

1.0 FACULTY HANDBOOK

1.1 Purpose

The Life University Faculty Handbook (LUFHB) serves as a source of information and as a compilation of policies relevant to the academic programs of Life University.

These policies supersede all previous policies and benefit provisions. Questions of interpretation about policy will be answered by the office responsible for the policy. Routine avenues of appeal are open to faculty who wish to pursue further questions of interpretation.

Faculty who wish to raise questions of interpretation or to note errors of fact or omissions should bring these facts to the attention of the Provost.

This Handbook is not a legal document or contract.

1.2 Format

The Faculty Handbook is written in sections to permit revision with a minimal amount of difficulty. Each section has a specific number and title. Page numbers begin at number one for each section. Each section is marked with a date, i.e., month and year, to indicate the time period in which a section is revised.

1.3 Revision

The University reserves the right to make changes in these policies at any time.

1.3.1 Revision Suggestions

Suggestions for revision can be made in writing to the Faculty Affairs Committee. Consideration will be given to all suggestions. Input is invited from the Deans, Executive Leadership Council, Provost's Council, Administrative Council and the faculty through their representatives. Suggestions will be submitted and reviewed by the Faculty Affairs Committee. Those suggestions determined to have merit may be recommended to the President through the Faculty Senate.

1.3.2 Revision Transmittals

As revisions are made, transmittals relative to the change will be sent to each faculty member. A transmittal will consist of a section(s) containing the revision to be placed within the LUFHB, instructions as to which section(s) of the LUFHB are to be removed and replaced, if any, an explanatory sheet detailing the revision, instructions for recording receipt of the change, and a listing of revisions, if any, within the previous twelve months. A system will be provided for recording the transmitted updates. Each

faculty member will be provided the means for obtaining any updates, which may not have been placed within his/her book.