

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.

CHAPTER 3.6.2 ADMINISTRATIVE COUNCIL

- Edited to add “Membership on the University Administrative Council is by presidential appointment and consists of administrative leaders representing key operational, academic support, and governance functions of the University,” with the inclusion of a membership list.

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**