

# Faculty Handbook

## Foreward

This faculty handbook is intended to provide all full-time and part-time faculty with select information about select, pertinent Lee College policies, procedures, programs, and organizations. It is not a comprehensive, self-contained policy document. Policies of the Board of Regents and other policies and procedures of the college must also be consulted.

Nothing in this Faculty Handbook, nor any amendments or revisions hereto, shall replace, amend, abridge, or contravene any federal or state law, the policies of the Board of Regents, or the Constitution or laws of the State of Texas or the United States of America.

While faculty should find this handbook as a guide, the handbook is not a legal document and does not constitute an expressed or implied contract of employment with the college. This handbook cannot and is not intended to address all circumstances related to a faculty member's role at the college, and it is not, nor is it intended to be, an official college document. Rather, this handbook should be used in conjunction with current editions of official documents, including, but not limited to, the Lee College Catalog and the Lee College Board of Regents Policies.

Other information applicable to the faculty, including, but not limited to, employment benefits, optional insurance plans, and retirement policies and plans may be obtained from the college's Office of Human Resources.

Suggested changes to this document should be made to the Provost or to the President of the Faculty Assembly.

## Definitions

- "Business Days" refers to when to when the college is open for business.
- "Working Days" refers to any day during the fall, spring, or summer term in which the college is open for instruction.
- "Calendar Days" refers to actual days.