

200 – University Organization

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RESTATED ARTICLES OF INCORPORATION OF ASBURY COLLEGE

(Revised May 13, 1993)

Comes the undersigned, and pursuant to KRS 273.273, hereby executes and delivers these Restated Articles of Incorporation for Asbury College, a non-profit corporation (the "Corporation") organized under the laws of the Commonwealth of Kentucky, KRS 273.161 *et seq.*, in accordance with the following provisions.

200.1.1ARTICLE I: NAME

The name of the Corporation is Asbury College.

[The corporate name is Asbury College; however, we operate under the registered trade name Asbury University, or Asbury College d/b/a Asbury University.]

200.1.2ARTICLE II: PURPOSES AND POWERS

A. The Corporation is organized and operated exclusively for educational, charitable and religious purposes. In carrying out its corporate purposes, the Corporation shall have all the powers allowed corporations by Chapter 273 of the Kentucky Revised Statutes.

B. In furtherance of the general purposes in paragraph (A), the particular purposes of the Corporation shall be to secure, hold and administer the property and funds of the institution of learning known as Asbury College, located at Wilmore, Kentucky, and to secure additions thereto and to maintain the same as a college for the promotion of Christian education; to secure the ends for which it was established, the same to be conducted on full salvation lines. No President or teacher of said college shall ever be allowed to antagonize a full Gospel. The doctrines of justification, regeneration, witness of the Spirit and entire sanctification shall be held sacred; and it shall be chiefly to promote a true experience along these lines in connection with education that the conduct of this institution was undertaken; and this Article shall never be altered or revoked. Should it ever cease to be in harmony with the above teachings or doctrines, the entire property belonging to or that may be acquired by the Corporation shall revert to the National Association for promotion of Holiness to be carried on in harmony with their interpretation of entire sanctification.

200.1.3ARTICLE III: BOARD OF TRUSTEES

The business and affairs of the Corporation shall be governed by a board of directors, known as the "Board of Trustees" consisting of not more than thirty (30) directors, known as "Trustees." To be eligible for election to the Board of Trustees and to remain a member thereof, each Trustee or prospective Trustee shall sincerely and wholeheartedly assert and acknowledge his belief in the fundamental doctrines of justification, regeneration, witness of the Spirit and entire sanctification as set forth in Article II(B) hereof. Except as provided herein, the number, qualifications, classes, terms of office, election and removal of Trustees shall be governed by the Bylaws of the Corporation.

200.1.4 ARTICLE IV: OFFICERS

The Bylaws of the Corporation, as adopted from time to time by the Board of Trustees, shall identify the Officers of the Corporation, their duties, terms of office and provide for the method of appointment and removal of the Officers of the Corporation.

200.1.5 ARTICLE V: MEMBERS

The Corporation has no members.

200.1.6 ARTICLE VI: BYLAWS

The Bylaws of the Corporation shall be adopted and may be amended or repealed, from time to time, by the Board of Trustees.

200.1.7 ARTICLE VII: REGISTERED OFFICE AND REGISTERED AGENT

The street address of the registered office of the Corporation is 1 Macklem Drive, Wilmore, Kentucky 40390-1198. The name of the registered agent at that address is Dr. Charlie D. Fiskeaux.

200.1.8 ARTICLE VIII: PRINCIPAL OFFICE

The mailing address of the principal office of the Corporation is 1 Macklem Drive, Wilmore, Kentucky 40390-1198.

200.1.9 ARTICLE IX: INDEMNIFICATION

Each person who is or has been a Trustee or Officer of the Corporation, whether elected or appointed, including the heirs, executors, administrators, or estate of any such person, shall be indemnified by the Corporation to the full amount against any liability, and the reasonable cost or expense (including attorneys' fees, monetary or other judgments, fines, excise taxes or penalties and amounts paid or to be paid in settlement) incurred by such person in such person's capacity as a Trustee or Officer or arising out of such person's status as a Trustee or Officer. Provided, however, no such person shall be indemnified against any such liability, cost, or expense incurred in connection with any action, suit, or proceeding in which such person shall have been adjudged liable on the basis that personal benefit was improperly received by such person, or if such indemnification would be prohibited by law.

Such right of indemnification shall be a contract right and shall include the right to be paid by the Corporation, the reasonable expenses incurred in defending and threatened or pending action, suit, or proceeding in advance of its final disposition; provided, however, that such advance payment of expenses shall be made only after delivery to the Corporation of an undertaking by or on behalf of such person to pay all amounts so advanced if it shall be determined that such

person is not entitled to such indemnification. Any repeal or modification of this Article shall not affect any rights or obligations then existing.

The indemnification provided by this Article shall not be deemed exclusive of any other rights which those seeking indemnification may have or hereafter acquire under any other Bylaw, agreement, statute, vote of Board of Trustees, or otherwise. If this Article or any portion thereof shall be invalidated on any ground by any court of competent jurisdiction, then the Corporation shall nevertheless indemnify each such person to the full extent permitted by any applicable portion of this Article and shall have not been invalidated or by any other applicable law.

200.1.10

ARTICLE X: LIMITATION OF LIABILITY OF TRUSTEES AND OFFICERS

No Trustee or Officer of the Corporation shall be personally liable to the Corporation for monetary damages for breach of duties as a Trustee or Officer director except liability:

- A. For any transaction in which the personal financial interest of the Trustee or Officer is in conflict with the financial interest of the Corporation;
- B. For acts or omissions not in good faith or which involve intentional misconduct or are known to the Trustee or Officer to be a violation of loss; or
- C. For any transaction from which the Trustee or Officer derives an improper personal benefit.

If the Kentucky Revised Statutes are amended after approval of this Article to authorize corporate action further eliminating or limiting the personal liability of the Trustees and Officers then the liability of the same to the Corporation shall be deemed to be eliminated or limited by this provision to the fullest extent then permitted by the Kentucky Revised Statutes, as so amended. Any repeal or modification of this Article shall not adversely affect any right or protection of a Trustee or Officer of the Corporation existing at the time of such repeal or modification.

200.1.11

ARTICLE XI: ADOPTION

These Restated Articles of Incorporation of Asbury College correctly set forth the provisions of the Corporation's Articles of Incorporation as theretofore amended, that they have been duly adopted as required by law and that they supersede the Corporation's original Articles of Incorporation and all Amendments thereto.

Revised January 12, 2012

200.2.1

ARTICLE I: MISSION

200.2.1.1

Section 1. Name of Corporation

The title or name of this corporation is “Asbury University.”

200.2.1.2

Section 2. Location

The location of its principal office or place of business is 1 Macklem Drive, Wilmore, in Jessamine County, Kentucky 40390. The Corporation may, in addition to its principal office in Wilmore, Jessamine County, Kentucky, establish and maintain an office or offices in other cities, in this and other states, and at such other places as the Board of Trustees may from time to time think necessary or desirable or the business of the College may require.

200.2.1.3

Section 3. Seal

The seal of Asbury University shall consist of a circle upon whose border appear the words:

Asbury University
Eruditio et Religio

and in whose center is a shield divided into three sections, in the first of which appears a **Torch**, representing learning; in the second, a **Cross**, representing Christ; and in the third, the open **Holy Bible**.

200.2.1.4

Section 4. The Purpose of Asbury University

Asbury University is an independent, non-denominational, liberal arts University, providing undergraduate and graduate educational programs guided by the classical tradition of orthodox Christian thought. Central to this endeavor is a clear affirmation of scriptures of the Old and New Testaments as God’s infallible and authoritative word, and particularly its teaching that the world was created by God and that persons are created in the image of God. On this foundation, we seek to provide an excellent integrated educational and spiritual experience that appreciates truth in all areas of life and develops whole persons for achievement and service. Whether preparing students for further advanced degree study or for professional employment, the educational programs of the College reflect a liberal arts character.

The University believes in the value of broad exposure to the Western cultural heritage, the “great tradition” as both a classical body of knowledge and a dynamic conversation on the great ideas and values that have shaped this civilization. In robust interaction with Christian faith and practice, this education approach develops students’ natural God-given potentials as rational, moral, spiritual, social, and physical beings. The University seeks to expand students’ horizons outward to understand the history and value of other peoples and cultures, and prepares them for involvement in a complex and changing global reality.

University life is shaped by the Wesleyan understanding of sin, grace, and the possibility of full salvation for Christ-like living. Asbury University embraces the equality, dignity and worth of all persons and endeavors to be a campus community that reflects both the unity and diversity of the body of Christ. Asbury University fosters in students a commitment to Jesus Christ as personal Savior and to holiness of heart and life. The University sends them forth to engage transformatively the cultures in which they are called to live out their allegiance to the Kingdom of God and to participate in the cause of world redemption.

200.2.2 ARTICLE II: BOARD OF TRUSTEES

200.2.2.1 Section 1. Meetings

The Board of Trustees shall meet at least twice annually. There shall be a Fall meeting and a Spring meeting, with the Fall meeting being designated the Annual meeting. Additional meetings may be held as determined by the Board.

200.2.2.2 Section 2. Classification

The Board of Trustees shall consist of up to five classes of up to six members each.

200.2.2.3 Section 3. Terms of Office

The terms of the members of the Board shall be for three years from the date of the Annual meeting in the year of their election. The Trustees may serve three consecutive three-year terms. The third consecutive term of a committee chair may be shortened or lengthened by one year by 2/3 vote of the board to ensure that no more than two committee chairs are on one-year mandatory absence. A Trustee may be elected for additional terms following a one-year mandatory absence. Trustees who have served on the Board for a total of twenty years and who no longer wish to serve as a Trustee may become advisory members with all of the privileges of acting Trustees, except the right to vote.

200.2.2.4 Section 4. Vacancies

The Trustees shall have full power to fill all vacancies in the office of any Trustee or Trustees caused by the expiration of the terms of office, by death, resignation, or otherwise; and further, they may declare the office of any Trustee or Trustees vacated for any cause deemed sufficient among themselves by two-thirds vote.

200.2.2.5 Section 5. Nominations and Elections

Any member of the Board of Trustees or the University President may nominate candidates by presenting a name, or names, to the Chair of the Committee on Governance and Trustee Development. New members of the Board of Trustees usually will be elected at the Spring meeting but may be elected at the Fall meeting as necessary. The Committee Chair shall submit these names and supporting documents to the Committee on Governance and Trustee Development in writing before the regular meeting of the Board.

200.2.2.6 Section 6. Certification

Each person elected as Trustee of Asbury University shall sincerely and wholeheartedly assert and acknowledge his/her belief in the fundamental doctrines

of justification, regeneration, witness of the Spirit and entire sanctification, as taught by John Wesley. Trustees shall accept, without reservation, this statement and definition relative to the doctrine and experience of entire sanctification:

Entire sanctification is that act of divine grace, through the baptism with the Holy Ghost, by which the heart is cleansed from all sin and filled with the pure love of God. It is a definite, instantaneous work of grace wrought in the heart of a believer, through faith in the cleansing merit of the blood of Jesus Christ, subsequent to regeneration and is attested by the Holy Spirit.

Should any person be elected as a Trustee of Asbury University who does not subscribe to the above doctrines, such election is void and such person is ineligible to act as Trustee, to sit in a Trustee meeting or to vote. Annually all Trustees shall re-affirm their continuing commitment to the items stated above and indicate a willingness to be governed in their work by the policies adopted by the Board.

200.2.2.7 Section 7. Removal of Trustees

A Trustee may be removed from office at any time before the end of his or her term by resolution of the board upon a recommendation from the Committee on Governance and Trustee Development by a two-thirds vote.

200.2.2.8 Section 8. President of University

The President of the University (or Chief Executive Officer) shall be an *ex-officio* member (non-voting) of the Board of Trustees and all committees.

200.2.2.9 Section 9. Indemnification

Trustees, officers and non-trustees serving on board committees shall be accorded indemnification rights as stated in Articles IX and X of the corporation's Articles of Incorporation.

200.2.3 ARTICLE III: TRUSTEE MEETINGS

200.2.3.1 Section 1. Notice of Regular Meetings

Notice of all regular meetings of the Board of Trustees shall be transmitted to each member by letter, e-mail, fax or other means 14 days prior to the date of the meetings.

200.2.3.2 Section 2. Special Meetings

Special meetings may be called at any time, upon a minimum three-day notice, by the Secretary upon the request of the President of the University, the Chair of the Board, or any five members of the Board. The call for a special meeting shall state the nature of the business to be considered, and only such stated items may be considered.

200.2.3.3 Section 3. Location of Meetings

All regular meetings shall be held on the campus of the University unless otherwise directed by the Chair of the Board. Special meetings may be held on campus,

another site, by telephone, by video conferencing or any other means which allows for communication among the Trustees to decide the issues at hand.

Any action that may be approved at a meeting of the Trustees, may be approved without a meeting if a consent in writing by mail, email, or fax, setting forth the action so taken, is signed by no less than 90 percent of the voting Trustees in office.

200.2.3.4 Section 4. Quorum and Board Action

A simple majority of the Board shall constitute a quorum for the transaction of any business, unless otherwise specified by the Bylaws. A simple majority vote of the Board present shall be required for all Board actions unless otherwise stipulated in the Bylaws or Board Policy Manual.

200.2.3.5 Section 5. Use of Proxy Vote

No proxy shall be used to vote upon any issue. Trustees who are not physically present at a meeting may attend it by phone or teleconferencing with full rights to participate and vote.

200.2.4 ARTICLE IV: OFFICERS OF THE BOARD

200.2.4.1 Section 1. Titles of Officers

At an annual meeting of the Board of Trustees, there shall be elected from their number the following to serve as officers of the Board, until their successors shall have been elected and shall have qualified: a Chair, a Vice-Chair, and a Secretary. The Board may elect other officers, as it may determine.

200.2.4.2 Section 2. Officer Terms of Office

Each officer of the Board shall be elected at the annual meeting for a term of three years. An officer may serve no more than three full terms in each office unless additional terms are approved by two-thirds vote of the entire board membership. Upon being selected as an officer, the computation of a trustee's term pursuant to Section 3, shall be suspended and shall resume when the officer returns to trustee status.

200.2.4.3 Section 2. Officer Vacancies

In the event of a failure to so elect any or all of such officers, or in case any vacancy occurs in such offices for any cause, the vacancy shall be filled by election at any regular or special meeting, or by assignment of the Executive Committee until such regular or special meeting may be held.

200.2.4.4 Section 3. Role of Chair

The Chair of the Board shall preside at the meetings of the Board, and shall discharge all duties which ordinarily pertain to that office.

200.2.4.5 Section 4. Role of Vice-Chair

The Vice-Chair of the Board in the absence, disability, resignation or removal of the Chair shall perform all duties of the Chair until the Chair returns or a regular Chair shall be elected.

200.2.4.6 Section 5. Role of Secretary

The Secretary of the Board (the Secretary of the University) shall be the officer of the Board empowered to certify acts of the Board; to sign all documents necessary for legal purposes in connection with the signature of the President of the University. The signature of the Vice President for Business Affairs along with either the signature of the President of the University or Executive Vice President/Provost shall be sufficient evidence of authority by the Board of Trustees to buy, sell, assign, and transfer stocks, bonds, mortgages, and real estate, and to deliver all necessary papers incident thereto, subject to limitations imposed by the Articles of Incorporation, these Bylaws and any relevant standing policies as detailed in the Board Policy Manual. The Secretary shall perform the usual duties pertaining to this office. An assistant secretary shall keep full and true minutes of all meetings of the Board, the meetings of all standing committees, and such special committees as shall be requested and shall be responsible for all documents committed to his/her care. The Secretary of the Board in the absence, disability, resignation or removal of both the Chair and the Vice Chair shall perform all duties of the Chair until the Chair returns or a regular Chair shall be elected.

200.2.5 ARTICLE V: COMMITTEES OF THE BOARD

200.2.5.1 Section 1. Standing Committees of the Board

The Board may create such standing committees as it deems necessary from time to time. Their roles shall be defined in the Board Policy Manual.

200.2.6 ARTICLE VI: PRESIDENT OF THE UNIVERSITY

200.2.6.1 Section 1. The President

The President of the University shall be elected by the Board of Trustees in legal session, for a specified period of time as may be determined by the Board. Any person elected President of Asbury University must believe in the fundamental doctrines of the Protestant Christian faith as set forth in the Articles of Incorporation of the University and as taught by John Wesley; specifically, the doctrines of justification, regeneration, witness of the Spirit, and entire sanctification as a definite second work of grace.

The President shall be the chief executive officer of the University, and shall exercise supervision and direction of all affairs pertaining to the University as governed by current Board policies. He/she shall be the official medium of communication between the Board of Trustees and the Faculty, students, and administrative personnel. He/she shall recommend all appointments of Faculty to the Board of Trustees. This shall be part of the annual report made by the President to the Board of Trustees. He/she shall be responsible for the total operation of the University.

The President shall make an annual report to the Board of Trustees on the work and condition of the University, and shall present for their consideration such measures necessary or desirable for the welfare of the University. The Executive Committee shall conduct a biennial review of the President's performance and share the results with the board.

200.2.6.2 Section 2. Interruption of President's Service

Should the President of the University be unable to serve for any reason, as determined by the President or the Executive Committee, the Chair of the Board of Trustees shall call a special meeting of the Board and make a recommendation for interim leadership of the University until the President is able to resume duties or until a new President can be elected by the Board of Trustees.

200.2.7 ARTICLE VII: FACULTY

200.2.7.1 Section 1. Classification and Tenure

The Faculty shall consist of the President of the University, Provost, the Deans, Registrar, and Director of Library Services. Officers and teachers are classified as follows: professor, associate professor, assistant professor, and instructor. Tenure when granted by the Board of Trustees applies only to the position of Faculty member. When Faculty members accept an administrative appointment that removes them from the classroom as a teacher for more than three consecutive years, they forfeit tenure as a Faculty member. If the Faculty member desires to return to a full-time teaching position after the administrative appointment, such a request will be considered by the administration and the appropriate academic department(s) only if a vacant position exists. If after three years as a full-time administrator, the Faculty member who was previously tenured returns to full-time teaching, he/she may request that tenure be restored after completing one year of full-time teaching.

200.2.7.2 Section 2. Faculty Meetings

The Faculty shall meet at regular intervals during the University session, and shall appoint a secretary who shall keep a record of their proceedings. They shall make such rules of procedure and provide for such committees as may be required. The Faculty, under the direction of the President or designate, shall recommend such matters as courses of study, conditions of graduation, and the nature of degrees to be conferred. No degree may be conferred upon any student without the recommendation of the Faculty.

200.2.7.3 Section 3. Recommendations to Trustees

Any Faculty recommendations to the Board of Trustees will come through the President.

200.2.7.4 Section 4. Certification and Review

No Faculty member of the University shall ever be allowed to antagonize the theological position of the institution. The fundamental doctrines of the Protestant Christian faith as set forth in the Articles of Incorporation of the College and as taught by John Wesley; specifically the doctrines of justification, regeneration, witness of the Spirit, and entire sanctification as a definite second work of grace

shall be held sacred. Annually full-time Faculty are expected to re-affirm their commitment to uphold these sacred foundations central to our Christian perspective.

200.2.7.5 Conditions for Faculty Employment

The President shall develop and inform the Board for its review, policies with respect to the roles and responsibilities of Faculty members, including conditions for employment and procedures for removing a faculty member.

200.2.8 ARTICLE VIII: POLICY MANUAL

The Board of Trustees shall maintain a current Board Policy Manual, consistent with these Bylaws. Such Manual shall contain all on-going policies of the Board as its “governance management system” which shall be continually reviewed and updated as the “one voice” of the Board with respect to the entirety of its governing responsibilities.

200.2.9 ARTICLE IX: BYLAWS PROCEDURES

200.2.9.1 Section 1. Amendments

Bylaws may be amended by majority vote at any meeting so long as the proposed amendments are sent to members of the Board at least 30 days in advance of the meeting at which the amendment is acted upon, in its original or amended form. Any bylaw amendment may be acted on without a 30 day notice at the same session at which it is presented only if such amendment is approved by a three-fourths majority of those present and voting.

200.2.9.2 Section 2: Former Bylaws

All previous Bylaws in conflict with these Bylaws when they are adopted are hereby repealed.

200.2.9.3 Section 3: Distribution

The Bylaws shall be printed so that each member of the Board may have a copy. They shall be available in a public location. Amendments shall be supplied to each member of the Board as they occur.

200.3

UNIVERSITY ADMINISTRATION

200.3

Asbury University administration is structured around the officers of the University with each officer having primary responsibility for specific areas of University operation. The President of the University serves as the chief executive officer of the University. The other officers report to the President for their areas of responsibility. The President, along with the other officers, form the President's Cabinet which meets regularly to review and act on various University operational issues and policies. Officers of the University have faculty status with vote in the Faculty Assembly but are not granted faculty rank or tenure. If a tenured teaching faculty member is appointed to an officer position for more than three consecutive years, tenure as a teaching faculty member is forfeited.

200.3.1

PRESIDENT

The President, elected by the Board of Trustees, is the chief executive officer of the University and shall exercise overall supervision and direction of all affairs pertaining to the University within the general policies established by the board. The President provides the leadership to encourage faculty, staff, and students to develop to their fullest potential within the mission and purposes of the University. The President serves as the official channel of communication between the board and the faculty, students, and staff.

200.3.2

PROVOST

The Provost is the chief academic officer of the University responsible for all educational programs, including the implementation of academic policies and curricula and the recommendation to the President of academic appointments, promotion, tenure, and salaries. Areas of campus for which the Provost has overall administrative responsibility include Deans, academic colleges/schools, library, and institutional research. In the absence of the President from campus, the Provost serves as the chief operating officer coordinating the day to day administrative functions of the University.

200.3.3

VICE PRESIDENT FOR BUSINESS AFFAIRS AND TREASURER

The Vice President for Business Affairs and Treasurer is the chief financial and business officer of the University responsible for the overall supervision of the receipts and disbursements of all funds, the investment portfolio, and the management of University rental property. Areas of campus for which the Vice President for Business Affairs and Treasurer has overall administrative responsibility include investments, accounting services, information technology services, purchasing, University food service, bookstore, University post office, and capital construction.

200.3.4

VICE PRESIDENT FOR STUDENT DEVELOPMENT

The Vice President for Student Development is the chief student development officer of the University responsible for the overall supervision of student organizations and campus life. Areas of campus for which the Vice President for Student Development has overall administrative responsibility include student housing, student government, campus regulations, social activities, counseling, career placement, intercollegiate athletics, health services, and student discipline.

200.3.5

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is the chief advancement officer of the University responsible for the overall supervision of fund raising and public relations activities. Areas of campus for which the Vice President for Institutional Advancement has overall administrative responsibility include annual fund raising activities, long-term fund raising campaigns, deferred giving programs, public relations, marketing, publications, and alumni programs.

200.3.6

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The Vice President for Enrollment Management is the chief enrollment officer of the University responsible for the overall recruitment, admissions and retention of students in traditional undergraduate, adult degree completion, and graduate programs. Areas of campus for which the Vice President for Enrollment Management has overall administrative and coordination responsibility include admissions, student financial aid and related services, and retention areas.

200.4.1**ACADEMIC UNITS**

The academic units of Asbury University consist of the College of Arts and Sciences, the School of Education, the School of Communication Arts, and the School of Graduate and Professional Studies. These academic units may consist of various departments organized with common characteristics. Each manages its own programs and faculty to achieve the educational mission and goals of the University.

200.4.1.1**ACADEMIC DEAN**

The Academic Dean is the academic and administrative officer for the University responsible for overseeing: the Registrar's office, the Global Engagement Office, the Center for Academic Excellence, articulation agreements, academic policies and procedures, including serving as the Provost's designate to chair the Academic Policies and Procedures Committee. The Academic Dean is the Provost's official liaison to the Council on Postsecondary Education. The work of the Provost is supported by the Academic Dean in faculty development, campus committees and other duties as requested. The Academic Dean is selected by the Provost, with approval of the President, and reports to the Provost of the University, who formally evaluates the Dean on an annual basis.

200.4.1.2**DEANS, ACADEMIC COLLEGES AND SCHOOLS**

The Dean of each college or school is the chief academic and/or administrative officer of that academic unit. The selection of Deans is the responsibility of the Provost, with the advice and in consultation with the President and confirmation of the Board of Trustees. The Dean is responsible to the Provost of the University, who formally evaluates the Dean on an annual basis.

All Deans selected from within the institution retain faculty rank and tenure, if previously granted. The Provost, with the approval of the President, and confirmation of the Board of Trustees (or the Executive Committee) will have the option to offer tenure transferability to incoming Deans from outside institutions, if they have already achieved tenure at a previous institution.

Each Dean receives the equivalent of a 3-credit course load reduction each semester plus a stipend. In cases of colleges/schools with more complex administrative requirements, additional load credit may be considered.

200.4.1.3**ASSOCIATE OR ASSISTANT DEANS**

In consultation with and approval of the Provost, Deans may appoint associate or assistant Deans or directors to assist in carrying out responsibilities of the Dean's Office. Associate and/or assistant Dean(s) will receive a one course/per year reduction in lieu of service as associate or assistant Dean.

200.4.1.4**DUTIES OF DEANS**

The Dean responsible for the personnel, programs and budgets for their college/school:

- A. Provides leadership in formulating educational policy for the college/school.
- B. Meets with the Provost as part of the Deans' Council to collaboratively cultivate policies related to institutional protocols and procedures.
- C. Reviews departmental recommendations for appointment, reappointment, promotion, tenure, and termination, and forwards recommendations to the Provost.
- D. Evaluates Department Chairs and college/school support personnel annually.
- E. Is responsible for all departmental budgets within their college/school: approves and monitors expenditure of all University funds under their purview.
- F. Monitors faculty workloads; develops teaching schedules (in cooperation with program and Department Chairs) and recommends approval of requests for sabbatical leaves and leaves of absence to the Provost.
- G. Consults with the Provost regarding Department Chair appointments.
- H. Reviews the faculty portfolios and provides a letter of evaluation to the Tenure and Promotion Committee and Provost as a part of the faculty evaluation process (outlined in Section 400.4) to confirm that the faculty member's review materials are complete; and to provide the Dean a means to communicate to the evaluators his/her perspective coupled with the portfolio materials. The Tenure and Promotion Committee and Provost will receive the Dean's evaluation/recommendation letter along with the faculty's portfolio materials as documentation for review within the evaluation process.

200.4.2

DEPARTMENT CHAIRS

An academic discipline will be designated as a separate department if it is significantly distinct from other disciplines, offers a major, and has at least three full-time faculty (exceptions may be made in special circumstances). Disciplines not meeting these criteria will be combined with other disciplines as a department. The appointment to Department Chair is made by the Provost in consultation with the Dean and approval of the President. Every three years faculty are given the opportunity to evaluate their Department Chair, with the evaluations submitted to the Provost. The Dean formally evaluates the performance of the Department Chair on an annual basis. Deans shall transmit their evaluation of the Chairs to the Provost annually.

On-campus duties for Department Chairs begin one week prior to and end two weeks after regular expected on-campus work dates for other faculty. Each Department Chair receives the equivalent of a 3-credit course load reduction each semester plus a stipend. All Department Chairs selected from within the institution retain faculty rank and tenure, if previously granted.

200.4.2.1

DUTIES OF CHAIRS

The Department Chair is responsible for the personnel, programs and budgets for their department. Specifically:

- A. Provides oversight and evaluation of the department curriculum including majors, minors, and special programs.

- B. Gives overall leadership to department faculty by encouraging professional and personal development, promoting cooperation and fellowship within the department and among the campus community, and fostering on-going attention to faith and learning development.
- C. Schedules and chairs department meetings on a regular basis.
- D. Submits to the Dean, and subsequently to the Academic Policies and Curriculum Committee, requests for academic program changes.
- E. Works with the academic Dean and Registrar's office to determine course scheduling, revise catalog copy, and provide other requested information.
- F. Works with the Provost's Office and the Dean in the recruitment of new faculty. Provides orientation for new full-time and part-time faculty.
- G. Works with the Provost's Office and the Dean to determine and monitor department faculty work loads.
- H. In consultation with the Dean, conducts regular evaluations of full-time and part-time department faculty.
- I. Makes annual reappointment recommendations to the Dean for non-tenured faculty.
- J. Implements the department's student learning assessment program.
- K. Submits to the Dean, and subsequently to the Provost's Office, then monitors the annual department operating budget and other special department budgets.
- L. Works with the Director of Library Services to coordinate the purchase of resources and the development of the department's library collection.
- M. Works with the Admissions Office to assist in recruiting new students who have expressed an interest in the department programs.
- N. Gives oversight to department equipment and facilities.
- O. Attends Department Chair meetings as scheduled by the Dean.
- P. Coordinates shared and overlapping equipment and facility usage with other Department Chairs.
- Q. Submits an annual department report to the Provost's Office.
- R. In some cases, supervises a faculty staff assistant.
- S. Reviews faculty portfolios and provides a letter of evaluation to the appropriate Dean just prior to the submission of the portfolios for review for promotion/tenure/post-tenure and scheduled portfolio review evaluations as part of the faculty evaluation process. The letter is to confirm that the faculty member's review materials are complete; and to provide the chair a means by which to communicate to the Dean the chair's perspective coupled with the portfolio materials. The Dean will receive the chair's evaluation letter along with the faculty portfolio materials, as documentation for review in the evaluation process.

200.4.3 PROGRAM DIRECTORS OR COORDINATORS

200.4.3.1 Appointment of Program Directors or Coordinators

A. In some departments where both undergraduate and graduate programs exist or academic disciplines are combined, a program director or coordinator may be appointed to assist the Department Chair with oversight of a specific discipline or a special program.

B. Program Directors or Coordinators are appointed annually by the unit's Dean or designate.

C. In cases of departments with more complex administrative requirements, a Program Director or Coordinator may receive teaching load credit for duties assigned.

200.4.3.2 Duties of Program Directors or Coordinators

The Program Director or Coordinator assists the Department Chair with scheduling of courses, proposing budgets, proposing curricular revisions, recruiting students and faculty, and other duties as requested by the chair.

Responsibilities include, but are not limited to:

- a. Serving as primary point of contact for students enrolled in the program for curricular and content matters;
- b. Conducting regular review of program curriculum and delivery for quality and effectiveness;
- c. Overseeing the establishment and implementation of program competency standards and objectives;
- d. Assisting Department Chair or unit administration with annual review of student achievement as it pertains to the program;
- e. Ensuring program compliance with accreditation standards (regional and program, where applicable)