

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2025-2026)

CHAPTER 4.1.5 OVERVIEW OF HIRING PROCESS

- Updated hiring process to include proper steps, review process and onboarding process.

CHAPTER 4.7 FACULTY LOAD

- Instructors without non-instructional duties (i.e., teaching 15 credits per semester, without committee or advising assignments) and part-time faculty shall not exceed 30 semester hours per academic year. Further, no more than 9 hours of compressed-format courses can be taught at one time.

CHAPTER 4.8.4.1 INSTRUCTIONAL PROGRAM MANAGEMENT

- Add: Each semester/term compile a record of student internship or practica placement sites, location/address, supervisor name and contact information. This data is required in some annual reports for our partnerships with Texas and for some accrediting bodies.

CHAPTER 4.8.4.2 PERSONNEL MANAGEMENT

- Add: between “Assigns faculty responsibilities” and “Fosters faculty development” lines: Faculty load assignments will be monitored each semester by the department chair and approved by the Vice President for Academic Affairs.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2024-2025)

Article III - Composition

- Updated Sections C and G to include language to address policy allowing release time for the Senate Recorder

Article VI – Amendments

- Updated Sections B and C to include language to address situations in which the Senate is not meeting in person.

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.4 to assist in calling the first meeting for Post Tenure Review committees.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2023-2024)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes

PREFACE

- Included language and link to Policy on Policies

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated Section 2.3 to add new positions and update old descriptions
- Updated Section 2.4 to add current organizational chart

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.6 to add an additional step for Dean's review if applicable.
- Updated Section 4.7 to update numbers
- Updated Section 4.9 to update office hours policy

CHAPTER 6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated Section 6.3.5 to remove Blackboard or BB reference and replace with Canvas.

CHAPTER 7.0 Technology Usage Policy

- Removed Section 7.11.1-7.11.5 and included the link to the updated Technology policy to replace.

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2022-2023)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes
- Updated Appendix M (Civil Rights Policy for the Campus Community)

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated Section 2.3 to add new positions and update old descriptions
- Updated Section 2.4 to add current organizational chart
- Updated Section 3.6.1 regarding function of the Director of General Education

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated Section 3.3.1 regarding the constitution of the Faculty Senate
- Updated Section 3.4 regarding operational guidelines for committees and councils
- Updated Section 3.5 regarding committee descriptions

CHAPTER 6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated Section 6.7.1.1 regarding the definition of Distance Education
- Updated Section 6.7.4 regarding the distance education online course template

CHAPTER 7.0 UNIVERSITY POLICIES

- Updated Section 7.11.6 regarding web page policies
- Removed 7.11.7, 7.11.8, & 7.11.9 as is all consolidated into 7.11.6 by University Marketing
- Updated Section 3.6.1 regarding function of the Director of General Education

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2019-2020)

APPENDICES AND FORMS

- Updated links to appendices
- Updated Appendix L to provide synopsis of changes
- Added Appendix M (Civil Rights & Title IX Policy for Faculty, Students and Staff)

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated Section 3.3.3.2 to fix broken links
- Updated Section 3.3.3.3 to fix broken links
- Updated Section 3.6.1 regarding function of the Director of General Education

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated Section 4.4.6 regarding the grievance process and included link to Civil Rights & Title IX Policy for Faculty, Students and Staff (see Appendix M)

7.0 UNIVERSITY POLICIES

- Removed the portions of the APPM which were replaced by the Civil Rights & Title IX Policy for Faculty, Students and Staff (Appendix M). Sections removed include: APPM 7.4 Sexual Harassment, Sexual Relationship, and Sexual Assault Policy; APPM 7.5 Racial and Ethnic Policy; and APPM 7.14 Americans with Disabilities Act Policy

UPDATES TO THE ACADEMIC POLICIES AND PROCEDURES MANUAL (2017-2018)

APPENDICES AND FORMS

- Updated appendices to reflect current organizational structure
- Updated forms to reflect current organizational structure

PREFACE

- Updated titles of positions to reflect current organizational structure

CHAPTER 1.0 INTRODUCTION

- Updated information regarding the Higher Learning Commission (current use of Criteria for Accreditation and Assumed Practices vs. General Institutional Requirements previously used)
- Updated titles and positions to reflect current organizational structure
- Updated Institutional Memberships

CHAPTER 2.0 OVERVIEW OF ORGANIZATIONAL STRUCTURE AND ASSOCIATED RESPONSIBILITIES

- Updated titles and positions to reflect current organizational structure

CHAPTER 3.0 FACULTY ORGANIZATION AND PARTICIPATION IN GOVERNANCE

- Updated titles and positions to reflect current organizational structure
- Updated membership and function statements of committees and councils as recommended by the Faculty Senate

CHAPTER 4.0 FACULTY PERSONNEL POLICIES

- Updated titles and positions to reflect current organizational structure
- Updated Post-Tenure Review process to reflect current organizational structure
- Updated the Faculty Development process to reflect current organizational structure
- Updated the Promotion and Tenure Process to reflect current organizational structure
- Updated the Summer School Policies to reflect current compensation
- Revised the Procedure for Granting Promotion and Tenure process regarding the withdrawal of an application as recommended by the Faculty Senate
- Revised the Post-Tenure Review versus Promotion in Rank process as recommended by the Faculty Senate

5.0 PERSONNEL BENEFITS

- Updated titles and positions to reflect current organizational structure
- Updated the Maternity/Parental Leave section as recommended by the Faculty Senate

6.0 INSTRUCTIONAL PROCEDURES AND FACILITIES

- Updated titles and positions to reflect current organizational structure
- Updated the online teaching certificate and continuous development policy as recommended by the Distance Education Council and Academic Council.

7.0 UNIVERSITY POLICIES

- Updated titles and positions to reflect current organizational structure