**Faculty Orientation Manual**

**Table of Contents**

Introduction

Mission Statement

Employment Checklist

Why a Handbook

The Organization of LCU

Administration

Getting Started

Course Syllabus

The Campus

INTRODUCTION

***History***

Lubbock Christian University exists today because of an interest in Christian education on the part of a number of leaders among churches of Christ on the South Plains. The University opened as a two-year college on September 24, 1957, with fifteen Trustees, thirteen full-time teachers and 110 students. It was housed in five temporary frame buildings. They consisted of a remodeled house as an Administration Building and four government surplus buildings purchased from nearby air bases. The latter buildings were converted into a men’s dormitory, a women’s dormitory, a combination classroom/science/music building and a large cafeteria/campus center which also contained the library. The first permanent building, housing administrative offices and the library, was completed in 1958.

The Southern Association of Colleges and Schools (SACS) granted full accreditation for the College, in the fall of 1963, establishing recognition of Lubbock Christian College in the academic community as an accredited Junior College. The Board of Trustees announced plans to develop the College into a four year degree granting institution in January, 1968. The first 120 bachelor degrees were awarded in the spring of 1972. Accreditation as a four-year college by SACS came in December, 1972.

In 1987, after 15 years as a senior college, Lubbock Christian became a University in its thirty-first year of

operation. Today, Lubbock Christian University’s Board of Trustees numbers 29. The University has 82

full-time faculty members, a student body of approximately 2000. The University has had four presidents: Dr. F. W. Mattox, the founding president served from 1957-1974; Dr. Joe Hacker was president from 1974-1976; Dr. Harvie Pruitt served as president from 1976-1982; Dr. Steven S. Lemley from 1982-1993 and Dr. L. Ken Jones is the fifth president of Lubbock Christian University.

Lubbock Christian University, as a church-related, independent, private, co-educational senior university, is a multi-purpose institution with a varied and flexible program dedicated to academic excellence in a Christian environment. It is the aim of the University to make the lives of the students so rewarding and satisfying that each one will develop a personal philosophy in which the teachings of Christ are central, and dedication to service…to country, to man, and to God through His church… is the rule of life.

LCU Mission Statement

The mission of Lubbock Christian University is to teach students the spiritual dimension of life, provide a quality education, and impart

 a system of values for living and for service to

 family, community and church.

**Proclamation of Values**

These core values are the guideposts through which the future of the university will be directed.

**FAITH IN GOD**

**ALLEGIANCE TO SCRIPTURE**

Our belief is that God has sustained and blessed Lubbock Christian University and will continue to do so. Therefore, we will act, trust and pray with God as the most vital force for our future. In addition, His scripture will necessarily serve as the standard for truth and conduct.

**PEOPLE**

Because of God’s love and the teaching of scripture, we know that people are important and at the heart of Lubbock Christian University. The importance of all people will therefore be stressed in all decisions. Student satisfaction and well-being will be a concern of all who are a part of Lubbock Christian University. Faculty and staff will be recognized with respect as those who have the ability, opportunity and responsibility to make the vision of Lubbock Christian University a reality. All interested parties such as parents, congregations and others will be treated with respect because they are extremely important to the vision of Lubbock Christian University.

**CONTINUOUS IMPROVEMENT**

 The Christian Life is one of growth and transformation. As a Christian institution, we value continuous growth and improvement. Every area of campus life will be expected to improve on a continuing basis. Adequate resources and opportunity will be given, over time, for such improvement to be seen and measured

**TEAM / SERVANT SPIRIT**

 Lubbock Christian University is a body. Each part is essential. No one part is more substantial in terms of importance. Team spirit is the life-style whereby each member will operate unselfishly for the benefit of the whole.

Employment Checklist

Section 2.2.1.1 of the Policy and Procedures Manual contains the following guidelines. In the brackets you will find comments that may help clarify the policy statements. If there are any problems contact me at extension 7401.

*Rod Blackwood*

*Vice President for Academic Affairs*

Before employees can receive their first paycheck, they must check with the appropriate offices concerning the following items:

**Business office:**

* The signed contract (*When you sign your contract you will keep a copy, the Academic VP’s office will keep a copy, and the original will go to the business office.)*
* All necessary employee record forms. (*The W-4, I-9, as well as other forms required by the business office.)*

**Academic Vice President’s office:**

* Letter of intent or agreement *(Any letter signed prior to signing the official contract)*.
* Signed official contract.
* Official transcripts (*You must have official transcripts, from all colleges and universities attended, sent to LCU with the official seals in place).*
* Other necessary employee records and forms. (*A current vita must be on file. If other items are needed, you will be informed)*.

**Department Chair:**

* Office work area assigned (*your chair will assign you an office)*.
* Keys and equipment should be checked out and recorded

Why a handbook

This handbook was compiled to give the new faculty mem­ber a bird’s eye view of LCU while pointing the way to other sources of information. This small handbook will not replace the *Faculty Handbook, Policy and Procedures Manual, Catalog,* or any number of documents, important to those working at LCU. It is designed to simplify things until new faculty members become familiar with the more comprehensive documents.

The administration hopes that the New Faculty Handbook will allow new faculty members to jump in and get their feet wet with­out having to wait until they know all the ropes. As you read this handbook, make any notes that come to mind and pass them on to the vice president for academic affairs. His office is in the American Heritage Building.

Please understand that this booklet is for orientation purposes only and does not replace the *Faculty handbook, Catalogs Policies and Procedures**manual,* etc. If anything in this manual is in con­flict with an official policy published elsewhere, the official publi­cation should be followed.

The Organization of LCU

LCU is organized around nine administrative units: academic affairs, admissions, athletics, facilities, finance affairs, student affairs, technological services, university advancement and university relations.

 **Academic affairs** involves the library, registrar, center for student success, flight plan (TriO), honors program, graduate studies, institutional effectiveness, EquipLCU, study abroad, student mentoring and colleges with their academic programs. **Admissions** focuses on recruiting and admission of students. **Athletics** consists of men and women’s golf, men and women’s cross country, men and women’s basketball, baseball, volleyball and JV sports in basketball and baseball. **Facilities** is responsible for custodial service, maintenance, environmental compliance, and all university facilities. **Finance Affairs** oversees the business office, clerical staff, financial aid, bookstore, post office, and off campus properties and risk managements. **Student affairs** relates to all aspects of student life and security. **Technological Services** is responsiblefor e-learning, maintaining and upgrading campus technology, and training personnel in it use. **University Advancement** focuses on, development, alumni relations, career services, university tours, and camps. **University Relations** consists of student publication, webmaster, public relations, marketing, and graphic design.

 The president has appointed 10 individuals to oversee the administrative units. For a complete organizational line chart, see a *Policy and Procedures Manual*. The following lists show the basic structure of the university.

ADMINISTRATION

**Administrative Unit Name Campus Building Phone**

President Tim Perrin Administration 7125

Executive Vice President Brian Starr Administration 7405

Academics Rod Blackwood American Heritage 7401

Admissions Mondy Brewer Cardwell Welcome Center 7156

Athletics Paul Hise Rip Griffin Center 7279

Facilities Mike Selleck Maintenance Building 7312

Financial Affairs Brandon Goen Administration 7313

Student Affairs Randal Dement Mabee Student Life 7508

Technology Services Karl Mahan Baker Conference Center 7122

University Advancement John King Cardwell Welcome Center 7211

University Relations Warren McNeill Cardwell Welcome Center 7212

Important Contact Information for Academics

### Office Name Building Extension

Dean/Bib Stu & Beh Sci Dr. Jesse Long Christian Development Ctr. 7657

Dean/ Lib Arts & Edu Dr. Susan Blassingame American Heritage 7602

Dean/ Prof. Studies Dr. Toby Rogers American Heritage 7353

Dir/ Grad. Studies Dr. E. Don Williams CAA 7727

Dir/Mentoring Dr. Mondy Brewer CDC 7803

Dir/Student Success Yvonne Harwood CAA 7497

Disability Services Justin Archer CAA 7156

Institutional Effec Randy Sellers Administrative 7161

Library Mark Gottschalk Library 7333

Registrar Janice Stone Administration 7270

Honors Program Dr. Stacy Patty CDC 7652

Tutoring Coordinator Janey Bibb CAA 7158

**College of Biblical Studies and Behavioral Science**

**Department Chair Building Phone**

Behavioral Science Dr Michael Hardin Behavioral Science 7838

Bible Dr. Charles Stephenson CDC 7660

Social Work Dr. Jill Fuller Behavioral Science 7828

**College of Liberal Arts & Education:**

**School of Education Associate Dean Building Phone**

 Dr. David Boyer Education 7578

**Department Chair Building Phone**

Humanities Dr. Ronna Privett American Heritage 7605

Com/FA Dr. Laurie Doyle Allison Music Center 7428

**College of Professional Studies:**

**Department Chair Building Phone**

Business Admin. Dr. Russell Dabbs Administration 7386

Exercise Science Kim Mccullough Field House 7859

Natural Sciences Kirt Martin 7631

Nursing Dr. Bev Byers Nursing 7676

Nursing Dr. Cindy Ford Nursing 7684

Nursing Dr. Lanell Harrison Nursing 7680

Nursing Dr. JoAnn Long Nursing 7678

Math & Physical Sci Dr. Keith Rogers Science 7641

**J.E. & Eileen Hancock College of Liberal Arts:**

**Department Chair Building Phone**

Behavioral Sci. Dr. Michael Hardin Behavioral Science 7838

Bible Steve Joiner Christian Dev. Center 7826

Comm/Fine Arts Michelle Kraft Christian Dev. Center 7726

Humanities Susan Blassingame American Heritage 7601

Important Contact Information for Admissions

**Office Name Building Phone**

Welcome Coordinator Rhonda Pool Cardwell Welcome Center 7244

 Important Contact Information for Athletics

**Office Name Building Phone**

Athletic Director Paul Hise Rip Griffin Center 7279

Administrative Assist Joyce Foster Rip Griffin Center 7276

Baseball Nathan Blackwood City Bank Clubhouse 7853

Women’s Cross-country Leigh Cordes Rip Griffin Center 7276

Men’s Cross-country Nick Cordes Rip Griffin Center 7283

Men’s Basketball Todd Duncan Rip Griffin Center 7277

Men’s Soccer Paul Gilbert Rip Griffin Center 7169

Men’s Golf Gary Belt Rip Griffin Center 7297

Softball Daren Hays Softball Club House 7274

Volleyball Jennifer Lawrence Rip Griffin Center 7280

Women’s Basketball Steve Gomez Rip Griffin Center 7285

Women’s Golf Gary Belt Rip Griffin Center 7297

Women’s Soccer Babak Abouzar Rip Griffin Center 7271

Important Contact Information for Facilities

**Office Name Building Phone**

Director of Facilities Mike Selleck Maintenance Building 7312

Administrative Assistant Rachel Swartwood Maintenance Building 7301

Important Contact Information for Financial Affairs

**Office Name Building Phone**

Financial Assistance Amy Hardesty Administration 7178

Human Resources Brenda Lowe Administration 7307

Post Office Tammy Kitten Student Life 7540

Chapstore Denise McNeill Student Life 7527

Risk Management Mike Brown Administration 7304

Important Contact Information for Student Affairs

**Office Name Building Phone**

Student Affairs Randal Dement Student Life 7508

Counseling Center John Maples Student Life 7478

Dean of Students Josh Stephens Student Life 7502

Medical Clinic Dr. Jeff Smith Student Life 7479

Residential Life Sunny Park Student Life 7160

Recreational Life Amy Shero Field House 7862

Security Mike Smith Student Life 7520

Important Contact Information for Technology

**Office Name Building Phone**

Technology Dr Karl Mahan Technology Service Center 7122

ChapDesk Hilary Barnes Administration 7100

Dir/Technology Robert Smith Technology Service Center 7111

E-learning Bill Kopf Technology Service Center 7355

Important Contact Information for University Advancement

**Office Name Building Phone**

Advancement John King Cardwell Welcome Center 7211

Alumni Relations Matt Paden Cardwell Welcome Center 7233

Development David Pruett Cardwell Welcome Center 7230

Office Administrator Brenda Lindsey Cardwell Welcome Center 7229

Important Contact Information for University Relations

**Office Name Building Phone**

Director Warren McNeill Cardwell Welcome Center 7212

Public Relations Kelli Childre Cardwell Welcome Center 7802

Marketing Warren McNeill Cardwell Welcome Center 7212

Student Publications Kelly Robertson Cardwell Welcome Center 7806

Office Manager Terri Warren Cardwell Welcome Center 7219

**Getting Started**

The following pages are designed to orient you to the way things are done at LCU. Since LCU is a Christian university, we are committed, in addition to providing a quality education to our students, to doing so within the overriding principles of Christ and his ministry. Bible classes for all students, daily chapel and other spiritual activities throughout the year, are among some of the elements that give LCU a distinct identity.

 While full-time faculty members must be members of the Church of Christ, this restriction does not apply to part-time faculty members. All faculty, whether full-time or part-time, must reflect the spiritual convictions that are seen in the Bible and reflected in Christ. Part-time teachers give LCU the opportunity to broaden our teaching base and grow through contact with those who bring different perspectives and knowledge to our campus

 **Campus behavior** on the LCU campus may differ somewhat from the behavior common to other campuses. The LCU campus is tobacco-free. Smoking, dipping, or chewing is not permitted in classrooms, offices, hallways, rest rooms, or even outside.

 Lubbock Christian University is an alcohol-free campus. The consumption or possession of alcoholic beverages or beverage containers is strictly prohibited when on LCU property, in attendance of any LCU sponsored event or any function or event that is associated with LCU.

 Lubbock Christian University does not allow the possession, use or distribution of any potential harmful or illegal substance or drug-related paraphernalia on or off campus.

While recognizing that personal tastes and styles may vary considerably the university has established a dress code that is designed to encourage modesty appropriate to the Christian life and standards of personal appearance that are appropriate to the situation and profession.

 At LCU we feel that educated persons should have sufficient vocabulary skills to make their points without reverting to foul language. Faculty members should model appropriate language, which is compatible with Christian behavior.

 **Chapel** takes place Monday thru Thursday at 11:00 in the McDonald-Moody Auditorium. It is part of the traditions and requirements that make LCU unique. This designated time serves centrally as a time when the University community reflects upon its fundamental value of allegiance to God; thus chapel allows the university to share in worship, study, and prayer. In addition, Chapel serves communication, educative, and informative functions. It provides a convenient tie for the University to learn about campus activities, to promote University spirit, and to encourage critical thinking through the exchange of ideas. In addition to these functions, Chapel serves to bring together, for a brief period the various members of the University community. Attendance is mandatory for students and expected of all full-time faculty. Part-time faculty are invited to attend and participate at anytime.

1. Classes will not be held during chapel
2. All offices will close during chapel so that employees can attend.
3. Meetings for students, faculty, staff, or administration should not be scheduled during Chapel

 **Registrar’s office** is located in the Administration Building and has some very critical deadlines and guidelines that all that all faculty must observe. These are listed below.

1. Final Grades are due in Self Serve the Monday following the end of your class.
2. Faculty must email registrar@lcu.edu with any discrepancies between your class roster and students participating/attending class by the end of the first week. This is due to Federal requirements.
3. Faculty cannot drop a student from their class. The student can drop a course by completing and turning in the proper from to the registrar.
4. Faculty must report students who have exceeded the absence policy to their dean.

**Technology Services** will give you access to the following areas within 1-2 business days of completed paperwork: LCU Email, LCU Computers, Moodle, Self Service, Chaplink.

You can access any of these areas by going to <http://chaplink.lcu.edu>. Initially, you will need to use the following login and password.

Login – **F**irstName.**L**astName@lcu.edu

Password –**Fl**$xxxx

\* FI represents the initials of your first and last name. The x’s represent the last four digits of your Social Security number

For example,

Login- **T**om.**H**anks@lcu.edu

Password – **Th**$1234

After logingin the first time you may change your password.

Any other questions regarding Technology can be directed to ChapDesk@lcu.edu or 720-7100

**Moodle** isthecourse management system (CMS) that is utilized by LCU for its online and hybrid presented courses. If you have any questions regarding Moodle, contact Bill.Kopf@lcu.edu or Luz.Beard@lcu.edu

**Publications**, designed to help you at LCU, include the *Faculty Handbook, Faculty Constitution*, *Employee Handbook*, and *Policy and Procedures Manual*. Copies of all of these important manuals can be found online at The Portal. [www.*theportal*.lcu.edu](http://www.theportal.lcu.edu). Your regular login ID and password will give you access to each of these documents which are all contained in the *Policy and Procedures Manual.*

 The *LCU Catalog* and *Student Handbook* contain the rules governing life on the LCU campus. The student handbook is designed around the university calendar. This year for the first time, campus news will be published daily on the campus web site. The yearbook, *El Explorador* is published every year. The monthly *In Touch* is an informative in-house news report that lets everyone know what everyone else is doing. You may submit items of interest through your department.

 *Reflections*, published by University Relations, is a promotional report with wide off-campus circulation. There are also many brochures and other departmental publications that you will see from time to time. All publications bearing the university seal must be cleared by the Director of University Relations, Warren McNeill.

 **Keys** to your building and office are provided by Campus Security. You may not need a key, but if you do, you are required to fill out a key request form, available in your department office. This form must be accompanied by a $15.00 key deposit for the building key. The deposit is returned when you leave LCU. Although theft is not a serious problem at LCU, it is wise to keep personal valuables locked in an office.

 **Mail** can be sent and received from the LCU post office located in the Mabee Student Life Building (often called the SUB.) Students have boxes in the post office even if they live off campus. On-campus mail can be sent without postage using student names and box numbers or faculty names and departments and ‘campus mail’ in the address. The post office is open Monday through Thursday from 8:30 AM till 4:00, except for chapel time when it is closed. On Fridays the post office closes at noon.

 **Email** is a vital part of communications on campus. You will be assigned an email address, generally first name.last name @lcu.edu

 **Pay-Checks** are directly deposited to your bank account at the first of every month for full-time faculty or as follows for part-time faculty:

 1. Full-Time Faculty - Salary checks for full-time faculty members will be issued on the first working

 day of each month.

 2. Part-Time Faculty - Part-time faculty members are paid in three equal payments during the fall

 semester (October 1, November 1 and December 1) and four equal payments during the spring

 semester (February 1, March 1, April 1 and May 1).

 **Parking** is not a real problem on the LCU campus. Being on a small campus, we sometimes forget what it is like on large state university campuses. Generally there is sufficient faculty parking places to make it convenient for you to park near your classroom. Parking permits are needed for students, staff, full-time, and part-time faculty. You will be able to pick up the parking permit in the Student Services office. Please pay attention to the posted speed limits and stop signs.

 **Teaching** duties will be your main focus when your class starts. LCU is a teaching university. Although we do encourage research we are not primarily a research institution. Our enrollment seems to be tied closely to the classroom and outside-the-classroom experiences our students have with the faculty. Students who persist at LCU tell us that one of the main reasons they stay is because the faculty members care. Caring involves excellence in teaching – knowing the discipline and presenting the material in a creative and exiting manner. Caring also involves knowing students. A kind word spoken to a student on the mall can make the difference for a lonely or insecure student.

 The faculty at LCU is fairly cohesive. Support rather than rivalry best describes the various departmental faculties. There is also a move toward more interdisciplinary approaches to teaching. To get the information you need concerning your responsibilities at LCU, contact your chair.

 Chairs can give you sample syllabi and, sometimes, even copies of notes supplied by colleagues who are willing to help you get started. Chairs can also inform you of the secretarial help you will have, and any extracurricular duties you may have.

**Absenteeism** is always a concern when so many students are juggling family responsibilities, off campus jobs, and the natural tendency to sleep in. The official absence policy is in the catalog, but here is a brief summary: If students are way on official university business, sponsored trips, athletic contests, personal illness or death in the immediate family, they will be given an opportunity to rectify in a manner acceptable to the professor any deficiencies in class work and/or assignments which may have resulted from such absences . Deficiencies for other absences may be rectified at the discretion of the teacher.

 Teachers must take attendance roll. LCU has a “no-cut” system, and all absences must be recorded as excused or unexcused. During long semesters, an accumulation of two weeks of absences may cause a student to be dropped from the class with an “F.” The teacher must notify the dean, and the dean will notify the student and the registrar. If students miss 25% of any class, they are subject to being dropped with an “F.” Students dropped from two or more classes in a single semester may be placed on suspension.

 Teachers are required to keep attendance and grade records for all classes. These should be kept and turned in to the department chair when you leave LCU. Keep written records of all absence problems. These records can be very important if a student ever challenges your actions but even more so because of federal requirements of reporting for financial aid.

**Office hours** must be posted by all face to face teaching faculty. Full-time faculty are expected to be in your office at least ten hours per week and part-time on a proportional basis. This is important because students, colleagues, administrators and off campus visitors should be able to visit with you during those posted times.

**Copy machines** are located across campus. Faculty members should have machines in their buildings. Check with your chair concerning duplicating papers, etc.

 **Summer school** gives faculty members an opportunity to earn extra money. Every full-time faculty member has an option to teach 6 hours during any of the three summer sessions. Summer school sessions run three weeks during May, June, and July.

 **Courses** at LCU are identified by three letters and four numbers. The first number indicates the level (1 = freshman), the second the credit value (3 = 3 credits), the third department order, and the fourth when the class is offered (even numbers = spring, odd = fall).

**Bookstore** location is in the Student Life Building and is open to the general public. Normal hours of operation are from 8:00 a.m. until 5:00 p.m. Monday through Thursday 8:00 a.m to12 noon on Friday, and other occasions as required. The Bookstore is closed during chapel.

1. Discounts – All full time employees of the University will receive a 10 percent discount on all

 items purchased, except textbooks or sale items. Departments will be given a 20 percent

 discount on all office supplies.

2. Charges – Employees may charge items to their personal account and will be billed by the

 Business Office after completing an authorization form. This form may be obtained from the

 Business Office. DISCOVER®, VISA® and MASTERCARD® will be honored.

**Syllabi** for each class, each semester are required for all faculty members. Below, you will find a sample that might help you. Once your syllabi have been completed copies will be collected by your chair and sent to the academic office.

***University Mission Statement***

The mission of Lubbock Christian University is to teach student the spiritual dimension of life, provide a quality education, and impart a system of values for living and for service to family, community, and church.

# Course Syllabus

# Course Number and Title

# Semester and Year

# Meeting days and times

## Instructor Information

## Name, Office Location, Office Hours, Phone, Email

## Course Description

Include the catalog course description, prerequisites, and any other general information about the course.

#### Learning Outcomes

Include a general statement such as, “Students will demonstrate appropriate competency related to the following knowledge and skills,” followed by a bulleted list of objectives. Please note that these Learning Outcomes need to connect to the departmental outcomes which describe the kind of student you plan to produce. For those programs that must document competencies for licensure and/or accreditation, please do so here.

#### Teaching Methodology

Include brief statement explaining the pedagogy employed by the teacher to enable the students to accomplish the stated objectives, including the types of learning activities that will take place during class and outside of class.

#### Required Text and/or Materials

Cite each of the texts, materials, software programs required by the instructor.

#### Other Resources and/or Suggested Readings

Cite the other resources and/or suggested reading pertinent to the course.

#### Course Policies

List all policies that you will uphold in this course. The following statements must be included in all syllabi.

* *Students with a documented disability are responsible for: 1) ensuring that current documentation is on file in the Disability Services office and requesting accommodations within the first week of enrollment in a long semester or by the second class day of a short term; 2) discussing the approved accommodation with each instructor within the third week of enrollment in a long semester or by the fourth class day of a short semester.*
* *Students are responsible for tracking their academic progress in this class throughout the semester. Therefore, students with questions about grades are encouraged to contact the instructor. Final grades will be posted on IQ Web at the conclusion of the semester.*
* *Students should refer to the Student Handbook for information regarding the academic integrity policy.*
* *Students may be dropped from classes, at the discretion absences (i.e., three, six, or nine absences in courses meeting once, twice, or three times per week, respectively, and absences for athletic or school-related participation exceeding 25% of the class meetings and/or laboratory sessions).  All absences are included. For elaboration of the absence policy, see the current catalog.* *of the professor, due to excessive*

#### Assessment and Grading

#### Clearly explain the assessments and grading procedures that you will use in the course.

#### Tentative Schedule and/or Due Dates

Provide a tentative schedule of course content and/or dates that assignments will be due.

**Identification Cards** must be obtained be full-time faculty in the Student Affairs Office on the second floor of the Mabee Student Life Building. Replacement of lost cards cost $10. Participation in many University activities and services requires the presentation of a University picture identification (I.D.) card. Picture identification may be required of persons presenting checks to the bookstore, business office and food services. All members of the faculty and staff should have an I.D. card for use of University facilities.

**Paid Holidays** for full time employees are the following:

1. Labor Day

2. Fall Break

3. Thanksgiving week

4. Christmas day through New Year’s Day

5. Spring Break Week

6. Good Friday

7. Memorial Day

8. Independence Day

**SelfServe** is a campus wide software program, which allows students to register for classes as well as check their grades and attendance records. This program is linked to the campus database – PowerCampus. All records for faculty and students are maintained in this software. You will use SelfServe to maintain student grades, assist with student advisement, and student attendance. For more information regarding the use of this system, please contact your department chair.

**The grades** to be used (at the appropriate time) are: A, B, C, D, F, IP, N, or O (audit). The registrar’s office will give “W” grades. If a student is on the class roster, but violates attendance policy, the grade of F should be given. (**Students** are responsible for withdrawing from classes, not teachers.) The grade of IP should be given when the teacher feels there are circumstances that prevent the student from completing the course by the end of that specific enrollment period.

 **Class rosters** should be printed prior to the first day of classes. Please inform Debbie Haney, in the registrar’s office, of students who are on the list, but not attending class, or of students who are attending class, but not on the list. Confirm the class roster for accuracy after the 12th day of classes. At the end of the first week of classes, please notify the registrar’s office of students who have not attended classes in a consistent manner. After the second week of classes, please notify the registrar’s office about students who are attending, but *not* on the roster, or of students who are not attending, but *on* the roster. After the 12th day, inform your dean when a student breaks the attendance policy. The dean will contact the student, and if necessary check with financial assistance before requesting a change of enrollment status from the registrar’s office.

 **Validation** **forms** are very important. Students will not be able to pick up financial aid checks without a validation form. The forms should come to the registrar’s office from the teacher, not the student. The forms should be hand delivered to the registrar’s office after each class (not placed in campus mail). Students should be made aware of the consequences of not completing the forms.

**Campus events** are an important part of campus life. Faculty members are expected to attend chapel, faculty meetings, committee or task force meetings, honors graduate ceremonies, graduations, faculty conferences, etc.

 Students notice faculty involvement in all school activities. If faculty members attend drama or musical productions, student sponsored activities and sports events, the students see it as an expression of school spirit.

 **Committees and task forces** are the means by which the university solves problems and prepares for the future. There are various standing committees that function throughout the school year. Each full-time faculty member will be involved in these committees

 **Cafeteria** food is good at LCU’s Cross Roads Café, operated by Aramark. Many faculty and staff members eat lunch in the café for a reduced price. Aramark also caters special events and will work with you to serve groups of any size. Aramark has the first right of refusal for catered events on campus.

 **Discounts** are available to faculty members in several areas. Faculty and staff members may enroll in up to six semester hours of undergraduate classes (two classes) in any long semester for a charge of $1 per hour. Tuition for summer school is discounted 50%. Children or spouses of faculty members receive from 50% to 100% tuition discounts depending on how long faculty members have worked at LCU. There is also a tuition discount for grandchildren of long term faculty members. For all other discounts, conditions may apply as outlined in the *Faculty Handbook.*

 **Friday afternoons** provide an opportunity for LCU faculty members to do some of the things they might not have been able to do during the week. There are no classes on Friday afternoons. This is a time for committee meetings, faculty meetings, etc. Faculty members are not required to be on campus unless meetings or conferences have been scheduled.

**The Campus**

 The LCU campus is located just inside Loop 289 on 19th street in west Lubbock. The campus faces 19th street on the north, and is bounded by 26th street on the south, Chicago Avenue on the east and Frankford Avenue on the west. The campus continues to grow, with new buildings being added continually. The campus map is attached below.

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*Sample of Syllabus:*

Getting Started

* 1. Campus Behavior
	2. Publications
		1. Faculty Handbook
		2. Policy and Procedures Manual
		3. Employee Handbook
		4. Catalog
	3. Keys
	4. Mail
	5. Email
	6. Parking
	7. Teaching
	8. Absenteeism
	9. Office Hours
	10. Syllabi
	11. Copy Machines
	12. Self Serve
	13. Moodle
	14. Grades
	15. Class Rosters
	16. Validation Forms
	17. Campus Events
	18. Committees and Task Forces
	19. Cafeteria
	20. Bookstore
	21. Friday Afternoons
	22. Mail
1. Technology
2. Business Office
3. Financial Aid
4. Library
5. Registrar
6. Student Affairs
7. Security
8. Emergency Notification
9. Important dates
10. Academic Calendar and Finals Schedule
11. Flight Plan (TriO)
12. Center for Student Success
13. Shepherd Program and Mentoring