

FACULTY HANDBOOK



Assemblies of God Theological Seminary
1435 North Glenstone Avenue
Springfield, MO 65802

February 24, 2011

THE REVISION PROCESS

Last Amended February 24, 2011

This handbook is an evolving document that has been revised from time to time to respond to the changing needs of the Assemblies of God Theological Seminary and its faculty. A major revision was undertaken in 1995 and approved by the Board of Directors in 1996. A revision was undertaken by a faculty committee, working with the Academic Dean, in conjunction with the accrediting self-study of 2000-2001. Changes to chapters seven through nine that require approval by the Board of Directors were presented and approved in their spring meeting in 2001. The full document was subsequently approved by the Seminary Board of Administration on July 17, 2001. Another revision was prepared by a Faculty Committee, working with the Academic Dean in the Spring Semester of 2006 and approved by the Board of Directors on October 12, 2006. The most recent revision occurred in December 2010 and January 2011 by adding the new and revised policies that had been established since the last revision. This was approved by the Board of Administration on February 22, 2011 and by the Board of Directors on February 24, 2011.

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1. INSTITUTIONAL HISTORY AND MISSION

- 1.1. **History.** The Assemblies of God Theological Seminary (AGTS) officially opened its doors in September 1973. Prior to this, a special summer session was held for foreign missionary candidates of the Assemblies of God during June and July 1973. This opening came after twelve years of preparation, dating back to a founding resolution approved by the denomination in its 1961 General Council session. The Assemblies of God General Superintendent at the time of opening, Dr. Thomas F. Zimmerman, served as the first President, and the Executive Presbytery of the denomination became its Board of Directors, an arrangement which continued through 1990.

The daily administrative oversight of the Seminary was carried out by the Executive Vice-President, Dr. Cordas C. Burnett. When he died in 1975, Dr. Delmer R. Guynes assumed this responsibility until 1979, when Dr. Ronald E. Cottle succeeded him, serving until 1982. He was followed by Dr. James D. Brown, who served until 1986.

In 1985, in response to the concerns of the North Central Association, Dr. G. Raymond Carlson, then General Superintendent and President of the seminary, recommended to the Board of Directors that a full-time President be appointed. Dr. H. Glynn Hall, Academic Dean, was appointed Interim President in 1986, followed by full appointment in June 1987. In March 1990, Dr. Hall left the presidency to return to full-time teaching. Dr. Del Tarr was appointed to the presidency effective August 30, 1990 and served until June 30, 1999. During his tenure, Dr. Tarr led the Seminary in a successful capital fund campaign and the construction of new facilities in its present location contiguous to Evangel University. The new building, named in honor of Michael Cardone, Sr. and Frances Cardone, was dedicated on September 19, 1997. Following Dr. Tarr's retirement, Dr. Byron D. Klaus was named to the presidency, effective July, 1999.

AGTS began its ministry under the name, Assemblies of God Graduate School. The present name was adopted in 1984, following a 1982 NCA examiner's recommendation, in order to clarify the seminary's mission in the public mind.

AGTS was accredited by the North Central Association of Colleges and Schools (NCA) in 1978. After a series of five-year visits based on the seminary's need to address what NCA considered to be important issues of governance and control, it granted a ten-year reaffirmation in 1992. In the same year, the Seminary became an accredited member of the Association of Theological Schools in the United States and Canada (ATS). A joint visit by both accrediting associations occurred during March 2001.

- 1.2. **Mission.** From its inception, the Assemblies of God Theological Seminary has operated with a clear sense of mission. Included in its first Constitution and Bylaws is its statement of purpose and objectives (See Appendix A). This statement stood without modification until 1994 when it was revised as the result of the recommendation of the 1992 ATS visiting team.

The following is the text of the newly revised purpose, or mission statement, as it is incorporated in Article III of the Constitution:

The purpose of the Assemblies of God Theological Seminary is to train men and women to fulfill the mission of the Church as taught in Scripture. As a graduate-level educational institution within the Evangelical and Pentecostal tradition, the Seminary affirms the Bible as God's written Word, the inspired, infallible, and authoritative rule for faith and conduct. Affiliated with the General Council of the Assemblies of God, the seminary's doctrinal commitment is found in the Statement of Fundamental Truths.

In order to accomplish its purpose, the Seminary as a center of instruction and spiritual formation seeks to achieve the following objectives:

- 1.2.1. To lead every student into a growing knowledge of God based upon the redemptive work of Christ and the baptizing power of the Holy Spirit
- 1.2.2. To perpetuate the distinctive Pentecostal proclamation of the supernatural power of the Holy Spirit to restore the people of God to the New Testament model of vitality and witness
- 1.2.3. To create an environment in which men and women, who have been called and gifted for Christian service, may be nurtured as servant-leaders of sterling Christian character
- 1.2.4. To seek excellence in all of its programs, believing that a rigorous quest for truth, effectiveness, and relevance should characterize theological reflection and professional training
- 1.2.5. To provide training in the professional skills necessary for the practice of ministry in a changing world, focusing on the preparation of pastors, missionaries, evangelists, military and institutional chaplains, teachers, counselors, and others

- 1.2.6. To foster an evangelistic and missionary emphasis with a global and multicultural perspective in order to equip men and women to proclaim the Gospel of Jesus Christ at home and abroad
- 1.2.7. To encourage constructive engagement with society guided by the prophetic and redemptive words and deeds of Jesus Christ
- 1.2.8. To serve as a scholarly resource for the Assemblies of God, Pentecostal-Charismatic communities worldwide, and the larger body of Christ
- 1.2.9. To utilize technology and distance-education methodologies in the extension of its educational mission to Christian leaders unable to attend a resident campus
- 1.3. **Denominational Affiliation.** The Assemblies of God Theological Seminary, located in Springfield, Missouri, is a seminary owned and operated by the General Council of the Assemblies of God.
- 1.4. **Doctrinal Statement.** The Assemblies of God Theological Seminary subscribes to the "Statement of Fundamental Truths," the official doctrinal declaration of the General Council of the Assemblies of God as indicated in Article V of the Constitution and Bylaws of the General Council.
- 1.5. **Educational Philosophy and Academic Freedom.** Inasmuch as the Assemblies of God Theological Seminary is an institution of higher learning, affiliated with the General Council of the Assemblies of God, loyalty to and support of the institution and its programs is expected. In regard to academic freedom, the naturally sacred right of freedom of expression is recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any school. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity and loyalty, there are appropriate limitations which society and a parent organization have a right to expect of its institutions which are most distinctly devoted to Christian principles.

These limitations do not extend to the suppression of any academic disciplines or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All faculty members who speak or write publicly or in situations growing out of their official capacity on behalf of the school are expected to contribute to the objectives of the school by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Fundamental Truths of the General Council of the Assemblies of God, the stated

purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States.

All faculty members are expected to show a respectful and sympathetic attitude toward the doctrines of the Church and toward American principles of government. Any grave offense against these doctrines or principles must be considered just cause for dismissal from the school according to its procedures for handling dismissals.

2. INSTITUTIONAL ORGANIZATION AND GOVERNANCE

- 2.1. **Board of Directors.** The General Council of the Assemblies of God has charged its Board of Directors to be guardian of this institution, to see that it promotes forever the ideals and purposes for which it was founded, and to take whatever steps are necessary to insure purity of doctrine and excellence of scholarship. Although all officers, all members of the administration, faculty, and staff shall be directly responsible to their superiors for the proper execution of their duties, they shall be responsible ultimately to the General Council of the Assemblies of God.
- 2.1.1. Board of Directors Membership. There shall be a Board of Directors consisting of at least fifteen (15) but not more than twenty-four (24) members all of whom shall be Spirit-filled members of the Assemblies of God. Two-thirds of the Board's membership shall consist of ordained ministers. At least three (3) of the ordained ministers shall be Executive Presbyters, one of whom shall be the General Superintendent of The General Council of the Assemblies of God. The President of the Assemblies of God Theological Seminary, and the President of the Alliance for Assemblies of God Higher Education shall be included in the membership of the Board.
- 2.1.2. Nomination to Board of Directors. The members of the Board of Directors shall be nominated by the Executive Presbytery of the General Council of the Assemblies of God and elected by the General Presbytery for a term of three years. Additional nominations may be made by the General Presbytery. They shall continue in office from December 1, following election, until their successors shall be elected and shall have qualified for office. Terms of office shall be so arranged that approximately one-third of the membership shall be elected each year. No elected Board member shall succeed himself after five consecutive three-year terms.
- 2.1.3. Board of Trustees. The Board of Directors shall also serve as a Board of Trustees.
- 2.1.4. Corporate Officers of Board of Directors. The officers of the Board of Directors shall be a Chairperson, Vice-chairperson, Secretary, and such other officers as may be needed. The Chairperson, Vice-chairperson, and Secretary of the Board of Directors shall constitute the President, Vice-president, and Secretary, respectively, of the corporation.
- 2.1.5. Terms of Office. The Board of Directors shall elect annually from their number a Chairperson, a Vice-chairperson, and a Secretary, each of whom

shall hold office for one year or until a successor is elected and qualified. The terms of these officers shall be December 1 through November 30.

- 2.1.6. Duties of the Board of Directors (Board of Trustees).
 - 2.1.6.1. Selection of President. The Board of Directors of the Assemblies of God Theological Seminary shall elect the President of the institution.
 - 2.1.6.2. Selection of Academic Dean and Other Officers. The Board of Directors shall also elect the Academic Dean, and any other administrative officers upon the recommendation of the President of the institution.
 - 2.1.6.3. Selection of Faculty. The Board of Directors shall select the faculty upon the recommendation of the President.
 - 2.1.6.4. Financial Provision. It shall be the duty of the Board of Directors to make provision for the financial needs of the institution, adopt its budget, and secure its revenue. It shall be responsible for its endowments, investments, funds, and property. The Board shall establish the requirements for admission and graduation, and authorize degrees and awards. It shall establish the salary scale for the administrative officers and Faculty.
 - 2.1.6.5. General Oversight. The Board of Directors shall have the general oversight of the property, business, and concerns of the Assemblies of God Theological Seminary. It shall designate a device for the corporate seal, shall have the power to elect and remove at its discretion all agents and employees of the institution, prescribe their duties, and fix their compensation, and may require from any office, agent, or employee such bond as it sees fit.
 - 2.1.6.6. Prerogatives. The Board of Directors may make rules for its government, change the same, and generally do any and every lawful act which it may deem proper to implement the objectives of the Assemblies of God Theological Seminary. It shall keep records of its proceedings and books of accounts showing the financial condition of the institution. It shall authorize an annual audit of the financial records by a certified public accountant.

- 2.1.7. Duties of the Officers of the Board of Directors.
 - 2.1.7.1. Presiding Officer. The Chairperson shall preside at all meetings of the board and perform such other duties as may be required by the board.
 - 2.1.7.2. Absence or Disability. In case of the absence or disability of the Chairperson, a Vice-chairperson shall perform these duties.
 - 2.1.7.3. Chairperson *Pro Tem*. In case of the absence or disability of both the Chairperson and the Vice-chairperson, a Chairperson *pro tem* may be elected at any meeting.
 - 2.1.7.4. Secretary. The Secretary shall give notice of all meetings to the members and keep a record of all proceedings. The Secretary shall be custodian of the corporate seal and any and all legal documents of the Assemblies of God Theological Seminary.
 - 2.1.7.5. Secretary *Pro Tem*. In case of the absence or disability of the Secretary, a Secretary *pro tem* shall be chosen by the Board of Directors, who shall perform all the duties of the Secretary.
- 2.1.8. Meetings of the Board of Directors. The Board of Directors shall meet at least two times a year at dates determined by the Board of Directors themselves. Meetings of the Board of Directors may also be called whenever one-third or more of its members deem it expedient providing such request is filed with the secretary stating the purpose of such meeting.
 - 2.1.8.1. Additional Meetings. Additional meetings of the Board of Directors may be called at any time by the chairperson.
 - 2.1.8.2. Notice of Meetings. Written notice shall be given to each member of the Board of Directors by the secretary not less than 21 days prior to the time of each annual or special meeting of the Board of Directors.
 - 2.1.8.3. Emergency Meetings. Emergency meetings of the Board of Directors may be called at any time without complying with the provision for advance notice by the chairperson at the request of the President and/or the resident members of the Board of Directors. The purpose of the meeting shall be given to all members of the Board prior to the meeting.

- 2.1.8.4. Adjournment. All meetings, whether regular or special, may be adjourned from time to time at the discretion of the members present for the purpose of considering and acting upon unfinished business. No business, however, shall be transacted at any adjourned meeting which would not have been in order at the meeting as originally called, unless due notice of such business proposed to come before such adjourned meeting is given in the same manner as above prescribed for notices of regular and special meetings.
- 2.1.8.5. Voting Privileges. At all meetings of the members of the Board of Directors, each person shall be entitled to one vote.
- 2.1.8.6. Quorum. A simple majority of the total membership of the Board of Directors shall be required to constitute a quorum. If less than a quorum, as so provided, is in attendance at any regularly called meeting, they may set said meeting for a different time and place if desired.
- 2.1.9. Committees and Agents. The Board of Directors shall provide from its number an Executive Committee consisting of the corporate officers of the Board, one other member selected from the Board, and the President of the Seminary. The Executive Committee shall act for the Board of Directors between meetings in all routine matters such as approval of qualified faculty candidates, hearing of reports on the status of the Assemblies of God Theological Seminary and other matters not otherwise provided for and care for such other duties as may be assigned to them by the entire Board of Directors.
- 2.1.9.1. Appointment of Committees. The Board of Directors may appoint any other committees it deems necessary.
- 2.1.9.2. Financial Agents. The Board of Directors shall have power to employ, at its discretion, one or more financial agents, who shall solicit money for the various funds and needs or perform such other duties as the Directors may determine.
- 2.1.10. Property.
- 2.1.10.1. Title of Property. Subject to, and consistent with the provisions of Article VII of the Articles of Agreement, all property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the corporate name of the Assemblies of God Theological Seminary.
- 2.1.10.2. Authorization for Purchase of Real Property.

Authorization for purchase of real property shall be given by a two-thirds majority vote of the quorum, present and voting, at a regular or special called meeting of the Board of Directors.

- 2.1.10.3. Authorization to Sell and Encumber. The sale, lease, mortgage or alienation of the real property of the Assemblies of God Theological Seminary shall be authorized by a two-thirds majority vote of a quorum, present and voting, at a regular or special called meeting of the Board of Directors.
- 2.1.10.4. Certification. The Chairperson and Secretary of the Board of Directors shall certify in such purchases, conveyance, lease, or mortgage, that the same has been duly authorized by the vote of the Board of Directors. The chairperson of the Board of Directors and the secretary shall sign all papers and documents required in carrying out the will of the Board of Directors in such transactions.
- 2.1.11. Relationships. The Assemblies of God Theological Seminary is organically part of the Assemblies of God, which founded the institution and which is its chief supporting constituency. Relationships with persons or agencies, that is, social, governmental, and political, with aims compatible with those of the church and the Seminary are encouraged.
- 2.1.12. Auxiliary Organizations. Auxiliary organizations, including an alumni association, any special councils of the institution, and any other organizations which may be formed outside the faculty, staff, or students, shall function under constitutions and bylaws which have been approved by the Board of Directors (See Appendix A). Any revision of said instruments shall not become effective until they are duly ratified by the Board.
- 2.1.13. Election of Officers of Board of Directors. The Board of Directors shall elect a President and other administrative officers, faculty members, and other personnel as may be necessary, all in accordance with provisions contained in the bylaws.
- 2.1.14. Implementation of Constitution. The Board of Directors shall implement the provisions of this constitution. All of the actions shall be subject to review by the General Presbytery of the Assemblies of God.

2.2. **Administrative Organization.**

- 2.2.1. Principal Administrative Officers. The principal administrative officers of the Assemblies of God Theological Seminary shall be a President and such other administrative officers as the Board of Directors may determine.

- 2.2.2. Board of Administration Members. There shall be an internal Board of Administration whose number shall vary as need demands. The President of the seminary, the Academic Dean, and such others as may be appointed by the Board of Directors shall constitute the internal Board of Administration. The Board of Administration shall at all times and in all respects be subordinate to the Board of Directors.
- 2.2.2.1. Function of Board of Administration. The principal function of the internal Board of Administration shall be to execute the orders of the Board of Directors, to maintain coordination and liaison between academic and business affairs, and to promote general well-being of the Assemblies of God Theological Seminary.
- 2.2.2.2. Referrals to Board of Directors. The Board of Administration shall refer to the Board of Directors all matters of policy which have not been specifically assigned otherwise, particularly those policies which relate to the Board of Administration or to its members.
- 2.2.2.3. Spiritual Atmosphere and Academics. The Board of Administration shall be responsible to maintain the spiritual quality and tone of the institution and a proper balance with the academic interests.
- 2.2.2.4. Management. The Board of Administration shall review the objectives, the internal management, and care of the physical plant.
- 2.2.2.5. Standards of Admission and Graduation. The Board of Administration shall recommend requirements for admission and graduation and set any necessary standards for conduct of students.
- 2.2.2.6. Principal Administrative Officers. The principal administrative officers shall be a President and an Academic Dean, together with such other officers as may be appointed in the future.
- 2.3. **President.** The President shall be directly responsible to the Board of Directors for spiritual, academic, and fiscal administration. This person shall be chief custodian of all properties and shall be charged with the supervision of the faculty and safeguard of academic standards. The President shall give particular care to the advancement and fostering of the spiritual purposes of the institution.
- 2.3.1. Ordained Minister. The President shall be an ordained minister of the Assemblies of God.
- 2.3.2. Chairperson. The President shall serve as chairperson of the internal Board of Administration and of the faculty and shall be an *ex officio* member, with voting privileges, of all committees of the Assemblies of God Theological Seminary.

- 2.3.3. Election to Office. The President of the Assemblies of God Theological Seminary shall be elected by the Board of Directors.
- 2.3.4. Signature. The signature of the President shall be necessary on all diplomas and degrees issued by the Assemblies of God Theological Seminary.
- 2.3.5. Authorized Execution of Instruments. The President shall be authorized to execute, on behalf of the Board of Directors, such instruments generally connected with this office, with the express understanding that none of the restrictions and obligations contained in the President's contract or in this Constitution and Bylaws referring to the President's financial or other responsibilities to the Board of Directors shall be altered by this provision (See Appendix A).
- 2.3.6. Administrative Oversight. The President shall have immediate oversight of the activities of the Academic Dean, and all other administrative officers of the institution.
- 2.3.7. Recommendation of Faculty and Academic Officers. The President shall make recommendations to the Board of Directors for the securing of the best possible faculty members and academic officers for the seminary.
- 2.3.8. Chapel Responsibilities. The President shall have oversight of the chapel services of the seminary.
- 2.4. **Academic Dean.** The Academic Dean shall be administratively responsible to the President.
 - 2.4.1. Shall have immediate oversight of the activities of the Registrar, the Director of Library Services, and any other academic officers that may be appointed and placed under his oversight by the Board of Directors.
 - 2.4.2. Shall be a member of the Board of Administration.
 - 2.4.3. In consultation with the President, shall be responsible for providing academic leadership through planning, organizing, interpreting, and measuring results.
 - 2.4.4. Shall be responsible to assist in the formulation of academic policies and standards which shall be established for the institution.
 - 2.4.5. Shall serve as chairperson of the Academic Affairs Committee.
 - 2.4.6. Shall be responsible, in cooperation with the President, for the assignments of instructors; and shall arrange the schedules for classes and room assignments.

- 2.4.7. Shall be an *ex officio* member with voting privileges of all internal academic committees.
- 2.4.8. Shall have oversight of the resident and non-resident academic programs of the Assemblies of God Theological Seminary.
- 2.4.9. Shall recommend to the President budgetary needs in the academic departments of the school and shall supervise that part of the budget.
- 2.5. **Director of Enrollment Management.** The Director of Enrollment Management shall be administratively responsible to the President.
 - 2.5.1. Shall have immediate oversight of the admissions, recruitment, veterans affairs, immigration, and financial aid operations of the Seminary and be responsible for the security and compliance of same.
 - 2.5.2. Shall be responsible for the advertising and promotions campaigns of the Seminary
 - 2.5.3. Shall be a member of the Board of Administration.
 - 2.5.4. Shall serve as chairperson of the Admissions Committee.
 - 2.5.5. Shall be an advisor to the Academic Dean and other administrative officers as to the formulation and administration of academic policies.
 - 2.5.6. Shall be responsible for the student services provided by the recruitment, admissions, and financial aid offices of the Seminary.
- 2.6. **Registrar.** The Registrar will be administratively responsible to the Academic Dean.
 - 2.6.1 Shall be responsible for the oversight of academic records
 - 2.6.2. Shall be a member of the Academic Affairs Committee.
 - 2.6.3. Shall be responsible for the compilation, analysis, and interpretation of student academic data and the preparation of reports relating to same.
 - 2.6.4. Shall be responsible for gathering and preparing the information to be included in the Seminary catalog.

2.7. **Director of the Doctor of Ministry Program.** The Director of the Doctor of Ministry Program shall be administratively responsible to the Academic Dean.

2.7.1. Shall have immediate oversight of the Doctor of Ministry Program.

2.7.2. Shall be a member of the Board of Administration.

2.7.3. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.

2.7.4. Shall serve as chairperson of the Doctor of Ministry Committee.

2.7.5. Shall be an advisor to the Academic Dean and other administrative officers as to the formulation and administration of academic policies.

2.7.6. Shall be responsible for the interpretation of student academic data and the preparation of reports relating to the Doctor of Ministry Program.

2.7.7. Shall be responsible in consultation with the public relations office to design and implement the advertising strategies of the Doctor of Ministry Program.

2.8. **Director of the Intercultural Doctoral Studies.** The Director of the Intercultural Doctoral Studies Program shall be administratively responsible to the Academic Dean.

2.8.1. Shall have immediate oversight of the Doctor of Missiology and Ph.D. in Intercultural Studies Program.

2.8.2. Shall be a member of the Board of Administration.

2.8.3. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.

2.8.4. Shall serve as chairperson of the Intercultural Doctoral Studies Committee.

2.8.5. Shall be an advisor to the Academic Dean and other administrative officers as to the formulation and administration of academic policies.

2.8.6. Shall be responsible for the interpretation of student academic data and the preparation of reports relating to the Doctor of Missiology and Ph.D. in Intercultural Studies Program.

2.8.7. Shall be responsible in consultation with the public relations office to design and implement the advertising strategies of the Doctor of Missiology and Ph.D. in Intercultural Studies Program.

- 2.9. **Director of the Ph.D. in Bible and Theology Program.**
- 2.9.1. Shall have immediate oversight of the Ph.D. in Bible and Theology Program.
 - 2.9.2. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.
 - 2.9.3. Shall serve as chairperson of the Ph.D. in Bible and Theology Program.
 - 2.9.4. Shall be an advisor to the Academic Dean and other administrative officers as to the formulation and administration of academic policies.
 - 2.9.5. Shall be responsible for the interpretation of student academic data and the preparation of reports relating to the Ph.D. in Bible and Theology Program.
 - 2.9.6. Shall be responsible in consultation with the public relations office to design and implement the advertising strategies of the Ph.D. in Bible and Theology Program.
- 2.10. **Director of Continuing Education.** The Director of Continuing Education shall be administratively responsible to the Academic Dean.
- 2.10.1. Shall be responsible for the development, administration, and promotion of the extension and Continuing education programs of the Seminary.
 - 2.10.2. Shall be a member of the Board of Administration
 - 2.10.3. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.
 - 2.10.4. Shall be responsible in consultation with the Academic Dean to plan the annual extension and Continuing education schedule and to select and engage faculty members for same.
 - 2.10.5. Shall be responsible in consultation with the public relations office to design and implement the advertising strategies of the Continuing Education Department.
 - 2.10.6. Shall be responsible to provide direction and supervision for all extension site coordinators to insure Seminary control and program quality.
 - 2.10.7. Shall be responsible to plan, promote, and administer special Continuing education events of the Seminary.
- 2.11. **Director of Library Services.** The Director of Library Services shall be administratively responsible to the Academic Dean.

- 2.11.1. Shall be responsible for the development, maintenance, security, and supervision of the Library.
 - 2.11.2. Shall be a member of the Board of Administration.
 - 2.11.3. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.
 - 2.11.4. Shall serve as chairperson of the Library Committee.
 - 2.11.5. Shall be responsible for research and counsel to the Administration as to technological development and space utilization and design for the Library.
 - 2.11.6. Shall be responsible for leadership and coordination with the faculty in the orderly development of learning resources which support the curriculum of the Seminary.
 - 2.11.7. Shall be responsible to provide leadership and counsel to the faculty in the policies necessary for efficient and effective library services to the Seminary as a learning community.
- 2.12. **Director of Business.** The Director of Business shall be administratively responsible to the President.
- 2.12.1. Shall have immediate oversight of the activities of the business office and all accounting and collection activities pertaining thereto.
 - 2.12.2. Shall be a member of the Board of Administration.
 - 2.12.3. Shall be responsible in consultation with the President and other Seminary officers for preparation and general oversight of the Seminary budget.
 - 2.12.4. Shall be responsible for general oversight and maintenance of the physical facilities and equipment of the Seminary.
 - 2.12.5. Shall be responsible for receipt, security, and disposition of all funds.
 - 2.12.6. Shall serve as chairperson of the Scholarship Committee.
 - 2.12.7. Shall be responsible for supervision of the purchasing activities of the Seminary.
- 2.13. **Director of Development.** The Director of Development shall be administratively responsible to the President.
- 2.13.1. Shall have immediate oversight of the development and church relations activities of the Seminary.

- 2.13.2. Shall be a member of the Board of Administration.
- 2.13.3. Shall be responsible for planning and administering the various funding campaigns of the Seminary.
- 2.13.4. Shall work with the President and Board of Directors for long-range planning of fundraising activities, including capital campaigns.
- 2.13.5. Shall be responsible for collection and receipt of the various funding campaigns of the Seminary.
- 2.13.6. Shall be responsible for the oversight of the annual phonathon activities of the Seminary.
- 2.13.7. Shall be a member of the Faculty Committee with voting privileges and eligibility for faculty committee appointments.
- 2.14. **Director of Institutional and Alumni Relations.** The Director of Institutional and Alumni Relations shall be administratively responsible to the President.
 - 2.14.1. Shall have immediate oversight of institutional and alumni major gifts, the planned giving program, grant-seeking efforts, grant proposals, and special projects for the President.
 - 2.14.2. Shall be responsible for the oversight of the alumni organizations and activities of the Seminary.
 - 2.14.3. Shall be a member of the Board of Administration.
 - 2.14.4. Shall be responsible for the development and administration of those programs or projects and the formation of appropriate policies and standards for the Seminary.
 - 2.14.5. Shall serve as chairperson of the Graduation Committee.
 - 2.14.6. Shall be a member of the Faculty Committee with voting privileges and eligibility for faculty committee appointments.
 - 2.14.7. Shall be responsible in consultation with the public relations office to design and implement the advertising strategies for the Institutional Relations Department programs.
- 12.15. **The Director of Spiritual Formation and Student Services.** The Director of Spiritual Formation and Student Services shall be administratively responsible to the President.

- 2.15.1. Shall be responsible for the development and administration of the student services and spiritual formation programs of the Seminary, including chapel services, Student Advisory Council, services for students with disabilities.
- 2.15.2. Shall be a member of the Board of Administration.
- 2.15.3. Shall be a member of the faculty with voting privileges and eligibility for faculty committee appointments.
- 2.15.4. Shall serve as chairperson of the CLARC Committee.
- 2.15.5. Shall be an advisor to the President and other administrative officers as to the formulation and administration of student services policies.
- 2.15.6. Shall be responsible for the annual publication of the Seminary student handbook, Policy Regarding Sexual Offenses and Sexual Harassment, and official crime reports for the federal government.
- 2.15.7. Shall recommend to the President budgetary needs in the student services and spiritual formation departments of the school and shall supervise that part of the budget.

3. FACULTY ORGANIZATION AND DUTIES

- 3.1. **Faculty Membership.** Faculty status is conferred by the Board of Directors under the terms of the Constitution and Bylaws (See Appendix A). Membership shall include those teaching persons, full- or part-time, who have been regularly employed by the Board of Directors. It shall also include the President, the Academic Dean, the Director of Library Services, and any other members of the administrative staff who shall be assigned regular faculty standing by the Board of Directors.
- 3.2. **Faculty Duties.** Faculty members are ministers of the Assemblies of God solemnly charged with the implementation of the mission of the Seminary as defined in its official mission statement and Constitution and Bylaws (See Appendix A). More specific duties are as outlined in this handbook. All faculty members are immediately responsible to the Academic Dean for performance of their duties.

- 3.3. **Faculty Organization.** The faculty comprises three academic departments to which all full-time, administrative, and adjunct faculty members are assigned. The departments are Bible and Theology, Missions, and Practical Theology. Assignment will normally be to one department; however, special needs may dictate service across departmental lines.
- 3.3.1. Department Chairpersons. Chairpersons shall be named for each of the academic departments by the Board of Administration upon recommendation by the President and Academic Dean.
- 3.3.2. Department Chairpersons' Responsibilities. Department chairpersons shall be responsible to:
- 3.3.2.1. Hold office hours three days prior to the beginning of the fall semester for advising and administrative functions appropriate to the beginning of the academic year.
- 3.3.2.2. Convene and preside over regular department meetings as set by the administrative calendar. Called meetings may be convened only in consultation with the Academic Dean.
- 3.3.2.3. Represent the department in meetings of the Academic Affairs Committee and other committees that may require departmental participation.
- 3.3.2.4. Provide liaison between the Administration and department faculty members.
- 3.3.2.5. Together with the other members of the department, the Chairperson should select and submit to the President and the ACC one or more suitable candidate to speak at its regularly scheduled Departmental Lecture. Upon approval, the Chairperson may be asked to make the initial contact to determine the availability of the candidate.
- 3.4. **Faculty Committees.** In the fulfillment of their duties, faculty members are also required to serve on various standing and *ad hoc* committees. Standing committee appointments will be announced at the beginning of each academic year and are normally for two years. *Ad hoc* committee appointments may be made by the Academic Dean or President and are for specific times and assignments. A careful effort will be made to equalize committee assignments among full-time faculty members and to balance committee responsibilities with teaching and research requirements. Standing committees are as follows:
- 3.4.1. Faculty Committee. There shall be a Faculty Committee-of-the-Whole constituted of all full-time faculty members together with administrative faculty members so identified in the Bylaws and any visiting or adjunct faculty members serving in

the course of the semester of the official meeting. The President is the official Chairperson of the faculty with the privilege of presiding at any time of his or her choosing; however, he may also delegate that responsibility to the Academic Dean. Meetings will normally be held on a monthly basis during the fall and spring semesters with called meetings at other times at the discretion of the President. All members of the faculty as identified above will have voting privileges.

- 3.4.1.1. Academic Policies. The Faculty Committee shall be responsible for development and oversight of the academic programs and policies that implement the mission of the Seminary. To that end, the Faculty Committee may direct assignments to and/or receive reports from the various standing committees of the faculty and make appropriate recommendations for approval and implementation to the Board of Administration and Board of Directors through the office of the Academic Dean.
- 3.4.1.2. Academic Policy Initiatives and Processes. Academic policy initiatives may originate with any member of the Faculty or with any of the standing or *ad hoc* faculty committees. Proposals are to be introduced through the affected committee or academic department which shall review and make appropriate recommendations to the Academic Affairs Committee. The Academic Affairs Committee shall review and make appropriate recommendations to the faculty for review and recommendation to the Board of Administration through the Academic Dean. Recommendations requiring approval by the Board of Directors shall be reviewed and forwarded as appropriate by the Board of Administration.
- 3.4.2. Department Committee. The full-time, adjunct, and visiting professors of each of the academic departments of the Seminary in a given semester shall compose a standing committee for the oversight of the work of that department with regard to curricular and degree offerings and administration. The department chairperson will preside over all meetings which will normally be set on a monthly basis during the fall and spring semesters in keeping with the administrative calendar. Recommendations for curricular and/or policy changes will be sent for approval to the Academic Affairs Committee and the Faculty Committee.
- 3.4.3. Academic Affairs Committee. The Academic Affairs Committee is a sub-committee of the Faculty Committee appointed every two years by the Academic Dean in consultation with the President. Membership shall include the Academic Dean, who will serve as Chairperson, the Chairpersons of each of the academic departments, the Registrar, the Director of the Doctor of Ministry Program, the Director of the D.Miss./Ph.D. in Intercultural Studies, the Director of the Ph.D. in Bible and Theology, and the Director of the Continuing Education Department. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the academic calendar or called by the Dean. The Academic Affairs

Committee has primary responsibility to research and recommend to the Faculty Committee with regard to academic and curricular policy. To that end, it will receive recommendations from the administration and the various academic departments and assignments from the Faculty Committee. It will recommend appropriate actions to the Faculty Committee for further review and recommendation to the Board of Administration or Board of Directors.

- 3.4.4. Admissions Committee. The Admissions Committee is a sub-committee of the faculty appointed every two years by the Academic Dean in consultation with the President. Membership shall include the Director of Enrollment Management, who will serve as chairperson, along with appropriate representatives of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the academic calendar or called by the chairperson. The Admissions Committee has primary responsibility to insure that those students admitted to the Seminary are competent to function at graduate-level and show potential for spiritual maturity and effective ministry. The Committee will be guided by the admissions policies of the Seminary catalog and the Admissions Handbook. It will be responsible to promptly notify appropriate administrators of potential problems arising from any committee actions with regard to acceptance or denial of particular applicants. Recommendations for policy changes will normally be made to the Academic Affairs Committee and thence to the Faculty Committee.
- 3.4.5. Continuing Education Committee. The Continuing Education Committee is a sub-committee of the Faculty Committee appointed every two years by the Academic Dean in consultation with the President. Membership shall include the Director of Continuing Education, who shall serve as chairperson, along with appropriate representatives of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Continuing Education Committee has primary oversight of extension and Continuing Education policies and curriculum and is responsible to make recommendations to the Academic Affairs Committee and to the Faculty Committee with regard to those policies.
- 3.4.6. Doctor of Ministry Committee. The Doctor of Ministry Committee is a sub-committee of the Faculty Committee appointed every two years by the Academic Dean in consultation with the President. Membership shall include the Director of the Doctor Ministry program, who shall serve as Chairperson, along with appropriate representatives of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Doctor of Ministry Committee has primary oversight of Doctor of Ministry policies and curriculum and is responsible to research and recommend to the Academic Affairs Committee and hence to the Faculty Committee with regard to those policies.

- 3.4.7 Intercultural Doctorates Committee. The Intercultural Doctorates Committee shall be comprised of the Global Missions faculty, along with appropriate representatives of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Intercultural Doctorates Committee has primary oversight of the Intercultural Doctorates policies and curriculum and is responsible to research and make recommendations to the Academic Affairs Committee and to the Faculty Committee with regard to those policies.
- 3.4.8 Ph.D. in Bible and Theology Committee. The Ph.D. in Bible and Theology Committee shall be comprised of the Ph.D. in Bible and Theology faculty, along with appropriate representatives of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Ph.D. in Bible and Theology Committee has primary oversight of the Ph.D. in Bible and Theology policies and curriculum and is responsible to make recommendations to the Academic Affairs Committee and to the Faculty Committee with regard to those policies.
- 3.4.9. Library Committee. The Library Committee is a subcommittee of the Faculty Committee appointed every two years by the Academic Dean in consultation with the President. Membership shall include the Director of Library Services, who shall serve as chairperson, and appropriate members of the Faculty. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Library Committee has primary oversight of library policies and is responsible to make recommendations to the Academic Affairs Committee and to the Faculty Committee with regard to those policies.
- 3.4.10. Graduation Steering Committee. The Graduation Steering Committee is a committee appointed every two years by the President. Membership shall include the Director of Institutional Relations, who shall serve as chairperson, and appropriate members of the faculty and administrative staff. Meetings will normally be set at the call of the chairperson. The Graduation Steering Committee has primary oversight of graduation arrangements and ceremonies and is responsible to make recommendations to and coordinate those events with the President and Academic Dean.
- 3.4.11. Scholarship Committee. The Scholarship Committee is a committee appointed every two years by the President. Membership shall include the Director of Business, who shall serve as chairperson, and appropriate members of the faculty and administrative staff. Meetings will normally be set on a monthly basis during the fall and spring semesters as announced in the administrative calendar or called by the chairperson. The Scholarship Committee has primary oversight of scholarship

policies and awards and is responsible to make recommendations to the faculty and/or the Board of Administration, as appropriate, with regard to those policies.

3.4.12. *Ad Hoc* Committees. *Ad hoc* committees may be appointed by the President or the Academic Dean, at their own initiative or as directed by the Faculty, to accomplish specific tasks not easily accomplished by, or falling under the oversight of, the standing committees. The chairperson, membership, assignment, and reporting dates shall be as announced by the Academic Dean.

3.5. **Special Faculty Honors.** The Seminary honors outstanding faculty members in several ways. Among them are:

3.5.1. Faculty Marshall. The Faculty in session vote each year to elect from among their number a Faculty Marshall to lead the commencement processional and recessional. The vote will take place not later than the last official meeting prior to the annual commencement activities. A two-thirds majority vote shall be required; ratification by the President is also required.

3.5.2. Distinguished Professor. Active faculty members may be honored with the rank of “Distinguished Professor.” The criteria for selection are:

3.5.2.1. An earned doctoral degree from a regionally accredited or nationally approved university or seminary.

3.5.2.2. 20 years of teaching experience at the college/seminary level.

3.5.2.3. Average student evaluations over previous five years of at least 4.25/5.0 (or equivalent evaluations at another school if the professor is coming to AGTS from outside)..

3.5.2.4. Authorship of at least two scholarly books (not including a published dissertation) that have achieved significant publishing success/distribution and a consistent record of scholarly articles (edited books count as one half).

3.5.2.5. Participation in leadership in scholarly societies such as SPS, SBL, ETS, ASM, or others

3.5.2.6. Demonstrated commitment to the Church through sustained personal involvement in effective ministerial leadership, not only in the local church, but also at denominational and international levels.

3.5.2.7. Recognition of a Spirit-filled life and ministry within and outside the Seminary community.

- 3.5.2.8. Approval of the academic department to which the professor is assigned.
- 3.5.2.9. 70 per cent approval of the faculty in session.
- 3.5.2.10. Approval of the Academic Dean, President, BOA, and BOD.
- 3.5.3. Professor Emeritus. Outstanding faculty members with long and distinguished tenure may be elected upon retirement to Emeritus status by specific action of the Board of Directors. The criteria for consideration are as follows:
 - 3.5.3.1. Philosophy. Recognition as Professor Emeritus is the highest honor that the Assemblies of God Theological Seminary (AGTS) can bestow on retiring members of its faculty who have distinguished themselves in exemplary spiritual character, commitment to the Seminary, and professional excellence. Selection as Professor Emeritus is a declaration by the AGTS community that this professor has modeled the ideal for which all professors should strive.
 - 3.5.3.2. Criteria for Selection. Professor Emeritus status honors those who have:
 - 3.5.3.2.1. Served a minimum of ten years in a full-time capacity in the resident program of AGTS and have gained the rank of associate or full professor.
 - 3.5.3.2.2. Demonstrated Christian character by clearly and consistently evidencing the fruit of the Spirit (Galatians 5:22, 23).
 - 3.5.3.2.3. Demonstrated professional excellence as evidenced by effectiveness in the classroom, Continuing personal and professional growth, and participation in professional associations.
 - 3.5.3.2.4. Demonstrated excellence in spiritual leadership evidenced by a commitment to developing personally and in others the manifold gifts and graces needful in bringing the church in the unity of the Spirit. This involves discipling of believers for ministry in the church so that the church shall come to the "measure of the stature which belongs to the fullness of Christ" (Ephesians 4:11-13, NASB).
 - 3.5.3.2.5. Demonstrated commitment to the life of the AGTS community.
 - 3.5.3.3. Selection Procedure. The procedure for consideration and selection involves:
 - 3.5.3.3.1. The initiation of candidacy upon retirement by the Department of which the faculty person has been a member and their recommendation to the Board of Administration of AGTS.

- 3.5.3.3.2. The approval of the Seminary Board of Administration and their recommendation to the Faculty Committee.
 - 3.5.3.3.3. The approval by at least a two-thirds vote of the Faculty Committee and their recommendation to the Board of Directors of AGTS.
 - 3.5.3.3.4. The approval by the Board of Directors of AGTS.
 - 3.5.3.3.5. The conferral of the honor at the spring graduation exercises of AGTS.
- 3.6. **Professional Development.** The Seminary anticipates that its faculty will be growing professionals constantly up-dating their education and honing their skills through diligent personal study, research and writing, and ministry involvement at many levels of church life. The following professional development venues are provided by the Seminary:
- 3.6.1. Professional Conferences. A budget of \$1,000 annually will normally be made available to each full-time faculty member for the purpose of attending professional conferences of his or her choice. Application must be made to the Academic Dean on forms provided by that office not less than two weeks in advance of the proposed travel date. Approval by the Academic Dean and the President is required. Total absences for such conferences will not exceed one week per academic year. The faculty member must arrange for appropriate class coverage and submit a plan for approval of the Academic Dean. Limited cash advances are available upon request; expense reports must be filed with the Business Office within ten days of return.
 - 3.6.2. Professional Book Allowance. A budget of \$200 annually will normally be made available to each full-time faculty member for the purpose of purchasing professional books and publications for personal use. Cash will not be paid in lieu of purchases, and books purchased through the professional book allowance may not be resold.
 - 3.6.3. Sabbaticals. Upon completion of each six-year increment of full-time teaching, faculty members may apply for a sabbatical leave of one semester at full pay or two semesters at half pay. The purpose of sabbatical is for continuing education, research, writing, or ministry and the granting of same shall be at the discretion of the Board of Directors and subject to the following considerations:
 - 3.6.3.1. An approved sabbatical plan filed with the Academic Dean not less than six months prior to the projected sabbatical dates and providing specific objectives, plans, and resources for the anticipated leave.

- 3.6.3.2. An agreement to continue to serve as a full-time faculty member for not less than two years after completion of the sabbatical or refund the sabbatical salary to the Seminary on a pro rata basis.
- 3.6.3.3. An agreement to assume regular teaching assignments in the event that sabbatical plans do not materialize.
- 3.6.3.4. A report to the Faculty Committee and to the Board of Directors will be required after completion of the sabbatical.
- 3.7. **Professional Evaluations.** It is expected that, as growing professionals, faculty members will participate in various evaluative processes designed to assess competence and improve skills. The following are required at the Seminary:
 - 3.7.1. Course Evaluations by Students. A course evaluation will normally be administered for each course each semester on a date and under circumstances to be announced and administered by the Academic Dean. Course evaluations will be tabulated, reviewed by the Academic Dean, and released for review by each member of the faculty. Course evaluations are taken very seriously. Faculty should encourage students to answer candidly since evaluations are not seen by the professors until after grades are submitted.
 - 3.7.2. Mid-course Evaluations. Faculty members are encouraged to conduct an evaluation at the half-way point of the semester to obtain feedback from students that might improve the course while it is still in progress. A format is available from the Faculty Secretary.
 - 3.7.3. Faculty Self-Evaluation. Each member of the faculty shall be required to complete and submit an annual self-evaluation at a time and on a standard form designated by the Academic Dean.
 - 3.7.4. Peer Evaluation. Peer evaluation may be required from time to time as designated by the Academic Dean.
 - 3.7.5. Administrative Review. An annual meeting with the President and/or Academic Dean shall be set for each member of the faculty to review the above evaluations and provide for dialogue and professional growth. A summary statement shall be appended to the faculty self-evaluation form stating the substance of this review.
 - 3.7.6. Appeal. In the event any member of the faculty feels that he or she has not been fairly treated in the administrative review and summary, a written appeal may be filed with the office of the President within 30 days of the summary. The Board of Administration will act as a review committee and render a judgment. Final appeal may be made through the President to the Board of Directors whose decision shall be final.

- 3.8. **Spiritual Nurture and Student Support.** As Christian ministers, each member of the faculty is expected to willingly and actively participate in both formal and informal ways in the spiritual nurture and formation of the student body.
- 3.8.1. Chapel Attendance. Each member of the faculty is expected regularly to attend scheduled chapel services and participate in those services and exercises from time to time not only as a worshipper but also as an exemplar and mentor of Christian ministry. Each faculty member will be expected to respond to this part of his or her responsibilities in the annual self-evaluation.
- 3.8.2. Church Attendance and Ministry. Each member of the faculty is required to affiliate with and expected to be regular in attendance and ministry at a local Assemblies of God congregation. Faculty members are encouraged to minister in as many churches and organizations as possible. These activities will be reported by the faculty on the annual self-evaluation each year.
- 3.8.3. Student Nurture and Counsel. As Christian ministers, each member of the faculty is expected to be alert to the spiritual needs of individual students and be accessible and outgoing in ministering to those needs. Personal mentoring by faculty members is an important part of Seminary life and individual faculty members should take appropriate pastoral initiatives toward students in keeping with their own gifts. From time to time, the President or Academic Dean may call upon individual faculty members for assistance with hospital visitation or counseling. Faculty members are not expected to take on formal and extended counseling obligations and will need to appropriately prioritize their time so as not to neglect their academic responsibilities.
- 3.8.4. Extra-Curricular Activities. Faculty members are expected to be supportive of student groups who request their assistance as a sponsor or mentor in occasional activities and ministries. While the Academic Dean and President will be protective of faculty family and professional time, they reserve the right to occasionally appoint individual faculty members to specific student life and ministry functions. While faculty members are not expected to attend every student social event, they are expected to demonstrate a pattern of interest in and support of student activities.
- 3.9. **Off-Campus Assignments.** Any off-campus assignments for additional teaching, preaching, or consultation during the contract year, other than weekend activities, must be approved by the Academic Dean and the President.
- 3.9.1. Local A/G Colleges. Upon application to the Academic Dean and President, permission may be granted to teach one course per academic year at a local Assemblies of God college provided there is no conflict with the class or chapel schedule at AGTS and no reduction of on-campus office hours and involvement.

- 3.9.2. Extension Program Assignments. A limited number of AGTS extension assignments may be accepted during break weeks or off-hours. Any assignment involving an absence from scheduled classes should be rare and must be approved by the Academic Dean.
- 3.9.3. Other Assignments. All other off-campus assignments for teaching, preaching, or consultation during the contract year, other than weekend activities, must be approved by the Academic Dean and the President and will be reviewed on a case-by-case basis with a view to the value to the Seminary as well as to the individual faculty member. In this regard, all faculty members must insure that assignments do not reflect adversely on the AGTS community.
- 3.10. **Faculty Absences.** Planned absences from class or campus office hours for conferences and other activities and assignments must be approved in advance by the Academic Dean. The faculty member must submit to the office of the Academic Dean an approval form with dates of the planned absence, the purpose of the absence, and a plan for coverage of any classes that will be missed in the course of his or her absence.
- 3.11. **Faculty Absences Due to Illness.** In the event of illnesses that necessitate absence from class or other faculty responsibilities, the faculty member is required to promptly notify the office of the Academic Dean.
- 3.12. **Drug and Alcohol Policies.** The abuse of tobacco, alcoholic beverages, and non-prescription addictive substances is understood to be inconsistent with Christian ethics and is specifically prohibited both on and off campus. The Seminary is also required by the Drug Free Schools and Communities Act to have a drug and alcohol abuse prevention program for employees as well as students. The provisions of the AGTS program are printed and distributed at the beginning of each academic year. This document details legal sanctions, health risks, and descriptions of available services for drug and alcohol abusers. Every member of the faculty is expected to be conversant with these policies. Any violation will result in immediate disciplinary action up to and including dismissal.
- 3.13. **Sexual Harassment Policies.** Faculty members are expected to practice an exemplary Christian lifestyle in their personal sexual conduct. The Seminary has adopted policies defining and prohibiting sexual offenses and sexual harassment on the part of faculty members as well as all other members of the Seminary community. Those policies are separately published in a pamphlet "Policies Regarding Sexual Offenses and Sexual Harassment." All members of the faculty are to be familiar with and supportive of those policies. Violation of those policies will be grounds for disciplinary action up to and including dismissal from the Faculty.
- 3.14. **Faculty Offices and Office Hours.**
- 3.14.1. Faculty Office and Equipment. The Seminary will provide an office for each member of the faculty where he or she may do personal study and research, carry

out administrative duties appropriate to his or her professional responsibilities, and meet with students for advisement and counseling. Each office will be equipped with appropriate office furniture. One LAN-connected computer will be supplied. No responsibility will be assumed for large libraries, personal collections of various kinds, or personal effects left in the office.

- 3.14.2. Office Hours. In addition to the time spent in class, chapel, and committee responsibilities, each faculty member is required to maintain a sufficient number of office hours each week to meet the need of his or her students. Available hours should be posted on or near each office door so that students may have easy access at reasonable times. Students who desire to set an appointment with a faculty member should do so by telephone or electronic mail. Specific office hours may be required by the Academic Dean during orientation and registration periods and other special events or in the event of office hours deemed to be inconsistent or inadequate.
- 3.14.3. Telephone. Office telephones are intended for faculty convenience and effectiveness. Discretion is expected in the use of office telephones for personal business and family calls. Personal and family calls should be directed to the faculty office extension whenever possible. Receptionists and faculty secretaries are instructed not to assume responsibility for personal calls beyond the normal courtesies of transferring calls and taking messages. Faculty secretaries will always assist in the event of emergency situations.
- 3.15. **Parking.** Parking tags are provided for full-time faculty members which authorize use of the Seminary parking lot. Faculty members are not to park in Evangel University parking lots, visitors spaces, nor handicapped spaces except with the requisite permits.
- 3.15.2 Parking Permits. All faculty vehicles parked in the Seminary parking lots must have a seminary parking tag displayed as directed by the Business Office. Unmarked vehicles will be ticketed by security officers. Tags are secured from the Business Office.
- 3.16. **Faculty Grievance Policy.** This policy applies to full-time faculty, but not to adjunct faculty.

A grievance is a dispute between a faculty member and a department chair, program director, or academic dean over an issue not covered by other institutional policies.

The grievance procedure should only be initiated if a dispute cannot be resolved through reasoned discussion consistent with Scripture. Reconciliation should be sought at the lowest level of conflict, involving the fewest number of people.

The faculty member shall submit a letter to the Academic Affairs Committee explicitly stating the grievance, the events leading to it, the grounds for grievance, and the remedy sought—along with supporting documents.

The Academic Affairs Committee will arrange a meeting with the faculty member to convene within 30 days from the date the grievance is submitted.

Within seven days of the meeting, the Academic Affairs Committee will provide the faculty member a copy of the meeting's minutes along with a letter proposing a plan of action.

Should the faculty member not accept the proposed plan of action, he or she may submit a written appeal within 7 days to the Board of Administration. It will convene within 30 days of the appeal. The faculty member may request to speak with the Board during this meeting and to be accompanied by a faculty representative of his or her choice.

Within 7 days of the meeting, the Board of Administration will provide the faculty member a copy of the meeting's minutes along with a letter stating its decision. This decision will be considered final.

4. ACADEMIC POLICIES

Uniform academic policies have been adopted to provide for good administration. Each faculty member is expected to comply with these policies and such compliance is subject to periodic review.

- 4.1. **Academic Calendar.** The official academic calendar is published annually in the Seminary catalog and on the Seminary network. Each faculty member is expected to be conversant with that calendar and to plan all schedules accordingly. Any necessary adjustments to that calendar will be released by the Academic Dean and included in the semester administrative calendar.
- 4.2. **Class Conduct.** Each member of the faculty is expected to preside over his or her classroom in such a way as to assure the goals and objectives of the Seminary for each class. In this role, faculty members are to be seen as Christian ministers and mentors as well as theologians and educators.
 - 4.2.1. **Devotional.** Each class should be called to order by a brief devotional. The devotional may include hymns, choruses, brief Bible or devotional readings, and/or prayer.
 - 4.2.2. **Class Length.** The beginning and ending times for all classes are set in the semester schedule and should be carefully observed. The official time to begin/end classes will be the classroom clock.
 - 4.2.3. **Classroom Discipline.** Each faculty member is expected to maintain a classroom environment that is conducive to graduate-level education. Students should be treated respectfully as professional colleagues in ministry. Any disrespectful or unruly student should be firmly directed in constructive classroom behavior. Faculty members have the prerogative of dismissing uncooperative students who may then be readmitted to the class only after a conference with the instructor. If the student and the instructor are unable to resolve the issue, the department chairperson and the Academic Dean will constitute an appeals committee for final determination.
 - 4.2.4. **Class Attendance.** Each instructor sets class attendance policies as announced in the course syllabus. Barring a serious emergency, credit cannot be granted for courses in which a student has been absent beyond 20 percent of the class time. The professor's individual attendance policy may be stricter. Exceeding the absence limits shall be regarded as an unofficial withdrawal and result in a grade of **F**. This policy is published in the Student Handbook and shall be carefully administered by each faculty member. Emergencies and extenuating circumstances must be reviewed and adjudicated by the Academic Dean. Faculty should take attendance each class period since attendance records are required by various

governmental agencies and failure to provide such records may adversely impact student access to financial aid.

- 4.3. **Classroom Assignment.** Classroom assignment is the responsibility of the Academic Dean. Faculty must clear proposed classroom changes with the Academic Dean.
- 4.3.1. Classroom Maintenance. The custodial staff is responsible for basic classroom cleaning and maintenance. The Business Office staff is responsible for rearrangement of desks and furnishings. Faculty should report any custodial oversights, defective equipment, missing supplies, and so forth, to the office of the Academic Dean. Faculty should also insure that the classroom is left in an orderly condition and that chalkboards are clean for the next class. Lights, computers, video projectors, and other electrical equipment must be turned off if the classroom is not to be used immediately afterwards.
- 4.3.2. Classroom Equipment. Each classroom is equipped with instructional equipment. The Faculty Secretary has an inventory of additional audiovisual equipment which may be requested on two-day notice. Such audiovisual equipment will be set up, and subsequently removed, by an audiovisual assistant. Defective equipment should be immediately reported to the Faculty Secretary.
- 4.4. **Course Development.** The course descriptions of the Seminary Catalog will be determinative in the development of all courses. The Academic Dean has final responsibility to insure that all course descriptions in syllabi conform to the Catalog. Specialized courses may be developed in consultation with the department chairperson and department personnel and must be approved by the Academic Affairs Committee.
- 4.4.1. Course Syllabi. A current syllabus must be submitted to the Academic Dean for each course offered in the class schedule. The syllabus should reflect collegial review within the department and must be finally approved by the Academic Dean. The syllabus is due in the office of the Academic Dean on the date announced, allowing adequate time for the books to be ordered. Copies of all syllabi are to be on file in the office of the Academic Dean and will be maintained for a specified period of time. Directed research syllabi should be returned within two weeks after a faculty member receives a request for syllabi.
- 4.4.2. Syllabus Preparation. A standard syllabus template has been approved by the Faculty Committee and is included in this handbook as Appendix B. Faculty members are responsible to develop a syllabus for each course in conformity with this template. It is expected that the syllabus will clearly outline for the student all requirements of the course in such a way as to facilitate careful planning and organization. The Faculty Secretary will assist as needed in the actual typing, duplication, and filing of the syllabus.

- 4.4.3. Student Course Work Load and Study Time. All published course requirements should reflect rigorous but reasonable work loads based on credit hours earned by the course. The following guidelines have been adopted by the Faculty Committee and are to be observed:
- 4.4.3.1. The course should consist of a total of 45 hours of time on learning tasks per credit. A three-credit course should involve the student in 135 hours of learning tasks. It should not exceed 150 hours of work.
 - 4.4.3.2. First subtract the total number of hours actually spent in class, usually the equivalent of 45 50-minute sessions. Calculate hours as 50 minutes.
 - 4.4.3.3. Make reading assignments, approximately 1000 pages per course. AGTS assumes that students will read at a speed of 20 pages per hour, therefore 1,000 pages involves 50 hours of reading.
 - 4.4.3.4. Instructors should also assign a research paper. Since AGTS assumes that students will spend two hours per written page (including research, writing, and editing), a 15 page paper would involve 30 hours of work.
 - 4.4.3.5. Instructors may assign other learning projects at his or her discretion, such as class presentations, periodic tests (part of class time), short research papers, book reviews, internet activities, threaded discussions, contextual assignments such as integrating course content into ministry activities, and the like. In such cases, the total amount of time required by the course should reflect actual time estimated to complete these presentations.
 - 4.4.3.6. Students are expected to complete all course work as specified by the instructor by the end of the semester. The guidelines relating to incomplete grades found in the catalog should be followed by the instructor.
- 4.4.4. Syllabus Distribution. Syllabi will be posted on the internet by the Faculty Secretary immediately after they have been approved by the Academic Dean. Students are responsible to download the syllabus for each class and have it with them on the first day of class. Faculty should review the syllabus with students on the first day of class.
- 4.4.5. Textbook Selection. It is expected that faculty members will be conversant with the literature in their fields and will bring a high level of skill to the selection of textbooks. Textbooks should be scholarly, current with the discipline, and carefully chosen to balance the needs of objective analytical thinking and Evangelical-Pentecostal theological and spiritual formation. The faculty member may choose his or her own texts in collegial dialogue with the department, subject to the review of the Academic Dean. Attention should be given to the final cost of all books required and their ultimate value to the student.

- 4.4.6. Textbook Changes. Faculty may not make changes to textbook selections after the syllabus has been approved unless notified by the bookstore that a textbook is out of print. Only the Academic Dean may approve exceptions.
- 4.4.7. Official Bible Text. Faculty may use any version of the Bible they chose in their individual classes provided students are not required to purchase or memorize many differing versions in different classes.
- 4.4.8. Guest Lecturers. Faculty must seek approval of the Academic Dean before inviting guest lecturers to class. No funds are budgeted for such guests and no financial commitments should be made.
- 4.4.9. Field Trips and Off-Campus Activities. The Academic Dean must approve any field trips and off-campus activities involving all or a part of any class. Approval will require careful attention to issues of safety and liability as well as value to participants.
- 4.5. **Policies for the Assessment of Learning.** Faculty members are allowed a great deal of discretion in their assessment of student learning. It is recommended that students should be given at least one closed-book examination during a course, but professors are free to design other instruments for the assessment of student learning that they determine to be most appropriate to the learning objectives of the course. Assessment should include both formative and summative instruments and should be closely tied to the learning objectives stated in the syllabus.
- 4.5.1. General Assessment Policies. The number, type, and dates of examinations and other learning assessments should normally be published in the course syllabus to allow the student ample time for study and preparation. In any event, no major unit or final examination will be administered with less than one week's notice to the student.
- 4.5.2. Final Examinations. Final examinations will be administered in keeping with the final examination schedule released by the Academic Dean and published in the Student Handbook. Faculty should not depart from that schedule without approval from the Academic Dean. This policy should not be construed as being applicable to weekend or modular courses.
- 4.5.3. Examination Attendance. Faculty members are expected to require students to take examinations on scheduled dates unless there are extenuating circumstances. In such cases, they may allow the student to reschedule the examination. Faculty members are not required nor encouraged to arrange off-line examinations for student convenience.

4.6. **Grading Policies.** The grading policy of the Seminary is intended to be rigorous and supportive of academic excellence. It should also be realistic and equitable, avoiding any traces of caprice and favoritism. Faculty members are expected to use sound professional judgment and, while a good deal of professorial freedom is accorded in assigning grades, they should be able to objectively demonstrate the basis for any grade before both students and professional colleagues. Grading policies published in the Seminary Catalog will be authoritative for all faculty members.

4.6.1. Grade Scale. The official AGTS grade scale is:

Publishable = A+
100% - 94% = A
93% - 90% = A-
89% - 87% = B+
86% - 84% = B
83% - 80% = B-
79% - 77% = C+
76% - 74% = C
73% - 70% = C-
69% - 67% = D+
66% - 64% = D
63% - 60% = D-
Below 60% = F

4.6.2.1. Grading Criteria. In order to ensure the integrity of our academic processes, the following Academic Affairs Committee recommends the following criteria for grading at AGTS. It is our desire to reject the tendency in American schools toward grade inflation. We recognize that for graduate-level education, grades lower than C should not be considered as passing.

4.6.2.1. Grade rosters reporting that all students have received undifferentiated A's will not be accepted. If the professor truly believes that all students have done excellent quality work, he or she may limit the scale to A- through A+, but each grade must include a specific narrative justification by the professor.

4.6.2.2. Professors will be normally expected to do the hard work of distributing grades across a spectrum of C- to C to C+ to B- to B to B+ to A- to A to A+. Students who have not earned such grades should receive an F.

- 4.6.2.2. The giving of D's is acceptable only when students have completed all of the work required by the course, but such grades are discouraged.
- 4.6.2.3. The grade of A+ should be reserved for students whose work is deemed to be publication-quality and should include the professor's encouragement for the student to submit the work for publication or an offer to co-author an article for publication.
- 4.6.2.4. It is highly recommended that syllabi should include detailed criteria for grading major assignments.
- 4.6.3. Final Grade Reports. Due dates for final grade reports will be announced each semester by the Registrar and normally fall a few days after the close of the semester. Faculty members are expected to submit their final grade reports at that time. Penalties may be assessed or disciplinary action imposed for chronic or flagrant tardiness.
- 4.6.4. Grade Changes. Grade changes may be initiated by a faculty member by utilizing a grade change form secured from the Registrar's Office. A reasoned explanation should be provided and all changes are subject to review by the Registrar and Academic Dean. Grade changes may not be implemented without the knowledge of the faculty member responsible for the original grade.
- 4.6.5. Grade Appeals. A grade appeal policy is published in the Student Handbook to assure equity for all students. Faculty members must provide a review of grade, in writing if requested, for any student who disputes a grade and requests a review. If the issue is not resolved to the student's satisfaction, the student may appeal the grade to the Academic Dean who, with one other member of the affected department and in consultation with the faculty member who assessed the grade, will make a final determination. The Academic Dean may decline any appeal deemed to be frivolous.
- 4.6.6. Grade Release. In keeping with the Family Educational Rights and Privacy Act, faculty members may not release student grades to anyone other than the student or academic administrators and faculty members with a legitimate need to know. Any questions regarding appropriate release of grades should be referred to the Registrar.
- 4.6.7. Grading of Terminal Assessment Papers and Examinations. Faculty members are responsible for the grading of all terminal assessment instruments such as comprehensive examinations, field education and research, seminar papers, and so forth. The Academic Dean will arrange for equitable distribution among faculty members, giving appropriate attention to the discipline(s) of the instrument to be graded.

- 4.6.8. Time Limits for Doctor of Ministry Courses. The D.Min. Participant Handbook and the D.Min. Faculty Handbook state that “Participants will have 60 days from the completion of the class session to turn in their assignments.” Late work will receive a reduced grade.
- 4.6.9. Grading Time. Faculty members are expected to promptly grade and return all student examinations and papers. Comprehensive examinations, field education and research papers, seminary papers, and so forth should be graded within three weeks. Extension course papers should be graded within one month from the date the student's work is submitted. Doctor of Ministry papers should be graded with 60 within days of submission.
- 4.6.10 Time Limits for Grading Doctor of Ministry Assignments. Assignments for all Doctor of Ministry courses taught by resident and branch campus faculty members must be graded and returned to the Doctor of Ministry Office within eight (8) weeks from the assignment due date.
- 4.7. **Instructional Support.** Instructional support for faculty members is coordinated through the Faculty Secretary in the office of the Academic Dean. Requests for assistance should be directed to that office.
- 4.7.1. Secretarial Service. Secretarial services for the faculty are provided by the Faculty Secretary and his or her work-study assistants who are assigned by the Academic Dean. The Secretary will arrange for normal faculty data services and duplication. The Secretary will not normally be responsible for extensive personal projects and the preparation of books and manuscripts for publishing.
- 4.7.1.1. Appointments. The Faculty Secretary will arrange appointments for telephone callers, visitors, and others who may have difficulty contacting faculty members. Faculty members are expected to be easily accessible to students. See discussion of appointments in 3.14.2.
- 4.7.2. Instructional Supplies. The Faculty Secretary will stock and release to faculty members reasonable supplies needed for the actual fulfillment of their responsibilities. Basic classroom supplies as chalk for chalkboards should be found in each classroom. In the event of shortage, the Faculty Secretary should be notified.
- 4.7.3. Audiovisual Equipment. AGTS classrooms are well equipped to accommodate standard media and interface with faculty notebook computers for audiovisual presentations. Other media such as video cameras are maintained and set up for faculty members by the audiovisual assistant. Coordination is provided by the Faculty Secretary and two-day notice should be given when this equipment is needed.

- 4.7.4. Video and Audio Cassettes, CDs, and DVDs. The Library maintains a list of audio and video holdings available to faculty members and students. The list should be secured from the Director of Library Services and appropriate borrowing arranged by the faculty member when needed.
- 4.7.5. Textbook Desk Copies. Faculty members should normally contact the publisher to arrange for free desk copies of each textbook adopted for classroom use. If free copies are unavailable, professors will need to purchase these through their professional book allowance.
- 4.7.6. Copy Services. Faculty should do everything possible within copyright laws to minimize the use of photocopies, favoring the posting of materials electronically and establishing a file for their class in the Class Notes Folder in the Student Portal. Basic copy services are provided for the classroom and the professor by the Faculty Secretary upon request. Several photocopy machines are available for faculty use and are usually serviced by the Faculty Secretary or work-study personnel. Video and audio copies can be arranged by the Faculty Secretary in cooperation with the Director of Library Services and/or the audiovisual assistant.
- 4.7.6.1. Copyright Laws. Faculty members are expected to observe all copyright laws relating to the duplication of printed materials, music, video and audio tapes, CDs, DVDs, computer software, and so on. Use of illegally duplicated materials in the classrooms, offices, and programs of the Assemblies of God Theological Seminary is prohibited and faculty members who knowingly violate this policy will be subject to discipline. Neither the Faculty Secretary nor any other Seminary employee is to be instructed to copy any item in violation of copyright law. Staff members are directed to refer any problematic request to the Academic Dean.
- 4.7.6.2. Copy Permission. Faculty members are personally responsible to secure permission for copying any copyrighted materials they wish to use for classroom purposes when such permission is legally required. The Seminary is not to be encumbered for any costs associated with permission without the written approval of the Academic Dean nor may Seminary staff be used for such research without similar approval.
- 4.8. **Library Resources.** Faculty members are expected to maintain an active role in developing and utilizing library resources both for their own professional development and for the learning enhancement of their students and classes.
- 4.8.1. Library Reserve. Faculty may arrange for books to be placed on reserve for their classes by submitting a reserve list to the Director of Library Services two weeks before the beginning of class.

- 4.8.2. Loan Privileges. Faculty members have unrestricted check-out privileges without specific time limits so long as the Director of Library Services has assured the security of all materials. Inter-library loans may be arranged online through the MOBIUS system.
- 4.8.3. Book and Material Additions. Faculty members are expected to be current with the literature in their particular disciplines and should regularly submit to the Director of Library Services requests for books and other materials needed in support of their classes and disciplines.
- 4.9. **Writing Improvement.** Students whose writing demonstrates the need for improvement should be referred by faculty members to the Academic Dean's office. The Seminary has created a course RES 512 to enable students to improve their academic writing. Participation by the students is voluntary, unless they have been placed on probation, either as entering students or subsequently, in which case, they are required to take the course. This course may be repeated as needed.
- 4.10. **Instructional Technology.** The Seminary voluntarily provides full-time faculty members with a laptop computer, basic software to support instructional activities, support from the technical staff, an email address, internet service and local and remote access to the Seminary's internal computer system, including special drives. Faculty members are expected to maintain a current knowledge of this technology and to use it creatively to enhance their teaching, research, and academic writing. They are also encouraged to explore emerging technological equipment and skills which will enhance their work.
- 4.11. **Instructional Ethics.** While the Seminary intends to preserve the classroom as a place devoted to critical and analytical thinking and debate, all faculty members are expected to practice exemplary Christian ethics in the process. While carrying on a vigorous scholarly debate as to the integrity of ideas, every effort should be made to speak of other ministers and teachers in respectful terms.

5. STUDENT RELATIONS AND CLASSROOM MANAGEMENT

- 5.1. **Philosophy.** The Seminary exists, as indicated in its mission statement, to educate and train men and women for the service of the Church in its various ministries. Therefore, the mentoring role of faculty members is extraordinarily important. They are expected to model the nature of Christian life and ministry in personal faith, conduct, and relationships. It is intended that students be challenged and formed by a Christian life-style that is appropriately professional but at the same time engaging, loving, gracious, and fair.
- 5.2. **Classroom Discipline.** Each faculty member is responsible for the guidance and order of his or her class. It is expected that graduate students will be treated as colleagues in ministry. At the same time, uncooperative students should be firmly directed as to appropriate classroom conduct. The teacher has the right to expel unruly and uncooperative students from the class for the period in question and to deny readmittance until proper reconciliation has been effected. In such cases, an absence shall be charged and the Academic Dean shall be notified of the action taken and the reasons for doing so. If the faculty member and the student are unable to achieve satisfactory reconciliation, either may request that the Academic Dean and the department chairperson constitute an appeals committee whose decision shall be final.
- 5.3. **Academic Advising.** All teaching faculty members shall be assigned a group of students for purposes of academic advising. Advisees will include both resident and extension students. While resident students will normally be seen at least once each semester, not every extension student is active every semester and will frequently require less intense involvement. However, faculty members will need to be especially attuned to these students during occasional extension weeks. Telephone or email advising will also occasionally be needed by this group. Each faculty member is expected to maintain adequate office hours during pre-registration and registration weeks and be readily accessible to advisees. Careful attention should be given to each student's degree plan to insure that the requirements of his or her program are met. Students must have the approval of their advisors to register.
- 5.4. **The Family Educational Rights and Privacy Act (FERPA).** This Federal law protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." (Since all AGTS students are over the age of 18, parents will not be mentioned further in this summary of FERPA regulations.) Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
 - 5.4.1 Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the

record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- 5.4.1.1 School officials with legitimate educational interest;
 - 5.4.1.2 Specified officials for audit or evaluation purposes;
 - 5.4.1.3 Appropriate parties in connection with financial aid to a student;
 - 5.4.1.4 Organizations conducting certain studies for or on behalf of the school;
 - 5.4.1.5 Accrediting organizations;
 - 5.4.1.6 To comply with a judicial order or lawfully issued subpoena;
 - 5.4.1.7 Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.
- 5.4.2 Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, contact the Registrar.
- 5.5 **Student Counseling.** In their roles as mentors, faculty members are expected to be available to students at reasonable times for on-going pastoral counseling and nurture. Teaching faculty members are not expected to be professional counselors and should refer students in need of professional counseling to professional counselors.
- 5.5.1 Confidentiality for Teaching Faculty. While teaching faculty will be expected to maintain normal pastoral confidentiality in their ministry to students, they are obligated to report to the Academic Dean serious student violations of conduct policies that may result in disciplinary action. This requirement should be made clear at the outset when students seek counsel and any students in violation of conduct policies should be urged themselves to seek counsel with the Director of Spiritual Formation.
- 5.5.2 Confidentiality for Counseling Faculty. Those members of the Counseling faculty with appropriate professional training and whose duties include student counseling are not required to report violations of student conduct policies in order to more

effectively minister to students. With regard to confidentiality and reporting, they shall be guided by sound professional ethics and applicable state law making clear to the counselee at all times when reporting may be required or intended. It is expected that all counseling will be informed and guided by Scriptural principles and will move the student to face honestly and constructively both the spiritual and social demands and consequences of his or her behavior.

- 5.5.3 Referral. While the Seminary recognizes an obligation to provide counseling services for students who are maturing as ministers of the Gospel, these services must of necessity be short-term. Referral to outside professional counselors should be made when more intensive or longer-term therapy is required.
- 5.6 **Student Grievance Policies.** Fair and prompt resolution of legitimate student grievances is a vital part of the Seminary's professional and ethical commitment to its students. These policies are published in the Student Handbook and each faculty member is required to cooperate in any aspect of their implementation that may flow from his or her relationships with students.
- 5.7 **Sexual Harassment Policies.** All faculty members are expected to maintain a high standard of Christian sexual ethics in all contacts with students, staff, and colleagues. The Seminary has adopted and published a policy statement defining and prohibiting sexual offenses and sexual harassment with regard to students, staff, and colleagues. All faculty members are required to be familiar with that statement and be governed by its provisions. Faculty members should also be alert to potential dangers and abuses that imperil the Seminary community or any of its members and adopt a pro-active stance to prevent victimization. Violations of policy by any member of the faculty will be subject to discipline up to and including dismissal from the Seminary.
- 5.8 **Non-Discriminatory Language.** All AGTS students, employees, and faculty members are urged to use non-discriminatory language in both verbal and written communication at the Seminary. This commitment to equality and community is rooted in the Biblical revelation of God's will to form one united people, including men and women from every nation, people, tongue, and tribe (Rev. 7:7-9). It recognizes that no particular group constitutes the norm among God's people (Gal. 3:28). It also responds to the Biblical injunction that we consider the interests of others above our own (Phil. 2:4).
- 5.8.1 Writers and speakers are free to translate the Bible directly or quote any published translation that is generally accepted among Biblical scholars. Students, however, should use a particular translation if it has been prescribed by a professor for his or her class. When referring to God as Father or to the person of Jesus Christ, the masculine pronoun is required.
- 5.8.2 While AGTS does not endorse the following websites, they provide more information on non-discriminatory language:

- 5.8.2.1 General Principles: http://www.randomhouse.com/words/language/avoid_guide.html
- 5.8.2.2 Gender: <http://owl.english.purdue.edu/workshops/hypertext/apa/gender.html>
- 5.8.2.3 Racial and Ethnic Identity: <http://www.apastyle.org/race.html>.
- 5.8.2.4 Disabilities: <http://www.apastyle.org/disabilities.html>.
- 5.8.2.5 Age Discrimination. Writers should be careful not to make any negative statement about members of any particular age group or generation. Avoid making pejorative statements about younger people today as compared with previous generations. Also, avoid referring to older people in ways that suggest that they are diminished in abilities unless describing a particular pathology. More specific guidelines can be found in the APA Publication Manual, including the following excerpt:
- “Be specific in providing age ranges; avoid open-ended definitions such as “under 18” or “over 65,” *boy* and *girl* are correct terms for referring to people of high school age and younger. *Young man* and *young woman* and *male adolescent* and *female adolescent* may be used as appropriate for persons 18 and older, or of college age and older, use *men* and *women*. *Elderly* is not acceptable as a noun and is considered pejorative by some as an adjective. *Older persons* is preferred. Age groups may also be described with adjectives. Gerontologists may prefer to use combination terms for older age groups. Examples include *young-old*, *old-old*, *very old*, and *oldest old*, which should be used only as adjectives. *Dementia* is preferred to *senility*; *senile dementia of the Alzheimer’s type* is an accepted term (2001, p. 69).
- 5.8.3. Syllabi. Faculty members should include a statement on inclusive language and a reference to this policy in all syllabi.
- 5.9. **Non-Discrimination Policies.** The Seminary employs, advances, admits, and treats in its employment and educational programs all persons without regard to their race, color, national or ethnic origin, sex, age, handicap, or status as a veteran. Faculty members are required to facilitate this non-discrimination policy in every aspect of their life and work at the Seminary.
- 5.10. **Services for Students with Disabilities.**

- 5.10.1. General Information for Instructors. The Assemblies of God Theological Seminary is committed to equal educational opportunities for disabled students and recognizes that reasonable accommodations or modifications may be necessary to ensure access to campus courses, services, activities, and facilities. The Office of Student Services is the office designated by the Seminary to review disability documentation, determine reasonable accommodations, and develop plans for the provision of such accommodations, in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Student Services staff is available to assist you in implementing any mandated accommodations. If you have any questions regarding disability and access please contact us.
- 5.10.2. Disability Documentation. All students who receive reasonable accommodations from Student Services have provided extensive documentation of a disability. This documentation is evaluated and discussed with the student to determine reasonable accommodations that may be necessary for the student to fully benefit from the higher education experience. In determining reasonable accommodation for each class, the relationship between the disability and the specific course requirements is evaluated.
- 5.10.3. Academic Accommodation. Student Services and the student will jointly develop a formal Academic Accommodation Plan that will formally outline the accommodations to be provided during a given semester. Students with disabilities are expected to meet the same academic standards and expectations as their peers without disabilities. Accommodations are designed to maintain the essential components of the course and not dilute curriculum, while allowing the student to participate and benefit fully from the learning process. Examples of accommodation that may be available to the student include:
- i. Accessible curriculum and Website design
 - ii. Sign Language interpreting
 - iii. Braille, large print and electronic text production
 - iv. Accessible transportation for field trips
 - v. Library accommodations
 - vi. Assistive technology
 - vii. Exam modifications

5.10.4. Letter of Notification. Student Services will write Accommodation Notification Letters for those students in need of special services, outlining the specific accommodations. Students are required to deliver and discuss Accommodation letters with faculty before accommodations will be implemented. Instructors are not obligated to provide accommodations until such time they are notified by official hand delivered letters to do so. When the student presents this letter, faculty is encouraged to speak with him or her directly about individual academic needs. Also, accommodations are not retroactive. In other words, faculty are not obligated to accommodate prior exams, assignments, or any course related activity before an Accommodation letter is delivered and discussed. Please note that the accommodations approved by Student Services and outlined on the student's Accommodation Plan are required services. If you have concerns regarding these mandated accommodations, you are encouraged to contact our office to discuss changes or implementation strategies.

5.10.5. Recommended Syllabus Statement. To ensure that students with disabilities know about the availability of services, faculty is encouraged to add a statement to their course syllabi. The Seminary recommends the following language:

Students with Disabilities:

If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Office of Student Services. Contact Student Services, 1435 N. Glenstone Ave, Springfield, MO, 65802, (417) 286-1081 or email: studentservices@agts.edu. Students are required to provide documentation of disability to Student Services prior to receiving accommodations.

5.10.6. General Guidelines for Designing Accessible Classes. The following suggestions are appropriate instructional strategies for all students and many are typically utilized in your classes. These strategies are especially effective in assuring access for students with disabilities:

- Provide students with a detailed course syllabus that clearly addresses expectations at the beginning of the semester.
- Announce reading assignments well in advance; students may need time to receive their reading materials in alternative formats or to complete reading assignments.
- Speak directly to students, using gestures and natural expressions to enhance understanding.

- 5.11. **Security and Safety.** Faculty members are expected to be alert to security and safety issues for themselves and all other members of the Seminary community. Security services for the building and parking lots are provided during business hours by the Business Office staff who immediately should be notified in an emergency. Security guards are on duty after hours in the evenings and on Saturdays. However, security guards do not have arrest powers and the Seminary fully cooperates with the Springfield Police Department. Any criminal activity during normal business hours should be immediately reported to the Business Office. In a grave emergency or if danger is imminent, call 911 to reach the Springfield Police Department or ambulance services.
- 5.11.1. After-Hours Security Services. Faculty members, staff or others who feel at risk can be accompanied by security personnel to their vehicle. Contact the security guard at the information desk for assistance.
- 5.11.2. Crime Reports and Reporting. Any on-campus criminal activity should be reported to the office of the Director of Spiritual Formation. This office maintains crime records and issues reports annually as required by federal law.
- 5.12. **Safety Rules and Procedures.** Faculty members are required to be familiar with all safety rules and procedures to insure the safety of students under their direction in the classrooms and other activities of the Seminary.
- 5.12.1. Fire. The fire alarm is sounded automatically for approximately one minute on any first alert signal. During office hours, instructions over the public address system will follow the alarm. The building is to be immediately cleared of all personnel regardless of the activity at the time. Personnel and students should use the closest exit and cross the parking lots outside the building to wait for the all-clear signal.
- 5.12.2 Tornado. Tornado warnings during office hours are announced over the public address system. All personnel and students are immediately to go to the lower level of the Library, avoiding the Great Hall which has large expanses of glass. Emergency personnel stationed in the Library will provide directions to the basement. Please remember that during the tornado season, regular tests of the area sirens are made on Wednesday mornings at 10:00 a.m. in clear weather to educate the public.
- 5.12.3. Other Emergencies. Other emergency situations as gas line breaks or high steam pressure leaks may also require clearing the building. The same procedure as for fire alarms is to be used.
- 5.12.4. Elevator. The elevator should never be used during an alarm. Should the elevator become stalled between floors during normal operations, there is an emergency telephone with numbers and procedures posted.

- 5.13. **Medical Emergencies.** In the event of a medical emergency in the classroom or Seminary facility, nearby faculty members are expected to provide and/or coordinate immediate assistance. Nurses or other medical professionals are often among the student body and will frequently be in the classroom or nearby. The local emergency number is 911 and should be utilized if there is a need for an emergency medical team. EMTs should be directed to the main Seminary entrance and someone dispatched to guide the team upon arrival. As soon as possible, a student or other nearby person should be directed to notify the Business Office and other administrative personnel, and enlist their services to assist with the emergency.
- 5.14. **Inclement Weather.** Seminary classes are rarely cancelled due to inclement weather. However, both faculty members and students are encouraged to use good judgment in the event of truly hazardous traffic conditions and avoid risk to either life or property. In the event that Seminary-wide class cancellations become necessary, such notice is initiated by the President or the Academic Dean and coordinated with local broadcast outlets by the Springfield Broadcast Council to avoid spurious reports. Please note that the Seminary will be listed under school closings as *Assemblies of God Theological Seminary* and not *Assemblies of God Christian Schools*. While faculty members may contact the Academic Dean if uncertain, sufficient notice will be broadcast over local television and radio outlets. The major television and radio stations in Springfield will be notified that the Assemblies of God Theological Seminary has cancelled classes. Before calling the seminary, listen for such announcements. In the event of inclement weather, faculty, students may call the weather hotline to find out if classes have been cancelled or delayed: 417-269-1051. If no notice is broadcast, classes will be in session. Students should be advised to first listen to local television and radio stations rather than clogging the switchboard or unnecessarily telephoning faculty members and administrators at home.

6. BUSINESS AFFAIRS

- 6.1. **Director of Business.** The basic responsibility for administration of all business and physical plant operations of the Seminary is assigned to the Director of Business.
- 6.2. **Payroll.** The Seminary pays all faculty contract salaries by payroll check or by automatic deposit on a bi-weekly basis. Pay for extra stipends will be included in the payroll check as earned and approved by the Academic Dean. The Seminary utilizes the payroll services of a contractor; however, all interface and local administration is provided by the Seminary Business Office under the oversight of the Director of Business.
- 6.3. **Information on Taxes and Fringe Benefits.** The Director of Business is available to assist with questions regarding tax withholding, insurance, retirement, and so forth.
- 6.4. **Cashier.** Cashier services are provided for faculty members in the Business Office during posted office hours.
- 6.5. **Travel Advances and Reports.** Travel advances for professional conferences must be requested and approved through the office of the Academic Dean on forms provided for that purpose. Advances for extension teaching assignments will be similarly requested through the Extension Office. All travel expenses must be reported within 10 days of trip completion on a travel expense report form available from the Business Office. All reports must be approved by the appropriate administrator(s).

7. FACULTY APPOINTMENT AND CONTINUANCE

This section of the Faculty Handbook is intended to clarify the contractual relationship between the Seminary and the faculty both individually and collectively.

- 7.1. **Composition of Faculty.** The composition of the faculty is determined by Article V of the Seminary Bylaws to include those teaching persons, full- or part-time, regularly employed by the Board of Directors. The faculty also includes the President, the Academic Dean, the Librarian, and any other members of the administrative team who may be assigned regular faculty standing by the Board of Directors.
 - 7.1.1. Adjunct and Visiting Faculty. The Seminary employs part-time faculty members both at its resident campus and on its branch campuses for specific course assignments. Adjunct and visiting faculty members are expected to meet the same standards for hiring as the Resident Faculty.
 - 7.1.2. Prominent guest professors invited for modular courses will be proposed by the Academic Dean or the Continuing Education Committee, and after consultation with department chairs, will be approved by the Academic Affairs Committee. Professors who do not hold ministerial credentials with the Assemblies of God or have not taught previously or are not professors at an A/G school must first be approved by the Board of Directors.
- 7.2. **Faculty Rank.** The Seminary employs standard academic nomenclature and establishes minimal qualifications for full-time faculty members as follows:
 - 7.2.1. Instructor. M.A. degree or equivalent; little or no undergraduate or graduate teaching experience.
 - 7.2.2. Assistant Professor. Not less than 30 hours of graduate education beyond the masters degree and two consecutive years of full-time teaching experience at the Seminary or other recognized undergraduate or graduate institutions.
 - 7.2.3. Associate Professor. The doctoral degree will normally be required for this rank; however, in exceptional cases, consideration may be given to persons who have completed all resident courses and comprehensive examinations and have been admitted to doctoral degree candidacy. A minimum of three consecutive years of full-time teaching experience at the Seminary or other recognized undergraduate or graduate institutions is required.
 - 7.2.4. Professor. The doctoral degree is required. Five years of full-time teaching in the Seminary is normally required except in cases of distinguished appointment so designated by the Board of Directors where equivalent and distinguished service is determined in other ministry or academic settings.

- 7.2.5. Distinguished Professor. This is an honorary status conferred on active professors by the Board of Directors to recognize distinguished service to the Seminary and the Kingdom of God. Criteria for selection are described earlier in this Handbook in Section 3.5.2.
- 7.2.6. Professor Emeritus. This is an honorary, non-contractual status conferred by official action of the Board of Directors to recognize distinguished service to the Seminary and the Kingdom of God. Criteria and process are as defined in this Handbook in Section 3.5.3.
- 7.2.7. Determination of Rank at Initial Appointment. Meeting of any or all of the above criteria does not guarantee initial appointment at any specific rank. Rank will be negotiated and designated at the time of initial appointment by the Board of Directors as recommended by the President.
- 7.3. **Promotion.** Promotion at the Seminary is not automatic. It requires meeting the criteria of 7.4 and follows a process of application and review as defined below and is determined by the Board of Directors upon recommendation by the President.
- 7.3.1. Application. Faculty eligible for promotion are personally responsible to make application by means of a personal letter of request to the Academic Dean not later than January 2 of the year in which promotion is desired. Adequate time is thus available for peer and administrative review and Board of Directors action before the awarding of new contracts normally effective on or about September 1 of each year.
- 7.3.2. Review Process. The Academic Dean will review the request with the applicant as needed to insure that all criteria have been met and that acceptable levels of performance are being achieved. After review by and approval of the President, the Academic Dean will initiate the following steps in the review process:
- 7.3.2.1. Departmental Review and Recommendation. The Academic Dean will request a departmental review and recommendation as to the merits of the promotion. In the event of non-recommendation, the applicant may appeal for a review as to fitness and equity by a joint meeting of the Department Chair, the Academic Dean, and the President who are empowered to make their own recommendation to the Faculty.
- 7.3.2.2. Faculty Recommendation. The Academic Dean may then present the recommendation to the faculty in session for an official vote of recommendation to the Board of Administration and the Board of Directors. A two-thirds majority vote is required.
- 7.3.2.3. Administrative Recommendation. After review by the Academic Dean and the President, the recommendation of the faculty will be presented to the

Board of Administration for review and recommendation to the Board of Directors.

7.3.2.4. Board of Directors. Final review and promotion are the prerogative of the Board of Directors.

7.3.2.5. Appeal. Administrative denial of application at any stage must be explained in writing with suggestions for remedial action and a process of reapplication. Faculty votes are by secret ballot and require no explanation. In the case of denial of application at any level, however, the applicant may appeal the decision to the next higher level. If denial is voted by the Board of Directors, the applicant shall have the right to make a personal presentation and appeal to the next official meeting of the Board, the decision of which shall be final.

7.3.2.6. Effective Date. Promotions will become effective in terms of both nomenclature and contract stipends with the beginning of the new contract and academic year. Interim promotions will not normally be made and should not be anticipated.

7.4. Criteria for Faculty Promotion and Tenure. The following criteria shall be prerequisite for faculty promotion and tenure at the Seminary:

7.4.1. Criteria for Professor

7.4.1.1. Teaching

7.4.1.1.1. Teach the assigned courses, developing the syllabi and course materials and fostering the communication of relevant and applicable materials to the student.

7.4.1.1.2. Make use of current technology and varied means for communication in the classroom setting.

7.4.1.1.3. Be open and responsive to the continual improvement of teaching performance.

7.4.1.1.4. Set and respond to annual goals for performance as a growing professional.

7.4.1.1.5. Maintain active involvement in student advising/mentoring.

7.4.1.2. Research and Publication

- 7.4.1.2.1. Annual publication of scholarly work, such as an article, or articles, in professional journals, books, book chapters, and editing major works. (In that the publication of a book-length manuscript would extend over a longer period of time, the writing and publishing of a scholarly book will be viewed as meeting this expectation for three years; the writing and publishing of a popular book will be viewed as meeting this expectation for two years. Two or more articles or book chapters will fulfill the annual research and publication expectation).
- 7.4.1.2.2. Annual publication in denominational and/or other church related publications and magazines (e.g. *Enrichment*, *Christianity Today*, *Leadership*, etc.). --OR--
- 7.4.1.2.3. Continuing research projects in field of expertise, such as those leading to additional professional certifications and/or the production of creative projects on the professional level.
- 7.4.1.3. Professional Activity
- 7.4.1.3.1. Annual attendance of, and participation in, the academic professional meetings in one's discipline.
- 7.4.1.3.2. Biennial presentation of scholarly papers at academic professional meetings.
- 7.4.1.3.3. Annual participation in professional-ministry conferences and seminars to maintain contact with the Church and her ministries.
- 7.4.1.3.4. Participation in continuing education for the improvement of skills is strongly encouraged.
- 7.4.1.3.5. Teaching in overseas contexts, lectureships, conferences, and/or District events as they become available are viewed as very desirable.
- 7.4.1.3.6. Activities that highlight for the community and the larger Church the work of AGTS are expected, as they are available to the professor.
- 7.4.1.4. Seminary Life
- 7.4.1.4.1. Active involvement in the assigned Committee work of the Seminary.

- 7.4.1.4.2. Participation in student activities.
- 7.4.1.4.3. Regular attendance in the daily chapel services of the Seminary.
- 7.4.1.4.4. Participation in the Seminary's recruiting efforts, especially, but not limited to, those that take place in the Seminary building.
- 7.4.1.5. Community Service
 - 7.4.1.5.1. Involvement in organizations promoting the improvement of life in the local community is seen as viable aspect of the witness of the AGTS Faculty.
- 7.4.1.6. Ministry Involvement
 - 7.4.1.6.1. Membership and participation in a local church in the community in which the Seminary is located.
 - 7.4.1.6.2. Participation in para-church agencies as they contribute to the advancement of the Kingdom of God.
 - 7.4.1.6.3. Availability for service to the Denomination through committee involvement.
- 7.4.2. Criteria for Associate Professor
 - 7.4.2.1. Teaching
 - 7.4.2.1.1. Teach the assigned courses, developing the syllabi and course materials and fostering the communication of relevant and applicable materials to the student.
 - 7.4.2.1.2. Make use of current technology and varied means for communication in the classroom setting.
 - 7.4.2.1.3. Be open and responsive to the continual improvement of teaching performance.
 - 7.4.2.1.4. Set and respond to annual goals for performance as a growing professional.
 - 7.4.2.1.5. Maintain active involvement in student advising/mentoring.
 - 7.4.2.2. Research and Publication

- 7.4.2.2.1. Annual publication of scholarly work, such as an article in professional journals, books, book chapters, and editing major works. (In that the publication of a book-length manuscript would extend over a longer period of time, the writing and publishing of a scholarly book will be viewed as meeting this expectation for three years; the writing and publishing of a popular book will be viewed as meeting this expectation for two years). – OR --
- 7.4.2.2.2. Annual publication in denominational and/or other church related publications and magazines (e.g. *Enrichment*, *Christianity Today*, *Leadership*, etc.). – AND --
- 7.4.2.2.3 Continuing research projects in field of expertise, such as those leading to additional professional certifications and/or the production of creative projects on the professional level.
- 7.4.2.3. Professional Activity
- 7.4.2.3.1. Annual attendance of, and participation in, the academic professional meetings in one's discipline.
- 7.4.2.3.2. Biennial presentation of scholarly papers at academic professional meetings.
- 7.4.2.3.3. Annual participation in professional-ministry conferences and seminars to maintain contact with the Church and her ministries.
- 7.4.2.3.4. Participation in continuing education for the improvement of skills is strongly encouraged.
- 7.4.2.3.5. Teaching in overseas contexts, lectureships, conferences, and/or District events as they become available are viewed as very desirable.
- 7.4.2.3.6. Activities that highlight for the community and the larger Church the work of AGTS are expected, as they are available to the professor.
- 7.4.2.4. Seminary Life
- 7.4.2.4.1. Active involvement in the assigned Committee work of the Seminary.
- 7.4.2.4.2. Participation in student activities.

- 7.4.2.4.3. Regular attendance in the daily chapel services of the Seminary.
- 7.4.2.4.4. Participation in the Seminary's recruiting efforts, especially, but not limited to, those that take place in the Seminary building.
- 7.4.2.5. Community Service
 - 7.4.2.5.1. Involvement in organizations promoting the improvement of life in the local community is seen as viable aspect of the witness of the AGTS Faculty.
- 7.4.2.6. Ministry Involvement
 - 7.4.2.6.1. Membership and participation in a local church in the community in which the Seminary is located.
 - 7.4.2.6.2. Participation in para-church agencies as they contribute to the advancement of the Kingdom of God.
 - 7.4.2.6.3. Availability for service to the Denomination through committee involvement.
- 7.4.3. Criteria for Assistant Professor
 - 7.4.3.1. Teaching
 - 7.4.3.1.1. Teach the assigned courses, developing the syllabi and course materials and fostering the communication of relevant and applicable materials to the student.
 - 7.4.3.1.2. Make use of current technology and varied means for communication in the classroom setting.
 - 7.4.3.1.3. Be open and responsive to the continual improvement of teaching performance.
 - 7.4.3.1.4. Set and respond to annual goals for performance as a growing professional.
 - 7.4.3.1.5. Maintain active involvement in student advising/mentoring.
 - 7.4.3.2. Research and Publication
 - 7.4.3.2.1. Biennial publication of scholarly work, such as an article in professional journals, books, book chapters, and editing major

works. (In that the publication of a book-length manuscript would extend over a longer period of time, the writing and publishing of a scholarly book will be viewed as meeting this expectation for three years; the writing and publishing of a popular book will be viewed as meeting this expectation for two years). – OR --

7.4.3.2.2. Biennial publication in denominational and/or other church related publications and magazines (e.g. *Enrichment*, *Christianity Today*, *Leadership*, etc.). –AND --

7.4.3.2.3. Continuing research projects in field of expertise, such as those leading to additional professional certifications and/or the production of creative projects on the professional level.

7.4.3.3. Professional Activity

7.4.3.3.1. Annual attendance of, and participation in, the academic professional meetings in one's discipline.

7.4.3.3.2. Presentation of scholarly papers at academic professional meetings is encouraged.

7.4.3.3.3. Annual participation in professional-ministry conferences and seminars to maintain contact with the Church and her ministries.

7.4.3.3.4. Participation in continuing education for the improvement of skills is strongly encouraged.

7.4.3.3.5. Teaching in overseas contexts, lectureships, conferences, and/or District events as they become available are viewed as very desirable.

7.4.3.3.6. Activities that highlight for the community and the larger Church the work of AGTS are expected, as they are available to the professor.

7.4.3.4. Seminary Life

7.4.3.4.1. Active involvement in the assigned Committee work of the Seminary.

7.4.3.4.2. Participation in student activities.

7.4.3.4.3. Regular attendance in the daily chapel services of the Seminary.

- 7.4.3.4.4. Participation in the Seminary’s recruiting efforts, especially, but not limited to, those that take place in the Seminary building.
- 7.4.3.5. Community Service
 - 7.4.3.5.1. Involvement in organizations promoting the improvement of life in the local community is seen as viable aspect of the witness of the AGTS Faculty.
- 7.4.3.6. Ministry Involvement
 - 7.4.3.6.1. Membership and participation in a local church in the community in which the Seminary is located.
 - 7.4.3.6.2. Participation in para-church agencies as they contribute to the advancement of the Kingdom of God.
 - 7.4.3.6.3. Availability for service to the Denomination through committee involvement.
- 7.4.4. Criteria for Instructor
 - 7.4.4.1. Teaching
 - 7.4.4.1.1. Teach the assigned courses, developing the syllabi and course materials and fostering the communication of relevant and applicable materials to the student.
 - 7.4.4.1.2. Make use of current technology and varied means for communication in the classroom setting.
 - 7.4.4.1.3. Be open and responsive to the continual improvement of teaching performance.
 - 7.4.4.1.4. Set and respond to annual goals for performance as a growing professional.
 - 7.4.4.1.5. Maintain active involvement in student advising/mentoring.
 - 7.4.4.2. Research and Publication
 - 7.4.4.2.1. Publication of scholarly work, such as an article in professional journals, books, book chapters, and editing major works is encouraged.

- 7.4.4.2.2. Publication in denominational and/or other church related publications and magazines (e.g. *Enrichment*, *Christianity Today*, *Leadership*, etc.) is encouraged.
- 7.4.4.2.3. Continuing research projects in field of expertise, such as those leading to additional professional certifications and/or the production of creative projects on the professional level is encouraged.
- 7.4.4.3. Professional Activity
- 7.4.4.3.1. Annual attendance of, and participation in, the academic professional meetings in one's discipline.
- 7.4.4.3.2. Presentation of scholarly papers at academic professional meetings is encouraged.
- 7.4.4.3.3. Annual participation in professional-ministry conferences and seminars to maintain contact with the Church and her ministries.
- 7.4.4.3.4. Participation in continuing education for the improvement of skills is strongly encouraged.
- 7.4.4.3.5. Teaching in overseas contexts, lectureships, conferences, and/or District events as they become available are viewed as very desirable.
- 7.4.4.3.6. Activities that highlight for the community and the larger Church the work of AGTS are expected, as they are available to the professor.
- 7.4.4.4. Seminary Life
- 7.4.4.4.1. Active involvement in the assigned committee work of the Seminary.
- 7.4.4.4.2. Participation in student activities.
- 7.4.4.4.3. Regular attendance in the daily chapel services of the Seminary.
- 7.4.4.4.4. Participation in the Seminary's recruiting efforts, especially, but not limited to, those that take place in the Seminary building.
- 7.4.4.5. Community Service

7.4.4.5.1. Involvement in organizations promoting the improvement of life in the local community is seen as viable aspect of the witness of the AGTS Faculty.

7.4.4.6. Ministry Involvement

7.4.4.6.1. Membership and participation in a local church in the community in which the Seminary is located.

7.4.4.6.2. Participation in para-church agencies as they contribute to the advancement of the Kingdom of God.

7.4.4.6.3. Availability for service to the Denomination through committee involvement.

7.5. **Current Vitae and Documentation.** Official transcripts must be presented to the Academic Dean for all degrees published in Seminary venues and claimed for salary purposes. A current vitae must be presented at the time of appointment and updated from time to time thereafter at the request of the Academic Dean. The Academic Dean will maintain current files on all active full-time faculty members.

7.6. **Faculty Contracts.**

7.6.1. Date of Issuance. Faculty contracts for appointed faculty members for the coming academic year will normally be issued no later than April 1, or immediately following the spring meeting of the Board of Directors.

7.6.2. Non-Renewal. All contracts are offered only for the period of time specified therein. No promise is made or implied for employment beyond the contract period except as may be specifically stated in the tenure policy or in other written agreements made by the President on the basis of established policy published in the Faculty Handbook.

7.6.2.1. Notification. In the event of non-renewal of contract for full-time tenure track or non-tenure track faculty members who have not otherwise been notified in writing, notice of non-renewal shall be given no later than January 31 of the year in which the existing contract terminates.

7.6.3. Length of Contract. The full-time teaching contract obligates the faculty member for two semesters, normally fall and spring, of approximately 15 weeks each, including days required for orientation and registration, final examinations, and appending time required for compilation and submission of final grades. The contract runs between the first day of the faculty retreat in the fall to the last day of the Spring Term.

- 7.6.3.1. Semester Breaks. Semester break weeks will normally be discretionary time for the faculty member, but the Administration reserves the right to mandate participation in or attendance at official Seminary activities during that time.
- 7.6.3.2. Semester Holidays. No classes should be conducted by faculty members on official all-Seminary holidays during the semester and no duties are to be assigned which require student or faculty participation on official holidays.
- 7.6.3.3. Conflicting Obligations. Conflicting obligations may not be assumed during the contract period without advance permission from the Seminary administration.
- 7.6.4. Teaching Loads. The standard contract for resident teaching faculty members normally requires 18 credits of teaching spread over the fall, spring, and summer terms. Other assignments in lieu of or in addition to teaching, such as practicum supervision, counseling, supervising doctoral projects and dissertations, and/or other administrative functions, may be negotiated at administrative initiative. The Academic Dean will be authorized to provide relief or overload pay for faculty members with excessive contact hours.
- 7.6.5. Teaching Schedule. Full-time resident faculty members are required to be available for any class period utilized by the Seminary during their semesters of contractual service. The class schedule begins at 8:00 a.m. and includes evening classes. Weekend and other scheduled venues may also be utilized. Faculty members should not anticipate schedules planned for personal convenience. While every effort is made to achieve fairness and equity, schedules are set for maximum effectiveness in serving students. Preferential treatment will not be assumed on the basis of gender or longevity.
- 7.6.6. Faculty Salaries. All faculty salaries shall be set on an objective and impartial basis from the faculty salary schedule as it is adjusted from time to time. The faculty salary schedule may be requested from the office of the President.
- 7.6.7. Extra Stipends. Extra stipends will be paid for teaching classes designated as overload, directed research, and independent studies. Policies will be set in this handbook and other seminary documents. Stipends will be as determined by the faculty salary schedule.
- 7.7. **Faculty Selection.** The faculty appointment process at the Seminary shall be as follows:
- 7.7.1. Qualifications. Basic qualifications for faculty shall be as determined in the Constitution (Article V.2 and V.3) and Bylaws (Article V.1 and V.2) of the Seminary (see Appendix A) and as stated herein:
- 7.7.1.1. Be a "born-again" Christian.

- 7.7.1.2. Be filled with the Holy Spirit as defined in the Statement of Fundamental Truths of the General Council of the Assemblies of God.
- 7.7.1.3. Demonstrate evidence of a consistent, Spirit-filled life.
- 7.7.1.4. Be a member of an Assemblies of God church.
- 7.7.1.5. Hold ministerial credentials with the Assemblies of God.
- 7.7.1.6. Be committed to the mission, goals, and objectives of the Seminary as stated in its written documents and mandated by the General Council of the Assemblies of God and its supporting churches.
- 7.7.1.7. Annually sign a statement of belief in and commitment to, without mental reservations, the Statement of Fundamental Truths of the General Council of the Assemblies of God.
- 7.7.1.8. Posses the requisite academic training and experience for the appointment sought.
- 7.7.1.9. Show evidence of competence to teach in the field of anticipated appointment.
- 7.7.2. Files and Background. The Academic Dean will constantly maintain, in cooperation with the President and according to teaching discipline, a file of potential faculty candidates. The Academic Dean will also be expected to maintain contacts within the denomination, its schools, other institutions, and learned societies to identify potential candidates who might not otherwise apply to the Seminary.
- 7.7.3. Position Descriptions. When vacancies occur or when expansion dictates, the Academic Dean will consult with the affected department chairperson to identify the skills, education, and experience desired. A description of the position with its qualifications shall be submitted to the President for approval.
- 7.7.4. Search. Upon approval of the President, a search may begin on the basis of the position description. The following avenues may be utilized:
 - 7.7.4.1. Referral services of the Alliance for Assemblies of God Higher Education.
 - 7.7.4.2. Advertising services of the Alliance for Assemblies of God Higher Education.
 - 7.7.4.3. Circulation of the position description by mail to appropriate entities.

- 7.7.4.4. Consultation with sister educational institutions of the Assemblies of God.
- 7.7.4.5. Consultation with kindred non-Assemblies of God colleges and scholarly societies.
- 7.7.4.6. Others as deemed appropriate.
- 7.7.5. Interview Process. The Academic Dean, in consultation with the President and appropriate department chairperson, will be responsible for a thorough background check to insure that each candidate possesses the requisite personal and professional qualities. Permission may then be requested from the President to invite the candidate to campus for interviews which shall be arranged with the President, the Academic Dean, the department chairperson, members of the department, and the full faculty as available at the time. The candidate should be asked to teach in one or more classes and preach in chapel, if possible, with observation by Faculty. Each candidate shall be specifically questioned as to his or her fitness as specified in the qualifications stated herein and as to the specific doctrinal formulations of the Statement of Fundamental Truths.
- 7.7.6. Recommendation and Appointment. Upon completion of the interviews, the Academic Dean shall seek a recommendation from the department in which the position is located. If the department cannot recommend, the search should proceed to other candidates. If there is a recommendation to appoint, the Academic Dean will forward the recommendation to the President for his review. The President may then, at his discretion, present the candidate to the entire Faculty for their consent and to the Board of Directors for appointment.
- 7.8. **Tenure Policy.** Tenure is a status granted by the Board of Directors to outstanding full-time faculty members who effectively implement the mission of the Seminary. It is intended to provide a measure of security for the professor and continuity for the Seminary. Tenure provides for the awarding of regular annual contracts as long as the financial condition of the Seminary permits. However, tenure is not to be understood to provide security in cases of prolonged ill health, incompetence, insubordination, moral turpitude, nor for departure from the beliefs and practices articulated in the Constitution and Bylaws of the Assemblies of God.
- 7.8.1. Limits of Tenure. To secure the interests of both the Seminary and its tenured Faculty, no more than 70 percent of the full-time faculty may be tenured at any time. In the event that changing enrollments or attrition patterns should contribute to a high percentage of tenured Faculty, the granting of tenure will be suspended until the proper balance is restored.
- 7.8.2. Institutional and Professional Criteria for Tenure. The granting of tenure presupposes the following criteria:

- 7.8.2.1. Completion of not less than five years of outstanding full-time teaching and/or administrative service to the Seminary. At the discretion of the President, exceptions to this requirement may be presented for approval in the case of outstanding candidates who have held tenured status at sister institutions or present equivalent criteria of distinction.
- 7.8.2.2. Meeting the criteria for 7.4 and attainment to the rank of Associate Professor or Professor.
- 7.8.2.3. Recommendation by a two-thirds majority vote of the Faculty Committee in session.
- 7.8.2.4. Evaluation and recommendation of the Board of Administration.
- 7.8.2.5. A 70 percent limit of tenured faculty members.
- 7.8.2.6. Sufficient enrollment and funding for the tenure candidate's department.
- 7.8.2.7. Prior identification in writing of the tenure applicant's position as a tenure-track position.
- 7.8.3. Application Process. The granting of tenure is not automatic. It presupposes the following process:
 - 7.8.3.1. Application. When all criteria are met, the applicant shall present a request for tenure to the Academic Dean no later than January 1 of the academic year before eligibility occurs, or by January 1 of any academic year thereafter. The Academic Dean will be responsible to process the application promptly for the spring meeting of the Board of Directors.
 - 7.8.3.2. Review. The Academic Dean shall determine that all criteria are met and, in consultation with the President, shall provide for an administrative review and faculty vote.
 - 7.8.3.3. Recommendation. The results of the administrative review and the Faculty Committee action shall be presented to the Board of Administration for action. A positive recommendation shall be submitted to the Board of Directors by the President. A negative recommendation shall be promptly communicated in writing to the applicant who shall have the right to appeal to the President, and finally, to the Board of Directors.
 - 7.8.3.4. Administrators. Administrators granted tenure while in administrative service must meet all criteria of regular teaching Faculty. The process of review and the determination of longevity shall be as determined by the Board of Directors.

- 7.8.3.5. Board of Directors. Final decisions on tenure status will be made by two-thirds majority vote of the Board of Directors upon positive recommendation of the Board of Administration and Faculty.
- 7.8.4. Termination of Tenured Faculty. In order to protect the Seminary, tenured faculty may be terminated under the following circumstances:
- 7.8.4.1. Physical or mental incapacity.
- 7.8.4.2. Incompetence and/or professional deterioration.
- 7.8.4.3. Moral turpitude.
- 7.8.4.4. Insubordination.
- 7.8.4.5. Departure from the teachings and practices of the General Council of the Assemblies of God as articulated in the Constitution and Bylaws (See Appendix A).
- 7.8.4.6. Divorce and/or remarriage under circumstances other than those exceptions defined in the General Council Bylaws.
- 7.8.4.7. Retrenchment required by financial hardship within either a department or degree program or the Seminary at large.
- 7.8.5. Notification of Termination. In the event of termination of tenured Faculty, the reasons shall be placed in writing and the faculty member shall have the right of appeal to the President and, finally, to the Board of Directors.
- 7.9. **Termination.** The Seminary strives to be a fair and beneficent Christian employer. However, under certain circumstances, termination of employment must occur to insure its ability to fulfill its mission. Those circumstances are as follows:
- 7.9.1. Non-Reappointment. Non-reappointment occurs at the expiration of the current contract of a faculty member without tenure and without written notice of reappointment due to lapse of appointment, inadequate performance, or a change in the financial and instructional circumstances of the Seminary. Written notice of non-reappointment shall be given no later than the last day of January before the expiration of contract.
- 7.9.2. Resignation. Resignation may be initiated by a faculty member provided notice is given by the last day of February before the expiration of his or her current contract. Resignation from the faculty during the term of annual contract must be negotiated;

it shall be recognized that the best interest of the Seminary must prevail in such negotiations.

- 7.9.3. Lay-Off. Financial exigency and/or decreases in enrollment of the Seminary or any of its academic departments or degree programs may require lay-off of tenured or non-tenured faculty members. In keeping with the tenure policy, such lay-off shall be demonstrably necessary in the event of tenured personnel.
- 7.9.4. Dismissal for Cause. Dismissal for cause of tenured or non-tenured faculty may occur for any of the following reasons:
 - 7.9.4.1. Incompetence.
 - 7.9.4.2. Insubordination.
 - 7.9.4.3. Moral turpitude.
 - 7.9.4.4. Departure from the teachings and practices of the Assemblies of God as articulated in the Constitution and Bylaws (See Appendix A).
 - 7.9.4.5. Divorce and/or remarriage under circumstances other than those exceptions defined in the General Council Bylaws.
 - 7.9.4.6. Physical or mental incapacity.
 - 7.9.4.7. Professional deterioration.
 - 7.9.4.8. False academic credentials. Any faculty member, whether tenured or non-tenured who is found to have claimed a false academic degree on job application materials or annual submissions of revised *curriculum vitae* shall be subject to immediate dismissal. A false academic degree shall be defined as a degree which was left unfinished but claimed as complete, a degree not obtained by actual study in an institution, or a degree determined to have been granted by an institution which does not have legal authority to grant degrees.
- 7.9.5. Notice of Dismissal for Cause. Dismissal for cause may be effected immediately in cases of moral turpitude.
- 7.10. **Faculty Trial and Appeal Procedure.** In the event of disciplinary action sufficient to lead to dismissal against any member of the Faculty, the following procedures shall apply:
 - 7.10.1. Inquiry Stage.

- 7.10.1.1. All faculty members under contract shall be considered innocent of any charge or charges that might result in administrative censure or dismissal, unless a hearing establishes otherwise.
- 7.10.1.2. Any charge or charges made against a faculty member must be submitted in written form to the President or Academic Dean of the Seminary. The following procedure will then be followed:
 - 7.10.1.2.1. The Academic Dean shall personally deliver, in writing, the nature of the accusation to the person charged.
 - 7.10.1.2.2. The Academic Dean shall then listen to the defense of the accused.
 - 7.10.1.2.3. The Academic Dean may request the accused to submit a defense in writing.
 - 7.10.1.2.4. If the Academic Dean, in consultation with the President, determines the charges to be unfounded, the accused shall be informed in writing.
 - 7.10.1.2.5. If the Academic Dean and the President are unable to reach a conclusion, the Academic Dean shall inform the accused and request of the President a preliminary hearing for further investigation. If the case appears to have major consequences, as in the case of gross moral turpitude, the accused may be suspended from all classes and public duties and barred from his or her office pending resolution of the issue.
- 7.10.1.3. If the accused admits guilt, the Board of Administration will recommend appropriate action to the Board of Directors.
- 7.10.2. Preliminary Hearing Stage.
 - 7.10.2.1. The President shall call for a preliminary hearing within two weeks of the original accusation.
 - 7.10.2.2. The date, time, and place of the preliminary hearing shall be determined by the President and the accused.
 - 7.10.2.3. The President shall direct the proceedings of the preliminary hearing.
 - 7.10.2.4. The President and the Academic Dean shall seek to resolve the matter informally with the accused and a faculty member of the accused's choice.

- 7.10.2.5. If the accused is cleared of the charges, the Academic Dean shall immediately write a letter of exoneration of the basis of the information available. The case may be reopened in the event of new evidence.
- 7.10.2.6. If the accused is not cleared, the President and the Academic Dean in consultation with the accused shall set the date, time, and place for a formal hearing. An early date is to be sought.
- 7.10.3. Formal Hearing Stage.
 - 7.10.3.1. The moderator shall:
 - 7.10.3.1.1. Be the President, the Academic Dean, or a qualified faculty member agreeable to both the Academic Dean and the accused.
 - 7.10.3.1.2. Direct the proceedings in a fair and impartial manner.
 - 7.10.3.1.3. Make a faithful record of the proceedings, preferably by tape recording.
 - 7.10.3.1.4. Declare the decision of the jury to the accused and the Administration.
 - 7.10.3.2. The defendant or representative shall:
 - 7.10.3.2.1. Act as own defender (or may select another person of the Seminary or another Assemblies of God minister to act as defender).
 - 7.10.3.2.2. Have the power to call witnesses and to present evidence.
 - 7.10.3.2.3. Have the right to face the accusers.
 - 7.10.3.2.4. Make a summation of the case to the jury.
 - 7.10.3.3. The Jury.
 - 7.10.3.3.1. The jury shall consist of:
 - 7.10.3.3.1.1. Available members of the Board of Administration who have voting privileges other than the Academic Dean and the President.
 - 7.10.3.3.1.2. Two faculty members approved by the accused and the President.

- 7.10.3.3.1.3. Changes in the composition of the jury may be made by the moderator in the event of the unavailability of the indicated personnel.
- 7.10.3.3.2. The jury shall hear the evidence presented.
- 7.10.3.3.3. Before casting a vote of guilty, a member of the jury must be convinced beyond all reasonable doubt of the guilt of the accused.
- 7.10.3.3.4. The jury's verdict shall be determined by a majority vote.
- 7.10.3.3.5. The findings of the jury shall be placed in the personnel records of the accused. The accused shall also receive a copy of the same within three days of the announcement of the findings of the jury.
- 7.10.3.4. The Procedure.
 - 7.10.3.4.1. The moderator shall read the charges.
 - 7.10.3.4.2. Witnesses for the prosecution shall be called.
 - 7.10.3.4.2.1. The moderator shall interrogate the witnesses.
 - 7.10.3.4.2.2. Court members may interrogate further if they desire.
 - 7.10.3.4.2.3. The accused or his or her representative may cross-examine the witnesses.
 - 7.10.3.4.3. Witnesses for the defense shall be called. The order of interrogation shall be that outlined above.
 - 7.10.3.4.4. Both the moderator and the accused or his or her representative shall make a summation.
 - 7.10.3.4.5. All will be dismissed from the courtroom with the exception of the jury.
 - 7.10.3.4.6. The jury will decide, by majority vote, on the guilt or innocence of the accused.
- 7.10.4. Disposition Stage.
 - 7.10.4.1. The jury shall give its verdict in writing to the Administration.

- 7.10.4.2. In the event the jury renders a verdict of guilty, the Administration will then determine the degree of the discipline.
- 7.10.4.3. In the event the jury renders a verdict of not guilty, the jury shall determine the nature and extent of a public statement to be made by the Administration.
- 7.10.5. Reviewing Stage.
 - 7.10.5.1. The Board of Administration shall submit a record of the proceedings to the Seminary's Board of Directors, which is to be regarded as the final court of appeals as well as the reviewing authority.
 - 7.10.5.2. The decision of the Board of Directors shall be made on the basis of the findings of the jury.
 - 7.10.5.3. If the Board of Directors becomes aware of additional evidence having bearing on the case, it shall refer such evidence to the Board of Administration for scheduling of a retrial.
- 7.10.6. Right of Appeal.
 - 7.10.6.1. The accused shall have the right of appeal to the Board of Directors, the final decision of whom shall be final.
- 7.11 **Faculty Wall of Honor.** Professors may be honored with a portrait, to be hung on the Faculty Wall of Honor. The criteria for selection are:
 - 7.11.1. Honorees must have served full time on the resident faculty.
 - 7.11.2. Any faculty member who has been named to the rank of emeritus or distinguished professor may be honored.
 - 7.11.3. Select non-emeritus faculty members deemed to have had significant impact upon the AGTS teaching/learning community may also be honored.
 - 7.11.4. Approval must be processed through the appropriate administrative committees, i.e. AAC, Faculty, BOA, and BOD.

8. LEAVES AND FRINGE BENEFITS

The Seminary, as a responsible Christian employer and consistent with its financial resources, attempts to provide the finest possible benefit program for its Faculty. These benefits currently are as follows:

- 8.1. **Leaves.** The following leaves are provided for faculty members under the circumstances outlined:
 - 8.1.1. Vacations and Holidays. The contract of employment does not provide for specific vacation days or holidays during its term other than for regular all-Seminary holidays. All regular holidays and break periods during the term of the contract may be considered holiday and vacation periods provided that no official Seminary functions requiring faculty presence are scheduled on those dates. While relatively few official events will be scheduled during holiday and break periods, the faculty may be expected to be present for official functions when that does occur. It is expected that any extended personal vacations for faculty members will fall outside the official contract term.
 - 8.1.2. Sick Leave and Personal Leave. Regular class attendance is expected of all faculty members. However, the Seminary provides 10 days of sick leave and personal leave annually for full-time faculty members. This leave is provided in the event of unavoidable illness and urgent personal needs. Leave will be pro-rated over the length of the contract period and may not be taken until actually earned. Sick leave may be accumulated indefinitely to provide income during periods of extended illness and each faculty member is urged to utilize this benefit with care since the Seminary cannot assume responsibility for extended illness beyond accumulated leave. However, under no circumstance will cash benefits nor vacation or retirement benefits be extended in lieu of accumulated leave. Application for sick leave will be made to the office of the Academic Dean which will be responsible for maintaining accurate sick leave records. In disputed cases, the faculty member may be required to furnish proof of illness in the form of appropriate doctor's statements.
 - 8.1.3. Maternity Leave. Maternity leave will be considered as sick leave. If additional time is needed beyond accumulated sick leave, it will be considered under the leave of absence policy.
 - 8.1.4. Military Leave. Regular full and part-time employees involved in military service of the United States will be granted an unpaid leave of absence when called to duty. Military leave will not affect length of service (seniority). Employees should give their immediate supervisor as much advance written notice as possible when going on military leave. If you are a member of an active Armed Forces Reserve of National Guard training unit and must serve a tour of active military duty, you will be granted a leave of absence. Active reservists will be given a pay differential for

up to 2 weeks of military service if the amount received for this service is less than the amount of wages regularly received from the seminary for the same period of time.

- 8.1.5. Bereavement. Full-time faculty members may be granted up to five consecutive work days (as distinct from class days) from office and/or teaching responsibilities without loss of pay in the event of a death in the immediate family. The term "immediate family" includes spouse, parents of the faculty member and spouse, and children. Up to three calendar days without loss of pay may be granted for a sister, brother, mother-in-law, father-in-law, grandparents, grandchildren, or any other close relative who is a member of the household.
- 8.1.6. Jury and Witness Duty. Full-time faculty members, in consultation with the Academic Dean, may be allowed time off with pay for jury or witness duty provided every effort has been made to accommodate the faculty member's teaching and committee schedule and providing that the faculty member returns to campus during normal office hours when not actually on duty with the jury or as a witness.
- 8.1.7. Medical Appointments. Medical appointments shall be scheduled to avoid interference with classes, chapel, committee assignments, and other vital faculty functions. Emergency appointments which create such interference shall be approved by the Academic Dean and may require utilization of sick leave.
- 8.1.8. Leave with Pay. Leave with pay for special assignments or circumstances other than those identified in this handbook are not guaranteed and will only be authorized by special action of the Board of Directors.
- 8.1.9. Leave without Pay. The Seminary is not obligated to provide leave of absence without pay. Where faculty members feel that such leave may be justified they may petition the President through the office of the Academic Dean. Any extended leave must have the approval of the Board of Directors.
- 8.1.10. Unauthorized Absences. Any unauthorized absences from campus during scheduled teaching, office, or other assigned hours shall be subject to reprimand and loss of pay. Severe or repeated offenses will result in dismissal from the Faculty.

8.2. **Fringe Benefits.**

- 8.2.1. Health Insurance. Group health insurance will be provided for full-time members of the faculty and their families with 50% percent of the cost paid by the Seminary. This coverage ends upon retirement or termination of employment. Medical coverage may be continued for 18 months (in some cases 36 months) after termination of employment or to age 65 if early retirement is elected. In such cases the faculty member is responsible for 100 percent of the premiums.

- 8.2.2. Life Insurance. A life insurance policy is provided at no cost for full-time members of the Faculty.
- 8.2.2.1. Minnesota Life Insurance. A term life insurance policy underwritten by Minnesota Life Insurance is provided with the following life benefits:
 - 8.2.2.1.1. Two times their basic annual earnings adjusted to the next higher multiple of \$1,000.
 - 8.2.2.1.2. The maximum life benefit is \$250,000.
- 8.2.3. Long-Term Disability Insurance. The Seminary provides, after one year of service, a long term disability policy. Benefits begin at the end of an elimination period, which consists of 150 days of total disability. Employees will be paid 60 percent of their basic monthly earnings to a maximum of \$1,500 (for specifics on the provision of the coverage, contact the Human Resources Office).
- 8.2.4. Fitness Reimbursement. AGTS will reimburse all regular full-time employees a portion of the annual membership at any fitness center of choice. This reimbursement will be limited only to annual memberships and is not to exceed 75% of the annual membership fee at Cox North Fitness Center. No reimbursement will be made for memberships less than one year.
- 8.2.5. Other Benefits. Participation in a group dental insurance program, a short-term disability insurance program, and a cancer insurance program, is available with the individual faculty member's paying the total cost of the premium.
 - 8.2.5.1. Cancer, Intensive Care, Accident, and Specified Health Event Insurance. AGTS offers 4 different supplemental health insurance plans for cancer, intensive care, accident, and personal recover through American Family Life Assurance Company (AFLAC). All regular full-time employees may enroll within 30 days of their date of hire or during the annual open enrollment period. Coverage begins the first day of the month following enrollment. The employee pays the full cost of these supplemental policies. Upon termination of employment, coverage can continue by paying premiums directly to the insurance company.
 - 8.2.5.2. Flexible Benefit Plan. The Flexible Benefit Plan allows you to pay for certain benefits with pretax dollars. This includes health insurance premiums, out-of-pocket medical expenses and dependent day care expenses. Under this arrangement, the amount of your income, which is subject to federal, state and social security taxes will be less resulting in an increase in take-home pay. The Flex Plan is provided by AGTS at no cost to you and is effective the first day of the month following enrollment. The initial eligibility period for the Flex Plan is 30 days from the date of

hire. If you do not enroll within this time frame, you will not be able to enroll in this plan until the annual open enrollment period between mid-November and mid-December. There are two separate enrollments in the Flex Plan: Pretax Premium Reduction and Flexible Spending Account.

- 8.2.5.2.1. Pretax Premium Reduction. If you enroll in the Pretax Premium Reduction, qualified insurance premiums will be deducted before taxes are figured, lowering your weekly taxable income and reducing taxable earnings.
- 8.2.5.2.2. Flexible Savings Plan. The Flexible Savings Plan gives you the opportunity to set aside pre-tax earnings in a trust account for reimbursement once an expense occurs. This portion of the plan covers costs of out-of-pocket medical-related expenses and dependent care. You will need to estimate these expenses between the effective date and the end of the calendar year. Your total estimate will be divided by the number of pay periods remaining in the current year and an equal portion will be withheld from each paycheck. Estimates should be made conservatively since you will lose any funds not used by the end of the calendar year.
- 8.2.6. Retirement Programs. A retirement program is provided for full-time faculty members through the Minister's Benefit Association (MBA) of the General Council of the Assemblies of God. For eligible participants, the Seminary will contribute an amount equal to six (6) percent of contract salary and the participant will contribute an amount equal to at least four (4) percent of contract salary.
 - 8.2.6.1. The six (6) percent Seminary contribution is contingent upon the four (4) percent employee payroll contribution.
 - 8.2.6.2. Members of the faculty on loan from the Division of Foreign Missions will participate in the retirement programs of the DFM.
 - 8.2.6.3. While the Seminary does not set an official retirement age, the Seminary contribution to a retirement plan is at the option of the Board of Director's after the faculty member's 65th year of age and in no case will continue beyond the 70th year of age.
 - 8.2.6.4. During leaves of absence on part-salary, the AGTS contribution will be made on the standard six percent basis contingent upon the employee's four percent payroll contribution. No Seminary contribution will be made in cases of leave without pay.

- 8.2.6.5. Each member of the faculty is responsible to secure current documentation explaining his or her plan of election from the Human Resources Office and be fully apprised of new developments.
- 8.2.6.8. While it is expected that this plan will continue indefinitely, the Seminary reserves the right to discontinue or modify the plan(s) at any time insofar as its own participation is concerned.
- 8.2.7. SECA Bonus. Since all faculty members are clergy, they will be treated as self-employed persons and will receive a cash bonus 1-2 weeks before the due dates of quarterly estimated tax payments. This bonus will be based on the previous quarter and will be computed by the following formula: $\text{earnings} \times 92.35\% \times 15.3\% \times 50\%$.
- 8.2.8. Worker's Compensation Insurance. Faculty members are covered by worker's compensation insurance. Claims are handled by the Business Office and injuries should be immediately reported to that office.
- 8.2.8.1. If a faculty member is eligible for disability leave, the Seminary will make up the difference between the regular base pay and the amount the faculty member receives from worker's compensation insurance. The Seminary compensation will be converted to hours and charged to the paid sick leave record.
- 8.2.8.2. There is a three-day waiting period before eligibility for worker's compensation. After 14 days the insurance company pays for the first three days necessitating a payroll adjustment which will be managed by the Business Office.
- 8.2.9. Housing Allowance. Faculty members may submit a housing allowance request annually to the Board of Directors on forms supplied by the Business Office. The Board will officially designate allowances each year so that these may be exempted from income taxes. Such allowances should not exceed the amount actually spent and each member of the faculty will be responsible to justify the amounts claimed. Housing allowances must be approved by the Board of Directors prior to the commencement of employment or the beginning of a new tax year. Housing allowances cannot be designated for expenses previous to employment.
- 8.2.10. Moving Expense. A moving expense allowance may be negotiated with the President by a newly appointed faculty member of mature experience if it is necessary to move from another area. Pro-rata reimbursement must be made if the faculty member does not remain in the employment of the Seminary for three years.

8.3. **Supplemental Benefits.**

- 8.3.1. Tuition Waivers. Full-time faculty members, their spouses and children of any age are granted free tuition when taking resident or extension courses at AGTS during the faculty member's actual years of service. Fees are not waived.

9. AUTHORITY TO AMEND

- 9.1. **Faculty Handbook.** This Faculty Handbook is intended to be a reliable guide for the Faculty of the Assemblies of God Theological Seminary. It is intended to enhance efficiency and collegiality and to facilitate the development of a community of learning deeply rooted in both Christian love and justice. The Handbook is based first upon the provisions of the Constitution and Bylaws of the Seminary which may be amended under conditions stated therein (See Appendix A). The first part of the Handbook (Sections 1-6), except for those sections drawn from the Constitution and Bylaws, consists largely of administrative regulations which may be amended from time to time by action of the appropriate administrative authority and with or without notice. The faculty in session may request a review of specific provisions of the Handbook at any time and may also request a comprehensive revision on a three-year cycle. Authority to amend is as stated above. The second part of the Handbook (Sections 7-8) represents a contractual relationship between the Seminary and the faculty established by action of the Board of Directors and may be amended only by action of the Board of Directors with or without notice.

APPENDIX A: CONSTITUTION AND BY-LAWS

Final Adoption by
General Presbytery
August 14, 1973
Amended August 20, 1974
--Bylaws amended 3/30/77
--Bylaws amended 9/22/77
--Bylaws amended 2/9/78
Amended August 5, 1980
Amended August 24, 1984
--Bylaws amended 7/25/88
Amended August 16, 1988
Amended August 15, 1990
Amended August 8-11, 1994
Amended August 9-11, 2010

CONSTITUTION AND BYLAWS OF THE ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

Preamble

The Assemblies of God, embracing Bible-based objectives for the Kingdom of God and its worldwide ministry, which includes ministry to the Lord, ministry to the saints, and ministry to the lost, recognizes the need for advanced biblical and theological training and hereby provides for a graduate school of theology and missions. This action is based on actions of The General Council of the Assemblies of God in Portland, Oregon, 1961, and subsequent actions by the General Presbytery, Executive Presbytery, and the Board of Education of the Assemblies of God.

ARTICLE I—NAME

The name of this institution shall be Assemblies of God Theological Seminary.

ARTICLE II—LOCATION

The location of the corporation shall be in Greene County, Missouri, and in or near the City of Springfield.

ARTICLE III—MISSION STATEMENT

The purpose of Assemblies of God Theological Seminary is to equip servant leaders with knowledge, skill, and passion to revitalize the church and evangelize the world in the power of the Spirit. As a graduate-level educational institution within the Evangelical and Pentecostal tradition, the Seminary affirms the Bible as God's written Word, the inspired, infallible, and authoritative rule for faith and conduct. Affiliated with the General Council of the Assemblies of God, the Seminary's doctrinal commitment is found in the Statement of Fundamental Truths.

In order to accomplish its purpose, the Seminary as a center for instruction and spiritual formation seeks to achieve the following objectives:

1. To lead every student into a growing knowledge of God based upon the redemptive work of Christ and the baptizing power of the Holy Spirit.
2. To perpetuate the distinctive Pentecostal proclamation of the supernatural power of the Holy Spirit to restore the people of God to the New Testament model of vitality and witness.
3. To create an environment in which men and women, who have been called and gifted for Christian service, may be nurtured as servant-leaders of sterling Christian character.
4. To seek excellence in all of its programs, believing that a rigorous quest for truth, effectiveness, and relevance should characterize theological reflection and professional training.
5. To provide training in the professional skills necessary for the practice of ministry in a changing world, focusing on the preparation of pastors, missionaries, evangelists, military and institutional chaplains, teachers, counselors, and others.
6. To foster an evangelistic and missionary emphasis with a global and multicultural perspective in order to equip men and women to proclaim the Gospel of Jesus Christ at home and abroad.
7. To encourage constructive engagement with society guided by the prophetic and redemptive words and deeds of Jesus Christ.
8. To serve as a scholarly resource for the Assemblies of God, Pentecostal-charismatic communities worldwide, and the larger body of Christ.
9. To utilize technology and distance-education methodologies in the extension of its educational mission to Christian leaders unable to attend a resident campus.

ARTICLE IV—NATURE

Section 1 - Ownership

The Assemblies of God Theological Seminary, a nonprofit organization, is and shall be at all times controlled by The General Council of the Assemblies of God. The execution of policy and administration may be delegated, but The General Council of the Assemblies of God shall have control over all phases of the institution.

Section 2

The General Council of the Assemblies of God has charged its Board of Directors to be guardian of this institution, to see that it promotes forever the ideals and purposes for which it was founded, and to take whatever steps are necessary to insure purity of doctrine and excellence of scholarship.

Section 3

Although all officers, all members of the administration, faculty, and staff shall be directly responsible to their superiors for the proper execution of their duties, they shall be responsible ultimately to The General Council of the Assemblies of God.

ARTICLE V—PRINCIPLES

Section 1

The Assemblies of God Theological Seminary is forever bound to give Christ the preeminence in all things and is bound to the Statement of Fundamental Truths and to the policies and standards as set forth in the Constitution and Bylaws of The General Council of the Assemblies of God.

Section 2

Each officer and member of the faculty shall subscribe to the said Statement of Fundamental Truths and must demonstrate in teaching and living that this Statement is believed implicitly and without mental reservation. Failure to do this automatically disqualifies one from holding any office or position in the Assemblies of God Theological Seminary.

Section 3

All members of the administration and faculty shall be born again, Spirit-filled Christians within the framework of understanding of these experiences as being part of the Statement of Fundamental Truths of The General Council of the Assemblies of God. They shall also be members of an Assemblies of God church or hold ministerial credentials with the Assemblies of God.

ARTICLE VI—PREROGATIVES AND PROSCRIPTIONS

Section 1

The Assemblies of God Theological Seminary shall be incorporated under the laws of the State of Missouri and shall have as its prerogatives the granting of such degrees as are allowable by law and the providing of such preparatory courses as it may elect to offer.

Section 2

Any change from this institution conducting its business at the graduate level and/or the issuing of any degrees not normally associated with the graduate level of theology and missions shall be subject to review by The Alliance for Assemblies of God Higher Education.

ARTICLE VII—BOARD OF DIRECTORS

Section 1

There shall be a Board of Directors consisting of at least fifteen (15) but not more than twenty-four (24) members all of whom shall be Spirit-filled members of the Assemblies of God. Two-thirds of the Board's membership shall consist of ordained ministers. At least three (3) of the ordained ministers shall be Executive Presbyters, one of whom shall be the General Superintendent of The General Council of the Assemblies of God. The President of the Assemblies of God Theological Seminary and the President of The Alliance for Assemblies of God Higher Education shall be included in the membership of the Board.

Section 2

The members of the Board of Directors shall be nominated by the Executive Presbytery of The General Council of the Assemblies of God and elected by the General Presbytery for a term of three years. Additional nominations may be made by the General Presbytery. They shall continue in office from December 1, following election, until their successors shall be elected and shall have qualified for office. Terms of office shall be so arranged that approximately one-third of the membership shall be elected each year. No elected Board member shall succeed himself after five consecutive three-year terms.

Section 3

The Board of Directors shall also serve as a Board of Trustees.

Section 4

The officers of the Board of Directors shall be a chairperson, vice-chairperson, secretary, and such other officers as may be needed. The chairperson, vice-chairperson, and secretary of the Board of Directors shall constitute the president, vice-president, and secretary, respectively, of the corporation.

Section 5

The Board of Directors shall implement the provisions of this constitution. All of its actions shall be subject to review by the General Presbytery of the Assemblies of God.

Section 6

The Board of Directors shall elect a president and other administrative officers, faculty, and other personnel as may be necessary, all in accordance with provisions contained in the bylaws. The Executive Presbytery shall be consulted and affirm the acceptability of all candidates being considered for the position of president.

ARTICLE VIII—OFFICERS

Section 1

The corporate officers of the Assemblies of God Theological Seminary shall be as follows: the chairperson of the Board of Directors shall serve as president, the vice-chairperson of the Board of Directors shall serve as vice-president, and the secretary of the Board of Directors shall serve as secretary.

Section 2

The principal administrative officers of the Assemblies of God Theological Seminary shall be a president and such other administrative officers as the Board of Directors may determine.

ARTICLE IX—BOARD OF ADMINISTRATION

There shall be an internal Board of Administration whose number shall vary as need demands. The president of the seminary, the academic dean of the seminary, and such others as may be appointed by the Board of Directors shall constitute the internal Board of Administration. The Board of Administration shall at all times and in all respects be subordinate to the Board of Directors.

ARTICLE X—PROPERTY

Section 1 - Title of Property

Subject to, and consistent with the provisions of Article VII of the Articles of Agreement, all property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the corporate name of the Assemblies of God Theological Seminary.

Section 2 - Authorization for Purchase of Real Property

Authorization for purchase of real property shall be given by a two-thirds majority vote of the quorum, present and voting, at a regular or special called meeting of the Board of Directors.

Section 3 - Authorization to Sell and Encumber

The sale, lease, mortgage or alienation of the real property of the Assemblies of God Theological Seminary shall be authorized by a two-thirds majority vote of a quorum, present and voting, at a regular or special called meeting of the Board of Directors.

Section 4 - Certification

The chairperson and secretary of the Board of Directors shall certify in such purchases, conveyance, lease, or mortgage, that the same has been duly authorized by the vote of the Board of Directors. The chairperson of the Board of Directors, and the secretary shall sign all papers and documents required in carrying out the will of the Board of Directors in such transactions.

ARTICLE XI—RELATIONSHIPS

Section 1

The Assemblies of God Theological Seminary is organically part of the Assemblies of God, which founded the institution and which is its chief supporting constituency. Relationships with persons or agencies, that is, social, governmental, and political, with aims compatible with those of the church and the seminary are acceptable.

Section 2

Auxiliary organizations, including an alumni association, any special councils of the institution, and any other organizations which may be formed outside the faculty, staff, or students, shall function under constitutions and bylaws which have been approved by the Board of Directors. Any revision of said instruments shall not become effective until they are duly ratified by the board.

ARTICLE XII—AMENDMENTS

Amendments to this constitution may be made at any duly called meeting of the Board of Directors providing that written notice of the proposed amendment(s) has been given to the board. Amendment shall be by a two-thirds vote of the Board of Directors by secret ballot and shall be subject to ratification by the General Presbytery of the Assemblies of God.

BYLAWS

ARTICLE I—BOARD OF DIRECTORS

Section 1 - Officers of the Board of Directors

The Board of Directors shall elect annually from their number a chairperson, a vice-chairperson, and a secretary, each of whom shall hold office for 1 year or until a successor is elected and qualified. The terms of these officers shall be December 1 through November 30.

Section 2 - Duties of the Board of Directors (Board of Trustees)

- A. The Board of Directors of the Assemblies of God Theological Seminary shall elect the president of the institution.
- B. The Board of Directors shall also elect the academic dean, and any other administrative officers upon the recommendation of the president of the institution.
- C. The Board of Directors shall select the faculty upon the recommendation of the president.
- D. It shall be the duty of the Board of Directors to make provision for the financial needs of the institution, adopt its budget, and secure its revenue. It shall be responsible for its endowments, investments, funds, and property. The board shall establish the requirements for admission and graduation, and authorize degrees and awards. It shall establish the salary scale for the administrative officers and faculty.
- E. The Board of Directors shall have the general oversight of the property, business, and concerns of the Assemblies of God Theological Seminary. It shall designate a device for the corporate seal, shall have the power to elect and remove at its discretion all agents and employees of the institution, prescribe their duties, and fix their compensation, and may require from any office, agent, or employee such bond as it sees fit.
- F. The Board of Directors may make rules for its government, change the same, and generally do any and every lawful act which it may be deemed proper to implement the objectives of the Assemblies of God Theological Seminary. It shall keep records of its proceedings and books of accounts showing the financial condition of the institution. It shall authorize an annual audit of the financial records by a certified public accountant.

Section 3 - Duties of the Officers of the Board of Directors

- A. The chairperson shall preside at all meetings of the board and perform such other duties as may be required by the board.

- B. In case of the absence or disability of the chairperson, a vice-chairperson shall perform these duties.
- C. In case of the absence or disability of both the chairperson and the vice-chairperson, a chairperson pro tem may be elected at any meeting.
- D. The secretary shall give notice of all meetings to the members and keep a record of all proceedings. The secretary shall be custodian of the corporate seal and any and all legal documents of the Assemblies of God Theological Seminary.
- E. In case of the absence or disability of the secretary, a secretary pro tem shall be chosen by the Board of Directors who shall perform all the duties of the secretary.

Section 4 - Meetings of the Board of Directors

- A. The Board of Directors shall meet at least two times a year at dates determined by the Board of Directors themselves. Meetings of the Board of Directors may also be called whenever one-third or more of its members deem it expedient providing such request is filed with the secretary stating the purpose of such meeting.
- B. Additional meetings of the Board of Directors may be called at any time by the chairperson.
- C. Written notice shall be given each member of the Board of Directors by the secretary not less than 21 days prior to the time of each annual or special meeting of the Board of Directors.
- D. Emergency meetings of the Board of Directors may be called at any time without complying with the provision for advance notice by the chairperson at the request of the president and/or the resident members of the Board of Directors. The purpose of the meeting shall be given to all members of the board prior to the meeting.
- E. All meetings, whether regular or special, may be adjourned from time to time at the discretion of the members present for the purpose of considering and acting upon unfinished business; but no business shall be transacted at any adjourned meeting which would not have been in order at the meeting as originally called, unless due notice of such business proposed to come before such adjourned meeting is given in the same manner as above prescribed for notices of regular and special meetings.
- F. At all meetings of the members of the Board of Directors, each person shall be entitled to one vote.
- G. A simple majority of the total membership of the Board of Directors shall be required to constitute a quorum. If less than a quorum, as so provided, is in attendance at any regularly called meeting, they may set said meeting for a different time and place if desired.

Section 5 - Committees and Agents

- A. The Board of Directors shall provide from its number an Executive Committee consisting of the corporate officers of the board, one other member selected from the board, and the president of the seminary. The Executive Committee shall act for the Board of Directors between meetings in all routine matters such as approval of qualified faculty candidates, hearing of reports on the status of the Assemblies of God Theological Seminary and other matters not otherwise provided for and care for such other duties as may be assigned to them by the entire Board of Directors.
- B. The Board of Directors may appoint any other committees it deems necessary.
- C. The Board of Directors shall have power to employ, at its discretion, one or more financial agents, who shall solicit money for the various funds and needs or perform such other duties as the directors may determine.

ARTICLE II—OFFICERS OF THE ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

Section 1 - Members

The principal administrative officers shall be a president, an academic dean, together with such other officers as may be appointed in the future.

Section 2 - The President

- A. The president shall be directly responsible to the Board of Directors for spiritual, academic, and fiscal administration. This person shall be chief custodian of all properties and shall be charged with the supervision of the faculty and safeguard of academic standards. The president shall give particular care to the advancement and fostering of the spiritual purposes of the institution.
- B. The president shall be an ordained minister of the Assemblies of God.
- C. The president shall serve as chairperson of the internal Board of Administration and of the faculty and shall be an ex officio member, with voting privileges, of all committees of the Assemblies of God Theological Seminary.
- D. The president of the Assemblies of God Theological Seminary shall be elected by the Board of Directors.
- E. The signature of the president shall be necessary on all diplomas and degrees issued by the Assemblies of God Theological Seminary.

- F. The president shall be authorized to execute on behalf of the Board of Directors such instruments generally connected with this office, with the express understanding that none of the restrictions and obligations contained in the president's contract or in this Constitution and Bylaws referring to the president's financial or other responsibilities to the Board of Directors shall be altered by this provision.
- G. The president shall have immediate oversight of the activities of the academic dean, and all other administrative officers of the institution.
- H. The president shall make recommendations to the Board of Directors for the securing of the best possible faculty and academic officers for the seminary.
- I. The president shall have oversight of the chapel services of the seminary.

Section 3 - The Academic Dean

- A. Shall be administratively responsible to the president.
- B. Shall have immediate oversight of the activities of the director of admissions and records, the librarian, and any other academic officers which may be appointed by the Board of Directors.
- C. Shall be a member of the internal Board of Administration.
- D. In consultation with the president, shall be responsible for providing academic leadership through planning, organizing, interpreting, and measuring results.
- E. Shall be responsible to assist in the formulation of academic policies and standards which shall be established for the institution.
- F. Shall serve as chairman of the Academic Affairs Committee.
- G. Shall be responsible, in cooperation with the president, for the assignments of instructors; and shall arrange the schedules for classes and room assignments.
- H. Shall be an ex officio member with voting privileges of all internal academic committees.
- I. Shall have oversight of the resident and non-resident academic programs of the Assemblies of God Theological Seminary.
- J. Shall recommend to the president budgetary needs in the academic departments of the school and shall supervise that part of the budget.

Section 4 - Other Officers

As necessities arise and the Board of Directors deems it desirable, other officers may be added.

ARTICLE III—BOARD OF ADMINISTRATION

Section 1 - Members

There shall be an internal Board of Administration whose number shall vary as need demands. The president of the institution, the academic dean, and such others as may be appointed by the Board of Directors shall constitute the internal Board of Administration.

Section 2 - Duties of the Board of Administration

The principal function of the internal Board of Administration shall be to execute the orders of the Board of Directors, to maintain coordination and liaison between academic and business affairs, and to promote general well-being of the Assemblies of God Theological Seminary. It shall refer to the Board of Directors all matters of policy which have not been specifically assigned otherwise, particularly those policies which relate to the Board of Administration or to its members. It shall be responsible to maintain the spiritual quality and tone of the institution and a proper balance with the academic interests. It shall review the objectives, the internal management, and care of the physical plant. It shall recommend requirements for admission and graduation and set any necessary standards for conduct of students.

ARTICLE IV—NEGOTIABLE INSTRUMENTS AND CONTRACTS

All bills, notes, checks, and other negotiable instruments and contracts of the Assemblies of God Theological Seminary shall be made in the name of the institution and shall be signed by such authorized persons as are designated by the Board of Directors. No officer or agent of this institution either singularly or with others shall have power to make any bill, note, check or other negotiable instrument or contract, in the name of the school or to bind the institution thereby, except as prescribed and provided in these bylaws. All moneys or funds of the institution, or under its charge, deposited in any bank or place of deposit, shall be deposited to the credit of the institution in its corporate name and with suitable description to designate the fund or account in each case.

ARTICLE V—FACULTY

Section 1 - Membership

- A. Membership of the faculty shall include those teaching persons, full- or part-time, who have been regularly employed by the Board of Directors. It shall also include the president, the academic dean, the director of admissions and records, the librarian, and

any other members of the administrative staff who shall be assigned regular faculty standing by the Board of Directors.

- B. The duties and prerogatives of the members of the faculty are set forth in an official faculty manual prepared by the internal Board of Administration and subject to the approval of the Board of Directors.
- C. Lecturers shall be provided by the president from time to time with the approval of the Executive Committee of the Board of Directors to lecture on the fields of their competency. They shall not be retained for full semester courses of study unless they meet the necessary qualifications required of the faculty.

Section 2

Members of the faculty shall be required to sign annually a statement of belief affirming, without mental reservation, their faith in the Statement of Fundamental Truths as stated in the Constitution and Bylaws of The General Council of the Assemblies of God. This may be done on forms provided or in contract form if said statement is contained therein.

ARTICLE VI—AMENDMENTS

These bylaws may be amended at any annual or special meeting of the Board of Directors by a two-thirds majority vote of all members, provided that such amendment shall not be contrary to the constitution or to the Articles of Agreement. All amendments to the Assemblies of God Theological Seminary's constitution and bylaws must be reviewed by the Executive Presbytery.

APPENDIX B: SYLLABUS GUIDELINES

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY Course Number and Title

Instructor's Name, Degree

Semester/Year

COURSE SYLLABUS

COURSE DESCRIPTION

(This should read the same as the description appearing in the catalog. If a non-catalog elective course, please provide a 2 or 3 sentence description of the course content.)

OBJECTIVES

(What should the students expect to achieve or accomplish based upon the successful completion of the course materials? Include as many of the learning domains as are pertinent to the course materials.)

TEXTBOOKS

(In keeping with the standards of graduate level work the number of pages required for pre-session reading should be 400-600 for a 2-credit course and 600-800 for a 3-credit course. Post-session reading should increase the total pages read to 1000 for a 2-credit course and 1500 for a 3-credit course.)

BASIC OUTLINE

(A draft outline of what you intend to cover in the allotted classroom sessions.)

METHODOLOGY

(What learning methodologies do you plan to incorporate into the course?)

COURSE REQUIREMENTS

(This information should include, but not be limited to, the following: due dates, class attendance policy, and other general information.)

NON-DISCRIMINATORY LANGUAGE

Students should use non-discriminatory language in all written and spoken communication in this class. For specific guidelines, see the *Student Handbook* at: http://www.agts.edu/community/student_handbook/2010studenthandbook.pdf

GRADING PROCEDURE

(You are requested to make a statement regarding the manner in which late work, if accepted, will be penalized.)

Students should retain a copy of all work submitted, until they have received a grade for this work.

SELECTED BIBLIOGRAPHY

(Key resources that provide a proper foundation for further study.)

SPECIFIC DATA

Prepared by (instructor's name), date.

(Approximate length: 5 pages)