

EVANGEL UNIVERSITY

# Faculty and Administration Handbook

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Revised Fall 2017



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NOTES:

- Amendments to this document are notated at the start of the updated section or subsection with the responsible department or committee listed and date approved.
- Former Section 9: Benefits
- This section has been moved to the HR Employee Handbook, April 2015.
- Former Section 10: Employee Safety and Health
- This section has been moved to the HR Employee Handbook, April 2015.

## **SECTION A: Introductory Information**

### **1. Purpose of the Faculty and Administration Handbook**

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.

This *Handbook* is not the only material that is important to faculty members. Additional policies and guidelines are provided by colleges, departments, and support areas to assist adjunct, graduate, professional studies, and online course faculty.

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.

### **2. Diversity and Non-Discrimination Policy**

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.

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.

### **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).

### **4. Mission Statement**

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 B: Academic Structure and Governance**

### **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. Executive Leadership**

**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.

**Provost:** The Provost is the Executive 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 colleges and departments, faculty development, and diversity leadership. The Provost leads the academic programs in the three Colleges: the College of Arts and Sciences (CAS), the College of Adult and Graduate Studies (CAGS), and the Assemblies of God Theological Seminary (AGTS). The Deans and/or Directors of CAGS and AGTS, and the Department Chairs of the CAS report directly to the Provost.

**Vice President for Student Development:** The Vice President for Student Development is responsible for the co-curricular, spiritual development, campus security, and residence life programs on campus.

**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.

**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.

**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.

**Dean of the Assemblies of God Theological Seminary:** The Dean of AGTS is a vice president of the University, leads the graduate and undergraduate academic programs of the Seminary, and represents the Seminary to constituents and functions as the lead development officer for the Seminary. Faculty of the undergraduate department, Theology and Global Church Ministries are under the Seminary and the Chair of this department reports to the Dean of AGTS.

### **3. Academic Organization-Shared Governance Structure**

**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 University Planning Council, regular faculty meetings, department faculty meetings within colleges, 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.

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

**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.

**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.

**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:

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

**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 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:

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

#### **4. President's Cabinet**

The President's Leadership Team (PLT) is chaired by the President and consists of the Provost/Executive Vice President, Vice President for Business & Finance, Vice President for Student Development, Vice President for University Advancement, Vice President for Enrollment Management, and Vice President/Dean of AGTS. The President's Cabinet 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 President's Cabinet's responsibilities include reviewing and recommending to the Board of Trustees through the President any faculty-approved changes to colleges, 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.

#### **5. University Planning Council**

##### Purpose

The purpose of the University Planning Council (UPC) is to collaborate with and advise the President on matters of strategic planning and administration to support the University's financial health and performance excellence aligned with the Evangel mission.

##### Composition

The President chairs the Council and the CIO/StratOp Facilitator leads the meeting. Membership consists of key administrative, faculty, and staff leaders. Members include the President's Cabinet and an elected faculty and staff representative. Membership is expertise-based and includes the broad range of expertise needed to reflect the academic, student development, advancement, and operational areas of the University with particular focus on strategic vision and planning.

- Some members are appointed based on their key leadership role or because they are elected representatives (e.g., Cabinet members, Faculty and Staff Representative) At-large members

serve a three-year term and may be rotated or added by the President in consultation with an area Vice President and/or members of the Council. At large members may serve two consecutive terms and then be reappointed after one year off the Council.

### Responsibilities of the Council

The University Planning Council serves as an advisory group to the President in matters related to University strategic planning, annual goals, budget planning, administrative policies, campus climate and communication, and other areas of general administrative and campus concern. To that end, the Council's responsibilities include the following:

- In collaboration with administrative, faculty, staff, and student leadership, reviews SWOT analysis and participates in the development of the University Strategic Plan and annual goals.
- Provides counsel on budget planning and alignment of fiscal priorities with mission, values, and strategic plan.
- Participates in and leads special task groups to achieve specific University goals.
- Reviews special reports that inform decision-making (e.g., special reports related to enrollment management, financial aid, fund development, campus climate, housing, campus capacity, salary improvement, IT, internal controls).
- Advises the president on administrative and personnel policy matters.
- Advises on and facilitates internal and external communication with the various University constituencies.
- Maintains minutes and records of the meetings and activities of the University Planning Council.
- Brings to the attention of the President any matters concerning the University's well-being that require the President's awareness, consideration, or action.
- Considers and advises on any matter referred to it by the President.
- Recommends needed policies or policy changes that may be referred to the appropriate faculty or administrative committee or administrative officer(s) for action.

### Meetings

The University Planning Council meets monthly during the academic year. Additional meetings or retreat days may occur at the Council's recommendation or as the President deems necessary. The Council ensures adequate minutes of proceedings are maintained and is governed by University policies and procedures.

### Transparency

The University Planning Council has a commitment to transparency and minutes will be posted in a community folder with summary statement from the Office of the President. Where work in progress should be treated confidentially (e.g., consideration of tuition scenarios and other sensitive discussions), these minutes will be treated as executive session work and remain confidential to the Council in a UPC-only folder until appropriate time to release.

### Reporting

The University Planning Council reports directly to the President.

### Authority

The University Planning Council will have the resources and authority necessary to discharge its duties and responsibilities, as outlined herein. The Council may form and delegate authority to subcommittees and may delegate authority to one or more designated members of the Council for specific tasks and assignments.

#### Review

The University Planning Council annually establishes its goals, aligned with University goals, and at end of academic year reviews its efforts against established goals and recommends to the President any suggested revisions to its duties, functions and operating guidelines.

### **6. Faculty Meetings**

- 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.
- 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:
  - Resolutions may be presented for the agenda from any University committee.
  - 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.
  - 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.

### **7. Colleges, Departments, and Academic Subdivisions**

#### Procedure for Formation

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

- Written requests may come to the Councils from any source (individual, official bodies, etc.).
- The request is placed on the agenda by the Provost.
- At some subsequent meeting, the specific Council will vote on the proposal. A majority vote is necessary for submission to the faculty for ratification.

- The faculty shall vote on the proposal as submitted by the Council. A majority vote is needed for ratification.
- If necessary, the proposal may be submitted back to the Council for further modification and later submission to the faculty.
- If approved by the faculty, the proposal is recommended to the administration for presentation to the Board of Trustees.
- Following the Board of Trustees' approval, the University may proceed to implement the proposal.

### Responsibility for Development and Maintenance

The development and maintenance of academic programs shall be assigned to the faculty of each department and college, in consultation with the dean/director of that college and the Provost. 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.

### College and Department Administration

The administration of a College shall be delegated to a dean or director, 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 college/department. If the appointed dean, director, 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 college or department's three-year administration cycle.

The Dean shall:

- Direct monthly faculty meetings of the college.
- Serve on the Academic Council
- Create course schedules, determine course assignments, and track faculty work load.
- Serve on the Graduate Council when graduate programs are housed within one or more of the college's departments, representing those departments and presenting their recommendations.
- Recommend to the Provost and Faculty Personnel Committee academic rank, promotions and salary adjustment of the faculty members of the college.
- Prepare and submit to the Provost and Vice President for Business and Finance a proposed budget for expenses related to instruction (
- Recommend new faculty members, in consultation with the respective departmental faculties, to the Faculty Personnel Committee and Provost.
- Develop the college creatively, while maintaining multidisciplinary integration in instruction.

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

The Department Chair shall:

- With agreement of the department faculty, determine the content of majors and related courses, following guidelines laid down by the specific Council.
- Create course schedules, determine course assignments, and track faculty work load. Recommend (through the dean, if the department is housed within a college with a dean or director) to the specific Council course changes approved in the department.
- Advise the Provost (through the dean, if the department is housed within a college with a dean or director) on the time schedule for departmental courses.
- Seek desirable candidates for positions open in the departmental faculty and assist the dean (if the department is within a college) and the Provost in the final selection.
- 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.
- Prepare program reviews, assessment plans and reports on a cycle determined by the President and Provost.
- Act as consultants to the President, Provost, and Dean.
- Serve on the Graduate Council when graduate programs are housed within the department and the department is not housed within a college.
- Direct the monthly departmental faculty meeting.
- Recommend to the dean (or to the Provost and Faculty Personnel Committee, if the department is not housed within a college) academic rank, promotions and salary adjustment of the members of the department.
- Create course schedules, determine course assignments, and track faculty work load.
- Assign academic advising responsibilities to faculty for all students completing a major, concentration, or minor in the college/department in a way that assures effective performance.
- 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 college) 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.
- 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 college).

- Develop the department creatively, while maintaining multidisciplinary integration in instruction.
- 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 college) 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.

#### 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. Summer duties expected of deans and department chairs will include such items as caring for the routine business of the college or department, providing department contact for prospective students, and preparation for the new academic year.
- Release time, stipend, and summer duties may vary by college, department, and program in accordance with the size and unique characteristics of the college within the University structures.

#### Coordinator of Academic or Departmental Subdivision

The President and the Provost may appoint a coordinator for an academic or departmental subdivision. A coordinator of a departmental subdivision is responsible to the Provost through the chair of the department or the dean of the college, if the department is housed within a college. 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 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.

### **8. The Academic Councils**

#### Jurisdiction, Duties, and Responsibilities

- Have been delegated authority as the representative bodies of the faculty in all matters not specifically reserved to the full faculty.
- 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.
- Review all academic policy matters as submitted by faculty committees, departments, and colleges; the Councils may refer such items to the faculty if a total faculty opinion is desired.
- Study proposals for new courses, additions, or deletions recommended by deans, department chairs, and program coordinators.
- Interpret and state academic policy, and chart channels of communication.
- 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.

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

### Composition and Election of the Academic Council

The Academic Council is composed of:

- The President, as a member ex officio
- The following administrative officers: the Provost (ex officio), Vice President for Student Development, Library Director, and Registrar.
- College deans; and if a department is not housed within a college, its chair will serve on the Council.
- Directors of academic units.
- Three full-time faculty members, elected at large, for a one-year term.
- The faculty representative to the University Planning Council (if not on the Council by election or official position).
- The Provost shall be chair of the Council. The Council may elect its own secretary.
- *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.
- 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.
- 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.
- The election ballot will then be given to the faculty.
- The three persons receiving the most votes will be declared the elected representatives to the Academic Council.
- However, no more than one person from a single department may serve as one of the three representatives;
- Only the top name from any one department will be announced, with appointments moving to the next highest name(s) from another department.
- A vacancy shall be filled by the faculty member receiving the next highest number of votes in the preceding annual election.

### Composition of the Graduate Council

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

- The President, as a member ex officio
- The following administrative officers: Provost (ex officio), Vice President for Student Development, Director of Graduate Studies, Library Director, and Registrar
- Deans of colleges housing graduate programs; and if a department having a graduate program or a graduate department is not housed within a college, then its chair will serve on the Council.

- 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.
- The Director of Graduate Studies shall be chair of the Council.

### Composition and Election of the Professional Studies Council

The Professional Studies Council for graduate programs is composed of:

- The President, as a member ex officio
- The following administrative officers: Provost (ex officio), Vice President for Student Development, Director of Professional Studies, and Registrar.
- Coordinators of the Comprehensive majors.
- 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.
- 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.
- 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.
- The Director of Professional Studies shall be the chair of the Council.

### Rules of Operation

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

- The groups will generally meet on monthly basis. Additional meetings may be scheduled as needed.
- Special meetings of the Councils may be called by the chair at any time upon 24-hour notice to the membership.
- 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.
- By majority vote of a Council or at the discretion of the chair, a mail or email ballot may be taken.

### Referrals and Reports

Councils shall use the following guidelines regarding reports and referrals:

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

- 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.

### **9. *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 C: Faculty Committees**

### **1. Authorized Committees**

The following committees are authorized by the Board of Trustees:

- Artist Series and Lectureships Committee
- Assessment Committee
- University Planning Council (Sec. B-5)
- Communications Committee
- Core Curriculum Committee
- Crisis Management Committee
- Educational Technology Committee
- Faculty Affairs Committee
- Faculty Personnel Committee
- Missions Committee
- Online Education Committee
- Professional Development Committee
- Spiritual Life Committee
- Student Affairs Committee
- Teacher Education Committee on Standards and Approval

### **2. Jurisdiction, Responsibilities, and Procedures**

- 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 Cabinet 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.
- 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.
- 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.
- 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.

- 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. 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 4, Faculty Affairs Committee subsection below.

### **4. Functions of Faculty Committees and Councils**

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

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.

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.

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.

#### **Assessment Committee**

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

- To provide assessment policy recommendations to the Director of Institutional Effectiveness;
- 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;
- To recommend procedures to encourage collection, storage, and use of assessment data in all areas of the University; and
- To review assessment schedules and report forms with deans and department chairs.

## University Planning Council

- See Section B-5

## Communications Committee

*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.

*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.

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

- 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;
- To aid the faculty sponsors of the LANCE, EXCALIBUR and KECC radio in the interpretation and implementation of policies of the University;
- To select editors of the student publications and recommend them to the President's Cabinet for approval;
- To represent the faculty and administration in guiding and controlling student publications;
  - To provide opportunity for expression of students' desires in regard to their publications;
  - 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;
  - To make recommendations concerning budget and any compensation for members of each student staff; and
  - To consider ways of promoting the effectiveness of each organization.

## Core Curriculum Committee

*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.

*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 an academic year with individuals who direct aspects of the program, including the faculty responsible for Bible courses, Effective Communication, Finance, Psychology, University Seminar, academic proficiency assessments, 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.

## 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.

## 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.

## Faculty Affairs Committee

*Composition and Election.* 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.

At least two weeks before the February 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 February faculty meeting. The two names receiving the most votes on the election ballot shall be appointed to the Committee.

Before the April 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 April 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.

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

- 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 Cabinet or both, which shall promote the welfare of the faculty as a group;
- 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 Cabinet;
- To give attention to the needs of the faculty for social contact and fellowship outside the academic activities;
- 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
- To recommend the number and types of faculty committees and help monitor their effectiveness.
- 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.

*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 Cabinet. 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.

*Grievances, charges, and complaints.*

- 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.
- 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:
  - To provide information concerning grievance protocols,
  - To serve as the gateway for formal grievances,
  - To advise the grievant informally concerning the reasonableness of the initial complaint or charge,
  - To distribute copies of written communications appropriately, and
  - 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 Cabinet.

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

- To appoint a recorder who shall keep adequate minutes of each meeting and distribute copies promptly to each member and each administrative office;
- To direct the Committee to decide which significant committee actions should be presented in its regular reports to the faculty; and
- To direct the recorder to distribute such faculty reports.

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

- To arrange for visits, flowers, and/or whatever else is helpful and appropriate when sickness, tragedy, or death occur in the University family;
- To plan and promote social gatherings for faculty members, administrative personnel, and their families;
- 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

- 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.

### Faculty Personnel Committee

*Composition.* The Faculty Personnel Committee is composed of the Provost as chair, Seminary President, three department chairs or college deans (selected by the President and Provost), and the faculty representative to the University Planning Council. Consideration is given in the selection of the three department chairs and/or college deans to seniority, tenure, and the higher ranks.

*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 college), 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.

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.

### Professional Development Committee

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

*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.

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.

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

### Spiritual Life Committee

*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.

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

- To be aware of the total spiritual atmosphere of the campus;
- To advise the administration and the faculty of the spiritual climate of the campus and offer recommendations for improvement;
- 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;
- 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;
- To unite faculty and students in cultivating and expressing in their lives the Christian life and missions as part of the Pentecostal heritage;
- To call each person associated with the University to a full commitment to Christ; and
- To aid in the full participation of the University community in the church life of the Springfield community.

#### Student Affairs Committee

*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).

*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.

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

- 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;
- To advise the Vice President for Student Development regarding matters of residence and non-residence housing; and
- To supervise periodic revisions of the Student Handbook.

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.

## Teacher Education Committee on Standards and Approval

*Composition:* The Teacher Education Committee is composed of the chair of the Education Department (chair of the committee), the Field Placement and Data Coordinator for the Education Department, the Certification Officer, and the Director of the Center for Student Success. Additionally, two secondary/K-12 education advisors and two Education Department faculty will serve on the committee on a two-year rotation.

*Function:* The functions of the Teacher Education Committee are

- To study and administer Department of Elementary and Secondary (DESE) requirements for admission to Education Department and requirements for student teaching;
- To determine and administer DESE and EU policies relative to requirements for admission and retention in teacher education; and
- To consider all applications for student teaching, accepting those who meet DESE and EU criteria, rejecting those who do not meet DESE and EU criteria, and collaborating to provide support for those denied or provisionally meeting requirements; and
- To recommend a course of action for academic advisors of education students based on DESE and EU criteria.
- Changes in curricula ordinarily originate with the department. This Committee may, however, recommend to the department those changes in curricula or policies as necessary

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

### **1. Faculty Voting Membership**

All full-time 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. 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, directors of academic units, 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.

### **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:

- Approving general policies regarding resident instruction.
- Constructing and revising the curriculum.
- Determining required courses for various certificates and degrees.
- Approving the addition or deletion of majors and minors.
- Determining the general graduation requirements and the nature of credits and courses.
- Approving general policies concerning admission of students.
- Approving general policies concerning registration of students.
- Approving general policies concerning and related to the operation of the library.
- Promoting faculty study of the institution.
- Approving the granting of earned and honorary degrees.
- Presenting to the Board of Trustees the name of a preferred faculty member as Faculty Representative on the University Planning Council.
- Electing faculty representatives to the Academic Council and members to the Faculty Affairs Committee.
- Approving or recommending procedures relating to student welfare, guidance, counseling, and standard of conduct.

### **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 colleges (if their department is housed in a college). They are expected to fulfill the following duties as part of their employment:

- Endorse, subscribe to, and promote established University policies.
- Execute, as teachers, the responsibilities connected with classroom teaching (lectures, examinations, attendance records, grade reports, office hours), and maintain optimum interpersonal relations with students.
- Outside the University classroom:

- Serve as academic advisors and personal mentors to students.
- Attend and participate in faculty meetings.
- Serve on faculty committees and University commissions.
- Interpret the University favorably to the general public and constituency as occasions permit.
- 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:
  - Chapel attendance: Faculty are expected and encouraged to attend an average of 60 percent of Evangel University chapel services.
  - Church attendance: Faculty are expected to regularly attend and be members of an Assemblies of God local church (if the church has membership).
  - Involvement in other Spiritual Emphasis activities
  - Regular involvement in other activities such as praying for students, Spiritual Emphasis Week, and faculty prayer meetings.

#### **4. Faculty Democracy and Loyalty**

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.

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.

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.

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.”*

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.”*

## **5. Academic Freedom**

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.

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.

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.

## **6. Being Professional**

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.

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. 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.
- 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.
- Speak constructively of other members, even though differences of opinion may be expressed.
- Refrain from spreading ill will or unsubstantiated rumors, faults, or wrongdoing.
- 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).

## **7. Employment Standards**

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.

Personal appearance should be in accordance with Christian standards of holiness, modesty, and good taste.

Dating or amorous relationships between single faculty and students are to be avoided.

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 Cabinet.

## **8. Family Educational Rights and Privacy Act (FERPA)**

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.

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.

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.

## **9. Sexual Harassment Policy**

### **Context**

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.

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.

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.

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.

#### 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:

- 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.
- Repeated sexual advances, requests for sexual favors, and physical contacts of a sexual nature which impedes another's work or academic performance.
- Repeated demeaning verbal or visually expressive behavior of a sexual nature, which creates a hostile work, learning, or living environment.
- 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.
- 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.
- 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.
- 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.

#### Sexual Harassment Grievance Procedures

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.

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.

#### Procedures for Resolution of Complaints:

- *Incidents Involving Students.* 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. 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.
- *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.
- *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.
- *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.
- *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 E: Employment and Contractual Relationships**

### ***1. Policy on Faculty Procurement***

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.

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.

### ***2. Policy on Faculty Appointments and Tenure***

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.

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 D of this handbook.

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. The Provost, President, and Board of Trustees must approve, as a rare exception, any faculty member receiving tenure who is actively participating in a non-Assemblies of God church.

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.

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.

### ***3. Adjunct and Volunteer Faculty***

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. Adjunct faculty are encouraged (but not required) to attend faculty orientation, training, and development events.

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.

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.

#### **4. Fulfillment of Contract**

Contracts will normally be issued late spring semester, 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. 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.

##### **Probationary Period**

Tenure may be granted after seven full years of satisfactory full-time faculty service to the University. (When a person becomes a full-time faculty member in January, the counting of years for tenure begins the following fall.) The Board of Trustees, upon recommendation of the President, Provost, the Faculty Personnel Committee, the dean of the college (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.

Until the faculty member is granted tenure by the Board of Trustees, it is his/her responsibility to demonstrate to colleagues, department leadership, and college administration his/her professional competence in teaching, scholarship, and 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. The Department Chair will evaluate and discuss with the faculty member their place in the tenure process periodically during the probationary period.

Service at other institutions does not count toward the probationary period at Evangel University unless an agreement concerning a shorter probationary period is approved by the Provost 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.

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.

## Application for Tenure

### Applicant Responsibility

It is the responsibility of the faculty member to make a timely request for the granting of tenure based on the criteria found in the next section. The request must be submitted in writing with substantial evidence that demonstrates met criteria to the department chair.

### Application Process

#### *Department Chair*

The department chair, having received documentation from the faculty member, shall:

- Review submitted materials
- Gather student course evaluation data
- Gather annual faculty self-evaluation reviews
- Include colleague and independent evaluations, as available
- Make a recommendation (for or against the approval of the faculty member's application) and then forward all pertinent materials to the Faculty Personnel Committee.

#### *Faculty Personnel Committee*

The Faculty Personnel Committee shall review all submitted materials of a faculty member's application and then make a recommendation (for or against the approval of the faculty member's application) to the Provost.

#### *Provost*

The Provost, upon review of the recommendation of the Faculty Personnel Committee, may

- Approve the recommendation and forward the nomination to the University President for consideration,

OR

- Deny the recommendation and return it to the department chair with explanations. The faculty member can appeal the decision to the Faculty Personnel Committee, whereupon the Faculty Personnel Committee can resubmit the petition to the Provost or reject the request with appropriate explanations, respectively. This decision is final.

#### *President*

The President, based on the Provost's recommendation, may approve the application and forward it to the Board of Trustees for approval. If not approved, a written explanation will be provided to the faculty candidate.

## Tenure Delay or Denial

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.

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.

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

- 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.
- Be recognized by students, departmental peers, and administrators (including the department chair) as a good classroom teacher and an objective evaluator.
- Have evidence of efforts to maintain and strengthen professional skills through active participation in local, state, and national professional organizations and through other scholarly endeavors appropriate to the discipline.
- 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).
- Maintain 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.
- 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.
- Support the spiritual mission of the University through attendance at and a positive attitude toward chapel services and special spiritual activities sponsored by the University.
- Be involved in parachurch, denominational, or community activities.

## Tenure Evaluation Procedures

- Evaluation of faculty members for tenure or promotion decisions comes from a variety of sources:
- Department chair's written evaluation (submitted to the Faculty Personnel Committee).
- Student course evaluations for each course each semester.
- Evaluation by Faculty Personnel Committee (based on department chair evaluation, student evaluations, colleague evaluations, and independent evaluation).
- Evaluation by Provost.
- Evaluation by President.
- 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.
- If there is question on the appropriateness of granting tenure, tenured members of a department may be asked to make evaluations and recommendations.

## **6. Termination of Contract by the University**

### Termination of Non-tenured Faculty

- Non-tenured faculty and staff are "employees at will" and may be terminated without cause.
- 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.
- 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.

### Termination of Tenured Faculty

- 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.
- "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.
- Termination or refused extension or renewal of a tenured faculty member's existing contract due to University financial exigency shall be demonstrably bona fide.

### Termination Due to Financial Exigency

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.

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.

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.

#### Termination Due to Program Discontinuance

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.

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.

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

- 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.
- 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.

### **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.

### **8. Retirement Status and Recognition**

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

In cooperation with the Faculty Affairs Committee, the Administration of the University will provide an appropriate reception 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.

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.

### **9. Additional Employment and Interests**

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 college (or department chair, if the department is not housed in a college) and the Provost for appropriate approval.

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.

- The subject must be similar to those being taught at Evangel University so that a completely separate preparation of lecture is not required.
- The needs of the course and the testing procedures used must be such that no excess paper work is involved.
- 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.

- 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.
- 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.
- It is to be understood that, in any such inter-college relationships, arrangements for the same must be cleared by the dean of the college (if any), Provost, and President.
- Approval for additional contracts with Evangel must be approved by the department chair and the dean of the college (if any).

### ***10. Faculty Involvement in Political Campaigns and Elective Offices***

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.

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.

- 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.
- Any exception to the above termination requirement must be approved by the President's Cabinet (for faculty) or the Board of Trustees (for administrators).
- 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 F: Faculty Ranks, Salaries, and Promotion**

### **1. Policy on Faculty Promotions**

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.

The Faculty Personnel Committee provides recommendations and guidelines to the Provost in the matter of faculty promotions. Promotions are not automatic.

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 Cabinet, not by the Committee.

### **2. Evaluation Considerations for Promotion**

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

- Loyalty to and enthusiasm for the University and its purposes.
- 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.
- Substantive scholarly publications and contributions to academic or professional communities.
- Community service while a faculty member.
- Quality and effectiveness of classroom instruction.
- Spiritual leadership in college family.
- Supply and demand in various academic areas.

### **3. Professional Ranks**

#### **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.

#### **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.

## 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 (*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.*)

## 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.

- 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.
- 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.

## 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.

## 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.

- 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:
- Ph.D. or applicable terminal degree
- Minimum of 5 years at Evangel University
- Noticeable contribution or strength of compliance regarding the subjective considerations listed in *Evaluation Considerations for Promotion* Section above.

### **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.

### **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.

#### Faculty Evaluation Process

All non-tenured faculty members are to be evaluated annually; tenured faculty should be evaluated at least once every three years in consultation with the department chair will also assist in improving instruction. The self-evaluation process is to be accomplished with all faculty every year. It is the responsibility of the faculty member, as well as of the department chair and dean of the college (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.

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. Peer evaluations and alumni evaluations can also be used to give a well-rounded picture of quality of instruction.

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.

When formal and informal evaluation procedures reveal inadequate or improper faculty performance, counseling by the department chair, college 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.

### Confidentiality in the Evaluation Process

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.

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.

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.

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 G: Faculty Compensation**

### **1. Faculty Salaries**

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.

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.

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.

### **2. Teaching Loads and Overloads**

#### **Workload Expectation for Full-time Faculty**

The standard load for a full-time faculty member will be 24-27 load credits spread over the fall and spring terms. For some faculty in graduate and seminary programs this standard load may be spread over fall, spring, and summer terms. The teaching load may be influenced by specialized accreditation requirements. The Cabinet shall have the right to increase the standard work load to 30 load credits for some or all positions if necessary for financial exigency.

#### **Workload Calculation**

The calculation of workload credits for seated and online undergraduate courses that meet the minimum enrollment expectation is one workload credit per course credit hour. For seated and online graduate courses that meet the minimum enrollment expectation, 1.33 workload credits are counted per course credit hour. Different calculations are necessary for laboratories, problem sessions, applied lessons, practicum and internship supervision, independent studies, student teaching supervision, thesis/dissertation advising, and applied music lessons and are summarized in the following section. Additional workload allocations or release time may be approved by the Provost as deemed necessary to accomplish specific administrative tasks.

The contract pay for part-time faculty and summer contracts for full-time faculty follow the same calculation methods described in this section.

#### **Laboratory and Problem Session Workload**

Non-lecture sessions include laboratory or problem sessions. Science labs which include physical and health hazards warrant a higher faculty load credit than sessions lacking such hazards. Also, sessions with faculty teaching alone warrant higher load credit than those with teaching or lab assistants.

For laboratory sessions with safety concerns the following faculty load credits will apply:

- Faculty teaching labs without a lab assistant will receive 1 load credit for the first hour and 2/3 load credit for each subsequent hour.
- If faculty teach a lab with a lab assistant, load credit is 2/3 for the first hour and ½ credit for each subsequent hour.

For non-lecture sessions with minimal health or physical hazards the following load credits will apply:

- Faculty teaching non-lecture sessions without teaching assistance will receive 2/3 credit for the first hour and ½ credit for each subsequent hour.
- Faculty teaching a non-lecture session with a lab assistant, load credit is 1/2 for the first hour and 0 credits for each subsequent hour.
- Faculty not present at the non-lecture session with a lab assistant, load credit is 1/3 for the first hour and 0 credits for each subsequent hour.

### Supervision Course Workload

Load credit for supervising student teachers is one credit for each six visits (usually four per student).

Supervision of internships and practicums, independent studies, or independent readings is counted at one-third credit for each student supervised, independent of course credit, 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, independent studies, and readings (equivalent of one class) can be counted on the semester faculty load.

Load credit for private music lessons is one-third load credit for each student, independent of course credit.

Load credit for advising master's theses or doctoral dissertations is one-half load credit for each student, independent of course credit. A maximum of three credits of advising can be counted on the semester or summer faculty load.

### Department Chair Workload

The responsibilities of the department chair shall normally be three load credits per semester of release time. Higher weightings may be granted by the Provost to some chair positions, as necessary. This level of release time will be subject to annual review.

### Low and High Course Enrollment Situations

To receive full workload credit, a course must meet the minimum enrollment requirements of 10 students for lower-division traditional or adult studies undergraduate courses, 8 students for upper-division traditional or adult studies undergraduate courses, or 6 students for graduate and seminary courses. Supervision courses are exempt from this minimum expectation. Course schedules will be created by each department to enable timely completion for students yet minimize low enrollment courses. Courses that are allowed to proceed with enrollments below the minimum will be calculated as a graduated fraction of the full workload credit down to a minimum of 3 students. Generally, courses with less than three students will be cancelled. If a course with one or two students is allowed, it will be counted in the load as an independent study or one-third load credit per student.

For courses with large enrollments, additional workload compensation will be awarded at the rate of 1% per student above 40 students for a seated course and above 30 students for an online course.

The census date for these enrollment calculations is the first Friday of the fall and spring terms, and the first day of classes of the summer term.

## Overload

If the course load from traditional undergraduate, adult studies, graduate, and seminary courses exceeds 27 total load credits for the combined fall and spring semesters, compensation will be paid at an overload rate. If the overload course is an adult studies course, the compensation will be paid at the adult studies course rate. Both the overload rate and the adult studies rate will be determined annually by the Board of Trustees. As a general rule, overloads are discouraged. Unless approved by the Provost, the maximum overload is six credits total for the academic year.

## Workload Reporting

By November 1 and March 15, full-time faculty workload reports are to be submitted to the Provost's office. Overload payments will then be made in December and April. In December, overload pay will be made for load units over 15 hours so long as the faculty member has a spring load estimate of 12 units or greater. In April, the second overload installment will be paid for load units beyond 27 units total, fall plus spring, minus any pay received in December.

To allow the University to adequately budget for overload pay, estimates of full-time and part-time faculty load assignments will be included in the annual budget submission in the fall prior to the fiscal year beginning the following May.

### **3. Summer School Appointments**

Compensation for summer school appointments for full-time and part-time faculty is paid at the overload rate for all traditional undergraduate, graduate, and seminary courses. Adult studies courses will be paid at the approved adult studies rate. To receive full compensation, a course must meet minimum enrollment requirements of 6 students. Courses that are allowed to proceed with enrollments below 6 students will count as a graduated fraction of the full compensation down to a minimum of 50% pay for 3 students. Courses with less than 3 students will be cancelled. The maximum teaching load for the entire summer session is 12 credit hours. Teaching assignments totaling more than 12 credit hours for the entire summer term must have advance approval from the Provost.

Normally, separate contracts are given for summer teaching. The Provost may, under certain circumstances and for certain programs, approve the standard full-time teaching load be spread over the fall, spring, and summer terms. Such an arrangement must be included in the annual full-time faculty contract.

### **4. Sabbatical Leave Policy**

The basic purpose of the sabbatical leave is for the improvement of the University through development of the faculty member. This improvement can be accomplished by:

- Education—graduate work
- Projects—college related and approved
- Research and writing
- Improvement of personal qualities

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.

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.

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.

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.

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.

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.

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:

- 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.
- 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.
- 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.
- 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.
- 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.

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 H: Academic Policies and Regulations**

### **1. Classroom Responsibilities**

#### **Admission to Class**

Students are officially admitted to class only after their names appear on the official class list received by the instructor.

#### **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.

#### **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 college dean or Provost are also considered legitimate.

#### **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.

### **2. Academic Honesty**

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.

There is intense pressure on students, even at a Christian University, to achieve a good academic record. Grades determine whether a student can stay enrolled in the University 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.

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.

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.

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.

Therefore, faculty are expected to use the following procedures when cases of academic dishonesty are discovered:

- 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).
- 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.
- 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 the University 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 the University 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.

### **3. Syllabi**

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.

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 college dean will assist with this procedure.

#### **4. Textbook Selection**

Faculty members are expected to select textbooks and materials that will not undermine the Christian faith or the Pentecostal testimony of Evangel University.

An instructor should always feel at liberty to discuss the choice of a text with the Provost, college dean, or the department chair. Each department chair, in consultation with the college 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 course or program 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 college dean, department chair under whom the instructor serves, the faculty representative to the University Planning Council, 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.

#### **5. Student Evaluation by Faculty**

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.

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.

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.

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.

Lecture and classroom-type courses must have a final exam. The following exceptions to the above exam procedures are normally allowed:

- 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.

- 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.
- An officially approved University activity (approved by Academic Council) that requires a student to miss final exams requires consultation between the teacher and the Provost.

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.

## **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.

## **7. Student Class Attendance**

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.

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.

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.

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.

## **8. Attendance Guidelines for Faculty**

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.

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

- The policy should be based on sound pedagogical principles.

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

### **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.

### **10. Procedures for Selection of Nominees to Who's Who**

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:

- Completion of at least two semesters as a full-time student at Evangel just prior to the time of selection.
- Within 36 semester credits of graduation with a baccalaureate degree
- Approval by the Vice President for Student Development regarding general character and conduct
- 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.

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.

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:

- Academic achievement
- Participation in extra-curricular activities
- Christian character and concern
- Promise for future contributions to society.

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. Evangel University Research and Review Board**

#### **Guidelines**

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.

All University associated research projects must have prior approval of a sponsoring department and the Research Review Board (RRB).

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.

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.

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:

- Research conducted in established educational settings involving normal educational practices such as effectiveness of teaching techniques;
- Research using standard educational tests;
- Research involving the observation of public behavior where identities of the participants are not identified; and
- Research involving the collection or study of preexisting data.

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

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.

The RRB will be responsible for:

- Creating policies related to research on the University campus.
- Implementation of policies and in making determinations regarding ethical issues and the appropriateness of research projects.
- 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.

#### The Research-Proposal Approval Process

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.

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:

- 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
- A description of any reasonably foreseeable risks to the participant
- A description of potential benefits to the participant
- A description of any appropriate alternative procedures for treatment
- A statement about the level of risk involved and an explanation of risks above a minimal risk
- An explanation of who should be contacted for questions about the research
- A statement that participation is voluntary and that refusal to participate will result in no negative consequences from the researcher

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.

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).

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 J: Academic Services and Resources**

### ***1. Kendrick Library Policies***

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

- 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.
- 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.

### Key Roles

- The University administration should see that adequate funding is available and encourage cooperation of the faculty in collection building.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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.

## **2. Research and Publication**

### General Policy on Research and Publication

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.

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).

### Released Time for Research and Writing

- A program of reduced faculty credit hour load is provided to assist faculty with research and writing projects.
- 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.
- 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.
- 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 Cabinet. Deadlines for requests are October 1 and February 1 for the Spring and Fall Semesters, respectively.
- 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.

### 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, a donor has set aside a \$12,000 grant, 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:

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.

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.

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.

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.

The Faculty Personnel Committee will serve as the screening and final approval body. The Committee may consult with other sources in making its decisions.

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.

The deadline for submitting faculty proposals is February 1 of each year. This will permit the evaluation of applications according to the approved priorities.

### **3. Faculty Travel and Development**

As the budget allows, Evangel University provides financial grants 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. The Professional Development Committee will review annual proposals for travel or scholarship and recommend a prioritized list of projects to the Provost. Based upon the available funds, the awardees are notified before the beginning of the academic year.

The Provost, college 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.

The following policies shall apply to approved use of the funds for travel:

- Adequate arrangements should be made for covering missed classes. This can often be done on an exchange basis with a faculty colleague.
- 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, college 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.

- 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).
- If advance money is absolutely essential, faculty members must submit a check request to the department chair and signed by the department chair, the college 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.
- If a faculty member chooses to use his/her personal car, reimbursement is at the current mileage rate allowed by the Business and Finance Dept.
- 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.

The following guidelines must be observed to satisfy IRS regulations:

- Travel advances may not be issued more than 30 days in advance of the anticipated expenditure.
- 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).
- Any portion of the advance not spent must be returned to the employer within 120 days after the business expense(s) was incurred.
- 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.

#### **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.

### **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:

- The teacher will provide the information for each book and each course as requested to the bookstore's online registration system;
- Significant changes in textbooks must have prior approval of the department chair;

### **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 K: Other Policies and Procedures**

### ***1. Purchasing and Requisitioning***

The Business and Finance Office is responsible for all University purchasing. To budgeted equipment or supplies, faculty members submit online 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.

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 approved online by the department chair and college dean (if any) or sponsor. To change or cancel a purchase order, notify the accounts payable office.

The **check request forms** are available through OUTLOOK. Faculty members wanting reimbursement must use a check request form.

Check requests must be approved online by the department Chair, the college dean, and the Provost and accompanied by an original invoice, and receipts which substantiate the amount requested.

### ***2. Business and Finance Office Procedures***

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.

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.

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.

### **3. Payroll Procedures**

Payroll is processed using the ADP System. Procedures may be found on the employee's ADP site

### **4. Campus Security Act—Public Law 101-542**

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.

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.

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.

### **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.

### **6. Handbook Update Procedures**

#### **Update Ownership**

Updates to the Handbook are managed by the Faculty Affairs Committee. All proposed changes shall be made to and approved by the Committee.

## Approval Process

- Faculty Affairs Committee will review all proposals to the Handbook. The Committee can accept or deny any proposal that comes before them. If denied, then the proposal returns to its originating department for reconsideration.
- If approved, the proposed section, in draft mode, would be made available to faculty for review and comment. The Committee will review the comments submitted, making changes if needed.
- Upon approval of a final draft by the Committee, the proposal will be forwarded to the Provost and then to the Cabinet for consideration and approval.
- If approved by the Cabinet, the Provost will forward Handbook updates to the Academic Committee of the Board of Trustees for approval at the Board's bi-annual meetings.