

Protocol for CUS Informal Visitations

Purpose:

LCMS Bylaw 3.6.6.1(a)1 states concerning informal visitations: “*regular ecclesiastical and fraternal counsel and encouragement through annual, informal visitation that involves free exchange among peers.*”

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CUS Visitation Team Members:

- **A team of no fewer than four (two executives and two board members) and no more than seven members will be drawn from the following categories:**
 - CUS President
 - CUS Executives
 - Vice President
 - Executive Director of CUEnet
 - CUS Board of Directors (2)
 - LCMS Council of Presidents (excluding the local District President)
 - CUS Administrators
 - CUS Faculty
 - LCMS Stakeholders

The university being visited will provide access to:

- President (first meeting and last meeting with the visitation team)
- President’s Designee if assigned
- Chief Mission Officer
- Campus Chaplain
- Chief Academic Officer
- Deans
- Dean of Students
- Theology Faculty
- Variety of faculty in other departments
- Admissions/Enrollment Management
- CFO (from a general overall health and wellness perspective – a spiritual matter).
- Anyone else on the cabinet
- Church Work/Pre-Sem Students
- Non-Church Work Students
- Cross-Section of Staff (non-faculty), including facilities management

Unlike the formal visitation, the informal visitation shall broaden the scope of connection with the university. Visitation team members shall sit in on at least two classes during the visitation process. Team members will meet with administration, faculty, staff, and students in individual and small-group settings, preferably in their physical locations or office settings. This will help to ensure a more comfortable and inviting environment for conversations. The conversations with the informal visitation team will aim to determine how CUS can help the institution continue to improve and what CUS may learn from the institution that will benefit our other institutions and the system.

Model Schedule:

- The university president will provide CUS with a schedule at least one week prior to the visitation.
- Visit on the first day in the afternoon, all day on the second day, and on the third day in the morning.
- Schedule can be adjusted as necessary/appropriate
- Team travels on Sunday night/Monday morning.
- First day:
 - After lunch, the visitation team meets (30 minutes).
 - The CUS visitation team will meet with the University President.
 - Visitation begins with a campus tour (approx. 1 hour).
 - Meet with University representatives.
 - Late afternoon, visitation team meets to debrief (30 minutes).
- Second day:
 - In the morning, the team continues meeting with university representatives.
 - The team will attend the morning Chapel.
 - Meetings with University representatives continue, lunch in cafeteria, meetings resume after lunch.
 - Late afternoon, the visitation team meets to debrief (30 minutes).
- Third day:
 - In the morning, the team continues meeting with University representatives.
 - The team will attend the morning Chapel.
 - Meetings with University representatives continue.
 - Visitation team meets to debrief (30 minutes).
 - University President/designee debriefs with the visitation team (1 hour).
 - The visit ends around noon.

Visitation Criteria:

- LIMO Standards and Evaluation Tool.
- Discussion, conversation, and listening for collaboration and fraternal support.
- Commissioned Worker Program Standards By-law 3.6.6.1.
- Most recent Formal Visitation Report.

Visitation Follow-Up/Reporting:

- CUS provides a brief written summary of the visit based on LIMOS (two weeks after the visit).
- The university provides a brief written response (2 weeks after receiving the summary of the visit).
- Further meetings/correspondence/communication as necessary, per bylaws.

Cost:

- CUS bears the entire cost of informal visitation. If the University can provide cafeteria lunches, meeting space, coffee/beverages, and snacks, it would help. The university could host a Tuesday dinner.

If an informal visit is made in conjunction with a quarterly CUS Board of Directors meeting, the campus visit will precede the board meeting.

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