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PRELIMINARY STATEMENTS

The Lake Erie College Board of Directors approved and adopted the present *Lake Erie College Faculty Handbook* on NEW DATE. It replaces all prior versions of the *Faculty Handbook*, effective NEW DATE. The Board of Directors must approve any amendments to the *Lake Erie College Faculty Handbook*. The *Lake Erie College Faculty Handbook* serves as a repository of policies and procedures governing the academic life of Lake Erie College, focusing primarily on the structure, responsibilities, and rights of the faculty and employment considerations that pertain to faculty only. To avoid unintended conflicts among College documents, the *Faculty Handbook* may incorporate by reference other College policy and procedures documents that apply also to Academic Affairs and the faculty, including but not limited to the *Articles of Incorporation, Employee Handbook, Staff Handbook, Student Handbook*, academic standards and policies, and personnel policies and forms. The *Lake Erie College Faculty Handbook*, including all referenced documents, constitutes an essential component of each faculty contract. *Faculty members must familiarize themselves with the content of this document and, by signing their annual contract, individual faculty members agree to abide by the Lake Erie College Faculty Handbook.*

Lake Erie College does not discriminate on the basis of race, gender, sexual orientation, age, creed, national origin or disability in employment, admission or access to its programs and activities.

1.0 THE COLLEGE

1.1 College Mission, Core Values, and Accreditation

1.1.1 Mission of Lake Erie College

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens. (Approved by the Board of Directors October 26, 2017)

1.1.2 Institutional Vision
Lake Erie College will empower students by successfully integrating the following elements into the learning experience:

- Self-discovery,
- The Development of strong personal attributes,
- Creative problem solving, and
- The balance of personal and professional goals with the needs of others.

The College is committed to being mission driven, fostering strong partnerships and collaboration in the region, service to the community, embracing diversity and inclusion, and helping students successfully reach their academic goals. (Approved by the Board of Directors October 26, 2017)

1.1.3 Accreditation
Lake Erie College (LEC) is accredited by the Ohio Board of Regents and the Higher Learning Commission. Lake Erie College programs are individually accredited by professional accrediting bodies. The current LEC catalogue will contain the most accurate listing of program accreditations.

1.1.4 History
Lake Erie College was founded in 1856 as the Lake Erie Female Seminary by graduates of Mount Holyoke College. The first class graduated in 1859. In 1898, the institution became Lake Erie College and Seminary and in 1908 its charter was amended to identify it as Lake Erie College. From its inception, the College was a private, non-denominational Christian institution. It was first accredited by the North Central Association of Colleges and Secondary Schools in 1913 and is a founding member of the Ohio College Association.

1.2 College Board of Directors
Under the Articles of Incorporation, the Lake Erie College Board of Directors is vested with the full legal and organizational authority to govern the functioning of the College, which it
does through various administrative structures. The Articles of Incorporation, as amended, are incorporated into this document in Appendix (ADD AND NUMBER). Policy matters relating to faculty that have been approved by the Board shall be set forth in this document, in relevant portions of the Lake Erie College Employee Handbook, in benefit plan documents, and in various other documents approved by the Board. As described in Section 3.4.1 of the present document, the President of the Faculty Senate will attend meetings of the Board of Directors as an ex-officio, non-voting member, for the purpose of communicating faculty actions and interests to the Board and reporting to the faculty on discussions and actions by the Board. The Faculty Senate President may sit on two committees of the Board and may participate in Board discussions. However, he or she may not participate in executive sessions.

1.3 Structure of College Administration
The following provisions describe the College administration as directly related to the academic mission of the College.

1.3.1 College President
The President of Lake Erie College serves as the Chief Executive Officer and reports to the Board of Directors. As chief executive, the President is charged to chart the future course of the College, manage the daily administrative affairs of the College, and serve as chief public spokesperson.

1.3.2 Vice President for Academic Affairs/Chief Academic Officer
The Vice President for Academic Affairs/Chief Academic Officer has comprehensive responsibility for providing strategic direction and leadership in all aspects of academic life internally and serves as the primary contact for the College’s academic mission externally. This includes, but is not limited to, government entities, regulatory agencies, business and academic partners, and professional academic organizations. The Vice President for Academic Affairs/Chief Academic Officer has oversight responsibility for all academic budgets; hiring, promotion, retention and governance of faculty; student academic life; and
all academic schools and services. The Vice President for Academic Affairs/Chief Academic Officer also sits on the President’s Cabinet.

1.3.3 Vice President for Enrollment Management
The Vice President for Enrollment Management is responsible for working with the president and the president’s cabinet to develop and implement effective recruitment and marketing programs and material to meet enrollment goals for freshmen, transfer and graduate markets.

1.3.4 Vice President for Administration and Finance
The Vice President for Administration and Finance has primary responsibility for providing strategic direction and leadership for the management of the College’s administrative, business, and financial operations; ensures compliance with federal, state, and other government requirements; and works closely with the Board of Directors on fiscal management. The Vice President for Administration and Finance also sits on the President’s Cabinet.

1.3.5 Vice President for Advancement
Reporting to the president and serving as a member of the president’s cabinet, the vice president for advancement provides leadership and vision for advancement and exhibits a deep commitment to the College’s mission, vision and values. The individual will provide leadership for all individuals and areas of advancement; work closely with the president for community outreach and partnerships; and will be responsible for expanding the donor base to raise funds in support of the College.

1.3.6 Vice President for Student Affairs
The vice president for student affairs is the chief student affairs officer for the College and is responsible for maintaining a student-centered philosophy, developing and implementing programs, policies and procedures consistent with best practices and budget oversight. The VPSA collaborates with cross-campus colleagues to foster, strengthen and sustain student retention and engagement.
1.4 Administrative Committees of the College

The President and the Vice Presidents of the College may from time to time establish advisory administrative committees to support work in their respective areas. Faculty and staff may be invited to serve on the committees at the discretion of the President or the Vice Presidents of the College. Faculty representatives are responsible for reporting on committee business to the Faculty Senate. It is an expectation that committees vital to effective governance meet with regularity and consistency to ensure feedback, input, and transparency regarding substantive issues of the College. The advisory committees are the following:

- **The Assessment Committee** oversees the College’s participation in the accreditation process under the authority of the Vice President for Academic Affairs/Chief Academic Officer. The Assessment Committee is responsible for conducting ongoing reviews of academic programs and shall include an appointed representative from each school, the Chair of the General Education Committee, and a representative from Academic Affairs as appointed by the Vice President for Academic Affairs/Chief Academic Officer.

- **The Budget Advisory Committee** works with the Vice President for Administration and Finance on budget development and processes. The Vice President for Academic Affairs/Chief Academic Officer, two faculty members (who are voted on by the Faculty Senate), and a representative from both Enrollment Management and Student Life serve on this committee.

- **The Benefits and Compensation Committee** works with the Vice President for Academic Affairs/Chief Academic Officer and the Vice President for Administration and Finance to review faculty salary and compensation packages. The members of this committee include the Vice President for Academic Affairs/Chief Academic Officer, the Vice President for Administration and Finance, and two members of the faculty who are voted on by the Faculty Senate. One of these faculty members should be a member of the Faculty Development and Welfare Committee.
• **Honors Program Advisory Committee** works with the Director of the Honors Program. Every two years, interested faculty will be solicited by the Director of the Honors Program to serve as an advisory body which will meet on an as-needed basis. The Honors Program Director, who is a faculty member appointed by the Vice President for Academic Affairs/Chief Academic Officer, has the authority to set program requirements in conjunction with the Academic Standards Committee and the Honors Program Advisory Committee.

• **The Academic Exceptions Committee** determines whether or not an exception to the admissions standards of the College shall be made on a case by case basis. Members of the Recommended File Review Committee shall include the Vice President for Enrollment Management, the Dean of Student Academic Success, a member of the Academic Standards Committee, a member of the English faculty, and a member of the Math or Sciences faculty.

• The **Athletic Advisory Council's** purpose (AAC) is to advise the Lake Erie College administration on all major decisions affecting the administration of the Department of Athletics. The Council reviews and makes recommendations on issues involving the welfare of student athletes, the role of athletics in campus life, and the athletics program’s compliance with the College, NCAA, and conference regulations; serves as a search advisory committee for key athletics program personnel; reviews the role of existing and potential sports programs. The Council makes recommendations to the President’s Cabinet through the Vice President of Student Affairs (VPSA). All faculty committees reserve the right to solicit information or feedback from the AAC at their discretion. The membership will consist of:
  - Two faculty members as elected by the faculty. The AAC will elect as Chair one of these two faculty members. Appointments to the AAC shall be staggered and are renewable at the end of the elected term.
  - The Faculty Athletic Representative (FAR).
  - Four students; one male and one female student participating in NCAA sanctioned activities and one male and one female student not involved
with NCAA activities. The Student Government Association (SGA) will appoint the student representatives.

- Two coaches, one from a female team and one from a male team. The Athletic Director (AD) will recommend two coaches from female teams and two coaches from male teams to the faculty prior to the final faculty meeting of the academic year. The faculty will vote on which female team and male team coaches will serve the subsequent year.
- The VPSA, AD and Senior Women’s Administrator shall serve in an advising and non-voting capacity.

- **The Space Planning Committee** works with both the Vice President for Administration and Finance and the Vice President for Academic Affairs/Chief Academic Officer to develop and implement a comprehensive plan to assure that adequate facilities are available and adequate. It is an expectation that all stakeholders will be consulted with regard to changes such as renovations, space allocation, and academic facilities. The Vice President for Academic Affairs/Chief Academic Officer and two faculty members appointed by the Faculty Senate Executive Committee shall represent faculty interests on this committee. The Vice President for Academic Affairs/Chief Academic Officer also may invite specifically affected faculty members to provide information as needed.

Other administrative committees may be established as necessary according to the administrative needs of the College.

### 2.0 ACADEMIC AFFAIRS

#### 2.1 Vision Statement for Academic Affairs

Lake Erie College will graduate students who are prepared to engage the most important issues of their local, regional, and global communities. This is accomplished through:

- A solid liberal arts foundation in the core curriculum;
- Disciplinary expertise and excellence for each student; and
• Comprehensive attention to personal innovation, active learning experiences and global civic responsibility.

2.2 Goals of a Lake Erie College Education (General Education Requirements)
The Lake Erie College CORE (Checkpoints On your Road to Empowerment) includes courses comprising the central core of your LEC education. Students are required to take courses from each of five Checkpoints. Every student’s path through these Checkpoints will be unique, however.

Checkpoints:
• Join the conversation, developing effective communication and critical thinking skills.
• Build bridges with international cultures, contributing to the world dialogue as you venture onto exciting new paths.
• Understand the language of nature, applying quantitative reasoning and becoming part of the scientific process.
• Explore the dynamics of people and their societies, discovering yourself as an individual, community member, and citizen.
• Engage with the arts and humanities, appreciating and adding to the full range of human expression across time.

2.3 Organization of Academic Affairs
Academic Affairs is administered by the Vice President for Academic Affairs/Chief Academic. The area is organized into five schools administered by individual deans. These five schools are the School of Arts, Humanities, and Social Sciences; the School of Business; the School of Education and Professional Studies; the School of Equine Studies; and the School of Natural Sciences and Mathematics. In addition, there is a dean of student academic success.

2.3.1 Academic Schools
2.3.1.1 Schools of the College
The five Schools of the College are defined by degree, major, and minor programs. The academic quality of each unit rests with the individual Dean of each School in collaboration with both the faculty of the School for that degree or major program and the Vice President for Academic Affairs/Chief Academic Officer.

2.3.1.2 Appointment and Service of Deans
The Dean or Interim Dean of each area is appointed by the President on the recommendation of the Vice President for Academic Affairs/Chief Academic Officer. The Deans report directly to the Vice President for Academic Affairs/Chief Academic Officer and have primary responsibility for the overall leadership of the School, including monitoring the quality of instruction, enhancing current programs, developing new initiatives in their Schools, and representing their Schools to appropriate external groups.

Deans must hold a full-time appointment on the faculty of the School in which they are serving as Dean. Unless recommended otherwise by the Vice President for Academic Affairs/Chief Academic Officer and approved by the President, appointments shall be for a two year term and are renewable. The terms of individual administrative contracts may vary to reflect the size and complexity of the School. Employment as Dean is by contract only; however, faculty members coming into the dean position with tenure will maintain their faculty tenure and rank.

Deans shall be evaluated by the Vice President for Academic Affairs/Chief Academic Officer annually. Deans’ service as administrators of the College will be given equal consideration as the service of other faculty, and the special requirements of their position will be taken into account when decisions on future rank and tenure are made (see tenure and promotion guidelines in Section 6.0); evaluation of their teaching expertise will be based upon their actual performance and not upon any comparison to faculty who do not bear administrative responsibilities.
Deans will collaborate with all other areas of the College (e.g., Admissions, Student Affairs, Development) to further the mission of the College.

2.3.2.3 Duties of Deans

Subject to supervision by the Vice President for Academic Affairs/Chief Academic Officer, the regular duties of the Deans include:

- Monitoring the budget for the school and developing funding initiatives as appropriate;
- Scheduling and staffing classes;
- Developing and assessing the curriculum to assure academic quality;
- Participating in the hiring, development, supervision, and evaluation of all permanent faculty;
- Conducting annual observations and evaluations of all permanent faculty for the purposes of reappointment, advancement, and/or bonus rewards;
- Interviewing and recommending adjunct faculty for hiring;
- Supervising adjunct faculty;
- Coordinating the advising and placement of students majoring in programs in their schools;
- Provide input regarding the print and digital library resources;
- Provide input and advocate for the instructional resource (technologies, equipment, and classroom instructional needs) for the school;
- Provide input regarding recruitment, admissions, retention, and publicity for the school;
- Monitoring accreditation and assessment efforts within the school and coordinating with college-wide efforts; and
- Meeting bi-monthly with the Vice President for Academic Affairs/Chief Academic Officer or designee, and, as scheduled, for the Deans’ Cabinet.

3.0 FACULTY RESPONSIBILITIES AND GOVERNANCE

3.1 Overview
The primary responsibility of the College faculty is to promote the quality and integrity of the academic mission and vision of the College. The faculty consists of both academic and administrative faculty. Academic faculty shall consist of all full-time School Deans will be considered academic faculty as long as they meet the minimum teaching requirement. Administrative faculty shall consist of the President, Vice President for Academic Affairs/Chief Academic Officer, and the College Librarian. The academic faculty shall meet as a body no less than twice per fall and spring term in order to carry out the responsibilities and obligations as described in Section 3.2.

3.2 Responsibilities of the Faculty

3.2.1 Responsibilities

The faculty is responsible for making recommendations and providing input to the Vice President for Academic Affairs/Chief Academic Officer on the following matters:

- The academic goals of the College;
- The standards for admission to the College, requirements for graduation, and the granting of degrees of any type;
- The standards for the general education requirements for baccalaureate degrees;
- The guidelines, standards, and procedures for introducing curricular changes in the core curriculum and the major or minor programs of study;
- The award of degrees upon students' completion of the degree requirements;
- The general guidelines, standards, and procedures for the appointment of faculty; for defining faculty workload (e.g., faculty workload equivalencies); for the evaluation of faculty for reappointment, promotion, and tenure; for the compensation of faculty; and for the continued professional development of faculty;
- The priorities for educational programs and the allocation of resources among programs;
- The quality and appropriateness of programs and services which support teaching and the curriculum;
These responsibilities may be delegated to standing committees as discussed below in Section 3.3. The faculty responsibilities shall be carried out in a manner consistent with the provisions of this handbook.

3.2.2  *Advisory Role of the Faculty*

The faculty will be consulted in the administrative functions that support the academic mission of the College but for which the primary responsibility rests with the Board of Directors, the President of the College, or a Vice President. These include but are not limited to:

- The mission, vision, and strategic plan of the College;
- The budget of the College;
- The selection of the chief administrative officers of the College;
- Plans for substantial additions or changes to the physical plant (e.g. renovation or new construction) of the College;
- Practices for the recruiting, admission and enrollment of students;
- Employment practices, including the determination of salary and benefits; and
- Policies and procedures for the general operation of the College.

3.3  *Faculty Governance*

3.3.1  *General*

In appreciation of the principles of participatory governance and for the general well-being of the College, the faculty will offer advisory recommendations to the President or Vice Presidents, as delineated more fully in this document.

3.3.2  *Faculty Senate*

The Faculty Senate facilitates faculty participation in College governance and serves as a recommending and advising body. The Senate shall meet as a body no less than twice per fall and spring term in order to carry out its responsibilities and obligations. The business of the Senate shall be conducted by the standing committees, which include the Executive Committee of the Faculty Senate, the Faculty Evaluation Committee, the Faculty
Development and Welfare Committee, the Academic Standards Committee, the Educational Planning and Policies Committee, the Institutional Review Board, the International Studies and Programs Committee, and the General Education Committee. Faculty members who are not elected to standing committees may be selected to serve on Administrative Committees of the College. Service on standing committees does not preclude service on Administrative Committees of the College, however. Furthermore, the Senate may establish *ad hoc* committees as necessary for conducting its business and carrying out its obligations. Faculty Senate meetings shall be conducted according to *Robert’s Rules of Order*, according to the interpretation of the Parliamentarian.

### 3.3.2.1 Membership

The membership of the Faculty Senate shall include all permanent faculty members. At least one half plus one of the total full and part time permanent academic faculty members must be present as a quorum for official business of the Senate. Permanent academic faculty and visiting faculty shall be eligible to vote. In the case of a tie vote, the deciding vote shall be cast by the Vice President for Academic Affairs/Chief Academic Officer. Deans may serve on committees (unless specifically excluded from certain committees, such as FEC), but may not serve as chairs of committees. Emeriti and replacement faculty (see 4.3.6.3 for definition) members may attend Faculty Senate meetings but are not eligible to vote and may not serve on standing committees.

### 3.3.2.2 Committee Elections

The faculty senate executive committee will monitor election procedures and effectiveness of the election process, and solicit feedback for changes. The election of faculty members to serve on any of the standing committees, including the Executive Committee, shall be conducted during the spring semester at a meeting date established by the Executive Committee. Prior to the meeting date, the Faculty Senate Secretary shall identify the open committee positions and faculty candidates eligible to serve each open position. This information shall be circulated to the full faculty at least one month prior to the election with a call for nominations. Any faculty members may nominate a colleague or him/herself.
for committee service. The Faculty Senate Secretary shall then circulate the nominated slate to the full faculty at least one week prior to the date of the meeting set for elections.

The Faculty Senate President shall conduct all elections and, with the assistance of the members of the Executive Committee, shall count votes and determine the winner of the election. Elections for committee service shall be conducted separately in the following order: President; Vice President/Parliamentarian; Secretary; At-Large members of the Executive Committee; new members for the Faculty Evaluation Committee; new members for the Faculty Development and Welfare Committee; new members for the Academic Standards Committee; new members for the Educational Planning and Policies Committee; new members for the Institutional Review Board; new members for the International Studies and Programs Committee; and new members of the General Education Committee. Faculty members with the highest number of votes shall be assigned to the open slots. In the case of a tie, there will be another vote limited to the tied candidates.

3.3.2.3 Committee Business

The role of Faculty Senate committees is to make final recommendations to the Vice President for Academic Affairs/Chief Academic Officer on issues arising within the scope of its delegated authority. However, the full Faculty Senate may revise the recommendation of any committee through a resolution passed by majority vote at a duly convened regular meeting. Unless otherwise indicated in subsequent sections, all committees shall:

- Meet on a regular basis: no less than once per semester and as needed during recesses and the summer months to conduct committee business;
- Receive proposals for decisions within the delegated authority of the committee and formulate a recommendation that is supported by a majority of the committee’s membership. In the event that there is no majority support, the committee is to formulate more than one recommendation.
- Establish and publish procedures and forms appropriate for the conduct of committee business;
• Report on committee business and committee recommendations to the Faculty Senate. Recommendations reported by a committee on any matters within its authority shall be final, unless the Faculty Senate shall pass a resolution to the contrary by majority vote at a duly convened regular meeting;
• Keep regular minutes of committee meetings and decisions. One copy shall be forwarded to the Vice President for Academic Affairs/Chief Academic Officer for official recordkeeping and one copy shall, as appropriate, be posted in Lake Erie Online (LEO) for faculty members to review.
• Consult with the Vice President for Academic Affairs/Chief Academic Officer to develop and update annually a procedure manual for the work of the committee, including appropriate forms, to be made available in LEO.

3.3.2.4 Committee Service and Leadership

Unless otherwise indicated, the term of service on a committee is two years for each member, beginning on May 15 and extending through two years. Terms of service shall be staggered so that approximately half of the committee will consist of new members in each year. A faculty member is not eligible to serve a third consecutive term on any standing committee and is not eligible to serve on two standing committees in any given year, except in unusual circumstances as defined by the Faculty Senate President.

The committee chair shall be selected during the final meeting of the committee prior to May 15 from among the returning members; the chair’s term shall begin on May 15. The responsibility of the chair shall be to ensure that the functions of the committee are carried out in a fair, professional, and equitable manner. The responsibility for keeping minutes of committee business may be performed by the chair or delegated to one of the committee members. With the exception of the Executive Committee, committees may select additional officers from among their members as necessary to perform their obligations.

If a committee member becomes unable to complete his or her term of service, the Executive Committee of the Faculty Senate shall appoint a replacement from eligible
members of the *ad hoc* pool until the next regularly scheduled committee elections. The replacement member may be elected to serve an additional full term subsequently, for a total of no more than four years including the year(s) of replacement service.

### 3.4 Executive Committee of the Faculty Senate

The Executive Committee shall consist of the Faculty Senate President, the Vice-President/Parliamentarian, the Secretary, two At-Large members, and the Vice President for Academic Affairs/Chief Academic Officer or his/her designee. The Vice President for Academic Affairs/Chief Academic Officer or his/her designee is a non-voting member. Members of the Executive Committee may not serve on any other standing committee and may decline to serve on any *ad hoc* committee. With the exception of the Secretary who is elected yearly, members of the Executive Committee shall serve a maximum of two consecutive terms (as with other standing committees, a term consists of two years). The terms of the Executive Committee shall be staggered so that the Faculty Senate President and one member at large are elected in one year and the Vice President/Parliamentarian and one member at large are elected in the alternate year.

#### 3.4.1 President

The Faculty Senate President shall be responsible for convening the Faculty Senate. This will occur generally once per month, but in no event shall the Faculty Senate President convene the Faculty Senate less than twice per semester. Additionally, the Faculty Senate President shall establish the meeting times, locations, and agendas; run all meetings in an orderly and effective manner; conduct committee elections for the next academic year; recommend faculty to fill *ad hoc* committee positions and vacated permanent committee positions, if necessary; attend the Board of Directors meetings *ex-officio* (See Section 1.2); and meet at least monthly with the President of the College and the Vice President for Academic Affairs/Chief Academic Officer to represent faculty interests. The President of the Faculty Senate must be tenured and can serve for a maximum of two consecutive two-year terms, beginning on May 15. After completing his/her term, the sitting President of the Faculty Senate is not eligible for reelection until at least one full two-year term has passed. Furthermore, Deans are not eligible to serve as President of the Faculty Senate.
3.4.2 Vice President/Parliamentarian
The Faculty Senate Vice President/Parliamentarian shall be responsible for conducting Senate business in the absence of the President and serving as Parliamentarian in order to ensure order and protocol at Faculty Senate meetings. The Vice President/Parliamentarian can serve for a maximum of two consecutive two-year terms, beginning on May 15. The Vice President/Parliamentarian must be a tenured faculty member. After completing his/her term, the Vice President/Parliamentarian of the Faculty Senate is not eligible for reelection until at least one full two-year term has passed. Furthermore, Deans are not eligible to serve as Vice President/Parliamentarian of the Faculty Senate.

The Vice President/Parliamentarian shall be elected in alternate years from the President so that their terms will be staggered.

3.4.3 Secretary
The Faculty Senate Secretary shall be responsible for publishing notices of meetings and agendas; recording minutes of meetings; circulating minutes for approval; forwarding approved minutes to the faculty and to the Vice President for Academic Affairs/Chief Academic Officer for official recordkeeping; and for handling correspondence as necessary. The Secretary shall serve for a one year term, beginning on May 15 and extending through the following year. Any permanent member of the academic faculty is eligible to serve as Senate Secretary.

3.4.4 At Large Members
Two At-Large Members of the Faculty Senate Executive Committee shall be responsible for supporting the work of the Senate as a whole and for acting collaboratively with the President, Vice President/Parliamentarian, and Secretary to make decisions for the Senate in the event a quorum cannot be convened. The At-Large Members shall serve a maximum of two two-year terms, beginning on May 15. Any permanent member of the academic faculty is eligible to serve as an At-Large Member.
3.4.5 Responsibilities of the Executive Committee

The Executive Committee is responsible for setting the Faculty Senate’s agenda, maintaining the Faculty Senate’s minutes, and for facilitating communication within the faculty and between faculty members and other parties on campus. When the full Faculty Senate is not available to convene in a timely manner, the Executive Committee may act on its behalf.

3.5 Faculty Evaluation Committee

The primary responsibility of the Faculty Evaluation Committee (FEC) is to assist the Vice President for Academic Affairs/Chief Academic Officer in assuring the excellence and quality of the faculty body.

3.5.1 Membership

Membership shall consist of five members, one full time tenured academic faculty from each of the five Schools (when possible). Deans are not eligible to serve on the Faculty Evaluation Committee; faculty members seeking promotions are also excluded.

3.5.2 Functions

The functions of the Faculty Evaluation Committee are to:

1. Evaluate faculty members for promotion and the award of tenure according to the criteria set forth in this Handbook and to make recommendations to the Vice President for Academic Affairs/Chief Academic Officer by November 1;
2. Evaluate tenure track faculty members every year according to the criteria set forth in this Handbook and make recommendations to the Vice President for Academic Affairs/Chief Academic Officer by November 1 regarding continuation on tenure-track;
3. Evaluate tenured faculty members every five years according to the criteria set forth in this Handbook and make recommendations to the Vice President for Academic Affairs/Chief Academic Officer by March 15;
4. Provide guidance and direction for faculty members regarding advancement in rank and tenure;
5. Make recommendations to the Vice President for Academic Affairs/Chief Academic Officer regarding prior years of service for candidates for tenure-track faculty positions; and
6. Inform the faculty of deadlines set by the committee that are necessary for the completion of the evaluation cycles.

The minutes of the committee will remain confidential except as required by law to be disclosed or as specifically required to be disclosed according to other provisions in this Handbook.

3.6 Faculty Development and Welfare Committee
The primary responsibility of the Faculty Development and Welfare Committee (FDWC) is to assist the Vice President for Academic Affairs/Chief Academic Officer in assuring the development of faculty talents to support the academic mission of the College.

3.6.1 Membership
Membership shall consist of five members, including at least two tenured academic faculty members. The committee must contain at least one member representing each of the five Schools when possible. Members of the committee may request funding while they are serving on the committee, but they must recuse themselves during the vote on their request.

3.6.2 Functions
The functions of the Faculty Development and Welfare Committee are to:
1. Recommend annually to the Vice President for Academic Affairs/Chief Academic Officer resource needs for the development of the faculty as a whole and individual needs, according to the criteria for advancement and tenure as well as the academic mission and vision of the College;
2. Participate in the Informal Mediation process as outlined in Section 8.2;
3. Provide support to enhance the teaching performance of faculty members;
4. Recommend policies to the Vice President for Academic Affairs/Chief Academic Officer regarding workload, salaries and workplace conditions that impact faculty
welfare; in addition, select one member of FDWC to serve on the Compensation Committee;
5. Evaluate faculty requests for support for professional development and faculty sabbatical proposals according to the criteria for advancement and tenure set forth in this Handbook and make recommendations for the award of professional development funds and sabbatical leaves to the Vice President for Academic Affairs/Chief Academic Officer;
6. Inform the faculty of deadlines set by the committee that are necessary for the conduct of its business;
7. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate

3.7 Academic Standards Committee
The primary responsibility of the Academic Standards Committee (ASC) is to assist the Vice President for Academic Affairs/Chief Academic Officer in setting and upholding the academic standards for students at the College.

3.7.1 Membership
Membership shall consist of five faculty members, at least one of whom shall be a full time tenured academic faculty member. The committee should not contain more than one member representing any of the five Schools. The Associate Vice President for Academic Affairs/Chief Academic Officer, the Director of the Academic Learning Center, the Registrar and the Vice President of Student Affairs shall serve ex officio on this Committee.

3.7.2 Functions
The function of the Academic Standards Committee is to assist the Vice President for Academic Affairs/Chief Academic Officer by recommending academic policies, which will then be implemented by School Deans or College administrators. New or revised academic standards for admission to the Honors program or Learning Communities are also brought to the Academic Standards Committee for review by the Directors of these programs.
The ASC shall recommend to the Vice President:

1. New policies (or revisions) regarding academic standards for admission to the College, academic progress and standing, separation from the College, graduation criteria, and readmission standards;
2. New policies (or revisions) regarding academic standards of the Honors Program, to include but not limited to admission, maintenance, probation, dismissal;
3. New policies (or revisions) regarding academic standards of the Internship Program, to include but not limited to admission, maintenance, probation, dismissal;
4. Guidelines and policies regarding student academic matters, including but not limited to academic integrity, academic load, absences and accommodations;
5. Resolutions for student appeals from the implementation of any academic policy by School Deans or College administrators on matters of grades, dismissal, readmission, transfer of credits, probation, special action probation, and academic standing;
6. A member of the Academic Standards Committee will serve as a voting member of the Recommended File Review Committee, as described in Section 1.4;
7. Adjustments or revisions to admission standards after reviewing the exceptions to the admissions granted by the Recommended File Review Committee for the prior admission cycle. See Section 1.4 regarding the Recommended File Review Committee.
8. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate

At the direction of the Vice President for Academic Affairs/Chief Academic Officer, the Registrar shall communicate final decisions with respect to ASC matters to students and update official records.

3.8 Educational Planning and Policies Committee
The primary responsibility of the Educational Planning and Policies Committee (EPP) is to assist the Vice President for Academic Affairs/Chief Academic Officer to develop, maintain, and promote excellent academic programs consistent with the mission of the College.

3.8.1 Membership
Membership shall consist of five academic faculty members, at least two of whom shall be a full time tenured academic faculty member. The committee must contain at least one member representing each of the five Schools, if logistically possible. The Vice President for Academic Affairs/Chief Academic Officer (or designate) and the Registrar shall serve ex officio on this Committee. The Vice President for Academic Affairs/Chief Academic Officer may also invite one person not affiliated with the College to serve ex officio on this committee where that person’s professional expertise will be beneficial to the deliberations of the committee.

3.8.2 Functions
The functions of the Educational Planning and Policies Committee are to:

1. Make recommendations to the Vice-President for Academic Affairs regarding changes to the degrees and to the curriculum of all academic programs of the college, including traditional, online, and hybrid degrees/programs;
2. Make recommendations to the Vice President for Academic Affairs/Chief Academic Officer regarding revisions to the academic calendar at least 18 months prior to the start of the academic year;
3. Recommend revisions to the Vice President for Academic Affairs/Chief Academic Officer regarding the standardization of credit hours and course requirements; and
4. Establish and implement a regular process to assess the viability of all programs, including but not limited to enrollment, student learning outcomes, faculty resources, and finances; and recommend appropriate action to the Vice President for Academic Affairs/Chief Academic Officer.
5. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate.
In conducting its business, the Committee may invite the advice of others within and outside the College community.

3.9 Institutional Review Board
The primary responsibility of the Institutional Review Board (IRB) is to assist the Vice President for Academic Affairs/Chief Academic Officer in assuring the protection of human research subjects at the College.

3.9.1 Membership
Membership shall consist of five members, but the membership must include one scientist and one representative unaffiliated with Lake Erie College. There must be a mix of gender and academic schools.

The Vice President for Academic Affairs/Chief Academic Officer or his designee shall serve ex-officio on this committee. Members may serve for two consecutive terms to preserve continuity and expertise in this area.

3.9.2 Functions
The functions of the Institutional Review Board are to:

1. Recommend to the Vice President for Academic Affairs/Chief Academic Officer a regular process for evaluating requests to use human subjects in research that complies with applicable laws and the standards of professional organizations;
2. Review requests for use of human subjects in research by any member of the College community and make recommendations to the Vice President for Academic Affairs/Chief Academic Officer; investigations using human subjects may not begin until permission is secured from the Institutional Review Board; and
3. Educate members of the College community of the importance of securing approval prior to commencing research using human subjects;
4. The committee chair must maintain the Institutional Review Board Registration (IRB) renewal every 3 years; or as stipulated by the U.S. Dept. of Health and Human Services;
5. The committee chair must maintain the Federal Wide Assurance (FWA) renewal every 5 years, or as stipulated by the U.S. Dept. of Health and Human Services;

6. The committee is responsible for ensuring the IRB is in compliance with Federal regulations and follows the Belmont Report;

7. The committee must maintain a pool of unaffiliated members in order to remain in compliance with Federal regulations.

8. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate.

Interview and surveys conducted by members of the College community that will not be used for scientific and academic research projects are exempted from these provisions. This includes, by way of example, surveys conducted for planning activities, programming or admissions inquiries regarding customer service or applicant interests.

3.10 International Studies and Programs Committee

The primary responsibility of the International Studies and Programs Committee (ISP) is to work collaboratively with the Vice President for Academic Affairs/Chief Academic Officer, the Vice President of Enrollment Management, and the Vice President of Student Affairs in assuring the academic excellence and quality of the International Studies and International Programs.

3.10.1 Membership

Membership shall consist of three academic faculty members, at least one of whom shall be a full time tenured academic faculty member and the director of international studies and programs. The committee should not contain more than one member representing any of the Schools, if this is possible. The Vice President or designates for Academic Affairs shall serve as non-voting members of this Committee. The Committee may invite representatives from International Admissions or other College representatives as deemed appropriate.

3.10.2 Functions
The function of this Committee includes:

1. Creating a comprehensive policy regarding the purpose and qualities of international academic experiences in order to ensure that such programs support both individual disciplines and the academic mission and vision of the College;
2. Maintaining criteria and procedures consistent with the academic mission and vision of the College for International Study Tours. The Committee also establishes the guidelines for the Study Tours Abroad.
3. Maintaining academic standards for student participation in an academic program abroad;
4. Resolving student appeals regarding the denial of participation in International Study Tours or an academic program abroad.
5. Providing guidance regarding international student programming and support.
6. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate.

3.11 General Education Committee

The primary responsibility of the General Education Committee is to recommend policy on all matters relating to the Lake Erie College General Education program.

3.11.1 Membership
The General Education Committee shall consist of five full-time faculty members, including at least two tenured members and at least one member from each of the five Schools, if possible. Members of the committee will elect a Chairperson and Secretary.

3.11.2 Functions
The functions of the General Education Committee are to:

1. Regularly review the General Education program’s mission, content, and structure, and recommend changes as appropriate.
2. Evaluate proposals for the addition or deletion of General Education courses, and recommend revisions to the General Education curriculum as appropriate.

3. Communicate with LEC stakeholders about the goals and requirements of the General Education program.

4. Make recommendations on student appeals involving General Education course substitutions or exceptions.

5. Ensure that assessment of the General Education program occurs on a regular five year program cycle.

6. Findings from the General Education Committee will filter to the Educational Planning and Policy Committee (EPP).

7. Recommend revisions to the Faculty Development and Welfare Committee section of the Lake Erie College Faculty Handbook to the Faculty Senate for discussion and vote, as appropriate

3.12 Ad Hoc Committee Pool

Ad hoc committees may from time to time be created and appointed by the Faculty Senate President and/or the Vice President for Academic Affairs/Chief Academic Officer to conduct faculty business. Committee members shall be selected from the ad hoc pool, which shall consist of all faculty members not elected to a standing committee or who have resigned from committee service. Faculty members who are eligible for the ad hoc pool are also eligible to serve on Administrative Committees of the College (see Section 1.4). Faculty members serving on standing committees may agree to serve on any ad hoc committee, if requested.

4.0 EMPLOYMENT POLICIES AND PROCEDURES

4.1 Definition of Faculty Status

The full faculty consists of both academic and administrative members. Academic faculty includes all full time and part-time ranked academic instructors, who teach at least six credit hours per year (see Section 3.1). Adjunct faculty (part-time/per course faculty) are not part of the full faculty whose duties are enumerated below and in Section 6.0. The four regular academic ranks are Instructor, Assistant Professor, Associate Professor, and Full
Professor. (See Section 4.2 below). School Deans will be considered academic faculty as long as they meet the minimum teaching requirement (see Section 3.1). Administrative faculty shall consist of the President, the Vice President for Academic Affairs/Chief Academic Officer, and the College Librarian (see Section 3.1). School Deans who do not meet the teaching load requirement shall be considered administrative faculty.

4.2 Rank of Academic Faculty Upon Hire
The Vice President of Academic Affairs/Chief Academic Officer, in consultation with the Dean of the School, will recommend to the College President the award of initial rank upon hiring. The Faculty Evaluation Committee may be consulted in unusual cases.

4.2.1 Instructor
An Instructor must possess a Master’s degree or have attained professional experience commensurate with her/his instructional responsibilities. Generally, this rank is awarded to either part time faculty or full academic faculty members who have not yet earned a terminal degree in their field, including those who commit to completing a terminal degree prior to a pre-tenure review. The primary duties of an Instructor are participation in the School and program of appointment.

4.2.2 Assistant Professor
An Assistant Professor must possess a generally recognized terminal degree appropriate to his/her discipline or present evidence of having completed a body of research or scholarship equivalent in scope to such terminal degree as determined by the Faculty Evaluation Committee. The primary duties of an Assistant Professor are enumerated in Section 6.0.

4.2.3 Associate Professor
An Associate Professor must possess a generally recognized terminal degree appropriate to her/his discipline or present evidence of having completed a body of research or scholarship equivalent in scope to such terminal degree as determined by the Faculty Evaluation Committee. The person must have held the rank of Assistant or Associate
Professor in the most recent prior position held and must have years of experience commensurate with Associate rank. The primary duties of an Associate Professor are enumerated in Section 6.0.

4.2.4 Full Professor
A Full Professor must possess a generally recognized terminal degree appropriate to her/his discipline or present evidence of having completed a body of research or scholarship equivalent in scope to such terminal degree as determined by the Faculty Evaluation Committee. The person must have held the rank of Associate Professor or Professor in the most recent prior position held and must have years of experience commensurate with the rank of Full Professor. The primary duties of a Full Professor are enumerated in Section 6.0.

4.3 Contracts for Academic Faculty
4.3.1 Administration of Contracts
Faculty contracts will be prepared by the Academic Affairs Office and signed by the Vice President for Academic Affairs/Chief Academic Officer and the President of the College. Contracts for academic faculty members will ordinarily be issued in May and must be signed and returned to the Academic Affairs Office within fourteen days of issuance. Contracts for adjunct faculty will ordinarily be issued one month before the start of the academic term.

4.3.2 Full-Time Tenure Track/Tenured Faculty
1. Have full-time teaching duties or teaching and other duties as indicated in the individual contract (e.g., research, academic administration, advising, etc.) equivalent to a full-time teaching load;
2. Fulfill the duties and responsibilities of a faculty member as enumerated in Section 3.0 and Section 6.0;
3. Hold academic rank as described above;
4. Possess a recognized terminal degree; however, the College may employ an individual who does not yet possess the terminal degree while requiring such
individual to show progress toward earning the terminal degree as a condition for continuing on the tenure track;

5. Can expect reappointment from year to year, except under circumstances occurring in Section 7.0 below.

Tenured faculty who are less than full time shall have all the rights, duties and obligations of full-time tenured faculty, with the exception of carrying a proportionate share of full workload obligations.

4.3.3 Full-Time, Non-Tenure Track Faculty (Contract Faculty)

1. Have full-time teaching duties or teaching and other duties as indicated in the individual contract (e.g., research, academic administration, advising, etc.) equivalent to a full-time load;
2. Fulfill the duties and responsibilities of a faculty member;
3. Hold rank of either Instructor or Assistant Professor, but are not eligible for advancement toward tenure;
4. Guidelines for advancement in rank are enumerated in Section 6.0;
5. Do not necessarily possess a recognized terminal degree;
6. Will be issued a one-year contract, unless special conditions apply.

Faculty originally hired as non-tenure track who are later converted to tenure-track contracts must follow all rules regarding tenure; exceptions may be negotiated with the Vice President for Academic Affairs/Chief Academic Officer and approved by the College President.

4.3.4 Part-Time Per-Course Faculty (Adjunct Faculty)

1. May teach a maximum of six credit hours per semester;
2. Have no other faculty duties or responsibilities other than teaching, except as negotiated with the School Dean;
3. Are employed through an individually negotiated contract issued usually each term;
4. Receive no fringe benefits; and
5. Do not accrue time toward tenure, promotion, or sabbatical leave.

4.3.5 Special Appointment Faculty

4.3.5.1 Emerita/us

The rank of Professor Emerita/us may be awarded to Associate Professors or Full Professors whose responsibilities end because of retirement (not resignation) after 15 years or more of distinguished service to Lake Erie College. Faculty members initiate the process by requesting emeritus status in writing to the Chair of the Faculty Evaluation Committee by December 1 in the year prior to retirement. A Professor Emerita/us is appointed by the Board of Directors, after recommendations in support by the President, the Vice President for Academic Affairs/Chief Academic Officer, and the Faculty Evaluation Committee.

4.3.5.1.1 Privileges and Benefits of Emerita/us Faculty

The College is committed to retaining close ties with emerita/us faculty members. To this end, the following assistance and privileges are provided. Emeriti may:

1. Retain their Employee Identification Card. These cards will provide (subject to current policies and restrictions applicable to full-time faculty) access to the College recreational and educational facilities, library, bookstore, campus parking permits, access to network privileges, and artistic, athletic, and educational events;

2. Take any course at the College tuition-free. Further, if a spouse and/or dependent(s) is (are) receiving benefits under the tuition remission plan in force at the time of retirement, such benefits will continue until the spouse and/or dependent(s) has (have) completed their program of study or for five years, whichever occurs first;

3. Retain cafeteria privileges;

4. Attend Faculty Senate meetings but may not serve on any committee and may not vote regarding faculty business; and

5. March in academic regalia in all College ceremonies and may attend all College sponsored social events generally open to the entire faculty body.
4.3.5.2 Visiting Faculty
A visiting appointment, either full or part-time, shall be for a specified rank in a specific discipline or disciplines. Visiting faculty appointments may include scholars in residence, any externally funded appointments, or other non-permanent faculty position, which may or may not include teaching responsibilities. Compensation is determined at time of hire. The search for a visiting faculty appointment is conducted by a School Dean in conjunction with interested School faculty and a recommendation made to the Vice President for Academic Affairs/Chief Academic Officer. Visiting appointments are offered for a contractually defined period of time. The initial contract may not exceed three years. The visiting faculty appointments may be extended for one or more additional years, but in no case may extend beyond six consecutive years. Prior to renewal, visiting appointments must be reviewed by the School Dean and a recommendation made to the Vice President for Academic Affairs on or before February 1.

Visiting faculty may participate in School affairs, are eligible to apply for professional development grants, and may serve on ad hoc committees. They may not serve as members of faculty standing committees, or members of Administrative Committees of the College unless allowed by the senate executive committee. They are not eligible for sabbatical leaves or bonus pay.

4.3.5.3 Replacement Faculty
Replacement appointments occur when a faculty member must be temporarily replaced due to a sabbatical, a leave of absence, removal or incapacitation, or who resigns before the completion of her/his contractual obligations. If it is determined that the faculty member whose position is temporarily being filled by a replacement faculty member is unable to return, the position will be posted in accordance with the search procedures outlined in Section 4.5. The replacement faculty member is welcome to apply for the open position, but is not guaranteed he/she will be hired.

4.4 Administrators with Faculty Rank
4.4.1 Administrative faculty members (administrators with faculty rank)
1. Are the President, the Vice President for Academic Affairs/Chief Academic Officer, the Associate Vice President for Academic Administration, the Associate Vice President for Academic Planning and Research, and the College Librarian, as outlined in Section 3.1;

2. Are Deans who teach less than six credit hours per year, as outlined in Section 3.1

**4.4.2 Administrative Years of Service**

Faculty members who assume full-time or part-time administrative responsibilities may count their years of service as administrators toward length-of-service requirements for promotion in rank and academic tenure. Faculty members who assume administrative responsibilities also retain all rights and privileges guaranteed to faculty members under this Handbook. The duties of faculty members who are Deans are outlined in Section 2.3.2.2 and Section 2.3.2.3.

**4.4.3 Administrators Returning to Full Time Teaching**

Faculty members who return to full-time teaching no longer receive stipends that may have supplemented their base salaries in compensation for administrative service. Salaries will be determined by the Vice President for Academic Affairs/Chief Academic Officer in consultation with the School Dean according to years of service, rank, and achievements. The President of the College will make the final decision regarding compensation.

**4.5 Faculty Hiring Process**

**4.5.1 Position request**

1. The Dean of the School, in consultation with members of that School, submits a detailed position request to the Vice President for Academic Affairs/Chief Academic Officer. The request should include requested academic rank at hire, necessary degree, and type of faculty contract needed.

2. The Dean shall present reasons justifying the hire, including, but not limited to the size of the current School faculty, current or projected increases or shifts in enrollment, credit hour history and projections, new programs offered supported by a market analysis, and/or the need to staff online or off-site programs.
3. If the Vice President for Academic Affairs/Chief Academic Officer, after discussion with the School Dean and the Vice President for Finance and Administration, accepts the position request, he or she shall create a job requisition, and forward this to Human Resources for publication, indicating the time frame for hire, the salary range, credentials, experience, and other requirements for the position. If the Vice President for Academic Affairs/Chief Academic Officer denies the position request, he or she shall provide a brief rationale.

4.5.2 Search Process

1. Full-time faculty positions, including visiting appointments of more than one year, will be advertised nationally. Adjunct positions or visiting appointments of one year or less in duration may be advertised locally. The ad may be placed in professional journals, newsletters, with graduate schools, The Chronicle of Higher Education, Inside Higher Ed, and/or any hiring websites that may be appropriate; e.g., Higheredjobs.com.

2. The Vice President for Academic Affairs/Chief Academic Officer will appoint the members of the search committee. The committee shall include one permanent faculty member from the School to serve as chair and four additional members, with at least one member from another School and one member of the Faculty Evaluation Committee; the Vice President of Academic Affairs/Chief Academic Officer and the School Dean will serve ex-officio.

3. Human Resources shall send all applicants notification from the College that the application has been received and will forward all applications to the Search Committee chair.

4. The Search Committee will screen all applications to select finalists who demonstrate the requisite qualifications. Before telephone interviews, the Search Committee chair notifies the finalists of the salary range that accompanies the position. All finalists, up to a total of five, shall be screened by one or more search committee members through a phone interview with standardized questions.

5. After the telephone interviews, the Search Committee shall identify to the Vice President for Academic Affairs/Chief Academic Officer three candidates to invite
for campus interviews. The costs of such interviews shall be taken from the Academic Affairs budget. The Search Committee will contact references provided by any candidate accepting an invitation to visit the campus prior to the visit.

6. Candidates visiting campus will meet with the Search Committee, the School Dean, the members of the School, the Vice President of Academic Affairs/Chief Academic Officer, the Director of Human Resources, and the President, if available. Candidates will be asked standardized questions and notes will be retained by the committee members. All candidates visiting campus will be asked for a formal presentation (generally a teaching demonstration) open to the campus. The chair of the Search Committee is responsible for coordinating these presentations in an efficient manner prior to each candidate’s arrival.

7. The Search Committee provides feedback forms to all attendees at all presentations, collects completed forms, and keeps the data for use in the selection process.

8. After completing its interviews, the chair of the Search Committee, in consultation with the Dean of the School, forwards a recommendation to the Vice President for Academic Affairs/Chief Academic Officer to hire one of the three finalists. This report must state the strengths and weaknesses of each candidate along with the rationale for the rankings. The recommendation must be affirmed by the majority of members on the Search Committee.

9. After consultation with the School Dean, the Vice President of Academic Affairs/Chief Academic Officer recommends the final candidate to the President, along with prior service credit where appropriate. The Director of Human Resources will complete a background check on the candidate at this time. The Vice President of Academic Affairs/Chief Academic Officer will conduct employment negotiations with the candidate. The President shall send a letter of appointment and a contract to the candidate.

10. If negotiations are unsuccessful, and one of the other finalists is acceptable to the Search Committee, that candidate may be selected.

11. If none of the finalists are deemed appropriate, the Search Committee chair must recommend to the Dean of the School and Vice President for Academic Affairs...
Affairs/Chief Academic Officer to either reopen the pool of candidates or repost the search.

12. After the search is successfully completed, the Search Committee Chair or Dean of the School shall notify all applicants that the position has been filled.

13. The records of any search shall remain confidential and kept on file by the School Dean and the Director of Human Resources for six years.

4.6 Personnel Records for Faculty

4.6.1 Pre-employment File
A pre-employment file contains all material required or received by the College related to the faculty member's original employment. Prior to appointment, this file is available only to the Vice President for Academic Affairs/Chief Academic Officer, her/his professional staff, the School Dean and the members of the search committee considering the candidate. After employment, items in the file that are not of a confidential nature (e.g., the original letter of application, academic transcripts, and reprints) shall be copied and sent to the faculty member's official faculty file in the Office of Human Resources. The remaining material (e.g., evaluations, notes, and other confidential material) is shredded after six years.

4.6.2 Official Faculty File
Because the appointment of a ranked faculty member leads to a continuing relationship with the College, the Office of Human Resources will retain documentation to support every action concerning each faculty member, especially those actions pertaining to appointment, promotion, tenure, layoff, or dismissal. The Human Resources office shall retain a separate file relating the faculty member as an employee of the College. The contents of the official faculty file shall include:

1. The original letter of application;
2. The original appointment and acceptance letters;
3. Personal data (emergency contact information, updated annually);
4. Updated official transcripts;
5. Copies of all contracts indicating changes in salary, rank and status;
6. Annual Activities Update Forms prepared by the faculty member for annual review and for promotion and tenure reviews;

7. Signed evaluations by the School Dean, the Faculty Evaluation Committee, and the Vice President for Academic Affairs/Chief Academic Officer, as appropriate;

8. Any responses by the faculty member to evaluations within the official faculty file;

9. Information relating to the faculty member’s academic and professional accomplishments submitted by the faculty member or placed in the file at her/his request.

The information contained in this file is available to the individual faculty member at any time. In addition, it is available as required by law to the Board of Directors, the President, Legal Counsel, the Vice President for Academic Affairs/Chief Academic Officer, the Chair of the Faculty Evaluation Committee, members of the Faculty Evaluation Committee, the Dean of the School in which the faculty member holds appointment, and the Director of Human Resources. The information is made available to these persons only when it is necessary to the process of making professional decisions. The faculty member may also authorize in writing access to her/his file by a person not indicated above and, for the cost of duplication, may obtain copies of materials in her/his official file. These copies are made by a staff member in the Human Resources Office. Further, the College may permit access to and copying from files in response to the lawful requests of federal or state agencies that are relevant to investigations, hearings, or other proceedings pending before such agencies.

4.6.3 Faculty Roster
The Office of Academic Affairs shall post in the LEO (Lake Erie Online) faculty tab a roster of all full time faculty members currently employed by the College at the beginning of the fall and spring semesters.

5.0 FACULTY RIGHTS, RESPONSIBILITIES AND WORKLOAD
In addition to the rights and responsibilities held by the faculty in common and exercised through the faculty governance structures, individual faculty members hold certain rights necessary for the accomplishment of the academic mission of Lake Erie College. Because these rights exist to foster and promote the academic mission, they impose upon the faculty
members corresponding obligations and responsibilities recognized as professional conduct. Faculty members also have defined responsibilities with respect to teaching, advising and committee work.

5.1 Academic Freedom
Lake Erie College, in and through its faculty, students and administrators, is committed to upholding the principles of academic freedom. Lake Erie College recognizes and affirms the expression of these principles in the *1940 Statement of Principles of Academic Freedom and Tenure* developed by the Association of American Colleges and the American Association of University Professors, along with the 1970 *Interpretive Comments* and all additional statements concerning regulations of Academic Freedom and Tenure (AAUP Policy Documents and Reports, 2006 Edition).

5.2 Teaching Rights
Faculty members are free to discuss their subject matter in the classroom without constraint on the content, provided that they present their courses as they have been approved by the Educational Planning and Policies Committee and have been announced to students in the College catalogue.

5.3 Research Rights and Rights of Expression
Faculty members are encouraged to research and publish the results of their research. Faculty are expected to discuss with their dean any remuneration to ensure there is no conflict of commitment, and the Vice President for Academic Affairs/Chief Academic Officer will be informed of any such arrangements. Faculty members have full freedom of expression in public forums, without fear of College censorship, subject to the constraints of accuracy. They should at all times indicate that they are speaking for themselves and not on behalf of the College.

5.4 Intellectual Property Rights
Intellectual Property rights generally remain with the faculty member who has developed the work. If the faculty member has used college equipment (ie printers and computers) to write manuscripts, conference presentations, journal articles, or the like, copyright shall be retained by the faculty member to assign as he/she chooses. Faculty members who engage in artistic endeavors (ie art, music, IMDAT, dance, theater) retain the intellectual property rights to their work, even if the work was produced using college materials or equipment. Faculty members who use college material or equipment to create work that ultimately is patented shares the patent (and any revenue that results) with the college. Revenues will be divided evenly, so that the faculty member receives fifty percent of the profit and the college receives fifty percent of the profit. The college must divide their share of the revenue between the faculty member’s department (twenty-five percent) and the faculty member’s School (twenty-five percent).

5.5 Responsibilities

5.5.1 Intellectual Integrity and Honesty
Guided by a deep conviction of the worth and dignity of the advancement of knowledge, faculty members recognize the special responsibilities placed upon them. To this end they are expected to develop and improve their scholarly competence. Faculty members are obligated to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and are expected to practice intellectual honesty.

5.5.2 Currency in Discipline
Members of the faculty should expect of themselves what they demand of their students, namely, an attempt at independent thinking about a subject that is then submitted for evaluation. Faculty members are expected to enliven what they teach by staying abreast of the newest developments in the field or the current standards of professional practice, depending on the nature of their discipline, and by contributing to the development of knowledge and practice in their respective fields.

5.5.3 Participation in College Governance
The College can function effectively only if its faculty members participate actively in College governance. All permanent academic faculty members must be willing to undertake a reasonable number of non-teaching assignments, attend meetings, and contribute their ideas and experience during the decision-making process. The faculty member's first line of responsibility is to the School and program to which s/he is assigned. The faculty member should maintain regular communication with other faculty members within her/his academic unit and perform the various duties assigned within this unit. All full-time faculty members are expected to attend their respective School meetings and to participate actively in the work of the academic unit related to library purchases, assessment, accreditation, curriculum development, student advising, academic policy evaluation, and personnel matters.

All full-time academic faculty members are expected to serve on College committees and perform other non-teaching assignments, including but not limited to serving as advisor to a student group, assisting at admission events, assessment, orientation, and registration. All full-time faculty members are expected to attend meetings of the Faculty Senate, Founders’ Day, Convocation, Commencement, and Honors Commencement. They are also encouraged to attend special meetings and workshops, lectures, concerts, dramatic presentations, openings of exhibits, student athletic events, and other events sponsored by the College, schools, departments, or student groups.

5.5.4 Professional Ethics
Faculty members of the College are bound by professional ethics in their disciplines and among institutions of higher education, particularly as set forth in the Statement of Professional Ethics by the American Association of University Professors.

5.6 Academic Service
The primary responsibility of a full-time faculty member is to devote full-time service to Lake Erie College during the contract period of nine months from August 15 (or the nearest workday) to May 15 (or the nearest workday). During this time they are to pursue those academic activities that will be of benefit to the students, the School, the program area, the
College and the faculty member's own professional growth. These activities include teaching, advising, serving on committees, participating in School and program activities, and keeping office hours adequate to respond to student needs. Permanent part time faculty members are expected to be devoted to academic service to the College proportionately according to the part time status.

5.6.1 Teaching
The teaching requirement for faculty holding full-time appointments is 24-credit hours per contract year regardless of whether the courses are graduate or undergraduate level. Flex-time may be granted for up to three credit hours per semester. The teaching load for part-time faculty is defined by contract. Faculty members are contractually obligated to be on campus at least four days per week and to hold at least six office hours per week. The School Deans will schedule teaching assignments each semester after consultation with individual faculty members.

5.6.1.1 Cancellation of Courses
If a course that is part of an academic faculty member’s load is cancelled for low enrollment, the School Dean, in consultation with the faculty member, may make an appropriate alternate assignments, including teaching another course during the semester in which the original course was cancelled, teaching during a summer session, or teaching an unpaid overload in the next regular semester or making another contribution to the College that requires a commitment similar in time and scope to the class cancelled.

5.6.1.2 Expectations for Course Management
Faculty members, regardless of rank or contractual status, must teach their courses so that they are consonant with the content and design recommended by the Educational Planning and Policies Committee and approved by the Vice President for Academic Affairs/Chief Academic Officer. Faculty members are expected to strive for excellence in teaching. Specifically, faculty members are responsible for the following:

1. Maintaining the intellectual integrity of all classroom work;
2. Promoting exemplary standards of achievement appropriate to the course;
3. Providing students with course outlines indicating material to be covered, related assignments, and methods of evaluation;

4. Selecting (in consultation with appropriate colleagues) textbooks, materials, and methods for courses and utilizing all required textbooks as integral parts of the course;

5. Explaining in the syllabus the learning outcomes of the course;

6. Explaining in the syllabus the grading system to be used and applying it fairly and consistently throughout the course;

7. Beginning and ending classes promptly to allow the full amount of time to which students are entitled;

8. Maximizing opportunities for all students to learn in the manner most effective for the attainment of their educational goals;

9. Returning all student work promptly with appropriate evaluation remarks;

10. Being available to meet with students during posted office hours;

11. Maintaining, as appropriate, up-to-date records of each student’s performance in the College learning management system (Jenzabar) so that this information is available to students;

12. Submitting all grades to the Registrar's Office by the deadlines published in the academic calendar; and

13. Participating in assessment programs

5.6.2 Release Time

With approval of the School Dean and the Vice President for Academic Affairs/Chief Academic Officer, the teaching service requirement of a full-time faculty member may be reduced when he or she undertakes the following activities:

1. Extensive research funded by a grant from an external source, which shall offset the cost of hiring an adjunct instructor;

2. Continuing administrative duties, including serving as Dean or Associate Dean; or

3. Periodic administrative assignments (e.g., writing a major accreditation report, chairing a significant task force, designing a new program).
4. Non-routine variations from the expected twenty-four annual credit hours of teaching require the approval of the Vice President for Academic Affairs/Chief Academic Officer/Chief Academic Officer.

5.6.3 Absences
Regular and reliable faculty attendance is essential to maintaining the academic integrity of College programs. The College calendar, which is available on the College website, includes the beginning and the end dates for all classes as well as scheduled academic holidays. Each faculty member is responsible for adhering to these dates and for notifying the School Dean if, for serious reasons, he or she needs to deviate from these dates. Dismissing classes before the scheduled end of the semester, or at times other than scheduled holidays without permission, is considered a serious departure from College policy and creates unfair pressures on other faculty members. In case of a foreseeable absence, the faculty member should first request permission from the Vice President for Academic Affairs/Chief Academic Officer and if granted, notify students in class or via email.

5.6.4 Advising and Faculty Office Hours
All full-time faculty members are expected to participate in the advising of students. Advising assignments will be made by the School Dean in consultation with the program faculty. The primary purposes of advising are to assist students with selection of courses, registration, and progress toward the completion of their major and all other degree requirements; to assist students in setting appropriate academic goals; to assist any student with work in classes taught by the faculty member or with general academic performance issues; and to recognize when a student needs assistance with academic performance by directing the student to the Academic Learning Center.

In order to provide students with adequate opportunity to confer and consult with their advisors, all faculty members are expected to post their class schedules and maintain a minimum of six office hours per week. During orientation and registration, faculty must be available for those who wish to have academic advising. School Deans shall also be available for advising during the first week of each semester.
5.7 **Outside Employment**
Every full-time faculty member’s first professional responsibility is to the College. Outside employment, business interests, or consulting activities must not diminish a faculty member’s effectiveness as a faculty member. A full-time faculty member who desires to establish an outside employment relationship or business interest during the regular academic year must request permission from the School Dean and Vice President for Academic Affairs/Chief Academic Officer in writing. Failure to receive written permission can be grounds for disciplinary action. The outside employment should not be in competition with the interests of the College.

5.8 **Consulting**
In some fields there are opportunities to do consulting work within a faculty member’s professional area. Within reasonable limits, this kind of pursuit may provide valuable experience for the faculty member and thereby promote his or her professional growth and development. The work done, however, must be of a professional character commensurate with the individual’s capabilities, experience, and status. Insofar as consulting work is most often akin to outside employment, the faculty member is bound by the guidelines set forth in Section 5.7. He or she should not expect any reduction in load for engaging in consulting work unless the work is for the College, or the faculty member and the Vice President for Academic Affairs/Chief Academic Officer have mutually agreed to such arrangements in writing.

5.9 **Sabbatical Leave**
A sabbatical leave is a privilege granted to eligible faculty members for the mutual benefit of the College and the person granted the leave. By providing a period of released time for study, research, or other creative activity, sabbaticals enable faculty members to develop areas of academic specialization, to improve their professional skills, to strengthen their teaching effectiveness, and to increase the quality of their future service to the College and to higher education.
5.9.1 Eligibility
Any full-time faculty member with the rank of Assistant Professor or higher who has served seven or more consecutive years at the College is eligible for a sabbatical leave. Leaves of absence or time spent in part-time service cannot be used to fulfill this requirement. To qualify for a second sabbatical, a faculty member must complete another seven years of full-time service. Those who intend to retire within three years of the deadline for application are not eligible for a sabbatical. Sabbatical leaves are not granted automatically.

5.9.2 Criteria of Award of Sabbatical Leaves
The faculty member must demonstrate in writing, as part of the application, evidence of sound research, creative activity, or other academic achievement to support the program of work planned for the sabbatical period and show that the proposed activity meets one or more of the goals of the program of sabbatical leaves. Furthermore, the President has complete discretion to determine whether, in any given year, the College has the available personnel or financial resources to grant requests for sabbaticals.

The number of full-year sabbaticals granted will depend on the College’s ability to obtain qualified replacements and on departmental and school needs. The following are the priorities for ranking sabbatical requests:

- Faculty member who has requested but not received a sabbatical leave in a previous year;
- The benefit of the request to the College, the School, and the department;
- The length of service of the faculty member;
- The rank of the faculty member;
- The total years at an institution of higher education; and
- Faculty members who have never had a professional leave.

5.9.3 Stipend
Stipends for sabbatical leaves are either one semester at full salary or one academic year at one-half of full salary. Normal raises and benefit increases will not be withheld because of the sabbatical leave. Moreover, while the faculty member is on sabbatical leave, both the faculty member and the College continue to pay their normal full share toward retirement, group life, health, dental, long-term disability, and federal programs to the extent permitted by law.

5.9.4 Procedure for Requesting Leave
The procedure for requesting a sabbatical leave is as follows:

1. In a letter to the Vice President for Academic Affairs/Chief Academic Officer, the applicant formally requests a sabbatical leave and demonstrates eligibility under the provisions of this Handbook;
2. The faculty member must submit a plan describing some project or program in artistic, scientific, literary, or professional pursuits which will demonstrate measurable progress or yield some demonstrable results;
3. The plan must be supported by a written recommendation from the School Dean;
4. All material must be in the hands of the Vice President for Academic Affairs/Chief Academic Officer by February 1 of the year preceding the leave;
5. The requests and supporting materials are forwarded to the Faculty Development and Welfare Committee for review and recommendation to the Vice President for Academic Affairs/Chief Academic Officer. Recommendations must be made by March 1;
6. The Vice President for Academic Affairs/Chief Academic Officer forwards a recommendation to the President by March 15 and a final decision will be communicated to the applicant and the School Dean on or before March 31.

5.9.5 Obligations for Sabbatical Leave
Faculty members granted a sabbatical assume the following obligations:

1. To make every reasonable effort to fulfill the terms of the sabbatical;
2. To provide at least one year of full-time service to the College after the sabbatical;
3. To file a detailed report on the actual results of the project with the School Dean and the Vice President for Academic Affairs/Chief Academic Officer within 90 days after the beginning of the semester following the sabbatical leave. At the request of the Vice President for Academic Affairs/Chief Academic Officer, such reports may be made orally to interested faculty and students;

4. To reimburse the College for the sabbatical salary and benefits if the faculty member does not return to the College or complete the two-year commitment.

5.10 Bonus Stipend Policy
From time to time, individual faculty members may exceed the expectations set forth in this Handbook and deserve acknowledgement for their accomplishments. It is the purpose of the bonus stipend policy to describe the manner in which that acknowledgement is made.

5.10.1 Definitions and Eligibility
A bonus stipend is a financial award for meritorious accomplishment that is not added to the base salary. It is taken from a line item in the annual budget of Academic Affairs, which budget amount will be determined by the President in consultation with the President’s Cabinet. Each faculty member who believes that he or she has performed at a meritorious level in specific ways in any given year may make application for a bonus stipend. Faculty members or Deans may also nominate colleagues for a bonus stipend.

5.10.2 Procedure
Stipends are awarded for activities accomplished in the previous calendar year, coincident with the evaluation cycle. During the fall semester, the Vice President for Academic Affairs/Chief Academic Officer, in consultation with the chairs of the standing faculty committees (enumerated in Sections 3.3.2), shall recommend the criteria for evaluating applications for bonus stipends to the President. With approval of the President, the Vice President for Academic Affairs/Chief Academic Officer shall invite applications for bonus stipends from the faculty and Deans on or before January 15. Applications for bonus stipends are submitted to the Office of Academic Affairs by March 1.
The Vice President for Academic Affairs/Chief Academic Officer, in consultation with the chairs of the standing faculty committees, evaluates the applications and makes recommendations to the President regarding the quality of the meritorious activity for each applicant and the amount of the merit stipend to be awarded, if any. Not all funds in the budget set aside for this purpose need to be awarded. The President makes the final decisions by June 1 and informs the applicants and the College community of the names of the awardees and their contributions. The bonus stipend disbursements are made in the first paycheck of the next academic year, i.e., August.