- The burden of proof that adequate cause exists rests with the Institution and will be satisfied only by clear and convincing evidence in the record considered as a whole. If the charge is professional incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education. The committee will make its decision in conference, on the basis of the hearing, and may do so immediately after the hearing or may wait until the hearing transcript is available. It should make explicit findings and formulate a reasoned opinion with respect to each of the grounds of dismissal presented. The VPAA, the president, and the faculty member should be notified of the decision in writing and should be given a record of the hearing.
- Except for such simple announcements as may be required, covering the time of the hearing and similar matters, all public statements about the case should be avoided so far as possible until the proceedings have been completed. This caution applies to the faculty member, administrative officers, trustees executive committee members, those called to testify, and anyone else involved. Announcement of the final decision should be made through the president's office.

### 3.6 Termination

Termination is a means of separation by which the University terminates the service of a faculty member for reasons of (1) severe mental illness or physical incapacity or (2) reduction in work force.

3.6.2 A determination of severe mental illness or physical incapacity shall be based upon clear and convincing evidence that the faculty member is unable to perform expected duties and responsibilities despite reasonable accommodations.

3.6.3 Reduction in work force may result from program reduction, program elimination, or financial exigency. Decisions about program reductions or elimination of programs will be based strictly on educational considerations and will involve the President, the VPAA, and the ACC. There must be a judgment that the long-term educational mission of the university will be enhanced by the discontinuance. In cases of program reduction that will not result in the elimination of all faculty positions in the program, decisions on which faculty to retain will be made by the president's executive cabinet which will consider qualifications, teaching effectiveness, service to the university, and effect on the continued success of the program. The university will attempt to give at least twelve months notice to faculty whose positions are being terminated by program reduction or elimination.

3.6.4 In case of an imminent financial crisis which cannot be alleviated by less drastic means, reductions in faculty may be implemented. A faculty committee will work with the president and the VPAA to determine criteria for identifying those individuals whose appointments are to be terminated due to financial exigency.



## **4 Faculty Ranking Policy**

### **4.3 Initial Assignment of Rank**

The initial rank of a new full-time faculty member shall be determined by the VPAA and shall be subject to the approval of the president and the board of trustees.

In determining initial rank, the following factors will be considered:

- Previous rank held at another college or university.
- Earned degrees at regionally accredited institutions.
- Years of full-time contract post-secondary teaching experience.
- Adjunct teaching may be credited on a two-to-one basis of credit hours taught within the previous ten years, for up to a three-year maximum equivalency to university teaching experience.
- Professional experience closely related to the teaching field may be credited on a three-to-one basis for up to a three-year maximum equivalency to university teaching experience.
- This would include high school teaching in which the subject taught matches the university teaching assignment.
- For teacher education faculty, it would also include secondary, elementary, and early childhood school teaching experience.
- Any recommendations of the department chair and/or division chair.

4.3.2 The initial determination of rank will include not only the rank designation, but also an indication of any additional years of experience which may be credited against the minimum standard for promotion to the next rank level.

### **4.4 Rank Advancement**

An eligible faculty member who seeks advancement in rank shall submit a written request in a formal academic style to either the division chair or the VPAA. The request should address in detail all of the criteria used for determining rank.

- The application must be presented early enough that all the following approvals may be obtained before the contracts are issued for the next academic year.
- Upon recommendation of the division chair or the VPAA, the request will be presented to the faculty rank committee. The faculty rank committee is comprised of the ACC plus two faculty members elected by the faculty, one of whom is designated by faculty vote as the chair of the committee.
- Upon the committee's approval, the request is forwarded to the president and then to the executive committee of the board of trustees.
- Upon trustees approval, the faculty member will move to the new rank at the beginning of the next academic year if contracts for that year have not yet been offered.

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### 4.5 Rank Categories

The faculty ranking system for full-time faculty includes four levels that are attained by application: instructor, assistant professor, associate professor, and professor. Two levels are available for adjunct faculty: adjunct instructor and associate instructor.

Full-time faculty may be nominated for an honorary rank of distinguished professor by the University president in consultation with the president's executive cabinet and approved by the trustees. This rank is not available for the faculty application process.

### 4.6 Criteria for Determining Rank

4.6.2 Educational and Teaching Experience Criteria. The following criteria are the minimum requirements for each rank; but their attainment does not automatically ensure advancement in rank. For a degree to count in the requirements listed below, it must be in the same content area for which the faculty member has been contracted to teach. The requirement for "university teaching experience" always refers to full-time teaching or its equivalency in experience as stated above under point 4.1. The minimum standards for a rank are as follows:

#### Instructor

Master's degree with no teaching experience  
Special technical skill or substantial, qualified teaching experience

#### Assistant Professor

Ph.D. or its equivalent with no teaching experience, or  
Master's degree + 30 hours with three years of university teaching experience, or  
Master's degree with five years of university teaching experience

#### Associate Professor

Must complete a minimum of two years full-time college teaching experience at the assistant professor rank before applying for associate professor rank.  
Ph.D. or its equivalent with six years of university teaching experience, or  
Master's degree + 30 hours with ten years of university teaching experience.

#### Professor

Must complete a minimum of two years full-time college teaching experience at the associate professor rank before applying for professor rank.  
Ph.D. or its equivalent with twelve years of university teaching experience—at least three of those years being at Hannibal-LaGrange University.

#### Distinguished Professor

The distinguished professor rank is an honor bestowed on a person by the University president and trustees. The candidate does not apply for this rank.

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Ph.D. or its equivalent with a minimum of fifteen years of college or university teaching experience with at least ten of those years being at Hannibal-LaGrange University.

- Holds the rank of professor .
- Has distinguished oneself as a classroom instructor.
- Has established writing and/or research career.
- Provided extraordinary service to the University.

4.6.3 The phrase “Ph.D. or its equivalent” refers to the terminal degree in one’s primary teaching field. A non-academic, professional degree (such as the D.Min. or J.D.) will be counted for ranking purposes as a master’s degree plus 30 hours. For faculty members whose primary teaching area is in the fine arts or in studio art, the MFA shall be considered a terminal degree.

4.6.4 For unusual or exceptional cases, these standards may be waived. Usually any such waiver will be with the joint approval of the faculty ranking committee, the president, and the board of trustees.

### 4.7 Job Performance Criteria.

In addition to the minimum academic and professional experience requirements for each rank listed above, the four areas given below will also be considered in evaluating the faculty member’s eligibility for promotion. The indicators listed under each of the four areas are suggested as general guidelines in the evaluation process. Please provide examples and documentation.

The formal rank advancement application is to be an academic level, professionally written paper that states the evidence of requirements as addressed in the points listed below. The rank application should contain a cover letter, curriculum vitae, and the formal paper.

#### Effectiveness in the Classroom

- Demonstrates mastery of the subject matter.
- Stimulates the intellectual development of the students.
- Communicates effectively the skills, methods, and academic content appropriate to the discipline.
- Interacts effectively with students in classroom activities.
- Maintains and enforces high standards for student performance.

#### Professional Proficiency

- Pursues opportunities for additional training or advanced degrees.
- Demonstrates competence in relating effective teaching to academic scholarship and research.
- Participates in professional associations and organizations appropriate to the individual discipline.
- Contributes to the knowledge within and the development of the individual discipline.
- Engages in professional activities such as publications, lectures, performances, exhibitions, and leadership in professional organizations.
- Engages in interdisciplinary dialogues and stimulates the professional development of colleagues.

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### Service to the University

- Participates in departmental and division-level planning.
- Contributes to the implementation of departmental and division-level goals.
- Demonstrates competence in advising students concerning curriculum and degree plans.
- Serves on assigned committees.
- Establishes good rapport with students and serves as sponsor of student organizations, as appropriate.
- Attends and supports University activities.
- Demonstrates loyalty to and support for the policies of the university.
- Establishes good rapport with administration and faculty members.
- Demonstrates a consistent Christian witness on and off campus.

### Service to the Community

- Participates in activities which promote good will and awareness of the university within the community.
- Extends the services and the expertise of the university to the wider community through available and appropriate channels.
- Consulting and formal involvement in the community.

## 5 Faculty Salaries

Salary is oriented to rank, which is based upon academic degrees earned, experience, and other factors as outlined in the previous section. Raises are dependent on rank advancement or other substantial changes in responsibility. Faculty full-time contracts are for twelve months, but addendum contracts will be offered for overload teaching during both the academic semesters and the summer terms. The addendum contracts are over and above the contracted hours on the twelve-month contract.

Pay policies for independent study, adjunct faculty, full-time faculty overload are as follows:

### 5.1 Independent Study Pay Policy

A faculty member, whether full-time or part-time, is paid \$135 for each independent study student taking a three-hour course (\$90 for a two-hour course; \$45 for a one-hour course).

- Faculty who agree to teach a student by independent study and who teach that same course during that semester are not paid for that independent study student; it will be considered part of the current course.
- In most cases the faculty member needs to decide if (1) a given course is appropriate for independent study, and (2) a student has the needed skills and ability to take a class by independent study.
- But the student must meet the qualifications for taking an independent study according to the rules stated in the “academic policies” section of the current HLGU catalog.
- Independent studies should be discouraged for freshmen. Higher level independent studies should be discouraged for sophomores.

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### 5.2 Adjunct Faculty Pay Policy

The pay policy and scale for adjunct faculty will be stated in a document entitled HLGU faculty pay policy.

Adjunct pay for courses taught in the fall and spring semesters will be paid in four monthly installments – September through December or February through May. Adjunct pay for summer courses will be paid on the 26th of the month (or nearest weekday) following the completion of the course and the submission of the grades.

### 5.3 Full-Time-Faculty Overload Pay Policy

The long-term goal is to raise faculty base salaries and adjunct pay levels. One of the steps in that plan will be to establish pay scales that follow “best practices” and current standards at similar schools (for example, MBU and SBU). Consequently new pay scales based on “best practices” have been developed.

Overload pay will include all courses that are over and beyond the specific faculty member’s assigned teaching load, normally 27 credit hours (or equivalent work) for the academic year.

- The combined load for both semesters will be used in determining what constitutes an overload.
- For instance, if the contract load is 27 hours for the year and if the faculty member has 16 hours in the fall semester, but will only have 11 in the spring,
- Then no overload pay would be paid for the fall semester.
- If the contracted credit hours were not fulfilled in the fall and spring semesters, then the faculty member will be responsible for completing the contracted hours during the summer by either
- Teaching a summer course, or fulfilling other duties.
- The contracted hour load for a faculty member will be determined based upon the largest classes being taught.
- Over-load pay will be based upon the smallest classes.
- Faculty who do not achieve the contracted number of credit hours in a semester or in an academic year (for example, if a class is cancelled because of lack of sufficient enrollment) are subject to a make-up assignment agreed upon by the VPAA and the faculty member.
- Addendum contracts will be issued for overloads and/or summer courses that include hours beyond those stated in the annual contract.
- Fall semester overloads will be paid in two installments (November and December). Spring semester overloads will be paid in two installments (April and May). For faculty with nine and a half month responsibilities, remuneration for summer courses will be paid in June or August. To be paid in the June payroll, a course must be completed by June 20.
- For more information and a scale of prorated pay for overload courses, please see the HLGU faculty pay policy.

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### 6 Sabbatical Leave

The faculty sabbatical program provides support for a structured leave for faculty who have served at Hannibal-LaGrange University on a full-time appointment for at least six years. Sabbatical has these purposes: professional growth of the faculty member, improvements in the academic program of the university, and scholarly or artistic contributions to the disciplinary field. Appropriate sabbatical activities may include but are not limited to formal study, research projects, or artistic work.

Applicants for sabbaticals for any given year will be considered based upon seniority. There shall be no accrual of sabbatical leave.

6.1 Sabbatical leave may be structured in the following ways.

- One full year of leave with one-half of contract salary.
- One semester leave with full contract salary.
- A grant, not to exceed \$9,000, for appropriate sabbatical activities during the summer months. Reimbursable expenses include tuition and fees for programs of study, travel to the sabbatical site or sites, living expenses, and any expenses for research activities. In addition to reimbursable expenses the faculty member will be paid a stipend equal to 5% of salary.

6.2 Application Process

6.2.1 The faculty member shall submit to the VPAA a letter of intent to apply for a sabbatical no later than October 1 of the year prior to the academic year in which leave is requested.

6.2.2 Before submitting an application for sabbatical the faculty member should consult with the VPAA to confirm eligibility (years of service, years since previous leave, and satisfactory completion of all previous grant or leave projects).

6.2.3 The faculty member shall submit a letter of application to the VPAA prior to December 1 of the year preceding the academic year in which the leave will be taken. The application letter must include:

- a) Description of the specific objective(s) to be achieved during the leave (e.g., anticipated manuscript submissions, publications, performances, or exhibitions);
- b) Detailed plan and schedule to be followed for any independent study;
- c) Description of any research programs, courses of study, or other responsibilities to be assumed as part of the sabbatical project;
- d) Description of any additional grants to be sought for support of the sabbatical, along with complete information about the stipulations of the grant;
- e) Description of the expected improvements to the academic program of the university as a result of the project, particularly with regard to the long-range goals of the applicant's department;
- f) Detailed course schedule of the applicant's usual teaching assignment for the sabbatical period and a recommendation for whether each specific course and class section could be omitted from the schedule or staffed by an adjunct

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instructor.

6.3 The applicant will work with the department chair and the VPAA to arrange all matters concerning the care of the academic program during the leave period.

6.4 The VPAA shall take eligible applications to the faculty professional development committee for review.

6.5 Applications receiving approval of the faculty professional development committee and the VPAA shall be presented through the president to the board of trustees.

6.6 At the end of the sabbatical leave the recipient shall submit a report documenting completion of all projects and stipulations that were contracted to the VPAA, who will confirm satisfactory completion of the terms of the contract. A copy of the confirmation becomes part of the permanent personnel records of the university.

6.7 The recipient shall be expected to share his or her experiences with the faculty and/or staff in an appropriate setting, such as a workshop or public lecture. It is understood that publications and products developed during the sabbatical are the property of the faculty member but should acknowledge the university's support and the recipient's faculty status.

6.8 If the project as defined in the contract cannot be completed by the stipulated deadline, the recipient must submit a formal request in writing to the VPAA asking for an extension of the deadline or proposing an alteration in the terms of the contract. The recipient will be ineligible for any future sabbatical grants unless the terms of the sabbatical contract – as originally defined or as altered – are satisfied.

6.9 The recipient of a sabbatical leave shall resume his/her duties on the faculty at the expiration of the leave and agrees to remain at the university for at least two academic years.

## 7 Professional Development

7.1 A standing committee, the faculty professional development committee, administers the program of faculty professional development and will be composed of three faculty members, the VPAA and the faculty representative.

7.2 In order to assure a highly productive and efficient faculty, HLGU encourages and supports the continuous acquisition of knowledge and skills by encouraging membership in professional organizations and attendance at professional conferences. Full-time faculty members are encouraged to apply for funding for expenses related to professional meetings, dues, and memberships. Funding for such expenses is limited. Those who apply first will receive first consideration as long as funds last. When exact amounts are not known, estimates of cost may be used in making application.

7.2.1 Full-time faculty members requesting funds to pay for membership dues in professional

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organizations will be funded up to \$150 contingent on the availability of funds. If available funds remain after May 1, any remaining funds will be disbursed proportionally to those whose initial reimbursement did not cover the full membership.

7.2.2 Full-time faculty members requesting funding to attend professional meetings will be funded according to the following formula, contingent on the availability of funds. The first \$250 requested will be funded. Fifty percent of the next \$500 will also be funded for a maximum of \$500 per faculty member. If available funds remain after May 1, any remaining funds will be disbursed proportionally to those whose initial reimbursement did not cover the full cost for attending the professional meetings.

## 8 Graduate Study

Full-time faculty members who have been granted a “full-appointment” contract will be reimbursed for tuition for graduate study beyond the master’s degree. This includes study for doctoral degrees (or the commonly accepted terminal degree in a given field). Note: Only tuition, not fees, is reimbursed.

Beginning with the new faculty contract year, 2014-2015, and until further notice, the University will reimburse tuition only up to \$350 per credit hour. To receive the tuition reimbursement, the faculty member must adhere to the following stipulations:

- Courses are sufficiently related to the field of instruction and/or are being used toward a specific degree in the teaching area of the faculty member’s appointment.
- A grade of B must be earned for a course to qualify for reimbursement.
- The graduate work is pursued at an accredited institution.
- Enrollment does not exceed six semester hours of credit during a semester.
- Employment at the university continues for three years following the end of the last semester for which financial assistance was received. (Should an instructor terminate employment with the University earlier, the pro rata part of the assistance received during the previous 36 months must be repaid.)

8.1 Application for assistance is to be submitted in writing to the VPAA and written approval received prior to enrollment. The deadline for applying for funds is the February 1 in the year prior to the academic year in which the graduate work will begin – this allows for budget planning. The request should include the credit hours, and expected tuition for each term – fall, spring, and/or summer. Those applying will receive notification from the VPAA of how much money will be disbursed and the time-frame for submitting requisitions for reimbursement.

8.2 Each May, the faculty member pursuing advanced study must submit a report to the VPAA giving names of courses, credit hours earned, and grades for courses taken that year; plans for continuing the program of study; estimated time of completion; and other signs of progress such as comprehensive exams, acceptance of dissertation proposal, etc.



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8.3 After all course work is completed, the University will continue its support for a maximum of one year until approval of a dissertation proposal and for a maximum of two years following the semester in which the proposal was approved.

8.4 Leaves of absence for graduate study are granted when requested in writing sufficiently in advance of the semester(s) involved and when approved in writing by the VPAA. The conditions for receiving financial assistance for graduate study during a leave of absence are the same as those stated in the stipulations for reimbursement at the beginning of this section.

## Chapter 2

### THE WORK OF THE FACULTY

#### 1 Organization

1.1 The VPAA, assisted by the associate dean of academic administration, gives overall guidance to the University's academic program. The ACC, which includes each division chair, the vice president for institutional effectiveness, graduate and online programs, the associate dean of academic administration, the director of online studies, the director of concurrent programs, and the registrar, functions in an advisory capacity to the VPAA, who chairs the committee.

1.2 Faculty Representative. Each year a faculty representative is elected by peers to represent them on the Administrative Council. This council also includes a staff representative, the director of public relations, and the athletic director.

1.3 Division Chairs. Each division chair is responsible for guidance of the work of the division, including supervision of faculty members, budget control, course scheduling, and faculty development. Some departments have a chair who works under the supervision of the division chair and gives direct guidance to other personnel within the department. The divisional academic structure of the university follows.

1.3.1 Academic Divisions. The nine academic divisions in the undergraduate program are: Business and Computer Information Systems, Christian Studies, Fine Arts, Humanities, Innovative Programs, Natural Science and Mathematics, Nursing and Allied Health, Social Science, and Teacher Education. A tenth division, the Graduate Programs Division, was initiated in 2013.

Undergraduate divisions follow with the undergraduate areas included in each:

1.3.1.1 Business and Computer Information Systems – includes two administrative departments: Business and Computer Information Systems. The Business department includes Accounting, Business, Business Information Systems, Economics, Finance, Management, and Marketing

1.3.1.2 Christian Studies – Biblical Studies, Biblical Languages, Christian Education, Christian Ministries, Intercultural Missions, and Theology

1.3.1.3 Fine Arts – includes three administrative departments: Art, Music, Theatre

1.3.1.4 Humanities – includes administrative departments in English, Media Communication, History and Political Science, Foreign Languages, and Philosophy

1.3.1.5 Innovative Programs – ADVANCE Program, Online Program, Dual Credit, Dual Enrollment (E2), and Continuing Education

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- 1.1.1.1 Natural Science and Mathematics – Biology, Chemistry, Mathematics, Physical Science, and Physics
- 1.3.1.6 Nursing and Allied Health – Associate Nursing, Practical Nursing, and RN-BSN
- 1.3.1.7 Social Science – includes three administrative departments: Behavioral Science, Criminal Justice, and Exercise and Sports Science. Behavioral Science includes the areas of Psychology, Social Work, and Sociology. Exercise and Sports Science includes Exercise Science and Recreational Management
- 1.3.1.8 Teacher Education – Early Childhood, Elementary, and Secondary Education. Many of the divisions and departments above support the Teacher Education program
- 1.4 Graduate Programs – Master of Science in Education, Master of Art in Leadership

## 2 Faculty Responsibilities

A faculty member at Hannibal-LaGrange University is responsible to students, professional colleagues, the Institution, and the community in a wide range of areas, including the following.

### 2.1 Academic Freedom and Responsibility

2.1.1 Hannibal-LaGrange University encourages faculty members, in their quest for knowledge, to interpret their findings according to principles of sound scholarship and the dictates of conscience. However, the University does reserve the right to employ and support only those whose beliefs and teachings are in harmony with the purposes and policies of the institution and are in general accord with the theological and educational position reflected in the resolution adopted by the Missouri Baptist Convention, October 25, 1978 (see Appendix B, last bullet).

2.1.2 If a faculty member adopts a point of view so seriously out of harmony with the Institution's purposes and policies or with the theological and educational stance of the sponsoring constituency that he/she resists and criticizes the same, that faculty member is obligated—in the name of academic responsibility—to terminate employment with the University, so as not to adversely affect the welfare of Hannibal-LaGrange University.

### 2.2 Advisement

2.2.1 A major responsibility of every faculty member is the advisement of students. In addition to advising students enrolled in classes, each instructor serves as the official faculty adviser to students assigned by the VPAA. The faculty member is expected to help advisees make wise decisions concerning their programs of study and semester course schedules.

2.2.2 To facilitate advisement and other work with students, faculty members are required to schedule a minimum of 6 to 8 office hours each week at times convenient for advisees and students

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enrolled in their courses. This will, of necessity, include both morning and afternoon hours and 4 to 5 days of the week. Faculty members should make every effort to be in their offices during posted hours.

2.2.3 During the first week of each semester, the faculty member, using a form available from the academic office should make three copies of the daily professional schedule for that semester—indicating class hours, room assignments, and office hours. One copy is to be posted prominently on or near the office door; the other two copies are to be submitted to the division chair, who will keep one and file one with the VPAA.

### 2.3 Teaching Load

2.3.1 The normal teaching load for a full-time faculty member is 27 credit hours per academic year. This includes the fall and spring semesters; summer hours are in addition to the 27 hours and will be shown on an addendum contract. (Note: A 27-credit-hour teaching load is calculated as a 40 clock-hour workweek as stated in Chapter 5.)

2.3.2 Other factors which may be considered in determining teaching loads include:

- Nature and number of preparations.
- Number of new preparations.
- Number of students.
- Nature and quantity of grading required.
- Amount of field work required.
- Amount of time given to assigned duties not directly related to the classroom, such as athletics, drama, counseling, and music.

2.3.3 Whenever fewer than six students enroll for a lecture course, the VPAA will determine whether or not the course will be canceled. If it is not canceled, a modified class meeting schedule, adjusted faculty load credit, or independent study arrangements may be made for the course. In determining what part of a teaching load such independent study arrangements constitute, the VPAA will judge each case according to the factors enumerated in the above paragraph.

2.3.4 Faculty members who are not assigned to teach during the May term are expected to be on campus daily for a time equal to that which would be spent in class. Use of this time will vary from year to year. It may be spent in curriculum design, preparation of new class material, academic department review, student learning improvement assessment, updating student records, departmental project, or special assignment from the VPAA.

### 2.4 Instructional Standards

An instructor is expected to deal seriously and conscientiously with teaching assignments — including selection of textbooks, careful planning, thorough preparation, regular and prompt meeting of scheduled classes, clarity in informing students of course requirements, fair and impartial grading, and careful adherence to institutional standards and policies. Failure to comply with these expectations will be considered professional negligence or dereliction of duty.

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2.4.1 Textbook Approval and Orders. The instructor is responsible for obtaining textbook approval from division and/or department chairs, and for filing the order with the textbook vendor as instructed by the bookstore manager well in advance of the date the textbooks are needed. The bookstore will give current instructions for online ordering of books. Instructors must contact the publishers personally to obtain desk copies.

2.4.2 Syllabi. Each semester and each summer term faculty members are expected to prepare syllabi for courses taught and to file current (preferably electronic) copies in the academic office, to ensure that the syllabi file is kept up to date. If an instructor teaches more than one section of a course, one syllabus is sufficient for the file. Each syllabus should include the instructor's name, academic year, statement of objectives, course requirements, attendance policies, teaching methods, resources used, and methods of evaluating student progress. A syllabus guide is available in the academic office.

2.4.3 Course Schedules. All classes are expected to meet according to the official schedule. Changes for any reason, even for a single class period, (1) must first be checked against the master schedule and all room reservations to determine the availability of the room at that scheduled hour, (2) must also be approved by the VPAA, (3) must be reported to the division chair, (4) must be communicated to the associate dean of academic administration for entry into CAMS if it involves the remainder of the semester or term.

2.4.4 Evaluation of Student Work. Beginning early in the semester, students should be given regular opportunities to evaluate their progress in a course. These opportunities may vary from written assignments, presentations, or projects to pop quizzes or standard exams. All student work should be evaluated and returned promptly. Clear and timely feedback is an essential part of the learning process and therefore an indispensable part of instructional practice.

2.4.5 Final Grades. Final course grades will be assigned to each student. The instructor should submit these grades to the registrar's office according to the schedule set by the registrar and the VPAA. Grades for graduating sophomores and seniors must be turned in at an earlier time (set by the registrar and the VPAA) to allow for graduation determinations. Final exams are to be given on the dates scheduled by the VPAA. To avoid the violation of the Carnegie definition of a credit hour, they should NOT be given on the last scheduled day of class.

2.4.6 Electronic Submission of Final Grades. All final grades must be submitted through the faculty portal. Grades will not be accepted by email or paper. Note: no student personal information may be submitted by common email systems such as Gmail, Yahoo, etc., because the rules of non-privacy for email servers violate the FERPA laws. On the other hand, HLGU email is encrypted to prevent the public display of private information.

2.4.7 Changing a Final Grade. Once a final course grade has been submitted to the Registrar's Office, it may be changed only by the instructor. The appropriate form for this process may be obtained from the Registrar's Office.

2.4.8 Professional Dress Code. The appropriate professional dress for faculty and instructors in the classroom is business casual.

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Business casual includes, for women, dresses, blouse and skirt, or slacks; for men, shirts with collars, tie (optional), and slacks. Please note: Inappropriate attire for business casual occasions includes, but is not limited to, jeans, tennis shoes, flip-flop sandals, t-shirts, sweatshirts, athletic wear, shorts, sweatpants, wind suits, stretch pants, extremely short skirts, leggings, stirrup pants or tight pants.

### 2.5 Student Attendance

2.5.1 Each instructor is expected to keep an accurate record of each student's class attendance. This is required by the US Department of Education rules for students to receive Title IV financial aid funds. If a student stops attending class, the last day of class attendance must be known. Class record/grade books may be obtained from the academic office.

2.5.2 Instructors establish their own class attendance policies. They are expected to make these policies an integral part of their course syllabi so that students are properly informed at the beginning of each semester or term. Any changes in these policies are to be filed in the Academic Office.

2.5.3 Faculty are required to confirm the class enrollment in every class by returning a signed roster on a date set by the Registrar and the VPAA. This confirmation must indicate any deviation from the printed roster including students who have not attended or students who are attending but are not listed on the roster. This step is essential to avoiding legal issues later with students who fail to complete the registration process or students who subsequently insist that they did not enroll in the course. This rule applies to all on-campus and off-campus courses, including dual-credit and ADVANCE courses.

2.5.4 Drop-Out Policy. To comply with regulations Federal Register, December 31, 1980, Sections 668.16 (d) (1) and 668.21 (c), the academic affairs committee has established the following policy:

A faculty member who has a student who consecutively misses four (4) Monday-Wednesday-Friday classes, three (3) Tuesday-Thursday classes, or two (2) block classes (a block class meets only once a week) will contact the student (by telephone if possible) for the purpose of determining if the student intends to return to class. If the student does not intend to return to class, he/she should be informed to withdraw officially from that class (or from all courses, if applicable). If the student does not intend to return or cannot be contacted, the faculty member will then notify the financial aid office and give the actual last date of attendance. This date will be used in refunding any aid.

Failure to notify the financial aid office about these absences places HLGU in jeopardy of not complying with federal mandates concerning financial aid.

### 2.6 Field Trips

The VPAA can authorize an excused absence for class periods missed due to a field trip only if the instructor submits, ahead of time, a list of the names (in alphabetical order) of all students to be involved. Should such a scheduled trip be canceled, the instructor should immediately notify the VPAA. Note: Excused absences are only given for university sponsored trips.

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2.6.1 Funding for Field Trips. Limited funds are available for financing class field trips. In order to receive reimbursement for such trips, a faculty member must obtain both a written approval from the division chair and the VPAA at least two weeks prior to the trip, and also an approved budget requisition at least one week prior. The instructor should submit a written request, giving full particulars on the following:

- Name and course number of the class
- Date, schedule, and nature of the trip
- Number of students participating
- Names of all students participating
- Destination and distance
- Approximate cost

If approved, the VPAA will notify instructors of excused absences.

### 2.7 Visiting Speaker Policy

Faculty members are encouraged to invite guest resource persons to their classes and generally do not need permission to do so. Before inviting a controversial speaker, however, the faculty member should seek approval of the division chair and the VPAA. Faculty should consult with their division chair as to any funds available for honoraria.

### 2.8 Faculty Absences

All faculty absences from the classroom or stated office hours must be registered with the VPAA. All absences, planned and unplanned, must be submitted to the Human Resources Office using the absence software submission system.

2.8.1 Planned Absences. When an instructor wishes to miss a regularly scheduled class for any purpose, a brief written request should be submitted in advance to the VPAA indicating the date and purpose of the proposed absence and explaining the provision to be made for the class during the absence; the VPAA will promptly inform the faculty member of approval or disapproval. Failure to follow this procedure may result in the faculty member's not being reimbursed for expenses incurred (when applicable).

2.8.2 Absences Due to Illness or Emergency. In the case of illness or emergency, a faculty member is expected to notify the VPAA prior to the class meeting times if at all possible, and to suggest alternative arrangements. If the instructor has not been able to enlist a substitute, the academic office will attempt to do so; that office will be responsible for class cancellations, if necessary.

2.8.3 Faculty are required to submit sick-leave requests. Following an absence due to illness or emergency, the instructor is expected to file with the VPAA a brief written statement as to the date and reason for the absence and as to the alternate class plan which was used. This information will become a part of a faculty member's permanent file in the academic office.

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2.8.4 Leaves of Absence. Leaves of absence are arranged between instructors and the VPAA; provision varies according to the circumstances.

### 2.9 Adding or Deleting Courses in Curricula

Faculty members are given the opportunity to recommend the addition or deletion of courses. As part of a their duties, they should periodically review course offerings to determine if courses need to be added or deleted in order to strengthen the University's academic program. The following procedures should be used for changing course offerings or the requirements for specific programs of study.

2.9.1 The instructor(s) brings the request to the department which would be affected to be approved by that department.

2.9.2 The department chair sends the request to the appropriate division for action after the request has been approved by the department.

2.9.3 The division chair recommends the request to the Academic Affairs Committee after the request has been approved by the division.

2.9.4 The academic affairs committee will take one of the following actions:

- Send the request back to the department for further clarification and/or action.
- Reject the request.
- Approve the request, if it has minimal impact.
- Approve the request and send it as a recommendation to the Executive Cabinet for action.

### 2.10 Other Responsibilities

2.10.1 Chapel. All full time faculty are expected to attend chapel on a regular basis. It serves as a time of personal renewal and as an example to students. Faculty should not schedule or hold meetings, conferences, classes, makeup exams, or other such activities during scheduled chapel services.

2.10.2 Committee and Organizational Assignments. Each year the VPAA, with the counsel and approval of the president, assigns each faculty member to one or more standing committees and occasionally to ad hoc committees. Faculty members are also assigned to sponsor a student organization.

2.10.3 Community Involvement. Faculty members are expected to be involved in community development, especially in areas of professional expertise.

2.10.4 Faculty Meetings. Meetings for all full-time faculty and other designated full-time personnel are normally held once each month, usually on the first Monday, with the University president (or, in his absence, the VPAA) presiding. Attendance at these meetings is required. Additional meetings may be called by the president or the VPAA as needed. Departmental and divisional meetings are held as needed.



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2.10.5 Library Development. Faculty members are responsible for staying abreast of current books, periodicals, and audio-visual materials in their subject area, and for recommending appropriate acquisitions for the library.

2.10.6 Out-of-Class Activities. Faculty members are expected to give a reasonable amount of time to attending athletic events, plays, recitals, and other student-oriented social activities. They are also encouraged to attend faculty and staff functions to which they are invited. Moreover, there are certain occasions throughout the year for which faculty members are required to be present, such as the Booster Banquet in November and graduation in May.

Faculty members are also expected to assist the office of admissions during University sponsored student visit days and individual student visits to the campus.

2.10.7 Professional Development. Faculty members are expected to continually improve instructional effectiveness through study of current materials, participation in professional organizations and meetings, and further graduate study; a modest amount of institutional funds are available to assist faculty members in these areas.

2.10.8 Setting a Challenging Example  
Faculty members are expected to model high standards of Christian commitment, academic excellence, professional ethics, and personal integrity.

### 3 Evaluation

In order for Hannibal-LaGrange University to be an effective Christian education institution, it is essential to maintain a wholesome and vital faculty and an effective support for that faculty through a program of ongoing faculty evaluation. It is the philosophy of this institution that evaluation of faculty be based on performance assessment and that it encourage professional development.

#### 3.1 Purposes

Among the purposes for faculty evaluation are the following:

- To enhance the ongoing effectiveness of the individual faculty member
- To maintain accountability
- To promote employee satisfaction
- To provide common assurance (faculty and institution) that the goals of the institution are being met
- To serve as a basis for a variety of personnel actions; e.g., rank advancement, salary increases, contract renewal, and/or professional development opportunities.

#### 3.2 Procedures

All faculty members under full-time contract will be evaluated yearly by self, students, advisees, and the university president; and, in addition, every third year by a colleague of their choice and by the division/department chair. Standard forms will be used, and the prescribed procedure below will be followed.

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### 3.2.1 Yearly Evaluations

3.2.1.1 President's Annual Performance Review. Each year the University president, in consultation with the VPAA, will interview each full-time faculty member. The faculty member should bring copies of completed and future professional development plans, and the annual self-evaluation, to this meeting (copies separate from those to be placed in the academic office files – the president will not be responsible for filing these on behalf of the faculty member). If it is the year for the faculty member's three-year peer and chair reviews, the results of that evaluation should also be brought to the interview.

3.2.1.2 Self-evaluation is to be completed yearly by March 15. When completed, a copy of this evaluation is to be submitted to the division/department chair. The results of the evaluation will be discussed with the faculty member in a conference with the department and/or division chair. After the chair's review, they will be submitted to the academic office.

3.2.1.3 Student evaluation is completed in the student portal. The cumulative results (1) will be collected and filed by the academic office, (2) a copy will be forwarded to the division/department chair, and (3) the results will be discussed with the faculty member as the need arises.

3.2.1.4 Advisee evaluation is to be completed yearly. Adviser evaluation forms are to be distributed to advisees at the beginning of the early registration period in the fall semester. The completed forms will be collected by the registrar as the students register and will be forwarded to the academic office. The compiled results will be sent to the faculty member and to the division/department chair; they will be discussed as the need arises.

### 3.2.2 Every Third Year

3.2.2.1 Colleague evaluation is to be completed every three years. Faculty being evaluated may choose a colleague from their department or from the faculty at large to review syllabi, tests, assignments, and, and to observe one or two class periods. Once a faculty member and the colleague have reviewed the evaluation together, the evaluation results are sent to the division/department chair.

3.2.2.2 Division/department chair evaluation of a faculty member is to be completed every three years on the same schedule as the colleague evaluation.

3.2.2.3 When a faculty member is scheduled for the three-year evaluation, and after all parts of the process are completed, the division/department chair will collect all components of the evaluation, review them, and meet together with the faculty member to discuss the information.

3.2.2.4 The division/department chair will forward to the academic office all evaluation material for review by the VPAA. Then the chair will make an appointment with the VPAA in which the two of them will discuss the evaluation with the evaluated faculty member. The evaluation documents will be stored in the personnel file.

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3.2.2.5 A three-year rotation for colleague and chair evaluations will be prepared and/or revised by the office manager of the academic office. Those faculty members and their academic chairs who are scheduled in the current year for the three-year evaluation will be notified by the end of September.

3.2.2.6 The evaluation results are considered strictly confidential. Those having access to evaluation results include the following personnel: the evaluated faculty member, the division/department chair, the VPAA, and the president.

3.2.2.7 Each entry of information into the evaluation file of an individual must be signed and dated by that individual.

A faculty member who disagrees with information found in the evaluation is encouraged to record his/her position of disagreement and the rationale for that position. This statement will be placed in the evaluation file.

3.2.2.8 NOTE: Using the above procedure, department chairs will be evaluated by a colleague and by the division chair. The division chairs will be evaluated by a colleague and by the associate dean of academic administration or another division chair. After the evaluation, they will make an appointment with the VPAA as stated above.

## 4 The Library

The library operation is under the direct guidance of a library director with a master's degree in library science from an ALA-accredited institution. The library director has faculty status and works under the immediate supervision of the VPAA. For information on library hours, policies and procedures, and materials available, faculty may secure a copy of the Information and Resource Guide from the library.

### 4.1 Acquisitions

Each department or division is allocated a part of the library acquisitions budget, as determined by the library director.

4.1.1 Books, periodicals, and audio-visual aids designed for general use are acquired at the library director's discretion.

4.1.2 Books, periodicals, and audio-visual aids in specific subject areas may be acquired by faculty, staff, or administrators by submitting a request to the library director.

4.1.3 Online resources and equipment will be selected by library personnel though faculty may make requests.

### 4.2 Other Library Resources

Roland Library is a member of the MOBIUS consortium, which is comprised of over sixty academic libraries in the state of Missouri. Hannibal-LaGrange University personnel may participate in direct patron borrowing through the online catalog and have visiting patron privileges at participating

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member libraries. For more details see the following website: [mobius.missouri.edu](http://mobius.missouri.edu).

Additional materials are also available through traditional interlibrary loan through participating OCLC libraries all over the world.

Faculty, staff, and students may receive a library card at the Hannibal Free Public Library as well.

Services through EbscoHost, FIRSTSEARCH, LexisNexis, Internet, and other computer resources are also available. See the library website for a complete list. Dissertations Abstracts is available through FIRSTSEARCH extended. Those working on graduate degrees may see the Library Director for a password to this resource.