

EVANGEL UNIVERSITY  
GRADUATE STUDIES

**Faculty Handbook**

2013 - 2014

# EVANGEL

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# UNIVERSITY

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## Graduate Studies

## Faculty Handbook

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# GRADUATE STUDIES FACULTY HANDBOOK

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## **EVANGEL UNIVERSITY**

Evangel University was founded in 1955 as the Assemblies of God college for the arts, sciences, and professions. The college was redesignated as a university when graduate programs were established in 1998.

## **CORE VALUES**

Because we believe that God is the artist and designer of the universe and all life, the Graduate Studies programs of Evangel University equip students for a journey of exploration and discovery in which mind, body, and spirit are fully engaged.

Because we believe that God calls and equips people to serve in all vocations, the Evangel University Graduate Studies faculty members are experts in their fields and mentors to their students, equipping them intellectually, professionally, and spiritually to be servant leaders in the many domains in which they are called to serve.

Because we believe that God's love, expressed in Christ, extends to all people, the Evangel University Graduate Studies programs are committed to extending their reach within our local and regional communities, and to Christian professionals and leaders across the nation and around the world, so as to equip them to be instruments of God's love in their communities and professional domains. We extend our reach by building stronger and deeper partnerships locally, nationally, and globally, by developing multiple means of delivering learning, and by doing so at reasonable tuition rates and scholarship support levels that make the opportunity accessible to highly committed individuals of all income strata.

Because we believe that Jesus is Lord of all of life, the Graduate Studies programs at Evangel University offer a learning experience that touches and enriches all aspects of a student's life. While much of American higher education is market-driven, characterized by high tuition rates and low expectations, our mission-driven programs are designed to equip servant leaders whose integrity and redemptive work will have eternal effects in the lives of the students they teach, the employees they lead, the individuals, couples, and families they counsel, and the communities they serve. No less than our best efforts are called for in this enterprise so we are committed to excellence in all we do.

Because we believe that God's empowering presence is continuously at work in the world in the person of the Holy Spirit, the Graduate Studies programs at Evangel University offer an educational experience that is vibrant, dynamic, faithful, exploratory, and holistic, integrating a passion for God with a passion for learning. Rooted in the Christian movement known as Pentecostalism, with more than 500 million participants world-wide, the Graduate Studies programs at Evangel are committed to being diverse communities of learners where men and women, people of many cultures and income levels join together to study, learn, share and give our utmost efforts for God's highest purposes.

## **ACCREDITATION AND AFFILIATION**

Evangel University is a co-educational, Christian learning-centered community of faith that confers baccalaureate and masters degrees. Evangel is accredited by the North Central Association of College and Schools, the National Council for the Accreditation of Teacher Education, the National Association of Schools of Music, and the Commission on Accreditation – Council on Social Work Education. The Missouri State Department of Education issues teaching certificated to Evangel University graduates who successfully complete the teacher-education program.

Evangel University is owned and operated by the General Council of the Assemblies of God and is endorsed by its Alliance for Assemblies of God Higher Education.

## **DEGREES**

Evangel University grants eight graduate degrees:

- Master of Education in Curriculum & Instruction
- Master of Education in Educational Leadership
- Master of Education in Literacy
- Master of Education in Secondary Teaching
- Master of Organizational Leadership
- Master of Science in School Counseling
- Master of Science in Counseling Psychology
- Master of Music Education
- Master of Music in Performance

General admission and degree requirements for Graduate Studies are determined by the Graduate Studies Council, the Board of Administration, and the Board of Directors.

For details concerning each program, please see the Graduate Studies Catalog at <http://www.evangel.edu/academics/graduate-studies/graduate-course-catalog/>.

## **CURRICULUM**

The faculty and Coordinator of each graduate program develop and regularly revisit and revise the curriculum for its graduate program. Program curriculum is articulated in a conceptual framework document that includes program mission, objectives, courses, and assessments. Changes in program structure or content are submitted to the Graduate Studies Council for approval. All faculty, resident and adjunct, should participate in regular (at least annual) reviews of program curriculum in order to understand the relationship of their course(s) to the conceptual framework of the program.

### **STRATEGIC PLAN**

The Graduate Studies program develops and annually reassesses and revises a three year annual strategic plan. All faculty members are invited to become acquainted to that plan, participate in its implementation and contribute to its annual revision.

# ACADEMIC POLICIES

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Evangel University Graduate Studies is committed to helping students fulfill personal and professional goals. To that end, Program Coordinators and Academic Advisors may substitute core course requirements for those that better serve individual student goals. The final authority in determining fulfillment of graduation requirements for the Master's degree is the Graduate Studies Council.

## **MINIMUM REQUIREMENTS**

Degree requirements vary for specific degrees within academic departments. However, each program must require a minimum of 32 semester hours of graduate credit.

## **STANDARDS OF RESPONSIBILITY**

Graduate students are expected to read and comply with printed regulations. Members of the faculty and Graduate Studies Office will advise students, but program requirements will not be waived nor exceptions granted because a student is unaware of the requirements or policies and procedures.

Students are expected to observe the highest standards of conduct, and they will sign a LifeStyle Covenant Agreement (See Appendix A) affirming their sympathy with and willingness to comply with University standards. Failure to uphold the lifestyle covenant agreement may result in dismissal. Students must assume the responsibility to engage in intellectual study and to comply with all policies and procedures to attain the graduate degree. Evangel University cannot accept the responsibility for the education of any student who is not in sympathy with the purposes and the regulations of the University.

## **ATTENDANCE**

Any student who misses more than 20% of any course must repeat the entire course. Under extenuating circumstances, and upon recommendation of the course professor, any exception to the attendance policy must be approved by the Graduate Studies Office.

## **APPEAL PROCESS**

Students with academic appeals should first seek resolution with the department through their Academic Advisors, Program Coordinators. Matters unresolved within the department may be appealed in writing to the Graduate Studies Council.

# ACADEMIC POLICIES

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## **ACADEMIC INTEGRITY**

Plagiarism on class assignments may be handled at the discretion of the faculty member. Consultation with the program coordinator is always appropriate. The minimum penalty for such dishonesty should be failure on the particular assignment.

Plagiarism or cheating on major exams or projects must be reported to the program coordinator who will pass on the Director of Graduate Studies the name of the student involved, the nature of the dishonesty, and the decision of the coordinator and faculty member in the matter. The minimum penalty for such dishonesty will be failure of the particular exam or project. The maximum penalty would be failure of the course.

Plagiarism or cheating on a comprehensive final exam or major project which constitutes a summative assessment must be reported to the Director of Graduate Studies for joint action of the faculty member, program coordinator, and Director. Sanctions may include failure of the course in question or dismissal from the graduate program. Normal appeal opportunities are available to students disciplined for academic dishonesty.

## **PROBATION POLICY**

Students whose cumulative GPA drops below 3.0 while they are in the graduate program, or who fail to meet standards established by their program in other facets of the curriculum, or who receive three C grades in their coursework, will be placed on probationary standing.

Students with a GPA below 3.0 are not eligible for advancement to candidacy.

Upon completion of the following three conditions, the student will be eligible for a return to regular standing:

1. If the student's GPA drops below 3.0, the student must bring their cumulative Evangel graduate GPA up to the 3.0 level, or above, within one year. No more than two courses for which a C was earned can be included as part of the degree.
2. If the student has a deficiency in another aspect of the curriculum (e.g. practicum or internship performance, summative assessment performance, psycho-social proficiencies) the student must address the deficiency identified by the department and receive the recommendation of the program faculty and coordinator to return to regular standing.
3. The student will meet with the program coordinator for a progress evaluation conference to determine continuation in the program.

## ACADEMIC POLICIES

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The probationary period is an opportunity for a student to address the issues that brought about the probation. Failure to do so will result in the student's dismissal from the program. The student's probationary status will be reviewed at the end of each semester.

### **COURSE REPETITION**

A student must repeat any graduate course taken at Evangel for which a grade of D or F is received when the course is part of the student's approved program. If a student makes less than a B in a course that is in the student's approved program, that course cannot be dropped from the approved program of study.

### **INCOMPLETE COURSES**

The grade of "I" (incomplete) applies to work of acceptable quality when the full amount of work is not complete because of illness, necessary absence or other satisfactory reasons. Incomplete grades not removed by the end of the following semester will be converted to the grade of F. Arrangements for completion of necessary work to remove an "I" grade are made with the course instructor and confirmed with the Graduate Studies Office.

### **LEARNING ASSISTANCE**

The Academic Support Center at Evangel University is available to students as an academic resource center and as a disability issues resource center. The Learning Center will provide tutoring services, including formal writing and math labs, and walk-in peer tutoring in the evenings for the entire University community, on an "as needed" basis. Students who desire special assistance, such as ordering books on tape or proctoring tests, should contact the director of the Academic Support Center for more information. Accommodations are granted on the basis of determined needs and documentation of disabilities.

### **RESEARCH THESIS**

For students who choose to write a thesis, requirements are listed in the Graduate Studies catalog.

### **COMPREHENSIVE EXAMINATIONS**

Required by Psychology and School Counseling programs only. Comprehensive examinations will be administered once each semester, including summer and must be written in entirety during one session. If a student fails any portion of the comprehensive exam during the first attempt, he/she will pay a retake fee equal to the current rate of 1 credit hour tuition and must rewrite an entirely different and equally comprehensive exam

# ACADEMIC POLICIES

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during the second sitting. More than two attempts to pass comprehensive exams must be approved by the Graduate Studies Council.

Comprehensive Exam dates will generally be offered the 4<sup>th</sup> Friday or Saturday of March, 1<sup>st</sup> Friday or Saturday of August and the 2<sup>nd</sup> Friday or Saturday of November. Please check with you respective department for exact exam dates and times.

## **GRADUATION REQUIREMENTS**

Requirements for graduation with the Masters degree include:

- The satisfactory completion of all courses listed on the student's approved program.
- A cumulative graduate grade point average of 3.0 or higher on all graduate courses that are a part of the student's approved program.
- A cumulative graduate grade point average of 3.0 or higher on all graduate work completed at Evangel University.
- Completion of the comprehensive examination with scores stipulated by the department (for Psychology and School Counseling programs).
- Completion of a research thesis, project or non-thesis option as required by the department/program.
- Candidates must complete the Application for Graduation early in the semester in which all requirements will be completed. Application deadlines are published each term by the Graduate Studies Office.

Students will be considered for graduation when they have met the above requirements and:

- Complete the Application for Graduation
- Pay the graduation fee
- Satisfy all financial obligations to Evangel University.

**COMMENCEMENT** Commencement exercises are held at the end of the spring semester for students who wish to participate. Degrees are formally conferred at the end of the fall, spring and summer sessions. The degree conferral date posted on the transcript is the last day of the semester or summer session in which all graduation requirements are met.

# COURSE SYLLABUS

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It is vitally important that all syllabi be available to students, through the faculty portal, at least two weeks prior to the beginning of each class.

A syllabus helps graduate students with understanding objectives, expectations, and assignments for each course and assures program integrity and consistency. Sample syllabi are available to any new faculty member who would like one. All syllabi for graduate program courses must include the following elements at a minimum:

## **Identifying Information**

- Evangel University Heading
- Course Title
- Course Number
- Credit Hours
- Professor Name
- Professor Office Location
- Professor E-mail
- Professor Telephone Number
- Name of Degree Program

<b>Overview</b>	The overview is a simple welcome to student explaining the general content of the course and rationale for including it in the degree program. Faculty are encouraged to project their desired image through this component, “selling” the course based upon their personal interest in the content. The intent is to set the stage for student motivation and engagement.
<b>Course Description</b>	The course description is generally the one provided in the Graduate Studies catalog, but may vary slightly based upon any modifications approved by the department for inclusion in the Graduate Studies Program.
<b>Course Objectives</b>	Course objectives should be clearly delineated. Program Coordinators use course objectives contained on syllabi to review degree program content and curriculum scope and sequence.
<b>Required Text</b>	Include text name(s), author, date of publication, and publisher.
<b>Grade Determination</b>	Designate the percentage of the final grade calculation for each element of the evaluation of the course.
<b>Class Participation</b>	How do you define participation?
<b>Late Work Policy</b>	Will you accept late work? If so, how will it be penalized? How will late work affect the student’s grade?

# COURSE SYLLABUS

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**Instruction  
Regarding  
Assignments  
or Projects**

Please provide specific details about how you would like students to format and submit their assignments for your course. For example, specify a preferred font size or style. Do you prefer assignments to have cover sheets? To be stapled or placed in a file folder? What elements are required? What elements are optional?

**Assignments**

- List assignments according to the week/session they are due.
- When more than one text is used, clearly indicate which text is required for assigned readings and textbook assignments.

**Resources**

- List key books, articles, and other resources that have informed your understanding of this topic and/or the development of this course. This serves as a supplemental reading list for students who wish to deepen their understanding of the topic.

# ASSESSMENT AND GRADING

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## OVERVIEW OF ASSESSMENT AND GRADING

Assessment includes a myriad of activities designed to discern the overall worth of a program, class components, or objectives. Assessment also enables the faculty member to determine the extent to which learning objectives have been attained by his or her students. It provides information to the student for improving their learning. Formative assessment assists students as they develop projects to improve the quality of their work. Summative assessment is a final determination of students' mastery of the intended outcomes for a particular assignment or for a class.

Every course offered in the Graduate Studies program has been designed with specific course objectives. Objectives are the indicators of what the students should learn as a direct result of completing the course.

Every faculty member must be familiar with the stated course objectives because they serve as the guideposts for the course. However, the faculty member may utilize a variety of teaching techniques to achieve the results.

### *Philosophy Of Grading and Evaluation*

As a faculty member, you are required to submit letter grades for each student enrolled in your course one week from the date of the last day of the course. The following philosophy has been adopted by the Graduate Studies Council to guide the faculty who teach in the programs:

1. Grades are an institutionally required measurement of the student's demonstration of clearly articulated course learning outcomes.
2. Grading and evaluation are fairly and objectively performed. It is not influenced by pressure to award high grades; that is, students receive the grade they have earned.
3. Grading criteria are specific to the subject matter and support Evangel's educational objectives.
4. Feedback/formative assessment provides students with a continuous flow of information that is useful to the student in improving their skills and the quality of their work during the course.

### **Faculty Responsibilities**

As a faculty member, assessment is one of the most powerful ways in which you contribute to the learning and growth of your students. A faculty member's responsibilities include the following:

1. Monitor and evaluate students' efforts to master stated learning objectives and work with students so that those objectives are achieved.

## ASSESSMENT AND GRADING

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2. Provide criteria for grading on the first evening of the course and include participation in the course as a factor in grading.
3. Provide models, criteria, and/or rubrics/scoring guides for each assignment so that your expectations are clear.
4. Offer a variety of assessments, both formal and informal, so as to be able to gain a multi-dimensional perspective of students' learning. Texts and quizzes, to the extent that they are relevant to your subject matter, should be supplemented by products, projects, papers, oral presentations, informal conversations, journal entries, and the like.
5. Return all written assignments, with comments, within a week after the assignment is due. Comments should be phrased in a positive, constructive manner, highlighting both strengths and areas in need of improvement.

### **Grading Criteria**

On the next page, you will find descriptions of the meaning of the various grades at the graduate level. Note that – and + may be added to grades when students' scores and performance fall between the various letter grades. Evangel does not award an A+ grade for courses, though it may be used on assignments.

## ASSESSMENT AND GRADING

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### Graduate Grading Criteria

Graduate students are expected to do above average work and must maintain a 3.0 (B) average to earn their degrees.

A = Student illustrates excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well. Writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

*Example: "A" work should be of such a nature that it could be put on reserve for all students to review and emulate. The "A" student is an example for others to follow.*

B = Student demonstrates a solid comprehension of the subject matter and accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for a graduate student.

*Example: "B" work indicates a high quality performance and is given in recognition for solid work; a "B" is considered a good grade and is awarded to those who submit work somewhat less than exemplary.*

C = Student produces a quality and quantity of work in and out of class that are below average and barely acceptable for a graduate student. Has marginal comprehension, communication skills, or initiative.

*Example: "C" work is passing by a slim margin but is unacceptable if repetitive in nature.*

D/F = Student produces a quality and quantity of work in and out of class that are unacceptable for a graduate student.

*Example: This work does not qualify the student to gain credit for the course. Course work must be repeated.*

## ASSESSMENT AND GRADING

*Evangel's  
Grading System*

The following grading system is used by the University. It is listed in the Graduate Studies Catalog and Student Handbook and is the only one that may be used when assigning course grades.

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A	= 4.00	C	= 2.00
A-	= 3.70	C-	= 1.70
B+	= 3.30	D+	= 1.30
B	= 3.00	D	= 1.00
B-	= 2.70	D-	= 0.70
C+	= 2.30	F	= 0.00
I	= Incomplete		
W	= Withdrew Passing		

*Grading Attendance*

The structure of the Graduate programs and the time constraints make attendance a critical element for successful completion of courses. In fact, attendance may be part of the grading criteria as well as completing course requirements within the time frame of the course. Students learn from one another as well as from the faculty and text. Presence in class is essential for learning to take place.

*Grading  
Participation*

With the use of group activities, oral presentations and class interaction, class participation is almost guaranteed. Class participation should be considered part of the student's course grade.

If a student has an absence, make-up work should be required to compensate for the missed participation. This make-up work should be directly related to the material discussed in the missed class and should take students a time equal to the amount of missed class time to complete.

As with all other grading policies and procedures, any participation stipulations should be discussed at the beginning of class and reiterated in the syllabus.

*Recommended  
Grading Scale*

93 – 100 =	A	73 – 76 =	C
90 – 92 =	A-	70 – 72 =	C-
87 – 89 =	B+	67 – 69 =	D+
83 – 86 =	B	63 – 66 =	D
80 – 82 =	B-	60 – 62 =	D-
77 – 79 =	C+	59 and below =	F

## ASSESSMENT AND GRADING

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### **PRODUCT ASSESSMENT**

As a faculty member, you will have as a major responsibility the assessment of products produced by the student such as written reports, oral presentations, individual/group projects, oral examinations and case studies. Scoring of products is difficult and time-consuming. On the other hand, product examination has high validity, measures (or simulates) real-life situation or performance, and is a reliable assessment method.

### *Establishing Performance Standards*

The foundation of any product assessment is the development of product standards as opposed to merely reading a written paper or listening to an oral presentation and grading it "on the fly." Criteria for judging the product should be developed prior to making the assignment, and they should be developed in concert with course objectives and made clear to students at the time the assignment is given.

# CONDITIONS AND POLICIES OF EMPLOYMENT

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This section explains the conditions of employment of each faculty member and is included as a part of the faculty contract. The terms of this section may be revised by Evangel University and are in effect when amended. Full-time Evangel faculty are also responsible to the terms of the University Faculty Handbook.

## **FACULTY QUALIFICATIONS AND STATUS**

The key to success of graduate studies programs is highly qualified professional faculty. Faculty who teach are dedicated to the integration of faith, learning, and life. The criteria for faculty selection are as follows:

- Academic credentials appropriate to the content & degree level
- Professional experience in teaching
- Desire to invest in the lives of graduate students
- A personal relationship with Jesus Christ and an active Christian commitment and theology that supports the values and mission of Evangel University

## **EVANGEL FACULTY DECLARATION OF FAITH AND LOYALTY**

Realizing the responsibility that rests upon me as a teacher in a university 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.

## ***CONDITIONS***

1. Tenure is not affected by Graduate Studies employment
2. Salary is paid in monthly installments during the weeks of instruction
3. Contracts are contingent upon there being sufficient enrollment in the course
4. Contracts must be signed and returned within thirty days of the date of the President's signature or they become invalid.

In addition to classroom teaching, Graduate Studies (GS) faculty are contracted to:

- Submit textbook information along with signed contract
- Post the syllabus in standard GS format through the faculty portal two weeks prior to the course start date
- Provide graduate students with telephone and e-mail support as needed during the term
- Enter grades through the portal within one week of the last class

# CONDITIONS AND POLICIES OF EMPLOYMENT

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## *Adjunct Faculty*

Adjunct faculty are employed on a course-by-course basis by the University. The faculty member is not covered by the University compensation and benefit provisions and is responsible only for those duties specified in the individual contract.

## **FACULTY SELECTION**

Faculty members are recruited by Program Coordinators, with preferences given to Evangel University full-time faculty. Prospective adjunct faculty will be approved via the following process:

1. Recommendation of Program Coordinator based upon academic preparation, professional experience, and faith
2. Receipt of the following:
  - a. Adjunct Faculty Application
  - b. Academic transcripts (unofficial acceptable)
3. Initial meeting with Director of Graduate Studies
4. Interview with Academic Dean
5. Interview with President of Evangel University
6. Once approved, a candidate will receive a letter and contract via U. S. Mail.
7. Generally, new faculty members are scheduled to be observed and evaluated during the first course they teach. New faculty members may have a meeting to review student evaluations and their faculty observation after teaching their first course.

## **CONTRACTS**

Graduate Studies contracts are issued three times a year – fall, spring, and summer semesters. Depending on the semester in which a class is scheduled, faculty will receive their contracts a month prior to the beginning of the instruction period. Please contact the Graduate Studies Office with questions about a specific date a contract will be issued.

## *Absences/Substitutes*

Faculty members must not accept a contract to teach a course knowing they will be unavailable for any part of the contract period. In unusual or extreme situations the contracted faculty member may seek approval from the Program Coordinator, who must approve any substitute or guest speaker.

Compensation for approved substitutes will be the full responsibility of the contracted instructor.

# CONDITIONS AND POLICIES OF EMPLOYMENT

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Since students are provided a complete schedule at the beginning of the program, classes should meet on those scheduled dates.

*Compensation* On or before the first day of employment, an adjunct faculty member must complete the appropriate personnel and payroll forms for the Human Resources Department and the Security Office.

Deductions from the salary, which are mandated by law, are Social Security (FICA) and Federal Income Tax (FIT). State and local taxes may also apply.

*Guest Speakers* Guest speakers should be discussed with Program Coordinators who will confirm with the Graduate Studies Director the availability of funds to provide an honorarium. Upon approval, a \$50.00 stipend will be paid to a guest speaker.

## **FACULTY BENEFITS**

*Identification Cards* Each full-time and adjunct faculty member will be issued an ID card. For the term of service this entitles the faculty member and dependent family use of the library, campus facilities, and athletic events.

*Safety and Liability* Evangel University employees are covered by Worker's Compensation in case of an injury due to an accident while on the job. This insurance is paid completely by Evangel. Should you lose work time or incur medical expenses because of a work-related accident, you will be compensated by the insurance company. Worker's Compensation payments are based on a percentage of the employee's wage to the maximum prescribed by law.

If an accident occurs, regardless of severity, or if a condition involving University liability is noted, it should be reported immediately to the Human Resources Office. If an accident occurs after normal business hours, please call Security to report the incident. Under no circumstances must anyone on the University faculty assume any responsibility on the part of the University, even under what might appear to be obvious circumstances.

*Academic Freedom* Instructors are entitled to freedom in the classroom in discussing their subject. Instructors are expected to approach their subject areas from a Christian worldview.

*Conflict of Interest* A conflict of interest occurs when activities, ownership interests, or relationships outside the University have the potential of prohibiting

# CONDITIONS AND POLICIES OF EMPLOYMENT

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independent judgment in the best interests of the University. Faculty members should not use students as a contact for business interests.

## **PERSONNEL RECORDS**

Official Graduate Studies adjunct faculty files are kept in the GS office. Faculty members may request in writing to review their personnel records except for information where the faculty member has waived the right of review, or where confidential references have been received without faculty right of review being specified. Access to view personnel records will be provided within ten working days of receipt of a written request.

### *Transcripts*

Each faculty member is requested to keep his or her transcripts up-to-date.

### *Resume/Vitae*

Faculty members are required to keep a current resume/vita on file in the GS office.

## **EVALUATION**

Evaluation is a means by which the institutional purpose is achieved through encouraging individual faculty growth and maintaining strong institutional programs. The Program Coordinator has primary responsibilities for evaluation of adjunct faculty within their program.

Faculty members who teach in the GS program are evaluated by students at the end of each course. The student responses from the survey are tabulated and the results are formatted into a summary document. The evaluation instrument also provides opportunity for written student responses. These responses are also included on the summary document, which is given to the instructor. The course evaluation is used by the Program Coordinator for faculty evaluation purposes and is also available to the GS Director.

## **SEPARATION FROM THE UNIVERSITY**

All employees should be aware that they are employees “at will.” Therefore, just as the adjunct faculty member has the right to terminate employment with Evangel University at any time, with or without cause, the institution reserves the right to terminate the adjunct faculty member’s employment on the same basis.

# CONDITIONS AND POLICIES OF EMPLOYMENT

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## EMPLOYMENT POLICIES AND PRACTICES

### *Equal Employment Opportunity*

It is the policy of Evangel University not to discriminate against any individual on the basis of race, color, national origin, sex, age, or non-disqualifying handicap, in matters of admissions, employment, housing, or services. The institution, under the guidelines of the Americans with Disabilities Act, is responsible for making reasonable accommodation to the limitations of qualified persons with a disability, and to provide them with employment opportunities to the extent practical.

Graduate Studies faculty members who possess knowledge of such conditions should notify the Director of Academic Services, who will see that the University's Affirmative Action Officer is notified.

Evangel University reserves the right to prefer persons who are active in the Assemblies of God fellowship, for all employment related purposes, who believe and conduct their lives consistent with the mission and goals of the University.

### *Sexual Harassment*

Evangel University is committed to the respect of the human dignity of every employee, student and guest on the campus. It is the intent of the University that no one be subjected to harassment, whether it is sexual, racial, ethnic, or of some other type. Harassment in any form, verbal, physical, or visual is incompatible with the biblical standard of Christian conduct and academic integrity. Harassment is strictly against University policy and will result in corrective action.

Sexual harassment is defined to include but not limited to:

Slurs, threats, derogatory comments, unwelcome jokes, teasing or sexual advances, and other similar verbal or physical conduct. Sexual harassment occurs when there are unwelcome sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact.

In the employment of academic environment, sexual harassment occurs when:

1. Accepting such conduct is, explicitly or implicitly, a term or condition of employment, or academic standing;

Or

2. Such conduct has a purpose or effect of unreasonably interfering with the work and or academic performance or creating an otherwise offensive working or academic environment.

# CONDITIONS AND POLICIES OF EMPLOYMENT

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Any employee, student, or guest who believes they have been a victim of harassment, or knows of one who has, should report it immediately to the appropriate department head, vice president, or president of the university.

Employees, students, or guests who feel they have a basis for complaint should report such incidents without fear or reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. Each complaint will be promptly and thoroughly investigated and appropriate corrective action will be taken.

## *Ethnic Discrimination*

The University holds to a non-discriminatory policy in regard to ethnic origins. Employees shall not discriminate in their treatment of students or colleagues on the basis of ethnic background.

## **DRUG FREE WORKPLACE POLICY**

The Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989 require institutions of higher education to certify they have adopted and implemented a program to prevent the unlawful use of or distribution of illicit drugs and alcohol by students and employees.

Evangel University confirms the position that no employee shall be involved in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Furthermore, the institution states that such use, consumption, or involvement of controlled substances is prohibited in the workplace. Any violation of this prohibition will result in the automatic suspension of the employee for a specific period of time and may result in the termination of the employee. The institution also states that drug counseling, rehabilitation, and employee assistance are available to any and all employees who may need help in this particular area.

Evangel employees will abide by the terms of the Drug Free Workplace Policy and will notify the institution of any criminal drug stature or violation occurring in the workplace no later than five days after such conviction. All employees will abide by the Lifestyle Statement contained in the Employee/ Faculty handbooks.

## **FACULTY DEMOCRACY AND LOYALTY**

When concerns concerning the University arise, they will be referred to the appropriate administrative offices. Expressions of such views in class or other public places is to be avoided.

# CONDITIONS AND POLICIES OF EMPLOYMENT

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- PROFESSIONALISM** The key to the professional attitude at Evangel lies in our motto: Christ is Lord. Accordingly, effective team members will:
- Support and promote the philosophy, policies, and standards of the University as adopted by each segment of the community
  - Treat all members of the University community and public with kindness and in the same manner in which he wishes to be treated
  - Speak constructively of other members, even though differences of opinion may be expressed
  - Refrain from speaking ill will or unsubstantiated rumors, faults, or wrongdoing
  - Teach and relate to all in the community by example and by teaching the highest ideals
- ADDRESS AND PHONE CHANGES-FACULTY** If there are changes in a faculty member's address, phone number, or e-mail address, it is the faculty member's responsibility to notify the GS Office as soon as possible. Correct information is necessary for payroll reporting and for contacting instructors. Only home phone numbers and e-mail addresses are made available to students. Other information given to students is at the discretion of the faculty member and is generally communicated through the faculty supplemental syllabus.
- CAR REGISTRATION** Adjunct faculty must register their car with Campus Security. Registration forms are available from the Security Office. A parking permit will be issued to the new faculty upon receipt of the completed forms. Campus Security will issue a ticket to any vehicle that is not registered. Faculty are permitted to park only in Faculty/Staff lots during the hours of 7:00 am to 4:30 pm.
- FACULTY DEVELOPMENT** Graduate Studies faculty are encouraged to participate in Adult Faculty Workshops. All full-time and adjunct faculty will be notified of dates and locations of such professional development opportunities.
- ADMINISTRATIVE SUPPORT** The roles of the administrative assistants and work-study students are to support faculty who are teaching within the program. That support should be provided to faculty members regardless of when the classes meet – in the traditional daytime program or in an evening or weekend adult/graduate session.

## EVANGEL UNIVERSITY COMMUNITY LIFE STATEMENT

“Christ is Lord” is the essence of Evangel University. We seek to be a community in which each member actively participates and where there is a sense of belonging, mutual respect, and caring. In such an atmosphere, members can fully develop into the person God wants them to be. Our goal is to integrate Biblical truth with every area of life, submitting ourselves to Christ and allowing the Holy Spirit to direct and control us. Accordingly, while on campus, during an off-campus class, or at any Evangel University function, students, faculty, staff, and administrators are expected to:

- Respect God, others, and self at all times
- Abide by the life-style standards of Evangel University
- Seriously pursue academic and spiritual growth through diligent, disciplined behaviors
- Exercise financial responsibility
- Maintain positive health habits by abstaining from alcohol, tobacco, and abusive drugs
- Dress so that a professional learning environment is maintained
- Refrain from vulgar, obscene, or suggestive language

I have read the Evangel Community Life Statement and do hereby accept the responsibilities to adhere to it as a student. I further certify that the information supplied is true and complete.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

## CHECKLIST FOR GRADUATE STUDIES FACULTY MEMBERS

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Please review this list of information and handouts. Contact the Director of Graduate Studies as soon as possible if you are missing any information or have questions.

If you have completed the Graduate Studies department orientation you should have:

- Graduate Studies Faculty Handbook
- Faculty File completed with your official transcripts
- Evangel lifestyle and covenant agreement signed and returned
- W-4 Forms completed and returned
- Vehicle registered and parking permit received (Security department)
- Faculty ID card (Security department)

## CHECKLIST FOR GRADUATE STUDIES FACULTY MEMBERS

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**Evangel University Campus Main Switchboard..... (417) 865-2815**

**Graduate Studies Office..... (417) 865-2815, Ext. 8274**

### **Evangel University**

1111 N. Glenstone Avenue

Springfield, MO 65802

[www.evangel.edu](http://www.evangel.edu)

Hours: Monday – Friday, 8:30 am – 5:00 pm

Jeff Fulks, Director ..... Ext. 8260  
[fulksj@evangel.edu](mailto:fulksj@evangel.edu)

Stacey Holland, Administrative Assistant,  
Administration Office ..... Ext. 8274  
[hollands@evangel.edu](mailto:hollands@evangel.edu)

Brittney Grantham, Director of Admissions,  
Undergraduate, Graduate and Professional Studies ..... Ext. 7228  
[granthamb@evangel.edu](mailto:granthamb@evangel.edu)

### Program Coordinators

Matt Stringer, Graduate Education ..... Ext. 8559  
[stringerm@evangel.edu](mailto:stringerm@evangel.edu)

Duane Praschan, Organizational Leadership..... Ext. 8118  
[praschand@evangel.edu](mailto:praschand@evangel.edu)

Grant Jones, Graduate Psychology ..... Ext. 8619  
[jonesg@evangel.edu](mailto:jonesg@evangel.edu)

Debbie Bicket, School Counseling ..... Ext. 8567  
[bicketd@evangel.edu](mailto:bicketd@evangel.edu)

Deb Gehris, Administrative Assistant ..... Ext. 8566  
[gehrisd@evangel.edu](mailto:gehrisd@evangel.edu)

Dr. Greg Morris, Graduate Music..... Ext. 7326  
[morrissg@evangel.edu](mailto:morrisg@evangel.edu)

## CHECKLIST FOR GRADUATE STUDIES FACULTY MEMBERS

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### PHONE DIRECTORY

DEPARTMENT	EXT
Academic Support	8273
Bookstore	7343
Graduate Admissions	7227
Graduate Studies Office	8274
Help Desk (IT)	8368
IRC	8239
Library	7269
Mabee Fitness Center	7100
School Closings	SNOW
Security	7000
Vending Machine Refunds	7314

### INFORMATION RESOURCE CENTER

Classrooms are equipped with computers, LCD, DVD/VCR players, overhead projectors, screens, and whiteboards. The Information Resource Center (IRC) provides additional services and portable equipment to faculty on campus. For assistance with AV equipment, contact the IRC at Ext. 8239. Faculty who are familiar with any of this technology should make arrangements with the IRC to learn how to use it.

Faculty requests for other audio-visual equipment must be made at least 24 hours in advance to reserve equipment. Faculty members needing this technology should make arrangements directly by calling the IRC.

NOTE: The IRC cannot guarantee delivery of all equipment requested. Please call in advance to determine delivery or need for pick-up.

If you experience any difficulties or equipment problems (such as burned out bulbs), please notify the Help Desk (IT) immediately at Ext. 8368.

### INFORMATION TECHNOLOGIES

The Information Technologies department services all equipment which is permanently installed, i.e. computer software/hardware. For assistance with problems of this nature, please contact the Help Desk at 8368.

For further information regarding the Help Desk, accessing your files from home, posting syllabi to the Faculty portal, or for faculty support, please visit [www.evangel.edu/Info](http://www.evangel.edu/Info) and complete the "Contact This Office" portion.