

EVANGEL UNIVERSITY

# Faculty & Administration Handbook

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Consolidated University Revised 3/21/13



*This handbook consists of thirteen sections approved by the Evangel University Board of Trustees.*

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## **SECTION 1: Introductory Information**

### **1.1 Purpose of the *Faculty and Administration Handbook***

- 1.1.1 The *Faculty and Administration Handbook* provides essential information concerning the philosophy, objectives, and organization of Evangel University along with the responsibilities of faculty members and administrators and the procedures that govern them. Faculty members are expected to utilize this handbook as a resource for understanding and complying with the policies and expectations for their performance. Schools and departments within the University may provide additional policies and processes that are important to a faculty member's success and contribution to the mission of the University.
- 1.1.2 This *Handbook* is not the only material that is important to faculty members. Additional policies and guidelines are provided by schools, departments, and support areas to assist adjunct, graduate, professional studies, and online course faculty.
- 1.1.3 Evangel University reserves the right to amend or modify the provisions of this *Faculty and Administration Handbook* from time to time, as determined by the Provost to be in the best interests of the University after considering recommendations of the University Faculty Affairs Committee. Faculty members and administrators shall be informed by public announcement of any such changes, including the dates that changes become effective.

### **1.2 Diversity and Non-Discrimination Policy**

- 1.2.1 We believe that the body of believers in Christ should be multi-ethnic, multi-cultural, and multi-national. Therefore, true to our Pentecostal heritage, Evangel University will strive to create a community of students, faculty, and staff who are united in their devotion to Jesus Christ, their obedience to His Word, and in their willingness to serve others with a respect and appreciation for diversity in experiences, culture, language, and ethnicity.
- 1.2.2 Evangel University does not discriminate on the basis of race, sex, color, national origin, age, or handicap in its education programs, admissions, activities, or employment practices. However, the University reserves its right as a private religious institution to exercise preference on the basis of religion in all of its employment and admission practices.

### **1.3 Doctrinal Statement**

Evangel University is committed to the teachings of Scripture as outlined in the "The General Council of the Assemblies of God Statement of Fundamental Truths"; all members of the faculty and administration are required to indicate their affirmation of these truths. For the full text of the Statement, see the following Web site: [http://agchurches.org/Sitefiles/Default/RSS/AG.org%20TOP/Beliefs/SFT\\_2011.pdf](http://agchurches.org/Sitefiles/Default/RSS/AG.org%20TOP/Beliefs/SFT_2011.pdf).

### **1.4 Mission**

Evangel University is a comprehensive Christian University committed to excellence in educating and equipping students to become Spirit-empowered servants of God to impact the church and society globally.

## SECTION 2: Academic Structure and Governance

### 2.1 Ownership and Governance Boards

Executive and General Presbyteries of the Assemblies of God: Evangel University is owned and controlled by the General Council of the Assemblies of God. The General Council, acting through the Executive and General Presbyteries, shall have ultimate authority for all phases of the institution. It delegates to the Board of Trustees final authority and responsibility for execution of policy and administration to fulfill the mission and purpose of the University.

Board of Trustees: All corporate activity of Evangel University is conducted under the final authority of the Board of Trustees. The Board of Trustees elects the President, Vice Presidents, and faculty; authorizes and establishes the academic program; ensures sound planning and financial management; and provides general oversight of the property, business, and concerns of the University. The Board of Trustees delegates to the President the responsibility to see that the University operates effectively within the policies it establishes.

### 2.2 Executive Leadership

- 2.2.1 President: The President is the chief executive officer of the corporation, responsible to the Board of Trustees, and is charged with developing and establishing basic policies and objectives and directing the integrated management of all functions towards the accomplishment of the established goals and objectives, including spiritual, academic, and fiscal administration. The President is ex officio a member of the faculty, all administrative and faculty committees, and the Board of Trustees of the University. It is also the President's function to represent the University to the Christian and academic communities and to the public as a whole.
- 2.2.2 Provost: The Provost is a vice president of the university and is the chief academic officer of the institution. He/she coordinates academic affairs for the institution and oversees the instructional schools and departments, faculty development, and diversity leadership. The Provost may be assisted by one or more Associate Provosts, who serve in a staff relationship to the Provost, and who may exercise administrative responsibilities as specifically assigned by the Provost.
- 2.2.3 Vice President for Student Development: The Vice President for Student Development is responsible for the co-curricular, spiritual development, and residence life programs on campus.
- 2.2.4 Vice President for Enrollment Management: The Vice President for Enrollment Management oversees programs related to the recruitment and retention of students. Major functions incorporated in this division include undergraduate admissions, graduate admissions, financial aid, and student retention.
- 2.2.5 Vice President for University Advancement: The Vice President for University Advancement is responsible for the activities and programs undertaken by the University to develop an understanding of and support for its mission from its constituencies, and to achieve its goals to secure such resources as alumni, friends, and funds. This position also oversees University's corporate identity through the services of public and media relations and publications.
- 2.2.6 Vice President for Business and Financial Affairs: The Vice President of Business & Financial Affairs is responsible for the financial and resource management for the institution achieved through financial management and reporting, financial planning and operations, facility management, campus safety, human resources, and the University legal counsel. This position also manages the infrastructure of the campus as well as much of the internal services extended to students, employees, and guests of the University.

2.2.7 President of the Assemblies of God Theological Seminary: The AGTS President is a vice president of the University and represents the Seminary and the School of Theology and Church Ministries to constituents and functions as the lead development officer for the Seminary and School. He or she participates in selecting the dean and the associate dean for undergraduate studies for the School.

### **2.3 Academic Organization-Shared Governance Structure**

2.3.1 Representation. The size of the Evangel University faculty makes full group involvement in academic matters and legislation cumbersome, if not at times impossible. As a result, faculty members exercise their prerogatives and responsibilities for shared governance through representation on the President's Leadership Team, regular faculty meetings, department faculty meetings within schools, and smaller groups designated as academic councils and committees that officially represent the entire faculty and act on its behalf. The members of the governing academic councils and committees, which include both appointed and elected persons, are in a position to interact more effectively with the administration and the Board of Trustees because of their representative positions. It is expected that the elected representatives act, not only as delegated for other faculty members, but also seek to know and reflect the varied viewpoints of the faculty. Likewise, advisory committees should carry out their functions in ways that represent the faculty interests as a whole. The description, function, and relationships of these councils and committees to the entire faculty organization and administration are described in the following sections.

2.3.2 Four-Authority structure. The consolidated Evangel University Bylaws set forth a four-authority structure of Ultimate, Final, Delegated, and Functional Authority.

2.3.2.1 Ultimate Authority: The General Council of the Assemblies of God will be the ultimate authority. Evangel University shall be at all times controlled by The General Council of The Assemblies of God. However, the execution of policy and administration is delegated to the Board of Trustees, the President, and the faculty, but The General Council, acting through the Executive and General Presbyteries, shall have control over all phases of the Institution.

Ultimate authority is manifest through four levels, beginning with the Executive Leadership Team, composed of members elected by The General Council body, including the General Superintendent, Assistant General Superintendent, General Secretary, General Treasure and Executive Directors of the Assemblies of God World and United States missions.

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

2.3.2.2 Final Authority: The Board of Trustees of Evangel University will be the final authority. The initial Board of Trustees shall consist of all members of the Board of Directors from the Assemblies of God Theological Seminary, Central Bible College, and Evangel University, serving at the time when consolidation takes place. As set forth in the Bylaws provision is made for transition of board members of respective institutions to transition into a permanent Board of Trustees.

2.3.2.3 Delegated Authority: Delegated authority shall be vested in the President. Candidates for the position of President shall be approved by the Executive Presbytery, after which the President will be elected by a two-thirds vote of the Trustees present at a regularly constituted meeting. The President shall serve as Chairman of the President's Executive Leadership Team as provided for by the Board of Trustees. The President shall be regarded as an ex officio member of all committees and Boards of the University except the Audit Committee, and shall represent all employees of the University in meetings of the Board of Trustees and its committees. The President shall have power, on behalf of the Board of Trustees, to perform all acts and execute



all documents to make effective the actions of the Board. Delegated duties and responsibilities of the President are:

- 2.3.2.3.1 Direct and manage all functions of the University towards the established goals and objectives
- 2.3.2.3.2 Lead spiritual, academic and fiscal administration
- 2.3.2.3.3 Serve as chief custodian of all properties
- 2.3.2.3.4 Supervise the faculty and safeguard the academic standards
- 2.3.2.3.5 Give particular care to the advancement and fostering of the spiritual purpose of the University

2.3.2.4 Functional Authority: Functional authority shall be vested in the Faculty. Faculty appointments shall be made under the authority of the Board of Trustees in accordance with procedures authorized by the Board and as described in the *Faculty and Administration Handbook*. Functional authority of Faculty, subject to general University policy and regulations and to the powers vested in the President and in the Board, will include:

- 2.3.2.4.1 Approving lecturers invited by the President
- 2.3.2.4.2 Leading instructional direction of academic programs, including such matters as admission requirements, curricula, instruction, schedules, and degree requirements

## 2.4 President's Leadership Team

The President's Leadership Team (PLT) is chaired by the President and consists of the Provost, Seminary President, Vice President for Business & Finance, Vice President for Student Development, Vice President for University Advancement, Vice President for Enrollment Management, an elected faculty representative, an elected staff representative, and the President of the Evangel Student Government Association. The President's Leadership Team has delegated authority to make operational policy decisions within the framework authorized by the President and Board of Trustees and to make recommendations to the Board of Trustees. The PLT's responsibilities include reviewing and recommending to the Board of Trustees through the President any faculty-approved changes to schools, departments, programs, governance structure, and committees and acting on policy proposals from the Evangel Student Government Association, Academic Councils, Faculty Affairs Committee, and Staff Affairs Committee.

## 2.5 Faculty Meetings

- 2.5.1 The purpose of the faculty meetings is to encourage professional growth, to develop unity of purpose, to exchange ideas and methods, and to share the results of reading, research, and experience. At least one special professional development meeting is held each semester. Faculty meetings are normally scheduled the fourth Monday of each month, except when the calendar interrupts this pattern. General procedures in the faculty meeting include prayer, reports, announcements, old business, and new business.
- 2.5.2 The agenda of the faculty meeting is prepared in the Office of the Provost and distributed to the faculty prior to the faculty meeting. Emergency items arising after distribution of the agenda may be added to the agenda if deemed necessary by the chair. The Provost chairs the faculty meeting. The faculty meetings are open for free discussion of ideas recognized by the chair during the period of new business. If action (for example, a resolution) is likely, the chair may refer the subject to a committee (standing or ad hoc) or prepare a resolution for presentation to the faculty for future action. Resolutions are normally placed on the agenda in one of the following ways:
- 2.5.3 Resolutions may be presented for the agenda from any University committee.

- 2.5.4 Resolutions may be presented for the agenda by individuals. Such resolutions may be referred to an appropriate committee for study and reporting back at the next meeting, or may be brought into the faculty meeting for reading, but not action. Action may then be taken at the next faculty meeting.
- 2.5.5 Robert's Rules of Order Revised will be used as a guide to procedures. A quorum shall consist of one-third of the voting membership. A voting list shall be established each year at the first meeting of the faculty, but may be adjusted by subsequent changes. Except where otherwise stated, a majority of members present will be the rule for a decision of the faculty. Voting involving personalities shall be done by secret ballot. A secret ballot may be called for by ten percent vote of those present and voting.

## **2.6 Schools, Departments, and Academic Subdivisions**

### **2.6.1 Procedure for Formation:**

The formation of new schools, departments, or academic subdivisions shall proceed as follows:

- 2.6.1.1 Written requests may come to the Councils from any source (individual, official bodies, etc.).
- 2.6.1.2 The request is placed on the agenda by the Provost.
- 2.6.1.3 At some subsequent meeting, the specific Council will vote on the proposal. A majority vote is necessary for submission to the faculty for ratification.
- 2.6.1.4 The faculty shall vote on the proposal as submitted by the Council. A majority vote is needed for ratification.
- 2.6.1.5 If necessary, the proposal may be submitted back to the Council for further modification and later submission to the faculty.
- 2.6.1.6 If approved by the faculty, the proposal is recommended to the administration for presentation to the Board of Trustees.
- 2.6.1.7 Following the Board of Trustees' approval, the University may proceed to implement the proposal.

### **2.6.2 Responsibility for Development and Maintenance**

The development and maintenance of academic programs shall be assigned to the faculty of each department and school, in consultation with the dean (and associate dean, if any) of that school. Input concerning significant curricular changes should be invited from current students and/or alumni. The involvement of current and former students in early discussions of proposed programs is especially important. When recommending new faculty members, the department chair shall consult with faculty members in the appropriate discipline(s) and submit a name(s) to the dean and Provost for administrative consideration. If the departmental evaluation and recommendation is being made during a regular semester when classes are in session, and if the prospective faculty member is to visit the department, students should be given an opportunity (in a classroom setting or an informal group meeting) to meet with the prospective faculty member in order to observe and assess his/her student rapport and teaching techniques.

### **2.6.3 School and Department Administration**

The administration of a school shall be delegated to a dean (and if the school size warrants, to an associate dean), and the administration of a department shall be delegated to a department chair. These positions shall be appointed for a three-year term by the President, who shall be guided in his choice by a ballot vote of the members of the school/department. If the appointed dean or department chair has had no previous experience in that position at Evangel University, the appointment shall normally be for one year, unless the President, in consultation with the Provost, determines that a longer term is merited. In the case of a one-year appointment, another ballot is then cast, with the President making an appointment according to the years remaining in the school or department's three-year administration cycle.

#### **2.6.3.1 *The department chair and faculty shall***

- 2.6.3.1.1 Determine the content of majors and related courses, following guidelines laid down by the specific Council.
- 2.6.3.1.2 Determine course assignments.
- 2.6.3.1.3 Recommend (through the dean, if the department is housed within a school) to the specific Council course changes approved in the department.
- 2.6.3.1.4 Advise the Provost (through the dean, if the department is housed within a school) on the time schedule for departmental courses.
- 2.6.3.1.5 Seek desirable candidates for positions open in the departmental faculty and assist the dean (if the department is within a school) and the Provost in the final selection.
- 2.6.3.1.6 Participate in the University and department assessment process including gathering data from current students and alumni and compiling material (such as student portfolios) for assessment files.
- 2.6.3.1.7 Prepare a three-year Performance Improvement Plan (PIP) on a cycle determined by the President and Provost. The PIP shall include an analysis of past performance and three-year objectives and improvement strategies for enrollment by major, course evaluation performance, and national standardized testing in key areas of learning. The three-year PIP and annual progress reports shall be formally presented to the Campus Planning Council during the spring semester and made available to other departments and through the faculty portal.

2.6.3.2 *The dean shall*

- 2.6.3.2.1 Direct monthly faculty meetings of the school (dean).
- 2.6.3.2.2 Serve on the Academic Council, representing the departments of the school and presenting their recommendations.
- 2.6.3.2.3 Serve on the Graduate Council when graduate programs are housed within one or more of the school's departments, representing those departments and presenting their recommendations.
- 2.6.3.2.4 Recommend to the Provost and Faculty Personnel Committee academic rank, promotions and salary adjustment of the faculty members of the school.
- 2.6.3.2.5 Prepare and submit to the Provost and Vice President for Business and Finance a proposed budget for expenses related to instruction (excluding faculty salaries).
- 2.6.3.2.6 Recommend new faculty members, in consultation with the respective departmental faculties, to the Faculty Personnel Committee and Provost.
- 2.6.3.2.7 Develop the school creatively, while maintaining multidisciplinary integration in instruction.
- 2.6.3.2.8 Routinely complete the following responsibilities and submit required information to the appropriate office by the dates listed below (unless the dates are altered by the administrative office involved). Forms and instructions will be provided prior to the due dates.

September 30	Capital Outlay and Media Requests
	Approval of "Who's Who" candidates from the Department
October 15	Spring and Summer Class Schedules
December 1	Requests for Additions to Library Collection

- February 15     Fall Class Schedules; Scholarships for Continuing Students
- March 1         Scholarships for New and Transfer Students
- Annual Budget Requests
- Outstanding Student Award selections
- Performance Improvement Plan Report to the Campus Planning Council

2.6.3.2.9         Delegate administrative responsibilities to an associate dean (if the school has one) as appropriate for the size and composition of the school.

2.6.3.3 *The department chairs shall*

- 2.6.3.3.1         Act as consultants to the President, Provost, and Dean.
- 2.6.3.3.2         Serve on the Academic Council when a department is not housed within a school.
- 2.6.3.3.3         Serve on the Graduate Council when graduate programs are housed within the department and the department is not housed within a school.
- 2.6.3.3.4         Direct the monthly departmental faculty meeting.
- 2.6.3.3.5         Recommend to the dean (or to the Provost and Faculty Personnel Committee, if the department is not housed within a school) academic rank, promotions and salary adjustment of the members of the department.
- 2.6.3.3.6         Assign academic advising responsibilities to faculty for all students completing a major, concentration, or minor in the school/department in a way that assures effective performance.
- 2.6.3.3.7         Prepare and submit to the dean (or to the Provost and Vice President for Business and Finance if the department is not housed within a school) a proposed budget for expenses related to instruction (excluding faculty salaries). This budget will be prepared within general guidelines determined by the Vice President for Business and Finance. Preparation of budget will commence soon after the beginning of the second semester of each year. No meals or personal professional expenses (memberships, subscriptions, etc.) will be paid out of general educational funds without prior approval of the Provost. Expenditures may be subject to further restriction on the order of the President when the economy of the University requires such a change.
- 2.6.3.3.8         Recommend new faculty members, in consultation with the departmental faculty, to the dean (or to the Faculty Personnel Committee and Provost, if the department is not housed within a school).
- 2.6.3.3.9         Develop the department creatively, while maintaining multidisciplinary integration in instruction.
- 2.6.3.3.10        The department chair shall routinely complete the following responsibilities and submit required information to the dean (or to the appropriate office, if the department is not housed within a school) by the dates listed below (unless the dates are altered by the administrative office involved). The dean may require the information before the dates given below. Forms and instructions are provided to departments prior to the due dates.
  - September 30     Capital Outlay and Media Requests
  - Approval of “Who’s Who” candidates from the Department
  - October 15        Spring and Summer Class Schedules

December 1	Requests for Additions to Library Collection
February 15	Fall Class Schedules; Scholarships for Continuing Students
March 1	Scholarships for New and Transfer Students
	Annual Budget Requests
	Outstanding Student Award selections
	Performance Improvement Plan Report to the Campus Planning Council

#### 2.6.4 Administrative Release Time and Stipend

Deans, associate deans, and department chairs are given released time from teaching loads (a minimum of three credits per semester) and a stipend of \$2,500 per year as compensation for their administrative responsibilities (see Section 8.2). Summer duties expected of deans and department chairs will include such items as caring for the routine business of the school or department, providing department contact for prospective students, and preparation for the new academic year.

Release time, stipend, and summer duties may vary by school and department in accordance with the size and unique characteristics of the school within the University structures.

#### 2.6.5 Director of Academic or Departmental Subdivision

The President and the Provost may appoint a director for an academic or departmental subdivision. A director of a departmental subdivision is responsible to the Provost through the chair of the department and the dean of the school, if the department is housed within a school. With approval of the Provost and dean (if any) the department chair may appoint a coordinator for a specific academic function or responsibility. In consultation with the President and dean (if any), the Provost will determine if release time or compensation is merited for these duties. A director or coordinator is responsible to serve as the resource counselor and advisor and to carry such administrative or academic duties as are defined for the position.

## 2.7 **The Academic Councils**

### 2.7.1 Jurisdiction, Duties, and Responsibilities

The Academic Councils

- 2.7.1.1 Have been delegated authority as the representative bodies of the faculty in all matters not specifically reserved to the full faculty.
- 2.7.1.2 Serve as the key representative groups in the continuous study, review, and examination of academic policies and procedures, initiating special studies on academic proficiency as necessary.
- 2.7.1.3 Review all academic policy matters as submitted by faculty committees, departments, and schools; the Councils may refer such items to the faculty if a total faculty opinion is desired.
- 2.7.1.4 Study proposals for new courses, additions, or deletions recommended by deans, department chairs, and program coordinators.
- 2.7.1.5 Interpret and state academic policy, and chart channels of communication.
- 2.7.1.6 Serve as the responsible committees in matters pertaining to graduation requirements, the University calendar, honorary degrees, accreditation, admission policies, attendance, examinations, general education, library, self-study, transfers, summer school, comprehensive examinations, and academic advising.

2.7.1.7 Serve as the advisory body to the President and Provost in academic and other matters as they may deem necessary.

## 2.7.2 Composition and Election of the Academic Council

2.7.2.1 *Composition.* The Academic Council, for traditional undergraduate programs, is composed of:

2.7.2.1.1 The President, as a member ex officio

2.7.2.1.2 The following administrative officers: the Provost, Vice President for Student Development, Library Director, and Registrar.

2.7.2.1.3 School deans; and if a department is not housed within a school, its chair will serve on the Council.

2.7.2.1.4 Three full-time faculty members, elected at large, for a one-year term.

2.7.2.1.5 The faculty representative to the President's Leadership Team (if not on the Council by election or official position).

2.7.2.1.6 The Provost shall be chair of the Council. The Council may elect its own secretary.

2.7.2.1.7 *Election of the at-large faculty representatives to the Academic Council.* The Faculty Affairs Committee will supervise the annual election of the at-large faculty representatives in March of each year using the following process: A faculty member shall have served at least one academic year on the Evangel University faculty at the time of election to be eligible for Council membership.

2.7.2.1.8 In an effort to secure a wide variety of faculty ideas and input, a representative may succeed herself/himself only once (a second one-year term). After an interval of two years, he or she is again eligible for election.

2.7.2.1.9 A nominating ballot lists all faculty members eligible for election. The six persons receiving the most votes will constitute the nominating slate for the final election.

2.7.2.1.10 The election ballot will then be given to the faculty.

2.7.2.1.11 The three persons receiving the most votes will be declared the elected representatives to the Academic Council.

2.7.2.1.12 However, no more than one person from a single department may serve as one of the three representatives;

2.7.2.1.13 Only the top name from any one department will be announced, with appointments moving to the next highest name(s) from another department.

2.7.2.1.14 A vacancy shall be filled by the faculty member receiving the next highest number of votes in the preceding annual election.

## 2.7.3 Composition of the Graduate Council

The Graduate Council, for graduate programs, is composed of:

2.7.3.1 The President, as a member ex officio

2.7.3.2 The following administrative officers: Provost, Vice President for Student Development, Director of Graduate Studies, Library Director, and Registrar

2.7.3.3 Deans of schools housing graduate programs; and if a department having a graduate program or a graduate department is not housed within a school, then its chair will serve on the Council.

- 2.7.3.4 Two faculty members selected from the Graduate Faculty from departments not housing graduate programs. These individuals will be selected by the Director of Graduate Studies and approved by the Provost. They will serve for a term of two years. The individuals selected may serve for consecutive terms.
- 2.7.3.5 The Director of Graduate Studies shall be chair of the Council.

#### 2.7.4 Composition and Election of the Professional Studies Council

2.7.4.1 The Professional Studies Council for graduate programs is composed of

- 2.7.4.1.1 The President, as a member ex officio
  - 2.7.4.1.2 The following administrative officers: Provost, Vice President for Student Development, Director of Professional Studies, and Registrar.
  - 2.7.4.1.3 Coordinators of the Comprehensive majors.
  - 2.7.4.1.4 Six faculty members teaching courses within the Professional Studies programs with three of these selected from the instructors in the majors and three from the General Education courses. A selected faculty member shall have served at least one academic year on the Evangel University faculty at the time of election to be eligible for Professional Studies Council membership. She or he will serve for a period of three years.
  - 2.7.4.1.5 The three faculty members from the majors will be selected individually by faculty within each of the departments housing the major; e.g. a Human Services faculty member will be selected by Behavioral Sciences faculty; one such member will be selected each year.
  - 2.7.4.1.6 The other three at-large members will be selected based upon a ballot vote by faculty teaching in the professional studies programs and ratified by the Provost, with one being selected each year.
- 2.7.4.2 The Director of Professional Studies shall be the chair of the Council.

#### 2.7.5 Rules of Operation

The following rules shall govern the operation of the various Council meetings:

- 2.7.5.1 The groups will generally meet on monthly basis. Additional meetings may be scheduled as needed.
- 2.7.5.2 Special meetings of the Councils may be called by the chair at any time upon 24-hour notice to the membership.
- 2.7.5.3 Council members shall be expected to attend their Council sessions. The agenda shall be distributed to Council members by the Council secretary one day in advance. If a Council member is unable to attend, he/she may submit an opinion on an issue in text form to the Council secretary. The Council secretary will read the communication to the Council.
- 2.7.5.4 By majority vote of a Council or at the discretion of the chair, a mail or email ballot may be taken.

#### 2.7.6 Referrals and Reports

Councils shall use the following guidelines regarding reports and referrals:

- 2.7.6.1 Minutes of Council meetings shall be made available to the full faculty, the academic administrative officers, and the President.
- 2.7.6.2 Referrals to the full faculty may be made by the Councils on the basis of a two-thirds vote.

2.7.6.3 Because of the representative nature of the Councils, it is not expected that the faculty will debate actions of the Councils. If new information bearing upon a given decision or significant modification concerning the action of a Council is presented, the matter may be referred back to the specific Council by majority vote of the faculty for further action.

## **2.8 Academic Decisions—Summer**

Academic decisions needing attention during the summer are to be handled between the Provost and the appropriate dean (if any) and department chair. Some decisions of far-ranging significance will require consultation with the department faculty present as well as those away from campus, either by mail/email or telephone.



## **SECTION 3: Faculty Committees**

### **3.1 Authorized Committees**

The following committees are authorized by the Board of Trustees:

- 3.1.1 Artist Series and Lectureships Committee
- 3.1.2 Assessment Committee
- 3.1.3 Campus Planning Council
- 3.1.4 Communications Committee
- 3.1.5 Core Curriculum Committee
- 3.1.6 Crisis Management Committee
- 3.1.7 Educational Technology Committee
- 3.1.8 Faculty Affairs Committee
- 3.1.9 Faculty Personnel Committee
- 3.1.10 Missions Committee
- 3.1.11 Online Education Committee
- 3.1.12 Professional Development Committee
- 3.1.13 Spiritual Life Committee
- 3.1.14 Student Affairs Committee
- 3.1.15 Teacher Education Committee on Standards and Approval

### **3.2 Jurisdiction, Responsibilities, and Procedures**

- 3.2.1 Faculty and administrative committees shall serve in an advisory capacity to the University administration. They shall recommend, formulate, and implement policy as such relates to their assignments, subject to the President's Leadership Team and normal governance procedures of the institution. Standing committees, which may include student-members, shall have regularly scheduled meetings and ongoing work to be done. Ad hoc committees and continuous improvement project teams, which may include student and/or staff members, shall meet for a specified time to accomplish specific tasks.
- 3.2.2 Committees arrange their own meeting schedule in accordance with purpose and responsibility. The general pattern of committee function is to consider problems, propose solutions, and normally report and recommend to the Academic Council or faculty, depending on the nature of the business. At the end of the year, the chair of each committee presents to the President and the Provost a summary report, listing major business conducted, actions taken, and recommendations made during the course of the year.
- 3.2.3 The chair of each faculty committee shall be responsible for preparing an agenda for each committee meeting and for minutes of each meeting. Copies of the minutes of all official meetings shall be circulated to each member of the committee, to the President's and Vice Presidents' offices, and, if the nature of the action warrants it, to the entire faculty.
- 3.2.4 Since much of the academic work of the University is done through committees, the chair should present all reports and related material which require a decision well in advance of the meetings.

Matters of extraordinary importance, which are ordinarily referred to a committee, may be taken up by the entire faculty at its meeting.

- 3.2.5 If, over a period of time, it becomes necessary to change or modify the functions or responsibilities of any committees, recommendations for such changes should be presented to the Provost and President for administration approval and inclusion in the official description of the committee as recorded in this *Faculty and Administration Handbook*. The ideal procedure for initiating such modifications would be for the committee itself, in the routine of annual operation, to evaluate its operation and the current need for the officially designated services of the committee, and to make appropriate recommendations for change.

### **3.3 Appointments to Committee Membership**

Unless otherwise specified below, appointments to faculty committees are made by the President of the University in consultation with the Provost and the Faculty Affairs Committee, and in accordance with the procedure set forth in section 3.4.8.2.6.

### **3.4 Functions of Faculty Committees and Councils**

#### **3.4.1 Artist Series and Lectureships Committee**

- 3.4.1.1 The function of this Committee is to coordinate the cultural program of the University. The membership of the Committee consists of the Vice President for Student Development (chair); an executive secretary (from within the Vice President for Student Development office; two students appointed by ESGA; and five faculty members (appointed by the Committee on Committees) with one from Humanities, one from Music, and three from other academic departments. The faculty members of the committee shall serve for at least a three year period. The chair shall be selected from the faculty.
- 3.4.1.2 The decisions of the Artist Series and Lectureships Committee shall reflect and conform to the objectives of the University. Campus cultural events in a broad sense are more revealing than classroom instruction in showing actual ideals and community response to those ideals. Artists chosen by the Artist Series and Lectureships Committee should be bona fide artists. In form and content the programs should consist of material of the highest artistic integrity. The Committee should seek help from appropriate academic departments in evaluating the merits of particular programming. In order to develop a program series that includes nationally known artists and lecturers, the committee each year should project a three-year schedule.
- 3.4.1.3 Usually the Committee sponsors one lectureship in each academic year. Decisions on guest lecturers should seek to complement academic department lectureships coordinated by the Provost.

#### **3.4.2 Assessment Committee**

The Assessment Committee regularly meets to support the ongoing work of assessment. Some of the activities and concerns are

- 3.4.2.1 To provide assessment policy recommendations to the Director of Institutional Effectiveness;
- 3.4.2.2 To recommend assessment processes and procedures to assist deans, department chairs, committees, and special program directors and coordinators in presenting and utilizing appropriate data for decision-making;
- 3.4.2.3 To recommend procedures to encourage collection, storage, and use of assessment data in all areas of the University; and

3.4.2.4 To review assessment schedules and report forms with deans and department chairs.

#### 3.4.3 University Planning Council

3.4.3.1 *Composition:* The Campus Planning Council is comprised of the University President (chair), five Trustees selected by the Chair of the Board of Trustees, the University Vice Presidents, and five faculty members selected by the President and Provost.

3.4.3.2 *Responsibilities of the Council:* The fundamental role of the University Planning Council is to assist the President in creating the institution's strategic plan for presentation to the Board of Trustees. To that end, the Council's responsibilities include the following:

3.4.3.2.1 To think strategically and to develop effective strategies for advancing the institution

3.4.3.2.2 To identify on the basis of external and internal analysis, the strategic issues confronting the institution

3.4.3.2.3 To conduct appropriate studies, or assign appropriate University units/personnel to study, and recommend strategies to address issues

3.4.3.2.4 To design the strategic plan draft and to have it evaluated throughout the institution. This responsibility will include serving as discussion leaders with small groups to gain perspectives, input, and suggested changes to the plan draft

3.4.3.2.5 To ensure that communication takes place with faculty, administrators, and trustees between board meetings and meetings of the University Planning Council

3.4.3.2.6 To assist the President in preparing a final Strategic Plan with articulated responsibilities, authorities, and accountabilities related to all key initiatives for presentation to the Board of Trustees.

3.4.3.2.7 The current year of the plan shall be developed into a comprehensive Business Plan for the institution. The annual University budget shall be prepared on the basis of this Business Plan.

3.4.3.2.8 All recommendations of the Council shall be processed through the normal governance procedures of the institution.

#### 3.4.4 Communications Committee

3.4.4.1 *Composition:* The Communications Committee is the responsibility of the Department of Communications and consists of faculty sponsors of the University yearbook, newspaper, and the campus radio and members of the departmental faculty. Student members of this Committee will be the editors of the major publications and a representative of the radio station. The chair of the Committee shall be the chair of the department.

3.4.4.2 *Selection and Duties of the secretary:* It shall be the duty of the chair, with the advice of committee members, to appoint a secretary who will keep adequate minutes of each meeting and have these duplicated promptly with copies made available to each member of the Committee and to each administrative office. In those cases where the information is of a type that will be of universal faculty interest, copies shall be distributed via email to the entire faculty.

3.4.4.3 *Functions:* the functions of the Communications Committee are

3.4.4.3.1 To make a continuing study of the policies of the University as they relate to student publications and to the student radio station and to recommend advisable policy changes to the faculty and administration;

- 3.4.4.3.2 To aid the faculty sponsors of the LANCE, EXCALIBUR and KECC radio in the interpretation and implementation of policies of the University;
- 3.4.4.3.3 To select editors of the student publications and recommend them to the President's Leadership Team for approval;
- 3.4.4.3.4 To represent the faculty and administration in guiding and controlling student publications;
- 3.4.4.3.5 To provide opportunity for expression of students' desires in regard to their publications;
- 3.4.4.3.6 To represent the faculty in the establishment of policies to be followed by the LANCE, EXCALIBUR, and KECC in maintaining proper relationships between Evangel University and the public, both internal and external, and to study ways and means of improving policies;
- 3.4.4.3.7 To make recommendations concerning budget and any compensation for members of each student staff; and
- 3.4.4.3.8 To consider ways of promoting the effectiveness of each organization.

#### 3.4.5 Core Curriculum Committee

- 3.4.5.1 *Composition:* The Frameworks Core Curriculum Committee includes the Provost and the director of the program plus four additional full-time members of the faculty appointed by the President in consultation with the Provost and the director of the Frameworks program.
- 3.4.5.2 *Meetings and responsibilities:* The Committee meets weekly throughout the semester and is responsible for monitoring the vision, progress, and challenges of implementing the core curriculum. Ideally, the Committee will meet once a school year with individuals who direct aspects of the program, including the faculty responsible for Bible courses, Effective Communication, Finance, Psychology, the Interdisciplinary Core, University Seminar, Wellness, and other aspects of the program. The Committee will receive comments, complaints, and suggestions for change with regard to the program and will present proposed program changes to the Academic Council.

#### 3.4.6 Crisis Management Committee

The Crisis Management Committee is chaired by the Vice President of Business and Finance and is composed of members from staff, faculty, and administrators. The committee is responsible to respond to the needs of the University during and after crisis events, and to develop safety practices in an attempt to significantly reduce the negative impact of crisis events if they occur.

#### 3.4.7 Educational Technology Committee

The Educational Technology Committee consists of nine members of the faculty appointed by the administration. The purpose of the committee is to review and propose policies for the use of instructional technology. The committee is tasked with developing guidelines and policies on how technology fees are spent and communicate hardware, software and training needs. The committee is responsible to allocate the educational technology fee on an annual basis to meet the educational technology needs of the campus.

#### 3.4.8 Faculty Affairs Committee

##### 3.4.8.1 *Composition and Election*

- 3.4.8.1.1 The Committee shall consist of six members, two from each of the professorial ranks (assistant, associate, and full) with each member elected by the faculty for a three-year term.

Two members' terms shall expire each year. A member may be re-elected for a second consecutive term, but at its conclusion cannot be elected again until an academic year has passed.

3.4.8.1.2 At least two weeks before the January faculty meeting, a nominating ballot listing all eligible faculty members shall be cast by campus mail. The seven or eight names receiving the most votes shall constitute the election ballot to be presented in the January faculty meeting. The two names receiving the most votes on the election ballot shall be appointed to the Committee.

3.4.8.1.3 In February, the faculty shall nominate its representative to the President's Leadership Team by means of a ballot on the faculty portal carrying the names of the six members on the newly configured Committee. The name receiving the most votes shall receive the nomination, which is subject to ratification by the Board of Trustees.

3.4.8.1.4 Before the March faculty meeting, the newly configured Committee shall elect its chair for the next academic year and set a provisional agenda for the coming academic year. The newly elected chair, the agenda, and opportunities to volunteer for committee assignments shall be presented to the faculty in the March faculty meeting. The Faculty Affairs Committee shall recommend committee assignments and the President and Provost shall announce assignments for the next year in the April faculty meeting.

3.4.8.2 *Duties:* It shall be the duty of the Committee

3.4.8.2.1 To study and recommend to the Provost changes or updates to materials in the *Faculty and Administration Handbook* and similar statements of policy of Evangel University as they concern faculty welfare and to make recommendations to the faculty or to the President's Leadership Team, or both, which shall promote the welfare of the faculty as a group;

3.4.8.2.2 To serve as a channel for receiving suggestions or complaints from the faculty, organizing them into recommendations and conveying this information to the President's Leadership Team;

3.4.8.2.3 To give attention to the needs of the faculty for social contact and fellowship outside the academic activities;

3.4.8.2.4 To conduct, at the request of the faculty or administration, studies seeking solutions to problems affecting the economic welfare of the faculty, including questions of salary, retirement, tenure, and leaves; and

3.4.8.2.5 To recommend the number and types of faculty committees and help monitor their effectiveness.

3.4.8.2.6 To recommend the membership of each of the faculty committees (unless another procedure is specified in this *Handbook*) to the Provost, who shall then submit the names to the President for final approval. The Committee shall attempt to distribute the committee load as evenly as possible across the entire faculty to provide each committee with an appropriate balance between the continuity of continuing committee members and the fresh input of new members. The Committee shall also indicate which faculty members are available to serve as sponsors of student organizations and shall consider such sponsorship as a type of committee assignment.

3.4.8.3 *Proposals and requests.* From time to time, the Faculty Affairs Committee may present its own proposals or requests on behalf of the faculty to the President's Leadership Team. If, in the Committee's estimation, those requests receive insufficient attention or bring insufficient action,

it shall be the Committee's prerogative to present petitions regarding them to the Board of Trustees.

#### 3.4.8.4 *Grievances, charges, and complaints*

3.4.8.4.1 Grievances by faculty members against peers, administrators, or administrative bodies which are not channeled in writing through the Faculty Affairs Committee may be ignored at the discretion of the administration or the Board of Trustees.

3.4.8.4.2 If complaints or charges are filed with the Committee, they must appear in writing within sixty days after the grievance cause occurs or becomes known to the aggrieved person. A copy of any document to or from the Committee about the matter shall be provided for the parties concerning whom the complaint(s) or charge(s) is (are) made. The Committee's role, however, is restricted to the following actions:

3.4.8.4.2.1 To provide information concerning grievance protocols,

3.4.8.4.2.2 To serve as the gateway for formal grievances,

3.4.8.4.2.3 To advise the grievant informally concerning the reasonableness of the initial complaint or charge,

3.4.8.4.2.4 To distribute copies of written communications appropriately, and

3.4.8.4.2.5 To monitor the review-and-discipline process. In order to monitor that process, the Committee shall receive copies of all documents concerning properly filed grievances being handled by the Faculty Personnel Committee and the President's Leadership Team.

3.4.8.5 *Duties of the chair.* It shall be the duty of the chair, with the advice of the other members,

3.4.8.5.1 To appoint a recorder who shall keep adequate minutes of each meeting and distribute copies promptly to each member and each administrative office;

3.4.8.5.2 To direct the Committee to decide which significant committee actions should be presented in its regular reports to the faculty; and

3.4.8.5.3 To direct the recorder to distribute such faculty reports.

3.4.8.6 *Social functions.* The social functions of the Faculty Affairs Committee shall be

3.4.8.6.1 To arrange for visits, flowers, and/or whatever else is helpful and appropriate when sickness, tragedy, or death occur in the University family;

3.4.8.6.2 To plan and promote social gatherings for faculty members, administrative personnel, and their families;

3.4.8.6.3 To stimulate and make arrangements for any meetings (other than those connected with academic or institutional affairs) that the faculty wishes to have, such as prayer meetings or social events; and

3.4.8.6.4 To welcome new faculty members, participate in their orientation, and otherwise seek to integrate them into the University family. The Committee shall actively assist new faculty to find housing and become acquainted with cultural, civic, spiritual, and educational opportunities in the city.

#### 3.4.9 Faculty Personnel Committee

3.4.9.1 *Composition.* The Faculty Personnel Committee is composed of the Provost as chair, Seminary President, three department chairs or school deans (selected by the President and Provost), and the faculty representative to the President’s Leadership Team. Consideration is given in the selection of the three department chairs and/or school deans to seniority, tenure, and the higher ranks.

3.4.9.2 *Function.* The function of the Faculty Personnel Committee is to recommend to the Provost and President, upon the concurrence or recommendation of a dean (or department chair if the department is not housed in a school), promotions in rank, grants of tenure, sabbatical leaves, severance from service for faculty on tenure or annual appointment, and leaves of absence. In the event there are differences of opinion on matters relating to rank, interpretations of qualifications for increments, or the scheduling of tenure and promotions, the President or Provost may consult with the Faculty Personnel Committee for its recommendations. A member of this Committee who is personally involved in a situation being reviewed shall be excused from the discussions.

3.4.9.3 Since the Faculty Personnel Committee has only recommendation powers, communication of administrative action comes from the President or Provost, depending on whether the matter being decided is the prerogative of the governing Board of Trustees or of the internal administration of the University. If an individual faculty member feels that the recommendations by the Faculty Personnel Committee and subsequent action by the President or Provost do not correctly follow the policy statements as laid out in the *Faculty and Administration Handbook*, request may be made to the Committee or to the President or Provost for further clarification or modification. The Committee also works with the Provost in long-range academic planning to recruit and retain faculty. The Committee serves as the screening and approval body of the Alumni-Faculty Projects Fund.

#### 3.4.10 eUniversity Council

##### 3.4.10.1 *Membership.*

3.4.10.1.1 The eUniversity Council (eUC) is a permanent sub-committee comprising selected individuals from the Academic, Graduate, Professional Studies, and Support Services Councils. Members are chosen for representation by their respective councils.

3.4.10.1.2 At large members will be appointed by the President in consultation with the Provost and the Director of the Center for Innovative Learning (eUniversity).

3.4.10.1.3 The Center director and the Educational Technology Committee chairperson are members ex officio of the eUC.

##### 3.4.10.2 *Responsibilities:*

3.4.10.2.1 To provide oversight for the administration of the Center for Innovative Learning (eUniversity).

3.4.10.2.2 To oversee the creation and implementation of the policies, programs, and procedures for the administration and management of the Center.

3.4.10.2.3 To create, review, accept, and monitor online programs and procedures in cooperation with all EU service departments and committees and with all EU academic departments and committees for the proper working of Evangel’s online and distance education courses and programs.



3.4.10.2.4 To ensure, in cooperation with the Provost's office, the University's academic councils, and the various academic departments, that all directives from accrediting agencies (such as North Central) affecting the Center are reviewed and implemented.

#### 3.4.11 Professional Development Committee

3.4.11.1 *Composition:* The Professional Development Committee consists of four to six members of the faculty recommended by the Faculty Affairs Committee.

3.4.11.2 *Responsibilities:* To plan a program of one or two faculty meetings each semester which will contribute in some way to the strengthening of the faculty in one or more of their roles as teachers, advisers, and Christian scholars.

3.4.11.2.1 The Committee should seek to achieve a balance of emphasis on methodology, scholarship, and interdisciplinary integration. This balance is customarily achieved by alternating the emphases from one year to the next.

3.4.11.2.2 Outside speakers may be included in the program by utilizing departmental lectureship funds or other resources made available by the administration.

#### 3.4.12 Spiritual Life Committee

3.4.12.1 *Composition:* This Committee is composed of the Campus Pastor, who shall serve as chair, the University President, a member of the Biblical Studies Department, and additional faculty members appointed by the President in consultation with the Provost. Faculty appointments to this committee shall be for two years. Student government shall appoint three students to serve on the Spiritual Life Committee. In addition, the Committee may choose from the student body additional members who are interested and qualified.

3.4.12.2 *Functions:* The functions of the Spiritual Life Committee are

3.4.12.2.1 To be aware of the total spiritual atmosphere of the campus;

3.4.12.2.2 To advise the administration and the faculty of the spiritual climate of the campus and offer recommendations for improvement;

3.4.12.2.3 To help plan spiritual emphasis meetings, to pray for the spiritual welfare of students, and to assist in formulating and interpreting the program of religious activities of the University;

3.4.12.2.4 To nurture the spiritual life of the University community and to contribute to the cohesiveness of its internal life and its service to the academic and spiritual life of the campus;

3.4.12.2.5 To unite faculty and students in cultivating and expressing in their lives the Christian life and missions as part of the Pentecostal heritage;

3.4.12.2.6 To call each person associated with the University to a full commitment to Christ; and

3.4.12.2.7 To aid in the full participation of the University community in the church life of the Springfield community.

#### 3.4.13 Student Affairs Committee

3.4.13.1 *Composition:* The Vice President for Student Development is the chair of the Student Affairs Committee. Other members include up to seven faculty (as recommended by the Faculty Affairs Committee for appointment by the President and Vice President for Student Development) and a



minimum of four students (equal number of male and female) selected by the Evangel Student Government Association (ESGA).

3.4.13.2 *Purpose:* The purpose of this Committee is to provide an opportunity for exchange of information among the various areas represented. A major responsibility is to offer the ESGA, through its representatives, the opportunity to report to the faculty and administration on the way in which administrative policies and their application affect students and are received by them, and also to receive suggestions from the students as to possible areas and means of improvement. The Committee provides the opportunity for an exchange of opinions, views, and experience among the various areas represented.

3.4.13.3 *The specific functions* of the Student Affairs Committee are

3.4.13.3.1 To advise the Vice President for Student Development, and the Student Personnel Staff, in the interpretation and administration of the policies of the University regarding discipline and social matters;

3.4.13.3.2 To advise the Vice President for Student Development regarding matters of residence and non-residence housing; and

3.4.13.3.3 To supervise periodic revisions of the Student Handbook.

3.4.13.4 It shall be the duty of the chair, with the advice of Committee members, to appoint a secretary who will keep adequate minutes of each meeting and to cause them to be distributed promptly to each member of the committee, to the secretary of the ESGA, and to each administrative office. In those cases where the information is of a type which will be of universal faculty interest, copies will be distributed to all faculty.

#### 3.4.14 Teacher Education Committee on Standards and Approval

3.4.14.1 *Composition:* The Teacher Education Committee is composed of the chair of the Education Department (chair of the committee), the supervisor of secondary student teachers, one representative from the counseling staff of the University; and at least one faculty member chosen from the faculty at large (usually one of the specialty methods teachers in the secondary area).

3.4.14.2 *Functions:* The functions of the Teacher Education Committee are

3.4.14.2.1 To study and recommend changes in curricula and changes in policies to the Education Department;

3.4.14.2.2 To determine and administer policies relative to requirements for admission and retention in teacher education; and

3.4.14.2.3 To consider all applications for student teaching, rejecting those who do not meet University criteria for admission to the program.

3.4.14.2.4 Changes in curricula ordinarily originate with the department. This Committee may, however, recommend to the department those changes in curricula or policies as it desires.

## **SECTION 4: Faculty Privileges and Responsibilities**

### **4.1 Faculty Voting Membership**

All full-time and 3/4 time members of the instructional staff and administrative officers are considered members of the faculty with power to vote. A full-time member is generally considered one whose duties are the equivalent of twelve or more undergraduate instructional semester credit hours. A 3/4-time faculty member is generally considered one whose duties are the equivalent of at least nine hours. Staff personnel and adjunct faculty whose responsibilities are related to academic functions may attend regular faculty meetings and have the right of the floor, but not to vote. The President, the Provost, deans and associate deans, other administrators as defined by the Board of Trustees, Campus Pastors, Library Director, full-time professional librarians, and full-time members of the coaching staffs are members of the faculty.

### **4.2 Faculty Prerogatives**

The Board of Trustees delegates to the faculty the responsibility of determining the academic standards of the University. Decisions are expected to be in keeping with the best principles and practices emphasized in the standards approved by recognized accrediting agencies. Through faculty committees, whose power is limited to acting on behalf of the faculty and whose decisions may be subject to review by the faculty as a whole, faculty have the right to function in the following matters:

- 4.2.1 Approving general policies regarding resident instruction.
- 4.2.2 Constructing and revising the curriculum.
- 4.2.3 Determining required courses for various certificates and degrees.
- 4.2.4 Approving the addition or deletion of majors and minors.
- 4.2.5 Determining the general graduation requirements and the nature of credits and courses.
- 4.2.6 Approving general policies concerning admission of students.
- 4.2.7 Approving general policies concerning registration of students.
- 4.2.8 Approving general policies concerning and related to the operation of the library.
- 4.2.9 Promoting faculty study of the institution.
- 4.2.10 Approving the granting of earned and honorary degrees.
- 4.2.11 Presenting to the Board of Trustees the name of a preferred faculty member as Faculty Representative on the President's Leadership Team.
- 4.2.12 Electing faculty representatives to the Academic Council and members to the Faculty Affairs Committee.
- 4.2.13 Approving or recommending procedures relating to student welfare, guidance, counseling, and standard of conduct.

### **4.3 Faculty Responsibilities**

Faculty members are responsible collectively to the President of the University and individually to the Provost and to the deans of their respective schools (if their department is housed in a school). They are expected to fulfill the following duties as part of their employment:

- 4.3.1 Endorse, subscribe to, and promote established University policies.

- 4.3.2 Execute, as teachers, the responsibilities connected with classroom teaching (lectures, examinations, attendance records, grade reports, office hours), and maintain optimum interpersonal relations with students.
- 4.3.3 Outside the University classroom:
  - 4.3.3.1 Serve as academic advisors and personal mentors to students.
  - 4.3.3.2 Attend and participate in faculty meetings.
  - 4.3.3.3 Serve on faculty committees and University commissions.
  - 4.3.3.4 Interpret the University favorably to the general public and constituency as occasions permit.
  - 4.3.3.5 Support and participate in the spiritual life of the University. Spiritual development and intellectual development go hand in hand. Faculty members are expected to serve as role models for students in their spiritual formation regarding:
    - 4.3.3.5.1 Chapel attendance: Faculty are expected and encouraged to attend an average of 60 percent of Evangel University chapel services.
    - 4.3.3.5.2 Church attendance: Faculty are expected to regularly attend and be members of an Assemblies of God local church (if the church has membership).
    - 4.3.3.5.3** Involvement in other Spiritual Emphasis activities
    - 4.3.3.5.4 Regular involvement in other activities such as praying for students, Spiritual Emphasis Week, and faculty prayer meetings.

#### **4.4 Faculty Democracy and Loyalty**

- 4.4.1 While exercising their prerogatives as committee members, faculty members should function according to democratic principles and recognized parliamentary rules of order with each member being considered a colleague with equal rights of expression and voting.
- 4.4.2 Loyalty is essential in a Christian institution. The faculty of Evangel University should demonstrate loyalty to the University, its principles, its administration, and to faculty colleagues.
- 4.4.3 When criticisms/complaints concerning the University arise, they will be referred to the appropriate administrative offices. Expression of such views in class or other public places is to be avoided.
- 4.4.4 The required loyalty pledge is written in each contract signed by a tenured faculty member or a member who is a prospect for tenure and reads as follows:

*Realizing the responsibility which rests upon me a faculty member in a school of the Assemblies of God, I declare herewith that I am familiar with the Statement of Fundamental Truths, which is a part of our General Council constitution and bylaws, and am entirely in accord therewith. I shall exert my influence to strengthen the faith of those whom I contact in these fundamentals. I have personally received the Baptism of the Holy Spirit according to Acts 2:4 and am endeavoring to live a Spirit-filled life.*

- 4.4.5 Adjunct and part-time faculty and those who are not prospects for tenure have the following statement included in their contract:

*I am aware that Evangel University is a University of the Assemblies of God, and I am familiar with the standards expected of students as described in the Student Handbook. I do not feel any conflicts between these standards and my own practice and convictions which would make it inconsistent for me to work in such a University.*

*In my contacts with Evangel University students, both on and off the campus, I will refrain from any actual or implied statement or action that would be in conflict with the policies for students of Evangel University.*

#### **4.5 Academic Freedom**

- 4.5.1 The students' right to learn the complete available truth and their right to investigate and to think deeply about the problems that arise in the students' studies are ample justification for freedom of investigation. This freedom is best guaranteed when a corresponding liberty of instruction is granted to faculty.
- 4.5.2 In an institution created and supported by a specific group, freedom of expression does not include the right to destroy the original group nor its purpose. General limitations upon freedom arise from compliance with the accepted beliefs and morals of the general public (truthfulness, decency, moral integrity, loyalty). These are as binding upon all University personnel as upon other good citizens. Universities founded to serve particular constituencies have the right to define appropriate limitations of instructional freedom.
- 4.5.3 The Board of Education of the Assemblies of God adopted the following Statement of Academic Freedom on June 3, 1968:

*Inasmuch as each of the schools of higher education of the Assemblies of God was founded and has been maintained by the denomination (nationally or regionally) for the express purpose of strengthening of the church and community in both clerical and lay leadership, it is therefore incumbent upon these institutions that they and their constituent members exercise their right of academic freedom within the framework of the specific objectives of respective universities.*

*The naturally sacred right of freedom of expression is, of course, 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 University. 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 these disciplines. They do require, however, that all ideas and views be presented in a Christian context. All officers, faculty members and other individuals who speak or write publicly, or in situations growing out of their official capacity on behalf of the University, are expected to contribute to the objectives of the University 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, or to basic principles embodied in the Constitution of the United States.*

*All 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 University according to its recognized procedures for handling dismissals.*

## **4.6 Being Professional**

- 4.6.1 The integrity of a University requires a general but basic loyalty to the purpose of the University and to those charged with its leadership. A distinct atmosphere of community should prevail even when there are variations of opinions and methods. Such variations may contribute to the advancement of the institution, especially if the personnel are mature and professional.
- 4.6.2 The key to the professional attitude at Evangel University lies in our motto: Christ is Lord. With this as a guideline, personal interests and gain are submerged. Surrender to Christ and others rises above service to self.
  - 4.6.2.1 An effective team member will support and promote the philosophy, the policies, and the standards of the University as adopted by each segment of the community.
  - 4.6.2.2 An effective team member will treat all members of the University community and public with kindness and in the same manner in which she or he wishes to be treated.
  - 4.6.2.3 An effective team member will speak constructively of other members, even though differences of opinion may be expressed.
  - 4.6.2.4 An effective team member will refrain from spreading ill will or unsubstantiated rumors, faults, or wrongdoing.
  - 4.6.2.5 An effective team member will teach and relate to all in the community by example and by teaching the highest ideals. "So whatever you wish that others would do to you, do also to them" (Matthew 7:12, ESV).

## **4.7 Employment Standards**

- 4.7.1 By accepting employment at Evangel University, the faculty member becomes, in the eyes of the public, a representative of Evangel University and the General Council of the Assemblies of God. Although some faculty members may be credentialed as ministers while others are not, all faculty serve as spiritual models for students who come to Evangel University. In matters of life-style and conduct, therefore, it is expected that faculty members will conform to the Scriptural standards and/or Fellowship standards required of licensed and ordained ministers.
- 4.7.2 Personal appearance should be in accordance with Christian standards of holiness, modesty, and good taste.
- 4.7.3 Dating or amorous relationships between single faculty and students are to be avoided.
- 4.7.4 All employees of Evangel University are requested to refrain from gossip and spreading rumors. Valid reports of conduct on the part of any employee which violates the standards of conduct as described above can be made in writing to the administrative officer under whom he/she is employed. The administrative officer shall make proper investigation and, when felt necessary, report the matter to the appropriate member of the President's Leadership Team.

## **4.8 Family Educational Rights and Privacy Act (FERPA)**

- 4.8.1 All Evangel University faculty and staff are responsible to know the legal restrictions on the release of a student's education records (including discipline records and information about the results of disciplinary action). The law governing this is the Family Educational Rights and Privacy Act (Buckley Amendment), commonly known as FERPA.
- 4.8.2 In general, education records (other than "directory information") cannot be released to any individual or agency, without the written consent of the student (or the parents of a student who is

under eighteen). Student information may be used by school officials of the University with legitimate educational interest.

- 4.8.3 The full policy regarding FERPA notice is in the University catalog. For the full text of the regulations, go to [www.ecfr.gov](http://www.ecfr.gov), then navigate to Title 34 and Part 99.

## **4.9 Sexual Harassment Policy**

### **4.9.1 Context.**

- 4.9.1.1 Evangel University is committed to respecting the human dignity of all employees, students, and campus guests as persons created in the image of God. Because harassment in any form—verbal, physical, or visual—is incompatible with biblical standards of human dignity and the principles of academic integrity, the University desires that no one in the University community be subjected to harassment of any type or form, including sexual harassment.
- 4.9.1.2 In educational institutions sexual harassment is prohibited by federal law (Title IX, as well as Title VII of the Civil Rights Act of 1964); thus, it is strictly prohibited as a matter of Evangel University policy. Those who violate this policy will be subject to discipline, including written reprimand, suspension, or termination/expulsion, according to the severity of the incident.
- 4.9.1.3 Any employee, student or guest who believes that she or he has been a victim of sexual harassment, or knows of one who has, should report it immediately, without fear of reprisal, to the office indicated in the following section titled, Procedures for Resolution of Complaints. Each complaint will be investigated promptly and thoroughly, and appropriate corrective actions will be taken.
- 4.9.1.4 Confidentiality will be maintained to the extent permitted in the course of the investigation. Retaliation (threatened, attempted, or actual) against a person filing a complaint or any who aid in the investigation is prohibited. The University will investigate any report of alleged retaliation.
- 4.9.2 **Sexual Harassment Defined:** Sexual harassment is any unwelcome action of a sexual nature by a person (of the same or opposite sex), which results in sexual discrimination or a hostile environment. It occurs where work or study relationships are inappropriately and intentionally sexualized, and it encompasses such conduct as:
- 4.9.2.1 The explicit or implicit solicitation or use of sexual favors as a basis for actions affecting an individual's welfare, grades, or advancement as a student or employee.
- 4.9.2.2 Repeated sexual advances, requests for sexual favors, and physical contacts of a sexual nature which impedes another's work or academic performance.
- 4.9.2.3 Repeated demeaning verbal or visually expressive behavior of a sexual nature, which creates a hostile work, learning, or living environment.
- 4.9.2.4 Unwelcome sexual conduct resulting in the acceptance of such conduct becoming a term or condition of an individual's academic standing, continued employment, or employment advancement.
- 4.9.2.5 The sexual attentions focused on a particular individual may be unwanted or disturbing, produce feelings of inferiority, or cause feelings of discomfort in the victim. Any form of sexual harassment stated above will be cause for complaint.
- 4.9.2.6 Often, sexual harassment involves relationships of unequal physical power or unequal power of authority, and, therefore, can contain elements of coercion and threat. Consequently, it is University policy to strongly discourage any consensual relationship involving a subordinate employee or student that could lead to alleged or actual sexual harassment.

4.9.2.7 Sexual harassment is not only illegal; it interferes with employee or student productivity, morale, and retention. It also violates the biblical principles to which the Evangel University community adheres. Therefore, Evangel University is firmly committed to providing a safe and professional working and learning environment free from sexual harassment.

#### 4.9.3 Sexual Harassment Grievance Procedures

4.9.3.1 Procedures have been established for reporting, investigating and resolving the complaint of any student, employee or guest who believes that she or he has been subject to sexual harassment in violation of University policy.

4.9.3.2 In some instances, the victim of sexual harassment may resolve the matter successfully by directly confronting the person alleged to have caused the problem. The University supports such informal means of resolution when it is practical and appropriate, but it is entirely up to the victim's level of comfort and choice to engage in it. Whether the victim chooses to pursue an informal or formal resolution of the alleged incident of sexual harassment, the Student Development and the Human Resources offices will be available to assist the victim in such mediation.

#### 4.9.4 Procedures for Resolution of Complaints:

##### 4.9.4.1 *Incidents Involving Students*

4.9.4.1.1 When sexual harassment involves a student, the complainant should report the alleged misconduct to the Vice President for Student Development or the Director of Community Life by completing and submitting the Incident Report. A description of all actions which have occurred, with specific details as to time and place, as well as names of witnesses, if any, should be included in this report.

4.9.4.1.2 The Vice President for Student Development will appoint a fact-finding committee that will obtain information through personal interviews with the victim, the alleged offender and any witnesses who have firsthand knowledge relevant to the allegations.

4.9.4.2 *Incidents Involving Faculty, Staff, Vendor, or Guest.* When a sexual harassment complaint is made against a faculty, staff, outside vendor, or guest, the complainant should report the incident using the Employee Grievance-Complaint form and submit all pertinent information to the Director of Human Resources who will coordinate the investigation involving appropriate vice presidents in accordance with University policies and procedures.

4.9.4.3 *Confidentiality.* While confidentiality will be maintained to the extent permitted in the course of the investigation, no disciplinary actions will be taken against the alleged offender unless the person bringing the complaint consents to be identified to the alleged offender. Care and concern for the victim and fair due process for the alleged offender will be paramount throughout the investigative process.

4.9.4.4 *Results.* A written report providing the results of the investigation and the remedial action, if any, will be submitted to the complainant, to the alleged offender, and to the Director of Human Resources, who will maintain a centralized file of all such records of occurrences.

4.9.4.5 *Appeal.* If either the person bringing the complaint or the alleged offender disagrees with the person's or board's decision for corrective measures, the individual may utilize the grievance and appeal procedures described in the Student Handbook (for students), Faculty Handbook (for faculty) or Staff Handbook (for staff).



## **SECTION 5: Employment and Contractual Relationships**

### **5.1 Policy on Faculty Procurement**

- 5.1.1 Faculty procurement is the responsibility of the President, with the approval of the Board of Trustees. The responsibility of maintaining a file of prospective teachers, investigating their qualifications, making preliminary negotiations, and recommending nominees to the President rests with the Provost, in consultation with the appropriate dean. If recommended by the President or Provost, a search committee shall be constituted, which is composed of the dean, department chair, faculty from the respective department, and persons from other disciplines as appropriate.
- 5.1.2 The conditions of service, salaries, and rank are ultimately the responsibility of the President, with the approval of the Board of Trustees needed for the original contract, any changes in general salary schedules, and for the granting of all promotions. Routine application of salary schedules and assignment of duties rests officially with the President, who receives the applications from the Provost. Total budget implications are determined in consultation with the Vice President for Business and Finance.

### **5.2 Policy on Faculty Appointments and Tenure**

- 5.2.1 All members of the teaching staff of the rank of instructor and above receive faculty appointment by action of the Board of Trustees upon recommendation of the President. Initial appointment, and each appointment thereafter, is made for a period of one academic year. The Board of Trustees may terminate a contract at its discretion upon thirty days written notice to the faculty member as stated on the Faculty Contract (for non-tenured faculty). During the non-tenured period, a faculty member has the same academic freedom as all other members of the faculty.
- 5.2.2 In order to hold a tenure or tenure-track appointment, the faculty member must maintain membership and active participation in an Assemblies of God church as well as subscribe to the contract statement of loyalty as described in section 4.4 of this handbook.
- 5.2.3 Individuals who subscribe to the statement of loyalty and who maintain membership and active participation in other than an Assemblies of God church may be considered for an annual non-tenure appointment.
- 5.2.4 The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notices incumbent upon either party will be stated or confirmed in writing, and a copy will be given to the faculty member.
- 5.2.5 Faculty members who are invited to fill full-time administrative positions may negotiate prior to their assumption of administrative responsibilities the privilege of returning to full faculty service. The negotiation may need to provide some contingency for unforeseen circumstances that may prevail at the time the administrator desires to return to faculty status.

### **5.3 Adjunct and Volunteer Faculty**

- 5.3.1 Adjunct faculty employed on a part-time basis (fewer than the equivalent of twelve semester hours) will not be eligible for sabbatical leaves and other fringe benefits, except for voluntary participation in medical insurance as outlined below. Adjunct faculty will have the right of the floor in meetings, although they will not have a vote; they are invited to attend departmental or faculty meetings as they are able; they will be invited to attend social activities of the faculty. Adjunct faculty who secure a faculty ID card from the Vice President for Student Development office will be entitled to all



the benefits and privileges that the card provides for full-time faculty. Attendance at the fall Faculty Seminar will be on a voluntary basis.

5.3.2 Financial remuneration of adjunct faculty does not automatically increase when the full-time faculty base increases. Faculty members who have been permanent full-time and then assume part-time status are usually treated in relation to the part-time salary scale.

5.3.3 Volunteer faculty, such as Missionaries in Residence, Artists in Residence, or visiting professionals may teach a full-time or part-time load for specified length of time. Expectations for volunteer faculty are provided in a job description and orientation provided by the department they serve. Volunteer faculty members are not eligible for benefits. They are considered honorary members of a department faculty having the right of the floor in meetings, although they will not have a vote. They are invited to attend departmental or faculty meetings as they are able and will be invited to attend social activities of the faculty.

#### 5.4 Fulfillment of Contract

Contracts will normally be issued by March 1, or after the spring meeting of the Board of Trustees. Full time faculty members are normally under contractual agreement for a full academic year, commencing at the time announced by the Provost preceding the fall semester and continuing after Commencement in the spring until all faculty commitments have been fulfilled.

#### 5.5 Granting of Tenure

All full-time assistant, associate, and full professors who have completed at least 30 graduate credits beyond a master's degree (in the academic area of teaching assignments) and have satisfied the requirements of the probationary period (below) are eligible for tenure consideration. Exceptions to the 30-credits may be granted with the concurrence of the Faculty Personnel Committee and the administration.

##### 5.5.1 Probationary Period

5.5.1.1 Tenure may be granted after seven full years of satisfactory full-time faculty service to the University.<sup>1</sup> (When a person becomes a full-time faculty member in January, the counting of years for tenure begins the following fall.) The Board of Directors, upon recommendation of the President, Provost, the Faculty Personnel Committee, the dean of the school (if any), and the department chair, grants tenure to a faculty member. Tenure cannot be achieved without proper procedure through the authorized channels and final approval by the Board of Trustees.

5.5.1.2 Until the faculty member is granted tenure by the Board of Directors, it is his/her responsibility to demonstrate to colleagues, department leadership, and college administration his/her professional competence in teaching, scholarship, advising, and community service and his/her ability to work supportively and compatibly with other colleagues and with the purposes and mission of the University. Evangel University seeks to grant tenure to faculty members who are committed both to academic excellence and to the spiritual values and lifestyle of the University's Pentecostal heritage.

5.5.1.3 Service at institutions other than the Assemblies of God Theological Seminary or Central Bible College does not count toward the probationary period at Evangel University unless an agreement concerning a shorter probationary period is approved by the Faculty Personnel

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<sup>1</sup> Because Evangel University is a consolidated entity deriving from the Assemblies of God Theological Seminary, Central Bible College, and Evangel University, anywhere a period of service to Evangel University is mentioned in this Handbook, it shall be calculated as the combined years of service at AGTS, CBC, and EU.

Committee prior to the commencement of service with Evangel. Since tenure can be granted only by the Board of Trustees, such an agreement can go no further than to promise, on the basis of prior outstanding service with either a regionally accredited institution or an approved college of the Assemblies of God, a consideration of tenure will be initiated at some time before the end of the usual seven years.

- 5.5.1.4 Adjunct service can account for no more than two of the seven years of probation required before tenure can be granted. The teaching load of the part-time teacher may be accumulated (credit hours taught each semester) up to the two-year limit. Fractions of full-year accumulations are not considered in the computation.

#### 5.5.2 Application for Tenure

It is the responsibility of the faculty member to request consideration for the granting of tenure when he/she believes that the handbook criteria for tenure eligibility have been met. The request must be made in writing to the department chair who will make the appropriate recommendation to the Faculty Personnel Committee.

#### 5.5.3 Tenure Quotas

In order to maintain necessary flexibility and potential for improvement and greater excellence in instruction, no academic department is permitted to have every full-time member tenured. No more than 75 percent of the entire full-time faculty may be tenured. The percentage in individual departments need not be as rigid as the full-faculty percentage, but the 75 percent should be used as a guideline. Failure to receive tenure because of a quota limitation does not necessitate a termination of employment. A non-tenured teacher may be advised concerning expectations of tenure openings as retirements are anticipated.

#### 5.5.4 Tenure Delay or Denial

- 5.5.4.1 The delay in granting tenure may derive from a number of reasons: no openings because of the quota maximum, need for improvement in performance, need for additional academic training, need for further evaluation of particular points in question. A delay in granting tenure does not affect the extending of additional non-tenure contracts. There is no set maximum to the number of non-tenure contracts that may be given if the delay is not because of a question in performance (as noted in the annual evaluation) or compatibility with the University mission and purposes.

- 5.5.4.2 The denial of a tenure request usually comes after one or two delays for additional evaluation or performance improvement. It is an indication that the University does not feel that the compatibility and performance of the faculty is or will be such that tenure can eventually be granted. With proper notification of non-reappointment, the extension of annual contracts is terminated. If at any time during the probationary period University leadership (administration, Faculty Personnel Committee, dean, department chair) determines that compatibility with University mission and/or performance as a faculty member is not satisfactory, the granting of annual contracts may be terminated, again with proper notification of non-reappointment.

#### 5.5.5 Criteria for the Granting of Tenure

Tenure is granted by the Board of Directors upon the concurrence and recommendation of the President, the Provost, the Faculty Personnel Committee, and the department chair. In considering their recommendations, each level of administration shall consider the following matters, with a

recommendation for the granting of tenure being a composite assessment of adequacy on all of the criteria, to wit:

- 5.5.5.1 Maintain membership (if that church has membership) and active participation in an Assemblies of God church and, as he/she affirms in the annual signing of a full-time contract, should be in accord with the Statement of Fundamental Truths of the General Council of the Assemblies of God, should exert his/her influence to strengthen the faith of all in the University community, must have personally received the Baptism of the Holy Spirit according to Acts 2:4, and should currently be endeavoring to live a Spirit-filled life.
- 5.5.5.2 Be recognized by students, departmental peers, and administrators (including the department chair) as a good classroom teacher and an objective evaluator.
- 5.5.5.3 Give evidence of efforts to maintain and strengthen professional skills through active participation in local, state, and national professional organizations and through other scholarly endeavors.
- 5.5.5.4 Be familiar with the teachings and lifestyle expectations of the sponsoring Fellowship, and support those teachings and lifestyle expectations in words and conduct. He/she should be familiar with and abide by University standards as stated in the Faculty and Student Handbooks, both in oral expressions and in actions (including periods when there are not specific teaching duties).
- 5.5.5.5 Give first priority to his/her responsibilities at the University, making sure that other interests or employment do not hinder in the fulfillment of professional obligations at the University.
- 5.5.5.6 Conscientiously accept responsibility as an advisor, counselor, and model for students. Service on assigned committees and faithful attendance at regularly scheduled faculty and departmental meetings is expected.
- 5.5.5.7 Support the spiritual mission of the University through regular attendance at and a positive attitude toward chapel services and toward special spiritual activities sponsored by the University.
- 5.5.5.8 Be involved in parachurch, denominational, or community activities.

#### 5.5.6 Tenure Evaluation Procedures

Evaluation of faculty members for tenure or promotion decisions comes from a variety of sources:

- 5.5.6.1 Department chair's written evaluation (submitted to the Faculty Personnel Committee).
- 5.5.6.2 Student course evaluations for each course each semester.
- 5.5.6.3 Evaluation by Faculty Personnel Committee (based on department chair evaluation, student evaluations, colleague evaluations, and independent evaluation).
- 5.5.6.4 Evaluation by Provost.
- 5.5.6.5 Evaluation by President.
- 5.5.6.6 In addition to the above sequence of more formal evaluation, faculty members are requested to fill out a self-evaluation form as a part of self-improvement steps. Although these self-evaluation forms are shared with the department chair and on occasion with the Provost, they are used for faculty improvement and do not enter into the formal evaluation procedure.
- 5.5.6.7 If there is question on the appropriateness of granting tenure, tenured members of a department may be asked to make evaluations and recommendations.

## **5.6 Termination of Contract by the University**

### **5.6.1 Termination of Non-tenured Faculty**

- 5.6.1.1 Non-tenured faculty and staff are “employees at will” and may be terminated without cause.
- 5.6.1.2 If, within the sole discretion of the University, it is the University’s decision that an annual appointment is not likely to be renewed, it will provide the non-tenured faculty member reasonable notice of non-renewal in advance of the expiration of the appointment. The University will use reasonable efforts to provide such notice by February 1.
- 5.6.1.3 A failure by the University to provide notice according to the above schedule shall not be prejudicial to the University and such failure shall not under any circumstances give to the faculty member any right or cause of action against the University.

### **5.6.2 Termination of Tenured Faculty**

- 5.6.2.1 Tenured faculty may be terminated for cause prior to the expiration of a term appointment or may be refused extension of an existing or renewal contract by action of the President upon the recommendation of the Faculty Personnel Committee and the consent of the Board of Trustees.
- 5.6.2.2 “Cause” shall include, but not be limited to, the following: incompetence, moral turpitude, insubordination, professional impropriety, adoption or teaching of views which are out of harmony with the doctrine and standards of the Assemblies of God, divorce and/or remarriage under circumstances other than those exceptions defined in the General Council Bylaws, false academic credentials, financial exigency of the University, or formal discontinuance of a program or department of instruction.
- 5.6.2.3 Termination or refused extension or renewal of a tenured faculty member’s existing contract due to University financial exigency shall be demonstrably bona fide.

### **5.6.3 Termination Due to Financial Exigency**

- 5.6.3.1 Termination prior to the end of the specified term due to demonstrably bona fide financial exigency shall only occur if the exigency cannot be alleviated by less drastic means. The President and the Provost will discuss with the Faculty Personnel Committee and the Faculty Affairs Committee the evidence that a condition of financial exigency is imminent, and that all feasible alternatives to termination of appointments have been pursued without success. The decision regarding the extent of the financial exigency and the necessity to terminate tenured faculty members as a result thereof, shall be within the sole discretion of the President, after consultation with the Vice President for Financial Affairs, and with the consent of the Board of Trustees.
- 5.6.3.2 Development of the criteria for identifying which tenured faculty member(s) shall be terminated due to the financial exigency shall be the responsibility of the Faculty Personnel Committee, after consultation with the Faculty Affairs Committee and with careful consideration of the effect of the termination(s) on the overall academic program and educational policy of the University and faculty status. A faculty member who has been notified his or her selection for termination due to University financial exigency shall have the right to a hearing before a joint session of the Faculty Affairs Committee and the Faculty Personnel Committee so that all possible alternatives to the termination are brought to the attention of the Administration. A decision directing termination by the Faculty Personnel Committee after such hearing shall be final.
- 5.6.3.3 If the University, because of financial exigency, terminates tenured appointments, it will not at the same time make new appointments except in extraordinary circumstances where a serious

distortion in the academic program would otherwise result. In the case of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years, unless the terminated faculty member has been offered reinstatement with a reasonable time to accept such reinstatement having passed without acceptance, or unless reinstatement has been declined by the terminated faculty member.

#### 5.6.4 Termination Due to Program Discontinuance

5.6.4.1 Termination of a tenured faculty member may also occur due to a bona fide formal discontinuance of a program or department of instruction. The decision to discontinue a program or department of instruction will be based mainly upon educational considerations as determined by the Academic Council. The judgment to discontinue will be based upon assessment that the educational mission of the University as a whole will be enhanced by the discontinuance.

5.6.4.2 Before the issuance by the Administration of a notice of intention to terminate a tenured faculty member due to the discontinuance of a program or department of instruction, the University will make every reasonable effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, reasonable financial and other support for such training will be offered by the University. If no suitable position is available within the University, the faculty member's appointment may then be terminated.

#### 5.6.5 Notification of Termination or Non-Reappointment of Tenured Faculty

5.6.5.1 Notice of termination or non-renewal of an appointment shall be given to a tenured faculty member at the earliest time possible in keeping with the best interests of the University. Except in the case of emergency, unusual circumstances, or when pertinent information is later received, such notice will be given not later than December 31 of the academic year in which the termination is to become effective.

5.6.5.2 When a decision to terminate or not to renew an appointment has been made, the faculty member involved will be informed of that decision by the committee or individual making the recommendation or decision. The faculty member shall be provided a written explanation of the basis for the non-renewal. The faculty member may request a reconsideration by the recommending or deciding individual or committee.

### **5.7 Termination of Contract by a Faculty Member**

Faculty members may terminate their appointments effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 1, or 30 days after receiving notification of the terms of appointment for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

### **5.8 Retirement Status and Recognition**

5.8.1 To be eligible for "Retirement Status" from the University, an employee must have a combined (added) number of years of service and age equal to or greater than 75 and have completed a

minimum of ten years of University service. The tuition benefit for retired employees, and official retirement recognition will not be granted unless these conditions have been met.<sup>2</sup>

- 5.8.2 In cooperation with the Faculty Affairs Committee, the Administration of the University will provide an appropriate event (luncheon, dinner, etc.) to honor all full-time faculty retiring in a given year. Further, the retiring individual will receive a monetary gift from the University according to a schedule approved by the Board of Trustees.
- 5.8.3 Recognition, if any, of full-time faculty who leave the University for responsibilities elsewhere (prior to retirement) or of resigning or retiring adjunct faculty shall be the responsibility of the department of which the faculty member was a part.

## **5.9 Additional Employment and Interests**

- 5.9.1 One of the distinguishing features of a truly Christian university is the personal touch which administration, faculty, and staff provide for students. Therefore, anything that competes with the teacher's effectiveness or the giving of personal attention to students is considered contrary to one of the primary purposes of Evangel University. The teacher's obligation is not completely fulfilled upon leaving the classroom. Each faculty member is expected to maintain regular office hours and to guard conscientiously against the infringement of outside employment and interests on effectiveness as a teacher and counselor of students. Academic course work at area colleges and/or universities, compensated staff assignments in local churches, or other activities that require regular attendance during the Monday through Friday academic week should be cleared with the dean of the school (or department chair, if the department is not housed in a school) and the Provost for appropriate approval.
- 5.9.2 A faculty member carrying a full-time load at Evangel University may teach a maximum of three academic credits in other Springfield area colleges, or six credits per semester under separate contract with Evangel, under the following conditions.
  - 5.9.2.1 The subject must be similar to those being taught at Evangel University so that a completely separate preparation of lecture is not required.
  - 5.9.2.2 The needs of the course and the testing procedures used must be such that no excess paper work is involved.
  - 5.9.2.3 After an exchange of information between the colleges and personnel involved, the details of arrangement shall be clearly set forth in a letter with copies provided for each institution and for each teacher.
  - 5.9.2.4 In case it should become desirable to have more than three hours of work taught at the second institution, there would be a reduction in the teaching load and salary at the first institution.
  - 5.9.2.5 It is understood that the teacher will be responsible for instructional work only at the second institution and that the duties will not include out-of-class responsibilities such as committee assignments or participation in an accreditation self-study.
  - 5.9.2.6 It is to be understood that, in any such inter-college relationships, arrangements for the same must be cleared by the dean of the school (if any), Provost, and President.
  - 5.9.2.7 Approval for additional contracts with Evangel must be approved by the department chair and the dean of the school (if any).

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<sup>2</sup> For example, a 37 year old who had taught at the University for ten years would not qualify for retirement status: 10 years service + age 37 = 47. However, a 65 year old would: 10 years of service + age 65 = 75.

## **5.10 Employment of Immediate Family Members**

- 5.10.1** Because the faculty play a significant role in the formulation and implementation of academic policy, and because the limitations of an institution of EU's size frequently result in departments or academic areas with total faculty numbering far fewer than similar departments or areas at larger schools, Evangel University has adopted the following general policy in order to permit two or more members of a family to hold employment and yet not jeopardize the integrity and the efficient operation of an academic unit.
- 5.10.2 Members of an immediate family may not receive a full-time appointment in the same academic area or department if their combined membership constitutes more than 25 percent of the total membership of the area or department. The term "immediate family" member is defined as the following: spouse, parent, child, or sibling. If the percentage requirement is satisfied, permitting two members of a family to serve in the same area or department, neither member may serve in a supervisory capacity which will make decisions concerning assignments and working conditions of the other. Only one faculty member of the same family may serve on a faculty committee.
- 5.10.3 In implementing this policy, no discrimination will be directed toward any person on the basis of sex or age.

## **5.11 Faculty Involvement in Political Campaigns and Elective Offices**

- 5.11.1 Evangel University is committed to involvement in community affairs and to provide a Christian influence in all segments of society. Service in public office is certainly compatible with the mission of the University. Classroom instruction can be greatly enriched as students benefit from current experiences of faculty members who participate in related activities off campus.
- 5.11.2** In some instances, however, otherwise legitimate activities of faculty and staff may conflict with the effective operation of the University. The following guidelines are therefore to be observed for all full and part-time employees of Evangel University who are interested in seeking some public elective office at the local, state, or national level.
- 5.11.2.1 A faculty member, administrator, or staff member who seeks an elective office which would demand full-time service during any part of the fall or spring semester, shall first disassociate himself or herself from the University; there shall be a complete termination of employment and remuneration.
- 5.11.2.2 Any exception to the above termination requirement must be approved by the President's Leadership Team (for faculty) or the Board of Trustees (for administrators).
- 5.11.2.3 Filing and campaigning for non-salaried elective offices (such as a city council or an area school board) does not necessitate termination of employment, although the faculty member or administrator shall notify the Provost or President (as appropriate) of such intent and cooperate with University requests to avoid conduct or statements which might reflect negatively on the purpose and mission of Evangel University.



## SECTION 6: Discipline and Due Process

### 6.1 Procedure on Discipline of University Personnel

The policies and procedures for the discipline of faculty members are as follows:

#### 6.1.1 The Inquiry Stage.

- 6.1.1.1 All faculty members shall be presumed innocent of any charge until a finding of guilty has been rendered pursuant to a Formal Hearing process as hereinafter set forth in Section 6.1.3.
- 6.1.1.2 All charges against a faculty member must be in writing, signed by the individual making the charge and delivered to the Provost. All charges must set forth with specificity the nature of the charge, the facts surrounding the charge, and the specific written standard(s) and/or written policies of the University which are alleged to have been violated.
- 6.1.1.3 Unless the Provost, in consultation with the President of the University, determines the charge to be without merit, then the Provost:
  - 6.1.1.3.1 Shall have a copy of the charge served upon the individual being charged within seven days after receipt of same;
  - 6.1.1.3.2 Shall provide the accused a minimum of seven days to privately rebut the charge and/or explain the facts and circumstances surrounding the event(s) from which the charge arose;
  - 6.1.1.3.3 May request the accused to submit a written statement of response of the charge within fourteen days;
  - 6.1.1.3.4 Within seven days after receipt of the accused's explanation and rebuttal, unless special circumstances dictate an extension of time, may determine the charge against the accused to be without merit and shall so inform the accused and the complainant, in writing, of such conclusion;
  - 6.1.1.3.5 May set the charge for a Preliminary Hearing if unresolved by Section 6.1.1.3.4;
  - 6.1.1.3.6 Shall set the matter for Formal Hearing, pursuant to the provisions of Section 6.1.3 hereof, provided the matter is unresolved through Section 6.1.1.3.4, and further provided that a Preliminary Hearing is waived, in writing, by the accused;
  - 6.1.1.3.7 May, notwithstanding the presumption of innocence, suspend the accused from his or her normal duties, including a requirement that the accused not maintain office hours, provided, in the sole discretion of the Provost, it is determined that such action is in the best interest of the University and the student body.

#### 6.1.2 The Preliminary Hearing.

- 6.1.2.1 Unless waived by the accused, the Preliminary Hearing shall be set by the Provost, to be conducted within twenty-eight days after service of the original charge on the accused faculty member.
- 6.1.2.2 The Provost, in consultation with the accused faculty member, shall set the date, time, and place for the Preliminary Hearing.
- 6.1.2.3 The Provost shall preside over the Preliminary Hearing, which shall be conducted in an informal manner.
- 6.1.2.4 *The rights of the accused shall include*
  - 6.1.2.4.1 To be present at all times in person and to be represented by counsel of his or her choice, at his or her sole expense;



- 6.1.2.4.2 To call witnesses and present evidence;
- 6.1.2.4.3 To cross-examine witnesses against him or her;
- 6.1.2.4.4 To confront and cross-examine his or her accuser(s);
- 6.1.2.4.5 To have a jury, empanelled in accordance with Section 6.1.4 hereof, to hear and decide issues of guilt or innocence;
- 6.1.2.4.6 To waive the right to a jury and to have a Resolution Panel, consisting of the Provost, a member of the administration selected by the Provost, and a member of the faculty selected by the accused, conduct a hearing and decide questions of guilt or innocence.
- 6.1.2.5 The request by the accused for a jury shall constitute a waiver by the accused of the right to demand a Formal Hearing under Section 6.1.3 hereof and the finding of the jury at the conclusion of the Preliminary Hearing shall be binding and conclusive upon the University and the accused, with no further right of appeal.
- 6.1.2.6 At the conclusion of a Preliminary Hearing conducted by a Resolution Panel, if it is determined that there is insufficient evidence to proceed to a Formal Hearing; or, upon a finding of “not guilty” by a jury or a Resolution Panel, then the Provost shall immediately write a letter of dismissal or exoneration, based on the decision of the Panel or jury.
- 6.1.2.7 A finding of guilty by a Resolution Panel may, at the option and request of the accused, within seven days of receipt of the Resolution Panel’s findings, be appealed and set for Formal Hearing under the provisions of Section 6.1.3 hereof.
- 6.1.3 The Formal Hearing.
  - 6.1.3.1 *Continuances.* For good cause shown, the Formal Hearing may be continued at the request of the accused or counsel representing the University, but in no event shall the hearing be continued for more than thirty days without the consent of both the accused and the counsel for the University.
  - 6.1.3.2 *Conduct of Hearing.* The Formal Hearing shall be conducted with decorum and in a fair and impartial manner with reasonable latitude granted to the parties for submission of evidence and the presentation of mitigating circumstances.
  - 6.1.3.3 *Presiding Officer.* The Presiding Officer of the Formal Hearing shall be an impartial person, qualified to hear and arbitrate or adjudicate disputes and shall be agreeable to both the Provost and the accused.
    - 6.1.3.3.1 In the event that the Provost and the accused are unable to agree upon a Presiding Officer with ten days after the delivery of notice of the Formal Hearing to the accused, then the Presiding Officer shall be selected by a panel of three persons. One panel member shall be selected by the Provost, one panel member shall be selected by the accused, and the third panel member shall be selected by the two previously selected panel members.
    - 6.1.3.3.2 The Presiding Officer shall establish the rules of procedure for the hearing and shall direct the hearing in fair and impartial manner.
    - 6.1.3.3.3 The Presiding Officer shall cause an accurate record of the proceedings to be kept by audio recording or by a Certified Court Reporter. In the event that the record is kept by a tape recording, the accused shall have a right, at his or her sole expense, to employ a Certified Court Reporter to make a record of the proceedings.
    - 6.1.3.3.4 The Presiding Officer shall rule on the admissibility of evidence.
    - 6.1.3.3.5 The Presiding Officer shall declare the decision of the jury to the accused and the University.
  - 6.1.3.4 *The Prosecutor.* A prosecutor shall be appointed to present the evidence of the complainant. The prosecutor shall
    - 6.1.3.4.1 Be appointed by the President’s Leadership Team.

- 6.1.3.4.2 Examine and cross-examine witnesses and present evidence.
- 6.1.3.4.3 Make such opening statements and closing arguments as may be permitted by the Presiding Officer.
- 6.1.3.5 The accused may appear *pro se* or may be represented by counsel of his or her choice, and at his or her sole expense.
- 6.1.3.6 *The accused or counsel for the accused shall have the right to:*
  - 6.1.3.6.1 Examine and cross-examine witnesses and present evidence;
  - 6.1.3.6.2 Confront and cross-examine the complainant;
  - 6.1.3.6.3 Make such opening statements and closing arguments as may be permitted by the Presiding Officer.

#### 6.1.4 The Jury.

- 6.1.4.1 The jury shall be constituted as follows:
  - 6.1.4.1.1 A panel of eight faculty members shall be appointed by the Faculty Affairs Committee;
  - 6.1.4.1.2 The accused shall have the right to strike three members of the panel. In the event that the accused does not exercise all available strikes, then the Presiding Officer shall excuse a sufficient number of the panel to reduce its membership to five.
  - 6.1.4.1.3 The Prosecutor shall have no right to strike members of the panel.
- 6.1.4.2 The jury (the remaining five members of the original panel of eight) shall hear and see all evidence which the Presiding Officer allows to be presented by the Prosecutor and the accused.
- 6.1.4.3 Immediately upon the conclusion of the hearing, the jury shall commence deliberations, in private, out of the hearing of all persons, and shall continue their deliberations from hour to hour and day to day on a schedule to be set by a majority of the jury members, until such time as a decision is reached or the Presiding Officer declares that the jury is unable to reach a decision.
- 6.1.4.4 The jury's verdict shall be by no less than a three-fifth majority vote.
- 6.1.4.5 Unless otherwise instructed by the Presiding Officer, the jury shall (a) make a specific finding as to the truthfulness of the accusation and, (b) make a finding as to the violation of the specific written standard or written policy of the University which is alleged to have been violated.
- 6.1.4.6 All findings of the jury shall be in writing and signed by all jurors who concur with the finding. A copy of the jury's findings shall be immediately served upon the accused and a copy shall be retained for the administration's records.
- 6.1.4.7 Jury verdicts of guilty shall include recommendations regarding final disposition, which shall be implemented by the administration.
- 6.1.4.8 In cases where charges have been brought by the Board of Trustees, the Board shall be bound by the jury's finding of guilt or innocence. However, the Board shall not be bound by the jury's recommendations for disposition. Following a finding of guilty, the Board shall meet at the earliest possible time to receive the transcript of the hearing, the recommendations of the jury, and to render its decision regarding disposition. There shall be no appeal from the decision of the Board.

## 6.2 Termination of Employment of Tenured Faculty for Cause

- 6.2.1 Preliminary Proceedings: If the competency or satisfactory performance of a tenured faculty member is questioned, (1) during a periodic performance review, (2) as a result of complaints or supervisory or peer observation and reports, or (3) by a department chair or other supervisory

Administrative Personnel, then the department chair or other immediate supervisor of the tenured faculty member shall immediately conduct a private review of the faculty member's performance to determine if remedial action should be taken. If the conclusion is that remedial action is necessary, a preliminary self-help process shall proceed as follows:

- 6.2.1.1 The immediate supervisor of the faculty member and the department chair or Provost, in their collective discretion, shall meet with the faculty member, discuss the issues of concern and attempt to agree upon a remedial course of action. The course of action shall include a timetable for completion and shall be instituted immediately. The timetable for the completion of the remedial action shall not exceed one semester in length.
- 6.2.1.2 If the faculty member refuses to cooperate or agree upon a remedial course of action or, if at any time during the remedial course of action the immediate supervisor, the department chair and the Provost determine, in their collective discretion, that satisfactory progress is not being made, a further private meeting shall be held with the faculty member for presentation to the faculty member of a written "Remedial Plan." The written Remedial Plan shall contain specific goals and expectations and a timetable for completion, not to exceed two semesters.
- 6.2.1.3 In the event that the faculty member (a) refuses to cooperate in the development of the written Remedial Plan; or (b) refuses to undertake the actions set forth in the Remedial Plan; or (c) the President and the Provost, in their collective discretion, determine that inadequate progress is being made by the faculty member toward the accomplishment of the goals and expectations set forth in the Remedial Plan, then the Provost shall refer the matter to the Faculty Affairs Committee with a full written report of all previous actions.
- 6.2.1.4 Upon referral from the Provost, the Faculty Affairs Committee shall conduct a study and review of the actions previously taken, as set forth in the report submitted to it by the Provost. The faculty member shall have the right to appear before the Faculty Affairs Committee and present relevant evidence. The Faculty Affairs Committee Chair shall determine relevancy.
- 6.2.1.5 Following the study and review of the report of the Provost and after hearing all relevant evidence presented by the faculty member, the Faculty Affairs Committee shall adjourn for private and confidential deliberations. Only the members of the Faculty Affairs Committee shall be permitted to be present during such deliberations.
- 6.2.1.6 Upon conclusion of its deliberations, the Faculty Affairs Committee shall make recommendations (a) regarding remedial or other actions to be undertaken by the faculty member and/or the University administration; or (b) that no further action be taken; or, (c) recommend that Formal Proceedings be instituted against the faculty member pursuant to Section 6.2.2 hereof. Any recommendations for remedial action shall be specific and shall contain a time table for completion, acceptable to the Provost. However, neither the faculty member nor the Provost shall be required to accept the recommendation of the Faculty Affairs Committee.

## 6.2.2 Formal Proceedings

- 6.2.2.1 *Initiation of Proceedings.* Formal Proceedings regarding the termination of a tenured faculty member may be initiated as follows:
  - 6.2.2.1.1 By a tenured faculty member's refusal to accept remedial action recommended by the Faculty Affairs Committee;
  - 6.2.2.1.2 By the Provost' refusal to accept remedial action recommended by the Faculty Affairs Committee;

- 6.2.2.1.3 Upon the recommendation of the Faculty Affairs Committee, after exhausting the remedies described in Sections 6.2.1.1 to 6.2.1.5 above.
- 6.2.2.2 *Preparation of Statement of Grounds for Dismissal.* Upon initiation of Formal Proceedings, the Faculty Affairs Committee and the Provost shall confer for the purpose of preparing a mutually agreeable joint statement, setting forth with reasonable particularity the grounds for dismissal including such detail as to enable the faculty member to understand the exact charges and to prepare a defense thereto. In the event of the inability to agree on a joint statement, the statement of grounds for dismissal shall be prepared by the Provost.
- 6.2.2.3 *Service of Notice on the Accused.* Notice of commencement of Formal Proceedings, signed by the Provost, shall be served upon the faculty member in person or by certified or registered mail addressed to his or her last known residential address.
- 6.2.2.4 *Content of Notice.* The Notice shall contain, at a minimum, the following:
- 6.2.2.4.1 A true copy of the statement prepared in accordance with Section 6.2.2.2 above;
- 6.2.2.4.2 Advice to the faculty member that he or she is entitled to a hearing before a “Hearing Panel,” which shall consist of the members of the Faculty Personnel Committee and the chair of the Faculty Affairs Committee, all of whom shall be voting members. The Provost and the charged faculty member’s department chair, if a member of the Faculty Personnel Committee, shall not be permitted to be a part of the Hearing Panel;
- 6.2.2.4.3 A statement informing the faculty member of his or her right to respond, in writing, to the charges specified in the Notice within seven days after service of the Notice on the faculty member.
- 6.2.2.4.4 A statement advising the faculty member of the date, place and time for the hearing before the Hearing Panel, which shall be not later than fourteen days after service of the Notice on the faculty member.
- 6.2.2.4.5 References to the *Faculty and Administration Handbook* and any other University publications which set forth any procedural rights which may not be defined herein.
- 6.2.3 *Service on the Hearing Panel.* Contemporaneous with the service of the Notice on the faculty member, the Provost shall serve a copy of the Notice on the chair of the Hearing Panel who shall immediately distribute copies to all members of the Hearing Panel.
- 6.2.4 *Service of Response to Charges.* The Provost shall upon receipt, immediately deliver a copy of any written response received from the faculty member to the chair of the Hearing Panel within twenty-four hours of receipt of same.
- 6.2.5 *Suspension.* The faculty member shall not be suspended during the Formal Proceeding unless the Provost, after consultation with the President, determines that a suspension is necessary to protect the faculty member from immediate harm to himself or others. Unless legal considerations forbid, any such suspension shall be with pay.
- 6.2.6 *Continuances.* The Hearing Panel Chair shall have authority to grant reasonable extensions of time in the scheduling of Panel meetings and hearings and for written responses to be submitted by the faculty member. In no event, however, shall the Panel deliberations or hearing be continued or the deadlines for written responses or submissions from the faculty member be more than forty-five days after the date of the initiation of Formal Proceedings as set out in Section 6.2.2.1 above.
- 6.2.7 *Order of Business.* As the first order of business for the Hearing Panel, it shall establish its procedure for the conduct of its deliberations and for the hearing. The Hearing Panel shall have the power to call witnesses and request documents related to the claims contained in the Notice. The Hearing

- Panel, in consultation with the faculty member, shall exercise its judgment as to whether the hearing should be public or private. The Provost may designate a representative to assist in developing the case; however, the Hearing Panel shall determine the order of proof, conduct the questioning of witnesses and, if necessary, secure the presentation of evidence important to the case. The Hearing Panel may request assistance from the University staff in the presentation of evidence.
- 6.2.8 *Right to Counsel.* The faculty member may be assisted by counsel of his or her choice and at his or her sole expense.
- 6.2.9 *Procedural Rights and Witness Attendance.* The faculty member shall have the procedural rights set forth in the [1940 Statement of Principles on Academic Freedom and Tenure](#), and shall have the aid of the Hearing Panel, when needed, in securing the attendance of witnesses.
- 6.2.10 *Right to Present Evidence.* The faculty member or his or her counsel shall have the right, within reasonable limits, to question all witnesses who testify orally or by deposition, and to present supporting evidence, including the right to confront and cross-examine all adverse witnesses.
- 6.2.11 *Witness Attendance.* The Hearing Panel shall make all reasonable efforts to compel witnesses to present their testimony in person.
- 6.2.12 *Record of Proceedings.* All evidence shall be duly recorded. If requested by the faculty member, the proceedings shall be recorded by a duly certified court reporter.
- 6.2.13 *Rules of Procedure.* Unless special circumstances warrant, in the sole opinion of the Hearing Panel Chair, it shall not be necessary to follow formal rules of court procedure in the conduct of the hearing.
- 6.2.14 *Briefs and/or Oral Arguments.* Before its final deliberation, the Hearing Panel may, or if requested by the faculty member or the Provost, shall request and receive written briefs and oral arguments from the faculty member or the Provost and their representatives.
- 6.2.15 *Deliberations.* The Hearing Panel shall proceed to its deliberations as promptly as possible after the conclusion of the presentation of evidence. The Hearing Panel may, if it deems it necessary in order to reach a just and reasoned decision, delay its deliberations until it has been furnished a transcript of the hearing. The decision of the Hearing Panel shall be by simple majority vote after due deliberations.
- 6.2.16 *Written Decision.* The decision of the Hearing Panel shall be in writing and shall set forth specific findings of fact, and if the decision is for removal of the faculty member, specific findings of Cause. The decision of the Hearing Panel shall be served on the faculty member and the Provost within twenty-four hours after it has been finalized by the Hearing Panel. Any public announcement concerning the Hearing Panel's decision shall be withheld until the matter has been presented to the Board of Trustees for their review.
- 6.2.17 *Consideration by the Board of Trustees.* The President shall transmit the decision of the Hearing Panel to the Board of Trustees, together with a full report of the matter, as promptly as is reasonably possible after the decision has been finalized. The Board of Trustees may accept the decision of the Hearing Panel or conduct its own review of the matter. Any review by the Board of Trustees shall be based upon the record of the Hearing Panel's proceedings with the opportunity for argument, oral or written or both, by the faculty member and the Provost or their representatives. After the conclusion of the review, the Board of Trustees shall issue its written decision. If the decision is contrary to the decision of the Hearing Panel, it shall state with specificity the basis for its decision, including findings of fact and specific finding of Cause if the finding is for dismissal. All records of the formal proceedings, and the decision thereof, shall be maintained in the office of the Provost for the period required by law.

6.2.18 *Publicity.* To the extent reasonably possible and lawful, public announcements from the University regarding the Formal Proceedings shall be avoided. Any announcements which are required should contain only such information about the matter as is necessary. Public announcement of the final decision of the Hearing Panel or the Board of Trustees is to be made only through the office of the University President.

## SECTION 7: Faculty Ranks, Salaries, and Promotion

### 7.1 Policy on Faculty Promotions

- 7.1.1 Promotions will be administered so as to encourage the completion of advanced graduate degrees, excellence in classroom achievement and curricular development and methods, contributions in writing and research, participation in college and community activities, and spiritual leadership. In addition to these objectives, promotion will also be affected by faculty members' improvement initiatives and development in their own discipline. Inasmuch as Evangel University professes to offer students greater personal attention than might be given by other colleges, faculty members' extra-curricular involvement with students will also be considered.
- 7.1.2 The Faculty Personnel Committee provides recommendations and guidelines to the Provost in the matter of faculty promotions. Promotions are not automatic.
- 7.1.3 In reporting to the President, the Provost would ordinarily support the promotion recommendation of the Faculty Personnel Committee but is not bound by it. Ultimately, the Board of Trustees makes the official action in granting all promotions. Promotions of members of the Faculty Personnel Committee are considered by the President's Leadership Team, not by the Committee.

### 7.2 Evaluation Considerations for Promotion

The following subjective considerations affect the awarding of promotions (not necessarily in order of importance):

- 7.2.1 Loyalty to and enthusiasm for the University and its purposes.
- 7.2.2 Loyalty to parent denomination as demonstrated by membership and active participation in an Assemblies of God church and earned good will of the denomination's constituency.
- 7.2.3 Substantive scholarly publications and contributions to academic or professional communities.
- 7.2.4 Community service while a faculty member.
- 7.2.5 Quality and effectiveness of classroom instruction.
- 7.2.6 Spiritual leadership in college family.
- 7.2.7 Supply and demand in various academic areas.

### 7.3 Professional Ranks

- 7.3.1 Professional Assistants. This is not an official rank, but is a designation of service in laboratories, class sections supervised by regular faculty members, remedial instruction, or similar activities. Reimbursement is in the form of wages—based on time cards, rather than salaries; the work is usually part-time; personnel are included in faculty functions, including faculty meetings, and have the right of the floor, but not of the vote. Personnel must hold a minimum of the bachelor's degree or equivalent, and usually will have completed a master's degree.
- 7.3.2 Assistant Instructors. This is an official rank, and carries full rights if the teacher is on a full-time basis. Personnel so designated are ordinarily holders of a bachelor's degree or equivalent who are qualified in a limited specialty, and their service is limited to that area. Ordinarily such teachers will be giving special private lessons in the music department or similar work in other departments. No time limit is placed on length of service at this level.
- 7.3.3 Instructors. This is the ordinary beginning rank for fully qualified faculty personnel who have completed a master's degree in the area they are to teach. Tenure is not granted to instructors. Increments granted on the basis of service elsewhere count toward the salary scale, but are not automatically counted as part of the minimum three years needed for promotion to assistant professor, or the seven needed for tenure. Promotion before the three years may occur at the



discretion of the administration in recognition of outstanding service elsewhere or at Evangel University, for advanced qualifications beyond the master's degree, or for administrative responsibilities. In any case, tenure is not granted until the conclusion of the seventh year of duties.<sup>3</sup>

- 7.3.4 Assistant Professors. This is the basic rank for faculty on tenure. No automatic promotion occurs by reason of length of service. Assistant professors are expected to take advantage of in-service provisions of the University, such as trips to appropriate professional meetings, occasional attendance at summer school, the utilization of the sabbatical at times mutually convenient for the University and the teacher as determined by consultation with the Provost. They are encouraged to participate in community activities connected with his discipline such as inter-college faculty meetings, locally held conferences, etc. It is usually expected that this will be the permanent rank of members of the faculty who for personal or family reasons do not find it convenient to do extensive graduate work beyond the master's degree.
- 7.3.4.1 The rank of assistant professor will ordinarily be the beginning rank of faculty who have completed the doctorate but do not have extensive teaching experience. Promotion from the rank of assistant professor will ordinarily require a completed doctorate degree, with extended service to the University (at least five years and at least one with the doctorate), and a thoroughly satisfactory record of classroom effectiveness and commitment to the purposes and objectives of the University.
- 7.3.4.2 Assistant professors with significant work toward the doctorate may also be considered for promotion to associate professor upon the completion of fifteen years of full-time service. Extensive professional service in the subject area of teaching may also be considered toward promotion to associate professor. Requirements for this promotion include distinguished contributions to the college program and enthusiastic loyalty to the institution as determined by the Faculty and Personnel Committee.
- 7.3.5 Associate Professors. This is a rank with limited membership, based on advanced academic preparation, extensive service to education, especially at Evangel University, and demonstrated qualities of achievement in teaching, administration, writing, research, or community service. It will not be awarded on the basis of length of service alone. The rank of associate professor will normally be the terminal rank for holders of the doctorate degree. At the discretion of the administration, faculty who have served the University for an extended period while holding their master's degree may be promoted to the rank of associate professor for the concluding years of their teaching as a recognition of their contribution to the University.
- 7.3.6 Full Professors. This rank is expected to be limited in membership with the same type of qualifications as those expected of the associate professor, intensified and extended. This rank will not ordinarily be granted to faculty without an earned doctorate degree, extended distinguished service, and demonstrated achievement in contributing to their discipline and to education in general.
- 7.3.6.1 The Board of Trustees has reserved the right of appointing full professors. Requirements for recommendation to the Board of Trustees for promotion to Full Professor include the following:
- 7.3.6.1.1 Ph.D. or applicable terminal degree
- 7.3.6.1.2 Minimum of 5 years at Evangel University

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<sup>3</sup> Because Evangel University is a consolidated entity deriving from the Assemblies of God Theological Seminary, Central Bible College, and Evangel University, anywhere a period of service to Evangel University is mentioned in this Handbook, it shall be calculated as the combined years of service at EU plus immediately prior years of service at AGTS or CBC.

- 7.3.6.1.3 Noticeable contribution or strength of compliance regarding the subjective considerations listed in 7.2.

#### **7.4 Professor Emeritus**

Upon retirement from Evangel University, after a minimum of ten years of full-time service, a faculty member may receive the title Professor Emeritus. This designation for recognition as Professor Emeritus may be presented to the Board of Trustees at a meeting prior to retirement so that if the recommendation is approved by the Board the announcement can be made publicly at the time a faculty member completes his/her full-time service to Evangel University. Inasmuch as the assigning of the title Professor Emeritus is intended as an honor and recognition of distinguished service to the University, it shall be the prerogative of the Board of Trustees to grant such designations upon recommendation of the President.

#### **7.5 Improvement of Instruction through Evaluation**

The primary purpose of faculty evaluation is to contribute to improved teaching. A secondary purpose is to provide a systematic method of assessing overall faculty performance.

##### **7.5.1 Faculty Evaluation Process**

- 7.5.1.1 All non-tenured faculty members are to be evaluated annually; tenured faculty should be evaluated at least once every three years. It is the responsibility of the faculty member, as well as of the department chair and dean of the school (if any), to see that the evaluation schedule is properly fulfilled. Failure to follow the recognized evaluation schedule may result in insufficient data for the administration to act favorably on matters of tenure and promotion.
- 7.5.1.2 Student evaluation of faculty is only one part of systematic faculty evaluation. The dean and department chair must consider the classroom performance of a faculty member in making recommendations concerning tenure and promotion. Self-evaluation in consultation with the department chair will also assist in improving instruction. Peer evaluations and alumni evaluations can also be used to give a well-rounded picture of quality of instruction.
- 7.5.1.3 The faculty of the University has approved a system of faculty evaluation. Modification of this evaluation form is the primary responsibility of the Faculty Affairs Committee, with final approval for any changes or substitutions to be given by the Provost and President. Although standard evaluation instruments are appropriate for this purpose, some provision must be made for the evaluation of the faculty member in areas related to the spiritual and liberal-arts distinctives of the University. Faculty may use evaluation instruments of their own choosing, but the University-approved instrument must be used for official evaluation.
- 7.5.1.4 When formal and informal evaluation procedures reveal inadequate or improper faculty performance, counseling by the department chair, school dean, or Provost shall seek to correct the problems if they are not of such a nature that they violate published legal, University, or Church standards of behavior or conduct. If efforts by the department chair and Provost are not successful, the inadequate or improper faculty performance shall be referred to the Faculty Personnel Committee for recommendation to the President or Provost. The established procedures of evaluation, notification, and appeal shall be followed as in the case of normal tenure and promotion decisions.

##### **7.5.2 Confidentiality in the Evaluation Process**

- 7.5.2.1 Evangel University is dedicated to the principles of equity, equal opportunity of access, and academic freedom and excellence. Yet within the complex context of these values, the difficult

issue of confidentiality can sometimes arise in conjunction with faculty appointments and promotions.

- 7.5.2.2 Fair and searching assessment of colleagues is the surest guarantee of professional growth, for when evaluations are full and honest, and when personalities are not at issue, decisions can be made in the best interest of the University and of the faculty member being evaluated. Confidentiality is not secrecy. But it does encourage candor and openness in the evaluation of individuals under review and therefore is crucial to that process.
- 7.5.2.3 Confidentiality refers to the protection of statements and evaluative materials, as well as the identities of authors of letters deliberations concerning the appointment, promotion, and granting of tenure to faculty members. Faculty members who are candidates for promotion or tenure will be afforded the opportunity to know and to benefit from details of the evaluation process without the identification of confidential sources.
- 7.5.2.4 Although faculty members may request to see the general content of their personnel file, this privilege of inspection does not extend to written evaluations by administrators, department chairs, and any other colleagues who are part of the official University evaluation process. These are available for inspection only to those legitimately involved in the faculty appointment or review process. If a faculty member has questions or complaints concerning the evaluating process, the faculty should register his/her questions or complaints in writing with the President of the University, who will then make appropriate inquiries.

## **SECTION 8: Faculty Compensation**

### **8.1 Faculty Salaries**

- 8.1.1 The presenting of the annual faculty contracts is the responsibility of the President. The request for this contract and the recommendations as to the faculty rank involved, the length of contract, the calculation of increments based on service, special assignments and such details are the responsibility of the Provost, and these matters are reviewed by the Vice President for Business and Finance for budgetary purposes before the request is made to the President.
- 8.1.2 Regular faculty members are paid salaries in twelve monthly installments. The first payment will be made on the 15th of August of each new academic year.
- 8.1.3 Salary increments for experience at Evangel are granted according to the salary schedule. One increment is granted for five years of related professional service (such as business experience, ministerial experience). Professional experience that requires a graduate degree may be counted as one increment for each two years of professional experience. Teaching experience at the secondary level is likewise counted as one increment for each two years of experience. In academic areas where public school experience is essential for a quality program (i.e., the teaching of methods courses for certification), the Faculty Personnel Committee may designate such experience as equivalent to college teaching experience. University teaching experience is counted as one increment for each one year of experience. This increment is regularly calculated into faculty salaries at the time of contract renewal.

### **8.2 Teaching Loads and Overloads**

- 8.2.1 The standard load for a full-time faculty member will be 24-28 semester credit hours spread over the fall and spring terms. A three-credit graduate course will count as four semester credits of load. Some subjective factors may be given consideration in determining appropriate teaching load within this range such as whether this is the first year that an instructor has taught the class, whether or not other sections of the same course are taught in the semester, class size, whether this is a survey or advanced course, and the materials employed. The teaching load may also be influenced by accreditation requirements. The administration shall have the right to increase the standard work load to 30 semester credit hours for some or all positions if necessary for bona fide financial exigency.
- 8.2.2 The responsibilities of the dean of a school and of a department chair shall normally be weighted at three hours per semester. Some exceptions are:
- 8.2.2.1 The Education Department Chair shall be weighted at four credit hours because of public school coordination responsibilities. The Music Department Chair shall be weighted at five credit hours because of lesson assignment responsibilities and scheduling of off-campus music functions.
- 8.2.2.2 The dean of the School of Theology and Church Ministry (STCM) also functions as the dean of the embedded Assemblies of God Theological Seminary, and this position is full time. The responsibilities of the STCM associate dean for undergraduate studies shall be weighted at six hours per semester.
- 8.2.3 If the load exceeds fifteen credit hours in any semester, compensation will be paid on the basis of a per-semester-credit-hour rate as determined annually by the Board of Trustees. As a general rule, overloads are discouraged. The maximum overload in any semester is three credits.

- 8.2.4 Normally, separate contracts are given for summer teaching. The Provost may, under certain circumstances, approve the standard teaching load to be spread over the fall, spring, and summer terms.
- 8.2.5 Load credit for supervising student teachers is one credit for each six visits (usually four per student). Load credit for private music lessons is one credit for each three students. Supervision of internships or independent readings is counted at one credit for each three students supervised if the faculty member meets with each student for an average of at least one-half hour during each week of a semester. A maximum of three credits for internships and readings (equivalent of one class) can be counted on the faculty load.
- 8.2.6 One-hour non-lecture and laboratory sections are generally counted as 2/3 of a semester credit hour (1/2 of a semester credit hour if laboratory assistance is provided by the University). Such laboratory sections are found in English, science, mathematics, physical education, language, speech, broadcasting, business, and accounting.
- 8.2.7 Since some science labs extend for two or more consecutive hours, the following formula is followed:
- 8.2.7.1 If the lab includes a lab assistant, the first hour of a lab period used for set-up supervision is 2/3 of a semester credit and the successive hours supervised by a lab assistant are zero;
- 8.2.7.2 If there is no lab assistant, the first hour of a lab period is counted as 2/3 of a semester credit and the remainder of the lab with instructor present is counted as 1/2 of a semester credit.
- 8.2.7.3 If the instructor and lab assistant are both present, justification for the double coverage and pay must be made for each instance.
- 8.2.8 Faculty workload forms are to be completed and filed with the office of the Provost and the dean of the school (if any) at the beginning of each semester.

### **8.3 Summer School Appointments**

Compensation for summer school appointments for full time faculty is at the rate of 1.6 percent of the normal nine-month salary times the number of summer credit hours. Additional variables such as the number of students can also affect compensation. Adjunct compensation for summer courses is based on the adjunct salary schedule. The maximum teaching load for a summer session is six credit hours. Teaching assignments beyond six credit hours must have approval from the Provost.

### **8.4 Sabbatical Leave Policy**

- 8.4.1 The basic purpose of the sabbatical leave is for the improvement of the University through improvement of the faculty member. This improvement can be accomplished by:
- 8.4.1.1 Education—graduate work
- 8.4.1.2 Projects—college related and approved
- 8.4.1.3 Research and writing
- 8.4.1.4 Improvement of personal qualities
- 8.4.2 Sabbatical leaves may be granted for the completion of degree programs, post-doctoral work to improve professional competence, travel, field-work, observation of techniques, writing or other creative activity. In such case, these activities must be related to the instructor's area of specialization.

- 8.4.3 The leave shall not be considered a break in continuity of service, and close communication during this period between the individual and the University is highly desirable. The recipient is entitled to return to a position at least equivalent to that held prior to the leave.
- 8.4.4 A faculty member is eligible to apply to the school Faculty Personnel Committee for sabbatical leave to be effective after six years of full-time service as a member of the faculty. The sabbatical salary shall be half of the professor's contracted remuneration. A single semester sabbatical or a full year sabbatical may be requested.
- 8.4.5 An Application for Sabbatical Leave Contract must be initiated by the faculty member. The Faculty Personnel Committee will first consider the application and then pass it to the administration with recommendation. Approval of the Board of Trustees is also required before a sabbatical leave is granted.
- 8.4.6 Within two months prior to the start of the sabbatical leave, a detailed Sabbatical Plan is to be filed with the Provost. This Plan shall describe how the sabbatical project, as approved by the Board of Trustees, is to be accomplished.
- 8.4.7 A report of the sabbatical accomplishments, (including transcripts of any academic work completed), shall be submitted to the Provost. Where appropriate, a presentation of accomplishments shall be presented to a suitable faculty, professional, or community audience.
- 8.4.8 In the event that there are more applications for sabbatical leaves than the University budget can properly subsidize, the Faculty Personnel Committee must determine the importance of each proposal for the total University program and give priority to those that are considered most worthy. In making its recommendations on the proposals to be passed on to the Board of Trustees, the Personnel Committee shall be guided by the following criteria:
- 8.4.8.1 The sabbatical proposal shall be in keeping with the purpose, mission, and Christian commitment of Evangel University as an institution of the Assemblies of God.
- 8.4.8.2 The needs of a department for the strengthening of academic credentials and the potential for enriching the total program of the department and University shall be major considerations. The Faculty Personnel Committee, and ultimately the administration, shall determine the relative merits of sabbatical proposals.
- 8.4.8.3 The academic preparation of a teacher in relation to his/her level of teaching assignment (introductory or advanced) along with the changing nature of research in the field shall be a consideration in the setting of priorities.
- 8.4.8.4 Financial constraints may not permit funding all of the acceptable proposals. The cost of replacement instruction while the faculty member is on the sabbatical may also be a consideration. The Provost, in consultation with the President and the Vice President for Business and Finance will provide the Personnel Committee with information on such constraints.
- 8.4.8.5 Since the sabbatical leave is designed to enhance the teaching and general service of faculty members, the effectiveness of that service and the promise for future contributions will enter into the approval of sabbaticals.
- 8.4.9 A sabbatical will obligate the teacher to return to Evangel University for two full years (four semesters) following the sabbatical. A partial sabbatical shall carry a proportionate obligation. Should the teacher not return for the full post-sabbatical obligation, the University shall be reimbursed for that part of the sabbatical remuneration proportional to the part of the obligation period not served.





## SECTION 9: Benefits

### 9.1 Introduction

- 9.1.1 The University provides a comprehensive package of benefits for employees. Complete and official details of insurance and payroll plans will be discussed during the New Employee Orientation. The descriptions in this handbook are only brief summaries for general information. Faculty and administration should contact the Human Resources Department for more details.
- 9.1.2 The group health insurance program may be continued for a period of time if the employee leaves the University under circumstance described by federal law. Employees will receive a detailed explanation of this privilege under separate cover when they enroll in the health, dental, and/or flexible spending account plans.
- 9.1.3 The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the required time necessary to qualify for these benefits and plans.

### 9.2 Group Insurance

- 9.2.1 The University makes available and pays 50 percent of the cost for comprehensive health insurance and 100 percent for life and disability insurance for Full-time, Regular, and Part-time employees working 30 hours or more per week. This includes faculty under a full-time and 3/4ths time contract, but does not include adjunct or volunteer faculty. Insurance benefits become effective on the first day of the month following the date of hire except for disability insurance which becomes effective after one year of service.
- 9.2.2 Health Insurance. Employees have the option of purchasing coverage for themselves and their dependents under the group health plan. New employees and their dependents must enroll within 30 days of the date of hire or wait until the next open enrollment period.
- 9.2.3 Life Insurance. Employees will receive group term life insurance coverage equal to two times their annual salary plus \$15,000.
- 9.2.4 Accidental Death and Dismemberment Insurance. Employees will receive AD&D coverage in amounts relating to the type of accidental injury or death.
- 9.2.5 Long-Term Disability Insurance. After one year of service, employees will be eligible for LTD insurance, which will provide a percentage of their income if they become disabled for an extended period of time.

### 9.3 Retirement Plan—403(b)

- 9.3.1 At the date of hire all Full-time, Regular and Part-time employees, working 20 hours or more per week (equivalent to six credit hours per semester for faculty), are eligible to participate in the retirement pension plan as long as they have attained 21 years of age. However, one year waiting period is applied for University's matching contribution unless the employee already has an active 403b account in the two plans Evangel offers. Employees working less than 30 hours (includes adjunct and volunteer faculty) are not eligible for matching contribution based on the original plan document.
- 9.3.2 To help supplement retirement income, this plan permits the employee to defer a minimum of four percent of their gross, pre-tax earnings into one of several retirement plan options. The University will contribute six percent of the employee's gross earnings into their chosen retirement plan. The employee may contribute more than four percent but the University's contribution is limited to six percent of their earnings.

**9.4 IRS Section 125 Cafeteria Compensation Plan**

All Full-time, Regular and Part-time employees, working 30 hours or more per week, are eligible to participate in the IRS Section 125 program, which allows an employee to pay for certain medical and dependent care expenses, and eligible health insurance premiums with pre-tax dollars. Employees will receive complete details during orientation. If employees have any questions about this program, they should contact the Human Resources Department.

**9.5 Tuition Discount**

9.5.1 Full-time employees and their dependents are eligible for a tuition discount on undergraduate classes taken at Evangel University. Children must be under the age of 24 at the time of enrollment to be eligible for a tuition discount for that semester. The child (unmarried or married) does not have to be living at home to be eligible for the tuition discount. Tuition benefits are limited to 150 “attempted” undergraduate hours or a completed baccalaureate degree (whichever comes first) per spouse/child. This discount applies to tuition only; the student must pay any other fees. The amount of the discount is based upon the employee’s length of service, which is determined from the hire date.<sup>4</sup> The employee must remain employed by the University until the end of the current semester to be eligible for the tuition discount.

9.5.2 If an employee dies while employed at Evangel or as a result of an illness or disability, which began during employment at Evangel, the employee’s spouse and children are entitled to receive tuition benefits at the discount rate applicable at the time of the employee’s last date of service. The children of a deceased staff member shall not lose the tuition benefits because of the remarriage of a surviving spouse.

9.5.3 An employee who terminates employment and later resumes employment with the University shall be given immediate credit for prior years of service for the purpose of calculating the current tuition discount benefit. There will be no expiration of benefits for the employee or spouse/child of an employee who retires from the University as long as the child meets the age qualification requirements.

9.5.4 A student benefiting from the employee tuition discount must be in good standing with the University academically, financially, and socially. A student will become ineligible for the tuition discount for any of the following reasons:

Tuition Benefit Schedule	
Length of employment	Tuition benefit
During first two years of employment	No tuition benefit
During third year of employment	50 percent
During fourth year of employment	75 percent
After completion of fourth year	100 percent

9.5.4.1 The student does not qualify for financial aid due to poor academic performance.

9.5.4.2 The student's account is more than one semester in arrears.

9.5.4.3 The student is placed on a disciplinary status of personal probation or higher.

9.5.5 Employees shall be responsible for the student account at Evangel, if their dependent receives the tuition benefit, regardless of any personal agreement that may exist between the employee and the family member receiving the tuition benefit.

<sup>4</sup> Because of the consolidation, the hire date for transitioning faculty or administration from AGTS or CBC shall be their original AGTS or CBC hire date.

## **9.6 Moving Expense of New Faculty**

- 9.6.1 The University is permitted to pay actual moving costs, excluding packing. The incoming faculty member must obtain a minimum of two bids. The University and the faculty member will then agree on the most advantageous bid, considering total cost, safety and security of belongings, prospects for recovering on claims or reaching satisfactory settlements in problem areas, availability of a home office of the mover in or near Springfield.
- 9.6.2 The faculty member will incur a three-year obligation to Evangel University. In the event that the faculty member does not stay three years by his or her choice, the faculty member will reimburse the University for that part of the moving costs paid by the University proportional to part of the obligation period not served. The University and the faculty member may agree on a lesser figure if the faculty member incurred lower than expected costs.

## **9.7 Leave of Absence without Pay**

- 9.7.1 A leave of absence without pay may be granted to an employee at the University's discretion to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. Leaves of absence without pay are of the following types:
- 9.7.1.1 Disability. The specific period must be supported by a physician's statement showing the medical necessity for time off.
- 9.7.1.2 Military Leave. For the duration of required service, there will be no break in the employee's record of service with the University for the time served away on duty.
- 9.7.1.3 Military Reserve Training. Up to two weeks per year for members of an active Armed Forces Reserve or National Guard training unit.
- 9.7.1.4 Family Medical Leave. Employees may be granted leave without pay due to their own or a family member's illness in accordance with the Federal Family Medical Leave Act. The employee must notify the department chair and Human Resources Department to initiate the process of granting a Family Medical Leave.
- 9.7.2 Employees on approved leave of absence without pay will retain their health insurance and life insurance benefits for up to 90 calendar days of their leave. Employees on leave of absence without pay for a longer period will be responsible for paying the cost of their health insurance and life insurance coverage after 90 calendar days. Employees' eligibility to continue their health and life insurance policies will be determined by COBRA guidelines.
- 9.7.3 For staff employees, sick leave and vacation time do not accrue during this period and employees are not paid for holidays that occur during unpaid leave. An employee returning from a leave of absence does not have to fulfill a waiting period in order to reestablish eligibility for benefits. Normally, the University will endeavor to place employees back in their original job; however, it cannot guarantee employment after a leave of absence without pay. Employees granted leave without pay under the FMLA, however, may expect to return to their previous employment position. Employees who are granted a leave for medical reasons shall provide a doctor's release to the Human Resources Department prior to returning to work.

## **9.8 Vehicle Registration**

In order to be able to park on campus, a vehicle must display an approved parking permit. This permit is obtained in the Security office at no cost to Full-time, Regular and Part-time employees. Failure to register your vehicles and display the decal in the appropriate window may result in a fine.

## 9.9 Identification Card

All employees are required to obtain an identification card from the Student Services office. This card will be required for entrance to various University functions and athletic events and for checking out material at the library. Upon termination of employment, the ID card must be turned in to the Human Resources Department.

## 9.10 University Facilities and Services

- 9.10.1 Health Center. First aid treatment from our campus nurse is available to all employees during the fall and spring semesters in the Health Center. The Health Center does not provide routine medical services to employees. Employees should make arrangements with their Primary Care Physician for those services.
- 9.10.2 University Bookstore. All items in the Bookstore may be purchased by employees and their dependents. Discounts may be applied to certain articles by presenting your employee ID card before making a purchase.
- 9.10.3 Post Office. Postal information, postage stamps, Federal Express, and U.P.S. service may be obtained through the campus Post Office.
- 9.10.4 Library. Employees presenting a University ID card, are able to check out library material in accordance with library regulations.
- 9.10.5 Check Cashing. Employees may cash a personal check in amounts up to \$250.00 (per day) at the cashier's window, which is located in the Administration Building.
- 9.10.6 Athletic Events. Employees and their dependents are permitted free admission to most University-sponsored athletic events by presenting their employee ID card. This usually does not include playoff games, which are managed by the NAIA.
- 9.10.7 Recreational Facilities. Employees and their dependents may use the University recreational facilities. Contact the Athletic office for hours of operation and regulations.
- 9.10.8 Food Service. Cafeteria and Student Union snack bar facilities are available to all employees and their dependents on a cash basis.
- 9.10.9 Artist Series Lectures and Special Performances. Watch for information on the outstanding cultural programs, which are presented on campus throughout the year. Many of these events are free to employees and their dependents.
- 9.10.10 Lost and Found. The Security office is the clearinghouse for all lost and found articles. Employees should turn in all found articles and report lost articles to the Security office.
- 9.10.11 Assemblies of God Credit Union. Membership at the AGCU is available to all employees and their dependents. Information concerning the services available can be obtained at the General Council Credit Union. For your convenience an ATM is located in the Student Union.
- 9.10.12 Employee Discount Programs: <https://web.evangel.edu/Portal/Employee/HR/discounts/index.asp>

## SECTION 10: Employee Safety and Health

Evangel University strives to provide safe working conditions for our employees. Safety is every employee's responsibility and all employees are expected to do everything reasonable and necessary to keep the University a safe place to work. If an unsafe condition or activity is observed, contact a member of the Safety Committee or the Human Resources Department as soon as possible.

### 10.1 Weather Closing Policy

- 10.1.1 Classes will be cancelled if weather conditions are such that driving to campus is not feasible or if campus streets and parking lots are not usable. Normally a snowfall of less than eight inches does not create these conditions. It should be noted that the public schools are more likely to close in less severe conditions because of the problem with school buses on county roads, a problem Evangel does not have.
- 10.1.2 Offices will normally be closed when classes are cancelled. Some staff whose work is essential for maintaining the safety and function of the campus may be called in to work, regardless of the closing notice.
- 10.1.3 **In most cases the decision to cancel classes because of weather conditions will be made so that notification can be given by 7 a.m.**
  - 10.1.3.1 Faculty and Staff will be notified by phone calls from their department chair or immediate supervisors.
  - 10.1.3.2 Residence Hall Students will be given notices by their RDs and/or RAs.
  - 10.1.3.3 Commuter Students should call the regular University number: 865-2811. The automated attendant greeting will give notification if classes are cancelled.
  - 10.1.3.4 Notice will also be placed on the University website.
  - 10.1.3.5 Unofficial notice will also be given to local radio and TV. However, since this cannot always be done in a timely fashion, students, faculty and staff should rely on the official notification procedure.

### 10.2 Emergency Procedures

The following procedures should be followed in case of an emergency on campus.

- 10.2.1 **Fire Emergency:** Call the Security Department extension "911". Give your name, the exact location of the emergency, and the apparent nature of the emergency. Take whatever action is appropriate to minimize the danger of life.
- 10.2.2 **Medical Emergency:** Call the Security Department extension "911". Give your name, the exact location of the emergency, and the apparent nature of the emergency. Return to the location of the emergency and administer whatever assistance is possible until professional help arrives.
- 10.2.3 **Utility Emergency:** During regular business hours notify the Physical Plant Department. Give your name, the exact location of the emergency, and the apparent nature of the emergency. Take whatever action is appropriate to minimize the danger to life and/or loss of property.

After hours or on holidays, call the Security Department extension "911". Give your name, the exact location of the emergency, and the apparent nature of the emergency. Take whatever action is appropriate to minimize the danger to life and/or loss of property.

10.2.4 Active Shooter: In the case of an active shooter on campus, the faculty will be notified via the red-alert text message system. Some instructions will be given in the message. Any additional instructions will be given over the University intercom system. Faculty members should contact Human Resources to make sure they have an active mobile phone number in the red-alert system.

### **10.3 Accidents or Injuries Occurring on the Job**

10.3.1 No matter how insignificant an injury may seem when it occurs, notify your department chair and/or the Human Resources Department immediately.

10.3.2 All employees of the University are covered by Workers' Compensation. This coverage provides for the payment of medical expenses and compensation to an employee who has an accident or injury generally defined as one "which has arisen out of and in the course of employment". Compensation under the Workers' Compensation provision is mandated by State statutes and not by the University.

10.3.3 Employees who are injured will be excused from work to obtain medical attention without the loss of pay on the day an accident occurs. If the physician determines that an employee is unable to return to work for a specified period of time, the employee will be granted leave without pay for the first three days. The employee (staff) has the option to use accumulated sick or vacation leave for up to (but not more than) these first three consecutive workdays following the incident. If the physician mandates additional time off, partial compensation will be made in accordance with Worker's Compensation laws.

10.3.4 If the physician authorizes temporary restricted duty for an employee injured while working, the University will accommodate those restrictions whenever possible. A physician's release will be required when an employee returns to work following an accident or injury or at the end of a period of restricted duty.

10.3.5 Evangel University reserves the right to choose the health care provider for work-related injuries.

### **10.4 Workers' Compensation Claim Procedures**

10.4.1 The injured employee must first obtain authorization to receive medical attention from either their supervisor or the Human Resources Department. If the employee does not obtain authorization or chooses not to see the doctor at the time of injury and complications develop later, the medical expenses will be the responsibility of the employee if medical insurance declines coverage for work-related injuries.

10.4.2 Evangel University requires that the injured employee see one of the physicians at Springfield Physical Medicine at 1308 North Glenstone (across Glenstone from Evangel). Their office hours are 8 a.m. to 5 p.m. Monday through Friday. The injured employee should have his or her supervisor or the Human Resources Department CALL THEM FIRST (864-4100) to make an appointment or, in the case of a more serious injury, to alert the staff.

10.4.3 Walgreen's is the pharmacy that fills Workers' Compensation prescriptions.

10.4.4 There are several exceptions:

10.4.4.1 Minor, first-aid-only injuries should be treated by our campus nurse.

10.4.4.2 Injuries requiring more comprehensive care or serious injuries occurring after hours should be directed to the Emergency Room at MERCY HOSPITAL. Let the hospital know that the injury is work-related.

10.4.4.3 If an ambulance is required to transport a seriously injured employee (or if the extent of the injury is unknown) CALL CAMPUS SECURITY AT EXTENSION 911 (NOT 9-911). Security will call for the ambulance and escort them to the location on campus.

- 10.4.5 An injury report must be filed with the Human Resources Department within 24 hours of the incident in accordance with Department of Labor regulations. Each department will have a supply of these reports. It is the employee's responsibility to immediately notify his or her supervisor of any injury and to complete a report, even if medical treatment is not necessary.
- 10.4.6 If proper authorization has been given to obtain medical attention, the medical provider will bill Evangel University directly for services rendered. Any medical bills for a work-related injury should be forwarded to the Human Resources Department.
- 10.4.7 When an employee requires treatment in the emergency room, Evangel University reserves the right to require a follow-up appointment with a health care provider of its choice.
- 10.4.8 If employees have any questions or concerns about Workers' Compensation claims, they should contact the Human Resources Department.



## SECTION 11: Academic Policies and Regulations

### 11.1 Classroom Responsibilities

- 11.1.1 Admission to Class. Students are officially admitted to class only after their names appear on the official class list received by the instructor.
- 11.1.2 Changes in Schedule or Classroom. Changes in class meeting times, classrooms, or final examination times may be made only after consultation with and approval by the Provost.
- 11.1.3 Absence from Teaching Duties. Faculty members may not accept engagements that would prevent their meeting assigned classes. Missing classes is considered legitimate for jury duty or in cases approved under the sick-leave policy. Faculty absences due to participation in professional meetings or University business when approved by the school dean or Provost are also considered legitimate.
- 11.1.4 Classroom Ethics. Faculty should conduct classes in a dignified manner with a clear focus of the lectures, discussions, and activities being on content relevant to the course.

### 11.2 Academic Honesty

- 11.2.1 Evangel University is committed to ethical practice in teaching, scholarship, relationships, and service, and our faculty are expected to model academic honesty in oral and written work, in the use of copyrighted material of any kind, and in the use of research, written or produced by undergraduate or graduate students, for personal research or classroom presentation. Accusations of plagiarism by a faculty member made by persons inside or outside of the University will be evaluated by the dean, department chair, Seminary President, and Provost to determine if the complaint has merit and, if so, the appropriate action to be recommended to the President.
- 11.2.2 There is intense pressure on students, even at a Christian University, to achieve a good academic record. Grades determine whether a student can stay in school and eventually graduate. They affect his/her chances of furthering education beyond the undergraduate level and of entering the job market at a relatively high level with a good opportunity for advancement.
- 11.2.3 While most students want to reflect a high level of moral character, they have a variety of incentives to be dishonest in their academic work. Students who value the social aspects of University life may cheat in order to remain a part of the community. Others may cheat because of laziness or a habit of looking for the easiest way to meet a requirement. Every faculty member should be alert to possibilities of academic dishonesty and to take steps to protect the honest students from unfair competition which may be provided by even a small minority of dishonest students.
- 11.2.4 Students who demonstrate academic honesty deserve faculty praise. Likewise, students benefit when confronted about dishonesty. A student may develop spiritually by seeing the wrong in his actions and seeking alternative behaviors that conform to Biblical principles.
- 11.2.5 Successful control of academic dishonesty mandates that faculty members shall report all acts of academic dishonesty to the vice president for student development. Attempts to protect students from discipline for academic dishonesty can only encourage additional dishonesty—by other students if not a repetition by the same student.
- 11.2.6 Therefore, faculty are expected to use the following procedures when cases of academic dishonesty are discovered:
  - 11.2.6.1 Plagiarism or cheating on daily assignments may be handled entirely at the discretion of the faculty member. Consultation with the department Chair is always appropriate. The nature of the dishonesty and the action taken by the faculty member is to be reported to the Vice President for

Student Development. The minimum penalty for such dishonesty should be failure on the particular assignment with no opportunity for make-up or extra credit (which would defeat the purpose of the discipline).

- 11.2.6.2 Plagiarism or cheating on major examinations or projects other than the final examination must be reported to the department Chair who will pass on to the Vice President for Student Development the name of the student involved, the nature of the dishonesty, and the decision of the department Chair and faculty member in the matter. The minimum penalty for such dishonesty shall be failure on the particular exam or project with no opportunity for make-up or extra credit (which would defeat the purpose of the discipline). The maximum penalty for dishonesty at this level would be failure of the course, if the student has had no other record of dishonesty in the department or in other departments (as might be learned when the matter is reported to the Vice President for Student Development). If the Vice President for Student Development has record of any misconduct or other instances of academic dishonesty, the VP may take additional action and treat all of the infractions under University-wide disciplinary procedures. If the examination given at the time scheduled for the final examination is the last unit exam rather than a comprehensive final, it would be treated under Provision C.
- 11.2.6.3 Plagiarism or cheating on a comprehensive final examination or major project which constitutes a final examination equivalency must be reported to the Vice President for Student Development for joint action of the faculty member, department Chair, and the Vice President for Student Development. Failure for the course is mandatory in cases of established dishonesty on a comprehensive final examination. Suspension or dismissal from school is possible on the first offense of this magnitude, although it must be a unanimous decision of all three University representatives. A second occurrence of academic dishonesty reported to the Vice President for Student Development under the above policy shall be cause for dismissal from school according to terms set by the Vice President for Student Development. Discipline for academic dishonesty coupled with other misconduct or rules infraction shall be the responsibility of the Vice President for Student Development. Normal appeal opportunities are available to students disciplined for academic dishonesty.

### **11.3 Syllabi**

- 11.3.1 The syllabus should include a general outline of the course, means for contacting the teacher, learning objectives, textbooks and other resources required and recommended (such as library reading requirements especially in the use of periodicals), information regarding special projects and assignments, how the student will be evaluated, instructions regarding academic honesty, expectations regarding communication and use of technology, attendance policy, accommodations for students with disabilities, a time schedule, a testing schedule, and any other information that might enhance an evaluation of the course. Seldom should a single textbook be the only reading for a University course, especially upper division and graduate courses. Teachers are encouraged to assign supplemental reading, when appropriate, that is accessible through the library or other sources. Students may well be expected to have regular access to one or more books that will be used as a foundation for the course.
- 11.3.2 Teachers are required to submit a PDF file of the syllabus electronically through the faculty portal for permanent access to students, the registrar, and others. This needs to be done for each course taught and for every semester. If needed, the department chair or school dean will assist with this procedure.

## **11.4 Textbook Selection**

- 11.4.1 Faculty members are expected to select textbooks and materials that will not undermine the Christian faith or the Pentecostal testimony of Evangel University.
- 11.4.2 An instructor should always feel at liberty to discuss the choice of a text with the Provost, school dean, or the department chair. Each department chair, in consultation with the school dean and/or Provost when necessary, is responsible for the oversight of textbooks used within a department. Should any complaints that warrant consideration arise over specific texts, the teacher involved will be informed of the complaint and be requested to express in writing why the selection serves the course objectives and the purposes of the school better than an alternative text. Should no agreement be reached between the instructor and the administration concerning the retention or replacement of a book questioned, a committee of the faculty and administration will consider the matter and recommend to the President a course of action. The committee shall be composed of the school dean, department chair under whom the instructor serves, the faculty representative to the President's Leadership Team, the Provost (chair), and a faculty representative of the Spiritual Life Committee. The teacher whose choice of the text has been questioned shall be permitted to explain and defend the choice. If the committee and the instructor cannot reach a resolution, the matter shall be referred to the President. The decision of the President shall in all cases be final.

## **11.5 Student Evaluation by Faculty**

- 11.5.1 In undergraduate courses it is expected that each teacher will conduct at least mid-semester and final examinations on a regularly announced schedule. Normally, these examinations will be given prior to the close of the middle week of the semester and during the final examination week. Class time should not be taken for the final examination.
- 11.5.2 Examinations that have been missed may be given as late examinations if the teacher determines that the student has an excused absence. If necessary, the teacher may request verification by: (a) a nurse or physician that the examination was missed due to illness; or (b) the Student Development office that the student has encountered some unavoidable conflict; or (c) a responsible administrative officer of the University that the absence was due to an assignment on behalf of the University. It is not expected that the power to excuse examinations shall be extended to faculty members or to departmental chairs alone. If these wish students to be excused, they shall clear their request through the Provost.
- 11.5.3 In an attempt to aid students in writing the best final examinations possible, four days are set aside at the end of each semester for extended testing sessions. Students frequently ask for early exams, placing a higher priority on early exit from the campus than on the best academic performance. Such deviations from the scheduled exam sessions should be discouraged. A general failure to use the examination days as they are set aside would suggest that classes might be scheduled through the last day of the exam period with finals given in the last regular class period. Such a procedure would not be in the best interest of the student.
- 11.5.4 Each faculty member takes personal responsibility for granting permission to write early examinations (on an individual basis). A required class meeting, usually for the purpose of conducting the final exam, must be held at the time announced on the officially approved exam schedule. No faculty member should permit a student to exert pressure on another faculty member for an early exam.
- 11.5.5 Lecture and classroom-type courses must have a final exam. The following exceptions to the above exam procedures are normally allowed:

- 11.5.5.1 Laboratory, activity, and studio courses may not always have a final exam. Multiple sections may be grouped together for testing if every person in the sections has the same period free.
- 11.5.5.2 Students whose official exam schedule requires more than three exams in one day may have one moved to another time. The determination of the class to be moved rests with the teacher, the student, and the Provost.
- 11.5.5.3 An officially approved school activity (approved by Academic Council) that requires a student to miss final exams requires consultation between the teacher and the Provost.
- 11.5.6 It is important that final grades be submitted to the Records and Registration Office as soon as possible after the end of the semester (last day of exams). The continuation of students who are on probation and the limiting of course work for the next semester (for students placed on probation by the grades) depend on prompt reporting. A faculty member may need to modify testing procedures in final exams given to general education or other large classes. The use of essay exams or any other special testing approaches is encouraged as long as final grades are submitted promptly. Grades must be in the Records and Registration Office within 72 hours after the time of the last scheduled final exam.

## **11.6 Counseling and Tutoring**

Students who would benefit from tutoring should be referred to the Academic Support Center where a student tutor may be assigned at no cost. Faculty will not tutor students for compensation in courses which they teach. Commitments for all other tutoring for compensation should be made only after consultation with the Provost.

## **11.7 Student Class Attendance**

- 11.7.1 Evangel's faculty seeks to build a community of Christian scholars dedicated to pursuing truth. At the University level, that pursuit clearly involves more than merely gaining information; it also requires strong commitment to the process of inquiry and to one's colleagues. Class attendance alone cannot ensure that students and professors will become partners in scholarship; however, the prospects for that ideal are dimmed when students miss class. Therefore, teachers expect regular attendance.
- 11.7.2 Evangel University intends to graduate scholars equipped with superior professional and interpersonal skills to meet a diverse culture. Class meetings are the primary academic opportunities for the student to gain those skills; therefore, the faculty views regular attendance as a necessary link to professional competence, a sign of professional dedication, and an index of one's concern for others.
- 11.7.3 Students who miss class because of illness, participation in authorized co-curricular activities, or for other unavoidable reasons will be given the opportunity to complete missed assignments or the equivalent. Students who miss class for other reasons may only make-up work at the discretion of the individual instructor as stated in the course syllabus.
- 11.7.4 Course content and teaching styles will vary across the University. Such diversity enriches the educational process and provides a sound basis for developing community, which does not imply rigid uniformity. Therefore, each professor may set his or her own attendance policy within these guidelines.

## **11.8 Attendance Guidelines for Faculty**

- 11.8.1 The course attendance policy should be clearly stated in the course syllabus and given to the student. Students should be made aware of the importance of attendance in relationship to being able to successfully meet the course requirements.

11.8.2 Restrictive attendance policies should be approved by the department chair, the dean of the school (if any), and the Provost and should observe the following:

11.8.2.1 The policy should be based on sound pedagogical principles.

11.8.2.2 The attendance policy, in effect, provides a contract between the professor and the student. As such the student should have a reasonable expectation of being able to satisfy the contract.

11.8.2.3 Policies that directly affect the student's grade (ex., adding or subtracting points) should be carefully devised so as not to be viewed as arbitrary or punitive.

11.8.2.4 The administration of attendance policies should be done in a consistent and professional manner with compassion and concern for the student.

### **11.9 Faculty Office Hours**

Faculty should schedule a sufficient number of appropriate office hours to adequately meet the needs of both the advisees and students of the faculty member. In general, it is expected that a minimum of ten hours per week be set aside for office hours.

### **11.10 Procedures for Selection of Nominees to Who's Who**

11.10.1 An eligibility list is made up each year by the Records and Registration Office. To be included on the list, a student must meet the following requirements:

11.10.1.1 Completion of at least two semesters as a full-time student at Evangel just prior to the time of selection.

11.10.1.2 Within 36 semester credits of graduation with a baccalaureate degree

11.10.1.3 Approval by the Vice President for Student Development regarding general character and conduct

11.10.1.4 A cumulative grade point average at the time of consideration of at least 3.00 on a 4.00 scale. Students with a cumulative grade point average of 4.0 who are endorsed by their departments will automatically be nominated.

11.10.2 If a faculty member feels that the name of a worthy recipient of the honor has been omitted from the eligibility list, he may request information on the reason for the omission from the Records and Registration Office. If the omission was because of an oversight, the name shall be added to the eligibility list.

11.10.3 The total number of names that the University can nominate in a given year is prorated to the various academic departments on the basis of the number of students majoring in programs of the department. Each department then makes its selection of nominees on the basis of the following criteria:

11.10.3.1 Academic achievement

11.10.3.2 Participation in extra-curricular activities

11.10.3.3 Christian character and concern

11.10.3.4 Promise for future contributions to society.

11.10.4 Two or three positions from the total allotted number of nominations are reserved for selection by Academic Council in order to guarantee that no worthy recipients of the Who's Who honor have been overlooked.

### **11.11 Evangel University Research and Review Board**

### 11.11.1 Guidelines

- 11.11.1.1 Evangel University wishes to encourage research at all levels and departments. The University recognizes that research is vital to the process of discovering truth. The University establishes the following guidelines to provide direction for research and to be assured that all research is ethical in its pursuit, well-reasoned, and based upon credible and adequate findings. They are not meant to be cumbersome or oppressive but to affirm to the researcher that the research topic, research design, and research sample are appropriate.
- 11.11.1.2 All University associated research projects must have prior approval of a sponsoring department and the Research Review Board (RRB).
- 11.11.1.3 All research with human participants is subject to guidelines established by the U.S. Department of Health and Human Services and ethical principles of the professional association affiliated with the researcher's area of study.
- 11.11.1.4 The RRB will review research proposals to ensure ethical treatment of participants and the appropriateness of the research project. All proposals will set forth objectives and expectations for the research and a date by which a written draft of findings and conclusions will be presented. The RRB has the responsibility and authority to review, approve, and to require modifications of proposed research projects.
- 11.11.1.5 The RRB may, at its discretion, delegate its authority to approve research proposals to the Chair of the RRB. Examples of research projects, the approval of which could be delegated to the RRB Chair include the following:
  - 11.11.1.5.1 Research conducted in established educational settings involving normal educational practices such as effectiveness of teaching techniques;
  - 11.11.1.5.2 Research using standard educational tests;
  - 11.11.1.5.3 Research involving the observation of public behavior where identities of the participants are not identified; and
  - 11.11.1.5.4 Research involving the collection or study of preexisting data.

### 11.11.2 Composition and Duties of the Research Review Board

- 11.11.2.1 RRB membership will be designated by the Provost. RRB membership will be drawn from the academic departments involved in research with human participants and animals. The Provost will designate one member of the RRB to serve as chair.
- 11.11.2.2 The RRB will be responsible for:
  - 11.11.2.2.1 Creating policies related to research on the University campus.
  - 11.11.2.2.2 Implementation of policies and in making determinations regarding ethical issues and the appropriateness of research projects.
  - 11.11.2.2.3 Meeting as required to review requests for approval of proposed projects and will provide notice of its decision in a timely manner. Members will be provided at least one week's notice of the time and place for each meeting.

### 11.11.3 The Research-Proposal Approval Process

- 11.11.3.1 Researchers considering the development of a research project shall obtain an *Application for Project Approval* form from the chair of the Research Review Board. This form shall be completed by the researcher and submitted to the department along with a copy of a consent form for experiments, cover letters that may be attached with surveys, scripts that might be used for interviews, permissions that may have already been obtained by third parties, and the data collection instrument.

- 11.11.3.2 After a research project has been approved by the department, it shall be submitted to the RRB for final approval. The RRB shall ensure that human participants in experiments are provided with sufficient information to allow for informed consent. This informed consent shall provide the participants with the following information:
- 11.11.3.2.1 A statement that the study involves research and an explanation of the purposes of the research, the procedures to be followed, an identification of any procedures that are experimental in nature, and the duration of the study
  - 11.11.3.2.2 A description of any reasonably foreseeable risks to the participant
  - 11.11.3.2.3 A description of potential benefits to the participant
  - 11.11.3.2.4 A description of any appropriate alternative procedures for treatment
  - 11.11.3.2.5 A statement about the level of risk involved and an explanation of risks above a minimal risk
  - 11.11.3.2.6 An explanation of who should be contacted for questions about the research
  - 11.11.3.2.7 A statement that participation is voluntary and that refusal to participate will result in no negative consequences from the researcher
- 11.11.3.3 In order to maximize a participant's ability to give truly informed consent, deception should be avoided when possible. When deception is necessary, a complete debriefing on its nature and purpose shall be given by the researcher at the conclusion of the participation in the research. When deception may have resulted in psychological harm to the participant, psychological counseling will be provided.
- 11.11.3.4 Adequate provisions shall be made to protect the privacy of participants and maintain the confidentiality of the data collected. Special attention shall be given to situations in which the participants are especially susceptible to coercion or pressure to participate (such as acutely ill patients, prisoners, mental patients, economically or educationally disadvantaged people, students experiencing grade pressures, and so forth).
- 11.11.3.5 Individuals submitting applications regarding survey or correlational research projects shall include the following supplemental materials: (i) a copy of the cover letter or printed instructions that will be given to the participants and (ii) a copy of the instruments used to collect the data. Included in the sample cover letter will be information identifying the sponsor of the research, the level of confidentiality of the survey responses, and an indication of how results of the study might be obtained from the researcher.



## SECTION 12: Academic Services and Resources

### 12.1 Kendrick Library Policies

- 12.1.1 Mission. The mission of the library is to support the teaching processes of the faculty and the learning processes of the students. The library staff attempts to meet the requirements of the University community by providing sufficient informational resources, instruction in the effective use and application of those resources, and a research center which offers opportunities for students and faculty to consult these resources. The library has a formal collection development policy that was passed by the Library Committee in 1992.
- 12.1.2 Circulation of Materials: Evangel University faculty may check out books for one four-month (120-day) loan period with no renewals. There is no limit on the number of books that EU faculty can check out and they may place holds for books currently checked out to other patrons. EU faculty may check out a maximum of two DVDs or VHS tapes for up to three days. Fines still apply.
- 12.1.3 Extended Use of Materials. Faculty members needing library material for an extended period of time for class use or preparation will be considered on a case-by-case basis. Faculty members should return materials as soon as they are finished with them. The library staff may recall materials if necessary. Faculty members must borrow materials in person and present a current I.D. card.
- 12.1.4 Reserve Materials: If a faculty member desires a large number of students to read or use specific materials, it is recommended that the member make the assignment only after putting the materials on reserve. To put materials on reserve, a faculty member should contact the library staff. Reserve materials will circulate according to the instructions of the faculty member. The library assumes no responsibility for the loss of personal materials put on reserve. Faculty members should retrieve their personal materials at the end of each semester.
- 12.1.5 Interlibrary Loans: The purpose of interlibrary loans is to supply information to the University community which is not owned by the library. This service should be requested only after all local resources have been exhausted. The library may request any materials from another library, but the lending library determines its own policies for lending. Interlibrary loan service is a courtesy and a privilege, not a right, since the lending libraries must first consider their own patrons first. Costs for interlibrary loans to support classroom instruction are paid by the library. Costs for interlibrary loans for the faculty members own use will be paid by the faculty member.
- 12.1.6 Ethics of Library Use: Faculty members are requested not to loan library materials that they have borrowed from the library to anyone else. A faculty member is responsible for all materials borrowed from the library.
- 12.1.7 Collection Policy: The mission of Kendrick Library guides the selection of materials for additions and/or deletions to the collections in the Library. The Library will attempt to build a core collection which records intellectual knowledge, especially as it relates to the study of the Christian church. The Library will cooperate with the various Assemblies of God institutions and other libraries in the area in collection development, especially when formal arrangements guide the shared selection of materials. Support for the curriculum will take precedence over the support of ancillary or non-curricular materials.



- 12.1.7.1 Materials are selected to support the goals of the University and the Kendrick Library. The library staff will attempt to meet all the standards of collection development established by the accrediting and certifying agencies in which the University has membership and the standards established by the Association of University and Research Libraries of the American Library Association. The library staff will attempt to collect materials on standard recommended lists in areas where the University offers areas of study.
- 12.1.7.2 Acquisitions not covered by the policy must be approved by the Library Director. Such material will only be approved when it supports ancillary University activities or when it will support an area of study that has been approved for addition to the curriculum. When possible, the selection of material will conform to the American Library Association's Library Bill of Rights. The Collection Development Policy will be reviewed periodically by the Library Director. Substantive changes in the Collection Development Policy will be approved by the Provost. Materials Selections is primarily the concern of the library faculty. However, any member of the University community may make recommendations for additions to library staff members.
- 12.1.8 Key Roles:
- 12.1.8.1 The University administration should see that adequate funding is available and encourage cooperation of the faculty in collection building.
- 12.1.8.2 The University faculty should know the library's resources and adapt their teaching so students will use them. They should also consult with and give effective direction to students in the use of the library, either by bringing their classes to the library or by inviting librarians to discuss library tools and research methodology with classes.
- 12.1.8.3 Faculty should inform the librarians of assignments requiring specific materials and urge students to seek assistance from the librarians. Faculty may submit materials request forms available online through the Other Services link on the library webpage. Faculty members are responsible for evaluating current subscriptions and recommending changes to the periodicals librarian. A list of periodicals requested by each department will be made available each year by the library staff.
- 12.1.8.4 The library staff should direct the process of book selection in keeping with sound library procedures. They will plan a long-range program for the development of the collections. Library staff will develop the reference collection and select materials too expensive for any single department, as well as items that overlap departmental interests.
- 12.1.8.5 Library staff will encourage the cooperation of the entire faculty, since faculty participation determines in large measure the excellence of materials selection. They will call to the attention of the faculty reviews and notices of importance to materials selection. They will keep abreast of bibliographic aids and the various materials reviewing media.
- 12.1.8.6 Library staff will be familiar with the curriculum and keep informed about changes. They will remind faculty of opportunities for using library resources. They will also bring materials and library services to the attention of the faculty.

12.1.8.7 The Library Director's responsibility for the book selection process is both administrative and educational. Administratively, he/she must work with the library staff to insure that library policies are carried out efficiently. Educationally, he/she seeks to secure the thoughtful cooperation of everyone on campus to aid in the selection process. The Library Director is ultimately responsible for coordinating the development of a collection that is balanced and integrated with the University curriculum.

## **12.2 Research and Publication**

### **12.2.1 General Policy on Research and Publication**

12.2.1.1 Although the basic purpose of the institution is instruction with highest priority being placed on the integration of faith and learning in the classroom, the administration recognizes that some extra-classroom activities of the faculty contribute much to the effectiveness of classroom instruction. One of these activities is the research and publication of scholarly material for use in the classroom, to exchange ideas with other scholars in the respective disciplines, or to contribute to learning in various external communities.

12.2.1.2 While recognizing the importance of encouraging scholarly activity, the University administration is extremely sensitive to the abuse which has led some institutions away from their basic purpose of teaching and into the "publish or perish" syndrome. In implementing and developing opportunities for research and writing, the University views scholarly research as an adjunct—though an important one—to classroom performance. The place of publications is recognized in the considerations for promotion of faculty (especially to the rank of full professor).

### **12.2.2 Released Time for Research and Writing**

12.2.2.1 A program of reduced faculty credit hour load is provided to assist faculty with research and writing projects.

12.2.2.2 Released time is made available in the following ways: course load that is released is shared by other faculty or by careful scheduling, or the course load released is omitted from the course schedule. It is intended that released time will not require the funding of replacement faculty.

12.2.2.3 Released time is limited to three to four credits per semester with a maximum of two semesters of released time in any given four-year period for individual faculty members. University wide, it is expected that a total of no more than twelve credits of released time would be granted in any given semester.

12.2.2.4 Requests for released time should be recommended by the department chair and dean (if any) for consideration by the Faculty Personnel Committee and approval by the President's Leadership Team. Deadlines for requests are October 1 and February 1 for the Spring and Fall Semesters, respectively.

12.2.2.5 Before the beginning of the semester following released time, a report of the results achieved during the semester of released time is to be filed with the Provost.

### **12.2.3 Alumni-Faculty Projects Fund**

In order to encourage and support the faculty of Evangel University in research and/or dissemination of scholarly accomplishments and projects, the Alumni Association has set aside a \$12,000 endowment, the

interest on which is annually made available to the faculty. Applications for individual faculty projects are filed with the Provost to be reviewed by the Faculty Personnel Committee using the following guidelines:

- 12.2.3.1 Faculty travel to professional meetings and related professional development opportunities (as described under Faculty Travel) do not fall within the primary focus of the Alumni Faculty Projects Fund, since budget provisions are normally made for these faculty improvement efforts.
- 12.2.3.2 All funds will not necessarily be disbursed each year, especially if the projects do not seem to be of a quality or fit into the purposes of the Alumni-Faculty Projects Fund. When the funds are not used, they are carried over to subsequent years.
- 12.2.3.3 It is not expected that the approved stipends will completely subsidize a project. Hopefully, University resources and personal resources will be combined with the Alumni-Faculty Projects Fund to accomplish projects that otherwise would not be possible.
- 12.2.3.4 The reputation and recognition which comes to Evangel University through the successful completion of a funded project shall be an important consideration in the approval of faculty applications for Alumni-Faculty Project monies. For this reason, the publication of research projects is a legitimate use of these funds. Plans for distribution and effective use of the published material shall be considered in reaching the approval decision.
- 12.2.3.5 The Faculty Personnel Committee will serve as the screening and final approval body. The Committee may consult with other sources in making its decisions.
- 12.2.3.6 The fund is to be used to encourage significant projects and those which emphasize academic and professional excellence. The available funds shall be used to assist as many worthy projects as possible, although the available monies will not necessarily be equally divided among all faculty members applying for assistance. The total funds may be given to one project if that one outranks other proposals significantly.
- 12.2.3.7 The deadline for submitting faculty proposals is February 1 of each year. This will permit the evaluation of applications according to the approved priorities.

### **12.3 Faculty Travel and Development**

- 12.3.1 As the budget allows, Evangel University provides financial assistance to encourage participation in professional organizations and attendance at professional meetings that will increase the professionalism and effectiveness of the individual faculty member or academic administrator. As determined by the Provost, a portion of the faculty travel and development budget is allocated among the academic departments and schools according to number of faculty. The remaining portion is reserved for distribution by the Provost based on merit and benefit to the University.
- 12.3.2 The Provost, school deans, and department chairs may use available funds to cover the costs related to professional certifications, licenses, and professional memberships that add value to a faculty member's area of teaching and service to the University. Each dean and department chair should establish policies approved by the Provost to help assure equitable use of funds for this purpose.
- 12.3.3 The following policies shall apply to approved use of the funds for travel:
  - 12.3.3.1 Adequate arrangements should be made for covering missed classes. This can often be done on an exchange basis with a faculty colleague.
  - 12.3.3.2 Reservation of travel funds is made through use of an application well in advance of the activity, with the signed approval of the department chair, school dean, and the Provost for approval of the trip. The type of meetings, time away from classes, provision for covering classes, method of

travel, and any plans for sharing of expenses should all be included in the original request. Approval of the request depends on the total amount budgeted for faculty travel and the requests already approved. Priority is given to a faculty member who is reading a paper at a professional meeting or serving as an officer in a national organization.

- 12.3.3.3 The University prefers that the faculty member pay for the trip and then request reimbursement. All receipts must be kept and attached to the **Travel Expense Report** that is completed and turned in to the Accounts Payable Office upon return. (The **Travel Expense Report** is found in OUTLOOK under all documents, then under the Business Office documents.) Whenever money is needed the faculty member needs to fill out the check request form (also in OUTLOOK).
- 12.3.3.4 If advance money is absolutely essential, faculty members must submit a check request to the department chair and signed by the department chair, the school dean (if any), and by the Provost. The department chair will submit it to the Business Office, designating the date needed. An accounting of these expenses must be made to the accounts payable (with receipts attached) on the **Travel Expense Report**.
- 12.3.3.5 If a faculty member chooses to use his/her personal car, reimbursement is at the rate of **45** cents a mile.
- 12.3.3.6 When the faculty member turns in the completed **Travel Expense Report** to the accounts payable office, a **Professional Travel Report** is to be completed and given to the Provost. This is a report of the meeting and the benefit derived by the faculty member.
- 12.3.3.7 The following guidelines must be observed to satisfy IRS regulations:
  - 12.3.3.7.1 Travel advances may not be issued more than 30 days in advance of the anticipated expenditure.
  - 12.3.3.7.2 The employee must provide the employer (Evangel University) with written substantiation supporting the expense. This should include receipts showing the amount and date of the expense(s), as well as, the time, place and business purpose of the expense. This substantiation must be turned into the employer no later than 60 days after incurring the expense(s).
  - 12.3.3.7.3 Any portion of the advance not spent must be returned to the employer within 120 days after the business expense(s) was incurred.
  - 12.3.3.7.4 **Note:** If all of the above requirements are not met, then the employers must report part or all of the advance as income and deduct the appropriate income and employment taxes from the employee through payroll. Once it has gone through payroll, it will not be reversed from the employee's earnings. The employee will have to deduct the expense(s) off of their personal tax return.

## 12.4 Duplicating Services

Duplicating should be done in the main duplicating room or in department duplicating areas by the department assistant. All extensive duplicating materials required for courses should be prepared and sold to students through the bookstore.

## **12.5 Bookstore—Ordering of Textbooks and Materials**

Each teacher is responsible for ordering required textbooks and auxiliary materials for his/her classes. The proper procedure is as follows:

- 12.5.1 The teacher will provide the information for each book and each course as requested to the department's administrative assistant based on the forms and procedures established by the department;
- 12.5.2 Significant changes in textbooks must have prior approval of the department chair;
- 12.5.3 The administrative assistant submits the book orders to the bookstore in the format and time specified by the bookstore manager.

## **12.6 Faculty Representative to Alumni Board of Directors**

While any member of the faculty is eligible to serve on the Alumni Board of Directors, faculty members who are also alumni have often been chosen for this responsibility. The Faculty Affairs Committee shall solicit volunteers for this position and recommend a faculty member to service in this role. The Provost and President shall consider the recommendation, appoint a faculty member for a two year term, and inform the Director of Alumni Affairs.

## SECTION 13: Other Policies and Procedures

### 13.1 Purchasing and Requisitioning

- 13.1.1 The Business and Finance Office is responsible for all University purchasing. To obtain the purchase of budgeted equipment or supplies, faculty members submit requisition forms to the Business and Finance Office (See the Business Office for the correct form). Requisitions for repairs or maintenance should be submitted to the physical plant office. The University does not furnish any personal supplies.
- 13.1.2 No ordering should be done without a purchase order number. Faculty should obtain a purchase order with imprinted number from department chair or from the accounts payable clerk in the Business and Finance Office and type in the necessary information and an estimated cost. All purchase orders must be signed (no initials) by the department chair and school dean (if any) or sponsor. The gold copy is to be retained for the department files; the other copies (yellow and pink) are sent to the accounts payable office. If ordering personally (pick-up or telephone), use the white copy for the transaction. If ordering by phone, give the company the purchase order number and remove the white copy before returning the form to the accounts payable office. Do NOT remove the white copy if the order is to be mailed. Any invoice or receiving ticket that pertains to an order, either picked up or received by mail, must be dated by the receiver, signed by the department chair and school dean (if any) and turned in to the accounts payable clerk as soon as possible. If an item is received in any department in which it does not belong, notify the Receiving Department (at the Plant Office extension) immediately so that it can be routed to the proper department. To change or cancel a purchase order, notify the accounts payable office.
- 13.1.3 The **check request forms** are available through OUTLOOK. Faculty members wanting reimbursement must use a check request form.
- 13.1.4 Check requests must be signed by the department Chair, the school dean, and the Provost and accompanied by an original invoice, and receipts which substantiate the amount requested.

### 13.2 Business and Finance Office Procedures

- 13.2.1 The cashier's window is open for business during the following hours: 9:00 a.m. to 12:00 p.m. and 12:45 p.m. to 3:15 p.m. Employees should limit visits to these hours since the staff is limited and must do other work during the closed hours. No checks are to exceed \$250.00 unless approved by the Vice President for Business and Finance.
- 13.2.2 University checks are to be requested on Check Requisition forms. These forms must be received in the Accounts Payable Office by noon on Mondays to receive checks on Wednesday, or Wednesday noon to receive checks on Friday. Requests from a student organization must be approved by the faculty sponsor. Requests not properly authorized will be returned.
- 13.2.3 Student agencies may avail themselves of this service. Many supplies are available in the bookstore and can be obtained through a requisition for bookstore supplies signed by the authorized person for an office, by departmental chairs for the faculty, or by the faculty sponsor for an authorized student agency. Faculty receive a discount on all clothing they purchase. All purchases are on a cash basis only.
- 13.2.4 Petty cash disbursements cannot exceed \$25 unless approved by the Vice President for Business and Finance. Sales tickets, receipts, or invoices must be presented before a petty cash disbursement can be authorized. These must be approved by the proper office, departmental chair, or sponsor.

### 13.3 Payroll Procedures

All payroll processes are use the ADP System.

### 13.4 Campus Security Act—Public Law 101-542

- 13.4.1 On an annual basis the students and employees of Evangel University are notified about campus security policies and crime statistics. (This report is mailed to all staff and faculty annually in the fall semester of each year.) Additional copies of this report are on file in the office of the Vice President for Student Development.
- 13.4.2 In addition, the University has chosen to disclose to an alleged victim of any crime of violence (as the term is defined in Section 16 of Title 18, (United States Code), the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such a crime.
- 13.4.3 The University participates in Federal student aid and therefore has complied with the law by collecting statistics related to crime-related activities and public safety measures. The complete report is on file in the Office of the Vice President for Student Development.

### 13.5 Drug-Free Schools and Communities Act—Public Law 101-226

Evangel University is required by the Drug Free Schools and Communities Act Amendments of 1989 to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Every student shall receive an e-copy of the program annually in conjunction with registration for classes and every employee of the University shall receive a copy of the program annually through the campus mail. Additional copies of the prevention program can be obtained from the office of the Vice President for Student Development. The program is guided by the following policy:

*As a Christian institution of higher education, it is the objective of the University to maintain a drug-free environment for both students and employees. Accordingly, the unlawful possession, use, or distribution of illicit drugs by **students or employees** is prohibited on University property and in conjunction with University activities. The possession, use, or distribution of alcohol is prohibited on University property and in conjunction with University activities.*

*Student organizations are under the same legal requirements as individuals concerning local, state, and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of the University policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of University recognition of the organization.*

*Students and employees are reminded that the University is owned and operated by the Assemblies of God, and that they are expected to abide by the highest standards of Christian ethics. The University, and the Assemblies of God, interpret the Bible to condemn alcohol consumption in any form, and the possession or distribution of illicit drugs.*