



Faculty Handbook
2023-2024

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THE UNIVERSITY

Founded as an academy in 1896, becoming a two-year college in 1911 and a four-year college in 1919, and elevated to university status in 1975, Our Lady of the Lake University of San Antonio (OLLU) was the first fully accredited institution of higher education in San Antonio. Originally dedicated to the education of women, OLLU became coeducational in its graduate programs in 1942 and fully coeducational in 1969. The official *Statement of Purpose*, prepared by the faculty and approved by the Board of Trustees, is printed in each edition of the university catalogs, under the heading "Philosophy and Purpose." Because OLLU is a university within the Catholic academic tradition, faculty and all other members of the OLLU community, both lay and religious, are asked to respect the values of that tradition and to consider in their own lives the Christian ideal of service to humankind. In addition, faculty are expected to exemplify for students the ideals of intellectual curiosity, educational creativity, personal freedom, and moral involvement. The *Statement of Purpose* particularly notes: "Our Lady of the Lake University expresses its continuing religious purpose in a commitment to the complete educational development of the individual: intellectual, moral, social, and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students." The Statement further stresses the university's commitment to liberal education, to good teaching, to student heterogeneity, and to its multicultural regional heritage.

The University community, its location, campus, buildings, history, cooperative arrangements, and sources of support are also described in the first section of each OLLU Catalog. Policies, procedures, and guidelines can be found in the Our Lady of the Lake University Policy Bank SharePoint site.

The University functions best in a climate that supports shared governance and participative decision-making. Inherent in this governance model is an understanding that some decisions are mostly the faculty's (e.g., curriculum) and others (e.g., budgeting) are the administrations. Where differences of opinion occur, it is incumbent upon the parties involved to provide transparency in decision-making.

MISSION STATEMENT

Founded and sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a Catholic, Hispanic-serving, inclusive learning community. Through quality, innovative undergraduate and graduate education, we foster spiritual, personal, and professional growth. Our graduates are prepared for purposeful lives and service to humanity.

Vision Statement

Embracing the Catholic Intellectual tradition that integrates curiosity, faith, and ethical reasoning in the pursuit of truth, Our Lady of the Lake University challenges its diverse student body with transformative experiences to enrich their lives and inspire leaders in service with faith and wisdom.

CORE VALUES

Our Lady of the Lake University is a Catholic community whose core values reflect what we believe and live in our daily lives.

Community

We are a community that values inclusivity and embraces:

- Respect for diversity of thought, culture, creative expression, and experiences; and
- Compassionate support for each other's successes and challenges.
-

Integrity

We engage in ethical behavior through:

- Honesty, transparency, and accountability in decision making; and

- Congruence between values and actions.

Trust

We recognize our interdependence, and we value:

- Confidence in our Provident God;
- Mutual reliance on each other; and
- Stewardship of our resources and environment.

Service

We are called to:

- Use our time, talent, and knowledge for the benefit of others; and
- Advocate for social justice which embraces equity, access, and care of creation for the common good.

OUR VISION FOR 2025

OLLU STRATEGIC PLAN (2018-2025)

THE EDUCATIONAL PROGRAM

The chief responsibility of the faculty is conducting the educational program of the university. All academic programs are in support of the mission, vision, and values of the University. The programs at both the graduate and undergraduate levels are described in full in the current undergraduate and graduate catalogs.

The curriculum and academic regulations/policies are proposed by the faculty, through the appropriate channels for final review, with approval by the Board of Trustees as appropriate. Non-credit offerings which are not related to a particular college/school are under the jurisdiction of the Office of Academic Affairs.

Each academic degree program has a set of goals, objectives, student learning outcomes and evaluation procedures. These documents are available from the Office of Academic Affairs and the individual school/college; they form the basis of the academic program review process, through which the Academic Program Review Committee formally reviews each academic program at least once every seven years. The program review process results in recommendations to the program faculty and the university administration for improving and strengthening the effectiveness of academic programs.

OLLU participates in the United Colleges of San Antonio (University of the Incarnate Word, Oblate School of Theology, and St. Mary's University), a consortium designed to promote cooperation and complementarity in San Antonio Catholic higher education.

UNIVERSITY GOVERNANCE

BOARD OF TRUSTEES

The Board of Trustees is the governing body of the university. This board consists of members drawn both from the civic community and the Congregation of Divine Providence. Members serve a term of three years and this term may be repeated consecutively only twice. New members are named by the Board. Faculty, staff, students, and alumni have nonvoting representatives to the Board. This Board determines the general policies for the governance of the University. The Board itself is governed by the Bylaws of Our Lady of the Lake University, and its powers are limited by the reserved powers of the Members of the Corporation, who are the General Council of the Congregation of Divine Providence. In addition to an executive committee, the Board operates through standing committees.

INSTITUTIONAL GOVERNANCE POLICY

The Board of Trustees has delineated the roles of university constituencies in the University Institutional Governance Policy, which adopted by OLLU Board of Trustees, October 28, 2010.

This statement of the roles of trustees, administration, and faculty in the governance of Our Lady of the Lake University affirms the “mutual understanding,”¹ trust, and confidence that each constituency aspires always to place in and to earn from one another.

The Board of Trustees has ultimate responsibility for and authority over all aspects of the university. The board’s focus is on policies and directives, in line with the mission, that guide the President in leading the university.

The board recognizes the participative nature of governance in the academic setting, in which the responsibility for decisions is shared, to different degrees depending on the issue, among faculty, administrators, and trustees. The board expects the administration and faculty to work together in good faith to implement the directives of the trustees and to achieve OLLU’s mission.

The board, through the president, delegates to administrative officers the responsibility for operating the university in accord with policy. The faculty has “a primary role” in the fundamental areas of curriculum and instruction, including student learning outcomes; and faculty status, including appointment, promotion, and tenure. Faculty recommend policies articulating standards and requirements for student and faculty performance in these areas for consideration by the administration --- and, where required, through the president to the Board of Trustees. In addition, faculty evaluate whether those standards and requirements are met and recommend actions to the administration and to the Board of Trustees through the president, as described in established processes. There will be concurrence with faculty recommendations in these fundamental areas except “for compelling reasons which should be stated in detail.”

The board recognizes that in the collegial environment OLLU seeks to sustain in its operations, constituents’ interactions and levels of authority will vary with the issue. Established processes for decision-making promote deliberation by faculty with administrators. The ways in which the constituents may formally participate in governance processes include at least the following:

Collaborative—Responsibility is shared by more than one individual or body. The parties each has a role, and they work together to reach agreement by sharing knowledge and building consensus to arrive at the best decision. If agreement cannot be reached, the decision may be made by the next higher level of authority as defined by the board. An appeal process may be provided to resolve a significant impasse.

Consultative—Other parties who have a legitimate interest in the issue are consulted in a timely manner before a decision is made. It is the responsibility of the individual or body being consulted to provide timely feedback so as not to cause undue delay in making the decision. Similarly, when a decision is made that differs from the advice of those consulted, a rationale for the decision is provided to them in a timely manner.

Determinative—An individual or established body has the authority to make the decision and does so independently. In this case, that person or body has the responsibility to provide timely notification of the decision and rationale to all appropriate parties prior to implementation.

The board expects that these models for interactions are used appropriately by administration and faculty to achieve effective and efficient participation in institutional governance.

1 “Introduction,” *Statement on Government of Colleges and Universities*, American Association of University Professors, American Council on Education, Association of Governing Boards, 1996 and 1997, rev. 1990.

2 “Principles, #4,” *Board Responsibility for Institutional Governance*, Association of Governing Boards, 2010. 3 “The Academic Institution: The Faculty,” *Statement on Government of Colleges and Universities*.

4 Indebted to terminology in “Principles, #2,” *Board Responsibility for Institutional Governance*.

provide timely notification of the decision and rationale to all appropriate parties prior to implementation.

ADVISORY BOARDS AND COUNCILS

The university has authorized the establishment of advisory boards and councils for various academic program units. These boards and councils assist in such areas as recruitment, public relations, development, community service, and educational planning.

OFFICERS OF THE UNIVERSITY

The president is the chief executive officer of the university. Appointed by the Board of Trustees, the president reports directly to the Board and is responsible for the implementation of the Board's policy decisions. The Provost/Vice President for Academic Affairs, and Vice Presidents for Administration, Finance, Institutional Advancement, Enrollment Management, Student Affairs, Mission and Ministry, the Chief Communications Officer, and the Chief Technology Officer advise and assist the President in the operation of the University. The Provost/Vice President for Academic Affairs serves as the Chief Academic Officer (CAO). The following positions report to the CAO: Associate Provosts, Associate VP for Academic Affairs, Dean of Academics, Director of the Center for Mexican American Studies and Research, Library Director, and the Registrar.

An organizational listing of the principal administrative offices of the university is found in the university catalogs; university organizational charts may also be viewed on the [Administrative Division](#) SharePoint Site.

THE FACULTY ASSEMBLY

The Faculty Assembly is the official organization through which the faculty participates in university governance. Membership consists of fulltime personnel of Our Lady of the Lake University who hold academic rank and faculty on phased retirement. The Faculty Assembly is required to meet at least twice fall and spring. A quorum consists of a simple majority of eligible voting members on contract during the given semester.

The Faculty Assembly officers are the president, the president-elect, the past president/parliamentarian and the secretary. In the absence of the president, the past president calls and presides at meetings. The secretary is elected by the membership for a three-year term. Duties of the faculty officers can be found in the Faculty Assembly Bylaws.

The Faculty Assembly as an organization has those powers and duties that are conferred on it by the Board of Trustees and are expressed in the Faculty Assembly Bylaws. The Board of Trustees, in their policy on institutional governance, recognizes that the faculty has a primary role in the fundamental areas of curriculum and instruction, including student-learning outcomes, and exercises its powers and duties in these areas by acting on resolutions containing policy recommendations from any of the standing committees of the Faculty Assembly. Resolutions approved by the Faculty Assembly will be forwarded to the Chief Academic Officer for action by the administration.

Standing Committees of the Faculty Assembly

There are seven standing committees of the Faculty Assembly: (1) Academic Policy Committee, (2) Faculty Affairs Committee, (3) Promotion and Tenure Committee, (4) General Education Committee, (5) Undergraduate Curriculum Committee, (6) Graduate Curriculum Committee, and (7) Academic Program Review Committee. In all of their policy deliberations, these committees shall be cognizant of the complex nature of the university and seek to promote the good of all constituencies of the institution (including graduate and undergraduate, day/evening, on-campus and off-campus, resident and commuter, traditional and nontraditional, online and face-to-face). Additional information in the [Bylaws of the Faculty Assembly](#).

COUNCILS

The University has advisory councils for each of its divisions and in the areas of university planning and

budgeting, benefits, and institutional effectiveness. Each advisory council should include at least one faculty representative from each of the following: The College of Arts and Sciences, the School of Business and Leadership, and the College of Professional Studies. Membership of the councils in the areas of benefits, technology, and facilities should also include a representative from the University Library.

THE STUDENT GOVERNMENT

The official student governance body is the Student Government Association, described in the [*Student Handbook*](#). The Vice President for Student Affairs is the official liaison between the student government and the faculty and administration. The President of the Student Government is a non-voting representative to the University's Board of Trustees.

THE ALUMNI ASSOCIATION

All alumni become members of the alumni association, which sponsors events and assists with fundraising and recruitment as requested by the university administration. One member of the alumni executive council represents the alumni to the University's Board of Trustees. The Director of Alumni relations is the Alumni Association's liaison to the administration.

AD HOC COMMITTEES AND TASK FORCES

The chairperson of the Board of Trustees, the President, and the CAO, from time to time appoint ad hoc committees or task forces to deal with specific university business. The duties and responsibilities of these groups are specified in writing for the group.

THE FACULTY

The primary responsibility of all faculty members of Our Lady of the Lake University is to ensure appropriate student learning outcomes through excellent teaching. This responsibility assumes that OLLU faculty keep abreast of developments both in their disciplines and in higher education. Excellence in teaching requires that faculty maintain the academic standards appropriate to their disciplines while enabling students to attain those standards. OLLU faculty members are distinguished by their exceptional willingness to accommodate the special needs of students through personalized attention, availability and approachability, and adaptive and innovative teaching methods. Other important responsibilities for OLLU faculty members are service to the community and scholarly contributions to their respective fields. The university recognizes the value of these pursuits by including them in the areas of service considered in all faculty evaluations.

In all their work, faculty members are expected to show respect for the Catholic intellectual traditions and CDP charism and to provide effective support for the implementation of the university's mission.

ACADEMIC FREEDOM

ETHICAL & LEGAL RESPONSIBILITIES

OLLU CODE OF ETHICS

Our Lady of the Lake University is an independent, Catholic institution sponsored by the Congregation of Divine Providence and inspired by their values and heritage. As members of the OLLU community, we are dedicated to advancing the *Vision* and *Mission* of the University. We are committed to excellence, respect, trustworthiness, and service in our actions.

Excellence requires that we support one another in the pursuit of knowledge and faith; that we encourage the free expression of ideas and invite challenges to our ideas and beliefs; and that we aspire to the highest ethical standards in our personal and professional lives.

Respect requires that we treat one another fairly, with dignity and compassion; that we do not tolerate harassment, intimidation, or unjust discrimination, and do not give improper preferential treatment to any organization or individual; and that we appreciate our shared humanity and act with the awareness that what we do affects others.

Trustworthiness requires that we are accountable to others, conscientious in performing our duties, and responsible stewards in our use of University resources and assets; that we are honest in our communications and our conduct and disclose personal interests that may conflict with those of the University; that we comply with all laws and regulations applying to the performance of our duties; and that our actions demonstrate integrity, reliability, loyalty, and confidentiality.

Service requires that we commit ourselves to social justice, civic responsibility, and care of the earth; and that we use our knowledge and skills in service to others.

Our Lady of the Lake University provides opportunities for better understanding our ethical aspirations and publicizes processes for reporting ethical and legal violations.

FACULTY PROFESSIONAL ETHICS

FACULTY POLITICAL INVOLVEMENT

ACADEMIC PROFESSIONAL PERSONNEL

Academic professional personnel at Our Lady of the Lake University of San Antonio fall into the following categories based on their professional qualifications and academic functions:

FULL-TIME FACULTY

Administrators

Full-time administrators receive annual or multi-annual contracts. They may or may not hold faculty appointments. As full-time administrators, they are evaluated using the process described in the section on the [Evaluation of Academic Administrators](#). They often serve as ex-officio members of Faculty Assembly standing committees.

Academic Faculty

Non tenure-track Faculty

Tenure-track (Probationary) Faculty

Librarians

Clinical Faculty

Professor of Practice

OTHER FACULTY

Visiting Professors

Distinguished Visiting Lecturers

Emeritus Faculty

Allied Faculty

Adjunct Faculty

ACADEMIC RANK

ACADEMIC PROFESSIONAL PERSONNEL POLICIES AND PROCEDURES

Service Requirements for Academic Professional Personnel

Faculty Evaluation Policy

Faculty Evaluation Procedures

Evaluation of Instructional Services to Students Policy

Sample Formative Assessments Methods

Scholarly Service to Discipline Categories and Benchmarks

Other Service to Discipline Activities and Benchmarks

Service to Students: Other than Instruction activities and benchmarks

Service to University (non-administrative) Categories and Benchmarks

Service to Community Activities and Benchmarks

Guidelines for the Use of Benchmark Documents

Progressive Corrective Discipline

To promote fairness and consistency throughout the University, in connection with acceptable standards of work performance and conduct on the job, the University has established reasonable rules for employees to observe. When any of these rules or standards is violated, corrective action may be initiated by the supervisor to bring the employee's job performance and/or job conduct up to the expected standard. Please see the [Employee Relations Policy](#) for detail regarding the progressive corrective discipline procedures.

Faculty Development Plans

Student Course/Instructor Evaluations

Tenured Faculty Expectations and Evaluation

Post-Tenure Review

Academic Department Chairs

Academic Department Chair Responsibilities

Evaluation of Academic Administrators

PROMOTION AND TENURE POLICIES AND PROCEDURES

Advancement to Promotion and Tenure Policy

Advancement to Promotion and Tenure Procedures

Operating Procedures for the P & T Committee

FACULTY DEVELOPMENT POLICIES AND PROCEDURES

Faculty Development

Faculty Awards

Membership in Learned Societies and Attendance at Meetings

Approval of Travel and Attendance at Meetings

FACULTY CONTRACTS

Faculty Contract Renewals

Adjunct Faculty Contracts

Outside Employment/Consulting

Faculty Personnel Records

Faculty Phased Retirement Policy and Procedures

APPOINTMENT, NON-REAPPOINTMENT, AND TERMINATION

Procedures for Appointment and Non-Reappointment

Termination of Faculty Members for Cause

Termination of Faculty Members for Financial Exigency

Faculty Termination Grievance Process

Faculty Review Committee Procedures

Appointment of Department Chairs and School Directors

FACULTY COMPENSATION AND BENEFITS

Faculty Compensation

Compensation for Summer Teaching: policy and procedures

Benefits

Detailed information on benefits is available in the [OLLU Office of Human Resources](#) or on their SharePoint site.

SABBATICALS AND LEAVES OF ABSENCE

To support the university's mission to ensure quality, innovative learning experiences that prepare students for success and continued service, it is important for the faculty to have opportunities to engage in scholarly activities that contribute to professional growth and enhance their capacity to serve the university.

Sabbaticals

Unpaid Leave of Absence for Faculty

Family Medical Leave Act

Faculty Sick Leave

HUMAN RESOURCES POLICIES

Equal Employment Opportunity Policy

For the official academic personnel hiring policies and procedures see the [*Faculty Selection Guide*](#).

University Non-discrimination Policy

Sexual Harassment

Compliance With the Drug-Free Schools and Communities Act

Employee Complaints and Grievances

Harassment

Children in the Workplace or Classroom

ACADEMIC POLICIES AND PROCEDURES

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Course Syllabi Requirements

Accessible Textbooks and Materials

Verifying Class Rosters

Course Assessments and Examinations

Course Equivalency

Credit Hour Definition

Compliance with Credit Hour Definition

Cross-Listed Courses

Stacked Courses

Procurement of a Guest Lecturer

Online Courses

Because online courses are highly regulated, they must be developed and taught in accordance with specific guidelines. Please refer to the [OLLU Online Teaching Expectations](#) for more information.

Excused Absences for Students

Field Trips

Relatives in Academic Courses

Visitors in Classes

Faculty-led Travel Courses

Faculty who wish to conduct university-sponsored courses which involve travel to international or domestic locations follow the guidelines in the Faculty Led Travel Program [policy](#) and [procedures](#).

Assessing Life/Work Experience

GRADING

Grading Policy

Grading System

Pass/Fail Grade

Withdrawal by Instructor (WI) Procedures

Incomplete (I) Grades

DEGREE REQUIREMENTS

Accelerated Bachelors to Master's Programs

Graduate Courses for Undergraduates

Double Majors and Minors

Second Baccalaureate Degree

Second Master's Degree

STUDENTS

Retention and Academic Success

Graduation Procedures

Graduation Participation Policy

Student Accommodations

The university has adopted a comprehensive set of policies to assure no person with a disability is excluded or discriminated against. Information and policy statements are available from the Services to Students with Disabilities Office [website](#) or at the office located in the Academic Center for Excellence in the Library. Accommodations should never be provided to a student until instructors have received the official documentation describing the type(s) of accommodations from Disability Services.

Related Documents and Resources:

- [SSD Confidentiality Policy](#)
- [ADA Accommodations Grievance Procedures](#)
- [Accessibility Guidelines and Resources](#)
- [Checklist to Evaluate Course Content for Accessibility](#)
- [Academic Adjustments and Accommodations Guidelines](#)
- [ACCESSS: Rights and Responsibilities](#)

Faculty Member's Responsibilities During a "Shelter in Place"

Academic Integrity

Faculty members who suspect an academic integrity violation should submit a report through the [Academic Integrity Reporting Link](#) and follow the procedures outlined in the Academic Integrity [Guidelines](#), [Policy](#), and [Procedures](#).

Student Academic Grievance Procedure

Effective procedures are the first line of defense in protecting the university from claims of discrimination on the basis of race, color, and national origin, sex, disability, and age (prejudice) and violations of academic policies and standards (capriciousness). The OLLU [Student Academic Grievance Procedures](#) ensure a uniform and timely process to address academic complaints across all program formats (face to face, online, hybrid) and student classifications.

[Privacy of Student Records](#)

[FERPA Policy](#)

[FERPA Procedures](#)

PROGRAMS

[Continuous Quality Improvement](#)

[Approval of a New Course](#)

[Adding or Eliminating Academic Programs](#)

[Academic Program Change of Location Procedures](#)

RESEARCH AND SCHOLARSHIP

[Research with Human Subjects](#)

[Scientific Misconduct Reporting Policy and Procedures](#)

[Intellectual Property](#)

[Conflict of Interest for Sponsored Programs](#)

[Copyright](#)

ADHERENCE TO OFFICIAL PUBLICATIONS OF PRACTICES AND PROCEDURES

SOCIAL MEDIA GUIDELINES

The Office of Marketing & Communications has developed [Social Media Guidelines](#) for the use social media for University groups and events. Please refer to these guidelines and consult with the Marketing & Communications staff before opening university-related social media accounts.

PROCEDURES FOR UPDATING THE FACULTY HANDBOOK

OLLU ORGANIZATIONAL STRUCTURE

PROVOST DIVISION

Office of the Provost

Academic Affairs

Student Affairs

Athletics

ADMINISTRATIVE DIVISION

ENROLLMENT MANAGEMENT DIVISION

FINANCE DIVISION

INFORMATION TECHNOLOGY SERVICES

MISSION AND MINISTRY DIVISION

INSTITUTIONAL ADVANCEMENT DIVISION

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