



# **Living University**

# **Faculty Handbook**

2301 Crown Centre Drive  
Charlotte, NC 28227-7705



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Charlotte, NC 28227-7705

**LIVING UNIVERSITY ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN.**

This publication is not a contract or offer to contract. The Board, University officers and their agents reserve the right to change information herein without notice when circumstances warrant such action. This publication, which covers the period July 1, 2015 - June 30, 2016, supersedes and replaces any prior editions or versions.

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# Who's Who at LU

## The Board of Regents

### Members of the Board of Regents

#### ***Class of 2016***

**Richard F. Ames**; Mint Hill, North Carolina  
**Stuart Wachowicz**; Edmonton, Alberta, Canada  
**Douglas S. Winnail**; Ph.D., Matthews, North Carolina

#### ***Class of 2017***

**Gerald Weston**; London, United Kingdom  
**Bruce Tyler**; Clarendon, Australia  
**Dexter B. Wakefield**; Charlotte, North Carolina

#### ***Class of 2018***

**Martin L. Fannin**; Knoxville, Tennessee  
**Jonathan W. McNair**; Schodack Landing, New York  
**James P. Meredith**; Matthews, North Carolina

#### ***Ex-Officio Member***

**Roderick C. Meredith**; Th.D., Charlotte, North Carolina

### Officers of the Board

**Roderick C. Meredith**, Th.D., *Chair*  
**Douglas S. Winnail**, Ph.D., *Vice Chair*  
**Michael P. Germano**, Ed.D., J.D., *Secretary and President of the University*  
**F. Thomas Turner II**, *Assistant Secretary*

### Executive Committee of the Board

**Roderick C. Meredith**, Th.D., *Chair*  
**Douglas S. Winnail**, Ph.D., *Vice Chair*  
**Richard F. Ames**  
**Dexter B. Wakefield**

## University Administration

**Michael P. Germano**, Ed.D., J.D., *President of the University*  
**Scott D. Winnail**, Ph.D., *Executive Vice President and Dean of Faculty*  
**Kenneth L. Frank, Jr.**, *Registrar and Director of Admissions*  
**Michelle R. Broussard**, *Assistant Registrar*  
**Douglas D. Lindly**, *University Librarian*  
**Suzanne Pyle**, *Director of Human Resources*  
**D. Jerry Ruddlesden**, *Financial Controller*  
**F. Thomas Turner, II**, *Director of Legal Affairs and Risk Management*

## University Committees

### Administrative Council

Dr. Michael P. Germano, *Chair*  
Dr. Scott D. Winnail, *Vice Chair*  
Michelle R. Broussard  
Kenneth L. Frank, Jr.  
Douglas D. Lindly  
Peter G. Nathan

### University Advisory Committee

Dr. Scott D. Winnail, *Chair*  
Dr. Howard C. Woodard; Dudley, Georgia, *Vice Chair*  
Gary F. Ehman; Charlotte, North Carolina  
Dr. Jeffrey H. Fall; Folsome, California  
Dr. Richard Franz; House Springs, Missouri  
Clem E. Hilgenberg; Glenpool, Oklahoma  
Paul Shumway; Princeton, West Virginia  
Adam J. West; Flintwick, Bedford, United Kingdom

### Admissions & Financial Aid Committee

Kenneth L. Frank, Jr., *Cochair*  
Dr. Scott D. Winnail, *Cochair*  
Michelle R. Broussard  
Suzanne Pyle  
D. Jerry Ruddlesden

### Curriculum Review Committee

Dr. Scott D. Winnail, *Chair*  
Kristine M. Ginn, *Vice Chair*  
Dr. David F. Maas  
Peter G. Nathan  
Dr. Douglas S. Winnail

### Information Technology Oversight Committee

Dr. Howard C. Woodard, *Chair*  
W. Wyatt Ciesielka, *Vice Chair*  
Kenneth L. Frank, Jr.  
Douglas D. Lindly  
Suzanne Pyle  
D. Jerry Ruddlesden  
Jason Talbott

### Learning Resources Committee

Douglas D. Lindly, *Chair*  
Peter G. Nathan, *Vice Chair*  
Kenneth L. Frank, Jr.  
Meagan L. Rand  
John D. Robinson  
Dr. Douglas S. Winnail

## Our Faculty

### Faculty (Full-time)

**Germano, Michael P.**, *President of the University*

Subject Matter Areas: Anthropology, Education, Law, Theology

B.A. (1961), Ambassador University; B.S. (1959), University of Illinois, Urbana-Champaign; M.A. (2000), Texas A&M University–College Station; M.S. (1966), University of Southern California; Ed.D. (1968), University of Southern California; J.D. (1980), University of La Verne.

**Winnail, Scott D.**, *Executive Vice President and Dean of Faculty*

Subject Matter Areas: Health, Theology

B.S. Ed. (1992), University of Georgia; M.S.P.H. (1994), University of South Carolina; Ph.D. (1998), University of Alabama-Birmingham.

**Frank, Jr., Kenneth L.**, *Registrar and Director of Admissions*

Subject Matter Area: Theology

B.A. (1973), Ambassador University; M.A. (2014), Grand Canyon University.

**Nathan, Peter G.**, *Associate Professor of Theology*

Subject Matter Areas: Theology

B.A. (1972), Ambassador University; M.T.S. (1992), Southern Methodist University; M.St. (2012), University of Cambridge.

### Faculty (Part-time)

**Ames, Richard F.**, *Professor of Theology*

Subject Matter Areas: Communication, Theology

B.C.E. (1959), Rensselaer Polytechnic Institute; B.A. (1965), Ambassador University; M.A. (1977), Stephen F. Austin State University.

**Ciesielka, W. Wyatt**, *Adjunct Assistant Professor of Theology*

Subject Matter Area: Theology

B.A. (1994), Ambassador University; M.A. (2011), Liberty University.

**Elliott, Stephen P.**, *Adjunct Assistant Professor of Communication*

Subject Matter Area: Communication

B.A. (1981), Ambassador University; M.A. (1992), Western Kentucky University.

**English, Janth B.**, *Adjunct Assistant Professor of Information Systems*

Subject Matter Area: Information Systems

B.S. (1972), Tennessee State University–Nashville; M.S. (1996), Clark Atlanta University.

**Ginn, Kristine M.**, *Adjunct Assistant Professor of Education*

Subject Matter Area: Education

B.S. Ed. (2000), Valdosta State University; M.Ed. (2004), Valdosta State University.

**Lindly, Douglas D.**, *University Librarian*

Subject Matter Area: Education, Library and Information Sciences

B.A. (1965), Ambassador University; M.A. (1967), Pepperdine University; M.L.S. (2010), North Carolina Central University.

**Lyons, Joshua**, *Lecturer in Accounting*

Subject Matter Area: Accounting

B.S. (2009), M.S. (2010), College of Charleston.

**Maidanos, Emanuel J.**, *Lecturer in Theology*

Subject Matter Area: Biblical Languages

B.A. (1970), Ambassador University; M.A. (1975), Pepperdine University.

**Maas, David F.**, *Adjunct Professor of English*

Subject Matter Area: English

B.A. (1966), M.A. (1967), Ed.S. (1972), Minnesota State University–Mankato; B.A. (1993), Ambassador University; Ed.D. (1977), Texas A&M University–Commerce.

**Meredith, Roderick C.**, *Professor of Theology*

Subject Matter Area: Theology

B.A. (1952), M.A. (1958), Th.D. (1966), Ambassador University.

**Monson, Sheldon**, *Adjunct Assistant Professor of Physical Education*

Subject Matter Area: Health, Physical Education and Recreation

B.A. (1985), Ambassador University; M.A. (1997), California State University, Los Angeles.

**Moore, Charles W.**, *Adjunct Associate Professor of Geography*

Subject Matter Area: Geography

B.A. (1965), M.U.P. (1967), Ph.D. (1971), University of Washington.

**Ruddlesden, D. Jerry**, *Assistant Professor of Business*

Subject Matter Area: Business

B.A. (1987), Marshall University; M.B.A. (2009), DeVry University.

**Triplett, Annette K.**, *Adjunct Assistant Professor of Nutrition*

Subject Matter Area: Nutrition

B.Sc. (2006), Queen's University; M.S. (2007), University of Minnesota.

**Vorel, Desirée E.**, *Adjunct Assistant Professor of English*

Subject Matter Area: English

B.A. (2004), Clemson University; M.A. (2007), Chapman University; M.F.A. (2007), Chapman University.

**Wilson, Jessica D.**, *Lecturer in Mathematics*

Subject Matter Area: Mathematics

B.S. (2001), University of Kansas; M.S. (2004), University of Missouri–Columbia.

**Winnail, Douglas S.**, *Professor of Theology*

Subject Matter Areas: Health, Theology

B.A. (1964), Washington and Jefferson College; B.A. (1970), Ambassador University; M.P.H. (1980), Loma Linda University; M.S. (1967), Ph.D. (1968), University of Mississippi.

**Woodard, Howard C.**, *Professor of Business and Information Systems*

Subject Matter Areas: Business, Information Systems

B.B.A. (1976), M.M.I.S. (1989), Georgia College; M.S. (1992), Georgia State University; Ed.D. (2002), Georgia Southern University.

## **Our Staff**

**Bowmer, William R.**, Instructional Associate

B.A. (1987), University of California, Los Angeles.

**Broussard, Michelle R.**, Assistant Registrar

A.Th. (2011), Living University.

**Lyons, Joshua**, Senior Accountant

B.S. (2009), M.S. (2010), College of Charleston.

**Lyons, Lehman**, Purchasing Manager

A.S. (1979), University of South Carolina.

**Ogwyn, Genie**, Administrative Associate

B.A. (1971), Ambassador University.

**Penman, Joshua**, Systems Analyst

A.Th. (2014), Living University.

**Pyle, Suzanne**, Director of Human Resources

B.S. (1972), Ambassador University.

**Ruddlesden, D. Jerry**, Financial Controller

A.A. (1989), Ambassador University; B.A. (1987), Marshall University; M.B.A. (2009), DeVry University.

**Talbott, Jason**, Webmaster

**Turner, II, F. Thomas**, Director of Legal Affairs and Risk Management

B.S. (1992), Ambassador University.



## Contact Information

### Address and contact information for the University is as follows:

University Address: 2301 Crown Centre Drive; Charlotte, North Carolina 28227-7705.

Principal Office of the Corporation: 2301 Crown Centre Drive; Charlotte, North Carolina 28227-7705.

University Telephone: (704) 844-1966

University Fax: (704) 844-1967

General E-mail: [info@livinguniv.com](mailto:info@livinguniv.com)

University Website: <http://www.livinguniv.com>

### Other pertinent contact information:

Accounting Department (704) 708-2235

Admissions Office (704) 708-2294

Compliance Officer [Kenneth L. Frank, Jr.] (704) 708-2296

Dean of Faculty [Dr. Scott D. Winnail] (704) 708-2292

Financial Controller [D. Jerry Ruddlesden] (704) 708-2231

General Complaints and Grievances [Dr. Scott D. Winnail] (704) 708-2292

Gifts to the University [Michael P. Germano] (704) 708-2291

Human Resources [Suzanne Pyle] (704) 708-2256

Institutional Advancement [Michael P. Germano] (704) 708-2291

Legal Affairs and Risk Management (704) 844-1966 Option 6

Licensure and Accreditation Liaison Officer [Dr. Scott D. Winnail] (704) 708-2292

President's Office (704) 708-2291

Title IX Coordinator [Michelle R. Broussard] (704) 708-2294

Racial or Ethnic Harassment Matters [Dr. Scott D. Winnail] (704) 708-2292

Registrar [Kenneth L. Frank, Jr.] (704) 708-2296

Section 504 Coordinator [Kenneth L. Frank, Jr.] (704) 708-2296

University Librarian [Douglas D. Lindly] (704) 708-2293

University Library (704) 708-2192

Webmaster [Jason Talbott] (704) 708-2241

# University Calendar

## First Semester 2015

First Semester academic advisement and early	
Registration .....	Jul. 1–Aug. 12, Wed.–Wed.
Semester tuition and fee payment period .....	Jul. 1–Aug. 14, Wed.–Fri.
Faculty Meeting .....	Aug. 14, Fri., 11:00 a.m.
Registration and orientation .....	Aug. 13–14, Thurs.–Fri.
Instruction begins .....	Aug. 17, Mon.
Late Registration (Drop/Add) .....	Aug. 17–19, Mon.–Wed.
Last day to drop with a 90% tuition refund (Census Date) .....	Aug. 31, Mon.
Board of Regents Meeting .....	Sept. 3, Thurs., 3:00 p.m.
Labor Day (all-campus holiday) .....	Sept. 7, Mon.
Church Holyday [Feast of Trumpets] (all-campus holiday) .....	Sept. 14, Mon.
Last day to drop with a 75% tuition refund .....	Sept. 17, Thurs.
Constitution and Citizenship Day .....	Sept. 17, Thurs.
Autumn Festival Recess (all-campus holidays) .....	Sept. 23–Oct. 7, Wed.–Wed.
Church Holyday [Atonement] .....	Sept. 23, Wed.
Church Holyday [Tabernacles] .....	Sept. 28, Mon.
Church Holyday [Last Great Day] .....	Oct. 5, Mon.
Instruction resumes .....	Oct. 8, Thurs., 7 a.m.
Last day to apply for graduation in December .....	Oct. 15, Thurs.
Last day to drop with a 50% tuition refund (refunds are not made after this point) .....	Oct. 20, Tues.
Midterm .....	Oct. 23, Fri.
Second Semester academic advisement and early early registration for new and continuing students	Nov. 9–Jan. 10, Mon.–Sun.
Second Semester tuition and fee payment Period .....	Nov. 9–Jan. 13, Mon.–Wed.
Last day to drop a course without grade penalty if work is not of a passing grade .....	Nov. 23, Mon.
Thanksgiving Recess (all-campus holidays) .....	Nov. 25–29, Wed.–Sun.
Thanksgiving Day (national holiday) .....	Nov. 26, Thurs.
Instruction resumes .....	Nov. 30, Mon., 7 a.m.
Last day of classes .....	Dec. 21, Mon.
Final examinations .....	Dec. 22–24, Tues.–Thurs.
Instruction ends .....	Dec. 24, Thurs.
Winter Break .....	Dec. 25–Jan. 10, Fri.–Sun.
National Holiday .....	Dec. 25, Fri.
Final grades due .....	Jan. 4, Mon.

## Second Semester 2016

Board of Regents Meeting .....	Jan. 6, Wed., 3:00 p.m.
Registration and orientation .....	Jan. 11–12, Mon.–Tues.
Instruction begins .....	Jan. 13, Wed.
Late registration (Drop/Add).....	Jan. 13–15, Wed.–Fri.
Martin Luther King, Jr. Day (all-campus holiday) .....	Jan. 18, Mon.
Last day to drop with a 90% tuition refund (Census Date) .....	Jan. 25, Mon.
Last day to drop with a 75% tuition refund.....	Feb. 12, Fri.
President's Day (all-campus holiday).....	Feb. 15, Mon.
Spring recess .....	Mar. 5–13, Sat.–Sun.
Midterm, last day to drop with a 50% tuition refund (refunds are not made after this point).....	Mar. 14, Mon.
Summer Session academic advisement and early registration for new and continuing students .....	Mar. 9–May 30, Wed.–Mon.
Summer Session tuition and fee payment Period .....	Mar. 10–May 31, Thurs.–Tues.
Last day to apply for graduation in May .....	Mar. 15, Tues.
Instruction resumes.....	Mar. 14, Mon., 7 a.m.
Last day to drop a course without grade penalty if work is not of a passing grade .....	Apr. 13, Wed.
Christian Passover* (all-campus holiday) .....	Apr. 22, Fri.
Church Holyday [Feast of Unleavened Bread] (all-campus holiday) .....	Apr. 23, Sat.
Church Holyday [Last Day of Unleavened Bread] (all-campus holiday) .....	Apr. 29, Fri.
Last day of classes.....	May 10, Tues.
Senior Dinner .....	May 11, 7 p.m., Wed.
Final examinations .....	May 11–13, Wed.–Fri.
Instruction ends .....	May 13, Fri.
Commencement Exercises .....	May 16, Mon., 11:00 a.m.
Final Grades Due .....	May 20, Fri.

\* Observed Previous Evening

## Summer Session 2016

Registration and Orientation .....	May 24, Tues.
Instruction begins .....	May 25, Wed.
Late Registration (Drop/Add) .....	May 25–27, Wed.–Fri.
Memorial Day (all campus holiday) .....	May 30, Mon.
Last day to drop for a 90% tuition refund (Census Date).....	May 31, Tues.
Board of Regents Meeting .....	Jun. 1, Wed., 3:00 p.m.
Last day to drop for a 75% tuition refund .....	Jun. 8, Wed.
Church Holyday (Pentecost) .....	Jun. 12, Sun.
Last day to apply for graduation in August.....	Jun. 15, Wed.
Midterm .....	Jun. 20, Mon.
Last day to drop with a 50% tuition refund	

(refunds are not made after this point) .....	Jun. 23, Thurs.
Fall semester academic advisement and early registration for new and continuing students.....	Jul. 1–Aug. 10, Fri.–Wed.
Fall semester tuition and fee payment Period.....	Jul. 1–Aug. 12, Fri.–Fri.
Independence Day (all-campus holiday).....	Jul. 4, Mon.-Sat.
Instruction resumes.....	Jul. 5, Tues., 7 a.m.
Last day to drop a course without grade penalty if work is not of a passing grade .....	Jul. 8, Fri.
Last day of classes.....	Jul. 18, Mon.
Final examinations .....	Jul. 19–20, Tues.–Wed.
Instruction ends.....	Jul. 20, Wed.
Final grades due .....	Jul. 27, Wed.

# Chapter 1 Introduction

## The Faculty Handbook

### Purpose and Use of This Handbook

This Faculty Handbook sets forth operating principles and procedures for faculty members. The handbook does not presume to provide a complete solution to the challenge of keeping the faculty informed on all matters pertaining to them. However, it can serve as a device for improving communication between staff, students, faculty, and administration. The design of this handbook then is to serve the following specific objectives:

- To present in a clear and concise manner major administrative functions, procedures, and routines;
- To furnish a comprehensive and concise pattern of the institution's operations;
- To show the allocation of functions and the fixing of responsibility; and
- To assist the new appointee in becoming familiar with the University.

Designed for reference and information, this *Faculty Handbook* should be a valuable resource for faculty members, but it should not be regarded as all-inclusive. The material in this handbook cannot anticipate every situation or answer every question about employment at the University, as the information enunciated in it is subject to change as conditions may require. Faculty members may wish to consult with various members of the administration for further information about university policies, regulations, practices, and procedures.

### The Handbook Index

The voluminous character of the material provided in this handbook, and the specificity of the taxonomy used to organize it, make it difficult to casually read. Its effective use requires a search strategy. Therefore, to facilitate the use of this handbook a comprehensive index along topical lines has been included.

### Handbook Improvement

Revision to this handbook is coordinated through the President's Office. By giving careful attention to the contents of this handbook, and by making recommendations for its improvement, faculty members can assist in making its use more successful. Suggestions and any additional information faculty members believe would be helpful are welcome. Please be sure to inform the President's office if there are items that require clarification or matters that have been omitted.

### Relation of Handbook to Other University Publications

The *Legislative Handbook* sets forth the legislation of the Board of Regents of Living University and the *Administrative Regulations* issued by the President of the University for the General Governance of the institution. The current edition of the *University Catalog* normally controls in all matters of academic policy. The current *Student Handbook* similarly controls on matters pertaining to the student body. The *Course Development Guide* provides resource information for developing online courses and improving instructional delivery utilizing the principles of ISD (Instructional Systems Design).

This handbook draws from these publications that information which is specifically pertinent to faculty members. These publications, and other guidelines from time to time published, should be reviewed for up-to-date statements. The *Strategic Long-Range Plan* consists of a five-year long-range plan addressing the University's educational, physical, and financial growth designed to shift institutional planning from a general narrative of institutional future to a set of coordinated, qualitative targets that give strategic direction

to the University's daily operations. The *Position Description Manual* contains position descriptions for the faculty and staff of Living University. The *Guide for Classification of Revenue and Expenditure Accounts* provides information for the proper classification of Living University revenues and expenditures.

## **Reservation of Rights**

This *Faculty Handbook* is not an employment contract or a legal document. In order to retain necessary flexibility in the administration of policies (Statutes of the Board) and procedures (Administrative Regulations), the University through its Board of Regents, university executive officers, and their agents, reserves the right to interpret, change, revise, suspend, cancel or dispute, with or without notice, all or any part of the policies, regulations, procedures, or benefits described in this document.

## **University Ideals and Faculty Loyalty**

At Living University, in the heritage of the church-related institution, the precept that "The Word of God is the Foundation of Knowledge" is pervasive. This precept forms the basis of the approach to learning, research, public service, and student growth and development at the University.

A Christian institution of higher learning is, by definition, dedicated to the search for truth and its dissemination. As Jesus taught that "you shall know the truth and the truth shall make you free" (John 8:32), the central purpose of the University as a church-related institution assumes a deep dedication to truth. Consequently, students, faculty and staff, and regents are expected to be committed to the pursuit of evidence, knowledge, truth, and understanding.

Faculty members, all of whom are selected and retained from those who voluntarily are in harmony with the philosophy and principles of the University and its principal sponsor the Living Church of God, are expected to reflect the character of the University and the Church by their conduct, speech, and appearance, either on or off campus, to students, their families, the alumni, and to the public. Members of the Living Church of God are appointed to the faculty upon the condition that they continue "in good standing" as members of the Living Church of God in compliance with the "Special Duty for Living Church of God Members" section of this *Faculty Handbook* for the period of their appointment.

## **Sources of Educational Funds**

Living University, founded in 2007, is a privately supported coeducational institution of higher learning affiliated with the Living Church of God. A significant amount of the University's financial support is received from the Church, which also appoints the University's Board of Regents. Budgetary information for all university operations are detailed in the *Strategic Long-Range Plan*. For specific information refer to the current edition of the *Strategic Long-Range Plan*. Annual audited financial reports and copies of the University's IRS 990 filings are available on the University website.

## **Policy of Nondiscrimination**

Living University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, financial assistance, admission, employment, educational programs or activities. The University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University.

The University does not unlawfully discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies; and scholarship, athletic and other university-administered programs. The University does not unlawfully discriminate because of race, sex, color, creed, age, religion, or national origin in admitting students. The University does not unlawfully discriminate on the

basis of sex, handicapped status or race or ethnicity in the admission or access to, or treatment or employment in, its programs or activities.

## **Legal Status of University**

Living University is incorporated in the State of North Carolina as a nonprofit educational and religious institution.

## **Licensure and Accreditation**

The Bachelor of Theology and Associate of Theology degree program(s) of study offered by Living University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes Section (G.S.) 116-15(d) with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

The University has an application on file with the University of North Carolina General Administration, the designated agency in North Carolina for degree approval, for authorization to offer the Associate of Arts degree and bachelor's degree minors in business and communications. We expect a team of examiners to visit the campus during the fall semester 2015. We would like to have approval by the Board of Governors of the University of North Carolina before we begin the fall 2016 semester.

Upon review of state laws and regulations, the University understands that it is free to operate in 46 states without further effort under the individual state's religious education exemption clause or under its no-physical presence definition. However, the states of Arkansas, Alabama, Nevada and Wyoming have laws and regulations in place that would require the University to meet specific licensure requirements. Therefore, at this time degrees cannot be awarded to any student living in Arkansas, Alabama, Wyoming, or Nevada. The University continues its practice of offering religious education courses to students irrespective of the place of their residency. The limitation pertains to granting of degrees only. Students from Arkansas, Alabama, Wyoming, and Nevada therefor are limited to the certificate and diploma programs.

The University is not accredited by any agency recognized by the U.S. Department of Education. The University Strategic Long-Range Plan calls for the University to achieve accreditation as institutional resources permit; however, the University makes no assurances or guarantees that it will be successful in achieving accreditation. Meanwhile, the University continues the process of establishing the infrastructure necessary for national and regional accreditation.

## **Academic Programs**

The University offers degree, diploma, and certificate programs of study, for both on-campus residential students and online students worldwide, intended to meet a wide variety of individual needs. The University has undergraduate programs of study at the baccalaureate, diploma and certificate levels providing instruction in general education as well as in the arts and sciences, selected business and professional disciplines, and theology.

### **Degree Programs**

The degree programs offered at LU are as follows:

1. The Bachelor of Theology degree program to provide the theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer, bi-vocational, or career service;
2. The Associate of Arts degree program (scheduled to begin pending licensure authorization) to provide a broad liberal arts education for students intending to pursue a baccalaureate degree; and

3. The Associate of Theology degree program to provide the theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer or bi-vocational service.

## **Diploma Programs**

The diploma programs offered at LU are as follows:

1. The Diploma in Biblical Studies program to provide lay persons the opportunity to grow in their understanding of the Scriptures and to enhance their ability to effectively teach the Scriptures to others; and
2. The Diploma in Christian Family Studies program to equip students for successful Christian family life and enables them to help others attain successful Christian marriage, parenting and family life.

## **Certificate Programs**

The University offers certificate programs to prepare students for volunteer or bi-vocational leadership in the Church, for the continuing education of the career ministry and to serve a wide variety of individual needs. The certificate programs offered at LU are as follows:

1. The Certificate in Biblical Archaeology to provide a fuller understanding of the biblical record and the lifeways of biblical peoples;
2. The Certificate in Biblical Christianity to serve as a general introduction to Christianity;
3. The Certificate in Biblical Studies to provide a basic overview of the Bible and its teachings to raise one's the biblical understanding in his or her preparation for Christian leadership and service;
4. The Certificate in Business Studies (to begin on licensure authorization) provides a general foundation in business through developing or enhancing business skills and knowledge;
5. The Certificate in Christian Family Studies to provide relevant, effective education and support encouraging an optimal environment for successful Christian marriage, parenting and family life;
6. The Certificate in Christian Leadership to prepare men and women for Christian leadership and service;
7. The Certificate in Church History provides a comprehensive overview of the growth and development of the Church;
8. The Certificate in Communications (to begin on licensure authorization) to provide coursework designed to improve competency in career writing and speaking;
9. The Certificate in International Ministry to provide coursework designed to prepare students for leadership, teaching and ministry in the international work of the Church;
10. The Certificate in New Testament Studies provides a comprehensive overview of the New Testament; and
11. The Certificate in Old Testament Studies to provide a comprehensive overview of the Old Testament.

## **Institutional Memberships**

### **Memberships**

American Library Association (ALA)

Association of College and Research Libraries (ACRL)

Association of Fundraising Professionals (AFP)

LYRASIS



National Association of College and University Business Officers (NACUBO)

Near East Archeological Society (NEAS)

Southern Association of College and University Business Officers (SACUBO)

**Affiliate Memberships**

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Theological Library Association (ATLA)

## Chapter 2 University History and Traditions

Living University founded on February 27, 2007, serves the Living Church of God in response to its growing need for university-educated personnel and to further edify its world-wide membership and their families. While Living University degree, diploma and credential programs are open to the general public its focus is on the higher educational needs of the Living Church of God which includes 351 congregations (159 in the USA and 192 internationally) in 49 countries throughout North and South America, the Caribbean and the West Indies, the British Isles, Continental Europe, Africa, Australia and the Pacific Isles, and Asia. The University also serves scattered church members in 27 additional countries.

Living Church of God membership around the world is 11,300 (6,300 in the USA and 5,000 internationally). The Church has international regional offices in Australia, Barbados, Canada, France, Guyana, Jamaica, Kenya, Malaysia, New Zealand, Philippines, South Africa, Trinidad and Tobago, and the United Kingdom. Average weekly church service attendance is about 12,000. The Church's *Tomorrow's World* television program airs on more than 220 stations in 206 countries. The potential number of people reached by the telecast is 1,240,736,944. Its *Tomorrow's World* magazine circulation is over 500,000 in 176 countries.

On August 15, 2007, Living University opened its virtual doors enrolling more than 150 students from 18 countries. Its first commencement exercises were held on May 19, 2008, where the Certificate of New Testament Studies was conferred on its first six graduates. In the fall 2008 the University added undergraduate certificate programs in Biblical Archaeology, Old Testament Studies, Church History and Christian Leadership to its offerings.

On June 18, 2009 the B.Th. and A.Th. degree programs were declared exempt from the requirements for licensure pursuant to North Carolina General Statutes Section (G.S.) 116-15(d) for exemption from licensure with respect to religious education. In August the University admitted its first on-campus class of three full-time students. On May 17, 2010, the University conferred its first associate and baccalaureate degrees.

The University opened its new library in the fall 2010 and as of July 1, 2014 the collection numbering over 6,500 book volumes supported by an online catalog (OPAC), several external databases and the University's online Archive and Special Collections Repository. In the fall 2010 the University expanded its services for senior citizens by allowing them to audit one course per semester with a 100% tuition waiver provided that there is space available in the course (see Tuition on Page 89).

In its first four years the University conferred twenty-three credentials (two Bachelor of Theology degrees, three Associate of Theology degrees, three Diplomas in Biblical Studies and fourteen Certificates in New Testament Studies and one Certificate in Old Testament Studies).

With its fifth year the University offered a Certificate in Biblical Studies and an academic version of the *Tomorrow's World Bible Study Course* and announced a new program in Christian Family Studies in which students can complete a certificate or a diploma.

During its first eight years of operation, the University served students from Australia, Barbados, Bermuda, Brazil, Canada, El Salvador, Germany, Ghana, Indonesia, Malaysia, Mexico, Myanmar (Burma), New Zealand, Philippines, Puerto Rico, South Africa, Trinidad & Tobago, the United Kingdom and Zambia, as well as the U.S.—all able to participate in the online distance learning program and interact with each other though they were thousands of miles apart.

In the fall 2015, beginning its ninth year, the University added undergraduate certificate programs in Business Studies, Communications and International Ministry, and began a new Early College program for

high school students. Pending state approval, the University plans to introduce an associate of arts degree program to better serve the young adult population of the Living Church of God. As of July 1, 2015 the collection numbers over XXXXX book volumes. A xxx self-checkout system and the new circulation system installed.

Although many Living Church of God elders, deacons and deaconesses enroll in Living University courses, the majority of students are Church lay members with widely varying backgrounds—some with previous degrees, others with little or no previous exposure to college-level coursework. What they all share, of course, is their zeal to deepen their understanding of God's Truth and to apply it in their lives.

# Chapter 3 Educational Philosophy and Mission

## Educational Philosophy

We believe that the mission of Living University, a church-related institution sponsored by the Living Church of God, is that of teaching with a focus on facilitating the development of the whole person for Christian leadership and service. To this end:

- We hold that it is the primary purpose of the University to provide programs of formal instruction, research, public service, and other learning opportunities, with sufficient diversity to be relevant to the changing needs of the individual, the Church, and society; and
- We hold that the University, as it endeavors to realize excellence in instruction and other learning opportunities, should seek to provide meritorious programs of research and public service adequate to support this underlying purpose.

We also believe that fundamental to the accomplishment of its mission the University must foster a profound dedication to the search for and dissemination of truth. To this end:

- We hold that the University should provide a learning environment that stimulates and promotes intellectual curiosity, supplies the tools to transform information into knowledge and understanding, arouses the social and moral conscience of its students and cultivates in them a willingness to respond to the global needs of mankind;
- We hold that faculty members, staff, students, administrators, and regents should be committed to and supported in their pursuit of knowledge, evidence, and truth;
- We hold that the University, like numerous other church-related institutions of higher learning, should consider and forthrightly teach that the Bible presents the essence of spiritual truth;

We believe, in harmony with the long-standing practice of church-related institutions of higher learning, that the University should carry on its educational work in terms of our belief in the validity of the biblical message; and

We believe that these principles impose a special trust upon the faculty, individually and collectively, as educational officers of the University.

We further believe that Living University, as it endeavors to fulfill its underlying mission of instruction with efficiency and accountability, should seek to achieve the following ends:

- To pursue excellence in instruction and other learning opportunities in an environment of scholarship, innovation, culture, academic freedom, and devotion to true values;
- To enhance the individual development of character, personality, and true values by fostering and maintaining an academic community emphasizing moral, social, ethical, cultural, and spiritual standards;
- To provide undergraduate curricula as the University has competency and resources;
- To make available academic advisement and counseling that will aid individuals, according to their personal needs and motivation, in identifying and achieving their educational goals;
- To extend equal educational and related opportunities to a diversity of qualified individuals, regardless of race, sex or ethnic background, from local, national, and international communities; and
- To provide ministerial education for those called for service as ordained or full-time ministers of the Living Church of God and relevant learning opportunities for all called to be spiritual pillars in the Church and community.

## **Mission**

The mission of Living University as a Christian institution of higher learning is to provide programs of formal instruction and other learning opportunities, as well as meritorious programs of research and public service adequate to support its underlying charge of delivering instruction, of sufficient diversity to be relevant to the changing needs of the individual, the Church, and society.

Living University seeks to provide primary and support programs which effectively and efficiently fulfill and promote the fulfillment of its mission.

## **Primary Programs**

Specific objectives for institutional primary programs are:

- The University shall provide instruction at the associate and baccalaureate level in general education as well as in the arts and sciences, selected business and professional disciplines, and theology within the capacity of the institution's resources;
- The University shall extend opportunity for course work in a distance learning format to the growing Living population of nontraditional learners;
- The University shall encourage those forms of research which promote the University's commitment to excellence in instruction and which support the current needs of the students and faculty; and
- The University shall engage in public service activities that makes accessible its resources and capabilities for the specific purpose of meeting the needs of the Church as well as responding to a local need or assisting in resolving a local challenge in a manner consistent with the mission and purpose of the institution and furthering the growth and development of its students.

## **Support Programs**

Specific objectives for institutional support programs are:

- The University shall provide academic support through academic computing services, media services, graphics services, and ancillary services to assist faculty and students in instruction, research, and public service programs;
- The University shall provide library services to help meet the information needs of its students, faculty and staff and the Living Church of God international headquarters workforce by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research, and by preserving the textual tradition of the Living Church of God and its antecedent fellowships both in print and in electronic forms in an Archive and Special Collections Repository;
- The University shall provide student services emphasizing the individual development of true values in character, personality and leadership within the moral, social, ethical, cultural and spiritual standards of our academic community, including as needed, but not limited to, student activities, cultural events, student publications, athletics, student organizations, counseling and career guidance, student financial aid administration, student housing and food services, student health services, enrollment services and commencement exercises;
- The University shall provide institutional governance and support through the Board of Regents, executive management, fiscal operations, institutional effectiveness and planning, administrative computer support, institutional advancement, and other services which coordinate to effectively promote and fulfill its mission;
- The University shall provide a physical plant operations program related to maintaining existing grounds and facilities, providing for utility services, and planning and designing future plant expansion and modification;
- The University shall provide funds for scholarships and grants-in-aid without unlawful discrimination to those students who demonstrate need, scholastic achievement, or meritorious achievement; and
- The University shall provide auxiliary enterprises as needed.

## **Core Values**

The motto of the University is “Recapture True Values” expressed in the following core values in all we do and say: Leadership, Service, Commitment, Integrity, Excellence, Culture, and Creativity.

## **Strategic Long-Range Planning**

As part of the strategic long-range planning process the aforementioned primary and support program objectives are annually further delineated and set forth in operational terms in the University's Strategic Long-Range Plan. Each faculty member at Living University should have a copy of the strategic long-range plan and refer to it. The primary objectives to be realized in the strategic long-range planning process are the following:

1. To enhance the probability that the mission of the University will be fulfilled;
2. To increase dialogue between the administration, faculty, staff, and students;
3. To foster improvement of the conceptualizing and understanding of program planning, resource allocation, and managing processes;
4. To improve planning and management processes at all levels at the University; and
5. To demonstrate the effectiveness of the University in achieving its institutional mission and scope.

Planning starts with individual departments at every level of the institution and department managers are encouraged to include the active participation of staff in the planning process. Department managers are to take reasonable steps to hear the suggestions of all departmental personnel and students. Through this process suggestions from staff and students become recommended as amendments or proposals for inclusion in the revised Strategic Long-Range Plan.

# Chapter 4 Organization and Governance

## Overall Organization for Governance

The Articles of Incorporation provide that all power and authority conferred by law on Living University as a North Carolina nonprofit institution is to be exercised by or under the direction of the Board of Regents. Legislation by the Board of Regents, classified as Bylaws and Statutes (policies), together with Administrative Regulations (procedures) issued by the President of the University is found in the *Legislative Handbook*.

### Governance Documents

The basic governing documents for Living University consist of the Articles of Incorporation, the Bylaws of the Board, and the Statutes of the Board. Legislation concerning the organization, procedures, and functions of the Board of Regents is classified as Bylaws. Legislation concerning the broad structure, policies, and procedures of the internal operating organization of the University is classified as Statutes of the Board. The Board adopts, alters, revises, or repeals such Bylaws and Statutes, for the conduct of the business of the Board and the general governance of the University.

### *Bylaws of the Board*

Legislation concerning the organization, procedures, and functions of the Board of Regents itself, is known as the Bylaws of the Board, and amendments thereto, become effective immediately on their adoption unless the Board, in adopting them, provides that they are to become effective at a later date.

### *Statutes of the Board*

Legislation concerning the broad structure and procedures pertaining to the internal operating organization of the University is known as the Statutes of the Board. The legislative intent of the Statutes is to provide the broad principles and policies for institutional operations carried out by the University.

### *Administrative Regulations*

Administrative Regulations are the rules and procedures governing the internal operations of the University established pursuant to the rule making authority vested in the President of Living University and are found in the *Legislative Handbook*.

### The Board of Regents

#### *Members and Officers of the Board*

The Board of Regents consists of not more than fifteen (15), nor less than five (5), members. The Presiding Evangelist of the Living Church of God, at all times fills the office of Chairman of the Board of Regents. The officers of the Board consist of the Chairman, Vice Chairman, Secretary, and such other officers as the Board may determine. The offices of Chairman and Vice Chairman are held by members of the Board of Regents, but other officers appointed by the Board need not be made from its members.

#### *Board Communications*

The President of the University serves as the channel of communication between the Board and all subordinate administrative officers and personnel; and, in this connection, they each have direct access to the Board, consistent with such procedures as the Board shall from time to time declare. The President of the University regularly attends all Board meetings, as an *ex officio* member, and informs and advises the Board with respect to the internal operations of the University and its relationships.

**Consultation as Policy**

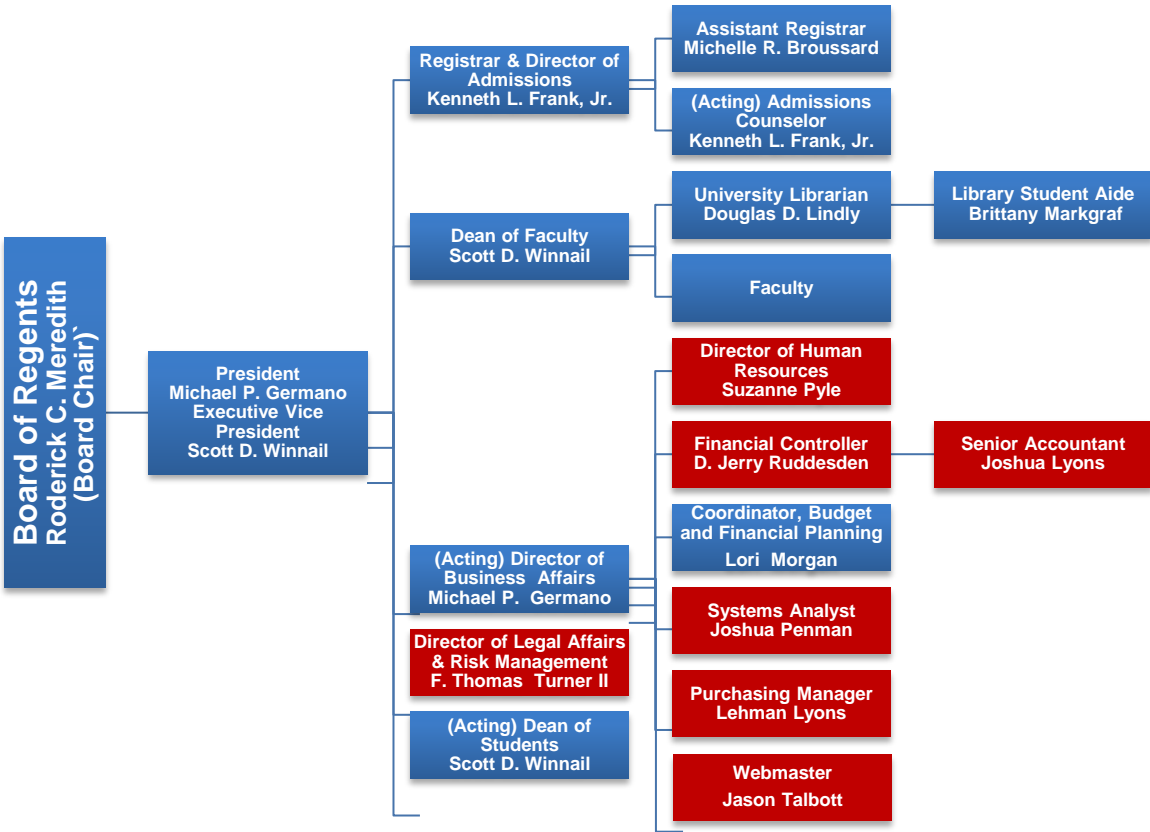
The policy of the Board, whenever practicable, is to submit to appropriate subordinate University authority for comment and recommendation, prior to final action by the Board, any proposed Statutes of the Board with respect to the internal operation of the University. The Board’s freedom of action, with respect to matters thus submitted is not, however, restricted by the recommendations made.

**Board Judicial Authority**

The Board retains its final judicial authority with respect to the interpretation and enforcement of the Bylaws and Statutes of the Board and with respect to any controversy that may arise thereunder. The Board also retains its freedom to refuse jurisdiction, when in its opinion the judgment of subordinate authority should be determinative.

**Organization of the University**

**Administrative Organization**



Red boxes lines indicate quasi-staff who provide these services for the University. They are employees of the Living Church of God (International), Inc. performing contracted services.

**President of the University**

The President of the University is the chief executive officer of the institution responsible to the Board of Regents for the entire administration of the University, including plans, policies, and finance; and for operation and direction of the University.



## **Executive Vice President and Dean of Faculty**

The primary role of the Executive Vice President and Dean of Faculty is as the chief academic and student affairs officer of the University accountable for developing and recommending policies and oversight of the management, development and evaluation of the university's academic and student affairs programs. The Executive Vice President ensures that academic and student affairs programs comply with the requirements of external accrediting and licensure agencies. The Executive Vice President serves as the President's deputy in all matters related to the operation of the University and acts in the President's stead in the President's absence. The Executive Vice President functions as the (Acting) Dean of Students until another is appointed to that office.

## **University Advisory Committee**

### *Charge*

The University Advisory Committee advises the President, Executive Vice President and Dean of Faculty, and division chairs, on the current level of skills, knowledge, and abilities individuals need for entry into ministry, supporting occupations and Christian service opportunities, and with advising on the adequacy of the University's mission, educational program objectives, curriculum, and course materials. Specific functions are as follows:

- Advise academic program management on planning and development;
- Become knowledgeable of University history, mission, vision and goals and more specifically, of its academic programs;
- Attend scheduled meetings, participating in discussions and/or serving on subcommittees;
- Research current and future trends affecting University programs and then, recommending the knowledge, skills and competencies required for career success;
- Identify jobs or entrepreneurial opportunities, through co-op work experiences, internships, apprenticeships, topical summits, or career fair involvement;
- Provide advice on technology, software and equipment changes and then, advocating on behalf of the University for those resources;
- Contribute to program reviews, accreditations or re-accreditations, curriculum improvement initiatives and quality of learning outcomes; and
- Assist in faculty recruitment and selection

### *Membership*

The University Advisory Committee includes the Dean of Faculty and at least six members appointed by the President that are not otherwise employed or contracted by the University consisting of practitioners in the fields for which the University prepares students.

### *Officers*

The Dean of Faculty shall serve as the chair of the committee.

### *Meeting*

The Committee shall meet at least annually upon the call of the chair, otherwise as called by the chair, or upon petition of any three (3) members to the chair.

### *Procedures, Minutes, Reports, Resolutions*

#### *Procedures*

The chair shall appoint a recorder to be responsible for the minutes of the committee.

### *Minutes*

Minutes shall be distributed as follows: all members of the committee (1 copy each), Dean of Faculty (1 copy), and President of the University (1 copy).

### *Reports*

Reports of committee activities distributed as follows: members of the committee (1 copy each).

## **Academic Division Structure**

Academic divisions consist of the following, each administered through a division chair:

- Arts and Sciences
- Business and Information Technology
- Health, Education and Human Ecology
- Theology

## **Duties of Division Chairs**

The chair of an academic division, who is responsible to the Dean of Faculty for planning and administering a departmental program of instruction, research, and public service, is a senior faculty member specifically responsible for the following:

1. Encourages and assists department faculty in the periodic evaluation, assessment, and planning of departmental functions and fosters the development and implementation of long-range objectives, goals, and plans for the division;
2. Oversees and directs the appropriate and fair allocation of teaching loads and various duties of faculty members in the division including classroom instruction, academic advising, committee membership, guidance of student organizations, research, and service to the public;
3. Recommends to appropriate officials all academic appointments to the division, initiates performance reviews, and makes recommendations for promotions, salary increases, and terminations of department personnel;
4. Initiates review for promotion of each faculty member in his or her division not less than once every three (3) years;
5. Supervises teaching and conducts performance reviews of faculty;
6. Maintains within the division adequate procedures for faculty participation in division administration, including the formulation and development of budgets and financial plans, and for interchange of information concerning division matters;
7. Utilizes all appropriate means at his or her disposal to provide the faculty and nonacademic staff of the division with opportunities for continuing personal and professional development;
8. Protects faculty members in the division from assuming or being assigned undue responsibilities which might encroach upon the performance of division duties;
9. Authorizes the cancellation of individual classes when a suitable replacement cannot be found for an absent faculty member;
10. Acts as an adviser for students regarding courses required for majors and minors in the department or delegates this responsibility to department faculty members under his or her supervision, and advises other interested individuals relative to division programs and affairs;
11. Serves as the degree program coordinator in a division offering a major in a single discipline or arranges the appointment of an individual from his or her department as the degree program coordinator by the Dean of Faculty;
12. Prepares annual and five (5) year budgets for the division on the basis of approved projects, and other needs to which funds are allocated, and maintains responsibility for all expenditures of funds assigned to the department and for the property inventory of the department;
13. Prepares and files with the Dean of Faculty on or shortly before June 15 of each year a written annual report concerning the operations and plans for the department; and

14. Prepares and files with the Curriculum Review Committee on or before the first day of the spring semester any required Strategic Program Assessment concerning evaluation and recommendations for programs administered by the division.

## **Faculty Organization**

### **The Faculty as a Whole**

The University Faculty is the agency designated by the Board of Regents to formulate policies of University-wide application, subject to the approval of the President of the University, concerning the educational functions of the University. The faculty regularly carries out this responsibility through faculty committees and the departmental structure.

### ***Composition***

The University Faculty shall consist of the President, all vice presidents, deans (including associate and assistant), all individuals holding a professorial rank as a professor (assistant, associate, or full), adjunct professor (assistant, associate or full), visiting professor (assistant, associate or full), or professor emeritus, as well as all lecturers, designated librarians, and designated administrators. Such designation shall be made by the President.

### ***Presiding Officer of the Faculty***

The Presiding Officer of the University Faculty is the President of the University or the President's delegated representative.

### ***Secretary of the Faculty***

The Secretary of the Faculty is a member of the nonacademic staff appointed by and responsible to the Dean of Faculty for the preparation of agendas and the recording and distributing of minutes of all meetings of the faculty and the Curriculum Review Committee; for recording all calls for meetings of the faculty and the Curriculum Review Committee; for notifying all faculty committees of their appointment and furnishing them a copy of all actions assigning duties to such committees; and for performing other duties as required by the Dean of Faculty.

### ***Meetings of the Faculty as a Whole***

The Faculty as a whole normally meets about once a semester during the academic year as the business of the faculty requires or upon the call of the President of the University or the Dean of Faculty. The Dean of Faculty shall publish an annual schedule of regular meetings of the faculty. The Secretary of the Faculty shall publish notice of faculty meetings. Notices shall include an agenda for the meeting.

### **Administrative Council**

#### ***Charge***

The Administrative Council shall serve as the President of the University's cabinet. Specific functions are as follows:

- To review and make recommendations concerning matters relating to institutional planning, institutional objectives and their achievement, and long-range plans or formulations;
- To study and evaluate existing or proposed administrative structure, policies, and procedures and may initiate recommendations for change or for their more successful implementation;
- To serve as a principal method of liaison in resolving problems involving coordination of operations units and departments;

- To facilitate administration of the institution by acting as an advisory board on matters referred to it by proper authorities in the administration; and
- To serve as a planning review board.

### *Membership*

The Administrative Council shall consist of the following members: President of the University, Executive Vice President and Dean of Faculty, Registrar and Director of Admissions, Assistant Registrar, University Librarian and all full-time faculty members.

### *Officers*

The President of the University shall serve as chair of the Administrative Council and the Executive Vice President shall serve as the vice chair.

### *Meeting*

The Council shall meet regularly upon the call of the chair or upon petition of any three (3) members to the chair. The meeting shall be open to all part-time faculty members.

### *Procedures, Minutes, Reports, Resolutions*

#### *Procedures*

The Secretary of the Faculty shall be responsible for the minutes of the Council.

#### *Minutes*

Minutes shall be distributed as follows: all members of the council and an executed approved electronic copy deposited in the Xitracs Library.

#### *Reports*

Reports of committee activities distributed as follows: members of the council (1 copy each).

#### *Resolutions for Action*

Resolutions for action shall be filed as appropriate.

#### *Resolutions for Information*

Resolutions for information shall be filed as appropriate.

### *Special Relationships*

Special relationships with other committees shall be maintained as appropriate.

## **Faculty Committees**

Faculty committees including boards and councils consist of standing committees, special or ad hoc committees, and task forces. Special or ad hoc committees and task forces are established for the purpose of carrying out special assignments and for considering proposals that do not fall within the purview of any of the standing committees. Special or ad hoc committees and task forces shall be terminated as soon as their special assignments have been completed. Guidelines intended to systematize and regularize functions of committees and applying to all committees are as follows:

1. The structure and charge of faculty committees are with such duties, functions and responsibilities as specified by the action creating them and/or by appropriate administrative action. Unless otherwise indicated, committees are free to establish their own internal procedures, and are invited to recommend to the Dean of Faculty changes in structure or function. Committees may make no changes in structure or function without consulting the Dean of Faculty, who, upon approval of the President of the University, will advise the Faculty.

2. Meetings, while not public, should normally be open to invited guests rather than closed.
3. Standing committees continue to have the privilege, if not the obligation, of inviting guests and of notifying interested parties when matters of mutual concern are under consideration.
4. Committee chair and members may invite resource personnel to meetings, except when the committee is having a closed meeting.
5. Committees may utilize the services of faculty for resource purposes, may create their own subcommittees or request the assistance of the Dean of Faculty for such purposes. All decisions and deliberative privileges, however, will be exercised only by duly appointed committee members.
6. All meetings of standing committees are to be scheduled through the Secretary of the Faculty in order that, as far as possible, conflicts will be avoided. Changes in time or date should also be scheduled through the Secretary of the Faculty.
7. Committees shall keep accurate and up-to-date records and shall make such reports as necessary. Standing committees shall furnish the Secretary of the Faculty with a written summary of each committee meeting within five (5) days after the meeting. Other than for the annual report, there is no standard format for committee reports.
8. Each committee chair should appoint a recorder. The recorder, who may be a faculty member or from the nonacademic staff, shall assist in providing the clerical support required for the committee to fulfill its responsibilities.
9. The Dean of Faculty shall appoint faculty to standing committees during the Spring semester. Appointments are subject to approval of the President of the University. The term of appointment shall be specified at the time of appointment. Previous committees will continue to serve, however, until the fall New Student Orientation when new members will become functional and new officers assume office.
10. Ex officio members are appointed to committees because of their special functions. The President of the University shall be an ex officio member of all standing committees, but shall not be considered in computing quorums.
11. Committees of six (6) members or less shall require two-thirds (2/3) of the membership to constitute a quorum. Other committees require only a majority.
12. Materials dealing with personnel cases or with matters deemed by a designated committee to be of a privileged and confidential nature shall be accessible only to current members of the designated committee and to individuals specifically authorized to have particular or general access to such information. Such materials shall be kept on permanent file in a secure place by the Secretary of the Faculty.
13. Any standing or ad hoc committee, through its chair or representative, may request to report to the faculty through the Secretary of the Faculty who will schedule the committee report at the next regular meeting of the faculty. Any proposals for faculty consideration must be in the form of written recommendations or resolutions which will be included in the faculty meeting agenda. A faculty committee may be requested to make a progress report concerning its activities at any time.
14. On, or shortly before, June 15 of each year, each standing committee will forward to the Secretary of the Faculty a brief, written annual report of work accomplished, or in progress, since the filing of the previous year's report as follows:
  - a. Copies of these reports will be provided to all members of the faculty upon request. Approval of annual reports will be assumed unless specific action contrary thereto is taken when the committee's report is scheduled for faculty consideration.
  - b. The annual report shall include (a) a statement of committee actions for the period, and (b) recommendations to succeeding committees of items to be resolved in the following year.
  - c. All committee reports shall be signed by all members of the committee.

## ***Admissions and Financial Aid Committee***

### ***Charge***

The Admissions and Financial Committee shall consider and act on matters relating to undergraduate student applications submitted to the Admissions Office involving new or readmitted students and shall formulate and recommend the basis for the award to students of various need-based financial assistance programs including loans, grants, and scholarships, and shall, when appropriate, receive and consider applications for financial aid to student applicants in accordance with established institutional procedure. Specific functions shall be as follows:

- To review and make recommendations concerning entrance requirements;
- To review applications for admission and make appropriate recommendations;
- To review applications for readmission and make appropriate recommendations; and
- To act on matters of retention and academic standards in accordance with established university procedure;
- To review applications for financial aid and make appropriate recommendations.

### ***Membership***

The Admissions and Financial Aid Committee shall consist of the following members: Director of Admissions and Registrar, and fifteen (15) faculty members [who shall serve staggered three-year terms].

### ***Officers***

The chair of the Admissions and Financial Aid Committee and vice chair shall be appointed annually by the Dean of Faculty.

### ***Meetings***

The Committee shall meet upon the call of the chair or upon petition of any three (3) members.

### ***Procedures, Minutes, Reports, Resolutions***

#### ***Procedures***

The chair shall appoint a recorder for the committee.

#### ***Minutes***

Minutes shall be distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), Dean of Faculty (1 copy), University Librarian (1 copy), and President of the University (1 copy).

#### ***Reports***

Reports of committee activities distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), President of the University (1 copy).

#### ***Resolutions for Action***

Resolutions for action shall be filed as appropriate.

#### ***Resolutions for Information***

Resolutions for information shall be filed as appropriate.

#### ***Special Relationships***

The Admissions and Financial Aid Committee shall collaborate with the Admissions Office, with academic departments, and with administrative officers as appropriate.

## **Curriculum Review Committee**

### **Charge**

The Curriculum Review Committee (CRC) shall be concerned with curriculum, courses offerings, matters of educational policy and procedure, and the maintenance of the integrity of the academic requirements of the University. Specific functions shall be as follows:

- To study curricular proposals and assessment reports, with respect to financial and administrative feasibility, their relationship to the aims of the University and its long-range plan, and the success of programs in meeting their stated objectives, and make appropriate recommendations;
- To review course proposals and recommend appropriate action;
- To evaluate existing curricular policies and procedures and to make recommendations for their more successful implementation or change;
- To examine all course offerings periodically and submit recommendations designed to up-date the courses, to avoid unnecessary duplication and to resolve differences between departments on matters of curricular or educational policy; and
- To conduct triennial reviews of general education, undergraduate degree programs, and graduate degree programs, in staggered years, and report their findings and recommendations.

### **Membership**

The Curriculum Review Committee shall consist of the following members: Dean of Faculty and faculty members appointed by the President.

### **Officers**

The Dean of Faculty shall serve as the chair of the committee.

### **Meeting**

The Curriculum Review Committee shall meet regularly upon the call of the chair or upon petition of any three (3) members to the chair.

### **Procedures, Minutes, Reports, Resolutions**

#### **Procedures**

The chair shall appoint a recorder to be responsible for the minutes of the committee.

#### **Minutes**

Minutes shall be distributed as follows: all members of the faculty (1 copy each), Secretary of the Faculty (1 copy), Dean of Faculty (1 copy), University Librarian (1 copy), and President of the University (1 copy).

#### **Reports**

Reports of committee activities distributed as follows: members of the committee (1 copy each).

#### **Resolutions for Action**

Resolutions for action shall be filed as appropriate.

#### **Resolutions for Information**

Resolutions for information shall be filed as appropriate.

### **Special Relationships**

Special relationships with other committees shall be maintained as appropriate.

## ***Information Technology Oversight Committee***

The Information Technology Oversight Committee is a standing committee with responsibility to consider, create, update and recommend technology standards and policies as necessary.

### ***Charge***

The Information Technology Oversight Committee shall consist of those faculty and staff members interested in and/or responsible for the operation, maintenance, or upgrade of information systems, and for policies relating to information technology and information security.

. Specific functions shall be as follows:

- Develop, review, approve, and enforce policies, standards, and procedures relating to information technology and information security;
- Review, approve, prioritize, and monitor all projects with an information technology and/or information security component;
- Maintain a single repository of documentation relating to information technology and information security projects;
- Develop and support strategic goals for information technology and information security;
- Communicate information relating to information technology and information security projects, policies, standards, and enhancements; and
- Serve as an appeals board for resolving disputes over Webmaster determinations of offending web content.

### ***Membership***

The Information Technology Oversight Committee shall consist of the following members: Dean of Faculty, Director of Human Resources, Registrar and Director of Admissions, Business and Information Division chair, and other individuals appointed by the President of the University.

### ***Officers***

The chair of the Information Technology Oversight Committee and a vice chair shall be appointed annually by the President.

### ***Meetings***

The Information Technology Oversight Committee shall meet at least once a semester during the academic year and upon the call of the chair, or upon petition of any three (3) members.

### ***Procedures, Minutes, Reports, Resolutions***

#### ***Procedures***

A nonacademic staff member as appointed by the chair shall serve as recorder to the committee.

#### ***Minutes***

Minutes shall be distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), Dean of Faculty (1 copy), President of the University (1 copy).

#### ***Reports***

Reports of committee activities distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), University Librarian (1 copy), Dean of Faculty (1 copy), President of the University (1 copy).

#### ***Resolutions for Action***

Resolutions for action shall be filed as appropriate.



### *Resolutions for Information*

Resolutions for information shall be filed as appropriate.

### *Special Relationships*

Special relationships with other committees shall be maintained as appropriate.

## ***Learning Resources Committee***

The Learning Resources Committee is a standing faculty committee providing advice and support to the library. It is through this committee that the faculty has formal involvement in the determination of library policy, in acquisition procedures and ways of improving library services as well as to serve as the main channel of formal communications between the library and the user community.

### *Charge*

The Learning Resources Committee shall serve in an advisory capacity to the University Librarian on such matters as development of collections, services and external policies, and shall provide liaison between the library and other learning resources units and the faculty. Specific functions are as follows:

1. To encourage faculty involvement in the development of the library and other learning resources;
2. To evaluate and recommend policies for ensuring the growth, development, accessibility, and preservation of a well-balanced resource of electronic databases, periodicals, books, and other materials appropriate to the mission of the library;
3. To evaluate and recommend ways and means of obtaining additional support of the library and other learning resources; and
4. To evaluate annually the degree to which the library collection and services and other learning resources are meeting the needs of users and supporting the mission of the institution.

### *Membership*

The Learning Resources Committee shall consist of the following members: University Librarian, a nonacademic user representative designed by the University Librarian, three (3) faculty members [who shall serve staggered three-year terms], one (1) library representative designated by the University Librarian, and two (2) students designated by the Student Body President who shall serve one-year terms.

### *Officers*

The chair of the Learning Resources Committee and a vice chair shall be appointed annually by the President.

### *Meetings*

The Learning Resources Committee shall meet at least once a month during the academic year and upon the call of the chair, or upon petition of any three (3) members.

### *Procedures, Minutes, Reports, Resolutions*

#### *Procedures*

A nonacademic staff member as appointed by the chair shall serve as recorder to the committee.

#### *Minutes*

Minutes shall be distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), University Librarian (1 copy), Vice President of Academic and Student Affairs (1 copy), President of the University (1 copy).

*Reports*

Reports of committee activities distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), University Librarian (1 copy), Dean of Faculty (1 copy), President of the University (1 copy).

*Resolutions for Action*

Resolutions for action shall be filed as appropriate.

*Resolutions for Information*

Resolutions for information shall be filed as appropriate.

*Special Relationships*

Special relationships with other committees shall be maintained as appropriate.

# Chapter 5 Faculty Responsibilities and Relationships

## Definitions

**Prospectus.** An abbreviated syllabus posted for informational purposes to prospective students on the University website.

**Study Guide.** A syllabus.

**Syllabus.** A syllabus is written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.

**Xitracs Database.**

## Academic Advisement

Academic advisement is a faculty responsibility. A student's faculty adviser, who is to be available not only during registration periods but also throughout the academic year for consultation and assistance, should see that his or her course of study is as well-balanced as possible and relates to individual educational objectives. An adviser's responsibilities include program planning on an ongoing basis and depending upon student need general counseling of a nonacademic nature. The adviser has electronic access to the advisee's transcript (containing his or her GPA and course grades), and requirements for graduation. Entering students receive academic advisement from the faculty adviser assigned by the Registrar's Office.

## Course and Curriculum Planning

### Faculty Participation in Course and Curriculum Development

The development and review of courses and curricula are a part of the institutional planning and evaluation process. Academic divisions serve as the primary vehicle for faculty members to initiate, review and evaluate courses and the curriculum. This process allows for faculty participation but does not preclude central curriculum planning.

Faculty members may make formal proposals in their respective divisions to add, delete or modify majors, minors and individual courses. Such proposals should be discussed in division meetings. Upon reaching a conclusion on a proposal, the chair presents a formal written curriculum change proposal to the Dean of Faculty. Individual faculty members may also submit written opinions on curricular issues to the Dean of Faculty.

The Dean of Faculty may refer proposals back to the division for further study or submit them to the Curriculum Review Committee. The committee may refer submitted proposals back to the division(s) concerned for additional information and/or further review.

Upon reaching a decision to recommend approval or denial of a proposal, the chair of the committee submits a written recommendation to the Dean of Faculty. The Dean of Faculty may send the proposal back to the committee or to the division chair for further refinement or discussion. When a proposal has been approved by the Dean of Faculty, the dean then submits a written recommendation to the President of the University for review and final action.

## **Course Syllabi**

### **Overview**

All courses offered by Living University must have a course syllabus set forth in a University approved format. This syllabus should provide information regarding the basic content and learning outcomes of the course. Faculty members should base their personal course syllabus on the institutional syllabus format for each course they teach (see guidelines set forth in the University's Course Development Guide.) Faculty members are responsible for providing a current copy of each course syllabi to the Dean of Faculty for filing and they shall post their syllabi each semester in the Xitracs database. All new course proposals should include a proposed syllabus.

### **Syllabus Content**

A course syllabus should include the following headings:

- Course Title
- Course Prefix Number
- Credit Hours
- Prerequisites/Corequisites: List all that apply
- Catalog Description (Use the description that is or will be printed in the university catalog. Describe the basic topic and content of the course.)
- Curricular Relationships (Describe any curricular relationships such as whether the course meets requirements for general education, or a major or minor, can be used as elective credit, etc.)
- Student Learning Outcomes (These should list what you expect the student to learn in the course and these should be measurable and assessable. Use verbs such as those given in the "Verb Conversion Chart" set forth in the University's *Course Development Guide*.)
- Content Outline (Describe the basic ideas or topics covered in the course.)
- Course Procedures/Policies (Describe the instructional methods to be used in the course, expectations for students, types of assignments, and extra or co-curricular activities required, and any course specific policies, e.g., attendance regulations and academic integrity. A description of grading criteria must be included in this section.)
- Required/Recommended Reading (Include any textbooks or readings required for the course.)
- Any Issues Unique to this Course (Include any information in requirements that may not be typical of a university course such as requirements outside of class, warnings regarding controversial content, additional course fees, etc.).
- Additional Issues of the Department's choosing (Add any issues not covered in previous sections of which students should be aware).

### **Frequency of Revision**

A course syllabus should be kept up-to-date. Divisions should review and upgrade their course syllabi at least annually.

### **Reading Lists**

Faculty members are encouraged to provide a copy of course reading lists to the University Librarian well in advance of the offering of a course. This assists the librarian in providing the materials to students when they are needed.

### **New Course Approval Procedure**

New course proposals must be approved first at the level of the academic division, and then by the campus Curriculum Review Committee (CRC). Proposals should be submitted using the designated course change forms and must be accompanied by an institutional syllabus for each course submitted.

## **Significant Change**

If significant changes are to be made to existing courses offered by an academic department, such as change in course name, number of credits, or substantial changes to content, the approval process for new courses is followed.

## **Submission Deadlines**

Courses must be submitted by November 1 for an effective date the subsequent fall semester. Submissions after this date must be approved by the Dean of Faculty.

## **Purpose**

The purpose of this regulation is to specify the procedures for the addition of new courses to the curriculum, and for significant changes to existing courses.

## **Procedures**

The following procedural steps should be followed:

1. The academic department will determine if new courses should be added to their list of course offerings.
2. The academic department will determine if significant changes are to be made to existing courses.
3. The division chair will coordinate these efforts and ensure that the appropriate procedures are followed.
4. A course change form should be submitted for each course to be added to the curriculum, and for each course in which significant changes will be made as described in section 6.1 above. The course change form will minimally identify the following: course prefix and number, course title, credit hours, pre/co-requisites, grade mode, course description, effective term, unique issues (if any), degree plans affected, and a justification of why the course should be added or changed.
5. The course change form will be accompanied by an institutional syllabus. Requirements for the institutional syllabus are described in the policy 'Institutional Syllabi'.
6. Course change forms are to be submitted to the Office of the Vice President of Academic and Student Affairs, by which they will be forwarded to the members of the CRC.
7. The CRC will meet on a regular basis throughout the fall semester to review course change submissions.
8. The committee will ensure that courses follow the required institutional syllabus format, indicate appropriate student learning outcomes, indicate grading criteria, and are accompanied by a justification or rationale that indicates the addition of, or changes to, the course(s) clearly benefits student learning.
9. The CRC will coordinate with division chairs if clarification of modification of proposals is required in order for the committee's approval.
10. After approval by the CRC, the Vice President of Academic and Student Affairs shall review all actions, attach his or her recommendation and submit the proposal to the President for a final decision.

## **Responsibilities**

Responsibilities are as follows:

1. The faculty within an academic department is responsible for determining and curricular changes required in regards to new courses or changes to existing courses.
2. The division chair is responsible for ensuring proposals are completed and submitted according to the guidelines of this regulation.
3. The Dean of Faculty is responsible for providing the CRC with all proposals and for recommending final action to the President.

## **Textbooks and Required Readings**

Textbooks are customary in most courses. Faculty members planning to refer to only short sections of a book should not “require” the purchase of a textbook but rather “recommend” it to their students. Copies of a recommended book may be placed upon reserve at the University Library. Once a textbook has been established as “required” a faculty member should utilize the textbook.

### **Textbook Adoption**

Each academic division establishes its own procedures for the adoption of textbooks. Questions concerning procedures for a particular division should be referred to its chair.

### **Complimentary Textbooks**

Many publishers make complimentary sample textbooks available to faculty members for adoption purposes. Please seek complimentary copies when they are available in order to minimize costs. However, please remember that such complimentary materials are not to be sold.

### **Custom Publishing**

“Custom publishing” is becoming more popular on many campuses as faculty seek to minimize the cost of course materials and seek to tailor readings to the specific needs of their courses. Custom publishing of course materials may be a wise course of action but the proper steps must be taken in obtaining permission from the publisher, author, or copyright holder. Failure to do so could result in unnecessary lawsuits coming upon the faculty member and the University.

### **Faculty Made Material**

Some faculty members prepare written material for their courses which they want to have sold to their students in order to control duplicating costs. Since state sales taxes, internal billing procedures, duplicating and binding costs, and other factors must be considered in implementing such a project faculty members who decide to pursue this option should discuss the matter with the Dean of Faculty prior to beginning the process.

## **Standards of On-Campus Instruction**

### **Definitions**

**Extended-Day Courses.** Courses offered on campus in two or three hour blocks of time each week to accommodate adult students. Typically an extended-day course meets once a week in the morning, late afternoon, or evening.

### **Multiple Course Sections**

When multiple sections of a course is being taught, faculty members should make every effort to ensure the following:

1. The syllabus is cooperatively planned such that a unified syllabus exists for the course;
2. Substantially the same content is given and the same approach is used;
3. The same textbook is used (where applicable);
4. The workload is comparable;
5. Substantially the same methods of evaluation are used; and
6. The grading standard is substantially the same.

## **Minimum Number of Classes**

Extended-day courses shall be scheduled for not less than fourteen (14) fifty (50) minute periods, or the equivalent thereof, exclusive of the final examination period, for each semester hour of credit in the course. A faculty member should work with the Registrar to schedule additional class meetings as necessary.

## **Methods of Teaching**

There are many instructional delivery strategies. In each case, however, the faculty member in introducing a course at the start of a semester should endeavor to accomplish the following:

1. Make class introductions and discuss the provisions of the course plan;
2. State clearly the prerequisites or corequisites for the course, if any; also the required standing, that is, lower division, upper division, graduate;
3. Discuss the objectives of the course and its appreciative and functional values;
4. Give complete information regarding the mechanics of the course, including textbooks and other materials, number and nature of reports to be required, recommendations for note-taking in class and for outside readings, notebook, requirements, and times and number of quizzes;
5. Make clear your attendance policy for the course including any procedure for having an absence excused, how missed work should be made up, and for assessment of grade penalties;
6. Explain testing policies and procedures;
7. Discuss how the various requirements of the course are counted in determining the final grade; and
8. Make any special suggestions as to methods of study.

Faculty members are free to present their subject as they consider best, but are expected to maintain complete records of student performance, utilize the full number of contact hours, and keep any regularly scheduled office hours. Moreover, faculty should work to heighten their students' sense of values and ethics.

## **Length of Teaching Period**

### ***Class Period Length***

The standard class period length is fifty (50) minutes. Each semester hour generally represents one (1) fifty (50) minute per week in class and two (2) hours preparation (with a corresponding equivalency in a summer term). In course descriptions, "3 hours" means three (3) hours of credit each semester or summer session.

Extended-day courses normally meet once a week. A three (3) semester hour course generally meets from 4:15–6:55 p.m. or 7:00–9:40 p.m. representing 150 minutes of class time and a ten (10) minute break. A two (2) semester hour course would meet from 4:15–5:55 p.m. or 7:00–8:40 p.m. representing 100 minutes of class time without a break.

### ***Laboratory Period Length***

All on campus courses involving laboratory, discussion, or activity normally require additional hours of class attendance than the standard class period. The typical laboratory period for the natural sciences is three (3) hours less the ten (10) minute passing interval. In other disciplines the typical laboratory period is two (2) hours less the ten (10) minute passing interval.

### ***Homework***

Faculty should not assign homework over the Fall Festival recess.

## **Tardiness and Absences**

### ***Tardiness***

On-campus students are expected to attend all classes punctually. If late for class, a student is expected to give an explanation of the tardiness to the faculty member. If, in the judgment of the faculty member, the tardiness is inexcusable, this shall be recorded.

### ***Class Attendance***

One of the most vital aspects of a residential university experience is attendance and punctuality in the classroom. Faculty members are responsible for setting and administering the attendance policy in their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. Specific attendance requirements for each course are to be included in the course plan provided in writing to students at the beginning of the semester. Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements. Students absent from classes due to participation in groups such as athletic teams and musical organizations shall be permitted to make up tests, quizzes and other missed assignments in a reasonable time without grade penalty.

### ***Absences of Faculty Members from Class***

If a faculty member is unable to meet his or her on-campus class due to illness or another obligation, the faculty member should notify his or her division chair so that a suitable substitute may be found.

### ***Class Field Trips***

If a faculty member desires to have a field trip that is directly related to the courses he or she teaches, the following procedure shall be in effect. The faculty member shall seek approval from the division chair. Since University vehicles may be requested, the final approval should be made at least two weeks before the field trip.

### ***Cancellation of Classes***

Classes for the entire campus may be canceled only by the President of the University, or in the absence or incapacity of the President of the University, by the Dean of Faculty. Individual classes may be canceled by the division chair concerned when a suitable replacement cannot be found.

### ***Recording of Classes***

Tape recording of regular academic classes by students is not permitted except in extenuating circumstances which may include:

1. Physical disability;
2. Language limitation;
3. Limited educational background; and
4. Evidence of underdeveloped study skills.

Consent of both the faculty member and the division chair is required in order for a student to be authorized to record a class. Courses offered for continuing education units may not be tape recorded by students. Faculty members may record their own classes and make such use of the recordings as division policies permit. All recording rights are reserved.



## **Classroom Management**

### ***Promptness***

Faculty members are expected to begin and end their classes on time. Faculty should not hold their classes late because it not only interferes with transportation schedules and other classes but it also sets a poor example.

### ***Student Personal Appearance Standards***

Faculty members have important responsibility in maintaining proper standards of conduct, dress, and personal appearance. Students are to conduct themselves at all times with high standards of personal behavior and appearance consistent with the ideals and objectives of the institution which do not include extremes in dress and hairstyles. Students are asked to comply with the guidelines published in the *Student Handbook* and faculty members are asked to require these standards.

### ***Protection of University Property***

Faculty members should maintain sufficient control over their classroom environment to deter misuse or damage to University property including instructional equipment.

### ***Conservation of Resources***

The help of the faculty is requested in controlling utility costs and the cost of instructional supplies. Tremendous savings can be realized by turning out lights when leaving the classroom, monitoring air-conditioning, and securing doors. Also unnecessary duplicating should be avoided.

### ***Discipline***

Maintaining classroom discipline is the responsibility of the faculty member. Faculty members may exclude from their classes students who refuse to conduct themselves properly. They should be referred to the Dean of Faculty. The faculty member should inform the dean of the incident. Moreover, faculty members are encouraged to document any disciplinary matter they engage in, forwarding the document to the Dean of Faculty.

Student discipline is normally administered through the Dean of Faculty. Sanctions or other penalties that may be imposed include dismissal from the University, suspension, limitation of privilege, disciplinary probation, or reprimand (censure for conduct unbecoming an Ambassador student). The parents of any student placed on probation, suspended or dismissed may be so notified. Limitation of privilege may include, but is not limited to, loss of student job, loss of institutional financial aid, ineligibility to officially represent the University on teams or performing groups, ineligibility to hold a student office, revoking of driving privileges of university-owned vehicles and/or the denial of parking privileges of personally owned automobiles.

Disciplinary probation, which generally includes specific limitations and restrictions on the student's privileges, indicates that the student's relationship with the University is tenuous and that his or her record will be reviewed periodically to determine suitability to remain enrolled. Any violation of the terms of disciplinary probation may become grounds for suspension or dismissal.

Students dismissed from the University for disciplinary or scholastic reasons must exclude themselves from university classes, activities, facilities and buildings. Any exception must be approved by the Dean of Faculty.

## **Cheating**

Whether enrolled in an on-campus or online courses, students have the responsibility for conducting themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. Such academic irregularity not only includes cheating on examinations but also includes plagiarism and the submitting of the same paper to separate classes without prior consent from the faculty members concerned. Moreover, students should be informed that even in the more or less informal context of “take-home examinations” that quotation marks should be used for other writers’ material and at least brief credit given to the author of the material.

In cases of suspected academic irregularity, faculty members are authorized to refuse to grade such papers or examinations and to record each of them as a failure. If an academic irregularity is sufficiently serious to warrant dropping the student from the course with a grade of F, or dropping the student from the course with a grade of F and suspending or dismissing the student from the University, the faculty member shall notify the Dean of Faculty and submit any evidence of the irregularity.

Students should be made aware of the ethical problem, and the seriousness of it, that arises when they represent the thoughts, expressions, or research of others as their own.

## **Teaching Effectiveness**

### **Supervision of Teaching and Performance Reviews**

The supervision of teaching and required performance reviews of faculty members are a responsibility of the division chair.

### **Student Instructional Report**

The Student Instructional Report (SIR) was developed by Educational Testing Service to aid in evaluating and improving instruction. It provides faculty members an opportunity to have their students describe and assess their courses and instruction systematically and to give students a chance to express their views of the course and the way it was taught. The SIR is required in each section of each course with five (5) or more students. The SIR is to be administered at the close of the term but prior to the final examination.

## **Tests and Examinations**

### **Philosophy of Testing**

All devices used in evaluating a student’s progress are considered to be an integral part of the educational process. Daily, weekly, or monthly tests may be given by faculty members as they see fit. However, each faculty member is encouraged to note the following recommendations:

1. Testing policies and procedures should be explained to each class at the beginning of the course as well as being set forth in the course syllabus.
2. Tests and examinations should not be given the day after a major university activity such as the Senior Dinner.
3. Try to avoid the “funnel approach.” Students should be made to think and analyze, not just memorize and repeat stock answers. While computer scorable testing might be necessary for final examinations in most courses, faculty members should give consideration to tests and short quizzes given during the semester using more short response type questions, which require the student to give an explanation, not just an answer.

4. Students should be allowed to examine and review their graded tests. Hence, quizzes and tests during the semester should be reviewed in class, when practical, with an explanation of grading. Some faculty members also permit students to review their quizzes and tests at a department office.
5. Do not allow old tests, with virtually the same questions, to circulate as a means for students to prepare for tests. On the other hand a student should not be conscience stricken if an old test is circulating.
6. Faculty members should give short tests, quizzes, and the like, more frequently throughout the semester to encourage students to study consistently. This is to “condition” students away from the “cramming syndrome,” which usually occurs when final examinations are given.
7. Closed-book take-home examinations should not be given. If open-book take home examinations are given then students should be required to give proper credit to any material they have taken from other writers and they should be informed of this obligation both on the test itself and when practical in the course syllabus.
8. Review sessions before an “hour exam” or final examination can be very useful; however, student assistants should not give away advance information on specifics regarding the examination.
9. Students should be allowed to make up missed quizzes and tests within reason. Normally, students should have an excused absence before being given a make-up quiz, test, or examination. Students should not be allowed to take make-up quizzes, tests, or examinations without supervision. For final examinations a scheduled time slot has been set aside specifically for make-up exams. For other make-up quizzes, tests, and examinations the student must proctored under the supervision of a faculty aide or other staff member.

## **Final Examinations**

The final examination period is part of the regular semester or term. Final examinations should be given in all courses unless the nature of the course does not lend itself to a final examination. In this case, the decision must be approved by the division chair. A student who is absent from a final examination on account of illness, or another equally valid reason, may be given a grade of “incomplete.” In the case of an absence from a final examination, the faculty member should report a grade of “I”. Special make-up examinations may be made at the discretion of the faculty member.

## **Grading**

These guidelines are intended to amplify and clarify the grading system so that there will be compatibility and uniformity of grading practices.

### **Grading System**

Grades are to be assigned to students solely on the basis of a faculty member's judgment as to the student's scholastic attainment. The broad definition of each letter grade is stated in the University Catalog as follows:

A—Excellent. Four (4) grade points per hour.

B—Good. Three (3) grade points per hour.

C—Satisfactory. Two (2) grade points per hour.

D—Poor (lowest passing grade). One (1) grade point per hour.

F—Failure. No credit or grade points.

P—Pass. Satisfactory completion of a course for which a regular letter grade is not given.

NR—Not Reported.

W—Withdrawal.

I—Incomplete (not computed in GPA)

WF—Withdrawal Failure

AUD—Audit (not computed in GPA)

The University *General Catalog* defines these grades in general terms and gives their quality point equivalent. However, every faculty member should make careful effort to define letter grades in more specific performance terms for each course. These standards should be explained to the students at the start of each course. Plus and minus signs are not used in reporting to the Registrar.

## **Final Grades**

### ***Reporting on Academic Work***

At the end of each term, faculty members are responsible for reporting grades for each course to the Registrar's Office within seven (7) days, exclusive of weekends, following the final examination. A final grade report to students is made shortly thereafter.

### ***Determination of Final Grades***

Each faculty member is responsible for testing, evaluating and grading students enrolled in his or her classes. It is understood that factors such as class participation, artistic judgment, athletic performance, and the like, are often included in grading without necessarily being quantifiable. Nevertheless, while class participation points may be used in determining a final grade penalty points are not to be used. Moreover, numerical guidelines are not intended to be rigid constraints or to be substitutes for faculty judgment.

### ***Incomplete Grades***

A student should be given an incomplete grade when all the following conditions are true:

1. Whenever required coursework is missing;
2. When that missing work would result in the student receiving a lower final grade; and
3. When the required coursework is missing due to illness or other sufficient cause.

In all other instances, a regular letter grade is given with the missing work counted as a "failure." All missing coursework must be made up in consultation with the faculty member within two weeks of the end of the term.

The time limit may be extended to a maximum of six months by special permission of the Dean of Faculty. Should exceptional circumstances prevent the satisfactory completion of the missing work within a reasonable time, the Dean of Faculty may approve retroactive withdrawal from the course.

### ***Grade Distribution***

Since grades are to be assigned solely on the basis of student achievement it is obvious that they cannot be forced into a "normal" curve with a required percent at each grade level. The distribution of grades in any one course should cause no concern if the curve is skewed. Grades should be assigned conscientiously by a faculty member with the grading standard in mind.

### *Guideline for Large Classes*

The following are some criteria which are recommended for large classes. These would also be applicable to other courses in which the grading is heavily based on the results of objective testing. However, if a faculty member inadvertently makes a test or examination too easy or too hard, he or she might have to adjust the scale to get a more legitimate grade distribution.

For large classes the recommended range is as follows:

A — 90–100

B — 80–89

C — 70–79

D — 60–69

F below 60

### *Grade Maximum Proportion*

The following are recommended maxima for the proportion of A's and B's:

A — 25%

B — 50%

### **Competency-Based Grading**

Most online courses utilize competency-based grading. Faculty members using competency-based methods may continue to use those methods without regard to proportional guidelines.

### **Specialized Courses**

In areas such as the performing arts, seminars, independent studies, or other specialized courses, faculty members should develop and use criteria which are suitable to the course and approved by the Dean of Faculty.

### **Final Grade Reports**

At the end of each term a final grade report is made to students.

### **Changes in Grades**

Grades for completed work may not be changed after they have been reported to the Registrar's Office unless it is discovered that an error has been made. A faculty member must report the error immediately to the Registrar's Office. This must be made formally and in writing.

### **Late Grades**

Faculty should do their best to have their grades turned in to the Registrar's Office on time. If it is necessary to be late please contact the Registrar's Office in advance.

### **Extra Credit Work**

Faculty members should not permit students to do extra credit papers as a means of nullifying an entire semester of poor work. A student may not use extra credit papers to raise a grade which would otherwise be a D or F. The deadline for extra credit papers is two (2) weeks before the last day of instruction.

## **Faculty Schedules and Office Hours**

In view of the traditionally close relationship between Living University faculty and students, there is no requirement that specific office hours be maintained by the full-time faculty. Impromptu conferences with on-campus students often take place in various areas of the campus, at university events, and in faculty homes. An active faculty operating on a large campus cannot remain chair-bound. Each faculty member is expected to spend as much time as possible with students on a one-to-one basis. Therefore, each member of the instructional staff, whether full or part-time, should arrange sufficient time each week to be available to students.

Faculty members should state on their faculty schedule the number of hours per week that he or she will be available. A student should be encouraged to call or leave a request for an appointment the day before he or she desires to see the faculty member.

## **Student Employment in Academic Divisions**

A student worker is a person appointed part-time and duly registered as an on-campus student for sufficient coursework. Student workers are not classified as employees except in the limited cases where they are considered such by law. The University student employment system is essentially need-based. Moreover, student employment is limited by the availability of institutional funds for this purpose. As a result not all students who desire to work on campus can be employed. Student employment is essentially decentralized. Most student jobs in academic divisions are of a clerical and secretarial nature. Due to the limitations of budget and office space division chairs should resist the temptation to employ more student workers than are really necessary.

## **Student Academic Status Strategy**

### **Withdrawal**

#### ***Withdrawal of Student from Course***

A student may withdraw from a course.

##### ***By Matriculated Student***

If a matriculated student drops a course during the first six weeks of the semester (or equivalent period during a summer term), no record of the withdrawal will appear on the student's academic record. If the drop is initiated after the sixth week of the semester, a mark of W will be assigned if the faculty member states on the Change of Program card that the student had a passing grade at the date of official withdrawal. A mark of F will be assigned if the student is failing at the time of withdrawal or if the student does not complete the proper procedures for dropping a course.

##### **By Nonmatriculated Student**

Nonmatriculated students may withdraw from a course whether passing or failing and without faculty clearance (except for laboratory science classes) prior to the day of the final examination.

##### **Withdrawal of Student from the University**

To withdraw from the university, a student must drop all courses according to the procedures outlined in the section on Change of Program. Moreover, students residing on campus must complete the Student Checkout Form issued by the Student Affairs Office.

## **Academic Probation**

Academic probation serves as a warning that a student is in danger of academic disqualification (for academic probation of graduate students see Faculty Handbook § 5.12.2 Academic Probation). An undergraduate student who has not achieved both a term and cumulative grade point average of 2.0 (C) or higher at the close of a term (semester or summer session) will be placed on academic probation. An undergraduate student may also be placed on academic probation at any time when, in the judgment of the Admissions and Retention Committee, the student's scholastic record warrants such action.

Probation rules may be waived by the Admissions and Retention Committee if individual circumstances indicate that the warning provided by academic probation is unwarranted.

## **Satisfactory Progress**

A student's progress toward fulfilling degree requirements is considered in determining the student's eligibility to continue enrollment in a degree program. In particular, the general education requirements in communications must be fulfilled as soon as possible. Other general education requirements must be fulfilled in a timely manner. Repeated failure of a required course is cause for disqualification. Undergraduate students, who are not enrolled in a distance learning degree completion program, must successfully complete a sufficient number of hours to advance in classification each year.

## **Academic Failure or Disqualification**

An undergraduate student becomes academically disqualified and may not continue enrollment under any of the following conditions:

1. A student fails in six (6) or more hours of coursework for any term (including summer session).
2. A student on academic probation fails to achieve both a term and cumulative grade point average of 2.0 (C) or higher.
3. A student fails to make satisfactory progress toward a degree.

The Admissions and Financial Aid Committee may waive academic disqualification if individual circumstances warrant such action. A student who becomes disqualified academically may appeal the disqualification by filing a written appeal at the Registrar's Office within five (5) working days of the date of notification of disqualification.

After the appeal has been considered by Admissions and Financial Aid Committee, the Registrar's Office will notify the student of the decision. Once this decision has been made, no further appeal is allowed. A disqualified student should arrange an exit interview with his or her academic adviser to discuss the possibility of readmission.

Academically disqualified undergraduate students are not eligible for readmission for at least two (2) semesters following their disqualification. If readmitted, the student will be placed on academic probation and will be expected to satisfy the requirements for continuation in University by the end of the semester.

## **Special Reports**

There are some incidents and situations requiring special reports. These are delineated below.

## **Reporting Litigation**

Faculty members have the duty to report matters involving potential litigation against the University, its employees, or its students to the President of the University for notification of legal counsel.

## **Reporting Conviction for Violation of a Criminal Drug Statute**

A faculty member shall notify the Dean of Faculty in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction .

## **Reporting Academic Irregularity**

All cases of academic irregularity shall be reported to the division chair and the Dean of Faculty.

## **Reporting Students in Danger of Academic Failure**

Faculty members should bring to the attention of their division chair students whose academic work is such that it may lead to a failing grade. The student's academic adviser shall also be notified.

## **Confidential Matters**

Since the University deals with personal information, each faculty member holds a position of trust. Faculty members are to respect the privacy rights of students. University policy on student privacy rights and records is published in the University *General Catalog*. For a complete statement on the privacy rights of students please refer to the *Legislative Handbook*.

Moreover, all records, reports, memoranda, and correspondence must be kept confidential except as authorized. As faculty responsibilities involve the handling of confidential information, it is expected that faculty members maintain that confidentiality. It is one of a faculty member's responsibilities to be sure that he or she, in any way, reveals or divulges any such information and that the faculty member uses it only in the performance of his or her duties. While the University seeks to preserve the confidentiality of its records and personal information such shall be made available to university administrators, faculty members, paraprofessional workers, and others, including officials of the Living Church of God, who have a legitimate interest in such information as permitted by law.

## **Conflicting Interests**

Faculty members should not have any interests which are, or may be considered to be, in conflict with the goals and business of the University. Situations involving a conflict of interest could include:

1. Engaging in any commercial activity which would result in a secret or private profit to the faculty member as a result of the sale of materials or service to the University or one of its auxiliary enterprises. These activities include, but are not limited to, receiving commissions, fees, loans, or tips, derived in any way, from a supplier or customer.
2. Accepting monetary or nonmonetary consideration including gifts and meals, from the University's business connections, associates or competitors, without prior approval.



## Chapter 6 Human Resources Information

### Definitions

**Fulltime Faculty.** A syllabus.

**Part-time Faculty.** Xx

**Academic Year Appointment.** Fulltime faculty contracts are normally for a 41 week academic year.

**Calendar Year Appointment.** Annualized or calendar year are 52 week appointments.

### Responsibilities and Relationships

#### Faculty Assignments and Loads

##### *Teaching Assignments*

1. Courses offered below the lower-division level (those numbered below 100) shall be taught by faculty members who have completed at least a baccalaureate degree with a major in the teaching discipline.
2. Courses offered at the lower-division level (those numbered 100–299) shall be taught by faculty members who have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.
3. Courses for advanced undergraduates (those numbered 300–399), other than in liberal arts disciplines, shall be taught by faculty members who have completed at least eighteen graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.
4. Courses offered for advanced undergraduates and graduates (those numbered 400–499), and in all upper-division courses in liberal arts disciplines, shall be taught by faculty members holding a terminal degree, usually the earned doctorate, in that discipline. In some disciplines, the master's degree in the discipline may be considered the terminal degree, such as the M.F.A; in others, a master's degree in the discipline coupled with an earned doctorate in a related discipline is considered appropriate.

The foregoing requirements apply equally to the assignment of both full-time and part-time faculty members.

##### *Faculty Loads*

1. The teaching load for a full-time faculty member shall not be more than fifteen semester hours per semester (including outside employment), nor more than six separate course preparations during the academic year. Any teaching assignment over twelve semester hours per semester requires the approval of the Dean of Faculty.
2. The normal teaching load for a chair of an academic department consisting of three or more full-time faculty equivalent members (excluding the chair), or for a chair who has a heavy commitment

in other university responsibilities such as the supervision of student activities or for the direction of a sizable number of nonacademic personnel, shall be a teaching load of not more than nine semester hours per semester nor more than four separate course preparations during the academic year except under extraordinary circumstances and with the approval of the Dean of Faculty.

3. The maximum advisement load for a full-time faculty member serving as a general adviser shall not be more than thirty students and as a major adviser not more than fifty students.
4. Faculty members teaching twelve or more semester hours per semester shall not be required to serve on more than three faculty committees, nor serve as an officer of more than one, unless they desire to do so.
5. Faculty members teaching twelve or more semester hours per semester shall not be required to serve as an adviser, or director, for a student cocurricular activity unless they desire to do so.
6. Faculty assignments are determined by the chair of the division subject to further administrative review. The chair may consult with the Dean of Faculty and the individual faculty member in making assignments. When determining teaching assignments division chairs shall take into account the academic and professional preparation of the faculty member, the proposed teaching load, and the number of hours the faculty member must spend in teaching laboratory, applied music, and physical educational activity courses. Normally in such courses three fifty-minute periods shall be considered the equivalent of one semester hour.

### ***Academic Advisement***

Academic advisement is a faculty responsibility. A student's faculty adviser, who is to be available not only during registration periods but also throughout the academic year for consultation and assistance, should see that his or her course of study is as well-balanced as possible and relates to individual educational objectives.

## **Academic Appointments**

### **Academic Rank Structure**

The established minimum qualifications of scholarly preparation and experience for the several academic ranks are set forth below. Attainment of minimum qualifications does not necessarily imply automatic advancement in academic rank. Occasionally a faculty member may be designated to a professorial ranks such as an adjunct professor (assistant, associate or full), visiting professor (assistant, associate or full) or professor emeritus. Such appointments are limited academic appointments to meet exceptional institutional needs, special assignments or other unusual circumstances. They are temporary appointments. The designation of professor emeritus is purely honorary.

### ***Professor***

Faculty designated by the rank of professor shall hold an earned doctorate in his or her teaching field and have at least ten (10) years of teaching experience of which a minimum of seven (7) have been at the collegiate level. The condition of an earned doctorate may be waived for an individual who has unusual prestige or outstanding qualifications.

### ***Associate Professor***

Faculty designated by the rank of associate professor shall hold an earned doctorate in his or her teaching field and have at least five (5) years of teaching experience of which a minimum of two (2) shall have been at the collegiate level. In lieu of the earned doctorate either of the following is allowable:

1. All coursework except the dissertation completed toward the doctorate in his or her teaching field;  
or
2. The master's degree plus an additional two years of advanced study in his or her teaching field beyond the master's degree.

### ***Assistant Professor***

A faculty member designated by the rank of assistant professor shall hold an earned doctorate in his or her teaching field. No previous teaching experience is required. In lieu of the earned doctorate any of the following is allowable:

1. The master's degree, with not more than one (1) full year of graduate coursework remaining in a doctoral program in his or her teaching field, and at least three (3) years of teaching experience; or
2. The master's degree plus an additional one (1) year of advanced study in his or her teaching field and at least five (5) years of teaching experience; or
3. An extensive record of exemplary and exceptional service at the University.

### ***Instructor***

The University does not make appointments to the rank of instructor.

### ***Lecturer***

A faculty member designated by the rank of lecturer is an individual who, because of special competence in the field he or she teaches, is named to a temporary academic appointment. The rank of lecturer was conceived to deal with exceptional needs, special assignments or other unusual circumstances such as giving a series of lectures or courses in a given professional field. Special competence shall be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality.

### **Status of Appointment**

The University follows a system whereby the appointment of a faculty member requires a written employment contract. Final action on employment administration for faculty members has been delegated to the President of the University except as otherwise provided by the Board of Regents in its Statutes. The President is authorized to develop regulations for the University dealing with academic personnel matters. The academic personnel program including all faculty promotions, appointments, reappointments, involuntary terminations, and suspensions is coordinated through the Office of the Dean of Faculty.

### ***Categories of Appointment***

There shall be two categories of faculty appointment: regular appointment and special appointment.

#### ***Regular Appointment***

A regular appointment shall be granted for one year periods to a full-time faculty member of the rank of professor, associate professor, assistant professor or instructor; to a designated librarian; or to a designated administrator.

#### ***Special Appointment***

A special appointment shall be for the duration of one year or less. Such an appointment is given when service is part-time, voluntary, or limited to a brief association with the University, or other similar type appointment. Such appointments may be renewed at the option of the University.

### ***Term of Appointment***

The term of service in a faculty employment contract for a regular or special appointment shall consist of not more than one calendar year. During the term of his or her employment contract a faculty member may be terminated for cause.

## **Appointment Requirements**

### **Qualifications**

#### ***Personal Qualifications***

Members of the faculty are selected and retained from those who show evidence of sound moral character, demonstrate sympathy with the University's mission, and voluntarily are in harmony with the philosophy and principles of the University and its principal sponsor the Living Church of God. All who are appointed to the faculty are expected to reflect the character of the University and the Church by their conduct, speech, and appearance, either on or off campus, to students, their families, the alumni, and to the public. By accepting a faculty appointment, and by continuing in such employment, members of the faculty indicate their agreement to abide by the principles stated in *Faculty Handbook* §§ 5.1–5.3 Professional and Ethical Relationships and the standards set forth in *Faculty Handbook* § 5.2 Loyalty to the University.

#### ***Educational Qualifications***

Graduate degrees and academic preparation presented by a faculty member to meet the minimum qualifications for academic rank shall be earned at an DLAC or regionally accredited institutions in his or her teaching field. The term teaching field as applied to administrative faculty is a field of study germane to the services he or she performs for the University. All degrees and coursework must be certified by the institution where the coursework is being completed and all official transcripts provided to the Dean of Faculty. A faculty member must be proficient in written and oral communication in Standard English.

#### ***Experience Qualifications***

Teaching and other professional experience to meet the minimum qualifications for academic rank shall be directly related to the services rendered to the University. The term teaching experience as applied to administrative faculty is teaching and other professional experience germane to the services he or she performs for the University.

#### ***Professional Qualifications***

Faculty members must demonstrate professional behavior and conduct befitting an educator in a church-related institution.

### **Applications and Resumes**

Each application or resume accepted for a fulltime or a part-time faculty position, whether solicited or unsolicited, creates a corresponding legal liability. Accepting unsolicited applications or resumes increases the risk of unlawfully rejecting a member of a protected class. Therefore, it is imperative that the recruitment, selection, and appointment of members of the faculty be coordinated through the Office of Human Resources in accordance with these procedures.

#### ***Unsolicited Applications or Resumes***

The University rejects all unsolicited applications or resumes. When the University receives unsolicited resumes, deans or division chairs should respond by letter stating that the University is not currently accepting applications. The letter should not mention that the resumes were "reviewed" or "considered."

#### ***Rule Against Unauthorized Circulation***

Unless an authorized faculty vacancy exists and the University has undertaken active recruiting, applications, resumes, or other expressions of interest should not be circulated among deans, division chairs or faculty for review or evaluation.

## ***Legal Filing Requirements***

All accepted applications and resumes must be kept on file for two years. Therefore if unsolicited applications are accepted, then the University must keep such applications on file for two years. Unless the application has an expiration time period the University would have the obligation to review each application on file whenever a position becomes available.

## ***Necessity of Strict Compliance***

For legal reasons the University requires strict compliance with these rules. Any questions should be referred to the Director of Human Resources or the Dean of Faculty.

## ***New Appointments***

### ***Fulltime Faculty***

These procedures set forth with respect to division initiated request for a new full-time faculty appointment. These procedures provide for faculty participation but do not preclude appointments originating and made through the deans and the President acting in their official capacities.

1. The division chair first obtains an authorization for a new appointee based on the specific needs of the division, curriculum changes, and available budget by use of an Employee Requisition form. This completed form should be submitted to the Dean of Faculty for initiation of further administrative review and action.
2. The chair then consults with the department's senior faculty for suggestions of candidates. The Dean of Faculty and the President of the University may also suggest names. In addition, announcements in *The Living Church News*, as well as advertisements may be placed in the appropriate professional journals and other publications, describing the necessary qualifications for the appointment.
3. The Dean of Faculty may authorize a search committee to screen and recommend qualified candidates. The prospective faculty member's dossier and other credentials are prepared for preliminary screening by the Dean of Faculty and the division chair. Each candidate shall be requested to submit a sum of his or her educational background and experience, personal statistics, at least three letters of recommendation, comments and evaluations from personal interviews, evidence of proficiency in written and oral communication in Standard English, and terms of appointments including salary and assignments.
4. Ordinarily no appointment to the teaching faculty shall be made to individuals holding less than the terminal degree in their teaching field or to any rank below assistant professor.
5. The chair distributes the completed dossier on a candidate to senior faculty in his or her division for review in advance of the prospective faculty member's visit to the campus. The Dean of Faculty shall arrange for a qualified prospective candidate to visit the campus for interviews with the division chair, other senior faculty in the department, selected students, the Dean of Faculty, sometimes other administrative personnel, and the President of the University.
6. The Dean of Faculty shall cause each prospective faculty member to receive a copy of the *University Catalog* and other publications of the University before or during the candidate's visit.
7. While the candidate is on campus, the division chair shall explain the purpose and objectives of the University and what is expected of faculty members.
8. The candidate shall be provided opportunity to ask questions about the University and to discuss professional and personal matters with the faculty and administration.
9. Upon recommendation by the division chair, the Dean of Faculty, the President of the University appoints a faculty member, through authority delegated by the Board of Regents. The offer shall be made as directed by the President.
10. A newly appointed faculty member shall be provided with a copy of the *Faculty Handbook*, the *Student Handbook*, and other appropriate printed materials.

## **Part-Time Faculty**

The University may retain part-time faculty to teach specified courses. Part-time faculty members are recruited according to the same procedures set forth for the employment of full-time faculty. This includes, but is not limited to, professional preparation, general expertise and professional contributions that are of a scholarly nature.

1. Part-time faculty positions require an earned degree from a DEAC or regionally accredited institution, an exemplary record of teaching, evidence of scholarship and service and effective relations skills. Applications for positions must include a letter of application, a current résumé and the names of three references with phone numbers. Applications, nominations and inquiries for part-time positions should be sent to the Office of Human Resources.
2. Applicants are interviewed by the division chair, the Dean of Faculty and the President of the University. Once an applicant is employed, the University provides in-service orientation as provided full-time faculty members.
3. Part-time faculty members are evaluated by the division chair according to the identical criteria set forth for the evaluation of full-time faculty members. The result of this evaluation is filed annually in the office of the Dean of Faculty in the faculty member's academic file. Said file is identical in its content with that of full-time faculty members. Part-time faculty members are also supervised in the same manner as full-time faculty members.
4. Part-time faculty members shall submit their schedules to their division chairs at the beginning of each semester. This schedule should list any office hours, class times and any other university service that is conducted on a regularly scheduled basis.
5. Part-time faculty members have all the rights, privileges and responsibilities of full-time faculty members, except they do not accrue health or retirement benefits. It is understood that part-time faculty members will post office hours, attend department and faculty meetings as able, do student counseling as needed, help with student advisement, if requested, and serve on faculty committees within the boundaries of time employed. Contracts for part-time faculty members are issued on a semester-by-semester need basis. Normally fall semester contracts are issued after May 1 and spring semester after October 1.

## **Employment of Relatives**

No faculty member, prospective faculty member, or applicant will be denied employment or benefits of employment solely on the basis of marital status or kinship by blood or marriage. However, whereas the marital status and, or, kinship status of any faculty member with another has the potential for creating an adverse effect on the supervision, safety, security or morale, or involves potential conflict of interest, the University retains the following rights:

1. To refuse to place one's spouse or any relative by blood or marriage under the supervision of the other spouse or any other relative by blood or marriage; and
2. To refuse to place both spouses and any relative by blood or marriage in the same department, operation or facility.

## **Promotions in Academic Rank**

Attainment of minimum qualifications of experience and education shall not imply automatic advancement in academic rank. Teaching shall be given primary consideration in the appraisal of faculty performance. Nevertheless, a faculty member designated by the rank of instructor shall be advanced to the rank of assistant professor, not later than the following academic year, upon suitable confirmation of that faculty member being conferred with an earned doctorate in his or her teaching field by a regionally accredited college or university.

## General Considerations

For this purpose, teaching shall be considered broadly as the total influence exercised by a faculty member on the intellectual, personal, and spiritual growth of students. However, while the University shall ascribe highest priority to effective teaching it shall also recognize the other worthwhile activities of faculty members.

## Promotion Criteria

The following criteria, which are the same criteria used for merit ratings (see *Faculty Handbook* § 6.5.5 Merit Rating Criteria), shall be considered in recommendations and evaluative procedures for promotion in addition to meeting the foregoing minimum scholarly qualifications of preparation and experience:

1. Effective performance in any of the following: teaching, research, supervision, administration or publication.
2. Effective performance in assigned cocurricular activities and/or other assigned institutional responsibilities.
3. Evidence of significant contributions to professional societies, to local faculty activities, or to community service.
4. Evidence of continuing personal, professional, and spiritual growth.

## Procedure for Promotions

Promotion from any rank to another is not automatic, nor based upon seniority. Promotions are made on determinations of merit and as the resources of the University permit. Promotions in academic rank which occurred before these regulations were put in place shall remain in effect irrespective of any technical deficiency in required education and experience.

### ***How Initiated***

While there is no fixed limit on the number of years a faculty member may serve in a given rank, a division chair shall initiate a review for promotion of each faculty member in his or her department not less than once every three (3) years. If a promotion is advisable, then a recommendation for promotion shall be made on forms available at Office of Academic Affairs. This recommendation shall be submitted to the Dean of Faculty for review and initiation of further administrative action.

### ***By Whom Recommended***

Upon recommendation of his or her division chair, a faculty member may be considered for promotion, or advancement, in academic rank.

### ***Approval Required***

Promotion requires the approval of the Dean of Faculty and the President of the University.

## Faculty Contracts

### **Institutional Obligations**

#### ***Nonreappointment***

Nonreappointment of a faculty member holding a Regular Appointment is pursuant to the Notice of Nonreappointment set forth in *Faculty Handbook* § 6.4.2.1.1 Notice of Nonreappointment. A formal Notice



of Nonreappointment is not provided a faculty member holding a Special Appointment as such appointments expire by their own terms without any obligation of either party for renewal and as set forth in *Faculty Handbook* § 6.4.2.2 Under Special Appointment. Faculty members are employed under the terms stated in their letters of appointment and there is no obligation on the part of the University to renew a faculty appointment at the end of any contractual term. Refer to *Faculty Handbook* § 6.4.2 Appointment Renewal for information regarding appointment renewals. If a faculty member believes that the cause of the nonrenewal is his or her exercise of responsible academic freedom, as set forth in *Faculty Handbook* § 7.3 Academic Freedom, the faculty member shall have access to due process pursuant to *Faculty Handbook* § 8.3 Basic Grievance Procedure.

### ***Discharge During Period of Appointment***

The University may discharge a faculty member for cause, and thereby terminate a faculty appointment pursuant to *Faculty Handbook* § 6.15 Termination of Service. The faculty member shall be notified of the cause or causes for discharge and have access to due process pursuant to *Faculty Handbook* §§ 8.1–8.3 Grievance Procedures. Cause includes, but is not limited to incompetency, immorality, intemperance, insubordination, physical or mental incapacity, breach of duty, violation of a law involving moral turpitude, unprofessional conduct reflecting great discredit on the faculty member or the University, or impairing seriously the continued usefulness or ability of the faculty member to perform assigned duties and responsibilities.

### ***Release from Faculty Employment Contract***

A faculty member shall not be released from his or her faculty employment contract except for unusual circumstances which shall be reviewed by the President of the University before such release may be granted. See also *Faculty Handbook* § 6.15.1.2 Advanced Notice Required.

## **Individual Obligations**

### ***Duty***

A faculty member shall perform all duties and services of a faculty member faithfully and satisfactorily at the time, place, and for the duration prescribed by the University, and as directed by the President of the University.

#### ***Duty of All Faculty Members***

The faculty member shall comply with and abide by all policies, rules, and regulations, and amendments thereto, promulgated by the University through its Board of Regents, university executive officers, and their agents. In addition to any regular teaching assignment faculty members are expected to perform reasonable amounts of assigned work and professional service. A faculty appointment obligates the faculty member to perform such duties as advisement, registration, attendance at faculty meetings, and other required activities, which may occur before, during, or after the academic year without additional compensation.

#### ***Special Duty for Living Church of God Members***

Members of the Living Church of God hold their faculty appointments upon the condition that they be and remain “in good standing” as members of the Living Church of God and maintain an active participation in the affairs and activities of the Church. Members of the Living Church of God have a duty to respect the teachings of the Living Church of God as set forth in its *Statement of Beliefs*.

If, for any reason, a faculty member fails to remain a member “in good standing” in the Living Church of God for reasons such as, but not limited to, the faculty member being disfellowshipped or excommunicated from the Living Church of God, becoming a nonmember of the Living Church of God, or upon affiliation with a religious organization deemed by the University to be dissident, he or she may be terminated for cause.



This regulation does not negate the rights of a faculty member as set forth in *Faculty Handbook* § 9.15.2 Involuntary Termination and *Faculty Handbook* § 8.3 Basic Grievance Procedure.

### ***Notification of Not Returning***

Under the terms of a faculty appointment a faculty member shall signify an intention of not returning to employment for an ensuing academic year not later than April 25 of any year. Absent such notification, the University shall consider the position held by the faculty member filled for the ensuing academic year. The University, however, is not bound to any agreement regarding compensation until a formal written agreement has been entered into between the faculty member and the University for the ensuing academic year. By failing to provide such notice a faculty member agrees to teach, or perform other required duties, for both semesters of the ensuing academic year pursuant to any subsequent agreement relating thereto between the faculty member and the University regarding compensation.

### ***Professional and Ethical Relationships***

The faculty member is expected to perform all duties and responsibilities in a prudent, responsible, and ethical manner, and to act in good faith by exhibiting honesty, integrity, and exemplary conduct. The faculty member shall comply with and abide by the University's academic statement of professional and ethical relationships as set forth in *Faculty Handbook* § 7 Professional and Ethical Relationships.

## **Appointment Renewal**

### **Under Regular Appointment**

Normally annual contracts shall be issued to faculty members not later than March 1 of each year. A Notice of Nonreappointment shall be given to faculty members with a full-time regular appointment in accordance with the standards set forth below.

### ***Notice of Nonreappointment***

The Dean of Faculty shall give, or cause to be given, a Notice of Nonreappointment to a full-time faculty member not later than March 1 of the academic year of service or if the appointment expires during an academic year at least three (3) months in advance of its termination. Such a Notice of Nonreappointment shall be in writing or it may be given orally followed by a letter of confirmation.

### ***Delay of Notice***

The failure to serve such notice shall not result in a renewal of the appointment, but rather in the right to additional compensation equal to the period that notice was late.

### ***Criteria for Renewal***

The basic criterion for renewal, without limiting others, is satisfactory performance of the obligations set forth in *Faculty Handbook* § 6.4.1.2 Individual Obligations. Renewal of appointments for teaching faculty requires the approval of the Dean of Faculty and the President of the University. Renewal of appointments for administrative faculty normally requires approval of either the Dean of Faculty or the Dean of Student Affairs as well as the President of the University.

### **Under Special Appointment**

As a Special Appointment is for service which is part-time, voluntary, or limited to a brief association with the University, or other similar type appointment, a formal Notice of Nonreappointment is not provided. Such notice is deemed given when a written offer of renewal of such employment by the University is not given to such faculty members on or before March 1 of the academic year of service or if the appointment expires during an academic year at least three (3) months in advance of its termination.

## Distribution of Letters of Appointment

Approved letters of appointment, annual contracts, are distributed by the Dean of Faculty by either campus mail or the U.S. mail. Executed contracts are to be returned to the Office of Academic Affairs within twenty (20) days of their mailing. A payroll authorization is prepared only upon receipt of an executed letter of appointment by the Dean of Faculty.

## Restrictions on Other Employment

### Outside Employment

All full-time faculty members are expected to render full service in the position for which they are appointed. A condition of an appointment as a full-time faculty member is the understanding that there are accessory class duties and responsibilities, including participation in certain university activities that are in addition to an instructional assignment. This precludes the acceptance of any outside employment, including but not limited to teaching at other institutions, or responsibilities which might make it impossible for the faculty member to devote full-time attention to the assignment for which he or she is employed by the University.

Other than for provisions regarding consulting, or other terms regarding the number of days, amounts of time, or schedule relating to a faculty position, expressly included in a faculty member's letter of appointment, any outside employment, on a semester-by-semester basis, must be approved in writing, and in advance, by the Dean of Academic Affairs. With the exception of the foregoing, in no case may outside employment in a teaching position result in a faculty member having a teaching load in excess of the maximum load as set forth at *Faculty Handbook* § 5.1.4 Faculty Loads. This restriction applies only during the period which the faculty member is retained by the University. This means that faculty members who hold 41-week academic year appointments are free of this restriction during the summer.

### Tutoring and Private Instruction for Remuneration

Tutoring or providing private instruction to enrolled students at the University is considered unprofessional conduct due to the inherent problem of conflict of interest.

## Faculty Salaries

### Adjunct Faculty and Lecturer Salary Schedule

The salary schedule for lecturers and adjuncts is as follows:

Semester Credit Hours Taught:	1	2	3	4	5	6
Lecturer	\$ 729	\$ 1,458	\$ 2,188	\$ 2,917	\$ 3,646	\$ 4,375
Adjunct Assistant Professor	\$ 944	\$ 1,889	\$ 2,833	\$ 3,778	\$ 4,722	\$ 5,667
Adjunct Associate Professor	\$ 1,160	\$ 2,319	\$ 3,479	\$ 4,639	\$ 5,799	\$ 6,958
Adjunct Professor	\$ 1,375	\$ 2,750	\$ 4,125	\$ 5,500	\$ 6,875	\$ 8,250

## Basic Salary Schedule

The salary schedule for fulltime ranked faculty members indexed to a 40 hour workweek is as follows:

<b>Professor</b>									
Step	1	2	3	4	5	6	7	8	9
Academic Year	\$66,000	66,500	67,000	67,500	68,000	68,500	69,000	69,500	70,000
Annualized	72,600	73,150	73,700	74,250	74,800	75,350	75,900	76,450	77,000
<b>Associate Professor</b>									
Step	1	2	3	4	5	6	7	8	9
Academic Year	\$55,667	56,117	56,567	57,017	57,467	57,917	58,367	58,817	59,267
Annualized	61,234	61,729	62,224	62,719	63,214	63,709	64,204	64,699	65,194
<b>Assistant Professor</b>									
Step	1	2	3	4	5	6	7	8	9
Academic Year	\$45,333	45,733	46,133	46,533	46,933	47,333	47,733	48,133	48,533
Annualized	49,866	50,306	50,746	51,186	51,626	52,066	52,506	52,946	53,386

## Chapter 7 Professional and Ethical Relationships

The University operates under the following principles defining professional and ethical relationships including loyalty to the University and academic freedom and responsibility. The purpose of this statement is to provide for mutual understanding concerning the special obligations and charge relating to principles of academic freedom and responsibility in a church-related institution.

### Overview

A central purpose of an institution of higher learning is to facilitate the development of the whole person. To that end, it is a primary purpose of the University, as a church-related institution, to provide formal programs of instruction and other learning opportunities that stimulate and foster intellectual curiosity, that supply the tools to transform information into knowledge and understanding, that arouse the social and moral conscience of its students, and that cultivate, in its students, a willingness to respond to the global needs of mankind. Fundamental to the accomplishment of these purposes is a profound dedication to the search for, and dissemination of, truth. Therefore, the faculty, students, administrators, regents, and staff shall be committed to, and supported in, their pursuit of knowledge, evidence, and truth.

### Spiritual Truth

The University, like numerous other church-related colleges and universities, considers and forthrightly teaches that the Bible presents the essence of spiritual truth. In harmony with the long-standing practice of church-related institutions of higher learning, the University carries on its educational work in terms of this belief in the validity of the Bible message.

### Conduct

These principles impose a special trust upon the faculty, individually and collectively, as educational officers of the University. Thus, they shall conduct themselves in a prudent, responsible, and ethical manner as members of the University community. Moreover they shall act in good faith and shall exhibit honesty, integrity, and exemplary conduct.

### Loyalty to the University

Members of the faculty shall be selected and retained from those who voluntarily are in harmony with the philosophy and principles of the University and its principal sponsor the Living Church of God. All who are appointed to the faculty shall reflect the character of the University and Church by their conduct, speech, and appearance, either on or off campus, to students, their families, the alumni, and to the public. By accepting a faculty appointment, and by continuing in such employment, members of the faculty indicate their agreement to abide by the following standards:

- To be in harmony with the philosophies and principles of Living University and its principal sponsor, the Living Church of God, with the understanding that faculty members shall not be required to adopt such philosophies or principles as their personal religious convictions.
- To be honest in all behavior. Therefore, a faculty member shall not do, or cause another to do, any act which is dishonest or unethical. This includes but is not limited to cheating, plagiarizing, knowingly giving false information.
- To respect the personal rights of others. Therefore, a faculty member shall not physically or verbally abuse any person, engage in any conduct which threatens or endangers the health or safety of others, obstruct or disrupt the study of others, interfere without proper authority with the performance of official duties by University officers or employees such as instruction, research, disciplinary, administrative, or other functions of the University, or interfere without proper authority with other authorized activities on University premises.

- To respect the property rights of others. Therefore, a faculty member shall not do, or cause another to do, any act which diminishes the property rights of another or interferes with use, possession or enjoyment of, or title to the property of another. This includes but is not limited to theft, concealment, damage or misuse of the property of others, wrongful appropriation or reproduction of the published material of another.
- To obey, honor, and sustain the law of the land.
- To avoid substance abuse of any kind or type which shall include, but not be limited to, the possession, use, or distribution of any illegal substance (as defined by applicable law), except as prescribed by a licensed medical practitioner, or the possession, use, or distribution of any lawful substance in any manner that is socially irresponsible.
- To comply with University policies, procedures, rules, and regulations as they presently exist or shall from time to time be amended or adopted promulgated by the University through its Board of Regents, University executive officers, and their agents.
- To live a moral life, including but not limited to abstinence from all sexual relations outside the bonds of heterosexual marriage.
- To observe high standards of taste and decency which includes, but is not limited to, refraining from disorderly, lewd, indecent or obscene conduct or expression.
- To observe all University standards pertaining to dress and grooming.

## Academic Freedom and Responsibility

### Definitions

**Academic Freedom.** Academic freedom shall be understood to mean that a trust of full responsible freedom is placed in members of the faculty. Therefore, as educational officers of an institution of higher learning and members of learned professions, the faculty is free to carry out their academic responsibilities of research, learning, instruction, publication, and oral presentation.

**Advocate.** The word “advocate” is understood to have the meaning of “pleading a case in favor of.” This makes a distinction between explaining the reasoning and argumentation of a contrary position and advocating or encouraging the acceptance of a contrary position.

### Purpose

The central purpose of the University assumes a profound dedication to truth and faculty members must be free to seek and teach truth. Academic freedom is critical to the search for truth. And truth once discovered and understood only has value to the extent it is communicated truthfully to others both by example and instruction. The purpose of academic freedom, therefore, is to provide opportunity for faculty and students to examine all pertinent data, to question assumptions, to challenge conclusions, to be guided by the evidence of scholarly research, and to teach and study the substance of a given field. Academic freedom is a privilege that carries with it duties and responsibilities correlative with the rights and privileges of free educated men and women.

### Privileges

#### *Pursuit of Knowledge*

Faculty members are encouraged in their pursuit of knowledge and truth within their subject and are expected to inform their students of different viewpoints about secular knowledge.

#### *Freedom in Research*

Faculty shall be entitled to full responsible freedom in research and in the publication of the results subject to adequate performance of their other academic duties.

### ***Censorship***

When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline, subject to their obligation to uphold the ethical and professional standards imposed on them as a result of their position of trust in the University and in the community.

### ***Responsibilities***

Although faculty members are entitled to such freedom in the classroom they should avoid persistently presenting material which has no relation to the subject.

Faculty shall encourage students to sift, to question, and to become involved as learners. Therefore, the faculty shall distinguish between personal convictions, opinions, or theories and facts, proven conclusions, and present relevant data. Opinions, convictions, or theories must be labeled as such. Facts, proven conclusions, and relevant data must be fairly and objectively presented. Above all, the faculty has an affirmative duty to act with integrity in the presentation of material for the purpose of protecting the rights of the students and the virtue in the learning process.

As faculty members are granted respect in personal belief as their private concern, and are equally respected in the constitutional rights of the citizen, it shall likewise be expected that as men and women of learning, and as educational officers, faculty members shall respect, and not exploit, their position of trust. The faculty should remember that the public may judge their profession and the University by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate they are not institutional spokespersons.

### ***Limitations***

As students have elected to attend the University based upon its fundamental philosophy and principles, the University considers it a matter of supreme trust that faculty members shall be in harmony with the philosophy and principles of the University and those of its principal sponsor, the Living Church of God. Further, the faculty member shall not attempt to subvert that philosophy or those principles, nor shall he or she advocate or encourage the acceptance of a contrary philosophy or contrary principles.

## Chapter 8 Grievance Procedures

Should a faculty member find fault with a certain procedure, he or she is invited to express his or her disagreement through the University's open-door and problem solving system. Each faculty member is expected to follow these procedures until the disagreement is resolved.

### Sexual Harassment and Related Grievances

The University does not discriminate on the basis of sex in the admission or access to, or treatment or employment in, its programs or activities. Due to the sensitive nature of sexual harassment the following process has been developed to supplement *Faculty Handbook* § 6.3 Basic Grievance Procedure to specifically address sexual harassment as it relates to faculty members.

A grievant may elect not to follow this process and proceed directly to his or her rights under *Faculty Handbook* § 6.3 Basic Grievance Procedure. This process is an internal grievance procedure providing for prompt and equitable resolution of complaints alleging sexual harassment.

#### What is Sexual Harassment?

Two basic types of discrimination, both of which violate institutional standards, are related sexual harassment. These are:

##### ***Sexual Harassment by Imposition***

The first type is characterized by the imposition of unwelcome sexual activity in a relationship of unequal power. Examples of this type of harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in an educational activity; or (2) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.

##### ***Sexual Harassment by Failure to Act***

The second type of harassment occurs where harassment creates a hostile, intimidating, or offensive academic or work environment and those in a position of authority do not redress the problem. This type of harassment overlaps with the first type of sexual harassment and could potentially also include harassment of colleagues by colleagues, students by students, and faculty members by students. Examples of actions which may constitute sexual harassment under either analysis include:

1. Unnecessary patting, pinching, or brushing against a person's body.
2. Deliberate assaults or molestations.
3. Threats and bribes consisting of demanding or suggesting sexual favors accompanied either by implied threats or by promise of preferential treatment.
4. Improper verbal behavior evidenced by a pattern of behavior which includes comments of a sexual nature, sexual jokes, or sexually explicit statements which are not legitimately related to the subject matter of an academic course or activity.

#### Procedure

Complaints should be addressed to: the Title IX Coordinator who has been designated to coordinate Title IX compliance efforts and matters of sexual harassment.

1. **State the Complaint.** A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. **Ten Day Requirement.** A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
3. **Investigation.** An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Title IX Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. **Written Determination.** A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Title IX Coordinator and a copy forwarded to the complainant no later than ten (10) days after its filing.
5. **Files and Records.** The Title IX Coordinator shall maintain the files and records of the University relating to the complaints filed.
6. **Requesting Administrative Appeal.** The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration, which is by administrative appeal as set forth in *Faculty Handbook* § 6.3.2.2 Administrative Appeal, should be made within seven (7) working days to the Dean of Faculty.

## Disability Status and Related Grievances

The University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discrimination on the basis of disability status in the admission or access to, or treatment or employment in, its programs or activities. The following process has been developed to supplement *Faculty Handbook* § 6.3 Basic Grievance Procedure to specifically address matters pertaining to any exclusion of handicapped students, faculty, and staff from participation in, being denied the benefits of, or being subjected to discrimination solely by reason of their handicap in institutional programs and activities. A grievant may elect not to follow this process and proceed directly to his or her rights under *Faculty Handbook* § 6.3 Basic Grievance Procedure.

### What Constitutes Discrimination Against the Disabled?

There are two basic types of discrimination related to disability status. The first is characterized by lack of reasonable facility access. The second relates to denial of reasonable access based upon disability status in employment or in provision of services.

### **Procedure**

Complaints should be addressed to: the Section 504 Coordinator who has been designated to coordinate Section 504 compliance efforts.

1. **State the Complaint.** A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. **Ten Day Requirement.** A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
3. **Investigation.** An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Section 504. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. The University does not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
4. **Written Determination.** A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Section 504 and a copy forwarded to the complainant no later than ten (10) days after its filing.
5. **Files and Records.** The Section 504 shall maintain the files and records of the University relating to the complaints filed.



6. **Requesting Administrative Appeal.** The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration, which is by administrative appeal as set forth in *Faculty Handbook* § 6.3.2.2 Administrative Appeal, should be made within seven (7) working days to the Dean of Faculty.

## **Basic Grievance Procedure**

Faculty and staff members are encouraged to talk things over when they have problems or complaints about working conditions or colleagues. They should bring these matters to their supervisor's attention first. Should they feel that their supervisor's response does not solve their problem, they may make an appointment with their division chair or manager or the Personnel Services Manager. For more difficult disputes, in accordance with the founding principles of the University and its obligation to its principal sponsor, the Living Church of God, the following procedure shall be followed in all cases of grievance. The purpose of this procedure is to guarantee all parties to an equitable, just, and prompt resolution of their grievance.

### **Due Process**

The principles of substantive and procedural due process shall apply as set forth below.

### **Informal Proceedings**

In the case of any grievance, regardless of whether the grievant is the University or a faculty member, a grievant must first exhaust all informal means of resolving an alleged grievance before entitled to follow the formal grievance procedure. This includes but is not limited to the following:

#### ***Direct Appeal***

If the grievant is a faculty member, the grievant shall first take the complaint directly to his or her immediate supervisor. If the grievant is the University, the President of the University shall authorize an appropriate representative to take their complaint directly to the faculty member. The complaint may be made verbally or by written memorandum. Moreover, when the grievant is the University the complaint shall be made verbally and supported by a contemporaneous written memorandum, a copy of which shall be sent to the faculty member.

#### ***Administrative Appeal***

If the grievant is a faculty member and the complaint is not resolved, or reasonable steps to resolve the complaint are not agreed upon at Direct Appeal, then the grievant must, within seven (7) working days of a decision, take his or her complaint to a senior administrative officer. For faculty members the senior administrative officer is the Dean of Faculty. An administrative appeal must be made to the senior administrative officer verbally and must be followed by a written memorandum which particularly describes the basis for the complaint and the action taken by the grievant to resolve the complaint.

If the grievant is the University, there is no administrative appeal. If a faculty member does not resolve the University's complaint within a reasonable time the University may initiate formal grievance proceedings.

#### ***Presidential Appeal***

If a faculty member's complaint is not resolved, or reasonable steps to resolve the complaint are not agreed upon at Administrative Appeal, the grievant must, within seven (7) working days of a decision, take his or her complaint to the President of the University. The complaint shall be presented in writing.

The President of the University shall then make a determination of whether reasonable and appropriate action has been taken to resolve a grievant's complaint within the time prescribed. The President of the University shall communicate the President's findings to the grievant in writing within ten (10) working days

of receiving the complaint. That communication shall state the President's conclusion with regard to each point raised in the complaint and the President's rationale for upholding or denying a grievant's request.

### **Formal Proceedings**

If a grievance is not resolved through informal proceedings, then the grievant may initiate formal proceedings by filing with the Board of Regents a request for a formal hearing. The grievant's request must be filed within ten (10) working days of receiving a decision on an Administrative or Presidential Appeal, whichever is applicable. The Chairman of the Board of Regents shall promptly notify the President of the University of the grievant's request for a formal hearing.

### **Appeals Committee**

Within ten working days of receiving notification from the Board of Regents that a request for a formal hearing has been properly made, the President of the University shall impanel an ad hoc Appeals Committee consisting of five members of the University faculty, one of whom shall be designated by the President of the University as the Executive Officer of the committee. The committee shall hear the complaint, evaluate the evidence, and, by vote, render a judgment complete with recommendations for resolving the grievance.

### **Conflict of Interest**

A faculty member with any significant involvement in any informal proceedings of the grievance under consideration must decline from being impaneled to serve on the committee. In addition, relatives within the third degree of consanguinity or spouses of a grievant must likewise excuse themselves from being impaneled.

### **Venue**

The Executive Officer shall set the date, time, and place for a hearing. The date for the hearing shall not be less than twenty (20) working days from the President of the University's receipt of notification for a formal hearing.

### **Nature of Proceedings**

Except as provided expressly herein and in relevant sections of the Faculty Handbook, the conduct of the hearing shall be determined on a case by case basis. The Executive Officer shall preside over the hearing and may at his or her discretion adjourn and continue the hearing from time to time.

### **Burden of Proof**

The grievant in any formal proceeding shall bear the burden of proof. The burden of proof shall have been met if the grievant convinces a majority of the committee of the correctness of his or her contentions.

### **Representation**

Neither party shall be entitled to representation by an attorney or other counselor except in unusual circumstances. Exceptions may only be authorized by the Executive Officer upon a written showing of cause.

### **Record**

A videotape record of all formal proceedings shall be made.

### **Witnesses**

Witnesses may be called by either party.

**Final Appeal**

The party to a formal grievance proceeding shall have the right to appeal the decision of the committee to the full Board of Regents. The Board of Regents shall review the videotaped record of the hearing and issue its decision and recommendations within thirty (30) days of the filing of the appeal. All decisions rendered by the Board of Regents are final and binding upon the parties. Pending the Regent's review of the Grievance Committee's findings, its decision is deemed to be in full force and effect.

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# Chapter 10 Intellectual Property

# Chapter 11 Student Privacy Rights, Records and Statistics

## Chapter 12 Information Technology

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