



**ASBURY UNIVERSITY**  
*Academic Excellence & Spiritual Vitality*

2014–15  
**FACULTY  
MANUAL**

*This edition of the Asbury University Faculty Manual makes all previous versions null and void.  
It is subject to modification based on newly enacted policies.*

## **FOREWORD**

The Faculty Manual is designed to provide members of the Asbury University faculty with information about a variety of professional, academic, and institutional matters in order to fulfill the educational and spiritual objectives of the institution. It serves as a source for policies and procedures, faculty responsibilities, along with benefits and services. In some instances, reference will be made to information found in other official university publications.

This Manual is maintained to help Asbury University faculty understand the principles on which the university is founded and by which it operates, as well as to understand the procedures and policies of the university and the privileges and responsibilities of working at Asbury University. The creation of these policies and procedures is to assist the community in working together to fulfill God's call to educate students to serve in His kingdom.

Asbury University's policies, procedures, and benefits are subject to applicable state and federal law. Faculty members are issued an appointment letter for a specific period of time. This manual does not constitute a contract; rather it functions as an explanatory document intended to serve as the current statement of operating policies and practices at the University. Faculty are responsible to know and follow the content of the Faculty Manual.

Many policies have been adopted officially by the Board of Trustees and/or the Faculty Assembly. Other policies and procedures have been approved by the President or other administrators in carrying out responsibilities assigned to them. Policies and procedures listed in the Faculty Manual may be changed, amended, or eliminated by the same authority, using the same procedures that originated the policy or procedure. The Faculty Manual will be updated as appropriate by the Office of the Provost in consultation with the Faculty Assembly. Suggestions, recommendations or additions to the Faculty Manual should be sent to the Provost. The Asbury University Board of Trustees holds the final authority for the contents of this manual.

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Asbury University was founded in 1890 as the fulfillment of a pledge the Reverend John Wesley Hughes, a Methodist evangelist, had made as a student at Vanderbilt University a decade earlier. He chose Wilmore as the school's location because it was situated within his evangelistic preaching circuit and because the townspeople had shown a willingness to support the financing of the initial physical plant.

Originally named Kentucky Holiness College, the school was renamed to honor the founder of American Methodism, Bishop Francis Asbury. He was directly responsible for the organization of Bethel Academy in the 1790's, a pioneering Methodist School, the first of its kind west of the Allegheny Mountains, located on the banks of the Kentucky River, approximately four miles south of Wilmore.

Asbury opened its doors for instruction in September 1890, stating in its bulletin that, "While we give prominence to the religious, we give equal prominence to thorough mental training; thus giving liberal culture of mind and soul." Since 1893 Asbury University has graduated more than 20,000 men and women, among whom are university presidents, denominational leaders, business executives, medical doctors, lawyers, school administrators, professors and teachers. A host of pastors, missionaries, evangelists, and other full-time Christian workers are also among the alumni, as well as multitudes of faithful believers who are working, living in society, and impacting their world for Jesus, placing the Asbury imprint around the world.

With a commitment to co-educational, liberal arts education, Asbury has expanded to include an enrollment approaching 2000 students, with more than 50 undergraduate majors in undergraduate and graduate, traditional and non-traditional programs, on the Wilmore campus and on-line. On March 5, 2010, Asbury College was renamed Asbury University, to reflect the institution's growth and further planned expansion in its graduate programs and international markets.

Asbury University is an independent institution, held in trust by a self-perpetuating board of trustees. It is evangelical in its Christian commitment, bound by its by-laws to those doctrinal standards established by John Wesley and his immediate successors. The University is not governed or supported by any denomination. Admission is open to any qualified student meeting its standards for matriculation.

<b><u>100.2</u></b>	<b><u>MISSION AND PURPOSE</u></b>	<b><u>100.2</u></b>
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<b><u>100.2.1</u></b>	<b><u>MISSION STATEMENT</u></b>
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The mission of Asbury University, as a Christian Liberal Arts University in the Wesleyan-Holiness tradition, is to equip men and women, through a commitment to academic excellence and spiritual vitality, for a lifetime of learning, leadership and service to the professions, society, the family and the Church, thereby preparing them to engage their cultures and advance the cause of Christ around the world.

<b><u>100.2.2</u></b>	<b><u>PURPOSE STATEMENT</u></b>
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Asbury University is an independent 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 the 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 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 University reflect a liberal arts character.

The University believes in the humanizing 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 educational 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.

Asbury University is a Christian liberal arts university, which stands in the long succession of Christian orthodoxy. Although no official denominational emphasis exists at Asbury University and all may participate fully in the spiritual life of the campus, the University maintains its commitment to an evangelical Wesleyan-Arminian perspective and requires all who affiliate with the University community to live within the guidelines of this commitment. Those basic beliefs to which Asbury University is dedicated are stated as follows:

We believe:

1. That the Scriptures of both the Old and New Testaments constitute the divinely inspired Word of God, that they are inerrant in the original writings, and that they are the final authority for truth and life.
2. That all truth is a unity since it originates in God, and that God imparts it to man through His revelation in Jesus Christ, in the Scriptures, and in nature.
3. That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
4. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
5. That Jesus Christ died for our sins according to the Scripture, that His atonement is for the whole human race, and that whosoever repents and believes through faith in Him is justified and regenerated and saved from the dominion of sin.
6. That humanity was created in the image of God; that humanity fell into sin through disobedience and "so death passed upon all men for all have sinned" (Romans 5:12); that all human beings are born with a bent toward sinning, and in the case of those who reach moral responsibility, become sinners in need of conversion.
7. That entire sanctification is the act of divine grace, through the baptism with the Holy Spirit, by which the heart is cleansed from all sin and filled with the pure love of God. This is a definite, cleansing work of grace in the heart of the believer subsequent to conversion, resulting from full consecration and faith in the cleansing merit of the blood of Jesus Christ.
8. That the Holy Spirit bears witness both to the new birth and to entire sanctification, enables the Christian to live a godly life, to grow in the graces of the spirit, and to walk blamelessly in His holy commandments.
9. That the church is the body of Christ, and that all who are united by faith to Him are its members and love one another out of pure hearts.
10. That the crucified body of the Lord was resurrected, that He ascended into heaven, and that His return will be personal, and is imminent.

11. That there will be the bodily resurrection of the just to everlasting blessedness, and of the unjust to everlasting punishment.

From its founding Asbury University has sought "the promotion of Christian education. . .on full salvation lines." The University regards Holy Scripture as the final arbiter and guide in all matters of truth and life. Asbury stands within the context of the Wesleyan tradition, as the doctrinal statement, which appears in the 1904 Articles of Incorporation, indicates:

The Doctrines of Justification, Regeneration, Witness of the Spirit, and Entire Sanctification shall be held sacred; and it is chiefly to promote a direct 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.

**100.4**

**FOUNDATIONAL PRINCIPLES**

**100.4**

Asbury University provides a variety of programs, facilities, funding, and services to fulfill her primary mission and purpose. Teaching is designed to help students develop their potential as rational, spiritual, moral, social, and physical beings. In addition, many opportunities are provided for the University to serve the constituency and the community. Service is a natural outcome of the commitment of the Asbury community to "Jesus Christ as personal Savior, to holiness of heart and life, and the cause of world redemption."

Asbury has five foundational principles based upon its Mission Statement and Purpose Statement.

**100.4.1**

**RATIONAL**

The rational principle is the development of the intellectual aspect of human nature. The aspects of this principle, and the means to accomplish it, are many; indeed, education, which is first of all aimed to develop the rational function, is the primary purpose of Asbury University. Programs have been developed to assist students in the development of the rational function, based upon a core curriculum that is common to all undergraduate majors. The University's General Education program "Enduring Questions," includes five student learning outcomes: 1. Integrating Christian faith and culture; 2. Discovering human thought and creative expression; 3. Engaging society and global responsibility; 4. Achieving quantitative and critical literacy; and 5. Searching the natural world and the environment.

Course content, however, is only one means by which the rational function is encouraged. High standards of academic achievement are emphasized in the "Enduring Questions" program and also in disciplinary course work, and these standards are modeled in the professional activities of the faculty, as well as extracurricular programs provided to the university community. Asbury University enjoys small class sizes, easy access to faculty outside of class time, and frequent contact with faculty members socially also serve this vital purpose. A well-equipped library and extensive instructional support services are provided.

To the extent that ethical deliberation is based upon the rational capacity of the mind, the ability to make such deliberations is stimulated by the content in courses as well as Chapel presentations.

**100.4.2**

**SPIRITUAL**

The spiritual principle is the development of the religious aspect of human nature. The spiritual aspect of the Asbury program cannot be separated from the "purely" educational: indeed, they are so closely interwoven in so many different parts of the Asbury program that it is not easy to separate them even for the purpose of a cursory introduction. This is evident when an attempt is made to distinguish between academic considerations and spiritual ones -- that is, those that are based upon the response of the human spirit to guidance from God, as that the evangelical Christian community understands guidance. The evangelical

Christian accepts the precept that God is the author of all truth so that all lines of inquiry lead finally to Him. The spiritual principle of Asbury University is her religious -- her Christian -- purpose.

The university's spiritual and moral purposes are supported in a variety of ways, such as, chapel services, regularly-scheduled series of special emphasis meetings, devotional periods in class, regular and spontaneous prayer, testimony and worship services, role modeling, counseling and exhortation from administration, faculty and staff. Students are not merely exhorted; they are individually counseled and encouraged to commit their lives to the love, care, and guidance of Jesus Christ, to discover Him as their personal Savior, and to commit themselves to the doctrine and experience of holiness, as understood by the Wesleyan tradition.

Asbury University pursues its educational mission within the Wesleyan holiness tradition through the Cornerstone Project (Quality Enhancement Plan). The goal is to develop student knowledge and understanding of the four foundational Cornerstones: Scripture, holiness, stewardship, and mission. As such, the institution promotes a Biblical understanding of spiritual formation resulting in service to the world and the communication of holiness in new and creative language and modes for the 21<sup>st</sup> century context.

#### 100.4.3

#### MORAL

The moral principle is the development of the ethical aspects of human nature. All aspects of Asbury University, including its academic programs, spiritual life programs, community life, athletic, and "outreach" programs contribute to the development of a moral sense that will guide the actions of students, staff, and faculty, and foster an appreciation of the world around them and their responsibility to it. Students are encouraged on every hand to act upon the teachings of Christianity. They are challenged to develop a sound and coherent personal theology that is based on their personal commitment to Jesus Christ and reflects Wesleyan principles. They are encouraged to understand the importance of evangelism and Christian social concern, and to devote many of their personal resources to the cause of world redemption through Christian love and servanthood.

In keeping with the Asbury University's Wesleyan perspective, students are also encouraged to accept responsibility for their own behavior and to accept the fact that personal commitment to the Person of the Lord Jesus Christ implies a commitment to ethical behavior. They learn to treat those to whom they are responsible with respect and loyalty, and those over whom they have authority with kindness, understanding, and patience. Honesty in all transactions is expected, as is a willingness to defer to the reasonable expectations of the community in accordance with the current *Handbook for Community Life* and *Handbook for Residence Life*.

#### 100.4.4

#### PHYSICAL

The physical principle is the development of the bodily aspect of human nature. Asbury University is committed to a holistic approach to education, integrating mind, spirit, and body. The academic programs of the Department of Health, Physical Education, and Recreation (HPER), in the "Enduring Questions" program and in other courses, encourage the students to learn about the

functions of the human body and the bases of personal hygiene, health, and fitness. In addition, a variety of intramural and intercollegiate sports programs, informal team sports, personal recreation, and fitness activities provide opportunity, encouragement, and reinforcement for collective and personal recreation as well as an opportunity for Christian witness. In concert with Asbury's academic, spiritual, and arts programs, the HPER programs foster commitment to excellence and understanding of the complexities of interpersonal relationship/responsibility.

The supportive attitudes of the Office of Student Development, the faculty, and the administration are a factor in maintaining an environment in which the value of recreation and sports is endorsed.

100.4.5

SOCIAL

The social principle is the development of the interpersonal aspect of human nature. The social programs at Asbury University are based on biblical principles reflecting a Christian world-view that holds that all human beings, of both sexes and all races, are created in God's image and are intended for relationship with one another and with Him. However, human sin with its self-serving orientation has marred the relationships among people and between persons and God. Through faith in Christ, people find forgiveness and reconciliation as God's children. The social life of the Christian involves the development of Christ-likeness in character and in love for one another and the world.

Within the context of institutional standards, Asbury University attempts to support the development of respect and appreciation for individual differences, some of which result from multicultural backgrounds or experiences. Through various residential, student government, and leadership programs, Asbury attempts to promote mature judgment, critical thinking, compassion for the less fortunate and hurting, aversion to social injustice, and kindness in all social interaction. Community and residence life social standards are based on consideration for how persons are to live together in mutual respect. As much as possible, these standards are maintained through role modeling, discipleship, and counseling. The reasons for personal and community standards are explained and illustrated patiently, in recognition of the need for students to have some freedom of expression and an opportunity to question constraints that may, at first, seem unreasonable.

Counseling and support services are provided to meet a wide range of physical, emotional, social, and spiritual needs. These support services and the various social programs of the university are intended to prepare students for the rigors and pressures of career, family life, responsible citizenship, and Christian service in the world at large.

Asbury University is a Christian liberal arts institution committed to the development of students as whole persons. In its Latin root, the word "liberal" means "free." Thus the historic purpose of a liberal education was to promote a free pursuit of truth, a purpose to which Asbury University remains pledged. In this intellectual pursuit, Asbury stands firmly committed to interdisciplinary, liberal arts learning in the Christian tradition.

As a Christian university, Asbury fosters this pursuit of truth in a thoroughly orthodox Christian context. The conceptual basis for our educational enterprise is the Judeo-Christian doctrine of creation. A sovereign and loving God, in the process of creation, made persons in His own image to reflect in finite measure His own infinite personhood. To be human means, then, among other things, that we have the capacity for rational thought, as well as the power of moral deliberation that can lead to holy living. Holy living is stressed at Asbury, because the university functions as part of a particular theological movement, the Wesleyan holiness tradition.

The University's motto **ERUDITIO ET RELIGIO** captures our basic commitment to the integration of faith and learning. Required chapel, for campus-based undergraduate students traditionally considered part of the academic program, underlines the close connection at the institution between academics and faith. The doctrine of holiness provides the theological and moral context in which to explore the interrelationship between faith and learning.

The "Enduring Questions" program of Asbury University is a significant means by which a liberal education is transmitted. In order to provide the knowledge and skills necessary to intellectual freedom, the Enduring Questions program intends to enable students to think, speak, and write effectively; to make them sensitive to ethical issues; to supply them with an historic and contemporary understanding of important human problems; to acquaint them with the historical development of the world, with its great literature, art, and music; to introduce them to the concepts and methods of the social and natural sciences; to enable them to understand basic concepts of quantitative analysis; to expose them to the cultural and intellectual benefits that flow from exposure to a second language; to guide them in the understanding of, and providing for, their own health needs; to introduce them to the study of philosophy, and to encourage them to use this knowledge in conjunction with the teachings of the Christian religion to construct a personal philosophy that will give meaning and direction to their lives.

The Enduring Questions, foundational education courses, provides a liberal arts basis for all major or minor disciplines offered at the University. Such a strong, wide-ranging curriculum is intended to be much more than an introduction to a major or vocational instruction. The "Enduring Questions" program at Asbury University is not purely general, but arranges courses around significant human themes and the development of necessary skills for further learning. In this sense, the Enduring Questions program "specializes" in the study of our humanity.

The Enduring Questions program is not conceived of as a single set of courses but as an educational program with clear objectives that can be achieved in a variety of ways. Inherent in the concept of our Enduring Questions program is the understanding that any particular arrangement or distribution of courses that made an effective core curriculum in the past should be subject to a regular process of judicious, thoughtful review.

In addition to broad exposure to enduring questions and themes of human life and the necessary skills of further learning, Asbury University offers a large array of majors and minors. We believe that God's creation is complex and detailed, and that any aspect of the creation invites specialized study and engagement. The different disciplines, then, represent the various aspects of creation. We believe that undergraduate specialization in any one of these major or minor disciplines is compatible with the breadth of the University's general education and provides legitimate expertise that underlies future vocation. To master both the content and methodology of a discipline is to pursue a form of excellence expressive of our academic mission.

Professionally or practically oriented majors are offered in recognition of the dignity of work and the need for service in certain areas of human life. In the spirit of our liberal arts tradition, such majors draw heavily from the guidance of more theoretically oriented disciplines. In our current academic environment we recognize the alignment, for example, of economics with business, social work with the social sciences; pre-med, nursing, and engineering with the natural sciences.

All truth, in any branch of human inquiry, finds its origin in God. Since He is the Creator of all reality apart from Himself, the universe is a natural order reflecting the inherent design of its maker. Moreover, human beings as creatures are endowed by God with a natural desire to understand themselves, the world, which surrounds them, and the God who originated it all. Asbury University is committed to a view of humanity grounded at every point in the story of creation and redemption contained in Christian revelation. Human beings, though fallen, can be restored through the redeeming Grace of God to full fellowship with Him. The Christian student is committed, therefore, as part of a whole life – to mind, body, soul, and strength. The University intends in every program to integrate this biblical perspective with the content and methodology of the courses.

Not only does the Christian faith come to bear on the study of an array of subjects, but also the various fields of humane learning enlighten and tutor our understanding of the faith. Christian education in any field will deepen and refine the student's commitment to the biblical worldview. The courses in our Enduring Questions program are particularly useful in giving to the student the opportunity to formulate a responsible Christian interpretation of all areas of human knowledge and experience. Finally, our majors and minors provide our students the opportunity to integrate this understanding into a personal philosophy that directs and gives meaning to their lives.

**100.6**

**NON-DISCRIMINATION STATEMENT**

**100.6**

Asbury University does not discriminate on the basis of race, color, gender, age, national or ethnic origin, or disability in the admission of students, educational policies and programs, employment policies, and activities. In addition, Asbury University does not discriminate on the basis of religion in the admission of students and student access to educational programs.

In conformity with the pertinent requirements of Title IX of the Education Amendments of 1972 enacted by the Congress of the United States, Asbury University does not, within the context of its religious principles, its heritage, its mission, and its foundational principles, discriminate on the basis of sex in the areas of employment, admission, educational programs, or other activities. Inquiries concerning the application of Title IX to Asbury University may be addressed to the responsible employee named pursuant to Section 86.8 of the Regulations.

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200.1

**ARTICLES OF INCORPORATION**

**200.1**

**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.

200.1.1

**ARTICLE 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.]**

200.1.2

**ARTICLE 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.

200.1.3

**ARTICLE 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 law; 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.

**200.2**      **BYLAWS OF ASBURY COLLEGE**      **200.2**

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.

<b><u>200.4</u></b>	<b><u>UNIVERSITY ACADEMIC STRUCTURE</u></b>	<b><u>200.4</u></b>
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<b><u>200.4.1</u></b>	<b><u>ACADEMIC UNITS</u></b>
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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.

<b><u>200.4.1.1</u></b>	<b><u>ACADEMIC DEAN</u></b>
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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.

<b><u>200.4.1.2</u></b>	<b><u>DEANS, ACADEMIC COLLEGES AND SCHOOLS</u></b>
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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.

<b><u>200.4.1.3</u></b>	<b><u>ASSOCIATE OR ASSISTANT DEANS</u></b>
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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.

<b><u>200.4.1.4</u></b>	<b><u>DUTIES OF DEANS</u></b>
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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)

## **300 – Faculty Constitution**

### **300.1 NAME OF ORGANIZATION**

### **300.2 PURPOSE**

### **300.3 MEMBERSHIP OF THE FACULTY**

### **300.4 THE FACULTY ASSEMBLY**

#### 300.4.1 COMPOSITION OF THE FACULTY ASSEMBLY

- 300.4.1.1 Voting Members
- 300.4.1.2 Non-Voting Members
- 300.4.1.3 Student Representatives
- 300.4.1.4 Guests

#### 300.4.2 PARTICIPATION IN THE FACULTY ASSEMBLY

#### 300.4.3 OFFICERS OF THE FACULTY ASSEMBLY

- 300.4.3.1 President
- 300.4.3.2 Chair
- 300.4.3.3 Vice Chair
- 300.4.3.4 Secretary
- 300.4.3.5 Parliamentarian

#### 300.4.4 FREQUENCY OF MEETINGS

- 300.4.4.1 Monthly Business Meetings
- 300.4.4.2 Extended Business Meetings

#### 300.4.5 SPECIAL MEETINGS

#### 300.4.6 ATTENDANCE

#### 300.4.7 QUORUM

#### 300.4.8 AGENDA

- 300.4.8.1 Standing Rules of Order

#### 300.4.9 VOTING PROCEDURE

#### 300.4.10 MINUTES

## **300.5 AUTHORITY**

- 300.5.1 LEGISLATIVE AUTHORITY**
  - 300.5.1.1 Actions Not Requiring Review of President and/or Board
  - 300.5.1.2 Actions Requiring Review of President and/or Board
  - 300.5.1.3 Policy Action
  - 300.5.1.4 Appeals Procedure
- 300.5.2 RECOMMENDATORY**
  - 300.5.2.1 Content
  - 300.5.2.2 Implementation
  - 300.5.2.3 Procedure
- 300.5.3 RESOLUTIONS**

## **300.6 COMMITTEES**

- 300.6.1 FACULTY STANDING COMMITTEES**
  - 300.6.1.1 Academic Policies and Curriculum Committee
  - 300.6.1.2 Campus Life Committee
  - 300.6.1.3 Cross Cultural Experience Committee
  - 300.6.1.4 Enrollment Advisory Committee
  - 300.6.1.5 Faculty Development Committee
  - 300.6.1.6 Tenure and Promotion Committee
  - 300.6.1.7 Faculty Interview Committee
  - 300.6.1.8 Learning Resources Committee
  - 300.6.1.9 Liberal Arts Council
- 300.6.2 FACULTY STANDING COMMITTEE GUIDELINES**
- 300.6.3 SPECIAL PURPOSE COMMITTEES**
  - 300.6.3.1 Athletic Advisory Committee
  - 300.6.3.2 Institutional Effectiveness Committee
  - 300.6.3.3 Cornerstone Council
  - 300.6.3.4 Intercultural Awareness Committee
  - 300.6.3.5 Teacher Education Committee
- 300.6.4 SPECIAL PURPOSE COMMITTEE GUIDELINES**
- 300.6.5 COMMITTEE ON COMMITTEES**
- 300.6.6 AD HOC COMMITTEES**

## **300.7 FACULTY APPEALS**

- 300.7.1 FACULTY APPEALS COMMITTEE**

300.7.2 FINAL APPEAL DECISION

**300.8 AMENDMENTS**

<b><u>300.1</u></b>	<b><u>NAME OF ORGANIZATION</u></b>	<b><u>300.1</u></b>
The Faculty of Asbury University.		
<b><u>300.2</u></b>	<b><u>PURPOSE</u></b>	<b><u>300.2</u></b>
To accomplish the academic and spiritual goals for which Asbury University was formed, within guidelines that clearly delineate the rights and responsibilities of the faculty in accordance with the Bylaws of Asbury University as established by the Board of Trustees.		
<b><u>300.3</u></b>	<b><u>MEMBERSHIP OF THE FACULTY</u></b>	<b><u>300.3</u></b>
Membership of the faculty is comprised of several groups:		
	A. Faculty holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Special Titles.	
	B. Officers of the University (President and all members of the President's Cabinet); the Academic Dean; Deans of College(s) and Schools, the Director of Library Services, the Registrar.	
	C. Visiting professors and retired Faculty who held rank as noted in 300.3.A. prior to retirement, in any semester in which they teach full time.	
<b><u>300.4</u></b>	<b><u>THE FACULTY ASSEMBLY</u></b>	<b><u>300.4</u></b>
<b><u>300.4.1</u></b>	<b><u>COMPOSITION OF THE FACULTY ASSEMBLY</u></b>	
<b><u>300.4.1.1</u></b>	<b><u>Voting Members</u></b>	
Those who are full-time members of the faculty as delineated in 300.3.A (Including Deans who hold faculty rank within a school/college)		
<b><u>300.4.1.2</u></b>	<b><u>Non-voting Members</u></b>	
	A. Non-voting members include 300.3.B and Assistant Vice President of Information Technology Services, Director of Learning Resources, Director of Center for Academic Excellence and the Director of Global Engagement Office.	

300.4.1.3      Student Representative

The Student Body President or designated representative. Student representatives are non-voting members.

300.4.1.4      Guests

The presiding officer of Faculty Assembly is to be informed of guests whom members have invited to attend. Prior approval of guest attendance must be obtained from the Provost one week preceding the meeting. Guests are non-voting members.

300.4.2            PARTICIPATION IN THE FACULTY ASSEMBLY

- A. Voting members, non-voting members and the student representative may participate in the meetings by speaking to issues, asking or answering questions, or commenting upon the proceedings, in accordance with applicable rules of order.
- B. Only voting members may present motions and vote on questions on the floor.
- C. Guests are observers and may not participate in meetings of the Assembly, unless specifically invited to do so by the Assembly.
- D. The student representative and guests may be excluded by vote of the Faculty Assembly from proceedings believed to be of a privileged nature or closed session.
- E. A closed session may be called by the Chair.

300.4.3            OFFICERS OF THE FACULTY ASSEMBLY

300.4.3.1          President

As Chief Executive Officer of the University, the President may address and/or preside over the Faculty Assembly at his/her request to the Chair of the Faculty Assembly.

300.4.3.2          Chair

The Provost of the University, as the chief academic officer of the faculty, shall serve as Chair and presiding officer of the Faculty Assembly. The Chair is responsible for the proper functioning of all faculty committees and the channeling of their reports to the faculty. The Chair shall be responsible, with the assistance of the Secretary of the Faculty, or other administrative staff members as necessary, for the preparation of the agenda and related materials.

300.4.3.3      Vice-Chair

The Vice-Chair shall serve as presiding officer of the Faculty Assembly in the absence of the Chair. If both the Chair and Vice-Chair are absent, the presiding officer of the Faculty Assembly shall be the Academic Dean, who shall serve in that capacity with the permission of the Chair.

The Vice-Chair shall be a full-time member of the teaching faculty and be elected by ballot vote of the Faculty Assembly at the last official Faculty Assembly meeting of the academic year. The Vice-Chair shall serve a term of two years and may be re-elected for one more consecutive terms. The Vice-Chair shall monitor and represent faculty concerns as fairly and impartially as possible, serve as the faculty's official voice to University administrators, and serve as the moderator of the Faculty Forum. The Vice-Chair will serve as faculty representative to the Board of Trustees.

300.4.3.4      Secretary

The Secretary of the Faculty Assembly shall be a voting member of the faculty elected annually by the Faculty Assembly no later than the final meeting of the Faculty Assembly in the spring semester. The Secretary shall serve for the entire academic year beginning in the fall semester following election.

The duties of the Secretary shall include: a) taking down an accurate record of the proceedings of the Faculty Assembly and b) circulating a copy of this record of the minutes to each member of the faculty as part of each Faculty Assembly agenda. The original copy of the minutes of the Faculty Assembly shall be filed as a permanent record in the Office of the Provost and posted on the Provost's website.

300.4.3.5      Parliamentarian

The Chair shall appoint the Parliamentarian annually, prior to the first formal meeting of the Faculty Assembly at the beginning of each academic year. The Parliamentarian will be responsible for the formal propriety of the proceedings. The standard upon which the meetings will be conducted is that set forth in the latest edition of Robert's Rules of Order.

300.4.4      FREQUENCY OF MEETINGS

300.4.4.1      Monthly business meetings

The Faculty Assembly shall hold regular business meetings once a month during the academic year, fall and spring semesters (Sept.-Apr.). Scheduled meeting dates for an academic year will be set and distributed to faculty from the Provost's Office and shall be posted on the Provost's website not later than August 1 of the new academic year.

300.4.4.2      Extended business meetings

In addition to the regularly scheduled monthly meeting of the Faculty Assembly, a Faculty Forum will be scheduled the week following each Faculty Assembly. The purpose of the Faculty Forum is to provide time for faculty discussion on topics to be determined by the Faculty Vice-Chair, who will also lead the forums. In the event that time is insufficient to complete the agenda of the monthly Faculty Assembly meeting, the full Faculty Assembly may be continued the following week during Faculty Forum time. The decision to turn a Faculty Forum time into a Faculty Assembly may be made by the Provost or by a majority vote of the Faculty Assembly.

300.4.5      SPECIAL MEETINGS

- A. Special meetings may be called by the Chair or by the Vice-Chair with 24 hours advance notice to the faculty. At the discretion of the Chair, the topic may or may not be stated.
- B. Special meetings must be called by the Chair upon written petition to the Vice-Chair of the Faculty signed by one-third of the voting members of the faculty.
- C. Discussions at special meetings of the Faculty Assembly shall be confined, without exception, to the issue(s) for which the meeting was called.
- D. Special meetings may be called by the Chair or the Chair's designate with less than 24 hours notice for purposes of extraordinary communications at which no formal actions may be taken except as delineated in section 300.4.8.1.D.

300.4.6      ATTENDANCE

Voting members are expected to attend all regular meetings of the Faculty Assembly. They should arrive promptly and remain throughout the meeting. No more than two absences are permitted during an academic year. Failure to attend as stipulated can result in disciplinary action for failure on the part of the faculty member to meet minimum employment obligations.

300.4.7      QUORUM

The quorum shall consist of a simple majority of the voting members: that is, one over half the voting members shall be present before business may be transacted.

## 300.4.8 AGENDA

The pre-circulated agenda may include standard items, such as approval of minutes, reports from standing committees or administration, old and new business, and will serve to guide the meeting time.

### 300.4.8.1 Standing Rules of Order

- A. Items for inclusion in the agenda must be presented to the Provost in time for proper circulation. The normal means by which a faculty member may bring an issue to the Faculty Assembly is through the appropriate committee. If the faculty member feels there is no suitable committee for discussing the issue, then the member may approach the Provost or the Faculty Vice-Chair to request that the issue be placed on the Faculty Assembly agenda. The Provost and the Faculty Vice-Chair will determine the suitability of the issue, as an agenda item for the Faculty Assembly.
- B. The Secretary shall provide to the Provost the minutes of the previous Faculty Assembly meeting. If needed, the Secretary may consult with the Provost concerning items within the minutes needing clarification. The agenda shall be circulated no later than 48 hours before the meeting at which the item will be presented.
- C. An item to be discussed at a special meeting (section 300.4.5) need be circulated only 24 hours in advance of the meeting. Should the Chair choose not to announce the topic of the meeting in advance, then section 300.4.8.1.D shall apply.
- D. No new item of business, without prior approval by faculty standing committees, may be put to a final vote at the same meeting at which it was first presented unless it has been properly circulated, or formal action is authorized by a separate motion approved by three-fourths of the members present.
- E. All items tabled at any meeting shall become part of the agenda of the next meeting, unless an alternative time for discussing those items is established in the tabling motion.
- F. Inclusion of an item in the circulated agenda permits, but does not require, its presentation as a formal proposal at the meeting. Items on the agenda shall be presented for formal discussion according to established parliamentary procedure.

## 300.4.9 VOTING PROCEDURE

- A. Regular voting shall be by hand sign. Recording of numbers on either side shall be at the discretion of the Chair.
- B. Any voting member may call for a secret ballot vote, which shall then be the procedure for the item in question. The results shall be recorded in the

minutes of the meeting. However, this action may not prevent the body from voting for a roll-call vote as provided below.

- C. A simple majority of the voting members present may call for a roll-call vote. Names and votes shall be recorded. Once a roll-call vote is approved, a secret ballot may not be requested.

300.4.10      MINUTES

- A. The Secretary shall keep, circulate and file the official minutes (section 300.4.3.4). The official minutes, pending approval of the faculty, shall be the final typed copy of such notes or transcriptions as were made at the discretion of the Secretary at the meeting in question. A permanent file of Faculty Assembly minutes will be kept in the Provost's Office.
- B. Minutes of faculty meetings shall be circulated to all members no later than 48 hours before the next regular Faculty Assembly meeting as part of the agenda documents for that meeting. Official approval of the last faculty meeting minutes shall be part of the agenda for the first faculty assembly of the new academic year.
- C. The minutes shall contain a substantive summary of the positions taken, and complete records of numbers on either side of every vote taken, except as noted in section 300.4.9.A above.
- D. Minutes for the current academic year will be posted and will be made available on the Provost's website.

300.5      AUTHORITY

300.5

300.5.1      LEGISLATIVE AUTHORITY

The Faculty Assembly, when acting in a duly called session, has the authority to approve the academic policies and programs of the University subject to the policies established by the Board of Trustees. The President shall determine how best to implement those policies enacted by the Faculty Assembly that are not by their nature self implementing, unless he/she vetoes the action. See appeal procedure (Section 300.5.1.4)

300.5.1.1      Actions not requiring review of President and/or Board of Trustees

- A. Rules for its own organization and procedures.
- B. Election of faculty members for standing committees.
- C. Requirements for admission, status and retention of students.

- D. Requirements for majors, minors, general education, degrees, honors and awards at graduation.
- E. Regulations for attendance in class, examinations, grading, scholastic standing and honors.
- F. Academic guidelines for all official student organizations.

300.5.1.2      Actions requiring review and approval of President and/or Board of Trustees

- A. New degrees, majors and academic departments.
- B. Academic standards governing rank and promotion of faculty members consonant with current standards of accrediting bodies.

300.5.1.3      Policy Action

- A. New policies enacted by the Faculty Assembly will go into effect at the beginning of the next full academic year, except when the Faculty Assembly decides by a two-thirds majority in a separate action that the policy should be implemented sooner.
- B. New policies once enacted by the Faculty Assembly must remain in effect for one full academic year (fall to spring) before they may be amended, modified or abandoned, except by a two-thirds vote of the Faculty Assembly acting in a duly called session.

300.5.1.4      Appeals Procedure

- A. If the President vetoes an action of the Faculty Assembly, a committee will automatically form, composed of the Vice-Chair of the Faculty Assembly (who will serve as Chair), the appropriate Dean(s), one faculty member elected by the Faculty Assembly, the Chair of the committee from which the item in question originated, the Secretary of the Faculty, and the Provost. The Committee will meet with the President to clarify the issues which led to the veto, make appropriate recommendations, and report to the President and to the Faculty Assembly.
- B. The Faculty Assembly, after hearing the report of the special committee, if it deems necessary by a two-thirds vote of the Faculty Assembly voting membership, may send through the President an appeal on the issue of the vetoed action to the appropriate committee of the Board of Trustees, who will consider the appeal and forward it to the Board.
- C. The response of the Board of Trustees to the appeal will be final.

300.5.2        RECOMMENDATORY

The Faculty Assembly when acting in a duly led session, and in response to recommendations from appropriate standing committees, has the authority to make recommendations according to the policies established by the Board of Trustees.

300.5.2.1      Policies

- A. To recommend to the Board of Trustees through the President the degrees to be offered by the University.
- B. To recommend to the Board of Trustees through the President the discipline or dismissal of faculty members.
- C. To recommend to the Board of Trustees through the President matters relating to the economic welfare of the faculty.
- D. To recommend to the President changes in the Faculty Manual on matters relating to employment responsibilities of faculty members.
- E. To recommend to the President regulations governing student discipline and the establishment of personal and campus standards.
- F. To recommend to the President rules for the regulation of student athletics and cultural activities.
- G. To recommend to the President guidelines for all official student organizations and teams.

300.5.2.1      Implementation

A response from the President and/or the Board of Trustees to a recommendation from the faculty is normally expected within one calendar year, unless the nature of the recommendation suggests a more immediate response, or the recommendation itself contains a provision for a longer period of consideration.

300.5.2.2      Procedure

A recommendation submitted to the President, which is not acted upon favorably, may be subject to further discussion by the Faculty Assembly. If the Faculty Assembly deems it necessary it may deliver a formal resolution (300.5.3) to the Board of Trustees through the President concerning its recommendation.

**300.5.3      RESOLUTIONS**

The Faculty Assembly may express its opinion on matters relating to the policies or administration of the University by a formal resolution to the Board of Trustees through the President. Such a resolution must be approved by a two-thirds majority vote of the Faculty Assembly voting membership in a duly called session. The Faculty Assembly may request a response from the Board of Trustees within a time appropriate to the resolution.

**300.6      COMMITTEES**

**300.6**

**300.6.1      FACULTY STANDING COMMITTEES**

Faculty Standing Committees will be responsible for conducting the business of the faculty. Committee recommendations for changes in policies and procedures will be made to the Faculty Assembly. In the course of each academic year, each faculty committee is responsible for reviewing the related portions of the Faculty Manual that pertain to that committee's area of responsibility in order to assure that the Faculty Manual is relevant and current. Proposals for revisions and/or amendments to the Faculty Manual will be presented to the Faculty Assembly for discussion and approval.

**300.6.1.1      Academic Policies and Curriculum Committee**

This committee monitors, reviews, and recommends changes in general academic policies; it considers all requests for curricular changes and new programs, and reviews formal appeals from students for exceptions to stated academic policies.

A. Voting members: nine faculty. Non-voting members: Provost, Academic Dean, Director of Library Services, and two students. Members of the Liberal Arts Council may not serve concurrently on the APCC. Three-year terms established for faculty with three rotating off each year. A broad representation from each school, curricular level (traditional, graduate, degree-completion studies) and delivery method will be included with limitation of one faculty member from any one department. The Provost or designate will serve as Chair of this Committee.

**300.6.1.2      Student Community Life Committee**

This committee seeks to advocate and promote positive ways to enhance authentic community, moral development, and spiritual vitality appropriate to the differing needs of our residential, graduate and online students. Actions of this committee are advisory to the President. The President has full authority to set administrative policy consistent with Board Policy.

A. Voting members: five faculty, two students, Vice President for Student Development (or the Vice President's designate). Non-voting members: Associate Dean for Residence Life; Director of Adult and Professional

Studies. Three-year terms established for faculty with one or two rotating off each year. All student population groups are to be considered when assigning faculty and student representatives.

300.6.1.3

Cross Cultural Experience Committee

This committee serves as an advisory committee to the Cross Cultural Experiences Director related to the following areas: policies and procedures, cross cultural options, faculty involvement, student concerns, and program assessment(s).

- A. Voting members: five faculty (preference will be given to faculty who have directed international trips), two students and the Director for Cross Cultural Experiences who serves as chair. Non-voting members: Director for Intercultural Programs and one representative from an Off-campus Ministry Partner. Three-year terms established with one or two faculty rotating off each year.

300.6.1.4

Enrollment Advisory Committee

This committee reviews and recommends policies relating to student admissions and financial aid, and receives reports regarding admissions progress. Policy recommendations of this committee are advisory to the President. The President has full authority to set administrative policy consistent with Board policy.

- A. Voting members: eight faculty (one graduate faculty), two students. Non-voting members: Director of Admissions, Director of Financial Aid, Registrar, Dean of Graduate and Professional Studies, Vice President for Enrollment Management or his/her designee. Three-year terms established for faculty with two or three rotating off each year.
- B. The Committee may operate in subcommittees. For example, the Admissions Review Subcommittee (ARC) addresses admission criteria, Admissions Office decision appeals, and new student academic restrictions. The Director of Admissions serves on the subcommittee as a non-voting member. The purpose of the Data-Driven Admissions Standards (DDAS) subcommittee is to augment the Enrollment Advisory Committee's (EAC) efforts to examine data collected by University administration offices such as Admissions and the Registrar. These data provide insight into factors that affect student experience, enrollment, and retention. All findings are reported back to the EAC for consideration. The Financial Aid (FA) Subcommittee may assist the Financial Aid Director with scholarship selections, policy recommendations or appeals. The Director of Financial Aid serves on this subcommittee as a non-voting member.

300.6.1.5      Faculty Development Committee

This committee promotes, provides, and advocates for faculty development, including resources for pedagogical, personal, professional, and spiritual growth. This committee plans and implements the Faculty Retreat. It also reviews faculty sabbatical requests for recommendation to the Provost.

- A. Voting members: seven faculty. Three-year terms established for faculty with two or three rotating off each year.

300.6.1.6      Tenure and Promotion Committee

This committee reviews policies and procedures related to promotion, tenure, and termination for current faculty; processes requests and conducts interviews and reviews for promotion, tenure and post-tenure; and reviews three-year portfolios.

- A. Voting members: seven tenured faculty with rank of full professor. Three-year terms established with two or three faculty rotating off each year. Membership should include, when available, at least one member each from the College of Arts and Sciences; the School of Education; the School for Communication Arts and School of Business; limitation of one faculty member from any one program area.

300.6.1.7      Faculty Interview Committee

This committee interviews new candidates applying for full-time tenure track, full-time three-year, and full-time librarian appointments. Recommendations for hire are made to the Provost.

- A. Voting members: six tenured full-time faculty with rank of associate professor or higher; plus regular rotation of one member, and as chosen by, the Tenure and Promotion Committee. Three-year terms established with one or two faculty rotating off each year. Consideration will be given for representation across college(s)/schools, and delivery options. Limitation of one faculty member from any one program area.

300.6.1.8      Learning Resources Committee

This Committee considers issues, proposes policies and programs, and plans workshops related to campus learning resources including library, media, and instructional technology and spaces. The Committee will work with the Faculty Development Committee to provide activities related to learning resources including 4SITE, instruction in online pedagogy and delivery skills. This committee is responsible to monitor, lead, and organize the 4SITE program.

- A. Voting members: seven faculty, two students, and the Assistant Vice President for Information Technology Services; Director of On-line support or designate; faculty to include a library faculty member. Non-voting member: Learning Resources Manager. Three-year terms established with two or three faculty rotating off each year.

300.6.1.9Liberal Arts Council

This committee monitors and reviews the foundational liberal arts program and related assessments, considers requests for changes to the foundational curriculum (for traditional and non-traditional programs), and recommends changes of the foundational curriculum to the APCC. Any foundational program revision should be vetted with the relevant School or College prior to recommendation for final decision. Voting members of LAC may not serve concurrently on the APCC (and vice versa).

- A. Voting members: The committee will be chaired by the Associate Dean of the College of Arts and Sciences; five faculty from the College of Arts & Sciences (limitation of one faculty per department); and one faculty from the School of Communication Arts, the School of Education, and the School of Business; two students. Non-voting members: Representative designated by the Provost; Dean or designee from degree-completion studies, library services and institutional effectiveness.

300.6.2FACULTY STANDING COMMITTEE GUIDELINES

- A. Faculty committee members will be nominated by the Faculty Committee on Committees after receiving input from individual faculty members and school Deans (see section 300.6.5) and will be approved by the Faculty Assembly.
- B. The Student Government President will appoint student committee members in consultation with Dean of GPS for non-traditional student representation.
- C. Standing committees will meet a minimum of once a month during the regular academic year with subcommittees meeting additionally as needed.
- D. Unless otherwise specified, the committee members will elect the chair of each committee.
- E. The chair of each committee must be a member of the Faculty Assembly and have served at least one year on the committee before serving as chair.
- F. The chair of each committee will distribute a meeting agenda to committee members and the office of the Provost at least two days before the meeting.
- G. The chair of each standing committee will submit minutes of each committee meeting and a summary of all action items to the Provost's Office within two working days following each meeting. The summary will be included as an agenda attachment for the next Faculty Assembly meeting. The committee chairs will respond to questions raised by their reports at the Faculty Assembly meeting.
- H. Committee summaries will clearly identify which committee items the Assembly is bringing to the Faculty Assembly as recommendations for action

and which are being brought as items of information for the Assembly. Items noted in Section 300.5.1.1 and 300.5.1.2 of this manual must be brought to the Faculty Assembly as action items.

- I. Any faculty member may make a motion that an item of information from the committee be included in the next Faculty Assembly meeting as an item for action by the Assembly. Such a motion must pass with a majority vote of the members present.
- J. Committee recommendations, which are being submitted to the Faculty Assembly for action, will be printed in the Faculty Assembly agenda.
- K. First year faculty, faculty teaching as sabbatical replacements, and part-time faculty do not receive standing committee assignments.
- L. Additional non-voting members can be included on committees if needed as determined by the committee.

#### 300.6.3      SPECIAL PURPOSE COMMITTEES

Special purpose committees are established to give attention to important areas of campus life. Faculty members are appointed to special purpose committees to fulfill a specific charge related to a program, department or general campus need. Areas of responsibility may be determined related to the special purpose or assigned by the Provost. While largely advisory in nature, recommendations may be made to the Provost for Faculty Assembly consideration.

##### 300.6.3.1      Athletic Advisory Committee

This committee serves as an advisory committee to the Athletic Director and the athletic program. Issues regarding program growth, scholarship considerations, eligibility concerns, registration details, and financial aid issues for athletes and instructional concerns/opportunities for coaches, class or final exam conflicts are examples of issues considered by the committee.

- A. Voting members: six faculty, two student athletes, Athletic Director (who will serve as co-chair with a faculty member). One faculty of the six will be the NAIA liaison for the institution. Non-voting members: Vice President for Student Development or his/her designee; Registrar or his/her designee.

##### 300.6.3.2      Institutional Effectiveness Committee

This committee serves to oversee the campus-wide assessment plan, collecting and analyzing data in order to ensure institutional and program effectiveness and provide guidance to the strategic plan.

- A. Voting members: seven faculty, of which one must be a library representative. Non-voting members: Director of Institutional Research, who serves as the chair, one representative from the following: Business Affairs,

Human Resources, Student Development, SACS liaison, the Director of Strategic Planning.

300.6.3.3      Cornerstone Council

This committee serves as an advisory committee to the Campus Chaplain concerning issues related to chapel, campus spiritual life, and the institutional Quality Enhancement Plan-Cornerstone Project. Issues regarding the institutional Quality Enhancement Plan are to be communicated to the faculty monthly, through the summary reports provided to the Faculty Assembly.

- A. Voting members: Chaplain who serves co-chair of the committee along with one faculty member, four faculty, two staff, two students, and one administration representative. Non-voting member: Representative of Institutional Effectiveness

300.6.3.4      Intercultural Awareness Committee

This committee seeks to create and promote a biblical theology of diversity and intercultural competency, and to increase campus awareness and understanding of intercultural concerns or issues. Issues needing broader faculty input and/or action are to be referred to the appropriate Faculty Standing Committee.

- A. Voting members: seven faculty, two students. Non-voting members: Associate Dean for Student Leadership, Director for Intercultural Programs, Admissions Office representative, Student Development Counseling representative.

300.6.3.5      Teacher Education Committee

This committee assists the School of Education in carrying out the policies, curriculum development and program admission processes related to the teacher preparation program.

- A. Voting members: School of Education faculty, faculty representatives from each academic department which offers an education major, two students who are education majors. The Dean of the School of Education chairs the committee.

300.6.4      SPECIAL PURPOSE COMMITTEE GUIDELINES

- A. Faculty committee members will be nominated by the Faculty Committee on Committees after receiving input from individual faculty members and the school Deans and will be approved by the Faculty Assembly.
- B. The Student Government President except for the Teacher Education Committee, which will select its own student members, will appoint student committee members.

- C. Committees will meet a minimum of twice a semester or more as needed.
- D. The chair or elected secretary of each committee will submit copies of committee meeting minutes to the Provost's Office for review and filing.
- E. Committee recommendations, which need to be submitted to the Faculty Assembly for action, will be forwarded to the appropriate Faculty Standing Committee for review and recommended action.
- F. First year faculty, faculty teaching as sabbatical replacements, and part-time faculty will not normally receive special purpose committee assignments.
- G. Additional non-voting members can be included on committees if needed as determined by the committee.

#### 300.6.5 COMMITTEE ON COMMITTEES

The Committee on Committees will monitor the overall committee structure and functions, and nominate faculty for committee positions.

- A. Voting members: seven faculty. Non-voting member: Provost, who will also chair the committee.
- B. In addition to the Faculty Standing Committees and Special Purpose Committees, the Provost and/or President will appoint faculty in consultation with the Committee on Committees to a variety of other campus positions.
- C. No faculty member is expected to have more than two committee assignments from 300.6.5.B, and/or other campus position assignments.
- D. The Committee on Committees will prepare a ballot for final approval at the last Faculty Assembly meeting of the current academic year for committee assignments for the upcoming academic year.

#### 300.6.6 AD HOC COMMITTEES

An ad hoc committee is formed on a temporary basis to address a specific task and is dissolved after the completion of the task. Ad hoc committees may be formed at the request of current committees, Faculty Assembly, the Provost, or the President for the purpose of studying and reporting on specific issues. The purpose, membership, and duration of such a committee will be determined at the time it is formed.

**300.7.1    FACULTY APPEALS COMMITTEE**

If a faculty member wishes to appeal a promotion, tenure, termination, discipline or non-renewal of a tenure track appointment decision, the following procedure is to be observed.

- A. The faculty member shall submit a letter indicating the intent to appeal the action and stating the nature of the grievance to the President *within five working days of official written notification of action taken*. This letter is not the appeal and only serves to notify the president of an appeal forthcoming.
- B. A complete written appeal must then be submitted to the President *within 10 working days from the date of the letter of intent*.
- C. Within 10 working days of receipt of the complete appeal the President will:
  1. Determine if the grievance or appeal falls within the guidelines permitting an appeal to move forward. If the grievance or appeal does not meet the criteria (section 400 of this manual) for an appeal, the President will inform the faculty member that no appeal will be permitted.
  2. If the grievance or appeal does meet the criteria for an appeal, the President will form a Faculty Appeals Committee consisting of:
    - a. One tenured faculty member elected annually by the Faculty Assembly.
    - b. One tenured faculty member appointed by the President.
    - c. The faculty member making the appeal is to select a Department Chair or Dean outside the department, school(s), or college in which the faculty member has an appointment.
    - d. Members of the Faculty Appeals Committee shall not be members of the Tenure and Promotion Committee or the faculty member's Dean.
    - e. The faculty member elected by the Faculty Assembly shall chair the Faculty Appeals Committee. If the faculty member elected by the Faculty Assembly is from the same department as the faculty member filing the grievance or appeal, the Faculty Vice Chair will serve as the chair. If the Vice Chair is from the same department as the faculty filing the grievance or appeal, a tenured faculty member will be substituted by mutual consent between the President and the faculty member making the appeal to serve as Chair.
- D. The Committee will review all documents related to the appeal. As a part of the appeals process, the Committee shall limit the scope of its review to the

documentation supporting the original decision and the faculty member's written appeal. In addition, interviews of the faculty member making the appeal and person(s) who were involved in the decisions that precipitated the faculty member's appeal may be conducted.

- E. The decision of this committee is recommendatory and is not binding on the University, and shall be sent in writing to the faculty member making the appeal and to the President within ten working days of the committee's decision.

**300.7.2**

**FINAL APPEAL DECISION**

- A. The President will review the recommendation from the Faculty Appeals Committee and respond in writing to the faculty member making the appeal and the Committee chair with one of two actions:
1. Uphold the decision of the Faculty Appeals Committee.
  2. Reverse the decision of the Committee.

The President will respond in writing to the Faculty Appeals Committee's recommendation *within 10 working days of receiving it*. The response will be sent to the faculty member and the Chair of the Faculty Appeals Committee. The President's decision is final and is not reviewable by the Board of Trustees.

**300.8**

**AMENDMENTS**

**300.8**

Portions of this manual may be amended by a two-thirds vote of the Faculty Assembly in a duly called session, provided that notice of intent to amend and the amendment(s) have been properly circulated to each member of the faculty *two weeks in advance of the meeting* at which the amendment(s) will be considered. Amendments will become operative the semester following review and approval by the Board of Trustees.

## **400 – Faculty Appointments and Employment Expectations**

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**400.1**

**FACULTY APPOINTMENT**

**400.1**

**400.1.1**

**FULL-TIME FACULTY**

A full-time faculty member teaches 24-25 semester hours per academic year, which can be apportioned across face-to-face, intensive, or online courses. Other duties may be assigned in place of teaching in order to make up a full load.

A faculty member who has a full-time tenure track appointment will be on non-tenured appointment status until such time as tenure is granted, and will be reviewed periodically according to procedures outlined in this manual. Appointments for additional years are not guaranteed. Individuals on three-year rolling appointments may be moved to a one-year appointment at the recommendation of the Department Chair, Dean, and Provost. In order for a tenure track faculty member to receive more than three successive one-year appointments, he or she must receive a positive recommendation from the Department Chair, Dean and Provost as part of the pre-tenure review process. In certain circumstances, non-tenured full-time faculty may be moved to a one-year appointment at the recommendation of the Department Chair, Dean (or Director of Library Services where appropriate), and Provost.

**400.1.1.1**

**Full-Time Tenure Track Appointment**

Faculty are appointed to a full-time tenure track appointment if they meet the qualifications for one of the assistant professor, associate professor, or professor ranks described below and if they intend to meet the promotion and tenure guidelines as listed elsewhere in this section of the Faculty Manual, including the completion of a terminal degree if not completed at the time of appointment.

**A. Faculty Rank.**

1. Assistant Professor. A faculty member with a master's degree and a minimum of three years of full-time faculty experience or its equivalent at the University level **or** with a completed terminal degree and less than six years of full-time faculty experience at the University level.
2. Associate Professor. A faculty member with a completed terminal degree and a minimum of six years of full-time faculty experience, or its equivalent, at the University level.
3. Professor. A faculty member with a completed terminal degree and a minimum of twelve years of full-time faculty experience, or its equivalent, at the University level.

B. Depending on the nature of the faculty member's professional experience, years of service may be awarded in lieu of full-time University faculty teaching experience in assigning a faculty member's entering rank.

C. Persons appointed as assistant professor to a full-time tenure track appointment without a completed terminal degree are expected to complete the terminal degree within **six years** of the appointment. If the terminal degree is not completed within six years of the appointment, the appointment will be changed to a one-year appointment. The full-time faculty years served

while on a tenure track appointment will count toward consideration of an appointment.

400.1.1.2      Full-Time Three-Year Rolling Appointment

Faculty may be appointed to a full-time three-year rolling appointment if they meet the qualifications for one of the assistant professor or associate professor ranks noted below, have not completed a terminal degree in their discipline, will most likely not complete a terminal degree, and have the support of their respective chair and Dean, and Provost. Faculty on a three-year, rolling appointment do not qualify for tenure consideration. Such appointments are used particularly for positions when special training and experience are required for the University to provide a quality program for its students.

A. Faculty Rank.

1. Assistant Professor. A faculty member with a completed master's degree and a minimum of three years of full-time faculty experience at the college or University level.
2. Associate Professor. A faculty member who has a minimum of 36 semester credits completed in an approved terminal degree program and a minimum of eight years of full-time faculty experience at the College/University level.

B. If a faculty member who is appointed to a full-time three-year rolling appointment later completes a terminal degree, the faculty member may request an appointment change to a full-time tenure track appointment. Years of full-time faculty experience while on a three-year rolling appointment will count toward promotion and tenure consideration for the tenure track appointment. The request to be moved to a tenure track appointment requires a recommendation from the Department Chair, the Dean, Provost, and a positive recommendation from the Faculty Interview Committee following an interview with the candidate.

400.1.1.3      Full-Time One-Year Appointment

Faculty are appointed to a full-time one-year appointment if they are being hired as a temporary sabbatical or leave-of-absence replacement or if they are being hired on a temporary appointment in a position for which a faculty search is being conducted. Normally, a faculty member will not receive more than three successive one-year appointments. If three successive one-year appointments are given, the faculty member would not receive an additional faculty appointment or may be moved to a tenure track or three-year rolling appointment. In special circumstances, a faculty member may be hired on a full-time basis for one semester only rather than for one year.

A. Faculty Rank.

1. Instructor. A faculty member with a master's degree and no University faculty experience or minimal part-time faculty experience at the University level.
2. Assistant Professor. A faculty member with a master's degree and a minimum of 3 years of full-time faculty experience at the University level

- or** with a completed terminal degree and with less than six years of full-time faculty experience at the University level.
3. Associate Professor. A faculty member with a completed terminal degree and a minimum of six years of full-time faculty experience at the University level.
  4. Professor. A faculty member with a completed terminal degree and a minimum of twelve years of full-time faculty experience at the University level.
- B. Years of full-time faculty experience while on a full-time one-year appointment will count toward a three-year rolling appointment, promotion, and tenure consideration for faculty who change to a tenure-track or a three-year rolling appointment.

400.1.1.4

Full-Time Special Appointment

Occasionally, a person who has outstanding qualifications in a specific area may be hired as a faculty member on special appointment. Rather than being given regular faculty rank, the faculty member will be given a title appropriate to the qualification being recognized, such as composer-in-residence, artist-in-residence, writer-in-residence, educator-in-residence, visiting professor of biblical studies, etc. A faculty member with a full-time special appointment is not eligible for tenure.

400.1.1.5

Full-time Library Faculty Three Year Appointment

Library faculty are eligible for a three-year rolling appointment if they meet the qualifications for one of the library faculty ranks listed below. Library faculty are not eligible for tenure.

A. Faculty Rank.

1. Instructor. A faculty member with a terminal degree in an appropriate library field of study and less than three years of professional library experience at the University level.
  2. Assistant Professor. A faculty member with a terminal degree in an appropriate library field of study and at least three years and less than six of professional library experience at the University level.
  3. Associate Professor. A faculty member with a terminal degree in an appropriate library field of study and at least six years and less than 12 of professional library experience at the University level.
  4. Professor. A faculty member with a terminal degree in an appropriate library field of study and twelve years of professional library experience at the University level.
- B. At the request of the Director of Library Services and with approval of the President and Provost, a faculty member hired with an appointment of Instructor may be changed to an appointment of Assistant Professor when the criteria for Assistant Professor are met. Library faculty advancing to Associate Professor and Professor ranks must follow the process laid out in the faculty promotion procedures. (400.5.3)

400.1.2      PART-TIME FACULTY

400.1.2.1    Regular Part-Time Appointment

Faculty who have a master's degree or terminal degree and are hired to teach 18 or fewer semester credits per academic year (i.e. no more than 9 credit hours per semester) are appointed to a part-time appointment.

- A. Regular Status. Such appointments are made for one semester or one year at a time with no commitments or obligations on the part of the University to issue an appointment letter to the faculty member for additional semesters.
- B. Though part-time faculty do not have voting privileges in the Faculty Assembly or in department meetings, they can be informally consulted as part of broader departmental deliberations around academic matters.
- C. Specialty status:
  1. Affiliate status – part time faculty who are regularly used on an ongoing basis to teach specific courses due to expertise, experience, or credentials. Affiliate faculty are pre-approved for specific courses.
  2. Facilitator status – part-time instructors hired based on a specified area of expertise to serve under a faculty member assigned to a course.
  3. Distinguished practitioner – a part-time faculty member who has not completed a master's degree may be hired to teach selected courses in a field in which they have specialized expertise, certifications, or licensure.

400.1.3      ADMINISTRATORS WITH FACULTY STATUS

Administrators with faculty status have full-time administrative duties and also have faculty status. Some of these persons may have faculty responsibilities such as teaching, research and serving on committees.

- A. The Bylaws of Asbury University state that the faculty shall include the President, Provost, Vice Presidents, and Deans of the University. The Faculty Manual further states that the faculty shall include the Registrar, and the Director of Library Services.
- B. Other full-time administrators may receive faculty status, at the discretion of the Provost, in order to fulfill their institutional responsibilities related to their work with faculty. Permission will be granted to these administrators to attend faculty meeting and speak to related issues, but no voting privileges are granted. (See 300.4.1)
- C. Teaching faculty members who accept a full-time administrative appointment may move back to the school or college where tenure is held subject to availability of an appointment line.

400.2.1FULL-TIME FACULTY

Asbury University seeks to employ faculty members who bear personal witness to the saving and sanctifying power of Jesus Christ. A faculty member's life shall be exemplary in Christian living so as to bring honor to Christ, the church, and the University. To be appointed as a member of the full-time faculty of Asbury University, a faculty member commits to the following obligations:

- A. To affirm and support the purposes of the University by maintaining high academic and spiritual standards, by conforming to the standards of campus life, and the administration and programs of the University.
- B. To develop spiritually through prayer, Bible study, and regular church attendance.
- C. To be in continuing agreement with the University Statement of Faith (section 100.2). Faculty members should be prepared to resign when they can no longer support the University Statement of Faith.
- D. To affirm, support, and comply with University policies, procedures, requirements, and lifestyle obligations for faculty as contained in University publications, including; the University Bulletin, Faculty Manual, and Handbook for Community Life.
- E. To refrain from propagating any theological position other than the Wesleyan holiness confession to which the University is committed.
- F. To maintain the highest possible level of teaching and professional competence.
- G. To evaluate the work of students carefully, to give students timely feedback from assignments and to report student grades to the registrar by the designated deadline.
- H. To become proficient with the University Bulletin, the academic programs, and registration process in order to serve as an effective academic advisor to the students as assigned.
- I. To stay active in one's own discipline by pursuing scholarly activities and attending professional meetings.
- J. To aid in the general improvement of instruction through recommendations to the Department Chair and Dean, as well as personal skill development relative to curriculum, pedagogy, library, classrooms, equipment, technology and software for both face to face and online classroom environments.
- K. To serve and actively participate on committees and in other University assignments.

- L. To faithfully attend faculty assembly meetings, department meetings, committee meetings, chapel and other official University functions. Faculty are expected to miss no more than two faculty assembly, department, or committee meetings per academic year.
- M. To refrain from engaging in any outside activity which will interfere with assigned duties or which might bring reproach upon the cause of Christ or the University.

#### 400.2.2

#### PART-TIME FACULTY

Part-time faculty play an important role in assisting Asbury University to accomplish its mission. Part-time faculty bring special expertise to the campus, which would not otherwise be available to students, and/or assist by teaching courses that full-time faculty cannot cover in their regular course loads. While the University seeks to hire part-time faculty who have a Christian commitment as is required for full-time faculty, temporary part-time faculty will be expected to fulfill their teaching responsibilities as outlined in the Faculty Manual and to abide by the obligations of the Handbook for Community Life while on campus. A part-time faculty member commits to the following obligations:

- A. To identify positively with the purposes of the University and constructively support the administration and programs of the University.
- B. To become familiar with University policies, procedures, requirements, and lifestyle obligations as contained in the University Bulletin and Faculty Manual.
- C. To refrain from propagating any theological position other than the Wesleyan holiness confession to which the University is committed.
- D. To maintain the highest possible level of teaching and professional competence.
- E. To evaluate the work of students carefully, to give students timely feedback from assignments and to report student grades to the registrar by the designated deadline.
- F. Provide sufficient student access to the instructor outside of regularly scheduled class time.
- G. To stay abreast of developments in one's own discipline.
- H. To aid in the general improvement of instruction through recommendations to the Department Chair and Dean and personal skill development relative to the curriculum, pedagogy, library, classrooms, equipment, technology and software.

**400.3**

**FACULTY PERFORMANCE CRITERIA**

**400.3**

Asbury University is committed to providing the best possible academic programs to its students. As faculty members are the primary persons through which academic programs are delivered, the University is committed to creating a work environment that enables faculty to combine teaching, scholarship, professional activity, service, and spiritual mentoring such that students will flourish. It is expected faculty will continually make appropriate changes to curriculum and teaching methodologies, and develop consistently and regularly as academic professionals in order to be as effective as possible in the classroom and to model professional integrity. A system of evaluation of faculty performance is set forth below to assess the effectiveness of each faculty member and to encourage continued professional growth. Faculty members are encouraged to consult with their Department Chair and Dean to determine the most appropriate course of action when preparing their professional development and scholarship plans for promotion and tenure. The Tenure and Promotion Committee will also work with Deans of each school or college to reflect the varied scholarly and professional expectations across different fields and disciplines.

To that end, and to ensure sufficient flexibility and integrity in the evaluative process, each department (or school) develops and maintains a description of: 1) the types of scholarship, 2) the particular kinds of public scholarly products, and 3) the types of peer review most common and valued within their discipline, including interdisciplinary scholarship and scholarship emphasizing the integration of faith and learning; and 4) a sense of the trajectory of a productive scholar in their discipline at institutions like ours. The Dean's Council must first approve, before sending along for subsequent approval to the Tenure and Promotion Committee, any description prior to its use as a standard for evaluating faculty in that department (or school).

**400.3.1**

**FULL-TIME FACULTY PERFORMANCE CRITERIA**

Faculty on a tenure track appointment or a three-year rolling appointment will be evaluated in five major areas of job performance: 1) teaching, 2) scholarship 3) professional activity, 4) spiritual vitality and Christian character, and 5) service to the University and community.

**400.3.1.1**

**Teaching Competence**

Teaching represents the primary academic responsibility of a faculty member at the University. It is to be undertaken with careful planning, execution, and evaluation. Faculty should strive to make each class relevant to the topic being presented or discussed and interesting to the students. The goal of a course should be to contribute to students' understanding, appreciation and ability in a specific area of study. Faculty should strive to integrate their discipline with other areas of knowledge and with the Christian faith. They should be able to express themselves clearly and concisely, and to present material that is accurate, current, and appropriate to the course. Faculty should develop a capacity to listen to students' viewpoints, demonstrate an appreciation and respect for their students, and be responsive to students' individual learning differences. The following is a list of both mandatory and optional evidence supporting teaching competence.

A. Mandatory evidence includes:

1. Five years of standard University student course evaluations (i.e., first page, summary page, comment page).
2. In class teaching evaluation by Dean or designee.

B. Optional evidence includes, but is not limited to,

1. Documented evidence on making connections across the disciplines.
2. Documented invitations to participate in off-campus teaching opportunities such as, clinics, workshops, and/or conferences.
3. Documents from professionals outside Asbury University commenting on the quality of the faculty member's teaching abilities.
4. Examples of improvements made to teaching practice, e.g., active learning experiences: discussion, group and class presentations, role playing, simulation, or other performances, group projects, or cooperative learning groups.
5. In class teaching evaluation by peer.
6. Necessary revisions of courses or the development of new courses based upon assessment feedback or new instructional opportunities.
7. Nominations and/or acceptance of teaching awards.
8. Results of student course evaluations created at the discretion of the instructor or department.
9. Updated course content and materials (i.e., syllabi).
10. Unsolicited documents of support from students or graduates within the major.

400.3.1.2

Scholarship

Faculty members are expected to continue their scholarship of research and application, and to maintain consistent and regular growth as professionals, throughout their career at the University. Faculty should have a depth of scholarship sufficient for mastery of their own areas of specialization in the context of undergraduate or graduate instruction, advising, and mentorship. Scholarly activities give opportunity for faculty members to contribute significantly to their disciplines.

The faculty member shall provide evidence of an established program of academic activity that exhibits clear goals, adequate preparation, appropriate methods, produces significant results, effective presentation, and reflective critique, and which displays an influence complementing and reinforcing the faculty member's teaching.

### Definition

Scholarship is research or creative endeavors that includes the discovery, interpretation, application, or synthesis of knowledge for other researchers, practitioners, or lay audiences.

### Expanded Definition

An established program of scholarship entails meeting high standards in disciplinary expertise, professional judgment and intellectual honesty in the pursuit of new knowledge or in the refreshment of existing ideas important to the ongoing dialogue within a discipline or field of investigation. Faculty members who excel in scholarship make original and useful contributions that are respected and validated by their colleagues and peers outside of the University. They are aware of new developments and strive to broaden and deepen their expertise and understanding of their specialties and, where relevant, related fields.

### Examples

An active life of scholarship means engaging in this dialogue through published (excluding self-publishing) and unpublished writings (e.g., accepted conference paper), reporting on research and inquiry, such as journal articles, books, book chapters, book reviews, technical reports, grant proposals, conference papers, substantive juried or reviewed exhibitions and performances, commissions, workshops, film festivals, fellowships, or residencies. Untenured faculty members should consult closely with their Department Chair and Dean to determine if their scholarly pursuits are appropriate for earning promotion or tenure in their discipline and their school or college.

### 400.3.1.3 Professional Activity

Professional development activities serve to keep faculty members current with developments in their academic disciplines. The University considers professional activity a valuable addition to a faculty member's teaching and scholarship; however, professional activity is not meant to supplant scholarship in consideration for promotion and tenure. These activities should advance the interchange of ideas and investment in knowledge gain to enhance one's teaching and leads to the promotion of learning in the profession as a whole. Examples of professional activity include, but are not limited to:

1. Attendance at professional meetings and conferences
2. Consulting
3. Development and implementation of new programs or significant revisions of existing programs
4. Faculty internships
5. Grant proposal submissions
6. Leadership roles in a professional organization related to one's field

7. Participation in workshops and seminars
8. Professional involvement with the community
9. Research and experimentation, including that which involves undergraduate research associates
10. Service as a judge of artistic or scholarly works (e.g., reviewer)

400.3.1.4

Spiritual Vitality and Christian Character

Asbury University is committed to Christian higher education and to its expectation that faculty, administrators and staff will be intentional in growing in Christian maturity and encouraging spiritual development in students through personal example. Faculty should demonstrate by work and example their commitment to Jesus Christ in their personal and professional lives.

The faculty members will affirm this spiritual commitment through a current description of their spiritual journey. In two pages faculty will provide a recent account of their walk with Christ, their active involvement in a local church, and their support of the mission and values of the institution. This discussion should include a brief description of how their professional teaching and work integrate with one or more of the Cornerstones: scripture, holiness, stewardship and mission.

400.3.1.5

Service to University and Community

In addition to the teaching, professional, and scholarship activities related to one's discipline, faculty are also expected to use their abilities to contribute to the overall operation of the University and the welfare of the surrounding communities. Examples of service to University and community include (order alpha):

- A. Holding office or other leadership positions in local, state, or national groups other than discipline-related professional organizations.
- B. Participating in activities of a college, school, department or the University beyond regularly assigned committee and appointed or elected responsibilities.
- C. Providing effective leadership as a department, program, or committee chair.
- D. Serving as a volunteer in various community religious, civic, or political organizations.
- E. Serving effectively in various appointed or elected positions on campus such as class advisor, student club advisor, student publications advisor, faculty prayer coordinator, etc.
- F. Serving consistently when assigned to various University committees.
- G. Speaking to groups outside of the campus and discipline-related professional organizations.
- H. Representing the University officially at important off-campus functions.

- 400.3.2      FULL-TIME LIBRARY FACULTY PERFORMANCE CRITERIA
- Full-time library faculty will be evaluated in five major areas of job performance: (1) professional competence (2) scholarship (3) professional activity (4) spiritual vitality and Christian character, and (4) service to the University and community.
- 400.3.2.1      Professional Competence
- Professional competence with assigned job obligations is the primary responsibility of a library faculty member.
- Library faculty at Asbury University are expected to perform their professional duties effectively and efficiently, carefully planning, executing, and evaluating a variety of tasks related to their specific roles. The goal of librarianship should be to actively support the academic work of students and teaching faculty, demonstrated by innovation and a strong commitment to service.—Library faculty should be familiar with the latest developments in their areas of responsibility, and should continually strive to integrate the practice of librarianship with other disciplines and areas of knowledge, and also with the Christian faith. The following is a list of both mandatory and suggested evidence supporting professional competence.
- A. Mandatory evidence includes:
1. Evaluation reports by the director of library services.
- B. Suggested evidence includes, but is not limited to,
1. Documented evidence on providing service to and/or collaborating with other campus departments.
  2. Examples of improvements made to library practice, e.g. modified procedures, service enhancement, library advocacy initiatives, resource development, space renovation, new assessment instruments.
- C. Optional evidence includes, but is not limited to (order: alpha):
1. Documented invitations to participate in off-campus opportunities such as workshops and conferences.
  2. Documents from professionals outside Asbury University commenting on the quality of the library faculty member's abilities.
  3. Evaluation of job performance by peer librarians, including observation of teaching.
  4. Evaluations by students and teaching faculty created at the discretion of the librarian.
  5. Nominations and/or acceptance of awards.
  6. Unsolicited documents of support from students, graduates, faculty, or staff.

- 400.3.2.2    Scholarship  
                    Same as full-time faculty - see 400.3.1.2
- 400.3.2.3    Professional Activity  
                    Same as full-time faculty - see 400.3.1.3
- 400.3.2.4    Spiritual Vitality and Christian Character  
                    Same as full-time faculty - see 400.3.1.4
- 400.3.2.5    Service to University and Community  
                    Same as full-time faculty - see 400.3.1.5
- 400.3.3        PART-TIME FACULTY PERFORMANCE CRITERIA  
  
Part-time faculty are not expected to serve on University committees or in other appointed or elected positions, and there is no expectation for them to be regularly involved in scholarship and professional development activities. Therefore, part-time faculty will be evaluated primarily for teaching competence. Part-time faculty have the same obligations as full-time faculty for undertaking each course with careful planning, execution and evaluation, and to present material that is accurate, current and appropriate to the course. Part-time faculty are expected to relate their discipline to the Christian faith as appropriate and not to promote theological positions which are contrary to the University's Wesleyan-Arminian theological heritage. Part-time faculty are encouraged to keep current with developments in their discipline.

**400.4**

**EVALUATION OF FACULTY**

**400.4**

Regular evaluation of faculty performance will be conducted in various ways depending on the faculty member's appointment status.

**400.4.1**

**EVALUATION OF TENURE TRACK/THREE-YEAR ROLLING APPOINTMENT FACULTY**

The evaluation process of faculty performance for faculty who are on a tenure track or three-year rolling appointment will vary depending on the appointment status.

**400.4.1.1**

**Not Tenured/One-Year Status of Three-Year Rolling Appointment**

Before a faculty member is granted tenure or a three-year rolling appointment, evaluation of faculty performance will occur involving the following components: classroom observations and Dean and/or Department Chair evaluation, course evaluations, portfolio, professional development plan, and re-appointment letter.

- A. Student course evaluations are administered electronically every semester for every faculty member's class. While evaluation instruments developed by the faculty member or department can be used, every course taught must be evaluated by using the standard University student course evaluation process.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. Each Fall semester, the Department Chair or designee (in consultation with the Dean of the school or college) will observe at least one class session per semester that the faculty member is teaching (Note: Department Chair designee must be a full time tenured faculty member within the department of the faculty member being evaluated.).
- D. Additionally, a faculty member or a Department Chair may request that other faculty within the department or from other departments evaluate the faculty member's teaching effectiveness by observing class sessions.
- E. During the Fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Deans of schools and the Department Chair of the departments within the school or college will review with the faculty member the portfolio, the self-report and development plan, and class evaluations.
- F. Each year by December 1st, the Department Chair and Dean will submit to the Provost a (1) Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, (2) class evaluations, (3) the curriculum vitae section of the faculty member's portfolio and (4) the Department Chair or Dean's analysis of the faculty member's portfolio.
  1. Regular faculty will be reviewed during the fall.

2. New non-tenured faculty will be reviewed during their second semester of employment.
- G. At the end of the third year of employment at Asbury University, the faculty member will submit the Faculty Portfolio to their Department Chair and Dean, followed by submission to the Tenure and Promotion Committee to review all items designated above (see section F). The committee will give a report to the faculty member, Department Chair and Dean, and the Provost regarding the sufficiency of progress being made toward future promotion and/or tenure consideration. At the committee's discretion, the faculty member may be asked to interview with the Tenure and Promotion Committee. The purpose of the three-year evaluation is to assist and guide the faculty member as he or she makes progress toward tenure and promotion. The three-year evaluation is not a formal decision impacting promotion or tenure but rather is meant to serve as input for the faculty member's consideration.
- H. Upon recommendation of the Provost, with approval of the President, and confirmation of the Board of Trustees (or Executive Committee), faculty hired who have achieved tenure at a previous higher education institution, may be hired with tenure coming into their Asbury University position. Faculty rank will be determined according to the policies governing rank within the Faculty Manual – 400.1.1.1.

400.4.1.2

Tenured/Three-Year Rolling Status

After a faculty member is granted tenure or a three-year rolling appointment, evaluation of faculty performance will occur as follows:

- A. Student course evaluations are administered electronically for each course taught every semester. However, for purposes of post-tenure evaluation, faculty may select 50% of the student course evaluations for portfolio submission. If student course evaluations are consistently unsatisfactory, the Department Chair and Dean in collaboration with the faculty member will develop an action plan for instructional improvement. Failure to make satisfactory progress toward the outcomes in the action plan may result in loss of tenure, probation, and/or termination of employment.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the spring semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair, in consultation with the Dean, will review the self-report and development plan with the faculty member.
- D. At the end of each academic year, the faculty member will submit to their Department Chair and Dean their curriculum vitae section of their portfolio, as well as the faculty member's Faculty Self-Report and Development Plan.
- E. At the end of each fifth year of employment after tenure or a three-year rolling appointment is granted, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review and evaluation. After this process the committee will give a report to the faculty member and the Provost as to whether the faculty member is continuing to meet the University's general employment obligations (400.2) and performance criteria (400.3).

- F. Faculty receiving exemplary or satisfactory performance review, as represented by their portfolio and with the support and approval of the President and Provost, will be eligible for potential enrichment compensation.
- G. Faculty members failing to receive a satisfactory performance review by the Tenure and Promotion Committee on one or more areas of the portfolio will be required to develop an action plan with their Department Chair and Dean to improve performance. Within one year of approving the action plan a progress report is to be submitted to the faculty member's chair and Dean describing how the faculty member has addressed the weakness(es). Failure to demonstrate satisfactory improvement to the chair, Dean, and Provost may be grounds for loss of tenure, probation, or termination of employment.
- H. Faculty are expected to conduct themselves in a professional manner with students, faculty colleagues and the administration. Faculty members who have received two or more written warnings from the chair, Dean or Provost regarding unprofessional behavior will be placed on an action plan for improvement. Failure to resolve these issues to the satisfaction of the chair, Dean, and Provost can result in potential loss of tenure and/or employment.

#### 400.4.2

#### EVALUATION OF ONE-YEAR APPOINTMENT FACULTY

Faculty who are appointed to a full-time one-year appointment serve one year at a time with no guaranteed appointment for additional years. A faculty member on this appointment is limited to three successive one-year appointments. Therefore, evaluation of faculty performance is primarily focused on successful teaching.

##### 400.4.2.1

##### Temporary Appointment

One-year appointment faculty are on a temporary appointment if they are hired as a sabbatical or leave-of-absence replacement or to fill a position for which a search is being conducted.

- A. Student course evaluations are administered electronically every semester for every faculty member's classes.
- B. The Department Chair will observe at least one class session for each course that the faculty member teaches.
- C. Faculty are expected to meet the general employment obligations as noted in section 400.2.1.
- D. If circumstances are such that consideration is being given to offering an appointment for a second year, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached class observation forms.

##### 400.4.2.2

##### Extended Appointment

One-year appointment faculty are on an extended appointment, if they are hired into a position that can become a tenure track or three-year rolling appointment. A person in this position will be evaluated on the basis of a non-tenured person in a tenure track position.

- A. Student course evaluations are administered electronically every semester to every class.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. Each fall semester, the Dean or designee will observe at least one class session for each course that the faculty member is teaching.
- D. During the fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair and Dean will review with the faculty member the portfolio, the self-report and development plan, and class observation forms.
- E. Each year by December 1st, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, class observations forms, the curriculum vitae section of the portfolio and an analysis of the faculty member's portfolio.

#### 400.4.3

#### EVALUATION OF SPECIAL APPOINTMENT FACULTY

While faculty who are on a special appointment are issued an appointment letter for one year only, it is normally assumed that the faculty member intends to remain at Asbury for multiple years. Therefore, faculty on this appointment are expected to follow the evaluation process similar to tenure track appointed faculty.

- A. Student course evaluations are administered electronically to every class, every semester. While evaluation instruments developed by the faculty member or department may be used, at least 50% of courses evaluated must be evaluated by using the standard University student course evaluation form.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. For the first three years, the faculty member's Dean or designee will observe at least one class each semester.
- D. During the fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Department Chair and Dean will review the self-report and development plan with the faculty member.
- E. Each year by December 1st, the Department Chair will submit to the Dean and Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, class observation forms and the curriculum vitae section from the portfolio.
- F. At the end of each fifth year of employment, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review. The committee will give a report to the faculty member, respective Dean, and

the Provost regarding the continuing sufficiency of meeting the University's general employment obligations (400.2) and performance criteria (400.3).

400.4.4      EVALUATION OF LIBRARY FACULTY

Evaluation of library faculty will be similar to that of teaching faculty on a three-year rolling appointment.

400.4.4.1    One-Year Status

Before a library faculty member is granted a three-year rolling appointment, evaluation of performance will occur as follows

- A. Each year, the Director of Library Services will complete an evaluation of the faculty member, which will indicate the extent to which the professional competence performance criteria are being met.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the Fall semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Director of Library Services will review the portfolio and the self-report and development plan with the faculty member.
- D. Each year by December 1st, the Director of Library Services will submit to the Provost a Recommendation for Reappointment form to which will be attached the faculty member's Faculty Self-Report and Development Plan, the curriculum vitae section of the portfolio and an analysis of the faculty member's portfolio.
- E. At the end of the third year of employment at Asbury University, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review. The committee will give a report to the faculty member and the Provost regarding the sufficiency of progress being made toward future promotion and three-year appointment status consideration. At the committee's discretion, the faculty member may be asked to interview with the committee.

400.4.4.2    Three-Year Rolling Status

After a library faculty member has been granted a three-year rolling appointment, evaluation of faculty performance will occur as follows:

- A. Each year, the Director of Library Services will complete an evaluation of the faculty member, which will indicate the extent to which the professional competence performance criteria are being met.
- B. The faculty member will keep a Faculty Portfolio up-to-date (see section 400.4.6).
- C. During the Spring semester of each year, the faculty member will complete a Faculty Self-Report and Development Plan. The Director of Library Services will review the self-report and development plan with the faculty member.

- D. At the end of each academic year, the Director of Library Services will submit the faculty member's Faculty Self-Report and Development Plan to the Provost.
- E. At the end of each fifth year of employment after a three-year appointment is granted, the faculty member will submit the Faculty Portfolio to the Tenure and Promotion Committee for review and evaluation. After this process the committee will give a report to the faculty member and the Provost as to whether the faculty member is continuing to meet the University's general employment obligations (400.2) and performance criteria (400.3). At the committee's discretion, the faculty member may be asked to interview with the committee.

#### 400.4.5

#### EVALUATION OF PART-TIME FACULTY

Part-time faculty will be evaluated for teaching effectiveness and appropriate "fit" with the University's mission and the department's instructional needs.

- A. Student course evaluations are administered to every class, every semester for the first three years of teaching. Evaluations must be done with the standard University student course evaluation form. The Dean or designee who review the results to ensure part-time instructors are meeting institutional standards evaluates all courses taught by part-time faculty regularly.
- B. Each year for the first three years of teaching, the Department Chair will observe at least one class session for each course that the faculty member is teaching. After three years of teaching, the Dean or designee will observe each course taught at least once every two years.

#### 400.4.6

#### FACULTY PORTFOLIO

The primary element used for the process of evaluating full-time faculty is the Faculty Portfolio. The portfolio is a comprehensive document, which chronicles all activities and accomplishments for the review period since the last portfolio evaluation of the faculty member's teaching career at Asbury University. It is the responsibility of the faculty member to keep the Faculty Portfolio updated at least once a year. The portfolio remains in the faculty member's possession except for those times that it is required for internal or external review purposes, such as regular faculty evaluation, promotion consideration, tenure consideration and accreditation and self-study processes. Faculty are encouraged to keep a second copy of the portfolio material in a different location than the first copy.

It is the faculty member's responsibility to demonstrate, through a portfolio process, how he or she has established a record of effectiveness in each of the five major job areas (i.e., teaching competence; scholarship; professional activity; spiritual vitality and Christian service; and service to the University and community). The record will be developed in evidence-supported summary narratives (suggested 1-3 pgs.) for each area with illustrative documents included to enhance reviewer understanding (Note: For section, "Spiritual Vitality and Christian Character," the portfolio only need contain the two-page spiritual commitment paper as described in section 400.3.1.4.). Each narrative should be placed at the beginning of the respective performance area of the portfolio. The

following are descriptions of each section to be reviewed as part of the current faculty portfolio evaluation process.

A. Curriculum Vitae. Listings of various information are to appear in chronological order with the most recent activity listed first. The curriculum vitae should contain a comprehensive summary listing of the following information:

1. Post-secondary educational experiences and degrees earned.
  2. Employment positions in higher education.
  3. Employment positions other than in higher education.
  4. Book publications; music compositions; art exhibitions; recitals.
  5. Published articles and monographs.
  6. Editing projects (sole or joint editor).
  7. Papers, performances, exhibits presented at professional conferences.
  8. Manuscripts reviewed for publishers.
  9. Attendance at regional, state, and national conferences.
  10. Papers presented and lectures given for groups other than professional conferences.
  11. Consulting services in the faculty member's area of expertise.
  12. Organizations in which current membership is held.
  13. Offices currently held in professional organizations.
  14. Offices held in the past in professional organizations.
  15. Chairing professional organization committees and conference sessions; organizing/leading workshops and seminars.
  16. Honors and awards received.
  17. Travel to sites related to teaching/research areas.
  18. Volunteer activities in church and other organizations.
  19. Current positions held on campus - committees, appointed/elected positions, Department Chair, volunteer.
  20. Positions previously held on campus.
  21. Listing of courses taught at Asbury University.
- B. Copies of each year's Faculty Self-Report and Development Plan for the review period.

- C. Performance area (1): Teaching Competence and Professional Competence for Librarians. This section of the portfolio should contain materials, which indicate successful teaching for the review period as evidenced by the performance criteria listed in section 400.3.1.1 (professional competence criteria for librarians as listed in section 400.3.2.1).
- D. Performance area (2): Scholarship. This section of the portfolio should contain materials that show scholarship activities and accomplishments as listed in section 400.3.1.2. This section must also include, when completed, a copy of the faculty member's Faith and Learning Paper for those faculty who are on a tenure track or three-year rolling appointment.
- E. Performance area (3): Professional Activity. This section of the portfolio should contain materials that show professional activity and accomplishments as listed in section 400.3.1.3.
- F. Performance area (4): Spiritual Vitality and Christian Character. This section of the portfolio should contain the spiritual commitment paper as described in section 400.3.1.4.
- G. Performance area (5): Service to University and Community. This section of the portfolio should contain materials, which show University and community service activities as listed in section 400.3.1.5.

**400.5**

**FACULTY PROMOTION**

**400.5**

Promotion from one rank to another is an honor granted on the basis of the quality of the faculty member's teaching and scholarship evidences, professional activity, spiritual vitality and Christian character, and service to the University and community. It also is a reaffirmation of the faculty member's continuing commitment to the mission and general employment obligations of the University. Promotion is not automatically granted on the basis of the faculty member meeting the minimal educational and years of service criteria. All faculty promotions require the recommendation from the respective Department Chair and Dean, and Provost.

Promotion in rank is available in three full-time appointments - tenure track, three-year rolling, and librarian three-year rolling. Teaching years of service as required in promotion criteria include only those years where the faculty member was employed on a full-time appointment and where a minimum of 50% of the appointed responsibilities included teaching. Full-time faculty years counted for promotion purposes include years at other post-secondary institutions as well as years at Asbury University.

**400.5.1**

**TENURE TRACK APPOINTMENT**

Faculty on a tenure track appointment can be considered for promotion from assistant to associate professor and from associate to professor.

**400.5.1.1**

**Promotion to Associate Professor**

Only faculty with a completed terminal degree are eligible for the rank of associate professor in a tenure track appointment. To request consideration for promotion to associate professor, a faculty member must:

1. Complete five years of full-time teaching experience at the University level (5-1/2 years for persons starting employment mid-year).
2. Serve at least three years in the rank of assistant professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Faculty Performance Criteria (see section 400.3).

See section 400.5.4 for promotion procedures.

**400.5.1.2**

**Promotion to Professor**

Promotion to full professor is the highest honor that can be granted to a faculty member. Professor rank will be awarded only to faculty who are clearly in full compliance with the mission and obligations of the University and who have consistently met faculty performance criteria at a high quality level. To request consideration for promotion to professor, a faculty member must:

1. Complete 11 years of full-time teaching experience at the University level. (11-1/2 years for persons starting employment mid-year).
2. Serve at least six years in the rank of associate professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of consistently meeting the Faculty Performance Criteria at a high quality level (see section 400.3).

See section 400.5.4 for promotion procedures.

#### 400.5.2      THREE-YEAR ROLLING APPOINTMENT

Faculty on a three-year rolling appointment can be considered for promotion from assistant to associate professor.

##### 400.5.2.1    Promotion to Associate Professor

Only full-time faculty who have completed a minimum of 36 semester credits in an approved graduate program beyond the master's degree are eligible for promotion to associate professor in a three-year rolling appointment. To request consideration for promotion to associate professor, a faculty member must:

1. Complete seven years of full-time teaching experience at the University level. (7-1/2 years for persons starting employment mid-year).
2. Serve at least four years in the rank of assistant professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Faculty Performance Criteria (see section 400.3).

See section 400.5.4 for promotion procedures.

#### 400.5.3      LIBRARY FACULTY THREE-YEAR ROLLING APPOINTMENT

Faculty on a library faculty three-year rolling appointment can be considered for promotion to Associate Professor and Professor.

##### 400.5.3.1    Promotion to Associate Professor

To request consideration for promotion to Associate Professor, a library faculty member must:

1. Meet the criteria for an appointment of Associate Professor (see section 400.1.1.5).

2. Serve at least three years in the rank of Assistant Professor.
3. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of successful progress in meeting the Full-Time Library Faculty Performance Criteria (see section 400.3.2).

See section 400.5.4 for promotion procedures.

#### 400.5.3.2

##### Promotion to Professor

To request consideration for promotion to Professor, a library faculty member must:

1. Meet the criteria for an appointment of Professor (see section 400.1.1.5).
2. Serve at least six years in the rank of Associate Professor.
3. Demonstrate full compliance with the Faculty General Employment Obligations (see section 400.2.1).
4. Present evidence of consistently meeting the Full-Time Library Faculty Performance Criteria at a high quality level (see section 400.3.2).

See section 400.5.4 for promotion procedures.

#### 400.5.4

#### PROCEDURES FOR REQUESTING PROMOTION

##### 400.5.4.1

##### Timing of Request

Assuming that other promotion criteria have been met, a request for promotion consideration must be filed by October 15 during the Fall semester at the earliest of the:

1. 6th full-time teaching year for associate (tenure track appointment)
2. 6th full-time teaching year for associate (three-year rolling appointment)
3. 12th full-time teaching year for professor

A letter stating the faculty member's intent to request promotion should be submitted to the chair, Dean, and Provost during the previous spring semester. A request for promotion should be delayed for a later year if evidence of meeting the promotion criteria is insufficient.

#### 400.5.4.2      Required Materials

For promotion consideration, the faculty member must submit to the Department Chair and Dean the following material:

1. An up-to-date Faculty Portfolio
2. Up to a five-page summary indicating how the Faculty General Employment Obligations are continuing to be met (400.2)
3. Two written references from the department faculty who can provide recommendations related to the promotion level (Note: In instances where this is not possible a faculty reference from another department may be included)
4. Two written references from outside the University who can provide recommendations related to the promotion level

The Dean will send a letter to the Tenure and Promotion Committee in support or denial of promotion upon approval by the chair and Dean regarding the materials received.

#### 400.5.4.3      Review Process

The Tenure and Promotion Committee will review the promotion materials. The committee, at their discretion, may request an interview with the faculty member. The faculty member will be interviewed when requesting promotion to professor. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the Provost will notify the faculty member and the promotion process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, promotion material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.

#### 400.5.4.4      Final Decision

- A. If the final decision is to grant the request for promotion, the faculty member's new rank will be effective with the beginning of the next academic year.

- B. If the final decision is to deny the request for promotion, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

As an institution dedicated to providing a Christian University educational experience, faculty are the most valuable continuing resource for carrying out the University's overall mission of academic excellence and spiritual vitality. Most faculty positions are full-time tenure track appointments. Tenure is a mutual commitment between the University and the faculty member. For the University, it represents a long-term commitment, which aims to protect academic freedom of faculty in their field of study and to provide stability for the academic programs of the institution. For the faculty member, tenure is an ongoing commitment to the mission of the University and the maintenance of high quality educational instruction.

Within the stated parameters of institutional purpose, and within the context of their disciplines, tenure provides faculty members with freedom of intellectual inquiry in teaching, research, and publication, and a voice in the formulation of the academic policies of the University. A subsidiary purpose of tenure is to protect against dismissal without sufficient cause.

Tenure means that the faculty appointment will continue until the faculty member 1) retires, 2) leaves to accept employment elsewhere, 3) no longer meets the Faculty General Employment Obligations or Full-Time Teaching Faculty Performance Criteria, or the institution experiences: 1) a sustained and significant decline in student enrollment in an academic program, 2) financial exigency or (3) discontinuance of a department program (See 400.10).

Tenure is not based simply on years of service. Tenure is to be awarded only when it is obviously warranted after careful evaluation the procedures specified in this policy are for guidance, and violation or amendment of them by the University or any participant in the tenure process does not confer a "right" to, or presumption in favor of, granting tenure. Retaining tenure is conditioned on the faculty member's continuing commitment to the community life standards, the statement of faith, collegiality, and productive scholarship and teaching, as more specifically set forth in the General Employment Obligations and Performance Criteria (400.2, 400.3).

**400.6.1****CRITERIA FOR TENURE**

To be considered for tenure, the faculty member must:

- A. Be on a tenure track appointment.
- B. Have completed five years of full-time teaching at Asbury University. Three of those years must have been in a tenure track appointment. If a person is hired who had received tenure from another college or University, three years of full-time teaching at Asbury University must be completed.
- C. Hold the rank of associate professor or professor at Asbury University. A request for tenure consideration cannot be made in the same year as a request for promotion to associate professor consideration.
- D. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).

- E. Present evidence of consistently meeting the Full-Time Teaching Faculty Performance Criteria at a high quality level (see section 400.3.1).
- F. Completed and approved Faith and Learning Paper.

400.6.2      PROCEDURES FOR REQUESTING TENURE

400.6.2.1    Timing of Request

Assuming that other tenure criteria have been met, a request for tenure consideration may be filed by October 15 during the Fall semester of the 6<sup>th</sup> year of full-time faculty employment. If the faculty member began employment mid-year, that year is not used to calculate full-time teaching years. A letter stating the faculty member's intent to request tenure should be submitted to the Provost during the previous spring semester. A request for tenure should be delayed for a later year if evidence of meeting the Full-Time Teaching Faculty Performance Criteria cannot be met. A request for tenure consideration must be submitted no later than during the fall semester of the faculty member's 8th full-time teaching year. If tenure is not granted by January 15th of the 8th full-time teaching year, an appointment letter will not be issued to the faculty member for another year.

400.6.2.2    Required Materials

For tenure consideration, the faculty member must submit to the Department Chair and Dean the following material:

1. An up-to-date Faculty Portfolio
2. 5 page summary indicating how the Faculty General Employment Obligations are continuing to be met (400.2)
3. 2 written references from the department faculty who can provide recommendations related to the promotion level (Note: In instances where this is not possible a faculty reference from another department may be included)
4. 2 written references from outside the University who can provide recommendations related to the promotion level

The Dean will send a letter to the Tenure and Promotion Committee in support or denial of promotion upon approval by the chair and Dean regarding the materials received.

400.6.2.3    Review Process

The Tenure and Promotion Committee will review the tenure materials. After the materials are reviewed, the committee will set up an interview with the faculty member. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost, tenure materials will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost, tenure material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the faculty member will be notified by the Provost and the tenure process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, tenure material will be forwarded to the Academic Affairs Committee of the Board of Trustees for their recommendation. The faculty member will be notified by the Provost of the final decision.

#### 400.6.2.4

##### Final Decision

- A. If the final decision is to grant the request for tenure, it will become effective with the beginning of the next academic year.
- B. If the final decision is to deny the request for tenure, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

#### 400.6.3

##### FAITH AND LEARNING PAPER

The Faith and Learning Paper is an opportunity for a faculty member to spend time giving intentional attention to the issue of integrating faith into one's academic discipline. The paper is not a Christian testimony or a devotional, but a scholarly document in which the faculty member identifies ways of engaging his or her academic area and Christian truth and mission. The paper should demonstrate the faculty member's ability to think integratively through the lens of the faculty member's academic discipline and his or her informed biblical understanding including the broader Wesleyan theological context. Faculty members whose discipline is in the area of Christian studies (such as Bible or Theology) should pursue a project that integrates with another discipline (such as philosophy, English, history, or psychology). Faith and Learning Paper guidelines can be found on the Provost's website (Newly implemented Fall 2016).

##### A. Approval of a topic

To allow sufficient time to complete the work, the faculty member should begin the process as soon as is feasible. The paper must receive final approval by the Provost by **September 15** of the year in which application is to be made for promotion or tenure. It would be advisable to make the proposal and assemble the team of reviewers up to two years before the deadline. For instance, if the faculty member is an assistant professor and plans to apply for promotion in the fall of the sixth year, the faculty member may want to begin work on the paper in the fall of the third year.

## B. Timeline

For an incoming assistant professor, a typical schedule would be as follows:

- a. Participation in the new faculty orientation seminar (year one);
- b. Proposal of topic and selection of two reviewers (third year, preferably fall semester) (each reviewer signs the Faith and Learning Proposal Form);
- c. Writing and revision of paper (third year and fourth year);
- d. In the year in which application is made for promotion and tenure, submission due-dates are as follows:
  - i. May 15: Deadline for submission of paper to reviewers;
  - ii. August 15: Deadline for submission of reviewed paper to the Provost (the Faith and Learning Paper Final Approval Form signed by both reviewers);
  - iii. September 15: Final Provost approval is due.
  - iv. October 15: All tenure materials are due in the Provost's office.

The Faith and Learning Paper is to be included as part of the tenure portfolio submitted by the faculty member.

## C. Process of Evaluation

When the faculty member has completed the paper, a copy should be submitted to each reviewer for evaluation, along with a copy of the Faith and Learning Paper Final Approval Form, available on the Provost's website. Revisions of the paper may be requested by the reviewers. If the paper is approved by a reviewer, he or she returns a signed copy of the Faith and Learning Paper Final Approval Form (including comments) to the faculty member. These signed forms, along with the final edited paper, are then submitted by August 15 to the Provost for approval.

If consensus is not reached among the reviewers to accept the paper, two anonymous reviewers shall be selected by the Provost to review the paper. When recommendations are submitted by the two anonymous reviewers, the Provost shall make a final acceptance decision.

As an institution dedicated to providing a University Christian educational experience, faculty are the most valuable continuing resource for carrying out the University's overall mission of academic excellence and spiritual vitality. It is desired that faculty employed on three-year rolling and librarian three-year rolling appointments will be committed to serving the University on a long-term basis. A three-year rolling appointment is a mutual commitment between the University and the faculty member for a continuing relationship in which the individual may find the opportunity for professional and personal fulfillment in teaching. Within the stated parameters of institutional purpose, this appointment provides the faculty member with a freedom of intellectual inquiry in teaching, research, and publication, and a voice in the formulation of the academic policies of the University. A subsidiary purpose of a three-year rolling appointment is to protect against dismissal without sufficient cause. The granting of a three-year rolling appointment assumes that the faculty appointment will continue until the faculty member 1) retires, 2) leaves to accept employment elsewhere, or 3) no longer meets the Faculty General Employment Obligations or Full-Time Teaching Faculty Performance Criteria. Generally, three-year rolling appointments are unavailable for tenure-track faculty.

A faculty member who has a full-time three-year rolling appointment will be on a one-year appointment status until such time as a three-year rolling appointment is granted. Individuals on three-year rolling appointments may be moved to a one-year appointment at the recommendation of the chair, Dean, and Provost or because faculty have not met required expectations.

**400.7.1****CRITERIA FOR THREE-YEAR ROLLING APPOINTMENT**

To be considered for a three-year rolling appointment, the faculty member must:

- A. Have completed five years of full-time teaching/library work experience at Asbury University. If a person is hired who had received tenure or a rolling appointment from another college or University, three years of full-time teaching/library work experience at Asbury University must be completed.
- B. Hold the rank of assistant professor at Asbury University.
- C. Demonstrate full agreement and compliance with the Faculty General Employment Obligations (see section 400.2.1).
- D. Present evidence of consistently meeting the Full-Time Teaching or Library Faculty Performance Criteria at a high quality level (see section 400.3.1 or 400.3.2).
- E. Have the Faith and Learning Paper completed and approved.

400.7.2        PROCEDURES FOR REQUESTING A ROLLING APPOINTMENT

400.7.2.1      Timing of Request

Assuming that other criteria have been met, a request for three-year rolling appointment consideration may be filed by October 15 during the Fall semester of the 6th full-time teaching/work year. If the faculty member began employment mid-year, that year is not used to calculate full-time teaching/work years. A letter stating the faculty member's intent to request a rolling appointment should be submitted to the Provost during the previous spring semester. The request should be delayed for a later year if evidence of meeting the Full-Time Teaching/Library Faculty Performance Criteria cannot be met. A request for rolling appointment consideration must be submitted no later than during the fall semester of the faculty member's 8th full-time teaching/work year. If a rolling appointment status is not granted by January 15th of the 8th full-time teaching year, the faculty member will not be appointed for another year.

400.7.2.2      Required Materials

The faculty member must submit to the Office of the Provost an up-to-date Faculty Portfolio, a written report indicating that the Faculty General Employment Obligations are continuing to be met, and names and addresses of persons outside of the department faculty who can provide recommendations related to the request. The Provost will request letters of recommendation from the department faculty and from the references provided by the faculty member.

400.7.2.3      Review Process

The Department Chair, Dean, and Provost will review the materials. After the materials are reviewed, the committee will set up an interview with the faculty member. The committee's recommendation will be sent to the Provost, with a copy to the faculty member, no later than January 15 of the same academic year. The Provost may require an interview. The President and Provost will review the committee recommendation.

- A. If the recommendation is positive and is supported by the President and Provost the faculty member will be notified of the final decision.
- B. If the recommendation is positive but is not supported by the President and Provost the faculty member will be notified of the final decision.
- C. If the recommendation is negative and the President and Provost concur, the Provost will notify the faculty member and the request for rolling appointment process will cease.
- D. If the recommendation is negative but the President and Provost do not concur, the faculty member will be notified by the Provost of the final decision.

**400.7.2.4      Final Decision**

- A. If the final decision is to grant the request for a three-year rolling appointment, it will become effective with the beginning of the next academic year.
- B. If the final decision is to deny the request for a three-year rolling appointment, the faculty member has the option of following the Faculty Appeals process (see section 300.7).

**400.7.3      FAITH AND LEARNING PAPER (see section 400.6.3)**

**400.8            RENEWAL OF FACULTY APPOINTMENT            400.8**

**400.8.1            FULL-TIME FACULTY**

**400.8.1.1            Tenure Track/Three-Year Rolling Appointments**

- A. Not Tenured/One-Year Appointment Status. Appointments are made for one academic year with no commitments or obligations on the part of the University to appoint the faculty member for additional years.
1. If a decision is made to continue the employment of the faculty member, an appointment letter will be issued no later than March 31st with a period of 30 days for the faculty member to respond.
  2. If a decision is made not to continue the employment of the faculty member, notification of such decision will be given to the faculty member in writing no later than March 1st in the first year of employment and no later than January 15th in additional years of employment.
- B. Tenured/Three-Year Rolling Appointment Status. Appointment letters for the next academic year will be distributed to faculty no later than March 31st with a period of 30 days for faculty to respond.

**400.8.1.2            One-Year/Special Appointments**

Appointments are made for one academic year with no implied commitments or obligations on the part of the University to appoint the faculty member for additional years. If a decision is made to offer a appointment for an additional year, an appointment letter will be issued no later than March 31st with a period of 30 days for the faculty member to respond.

**400.8.2            PART-TIME FACULTY**

Part-time faculty appointments are made for one semester or one year at a time with no commitments or obligations on the part of the University to appoint the faculty member for additional semesters. Decisions to appoint faculty for an additional semester or year will be made at varying times during the year based on enrollment needs.

<b>400.9</b>	<b><u>FACULTY RETIREMENT</u></b>	<b>400.9</b>
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400.9.1      **NOTICE OF INTENT TO RETIRE**

Written notification of intent to retire should be submitted to the Provost as early as possible but no later than December 15 prior to the academic year in which retirement will occur.

400.9.2      **RETIREMENT PRIVILEGES**

Retired faculty are invited to continue to attend campus activities and may attend social functions of the faculty. If the retired faculty member completed at least fifteen years of full-time service to the University and is at least 62 years of age, an identification card is available to the retiree and the retiree's spouse. The card entitles retired faculty to library privileges, Luce Center membership, and discounts for the bookstore, athletic events, and other campus events. Retired faculty may, from time to time, be invited to teach or give seminars in their specialty on limited part-time assignment.

400.9.3      **EMERITUS STATUS**

Emeritus status is conferred upon retired faculty members in recognition of long, faithful and productive service and of their continued support for the University in its goals and activities. Emeritus status is an expression of the institution's appreciation and of its desire to maintain an ongoing relationship with the retired faculty member. Emeritus status is an honor and responsibility, which may be used for professional purposes and for participation in academic convocations and events. Emeriti faculty may attend Faculty Assembly meetings (without vote). Upon retirement, a faculty member who fulfills the following criteria may be granted emeritus status:

- A. Is at least 60 years of age.
- B. Has completed a minimum of fifteen years of exemplary, outstanding service at Asbury University.
- C. Has tenure at the time of retirement.
- D. Has attained the rank of Associate Professor or Professor.
- E. Continues to agree with and support the mission of the University.

The Department Chair, the Dean, the Provost, or the President initiates a request for emeritus status. To receive emeritus status, the faculty member must be recommended by the Department Chair, the Dean, the Tenure and Promotion Committee, the Provost, and the President. The awarding of emeritus status will be by vote of the Board of Trustees.

The University may discipline or terminate the employment of a faculty member at any time before the end of the appointment period if a faculty member is unwilling or unable to fulfill the responsibilities of employment or violates any of the terms and conditions of the appointment. Upon termination of employment, the University shall be obligated to pay the faculty member only the compensation prorated to the date of the termination but shall not be obligated to pay any amount after that date.

While termination action would generally be effective at the end of an academic year, periodically a situation might arise with a full-time or part-time faculty member where termination action needs to be taken during an academic year. This would be permitted when the problem with the faculty member is serious enough such that the faculty member's continued presence on campus would, in the judgment of the University, present major difficulties in carrying out the educational and spiritual mission of the University.

For a faculty member who is notified of discipline, termination or possible termination during the academic year, the University is not held to any notification date deadlines noted in section 400.8.1.1.

Tenured and non-tenured faculty members may be disciplined or terminated for any of the following:

- A. Failure to accept and model the University Statement of Faith and the moral principles that guide the standard of community life.
- B. Gross personal misconduct, particularly flagrant disregard for the standards of campus life as outlined in Section 600 of this Faculty Manual.
- C. Failure to receive a satisfactory review in performance as evaluated by the Tenure and Promotion Committee, demonstrated incompetence or neglect of responsibilities particularly as outlined in the Faculty General Employment Obligations (section 400.2.1) and in the Full-Time Teaching/Library Faculty Performance Criteria (section 400.3.1/400.3.2).
- D. Inability to carry out or failure to cooperate in carrying out University policies
- E. Insubordination.
- F. Determination by the President that University guidelines regarding employee/student dating have been broken.
- G. Voluntary resignation of the faculty member.
- H. As a result of:
  - 1. Sustained and significant decline in student enrollment.

2. Faculty/student ratios within a program or department below a sustainable level.
  3. Financial exigency.
- I. The reduction in enrollment or discontinuance of the program or department to which the faculty member is assigned (Note: Non-tenured faculty members in the department are subject to termination before tenured faculty if the tenured faculty member has the necessary expertise to teach the courses.). In such instances, the University will:
    1. Notify the faculty member as early as possible, but no later than January 15th.
    2. Endeavor to use the services of the faculty member in other positions within the University for which he/she qualifies as determined by the administration.
    3. Assist the faculty member in his/her effort to secure employment elsewhere.

#### 400.10.2 PROCEDURES FOR DISCIPLINE AND TERMINATION

Evidence of unacceptable performance can come from a number of sources including Department Chair evaluations, Tenure and Promotion Committee evaluations, complaints from students and other faculty, etc.

- A. When the Dean and Provost become aware of reasonable cause for concern, the faculty member will be notified in writing by the Provost, or if determined by the Provost the Dean of the respective school or college, of the alleged problems and be given the opportunity for response.
  1. If the response is satisfactory, no additional action will be taken.
  2. If the response is not satisfactory, then the faculty member will be notified in writing that disciplinary or termination action is being taken or that a probationary time is being established during which time the problems must be resolved. Probation is not appealable.
- B. If a decision is made to establish a probationary time during which the problems must be satisfactorily resolved and if the problems are not resolved by the end of that probationary time, the faculty member will receive notification of discipline or termination.
- C. The faculty member may choose to resign rather than further extend the process of discipline or termination.

#### 400.10.3 APPEAL OF TERMINATION ACTION

If the faculty member believes that the termination action was unjustified or that the process was carried out in an inappropriate way, an appeal may be filed by following the Faculty Appeals process (see section 300.7).

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**500.1**

**FACULTY RECRUITMENT AND HIRING**

**500.1**

**500.1.1**

**RECRUITMENT PROCEDURES FOR FULL-TIME FACULTY**

- A. The Dean, in consultation with the Department Chair, will notify the Provost of any anticipated faculty vacancies. A position will not be officially posted as vacant until the Provost receives written notification from a faculty member indicating the faculty member's intent to resign or retire. The opening of a new position requires approval of the Provost.
- B. The Department Chair will work with the department faculty and the Dean to create a job description for the vacant position. The Provost's Office will create a 'Job Vacancy Announcement' based on the job description. The Provost's Office will post it to the CCCU website and the Asbury University website. Any additional advertisements will be in consultation with the Provost and handled on a case-by-case basis. Interested candidates will be asked to respond to the Provost with a letter of interest and resume.
- C. The Provost's Office will acknowledge to the candidate the receipt of materials and will send a copy of the materials to the Dean and the Department Chair. Before materials are sent to the department for an initial review, the inquiry letter, CV, and statement of Christian Commitment will need to be received in the Provost's office. The Dean and department faculty will review candidates' materials and inform the Provost's Office to either send an application packet to the candidate or inform the candidate that he/she is no longer being considered for the position.
- D. When completed applications are received, the Provost's Office will acknowledge to the candidate the receipt of materials and will send an e-copy of the application materials to the Dean and the Department Chair. The Department Chair will review the application materials with the department faculty and inform the Provost's Office to either make arrangements for the candidate to visit campus or inform the candidate that he/she is no longer being considered for the position. In the process of making this decision, the Department Chair will contact two or three persons by telephone for recommendations on any candidate for whom the department is going to request a campus interview. Generally, no more than two candidates should be brought to campus for interviews for any position. Additional interviews must be approved by the Provost.
- E. The chair (with applicant) and Provost's Office (with Faculty Interview Committee) will work together to select a campus visit date. The Provost's Office will make travel and housing arrangements with the candidate and the Dean or designate Department Chair will work with the Provost's Office to establish a visit itinerary. The University will cover all travel, housing, and meal costs for the candidate. The University will not cover the cost of travel for a spouse to and from campus; however, if a spouse comes with the candidate, the University will cover costs for housing and meals for the spouse.

## 500.1.2

### CAMPUS INTERVIEW VISIT

In general, a candidate will be asked to arrive in Wilmore by late afternoon and a dinner meeting with the department faculty will be scheduled for that evening. In most cases, the candidate's interview process will be completed by late afternoon the next day. The visit will include:

- A. A meeting with the Dean and/or Department Chair and other department faculty. If the candidate will be teaching for other departments, faculty from those departments will be invited to be a part of the campus interview process.
- B. A scheduled classroom teaching experience during which the candidate will be observed for teaching skills and teacher-student interactions.
- C. A meeting with the Faculty Interview Committee (FIC).
- D. A meeting with the Director of Human Resources to discuss University benefits.
- E. A meeting with the Provost to include discussion of the University's academic mission, goals and programs.
- F. A meeting with the President to include discussion of the University's liberal arts mission and theological positions.
- G. Depending on the nature of the position, a meeting may be scheduled with student majors or with students who are involved with a program for which the faculty member would have some responsibilities.
- H. Depending on the nature of the position a meeting may be scheduled with other faculty for the candidate to give a presentation related to his/her scholarship and/or research.

## 500.1.3

### HIRING PROCEDURES

The Dean, Department Chair, and the chair of the Faculty Interview Committee will submit a recommendation to the Provost for consideration by the Provost and President. If there are disagreements among the recommendations from the Dean, Department Chair, Faculty Interview Committee, Provost, and President, the Provost may call a meeting of these persons to discuss the issues involved. The decision of the President regarding which candidate will be offered a contract will be considered final.

- A. If the final recommendation by the President is to not offer a contract, the Provost will inform the candidate in writing.
- B. If the final recommendation by the President is to offer a contract for tenure track, three-year rolling, special or three-year rolling librarian appointment, the Provost's Office will send copies of the candidates application materials to the members of the Academic Affairs Committee of the Board of Trustees for recommendation. Based on their recommendations, a contract will or will not be offered to the candidate.

- C. If the final recommendation by the President is to offer a contract for a one-year appointment, a contract will be issued to the candidate.
- D. If the decision is to offer a contract, the Provost will make an offer followed by the request for a background check. Subsequently, the Provost's office will prepare a contract and send it to the candidate. The candidate will be given a maximum of 30 days in which to respond to the contract offer. Official transcripts will be requested followed by notification to HR and the Registrar's office regarding the new faculty hire. Credentials will be emailed to the department to complete a faculty roster for the candidate. Provost will send other inquirers letters letting them know the position has been filled.

#### 500.1.4

#### HIRING PART-TIME FACULTY

Department Chairs will work with the Deans each semester to identify part-time faculty needs. A Department Chair will recruit part-time faculty needed for the department. When a Department Chair and the Dean agree on the suitability of a person to fill a part-time faculty appointment, the Dean will request the Provost's Office to send a 'Part-Time Faculty Application' form to the person. When the application form is complete, academic credentials are on file in the Provost's Office and a background check completed, a part-time faculty contract will be offered to the candidate by the Provost. Check with the Provost's office regarding a more detailed protocol for hiring new part-time faculty.

#### 500.1.5

#### EMPLOYMENT OF SPOUSES/RELATIVES

The University does not discriminate against spouses or relatives being employed by the University. While generally discouraged, the University does not discriminate against spouses and relatives serving in the same department; however, no faculty member shall supervise a relative or participate, either formally or informally, in any employment decision such as appointment, retention, promotion, tenure, and/or salary with regard to that relative. Should the relationship develop subsequent to employment, a written decision by the administration shall be made to clarify supervision and continuation in said position. The term relative shall include spouse, child, parent, grandchild, grandparent, brother, sister, or spouses of these.

#### 500.1.6

#### PERSONNEL FILE

A personnel file is maintained on each faculty member in the Provost's Office. The file includes application materials, official transcripts, employment contracts, promotion and tenure materials, Department Chair evaluations, student evaluations, and various copies of correspondence between the faculty member and various offices on campus.

Faculty members may request to review their personnel file. Such a request must be made in writing to the Provost. A 24-hour waiting period after the request is filed is required in order for the Provost to review the file and determine if any confidential information is present in the file (See next paragraph).

The University may keep certain records confidential and preclude the review by the faculty member or other authorized interested parties. Generally these

records include peer reviews/evaluations, promotion and tenure votes, and initial hiring recommendations and decisions. These do not generally include evaluations of faculty by Deans, Department Chairs and students or evaluations of Department Chairs by faculty.

Access to a faculty member's personnel file is granted only by the Provost and to authorized users for specific authorized purposes including the President, Provost, the Dean, the Department Chair of the faculty member's department, and Human Resources. Depending on the nature of the request there may be times when the Provost's Office may authorize access to personnel files to the Tenure and Promotion Committee and the Faculty Appeals Committee.

**500.2**

**PROFESSIONAL ETHICS**

**500.2**

The ministry of Christian teaching demands ethical responsibility of a kind not exceeded by other vocations. To help foster the objectives of Asbury University, the following code of conduct is included as a guide toward our common goal.

**500.2.1**

**IN CLASS**

The faculty member should:

- A. Emphasize the divine truths inherent in each subject taught and attempt to integrate such study, as far as possible, with Scripture and a Christian worldview.
- B. Endeavor to model spiritual and intellectual fitness.
- C. Recognize that the welfare of the student is a primary concern and obligation.
- D. Grant to students freedom of discussion and opinion concerning economic, political, artistic, and theological views.
- E. Hold confidential sensitive information about or given by students.
- F. Meet each teaching session on time, and if unable to meet a class, promptly notify the Department Chair and/or Dean and secretary.
- G. Guard against disparagement of individuals or campus policies.

**500.2.2**

**WITH COLLEAGUES**

The faculty member is expected to:

- A. Assist in determining, supporting, and effecting the policies of the University.
- B. Be loyal to associates by supporting the action of committees and administrative officers.
- C. Be gracious in the exchange of constructive advice.
- D. Be generous in giving credit and praise for the accomplishments of others.
- E. Hold confidential sensitive information about or given by a colleague.
- F. Never interfere with a colleague/student relationship unless the colleague asks for help.
- G. Never undermine the character or work of a colleague.
- H. Never engage the use of a student for the purpose of promoting a personal grievance or personnel issue against a colleague, administration, or other students.

**500.2.3        IN THE TEACHING PROFESSION**

The faculty member is expected to:

- A. Maintain the dignity and integrity of the profession by upholding high standards and by refraining from unprofessional and unchristian attitudes and practices.
- B. Affiliate with groups that seek to raise the standards of the profession.

<b>500.3</b>	<b><u>FACULTY RIGHTS AND PRIVILEGES</u></b>	<b>500.3</b>
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<b><u>500.3.1</u></b>	<b><u>ACADEMIC FREEDOM</u></b>
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Asbury University is committed to a philosophy that regards all truth as a unity. The Scriptures and nature are accepted as compatible revelations of truth, around which the entire curriculum is integrated. In view of this, a teacher at Asbury University is:

- A. Entitled to full freedom in research and in the publication of the results of research as long as contractual duties are fulfilled.
- B. Entitled to complete freedom in classroom discussion, but only as discretion is exercised in introducing controversial topics which have little or no relation to the subject being taught.
- C. Entitled to every right as a citizen to participate in community activities, but with the understanding that as a person of learning, the person's position in the community imposes a special obligation. Accuracy, appropriate restraint, and respect for the opinion of others should be reflected in a faculty member's actions and statements. Also, faculty members should make clear when they speak for the institution and when as private citizens.

The following statement was adopted by the Asbury University Board of Trustees on January 21, 1974, and was submitted to the Southern Association of Colleges and Schools as part of institutional self-studies:

Academic freedom has been defined as the freedom of teacher or research worker in higher institutions of learning to investigate and discuss the problems of his or her science and to express one's conclusions, within the framework of our charter, whether through publication or in the instruction of students, without interference from political or ecclesiastical authority, or from administrative officers of the institution in which the faculty is employed, unless his or her methods are found by qualified bodies of the profession to be clearly incompetent or contrary to professional ethics.

<b><u>500.3.2</u></b>	<b><u>COLLEGIAL RELATIONSHIP</u></b>
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Inasmuch as the University expects faculty members to fulfill their contractual responsibilities, it also recognizes that faculty members have certain rights, which are to be respected and upheld:

- A. To be governed by clear, written, and mutually binding terms of appointment.
- B. To be remunerated for services in proportion to status and responsibility, according to contract.
- C. To have equal consideration with others with regard to promotion and tenure.
- D. To have adequate opportunity to appeal any grievance which might occur in matters of dispute.

- E. To be assigned an equitable teaching load and reasonable committee responsibilities.
- F. To participate in functions and powers of the faculty as an assembly, according to the Faculty Manual.
- G. To be informed adequately of administrative plans and decisions and to receive proper notification of the projections and decisions of the Board of Trustees.
- H. To have the protection of the University in matters of academic freedom.
- I. To review their personnel file in the Provost's Office by making an appointment after first making the request in writing (See 500.1.6).

#### 500.3.3

#### COMPENSATION

The goals of faculty compensation are to provide appropriate compensation for duties performed in relation to rank, extent of preparation, experience, and accepted practice in the academic world; attract and retain faculty of excellent quality who are committed to the mission of the University; and to provide means whereby faculty may develop professionally.

To achieve an appropriate overall compensation level, Asbury University will establish objectives in terms of such benchmarks as average salaries of institutions that are members of the Christian College Consortium, the Coalition of Christian Colleges and Universities, and other groupings of similar institutions.

##### 500.3.3.1

##### Salary Schedule

- A. A faculty salary schedule serves as a guide in determining salaries. The schedule provides for salary distinctions on the basis of rank and point increments within each rank. Salaries are computed on a point value of a base salary established each year by the Board of Trustees. Initial salary at hiring is determined by considering educational level and years of experience of the faculty member. Adjustments in point values are determined by the University.
- B. When a faculty member completes a terminal degree or is approved for a promotion in rank, a ten percent salary increase will be awarded and the salary schedule points will be adjusted to the new salary level.

##### 500.3.3.2

##### Adjustment for Terminal Degree Completion

Upon completion of a terminal degree, the University will adjust a faculty contract for compensation beginning with the earliest possible pay period following the receipt of documentation indicating the completion of all requirements for the awarding of the degree. It is the responsibility of the faculty member to provide the documentation. The documentation must include a letter from the degree-granting institution in which it is clearly stated that the faculty member has met all requirements for course work, comprehensive exams have been passed, and the dissertation has been completed and successfully defended. The letter must also indicate that the degree will be conferred at the institution's next commencement.

500.3.3.3      Summer School

Faculty members employed to teach summer school or have responsibility for other summer school instruction will receive additional compensation based on the annual summer school salary scale.

500.3.3.4      Payroll Period

Faculty members will be paid once a month on the last day of the month, unless the last day falls on a Saturday or Sunday, in which case checks will be available on the preceding Friday. If the last day of the month falls during an official University vacation period, checks will be available on the last official work day before the beginning of the vacation period. Faculty who are contracted for nine months will be paid over 12 months with 1/12 of salary paid each month.

500.3.4      COMPLAINTS AND DIFFERENCES OF OPINION

If a member of the faculty has a complaint or a difference of opinion with another member of the faculty or knows that another faculty member has such against him/her, the initial step is to go directly to the other individual in an effort to improve understanding and effect reconciliation. If this procedure fails, the one taking the initiative should ask two or three colleagues to join in a second meeting with the other party. Faculty persons who still feel the need of a formal mediator in matters of complaint may obtain assistance from the Vice Chair of the Faculty.

This process is not intended to be used in place of or in tandem with the process used to investigate allegations of misconduct as outlined in section 400.10. Rather, it is a means by which personal differences or disagreements over policies or issues may be resolved. For other appeals, see section 300.7.

500.3.5      INTELLECTUAL PROPERTY POLICY

Persons Covered by Policy

All employees and students of Asbury University and any non-employee who participates in University sponsored scholarship, research, or teaching projects.

Purpose

The purposes of this policy are:

- A. To preserve traditional academic practices and privileges regarding publication of scholarly work;
- B. Foster and promote the free expression and exchange of ideas and to promote the creative search for new knowledge, processes, inventions, or products;
- C. Establish criteria to determine ownership of intellectual property developed at the University or commissioned by the University;

- D. Develop principles and processes for sharing and distributing income derived from intellectual property developed at the University or commissioned by the University;
- E. Protect the interests of the University and the creator(s) of intellectual property.

Copyright

- A. Copyright involves the control and ownership of intellectual property in original works in any forms or mediums that are subject to U.S. or international copyright law. Normally copyright will remain with the creator of the copyrightable work unless the University commissioned it or its creation involved substantial University resources, including personnel. The University will not claim ownership of books, articles, poems, musical compositions, plays, pedagogical devices, or other creations of scholarly or artistic endeavor that result from the activities expected of a faculty employee as long as that creation was supported only by University resources typically available to faculty. These include access to the library, provision of office or laboratory space, salary, and use of information technology. Textbooks or related instructional media resulting from a faculty member's general scholarly obligations described in the Faculty Manual, including those created during sabbatical leave, are not of equity interest by the University. Also, works created by persons not employed by the University such as independent contractors or consultants normally are owned by the creator, unless there is a written agreement to the contrary. The University may decide to forgo a claim of interest even if it may be legally entitled to equity interest.
- B. Individuals may not make use of University resources for non-University purposes in pursuit of personal gain. Creative or scholarly works that are commissioned by the University or created with significant University resources are of equity interest by the University. Significant resources consist of \$10,000 in any twelve consecutive month period of non-faculty personnel costs, equipment, supplies, and/or facilities. Except by written agreement to the contrary, copyrightable works developed during a project that is controlled, administered, or arranged by the University and sponsored by organizations, agencies or persons external to the University also are of equity interest by the University. Unless otherwise agreed to in writing, royalties or other payments received by the University under any claim of equity interest shall be distributed in accordance with the *Royalty and Licensing Policy* described below. This includes income from courses or course components created for distance learning or distributed learning activities, including on-line coursework.
- C. Faculty members who create distance learning materials, including on-line coursework, without the aid of University resources retain copyright. If the creation of such materials or courseware resulted from a contract with the University and involved University resources, as defined above, the University will own copyright. Both the University and the creator will own a non-exclusive "right to use" license for educational purposes, even if the creator leaves the University. Unless otherwise agreed to in writing, the creator may not offer these materials to others, including other employers, and may not offer them for commercial use.

- D. Courses and course materials such as lectures, labs, and class activities that are recorded using any form of media are University property and may not be distributed without University permission. This excludes evanescent recording and distribution to students for educational purposes (which is always permitted) or for other approved University purposes. If the University retains and/or markets such recordings for later on- or off-campus instructional use, consent of the creator must first be obtained.
- E. The University retains the right to use recordings of on-campus performances by its students and employees for educational, archival, promotional, or commercial purposes. If the University records such performances in any form of media for commercial purposes, permission of the performers shall first be obtained. Royalties or other revenues received by commercialization will be distributed in accordance with the *Royalty and Licensing Policy* described below on a pro-rata basis to all performers unless otherwise specified in a pre-performance contract.
- F. To protect copyright, the following notice should appear on all University-owned materials: *Copyright © {year} Asbury University. All Rights Reserved. No part of this work may be reproduced or transmitted in any form or by any means without the prior written permission of Asbury University, unless such copying or transmittal is expressly permitted by federal or international copyright law. Address inquiries to: Copyright Permission, Provost, Asbury University, One Macklem Drive, Wilmore, KY 40390.* The date listed should be the year when the work was first produced or published.

#### Intellectual Property

- A. In addition to anything that is copyrightable, intellectual property includes any issued patent, or legal right inhering in a patent, or any potentially patentable invention, device, process, product (including databases), or improvement in biological, chemical, or mineral materials. Included also are trade or service marks, logos, or distinctive symbols identifying the University or associated with goods or services distributed by the University.
- B. The University shall seek effective means of transferring for public benefit and use University-owned intellectual property, including that with commercial value or potential. Toward this end the University may negotiate exclusive or non-exclusive licensing agreements with outside entities. Such licenses must be approved by the Provost's Office before they are executed. Grants or contracts frequently involve arrangements for shared intellectual property rights. Such arrangements must be approved by the President prior to the award of any grant or contract that limits intellectual property rights of the University, its employees, or its students.

#### Royalty and Licensing Policy

- A. Following recovery of any costs associated with commercialization of University-owned intellectual property, including but not limited to attorney's fees, patent filing fees, and marketing costs, the net revenue generated from royalties, licensing fees or other revenue sources will be distributed as follows: 50% to creator(s) or inventor(s); 40% to the University; 10% to the creator(s) or inventor(s) Department(s) except as otherwise agreed to by contract, governing law, or regulations.

<b><u>500.4</u></b>	<b><u>TEACHING RESPONSIBILITIES</u></b>	<b><u>500.4</u></b>
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<b><u>500.4.1</u></b>	<b><u>TEACHING LOAD</u></b>
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<b><u>500.4.1.1</u></b>	<b><u>Full-Time Teaching Hours</u></b>
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A full-time faculty member teaches 24-25 semester hours per academic year. Other duties may be assigned in place of classroom teaching in order to make up a full load. Summer school teaching is calculated separately from the academic year teaching load.

The Dean, in consultation with the Department Chair and the Provost, is responsible for determining teaching assignments and faculty load calculations for individual department faculty and the department as a whole.

<b><u>500.4.1.2</u></b>	<b><u>Overload</u></b>
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Given the total responsibilities of a faculty member, overloads are generally not encouraged or allowed. In some circumstances, a Department Chair may submit a request to the Provost, with the permission of the faculty member, for a faculty member to be allowed to teach an overload. If an overload is approved, the faculty member will receive additional salary compensation. An overload will not be approved for both semesters in an academic year.

No individual faculty member may exceed eight (8) hours of overload in the traditional undergraduate program over the course of a given year. No individual faculty member may exceed 12 hours of overload in the APS (Adult Professional Studies) undergraduate program over the course of a given academic year. No individual faculty member may exceed six (6) hours of overload in the graduate program over the course of a given academic year. Teaching during the summer school session does not constitute overload.

<b><u>500.4.2</u></b>	<b><u>COURSE AND CLASSROOM EXPECTATIONS</u></b>
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Teaching at Asbury University is considered to be a high calling and carries the responsibility of undertaking each class with careful planning, execution, and evaluation. Faculty should strive to make each class relevant to the topic being presented and/or discussed and interesting to the students. The goal of a course should be to contribute to students' understanding, appreciation, and ability in a specific area of study. Faculty should continually strive to integrate the discipline with other areas of knowledge and with the Christian faith. They should be able to express themselves clearly and concisely, and to present material that is accurate, current, and appropriate to the course. Faculty should develop a capacity to listen to students' viewpoints, demonstrate an appreciation and respect for their students, and understand students' individual differences.

The classroom in a liberal arts University should be a place where, in the quest to discover knowledge and God's truth, any topic should be open for free and honest inquiry and discussion. Students should feel a freedom to raise any issue or question for discussion without fear of being demeaned or ridiculed in return. The academic, spiritual, and social backgrounds of the students in a class can vary considerably. Faculty should be careful in lecturing and in discussion to not deliberately ridicule or offend students' beliefs. Faculty should take care to point out when certain issues are likely to be controversial and to encourage any

student who is uncomfortable with such issues to discuss them with the faculty member outside of class.

Faculty are strongly encouraged to include a short prayer or period of devotional thought into each class period. Faculty may conduct such devotions any way they choose, but should take care that time given to devotions does not infringe on the academic purpose of the course.

#### 500.4.2.1

#### Class Time and Location

Classes are to be held at the time and at the location indicated in the official University course schedule. Class times and assigned classrooms may be change only with the approval of the Academic Dean or Registrar.

Out of respect and fairness to both students and faculty who have classes at other class times, classes are to begin and end promptly at the designated times.

#### 500.4.2.2

#### Course Syllabi

Faculty are expected to provide a course syllabus to the students in each of their classes at the first day of class. An electronic version of each syllabus is to be submitted to the department staff assistant within the first week of each semester. The staff assistant is responsible for uploading to the current online repository (Compliance Assist) in order to provide a clear and fair outline of expectations to students. The course syllabus should be followed as closely as possible during the semester. Any change in a syllabus during the semester should be made in writing to the students and should be made in a timely manner.

A syllabus *will include*:

- A. Department name, course number, course title, instructor name, and semester and year that the course is being taught.
- B. Any prerequisites or expected knowledge background for the course.
- C. Primary purpose and objectives of the course. Expected Learning Outcomes – what should the students be expected to know and/or do by the end of the course.
- D. Required and recommended textbooks and supplemental reading sources with the appropriate bibliographic information.
- E. Calendar outline of the topics to be discussed during the course, examination dates, and dates assignments are due. The dates of scheduled exams, including final exams, must be included in the course syllabus.
- F. All course requirements, plus specific instructions for various individual assignments.
- G. Your attendance policy (See *Asbury University Bulletin* for institutional attendance policy).
- H. Any student costs associated with planned field trips (not already charged as a course fee).

- I. A reference to the definitions of cheating and plagiarism and what penalties will occur if a student engages in either of these practices (See Asbury University Bulletin for institutional policy).
- J. Suggestions as to the best way to study for the type of course you will be presenting.
- K. All course requirements. Specific instructions should be included for various individual assignments.
- L. Clear explanation of grading scale to be used, how final grade will be calculated, and percentage that each course requirement is of the final grade.
- M. Any student costs associated with planned field trips (not already charged as a course fee).
- N. A reference to the definitions of cheating and plagiarism and what penalties will occur if a student engages in either of these practices.

A syllabus *may include*:

- A. Types of instructional methods and learning experiences that will be employed during the course (e.g. lecture, discussion, debate, collaborative projects, oral presentations, or media-related activities).

#### 500.4.2.3

#### Technology

Faculty are encouraged to make good use of media in instruction and for class assignments. Faculty should make a point to become familiar with the use of technology in instruction and inform their students about the resources available through internet connections that relate to the topics covered in the course.

Computer technology can also be used for communication between students and faculty, and for students to submit assignments. Faculty may want to consider developing a web page for the course which contains the course syllabus and other pertinent course information.

Asbury's Learning Management System (LMS) is called Discovery. With Discovery, faculty are able to create assignments, give online quizzes and track grades. Each faculty member has the opportunity to sign up for Discovery training through Learning Resources.

University assigned email is the only email that the administration uses to communicate with faculty and students. At no time should a faculty member's email be allowed to become "full" resulting in the hindrance of communication between administration, faculty, and students.

#### 500.4.2.4

#### Media Resources

Media can be used to enhance the value of a course and should focus on the interests and issues of a specific course. Care should be taken in selecting media that could compromise the academic and spiritual integrity of the University. If the faculty member believes that the presentation could be offensive to some students in the class, the media content should be discussed with the class before it is shown. In some cases, the faculty member may want

to give students the option of not viewing the selected resource. As is the case for all print material, faculty should be careful not to violate copyright and fair use laws governing the viewing and uploading of media resources from the internet; i.e. Youtube, Google Video, etc. (Note: Faculty who are in a position to be ordering media for general campus entertainment use must have the selections cleared by the Vice President of Student Development).

#### 500.4.2.5

#### Outside Speakers

Faculty are encouraged to invite guest lecturers to classes who can contribute to the subject matter of the course and the attainment of the objectives of the course and the University.

- A. Speakers should be selected for their potential contribution to the enhancement of the intellectual and spiritual growth of a University community devoted to a Christian liberal arts education. This includes providing information, stimulating constructive thought, deepening understanding, sharpening critical judgment, and encouraging creative productivity.
- B. An expected practice should be that, after such lectures/presentations, discussion of the particular viewpoint should be thoughtfully analyzed among students, faculty, and the visiting speaker.
- C. During discussions, the faculty member may want to stipulate the kind of questions which would be appropriate from the class or to exercise the liberty of screening questions that are trivial, ambiguous, or indiscreetly worded.
- D. Visiting speakers and their views should be treated with respect and courtesy.
- E. Speakers must be willing to cooperate with University behavioral standards while on campus.
- F. The responsibility for following these guidelines rests with the faculty member who invited the speaker.

#### 500.4.2.6

#### Field Trips

Field trips are to be enriching educational experiences and essential extensions of classroom activities, which are planned with discretion. Since field trips normally result in students missing other classes, the number of field trips in any one course should be limited, particularly during weekdays.

- A. Off-campus trips should be cleared with the Department Chair sufficiently early to permit adjustments in other courses as necessary.
- B. When schedule conflicts arise, students may appeal to the Department Chair and/or Dean to determine whether they will go on the field trip or remain on campus to attend other classes. The Department Chair and Dean may contact the registrar's office for any pertinent information in consideration of the appeal.
- C. Faculty must notify the Registrar in advance of the trip so that excused absence forms may be provided for students. The Registrar must also be advised where faculty and students can be reached in case of emergency.

- D. Faculty members are obliged to honor official absences for authorized field trips.
- E. Field trips should not be scheduled during the final two weeks of the semester.
- F. Faculty members are responsible for the students involved with a field trip and for the events of the trip as if they were in class.
- G. Students should be made aware that they represent the University as much as faculty on such trips.
- H. If a field trip is a regular part of the course each time it is taught and if students are expected to pay for the expenses of the trip, a field trip fee should be established so that it can be stated in the *Bulletin* and charged to the students' accounts at the time of registration.
- I. It is the expectation of the University that the faculty member planning any trips will be the primary driver for the trip. Any additional persons selected to go along on the trip as a chaperone who is not a full time faculty member must have a valid driver's license and must be approved by the Dean and/or Provost prior to the trip.

#### 500.4.3      GRADING AND EXAMINATIONS

Few areas of academic life carry more concern and importance for students than course grades. Students should be able to expect faculty to give careful attention to the:

- A. Nature of the assignments that will be graded
- B. Way assignments are graded
- C. Feedback given to students regarding incorrect responses to assignments
- D. Timeliness with which graded assignments are returned to students

##### 500.4.3.1    Grading Scale

The University does not have an official "percentage" grading scale. It is expected that faculty will develop their own grading system and clearly inform students of that system in each course that is taught. The course grading scale and expectations must be included in course syllabi. Whatever grading system a faculty member may use, grades finally assigned to students at the end of a course must follow the University letter/quality point system (See *Asbury University Bulletin* for institutional policy).

To remain in good academic standing for overall University work, a student must maintain a 2.00 cumulative grade point average. Some academic majors require a higher grade point average to remain in good standing. Faculty should be aware of the Probation and Suspension policies as listed in the University *Bulletin*.

#### 500.4.3.2 Examinations Policy

No examinations (including final exams) or tests may be given during the Monday-Friday of the final week of classes for the semester.

Students must take final examinations within the official final examination period. Faculty are expected to meet during a final exam period, follow the policy, and to stress it to students. Final exam "week" usually extends from Monday at 8:00 a.m. to Thursday at 5:00 p.m. In extenuating circumstances when a student may request a change in final exam time, the request must be submitted to the instructor and to the chair of the department in which the course in question is offered.

Pre-scheduled final exam times are listed in the campus calendar. The dates of scheduled exams, including final exams, must be included in course syllabi.

#### 500.4.3.3 Submitting Grades to Registrar's Office

Students desire and should expect to receive end of semester grade reports in a reasonable time. Each semester, the Registrar's Office publishes the due date and time that course grades must be entered online. It is expected that all faculty will plan their courses and final grading time so that they will meet the grades submission deadline. If unexpected extenuating circumstances arise that will delay a faculty member from meeting the deadline date, the Academic Dean should be contacted immediately.

Faculty are also requested to submit quarter- and mid-semester grades for any students who are earning grades of C- or less at that time. These grades are used to alert the Academic Dean's Office and faculty advisors of those students who appear to be having academic difficulty. Faculty are encouraged to notify the Registrar at any time during the semester when there are students who are struggling with grades and/or not attending classes regularly.

#### 500.4.3.4 Student Appeal of Grades

Periodically, students feel that their course grade was in error or did not reflect what they believed their grade should have been. Students are encouraged to talk with the course instructor to resolve the differences. In the event that a student feels a grade was given unfairly and the instructor feels the grade was correct, the student may appeal through the process outlined in the University *Bulletin*.

#### 500.4.3.5 Change of Final Grade

Final course grades may be changed by the instructor when the instructor determines that an error was made in the calculation of the grade. A grade may not be changed by a student doing additional coursework unless the grade of incomplete was submitted as the final grade. The process to follow for changing a grade is outlined in the University *Bulletin*.

#### 500.4.3.6 Freshmen Grades

Given the difficulty of adjusting to the University academic environment that often occurs with freshmen, it is important for faculty to try to give graded feedback to them often and as early in the fall semester as possible. Faculty who teach courses in which the enrollment is made up primarily of freshmen are

encouraged to have more graded assignments than perhaps would be required in other courses. If at all possible by mid-semester, freshmen should be required to submit a minimum of two graded assignments and those assignments should be returned to them.

#### 500.4.3.7

#### Academic Integrity

Academic integrity is an essential basis of the University community. Faculty and students share responsibility for maintaining mutual trust and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action. It is the responsibility of every faculty member to make students aware of what constitutes honesty and dishonesty in academic work. Course syllabi should include a reference to the definitions of cheating and plagiarism and what penalties will occur if a student engages in either of these practices.

- A. Cheating on Exams. If a faculty member discovers a student cheating on an examination, an appropriate penalty is expected. Such a penalty could be a reduction in a grade for the exam, a failing grade for the exam, or the withholding of credit for the exam. The instructor should confront the student with evidence and indicate to the student the action that will be taken as a result of the cheating. Faculty should have clear evidence of cheating before confronting a student. If the student denies cheating, but not to the satisfaction of the faculty member, the student may follow the student academic appeals process as outlined in the University *Bulletin*.
- B. Plagiarism and Academic Dishonesty. It is the responsibility of every faculty member to define in their own courses what they consider to be plagiarism, unauthorized collaboration, violation of the conditions under which work is to be done, fabrication of data, unauthorized use of computer data, and excessive revision done by someone other than the student. When a student is suspected of plagiarism or dishonesty, the instructor should confront the student with evidence and indicate to the student the action that will be taken as a result of the cheating. Faculty should have clear evidence of academic dishonesty before confronting a student. In such cases, the faculty member should try to determine if the action by the student was deliberate or inadvertent. If deliberate, the faculty member should inform the student of the penalty that will be applied to the assignment and/or course. If inadvertent, a less severe action may taken such as requiring the assignment to be redone or lowering the grade one letter grade. If the student denies the dishonesty, but not to the satisfaction of the faculty member, the student may follow the student academic appeals process as outlined in the University *Bulletin*.

Guidelines for addressing academic dishonesty are provided in detail in the Asbury University *Bulletin*, including institutional penalties and appeal processes.

#### 500.4.4

#### COPYRIGHT GUIDELINES

Copyright is considered to be a property right and demands respect on legal and moral grounds. Faculty must know the basics of the copyright law and be able to apply them appropriately. On the website for the Kinlaw Library specific resources are provided for faculty and thorough information is provided regarding the University's position on these issues and guidance is given for accessing a

variety of informative resources related to copyright and a faculty member's discipline.

**500.5**

**STUDENT ADVISING**

**500.5**

Through academic advising and informal relationships with students, as well as through teaching, faculty can serve as facilitators for student's intellectual, social, emotional, and spiritual growth. Faculty can encourage helpful personal relationships with their advisees and other students by being available in their offices at specified hours, inviting students into their homes, eating with students in the cafeteria, and joining with students in informal discussions at the Z.T.'s Bistro, residence hall lounges, etc.

All faculty can be expected to receive assigned students as advisees for the purpose of developing course schedules and an overall academic program. Faculty should be familiar with the liberal arts foundational course requirements, as well as, major and minor requirements in the faculty member's department, and various academic policies as listed in the University *Bulletin*. Additionally faculty advisors must also be prepared to advise students regarding the timing and implementation of any planned study abroad, and/or mandatory cross cultural experience as it relates to meeting the graduation expectation.

New freshmen and transfer advisees are assigned to a faculty member by the Academic Dean. Students may request a change of advisor and a change to a specific advisor. The Academic Dean will work with the Department Chair to keep advising assignments equitable among the department faculty.

The Registrar's Office will keep faculty updated as to the academic progress of their advisees by providing an academic audit. In addition to meeting with advisees to plan schedules and academic programs, faculty are to meet with advisees when they receive reports of advisees having academic difficulty such as low mid-semester grades.

When concerns regarding an advisee or other students develop which might be beyond the faculty member's understanding and ability to counsel, they should contact the Student Development Office and express their concerns.

**500.6**

**FACULTY AVAILABILITY**

**500.6**

It is expected that faculty members will be available to meet with advisees and students enrolled in their classes, to interact with colleagues, and to meet other assigned obligations such as committee meetings. The general expectation is that faculty should be available for on-campus responsibilities four days a week.

Most faculty keep liberal office hours, but for some, advising responsibilities are met with a minimum of eight hours per week with at least six of those hours posted and spread over three days, plus two additional hours by appointment.

Faculty office hours are to be announced to each class, included in each course syllabus, posted on the faculty member's door, and reported at the beginning of each semester to the Department Chair and the Dean.

**500.7**

**ABSENCE FROM CAMPUS FOR PROFESSIONAL PURPOSES**

**500.7**

Faculty are expected to notify their Department Chair of any anticipated absence for professional reasons. It is expected that arrangements will be made for classes to be covered by someone else and that classes will not normally be dismissed as a result of the absence. A Faculty Professional Absence Request form is to be submitted to the Department Chair PRIOR to the faculty member's absence. The form will be signed by the Department Chair and forwarded to the Dean. Faculty are to limit class absences for professional purposes to no more than three per semester.

**500.8**

**PROFESSIONAL ACTIVITY**

**500.8**

Faculty are expected to continue their scholarship (See 400.3.1.2) and professional activity (See 400.3.2.3) throughout their teaching career at the University.

Each faculty member is provided with a budget within the department budget to use for professional membership dues, journal subscriptions, and travel for professional purposes. The University, through the Provost's Office, has additional faculty development funding available to cover costs for faculty to attend professional meetings. Priority in the disbursement of these funds will be made to those faculty who are invited to present papers at professional conferences and/or serve as officers or board members of professional organizations. To request funding other than from the department budget, faculty are requested to complete a Faculty Development – Professional Travel Application Form.

A variety of faculty development opportunities are provided throughout the academic year under the direction of the Faculty Development Committee.

**500.9**

**OUTSIDE EMPLOYMENT/CONSULTING**

**500.9**

Asbury University recognizes the privilege of the faculty member to accept off-campus employment. Limited appropriate activities can enrich professional competence and provide a service to other organizations. It is also recognized, however, that excellence in teaching and the satisfactory fulfillment of other University expected responsibilities requires time and energy and that the first professional responsibility of the faculty member is to the University.

- A. No off-campus responsibilities should be accepted which interfere with the faculty member's obligations to the University. Priority should always be given to University duties, including advising and committee assignments.
- B. Off-campus daytime employment from Monday-Friday is generally discouraged other than that which is directly related to the faculty member's professional field (e.g. research, guest lectures).
- C. A limit of three weekdays a month is allowed for relevant consulting and ten hours per week (daytime Monday-Friday) for relevant outside employment.
- D. Part-time teaching during the daytime at another institution must be approved in advance by the Department Chair, Dean and the Provost. Evening teaching should be reported to the Department Chair, Dean, and the Provost. Interim pastorates should be for a limited period of time and should be entered into only with the prior consent of the Dean and the Provost.
- E. By September 15th of each year, faculty who have accepted, or anticipate accepting, outside employment, must file a written report with the Department Chair, Dean, and the Provost.

**500.10**

**SABBATICAL LEAVE POLICY**

**500.10**

**500.10.1**

**PURPOSE**

Sabbatical leaves should provide the faculty member with opportunities for professional growth not normally possible while performing the regular responsibilities of teaching so that those faculty members may make a richer contribution to the University. While on sabbatical, faculty members will seek new activities or studies that will increase their professional capabilities along with renewal, refreshment, and intellectual stimulation.

**500.10.2**

**SUGGESTED ACTIVITIES**

Faculty are expected to present an acceptable plan for the use of their time during the sabbatical leave. The following is an illustrative, not exhaustive, list of appropriate activities:

- A. Enrollment in courses of study to complete a degree, to update in a discipline, or to re-tool for a new assignment at the University.

- B. Faculty exchange programs with universities, elementary, middle, or secondary schools. Several opportunities are available for faculty to serve during a sabbatical as a visiting professor at overseas Christian universities.
- C. Research designed for the publication of articles, books, or for other creative endeavors.
- D. Significant preparation of new courses and/or revisions of current courses.
- E. Editorial positions with professional societies, periodicals, publishing houses.
- F. Positions in service organizations, corporations, or businesses pertinent to the faculty member's discipline.
- G. Research in an appropriate industrial or agency setting or educational facility which will result in the upgrading of professional skills, publications of findings, or obvious contribution to the work of a learned society or research agency.
- H. Christian service, particularly where the faculty member uses professional expertise to help a mission organization in a cross-cultural setting or with agencies designed to assist minority or economically deprived constituencies.
- I. Extended travel appropriate to the faculty member's discipline.

#### 500.10.3

#### ELIGIBILITY

Any tenured faculty member who has served full-time at Asbury University for a minimum of six years is eligible to apply for a one-semester sabbatical at full pay or a one-year sabbatical at half pay during the seventh year of employment. An application can be submitted during the faculty member's sixth year of full-time teaching. Leaves of absence do not count toward the six years of full-time employment. A faculty member who receives a sabbatical leave is eligible for another sabbatical during the seventh year of full-time teaching after the previous sabbatical.

#### 500.10.4

#### PROVISIONS

All fringe benefits are provided by the University and normal salary deductions continue during the sabbatical. Time given to other activities for which remuneration is received should not exceed that of a comparable academic semester in which regular faculty responsibilities are assumed. Whenever possible, funding sources outside of the University should be used for sabbatical-related travel, equipment, and research expenses. Faculty members receiving additional remuneration from an external agency are expected to make full disclosure of any anticipated income (from employment, assistantships, fellowships, part-time teaching, consultations, etc.) before a sabbatical leave is granted.

The faculty member agrees to return at the end of the sabbatical leave for one year of full-time service to the University or to repay in full the salary received during the sabbatical. If the faculty member leaves the University after one full-

time year of service after the sabbatical year, the faculty member agrees to repay one-half of the salary received during the sabbatical.

#### 500.10.5

#### PROCEDURES

Faculty desiring a sabbatical leave shall submit the appropriate application to the Chair of the Faculty Development Committee by November 15 of the academic year preceding the year for which the leave is requested. The application should include the dates of the requested leave, detailed descriptions of the proposed activities, and an indication of how the sabbatical leave will promote the development of the faculty member. The committee will review the applications using the following criteria:

1. Value of the project for personal and professional growth
2. Contribution of the project toward achieving institutional goals
3. Specificity of objectives, methodology, and procedures
4. Evidence of potential success with the proposal

The committee will prioritize those applications that the committee determines meet the criteria. The committee will forward the approved prioritized recommendations to the Provost. The Provost, in consultation with the President, will determine the final approved requests. The University will attempt to fund 5-6 sabbatical requests each year. The number approved will be contingent on the available funding needed to pay replacements for the faculty who will be on sabbatical. Final approval will be based on the committee's recommendations as well as any unusual circumstances that may be present in the faculty applicants' departments.

Following the sabbatical leave, faculty must submit a written report of their activities to the Faculty Development Committee, Provost, Dean, and Department Chair within three months. They are also encouraged to make a public report of their activities at such events as a Brown Bag luncheon or a professional meeting.

#### 500.11

#### PROFESSIONAL LEAVE OF ABSENCE

#### 500.11

The purpose of a leave should enhance the faculty member's professional contribution to the University. In addition to the regular sabbatical program, faculty members have the right to request a leave of absence without pay for legitimate professional or personal reasons. A leave of absence may be requested for one semester or a full academic year. Typically, a request for an unpaid leave will not be granted for more than one year. While on leave, some benefits, such as health insurance, may be continued with the faculty member paying the appropriate premiums/costs.

A faculty member who wishes to request a leave of absence must apply in writing to the Provost, the Dean, and the Department Chair. The Dean must file a recommendation with the Provost indicating support or non-support for the request. A decision to grant the leave will be made by the President and Provost. A request for a professional leave of absence should *be filed by January 15th of the academic year preceding the year in which the leave is desired.*

<b><u>500.12</u></b>	<b><u>DEGREE LOAN PROGRAMS</u></b>	<b><u>500.12</u></b>
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<b><u>500.12.1</u></b>	<b>DOCTORAL LOAN PROGRAM</b>
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Full-time faculty, who are enrolled in a doctoral program that has been approved by the University as meeting the terminal degree requirements needed for a specific department and for the faculty member, can apply for financial assistance for direct costs associated with the degree program. Expenses can include tuition, fees, books, and supplies. The maximum amount an individual can borrow is \$15,000. Documentation of projected and actual expenses to be covered by the loan must be provided by the faculty member. The amount borrowed will be amortized at a rate of \$2,500 per year of service beginning after the degree is completed. If the faculty member leaves the University before the loan is amortized, the remainder of the loan must be repaid to the University with interest according to the Repayment Guidelines.

<b><u>500.12.2</u></b>	<b>MASTER'S LOAN PROGRAM</b>
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Full-time faculty who are enrolled in a second master's degree which is required by the University for promotion or other special circumstances, can apply for financial assistance for direct costs related to the degree program. Expenses can include tuition, fees, books, and supplies. The maximum amount an individual can borrow is \$10,000. Documentation of projected and actual expenses to be covered by the loan must be provided by the faculty member. The amount borrowed will be amortized at a rate of \$2,000 per year of service beginning after the degree is completed. If the faculty member leaves the University before the loan is amortized, the remainder of the loan must be repaid to the University with interest according to the Repayment Guidelines.

<b><u>500.12.3</u></b>	<b>PROCEDURES</b>
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- A. Approval of an application of a degree loan will be granted by the President's Cabinet.
- B. After a loan program has been approved, each request from the faculty member for a loan disbursement will be approved by the Provost and the Vice President for Business Affairs.
- C. The Provost's Office will provide to the Business Office each June a status report of loans being amortized through full-time service to the University in order to adjust account balances of the faculty who have outstanding loan balances.

<b><u>500.12.4</u></b>	<b>REPAYMENT GUIDELINES OTHER THAN SERVICE</b>
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- A. If the faculty member leaves the University prior to the completion of the degree or before the amortization process has begun after completing the degree, the balance of the loan must be repaid. The University and the faculty member will negotiate a repayment schedule for the amount borrowed to date. Interest reflective of prevailing rates will be charged on the unpaid balance.

- B. If the faculty member leaves the University after completion of the degree and after the amortization process has begun, the balance of the loan must be repaid. The University and the faculty member will negotiate a repayment schedule for the unamortized balance of the loan. Interest reflective of prevailing rates will be charged on the unpaid balance.
- C. If the faculty member withdraws from active pursuit of the degree program with approval of the University administration and continues to teach at Asbury, the amount loaned will be amortized at a rate of \$800 per year of full-time teaching. If the faculty member leaves the University before the loan balance is amortized, the University and faculty member will negotiate a repayment schedule for the unamortized balance of the loan. Interest reflective of prevailing rates will be charged on the unpaid balance.
- D. If the faculty member has completed the degree and the amortization process has begun through full-time service and if the University initiates termination of the faculty member from the University, the remaining unamortized loan balance will be fully forgiven.

**500.13**

**RESEARCH GRANTS**

**500.13**

Limited funding is available to assist faculty with expenses related to research projects. The purpose of the grants is to assist faculty with their personal faculty development as opposed to the fulfillment of expected institutional responsibilities.

**500.13.1**

**ELIGIBILITY**

Applicants must be full-time faculty, who have been granted tenure or a three-year rolling contract. Research grants are not to be used to cover expenses related to research being conducted as part of an advanced degree program. The merit of the project will be the first consideration. If the total amount of the grants requested exceeds the amount of funding available for the year, consideration will be given to the amount of grant awarded during the previous three years to the persons applying when making its final award decisions. It is recognized that some faculty members will be more active than others in soliciting research grants.

**500.13.2**

**FUNDING EXAMPLES**

- A. Postage, stationery, extra secretarial help for survey research.
- B. Costs to travel to research sites.
- C. Photocopy, typing costs, employment of student help as research assistants. It is expected that regular department budgets will be used first for most types of small projects.
- D. Direct costs associated with the preparation of a manuscript for publication.
- E. Specialized equipment not available from regular equipment budgets. Such equipment purchased will become University property upon the completion of

the project for which it was acquired. So long as the project lasts, sole supervision of the equipment will be the responsibility of the faculty member directing the research for which the equipment was acquired.

**500.13.3**

**PROCEDURES**

Faculty requests for research grants are disbursed through the Faculty Development Committee. Projects will be evaluated by the committee on their intrinsic merit. Matching grants are encouraged and a proposal that involves a matching grant will be considered meritorious.

The deadlines for submitting research grant applications are October 15 and February 15 of each academic year. Applicants will be notified in writing by the Faculty Development Committee as soon as practical regarding the committee's decision.

Grant funds may be requested as an advance and/or as a reimbursement. Faculty receiving a research grant are responsible for providing all documentation for expenses (receipts, vouchers, etc.).

**500.14**

**ACADEMIC POLICIES AND PROCEDURES**

**500.14**

Faculty members are expected to be familiar with the various official academic policies and procedures that have been approved for the operation of the University's academic programs. Most academic policies and procedures are included in the University *Bulletin* which is updated each year. Faculty are expected to read and follow these policies and to review the *Bulletin* each year for changes that have been made from the previous year. Examples of such policies include:

- admission requirements
- advanced placement
- advising
- appeals procedures for students (academic)
- attendance (class and chapel)
- auditing courses
- change of grade
- classification of students
- credit/no-credit option for seniors
- degree requirements
- examinations
- grading system
- honors
- incomplete grades
- independent study
- probation and suspension
- proficiency requirements
- repeating courses
- residence requirement
- student course load
- transfer of credits

From time to time, academic policies are reviewed and revised as needed to respond to student and faculty concerns. Faculty who have questions and concerns related to academic policies and procedures are encouraged to discuss them with the Academic Dean. Requests for changes in academic policies will be submitted to the appropriate standing faculty committee for consideration.

**500.15 CURRICULAR CHANGES** **500.15**

Faculty are encouraged to update courses and curriculum in order to keep course content and curricular requirements up-to-date and relevant to changes in the discipline. Procedures are in place for faculty to formally request changes in courses, new courses, and changes in academic major and minor programs. All such changes are to originate with the academic department. Once the department faculty have approved a request for a change, that request is forwarded on to the Academic Policies and Curriculum Committee for consideration. All requests must be submitted on the appropriate form, which may be secured from the Academic Dean. Course and curricular changes will generally become effective with the academic year in which the changes appear in the University *Bulletin*. Changes should be submitted by February 15th in order to be included in the *Bulletin* for the next academic year.

**500.16 DEPARTMENT EVALUATIONS** **500.16**

It is important for each academic department to periodically assess its own effectiveness and to get feedback from outside evaluators. In addition to the regional accreditation review which occurs every ten years, approximately every ten years the University asks each department to conduct a comprehensive department self-study. The self-study process can provide valuable information to the department and the University administration for future action.

As a part of the department self-study process, each faculty member is asked to provide a faculty dossier for the self-study report and to assist the Department Chair with other aspects of the study. All faculty are expected to cooperate fully in this process and to provide the information requested for the faculty dossier. Detailed information regarding the procedures for the self-study can be found in the *Academic Department Self-Study Procedures Manual*.

**500.17 SUPPORT SERVICES** **500.17**

**500.17.1 FACULTY OFFICES**

Each full-time faculty member will be assigned an office space with standard office furniture. All full-time faculty members are provided a desktop or laptop computer. Every attempt is made for each full-time faculty member to have a private office. In some cases, faculty may need to share office space. A space for part-time faculty to meet with students will be provided upon request. Faculty who have a need for additional office furniture (file cabinets, chairs, computer desk, etc.) should submit a written request to the Provost's Office. When a faculty member resigns, retires, or is released, the faculty office should be vacated within five working days after the end of fall semester or within 30 days

after the end of spring semester. An extension of these times may be requested in special circumstances.

500.17.2

SUPPLIES

Each department has a supplies and expenses budget to cover supplies needed for faculty offices and classroom teaching. Office supplies needed for conducting business (such as pens, pencils, pads, paper clips, etc.) may be purchased through the University Bookstore and charged to the department. Supplies and equipment not available in the bookstore may be ordered through the Department Chair. It is the responsibility of the Department Chair to see that purchases are kept within the yearly, allocated budget.

500.17.3

SUPPORT STAFF

Academic department support staff are available to provide assistance to faculty. Each staff assistant will be supervised by a Dean or Department Chair selected from the departments that the staff assistant serves. Priority work by the staff assistant will be given to typing and photocopying materials for classes taught by faculty members. Additional support from staff assistants will be provided for such things as services needed for the operation of the department and typing committee minutes. When time permits, staff assistants may assist faculty with personal projects such as book/article manuscripts and research projects.

Faculty are responsible for providing the staff assistant with:

- A. A copy of their office hours.
- B. Sufficient time for completing assigned work.
- C. Clear instructions for doing assigned work.
- D. Personal preferences concerning assigned work.

Staff assistants should not be used as teaching assistants to monitor a class or administer exams to a class.

500.17.4

PHOTOCOPYING SERVICES

Each department has a photocopying budget to cover the cost of copying course syllabi, tests, and various class handouts. Faculty are encouraged to limit the use of copied handouts to a reasonable number during a semester. It is imperative that copyright laws be followed when copying materials (See section 500.4.4).

500.17.5

STUDENT ASSISTANTS

Departments may have a budget allocation for student assistance. Students may be employed to assist faculty with various projects, routine department operations, and course grading. Students may not be used to deliver instruction. Students may be employed only with the approval of the Department Chair but may be under the supervision of the faculty member for whom the student works.

Departments other than Christian Studies may employ students who qualify for Federal Work Study funds.

**500.18**

**THE CENTER FOR ACADEMIC EXCELLENCE**

**500.18**

The Center for Academic Excellence (CAE) exists to support students across all disciplines. Traditional undergraduate on-campus Asbury University students are offered free academic support through the CAE, which houses the Writing Center, Tutoring Services (tutoring for specific courses and general academic tutoring), and the Academic Support Program (for students with identified learning disabilities).

Students in the Adult Professional Studies, On-line Programs, Asbury Academy, and Graduate Programs can access fee-based tutoring through the Center for Academic Excellence website [Asbury.edu/academics/cae](http://Asbury.edu/academics/cae) or email [tutoring@asbury.edu](mailto:tutoring@asbury.edu). Please contact the CAE Director, ext. 2375, or your program's director for details.

The Center for Academic Excellence staff encourages faculty members to call or stop by with questions related to their students' writing or tutoring needs. Faculty in all departments are encouraged to remind their students about tutoring services available for specific courses, academic preparedness, writing, and academic support for learning disabilities.

**500.18.1**

**TUTORING SERVICES**

Students can request tutoring any time during a semester and can meet with a tutor for multiple sessions.

Tutors who work for the Center for Academic Excellence (CAE) serve their fellow students through a dynamic tutoring process. Tutors, who have mastered content-specific information about academic subjects, general academic skills, and writing, communicate this information with students at each student's level of academic preparedness, competence, and confidence.

Through the CAE Tutoring Services, tutors are matched with students in small groups or one on one to assist with specific courses. Academic Coaches are matched with students one on one to assist with general academic skills--"how to do college." Tutoring takes place in the Kinlaw Library or other approved locations.

**500.18.2**

**WRITING CENTER**

Through the CAE Writing Center, tutors are available to assist writers at any stage of the writing process. Tutors meet with writers from any subject area one on one for single or multiple sessions. Writing Center tutoring takes place in KL 139, Kinlaw Library.

Students in ENG 100 are concurrently enrolled in the Writing Center's Tutoring Program. ENG 100 students earn 15% of their composition grade through their completion of the Writing Center Tutoring Program. Each student is assigned a tutor for the semester in which he or she is enrolled in ENG 100.

500.18.3

### ACADEMIC SUPPORT PROGRAM

Students who are part of Asbury University's Academic Support Program (ASP) are students who have self-identified as having a disability that impacts their academic progress. According to the Adults with Disabilities Act (See Appendix), students who choose to be in a University's support program are eligible to receive reasonable accommodations for their University courses. Typical accommodations include extended time for tests or assignments, a separate testing environment, and printed reinforcement of class information.

Eligible students receive accommodations when they 1) are in the Academic Support Program and 2) inform you in advance that they need accommodations for your class. You will receive notification of a student's participation in the ASP and will be asked to sign a document that lists the reasonable accommodations allowed for that student. In accordance with federal requirements, faculty are expected to provide the accommodations necessary to support a student's academic progress. Questions can be directed to the ASP Coordinator (ext. 2283) or the CAE Director (ext. 2375).

At the Center for Academic Excellence, tutors work with students to encourage immediate and life-long goals: the ability to think and write on a college level and to impact the world for Christ. One-on-one or small-group meetings allow for Christian fellowship, encouragement, and accountability. Stop by KL 139 or contact us through the website--Asbury.edu/academics/cae, email at [tutoring@asbury.edu](mailto:tutoring@asbury.edu), or call us at ext. 2196.

**500.19**

### LIBRARY

Asbury University is dedicated to the fulfillment of its motto, *Eruditio et Religio*, through a program that is expressive of biblical faith. The library is an essential ingredient in that program.

The mission of the Kinlaw Library is to support academic excellence and to develop lifelong learning through the provision of quality information resources and Christ-centered individual services. This includes a focus on the following objectives:

- A. To develop a collection of physical and electronic resources which meets the educational needs of the students as reflected by the University curriculum.
- B. To participate actively in the instruction of students in the use of information resources.
- C. To provide resources for faculty use in course preparation and professional development.
- D. To collect, organize, and maintain the archival records of Asbury University and other acquired archival collections.
- E. To develop a special collection of resources in the following areas:
  1. Material about Asbury University

2. Material about and by University alumni and faculty
  3. Local historical materials
- F. To provide both the physical facility and the study environment conducive to learning.

At the heart of Asbury University is the teaching/learning process. The library's role is to enhance that process in all the ways noted above and in additional ways as needed in the future.

500.19.1

#### PERSONNEL – LIBRARY FACULTY

- A. Director of Library Services – responsible for management of all library services, including the budget and library reports.
- B. Head of Archives and Special Collections – responsible for management of the University's archives and distinct collections of rare and/or unique materials.
- C. Head of Research and Distance Services – liaison to online, graduate, and non-traditional student programs; also responsible for management of reference services, library systems, and interlibrary loan.
- D. Head of Technical Services – responsible for selecting, acquiring, cataloging, and processing resources for the library's collection.
- E. Instructional Services Librarian – liaison to the traditional undergraduate program; responsible for coordinating library instruction across the curriculum.
- F. Education Librarian – liaison to the School of Education; responsible for supervising the King Curriculum Lab.

#### PERSONNEL – LIBRARY STAFF

- A. General staff assistant – responsible for assisting Director, ordering supplies, scheduling meeting rooms, and processing interlibrary loans.
- B. Archives staff – responsible for assisting in maintaining and providing access to archival and special collections materials.
- C. Circulation staff (daytime and evening) – responsible for handling library fines and overdue notices, material checkout and return, photocopy services, and reserve materials.
- D. Technical Services staff – responsible for assisting in ordering and processing physical materials.

500.19.2

#### FACULTY ASSISTANCE

500.19.2.1

##### Student Use

A. Faculty members should encourage and help students to use the library more effectively, perhaps by specific assignments. Library use instruction and instruction in bibliographic tools for various disciplines are available on request.

B. For librarians to serve students effectively, faculty members should submit copies of all syllabi, assignment sheets, reading lists, and so forth, which involve library work, to librarians who may be called on to assist students. Faculty members are encouraged to submit such materials in advance of their release to students, so that the library staff may be prepared to guide students as necessary.

#### 500.19.2.2

#### Resources

A. As subject specialists, faculty members should assist librarians in building the collection and screening material for discard.

B. At the discretion of Department Chairs and Deans, faculty member orders for materials may be submitted directly to the Head of Technical Services.

C. Faculty members should be aware that priority is given to materials needed to support the academic program. The Head of Technical Services is ready to work with individual faculty members in book selection.

#### 500.19.3

#### CIRCULATION POLICIES

Normal circulation for book materials is for three weeks. Faculty, however, are permitted to check books out for the entire current semester. Such materials may be renewed, but the library asks that the materials be physically returned to the library at the end of the school year for verification of possession, and inspection of physical condition. Checkout periods for other materials vary. Renewal of materials may be done over the phone.

Faculty are required to pay replacement costs of any items damaged beyond use or not returned. A reasonable period following the due date will be granted for the purpose of locating missing items.

#### 500.19.4

#### INTERLIBRARY LOAN

A. Interlibrary Loan is provided for materials we do not own or have access to electronically. Projects for students involving materials not available on our campus should be discussed with the Head of Research and Distance Services before such projects are assigned.

B. Interlibrary loans for faculty members should be ordered through the Head of Research and Distance Services.

C. Faculty members can also obtain direct borrowing privileges at the libraries of the academic institutions that are members of the FoKAL (Federation of Kentucky Academic Libraries) consortium. This includes the Asbury Theological Seminary Library and the University of Kentucky Libraries.

**500.20**

**INFORMATION SERVICES**

**500.20**

Information Technology Services is responsible for technology throughout the campus, including the campus network, servers, computer labs, technology classrooms, printers, and office computers. Asbury University has a campus-wide data network connecting all classrooms, offices, and residence halls to the internet. Asbury employs a web content filtering system to restrict access to inappropriate content on the campus internet.

The Information Technology Services Department is also responsible for the campus phone system, cable television system, and the ID card system.

Services available from Information Technology Services include:

- Campus-wide high speed data network
- Private high speed internet connection to every office and classroom
- Computer and printer access
- Word processing, spreadsheet, database, and presentation software
- Internet access and email software
- Electronic access to the University and seminar libraries
- Personal file storage space on network server that is backup on a regular basis
- Help Desk support staff available during office hours
- Provide ID cards to employees and their families
- Provide cable TV to every office and classrooms
- Manage long distance telephone services billed to departments
- Maintain telephone and personal voice mailbox services

**500.20.1**

**INTERNET/E-MAIL ACCESS**

Faculty access to internet and Email can be by scheduling an appointment with an ITS technician at the faculty member's office to set-up the connections or give permission for the technician to work in the office in the absence of the faculty member.

**500.20.2**

**LEARNING RESOURCES**

Asbury University recognizes that technology is an integral part of education. Technology resources for education continue to evolve and offer an ever-growing ability to provide classroom resources that enhance student experience and learning. The Learning Resources team supports and oversees the implementation of this technology in University classrooms and supports faculty and students in its use.

Asbury University provides over 50 classrooms equipped with a variety of technology designed to enhance the teaching and learning experience. Additional technology may be obtained by contacting the Learning Resources office in Kinlaw Library.

The Learning Resources team provides the following services:

- Support for online and distance learning

- Technology training
- Smart classroom design and support
- Sound support for University events

### 500.20.3 COMPUTER LABS

Asbury University has multiple computer labs in Kinlaw Library and in seven other buildings throughout the campus that are available to all students for instructional purposes and personal use. These labs are open on schedules determined by the building they are located within. Students are provided free access to a wide variety of software in the computer labs including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, web browsers, email, and any course-required software. Both color and black/white printers are available in computer labs as well as flatbed scanners.

#### 500.20.3.1 Use of Computer Labs

Some classes are assigned to computer labs to facilitate the nature of their content. Faculty may reserve a lab for isolated hands-on instruction only. Faculty can make arrangements to have new software installed in the lab for use with the faculty member's courses.

#### 500.20.3.2 Computer Lab Usage Policies

- A. User access is granted to an individual and may not be transferred to or shared with another. The list of users who may use the computer lab include administration, faculty, staff, students, and student's spouses.
- B. Users may not use computing resources for any illegal or unauthorized act; in particular, users may not use computing resources to violate any state or federal laws, Asbury University regulations, or any of the policies specified in this document.
- C. Computing resources may not be used for any commercial purposes.
- D. Computing resources must be shared among users in an equitable manner. If a lab becomes full, low priority users may be asked to log off to allow high priority users access. Classroom instruction has the highest priority, followed by persons working on academic-related activities, followed by persons working on personal activities. In the event that a lab is full of high priority users, a time limit of one hour will be enforced. Users may not participate in any behavior that unreasonably interferes with the fair use of computing resources by another. For this reason personal audio devices must be used with headphones and must be played at an externally inaudible level.
- E. Unauthorized accessing, using, copying, modifying, or deleting of files, data, or disk space is strictly prohibited. This includes copying files from or onto University owned resources, modifying application defaults, and running your own programs except in the case of using a programming language.
- F. Copying or transferring licensed software for use on a system or by an individual for which the software is not authorized or licensed is strictly prohibited.

- G. Causing computer failure through an intentional attempt to "crash the system", or through the intentional introduction of a program that is intended to subvert the system is prohibited.
- H. Moving or adjusting any hardware or computer related equipment is prohibited.
- I. Food or drink is prohibited in the computer labs.
- J. Users are to respond promptly to the requests of lab assistants and other Information Services staff.

Any questions concerning computer labs should be directed to the Learning Resources Coordinator.

**500.20.4**

**TECHNOLOGY IN THE CLASSROOM**

Use of instructional technology in the classroom is coordinated with the Learning Resources Director. Requests for usage of all classroom based instructional technology are handled by Learning Resources. Technical training for the use of computer technology with the computer management system or online instruction is carried out by the Director of Online Programs.

**500.20.5**

**TECHNOLOGY IN THE CURRICULUM**

The Learning Resources Director and his staff will assist faculty in the implementation of technology in the curriculum. In this technological age, the goal is not to force technology into the curriculum but to enhance the content and teaching of the subjects within the curriculum. This may be done in a number of different ways and new hardware and software are continually available. The Learning Resources Director works with each department to help assess the technology needs and to establish technology plans, and will also help in the filling out of the Information Services Request Form that is used to request both hardware and software purchases by the Information Services.

**500.21**

**BOOKSTORE**

**500.21**

The University bookstore's purpose is to provide the University community with textbooks, general books, supplies, soft goods, and personal items as needed. A 15% discount is given to faculty on all items except textbooks, film developing, and candy. It is helpful if you remind the cashier of your faculty status to insure your discount. The bookstore will also special order books and supplies as needed.

Faculty are asked to honor the bookstore's deadlines for submitting the Textbook Adoption Forms. Late textbook orders can create problems, particularly when the bookstore is informed that the books ordered are out of stock or out of print, or when incorrect shipments are made. Late orders can cost more for shipping charges that result in higher charges to students.

**500.22**

**COUNSELING SERVICES**

**500.22**

The Center for Counseling offers a wide range of services to currently enrolled undergraduate students. Integrating psychological practice with Christ-centered principles, the staff of licensed and credentialed counselors seeks to prepare students for a lifetime of learning, leadership, and service. Most services are free, and all services are confidential.

Faculty are encouraged to be familiar with the various services offered by counseling services and to encourage students to utilize this important campus resource. When faculty sense that a student is struggling with a particular problem with which Counseling Services can assist, the faculty member is urged to contact the Counseling Office for consultation. Services available through counseling services include: group counseling, human sexuality counseling, marriage counseling, personal/social counseling, relaxation training/stress management, referral resources, test Interpretation.

**500.23**

**CENTER FOR CAREER AND CALLING**

The Center for Career and Calling, through partnerships with employers, faculty, staff, and alumni, exists to assist students in developing effective career decision-making and employment skills reflective of God's unique calling on their lives. Assistance is available in choosing a major, identifying your skills, values, interests, and personality, exploring majors and career options, goal setting, networking and job search, cover letters and resumes, interviewing, graduate/professional school search, any major or career-related questions a student might have.

The Center for Career and Calling welcomes recruiters from business, organizations, and graduate schools for recruiting visits, information sessions, and on-campus interviewing.

**500.24**

**BUSINESS AND FINANCIAL POLICIES AND PROCEDURES**

**500.24**

The Business Affairs division is responsible for the operations of a broad range of campus services and offices which directly impact faculty including areas such as budget oversight, facilities maintenance, telephone system, University post office, etc. A detailed listing of policies and procedures related to Business Affairs is available in the *Administrative Policy Manual*, a copy of which is available on the Asbury website. Topics of interest to some faculty which are contained in this *Manual* include:

- Budget Procedures
- Check Requests
- University Post Office
- Facilities Scheduling
- Faculty/Staff Housing
- Guest Meal Tickets
- ID Cards
- Long Distance Telephone Calls
- Meal Plan Student Rebate Policy

Purchasing  
Use of University Credit Cards  
Vehicle Reservation Policy

**500.25            INSTITUTIONAL ADVANCEMENT POLICIES AND PROCEDURES            500.25**

The Institutional Advancement division of the University is responsible for the operations of fund raising programs, alumni programs, public relations, publications, University web site, advertising, and conference services. Faculty should be familiar with policies and procedures related to areas such as use of official University letterhead and logo when applying for grant funds, fund raising for department projects, etc. A detailed listing of policies and procedures related to Institutional Advancement is available in the *Administrative Policy Manual*, which is available online.

**500.26            CONFLICT OF INTEREST POLICY            500.26**

Asbury University, as a ministry initiated and sustained by God, has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability included commitment to operate with the highest level of integrity and to avoid conflicts of interest. Potential conflicts of interest can arise in a variety of ways and can involve board members, officers, administrators or other employees. Therefore, it is very important that all employees be aware that potential or apparent conflicts of interest may arise from involvement in any of the following activities:

- Conducting business for oneself or another organization during normal work hours during which the individual's work performance is negatively impacted and/or for which organization resources, such as supplies or equipment, are used without permission;
- Accepting gifts or anything that could be construed as a "kick-back" from third parties that do business or want to do business with the organization;
- Receiving honorariums or royalties for products or services delivered by Asbury University or its agents or employees;
- Solicitation of donors and others for support of the institution;
- Holding any interest, including owning stock or holding debt, in any third party that does business or wants to do business with the organization;
- Serving in any positions of leadership, such as board member or trustee, in any third party that does business or wants to do business with the organization;
- Holding any interest in any asset, such as real estate or equipment, which the organization wants to acquire or use.

It is important to note that involvement in the above listed activities does not immediately constitute a conflict of interest. It is the responsibility of employees to report their involvement in such activities to their immediate supervisor or executive officer to discuss any potential or apparent conflicts of interest that may arise.

Because of the potential for conflicts of interest in these activities the University specifically prohibits certain activities of its employees as follows:

- The use of official position and influence by persons who are in a position to make or substantially influence a decision on behalf of the University from which they or an immediate family member may derive personal benefit.
- Acceptance of other employment, contract for services or other arrangements for remuneration that may impinge on University obligations. This prohibition includes serving as an adviser or consultant to any such organization, unless that activity is conducted as a representative of Asbury University. This is intended to include the use of donor information and relationships to further the position of another organization. Honorariums received for speaking engagements in which the speaker is serving as a representative of Asbury University shall also be returned as gifts to the University.
- Receiving personal gifts or loans from third parties dealing with the organization or an affiliate. Receipt of any gift is disapproved except gifts of nominal value (less than \$50), which could not be refused without courtesy. No personal gift of money should ever be accepted. The meaning of gifts for purposes of this policy includes the acceptance of lavish entertainment and free long-distance travel and lodging.
- Employees are not to give, offer, or promise, directly or indirectly, anything of value to any donor, potential donor, or institution in direct connection with a particular transaction or business that Asbury may have with such individuals.
- Employees must disclose to their supervisor or Executive Officer any interest they or their immediate family have in any firm which does business with Asbury University or which competes with Asbury University. Asbury University may require divestiture of such interest if it deems the interest to be in conflict with its best interests.

It is the policy of Asbury University to prohibit its employees from engaging in any activity, practice or act which conflicts with, or appears to conflict with, the interest of the Asbury University. At no time shall an employee of the University advance in their professional relationships a personal agenda superior to the work of the institution.

**500.27**

**SEXUAL MISCONDUCT, HARASSMENT, ASSAULT, DATING AND  
DOMESTIC VIOLENCE INCIDENTS**

**500.27**

See addendum.

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## **600 – Community Life**

### **600.1 COMMUNITY LIFE AT ASBURY UNIVERSITY**

### **600.2 FOUNDATIONAL PRINCIPLES OF COMMUNITY LIFE**

- 600.2.1 BIBLICAL MANDATES**
- 600.2.2 COMMITMENT TO JESUS CHRIST**
- 600.2.3 BALANCED LIFESTYLE**
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- 600.2.5 ACADEMIC COMMUNITY**
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### **600.3 FUNCTIONS OF COMMUNITY**

- 600.3.1 CARING**
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### **600.4 LIFESTYLE STANDARDS OF THE ASBURY COMMUNITY**

- 600.4.1 MORALITY**
- 600.4.2 HONOR**
- 600.4.3 PROPRIETY**
- 600.4.4 CIVIC**

### **600.5 EMPLOYEE/STUDENT DATING**

A community by definition is a group of people living together who share a common way of life which is expressed in shared beliefs, goals, values, purpose, responsibilities and communication. Inherent in this common way of life is a set of principles and derived customs which characterize the distinctiveness of such a community. These time-established customs become the traditions with which members of the community identify. Asbury University is a community of learners in the American Christian liberal arts tradition. Founded in 1890 upon the Wesleyan-Holiness tradition, Asbury University established its mission to prepare students educationally to impact their world for Jesus Christ. This mission is demonstrated in the institutional motto: "Eruditio et Religio"; that is, "Learning and Religion." This heritage of academic excellence and spiritual vitality has been the hallmark of the University's greatness for more than a century, and this commitment continues today.

From its beginning, Asbury University has been distinctive in the culture of its day, not for the sake of being different, but because the University possesses a different world view. Integration of academic excellence and spiritual vitality requires training which is clearly different from the larger world's perspective. During the course of our history, the community has established guidelines, which are examined and cautiously revised in order to maintain its heritage and mission in an ever-changing world. While these guidelines may be examined and altered, it is absolutely essential that we remain totally committed to the Asbury University heritage of Christian faith and grace and to the concept of a dynamic Christian community.

A distinguishing mark of a Christian community is that its members commit to a set of basic principles which are considered essential to maintain the spirit and health of the community. At Asbury University, the basic tenet of our community is found in Jesus' two great commandments in Matthew 22:37-40:

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind...and...you shall love your neighbor as yourself."

Thus, members of the Asbury University community seek to love God and practice self-sacrificial love in relationship to others. Such disciplined community living is essential preparation for servant-leaders who will give their lives to fulfill a cause greater than themselves.

The concept of community at Asbury University is built on ten foundational principles that we believe are essential not only during your years at Asbury, but throughout the rest of life. These may not be the only principles upon which a community can be founded, but we have found them to be effective in promoting a unique partnership of faith, living and learning.

These principles are important to all we do at the University whether you are a student, administrator, faculty or staff. We have found that "fit" within the community is critical to a student's development, and appreciating and being committed to what these principles represent is essential. We enthusiastically welcome students who may struggle with one or more of the principles, but being willing to support and uphold what the community stands for is imperative. The following ten foundational principles govern our community.

600.2.1BIBLICAL MANDATES

Asbury University is committed to following **Biblical mandates for living**. The Bible is our ultimate authority, providing the essential teachings and principles for personal and community living. By following Biblical mandates regarding lifestyle decisions, an individual may discover a life of holiness in relation to God and others.

600.2.2COMMITMENT TO JESUS CHRIST

Asbury University promotes a **radical commitment to Jesus Christ** as both Savior and Lord. We believe that Jesus Christ desires a personal relationship with every individual and invites us to die to selfish ambitions that we might live for Him through the power of the Holy Spirit. This personal relationship is fostered by individuals who open themselves to God by practicing various spiritual disciplines such as prayer, Bible study, fasting, discipleship, accountability, fellowship with believers, witnessing to God's grace in their lives, and individual and corporate worship. This radical, but directed, abandon leads to an extraordinary life which brings glory and delight to Jesus Christ and grace as well as the fruit of God's Spirit to the believer.

600.2.3BALANCED LIFESTYLE

Asbury University encourages a **balanced lifestyle**. God has created us as multifaceted individuals. Our community seeks to influence the whole person by advocating a life which exemplifies a healthy approach to the spiritual, rational, social, emotional and physical aspects of the human existence.

600.2.4INTEGRITY

Asbury University is committed to a lifestyle characterized by **integrity**. In contrast to a world often characterized by selfish compromise, the University community is characterized by honesty, faithfulness, loyalty and mutual respect.

Integrity is both knowing the right thing to do and doing it regardless of the circumstances, which builds character and moral excellence.

600.2.5

ACADEMIC COMMUNITY

Asbury University is a **learning** community. Academic endeavors are critical components of a larger educational preparation of the whole person. As a learner, pursuing both knowledge and the application of knowledge are important. Complementary to the classroom learning, Asbury University promotes learning which occurs outside of the classroom as a byproduct of living in community with other learners.

600.2.6

RESPECTFUL AND INCLUSIVE COMMUNITY

Asbury University is a **respectful and inclusive** community. The transforming work of God in the lives of individuals is reflected not only in respect for proper authority, but also for oneself and others and the property of others. Asbury University seeks to foster respect, acceptance and support for differences of gender, race, color, national origin, age, mental and physical ability, expressions of the historic Christian faith and ethnic culture.

600.2.7

REDEMPTIVE COMMUNITY

Asbury University is a **redemptive** community. The community promotes a right relationship with God, with one another and with the institution itself. Redemption requires us to move beyond love as a theory and to put it into practice through forgiveness, reconciliation, restitution and restoration. Thus, the goal of redemption is to move toward maturity in Jesus Christ.

600.2.8

DISCIPLINED COMMUNITY

Asbury University is a **disciplined** community. Healthy and holy living requires self-control which is evidenced in learning to limit our own freedom for the good of ourselves and the community. Our community encourages its members not only to discipline themselves but also to be accountable to God and others for their actions. The practice of disciplined living is a lifetime skill which is not always convenient but is always healthy when practiced with a sense of balance.

600.2.9

SERVING COMMUNITY

Asbury University is a **serving** community. The idea of being “saved to serve” permeates this community because Asbury University’s mission is to develop servant-leaders who will make significant contributions to society. It is important to help others and make meaningful contributions to improving the world in which we live, including the challenge of society’s bigger problems.

600.2.10

CELEBRATIVE COMMUNITY

Asbury University is a **celebrating** community. One sign of a healthy community is the sense of celebration involved in its history and traditions. Asbury University

has maintained a focus on its mission for over 120 years and continues to celebrate its heritage as a provider of Christian liberal arts education in the Wesleyan-Holiness tradition. Academic and spiritual programs, class identity, athletics and student organizations are all worthy of celebration.

**600.3**

**FUNCTIONS OF COMMUNITY**

**600.3**

A community cannot exist unless members demonstrate a concern for one another which results in a maturing of both the individual and the community as a whole. Asbury University promotes a community which is characterized by three interdependent functions: Caring, Cooperating, and Correcting.

**600.3.1**

**CARING**

As we follow in the steps of Jesus Christ and His teachings, we will demonstrate a love for those around us which is evident in our caring, "carrying," and comforting of one another. Practically speaking, our concern for others will go beyond the obvious spiritual and physical realms into the emotional, mental, and social realms. This concern for the development of the whole person emphasizes our commitment to develop whole people who are wholly prepared to be wholly used of God.

**600.3.2**

**COOPERATING**

Any effective organization is distinguished by the way in which its component parts work together to achieve the ultimate mission. Asbury's mission is to provide students with the opportunity to learn in a Christian, liberal arts environment and to prepare them to make a significant contribution in their world for Jesus Christ. A team approach where there is a collegial and collaborative effort between administration, faculty, students and staff results in a cooperating community where the whole is greater than and more important than any of its component parts.

**600.3.3**

**CORRECTING**

The heritage of the University has always held high expectations for its members and expected them to maintain both their own character and the University's character. Our love for one another motivates us to encourage and, when appropriate, correct each other as we strive together to achieve God's purpose for our lives. Redemptive correction brings one to repentance, forgiveness, accountability, and growth.

The expectations of a disciplined lifestyle are worthy but should not be confused with the means of salvation which comes through a personal relationship with Jesus Christ. The standards espoused in this handbook reflect the combination of Biblical imperatives, traditions and commitments that can prepare one for a "lifestyle for a lifetime."

The four categories of "Morality, Honor, Propriety and Civic" are not exhaustive and may often seem to overlap. Each area, however, represents a set of values which are important for the continuance of Asbury University's heritage and fulfillment of her mission.

Students are expected to honor the lifestyle standards of the University even while off campus and between school terms while continually enrolled. Members of the community are expected to conduct themselves in a manner which reflects the values of Asbury's traditions.

600.4.1MORALITY

Issues of morality at Asbury University are seen as those which can be delineated as right, virtuous and just and are based on Biblical mandates. Discernment in these moral issues is important in our development as individual believers, and violations in this category often result in greater disciplinary consequences. Offenses of sexual immorality, abortion and drunkenness (alcohol or drug induced) are almost certain to result in immediate dismissal from the University.

- **Christ-Like Attributes Encouraged:** Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control are Christ-like attributes that can be demonstrated through the power of the Holy Spirit. (Galatians 5:22-23 declares these as demonstrations of the fruit of the Spirit in our lives, and we should encourage one another to practice these in our relationships.)
- **Sinful Attitudes Discouraged:** Hatred, discord, jealousy, uncontrolled anger, greed, quarreling and envy are condemned in Galatians 5:19-21, hinder our relationship with others and are not acceptable Asbury community attitudes.
- **Idolatry and Occult Practices:** Also condemned in Galatians 5 and should not be practiced.
- **Human Sexuality:** The University affirms the Biblical view of human sexuality as being expressed fully in the context of a marriage between a man and a woman.
- **Sexual Immorality** (including adultery, homosexual behavior and premarital sexual intimacy): These behaviors are expressly prohibited in Scripture. Offenses in this area could result in immediate dismissal from the University.
- **Pornography:** The use of pornography in any form is demeaning and damaging to individuals and is therefore prohibited. The University feels that its use is inconsistent with Biblical principles.

- **Immodesty of Dress:** Scripture is clear that immodesty of dress is to be avoided. The University supports this admonition and reserves the right to determine for this community what that may include. (See also Propriety section.)
- **Speech:** Lying, dishonesty, gossip, slander, profanity and vulgarity (including crude language) are expressly prohibited in Scripture. Such speech is not helpful for building others up and should be avoided.
- **Theft** (including plagiarism): Expressly prohibited in Scripture and not acceptable behavior.
- **Gambling:** Scripture is clear in principles regarding the use of money, and gambling activities are inconsistent with those principles.
- **Abortion:** Though not explicitly mentioned in Scripture, abortion violates Biblical principles regarding the sanctity of life and should never be encouraged or condoned. Getting an elective abortion to terminate an unwanted pregnancy will lead to almost certain dismissal from the University.
- **Alcohol:** Drunkenness is explicitly addressed in Scripture as immoral and will likely lead to dismissal. In addition, the use of any alcohol can be damaging to the individual and community (see also Honor section) and is therefore prohibited.
- **Local, State, Federal Laws / Submission to Authority:** Romans 13:1 is clear that we should subject ourselves to the authority of the government. Asbury University community members are expected to uphold all local, state and federal laws. Arrest on or off campus is subject to review within the University's disciplinary procedures.
- **Civil Disobedience:** On rare occasions civil laws might require behavior that is contrary to God's law as found in Scripture. In such cases, each individual would submit voluntarily to the civil penalty for his or her behavior, and said behavior would be reviewed within the University's disciplinary procedures.

#### 600.4.2

#### HONOR

In addition to Biblical expectations as mentioned in the Morality section, members of the Asbury University community voluntarily commit to abide by community standards that are intended to promote the well-being of both the individual and the University community. These standards are not intended to be seen as absolutes or an index of Christian spirituality, but as standards which uphold the long-standing established character of the Asbury University culture. Members are expected to contribute to the growth and maturity of others and should discipline their own actions by adhering to the principle of consideration of others before themselves. □

- **Sunday / Sabbath:** Each member is expected to keep the Lord's Day (Sunday) distinctive as a day set apart primarily for worship, fellowship, ministry, recreation and rest. Due to the unique nature of this day, the campus will not be open for "business as usual" but will only provide services and programs which are deemed absolutely necessary. The University will not sponsor academic activities or athletic competition on Sunday.
- **Worship:** Fellowship and instruction are essential to the growth of the Christian. Chapel is held weekly MWF at 10 a.m. and is generally required

for all students. It should not be a substitute for involvement in the local church. Members of the community are expected to attend weekly church services and are encouraged to attend class and campus prayer meetings.

- **Tobacco, Alcohol, Drugs:** Use of certain substances can be both physically and psychologically damaging to the individual and community. Consequently, members are to refrain from the use of tobacco in any form, alcoholic beverages (including "nonalcoholic beer" and similar products) and illegal drugs. The preceding substances are not to be used, possessed or distributed on or away from campus. Prescription drugs should be used in accordance with the physician's directions.

Violations in the area of alcohol or drug use will result in almost certain dismissal from the University for a period of time. As recommended by the Higher Education Reauthorization Act, the parents of students under the age of 21 will be contacted for any violation regarding alcohol or illegal drug

- **Social Dancing:** The University acknowledges that Scripture does not address the issue of social dancing directly, and committed Christians may differ widely in their attitudes toward dancing. In its desire to maintain a distinctively Christian environment that promotes physical, emotional and spiritual well-being, Asbury University does not permit social dancing on or away from campus, nor does it allow any University-sponsored group to sponsor dances anywhere else (note exception below).\*

Many forms of contemporary dance are associated with unwholesome behavior. However, Asbury University also recognizes that some forms of social dancing may not exhibit or lead to unwholesome behavior. As an exception, therefore, students are allowed to dance socially in a manner that honors Christ at off-campus celebratory occasions such as weddings, military balls, graduation exercises, church and family occasions and in \*Asbury special celebratory occasions such as Jr./Sr. These Asbury celebratory occasion exceptions are limited (likely 2-3/yr.) and permitted based upon guidelines and written approval processes available in the Student Development Office.

Further, as an exception for campus-sponsored events, some forms of dancing choreography may be included in dramatic presentations, musicals and "variety" shows as approved by the faculty/staff advisor of the event.

- **Vandalism / Respect for Property:** The community fosters a respect for personal, institutional and public property and expects its members to care for the property of others with the same kind of care they would give their own. Students will be held responsible for vandalism or damage to property of others.
- **Verbal or Physical Abuse:** We respect the worth and dignity of each individual and are sensitive to the special needs of each individual. Therefore, discrimination against others on the basis of race, national origin, gender, religious beliefs or disability is not acceptable in any form. (See also non-discrimination policy in "General Policy and Procedures" section.) Verbal or physical abuse of others is not acceptable.
- **Respect for Authority / Insubordination:** Members are expected to demonstrate a responsible attitude toward authority. Consequently,

insubordination to and disrespect for authority and refusal to accept the correction of those in authority is not acceptable.

- **Media-Related Entertainment:** Community members are urged to use great discretion in the media they choose to view. Visual media is defined as materials designed for viewing and includes magazines, television, movies, videos and the Internet.

Believing that Scripture teaches that purity of heart is influenced by the eyes and the mind, our principle is based on Philippians 4:8 (NAS), which states: "Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if there is anything worthy of praise, let your mind dwell on these things." It is the responsibility of the individual, in conjunction with life within the Christ-centered community, to learn to discern what kinds of media are appropriate for followers of Jesus Christ.

In light of this principle, community members should avoid visual media which contains sexually explicit or pornographic material, excessive profanity, excessive violence, or promotes or celebrates the demonic or occult. Media which devalues the worth of God's human creation should be avoided.

While external rating systems (e.g., PG, PG-13, TV-MA) are inadequate for developing discernment, they can provide a starting point. On campus, PG and PG-13 movies are generally permitted unless they violate the guidelines in the preceding paragraph. Movies which have these ratings should also be selected thoughtfully with consideration for both personal conviction and community impact.

On the Asbury University campus, an R-rated movie would rarely provide the educational or redeeming value which would warrant its viewing and therefore is prohibited. However, individuals are invited to engage in dialogue with the Resident Director about movies which might be considered exceptions to the R-rated exclusion.

#### 600.4.3

#### PROPRIETY

In a community, guidelines of propriety provide direction for behaviors which are considered acceptable and proper. For example, standard guidelines for etiquette are simply expected rather than being delineated in this document, but specific matters of propriety for the Asbury University campus follow. Members of the community are challenged to give up some of their own preferences for the sake of community.

These Asbury University-specific expectations reflect a community concern for modesty and courtesy. Violations in the area of propriety usually result in incident notices or warnings unless the action is repeated or part of a pattern of unacceptable behavior which requires a more stringent consequence.

- **Dress Code:** The campus dress code represents a concern for modesty, neatness, timeliness, cleanliness and appropriateness. Historically, community members have dressed according to high standards which demonstrated maturity. As fads and fashions come and go, Asbury reserves

the right to determine if styles are appropriate and conform to the principles named here. For instance, although short skirts/dresses may be in fashion, most skirts/dresses that are shorter than two inches above the knee (sitting or standing) are considered immodest.

Faculty, staff and residence life staff in charge of activities or facilities of the University have the authority to require adjustments on the part of individuals whose apparel is considered inappropriate.

Biblical principles which apply to the area of attire include a desire to glorify God in everything, responsibility to fellow believers, respect for others including a sensitivity not to offend, and personal standards appropriate to being a “new creation.”

Distinction between class and casual (out of class) attire: The dress code is designed to delineate a difference between the class experience (including chapel) and the casual environment. Students in classes are expected to dress in a manner appropriate for the business of being a student and in a way that reflects a respect for the academic endeavor. Specifically:

- **Class and Chapel Attire:** Shorts, athletic wear, sports hats, torn or ragged clothing and t-shirts with messages that are in conflict with the character and values of Asbury University should not be worn.
- **Casual Attire:** Principles of modesty and neatness still should be considered for attire worn in public areas like the student center, cafeteria, library and classroom buildings when not in class. Shorts and athletic wear (excluding running shorts, swimsuits, and spandex-type shorts/tights) may be worn in public areas when not in class.
- **Sunday Noon Meal Attire:** The Sunday noon meal is also a time where class attire or nicer is appropriate. We encourage students to view the Sunday noon meal as a special time together and to dress in a way that respects that time.
- **Semi-Formal Attire:** In keeping with the principle of appropriateness and timeliness, community members are encouraged to wear more formal attire for special events such as Artist Series, Highbridge Film Festival or other special occasions. Modesty should always be considered.
- **Grooming:** Community members should refrain from extreme hairstyles. Hair should be neat and clean, and beards and mustaches should be neatly trimmed.
- **Relationships and Visitation:** Out of respect for others and propriety in relationships, members of the community are asked to be discreet and prudent in public displays of affection.

Discretion in visiting the rooms, homes or off-campus living quarters of the opposite sex is expected.

- Visiting the rooms or residence halls of the opposite sex should only be during designated visitation times and in accordance with residence life visitation policies.

- Visiting the off-campus living quarters of the opposite sex alone should be avoided.
- Spending the night with a member of the opposite sex, even without sexual contact, is considered inappropriate and could result in consequences including dismissal from the University.
- It is expected that visiting the home of a student of the opposite sex will be by invitation from the host family.

600.4.4

#### CIVIC

Members of the community are expected to contribute positively to both the local and campus community by being responsible citizens. The civic responsibilities of a community member necessitate that the member develop a respect for the community standards and the authority of those standards. In conjunction with respect, the member should develop a willingness to be corrected in love when necessary.

Violations of civic responsibilities will result in institutional responses which appropriately correspond to the severity of the infraction. Expectations include:

- **Local, State and Federal Laws:** Students should abide by all local, state, and federal laws.
- **Facilities:** Students should not enter or occupy facilities without proper authorization.
- **Keys:** Possession or duplication of keys without proper authorization is prohibited.
- **Undeveloped Properties:** Areas of campus that are undeveloped (e.g., cross country course area, reservoir) should not be entered after sunset without proper authorization.
- **Technological Property:** Computer files, I.P. addresses, e-mail, voice-mail boxes or technological property of others should not be accessed without proper authorization. (See also Information Technology Services Memorandum of Understanding in General Policies and Procedures section.)
- **Safety:** Students should not engage in activities which pose a threat to their own safety or the safety of others, or that create unsafe environments (such as open flames).
- **Fire Safety Equipment:** Misusing fire safety equipment such as fire extinguishers, smoke detectors and other safety equipment is prohibited.
- **Firearms/Weapons:** Firearms or other weapons are not permitted on campus or at University-related off-campus events without prior permission of the Vice President for Student Development. Knives with blades more than 3.5 inches are considered weapons.
- **Motor Vehicles:** All motor vehicles must be registered and display a University parking permit. Failure to register a vehicle results in a \$50 fine. Students falling below a cumulative 2.0 GPA are subject to having the privilege of operating a vehicle on campus revoked. Automobile & Parking Guidelines are distributed with the parking permit and are also available online and in the Office of Student Development.

- **Disruption to Normal Campus Functions:** Students should refrain from activities that disrupt the normal functioning of the campus.
- **Speakers:** Students should obtain permission from the appropriate vice president before bringing an outside speaker to campus.
- **Public Demonstrations:** Permission must be obtained from the Vice President for Student Development at least 24 hours prior to conducting any public demonstration.

**600.5**

**EMPLOYEE/STUDENT DATING**

**600.4**

Asbury University is committed to creating an atmosphere of mutual trust and respect in which all members of the campus community can work together freely to accomplish the mission of the university. All employees must recognize that our mission is to educate and serve students in a spirit as expressed in this Community Life section of the *Faculty Manual*.

In light of this commitment, dating or amorous relationships between employees and students are considered to be inappropriate and are strongly discouraged. The university acknowledges, however, that such relationships may develop. In such instances, the employee is expected to promptly notify the immediate supervisor about the relationship. It will be the responsibility of the supervisor to advise the provost/appropriate vice president of the circumstances. A careful review will take place before a course of action is recommended or taken. With the interest of all parties in mind, the college will determine how to deal with each situation on a case-by-case basis. The resolution to a case may involve employee discipline including a change in the employment position or in termination of the employee. A decision to terminate an employee in such an instance must be reviewed by the president. Employees dating students to whom they give regular instruction, either in a classroom or work setting, is not permitted. See section on sexual harassment.

## **700 – Employee Benefits and Services**

### **700.1 Employee Benefits**

- 700.1.1 HEALTH INSURANCE PLAN OPTIONS
- 700.1.2 DENTAL INSURANCE
- 700.1.3 UNIVERSITY PROVIDED INSURANCE
- 700.1.4 ACCIDENTAL DEATH/DISMEMBERMENT INSURANCE
- 700.1.5 LONG TERM DISABILITY
- 700.1.6 BUSINESS TRAVEL
- 700.1.7 FLEXIBLE BENEFIT PLAN (SECTION 125)
- 700.1.8 EMPLOYEE/DEPENDENTS TUITION SCHOLARSHIPS
  - 700.1.8.1 Employee Scholarship
  - 700.1.8.2 Dependent/Spouse Scholarship
  - 700.1.8.3 ATS Reciprocal Scholarship
  - 700.1.8.4 CCCU/Consortium Tuition Waiver Exchange Program
- 700.1.9 RETIREMENT PLAN
- 700.1.10 SUPPLEMENTAL RETIREMENT ANNUITY (SRA)
- 700.1.11 SOCIAL SECURITY AND INCOME TAXES
- 700.1.12 WORKER'S COMPENSATION
- 700.1.13 UNEMPLOYMENT INSURANCE
- 700.1.14 MOVING EXPENSES
- 700.1.15 UNIVERSITY HOUSING

### **700.2 Leave Policies**

- 700.2.1 LEAVES OF ABSENCE
- 700.2.2 FUNERALS
- 700.2.3 LEAVE WITHOUT PAY
- 700.2.4 MILITARY LEAVE OF ABSENCE
- 700.2.5 NATIONAL GUARD AND RESERVE LEAVE
- 700.2.6 ABSENCES FOR ILLNESS

- 700.2.7 MATERNITY LEAVE
- 700.2.8 ADOPTION LEAVE
- 700.2.9 JURY DUTY
- 700.2.10 FAMILY AND MEDICAL LEAVE ACT

### **700.3 Services**

- 700.3.1 ATHLETIC EVENTS
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- 700.3.3 BOOKSTORE
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- 700.3.5 CAMPUS FACILITIES
- 700.3.6 CAMPUS PARKING
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- 700.3.8 CREDIT UNION
- 700.3.9 FAX SERVICE
- 700.3.10 HEALTH SERVICES
- 700.3.11 LUCE CENTER
- 700.3.12 NOTARY PUBLIC
- 700.3.13 PAYROLL POLICIES
- 700.3.14 PAYROLL DEDUCTIONS
- 700.3.15 PERSONAL PURCHASES
- 700.3.16 PHOTOCOPYING
- 700.3.17 POST OFFICE

### **700.4 RETIREMENT BENEFITS**

**700.1**

**EMPLOYEE BENEFITS**

**700.1**

Asbury University provides benefit packages for all full-time eligible employees. The following is a summary of the components of that benefit package. Benefits are subject to change and are not to be regarded as offers of contract. Details on these benefits are available through the Human Resources website or office.

**700.1.1**

**HEALTH INSURANCE PLAN OPTIONS**

Asbury University provides health insurance for benefit-eligible employees. The University contributes towards a portion of the monthly premium. (Specific cost amounts will be given at time of enrollment.) Once a year, the employee has an opportunity for "open enrollment" and may make changes at that time. The plan choices cannot be changed until the next open enrollment period. COBRA options are available for employees who leave employment. Upon retirement or resignation, the Human Resources (HR) Office will discuss options for continuation of coverage.

**700.1.2**

**DENTAL INSURANCE**

Dental coverage is optional and available to benefit-eligible faculty at group rates. The total premiums are paid by the faculty member through payroll deduction.

**700.1.3**

**UNIVERSITY PROVIDED INSURANCE**

Asbury University provides term life insurance to all benefit-eligible employees at no cost to the employee. If the benefit is valued at more than \$50,000, according to IRS guidelines the benefit is taxable. The life insurance can be continued upon resignation from Asbury University by completing the necessary paper work. This will be explained in the exit interview with the HR Office.

**700.1.4**

**ACCIDENTAL DEATH/DISMEMBERMENT INSURANCE**

In addition, the University pays for accidental death and dismemberment coverage with capped amounts to all benefit-eligible faculty.

**700.1.5**

**LONG TERM DISABILITY**

Long-term disability insurance is provided by the University at no cost to the individual. This insurance provides 60% of the monthly salary for a 24-month period in the employee's own occupation. Additionally, up to age 65 if the disability prevents retraining for any other occupation.

At the time an employee begins to receive long-term disability benefit payments, active employment is considered to have ceased. Cessation of active employment will be considered termination of employment. In such cases, the employee will have the same rights and privileges of any person leaving the employment of Asbury University.

700.1.6 BUSINESS TRAVEL

All benefit-eligible employees are insured in the amount of \$100,000 against accidental death while traveling on University designated business. The total premium for this coverage is paid by the University.

700.1.7 FLEXIBLE BENEFIT PLAN (SECTION 125)

Asbury University offers benefit-eligible employees the option of electing to withhold specific dollar amounts under Section 125 of the IRS code which will not be taxed by federal, state, or FICA taxes. There are three options available under this benefit:

- \* Premium Contributions
- \* Health Care Expenses
- \* Dependent Care Expenses

Certain insurance premiums may be payroll deducted before taxes. There are federal guidelines for annual dollar limits that may be sheltered.

700.1.8 EMPLOYEE/DEPENDENTS TUITION SCHOLARSHIPS

Discussion should be held with the Human Resources office regarding terms and conditions of tuition scholarships. The following is a summary of the general terms of the tuition scholarship agreements.

700.1.8.1 Employee Scholarship

A faculty member may take one class for credit per semester at no charge with a limit of two per academic year. The class taken must not conflict with teaching or other faculty responsibilities. Applications are available in the Human Resources Office.

700.1.8.2 Dependent/Spouse Scholarship

All full-time faculty with at least two years of service at Asbury University are entitled to scholarship credit (at Asbury University) of 50% of tuition for children. Tuition scholarships will be increased to 100% after four-years service at the University. Tuition scholarships are also available for the children of deceased faculty, providing the faculty member served a minimum of six years. Spouses of full-time faculty members will receive 100% tuition scholarship after 4 years of service. Years of full-time service at other accredited post secondary institutions will be counted towards the waiting period. Applications are available in the Human Resources Office.

700.1.8.3 ATS Reciprocal Scholarship

A reciprocal tuition scholarship arrangement with Asbury Theological Seminary is also provided. Details and forms are available in the Human Resources Office.

700.1.8.4 CCCU/Consortium Tuition Waiver Exchange Program

A tuition waiver exchange program for faculty children operates through both the Council for Christian Colleges and Universities (CCCU) and the Christian College Consortium. Contact the Provost's Office for details.

700.1.9      RETIREMENT PLAN

Asbury University provides a retirement plan. Participation of all eligible employees is voluntary after eligibility requirements have been met. Eligibility requirements may be waived for new employees previously employed at an accredited institution of higher education. Eligible employees must contribute a minimum percentage of their monthly salary to the plan, with the maximum contribution based on all allowable tax deferred plans. To determine maximum allowable contributions, the employee may contact the retirement plan vendor for assistance. The university also contributes to the retirement plan a percentage of the employee's monthly salary. The total amount contributed is fully vested with the employee being the sole owner of all contributions.

700.1.10    SUPPLEMENTAL RETIREMENT ANNUITY (SRA)

The SRA is an annuity designed for those who want to set aside tax-deferred funds over and above the amounts being accumulated under the Asbury University retirement plan.

You may arrange with Asbury's HR Department for a salary reduction of any amount within the limits of sections 403(b) and 415 of the Internal Revenue Code.

700.1.11    SOCIAL SECURITY AND INCOME TAXES

The University is required by law to withhold federal and state income taxes, city tax, county tax, and social security taxes from the pay of all employees. All faculty members are required to participate in the Federal Social Security Program (FICA). A matching percentage from both the faculty member and the university is contributed to the Social Security Fund according to the earnings base in effect during a particular year. Form W-4, Employees Withholding Exemption Certificate, must be completed at the time of employment and may be updated at any time.

700.1.12    WORKER'S COMPENSATION

Each employee is covered by Worker's Compensation, the entire cost of which is paid by the University. The purpose is to provide for payment of medical and/or disability costs to an employee injured while on the job.

700.1.13    UNEMPLOYMENT INSURANCE

All employees are covered under Kentucky State Unemployment Insurance. This law provides weekly benefits for a limited time for individuals who become unemployed through no fault of their own and are unable to secure work for which they are fitted.

**700.1.14 MOVING EXPENSES**

Asbury University will reimburse a new faculty member up to 1/12 of their gross annual salary. These expenses can include actual moving expenses, utility hook-ups, service deposits, required meal or hotel expenses related to moving or house hunting trips, mileage for automobiles, related long distance phone calls, packing materials and services, or other expenses related to moving.

These expenses are reimbursed upon presentation of receipts for all expenses to the HR Office. If the employee voluntarily leaves Asbury University before the completion of three years of service, a prorated refund will be due the University equal to 1/3 of the total reimbursement for each year not completed.

Certain reimbursed moving expenses may be considered taxable income to the employee. Please refer to IRS guidelines for details.

**700.1.15 UNIVERSITY HOUSING**

Some rental housing is available for full-time faculty. These include single-family homes, duplex apartments, and townhouse apartments. Standard housing deposits and pet restrictions apply to university owned properties. Contact the Business Affairs office for rental information.

**700.2 LEAVE POLICIES**

**700.2**

**700.2.1 LEAVES OF ABSENCE**

A request for a leave of absence should be made in writing to the Provost except in cases of short-term illness.

**700.2.2 FUNERALS**

Benefit-eligible employees who suffer a death in their immediate family will be granted three days off with pay to travel and to attend the funeral. Immediate family is considered to be spouse, children, brothers, sisters, parents (including mother-in-law, father-in-law, sister-in-law, and brother-in-law), grandparents and grandchildren. One day off with pay will be allowed to attend the funeral of other family members (i.e. aunts, uncles, and cousins).

**700.2.3 LEAVE WITHOUT PAY**

While generally discouraged, leaves of absence may be requested for personal or professional reasons. See section 500.11 of this *Faculty Manual* for additional policies and procedures. (Professional Leave - See Section 500)

**700.2.4 MILITARY LEAVE OF ABSENCE**

Military deployment and national guard leave policies are available. Contact Human Resources for additional information.

#### 700.2.5 NATIONAL GUARD AND RESERVE LEAVE

Faculty are allowed to participate in National Guard and Reserve programs. Faculty must consult with their Dean to assure all professional responsibilities are covered during related absences. If the faculty member should be called into active duty, then it will be considered an unpaid leave.

#### 700.2.6 ABSENCES FOR ILLNESS

Faculty are permitted up to ten days absence per academic year due to short-term illness. In such cases, the department chair and staff assistant are to be notified.

There is no reduction in pay for extended illnesses for up to six months in a year. The six months will extend into a new academic year if the illness begins during the summer months and the faculty member has signed a contract for the coming year.

#### 700.2.7 MATERNITY LEAVE

As a part of Faculty and Medical Leave Act (See 700.2.10), Asbury University offers maternity leave of up to 12 weeks from the day the baby is born. This leave is available if the employee intends to continue employment following the leave. Maternity leave will then be treated as a sick leave situation. The employee may utilize accumulated sick and vacation time during the twelve weeks. When length of leave exceeds the accumulations, the remainder of the leave will be taken without pay.

When an employee's pregnancy is verified, she should notify her supervisor. Together they can arrange any changes in the work schedule, as approved by her physician. By the eighth month, the employee should let her supervisor know in writing whether or not she intends to return to work. A copy of this letter should be sent to the HR Office.

The employee has the right to return to University employment in an equivalent position at an equivalent rate of pay at the discretion of the University. If the employee does not intend to return to work, employment will be considered terminated.

#### 700.2.8 ADOPTION LEAVE

Asbury University offers adoption leave for up to 12 weeks to a benefit eligible employee who is the parent of a newly adopted child. Adoption leave is considered Family and Medical Leave and is subject to the requirements of the FMLA. The leave is without pay after the use of accrued vacation days.

#### 700.2.9 JURY DUTY

If a faculty member is called to serve on a jury, Asbury University will pay regular salary to protect the employee from losing income for the time served.

700.2.10      FAMILY AND MEDICAL LEAVE ACT

As required by FMLA, Asbury University offers up to 12 weeks of unpaid, job protected leave in any 12-month period to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for Asbury University for at least one year or 1,250 hours over the previous 12 months. Please refer to the Employee Handbook for details.

700.3            SERVICES

**700.3**

700.3.1          ATHLETIC EVENTS

Admission to university intercollegiate athletic events is free to employees and their immediate families. Presentation of a valid university ID may be required. Intramural sports activities are open for faculty participation.

700.3.2          AUTOMOBILE MILEAGE

Faculty members will be reimbursed for the use of a personal automobile driven on university business based on the rate in effect at the time. University vehicles are not available for personal hire under any condition with the exception of one pickup truck for local use.

700.3.3          BOOKSTORE

Faculty may receive a discount on purchases made in the university bookstore with the exception of text books, candy, and sundry items. All sales are on a cash basis. Presentation of ID card may be required.

700.3.4          CAFETERIA

Faculty may purchase meals in the university cafeteria and Grille at a discount. Presentation of ID card may be required.

700.3.5          CAMPUS FACILITIES

Various campus facilities are available for use by faculty, their families, and by appropriate non-college related organizations. These facilities include, but are not limited to, the Luce Center, Hughes Auditorium, and Glide Crawford Parlor. Consult with Conference Services concerning scheduling and fees where applicable.

700.3.6          CAMPUS PARKING

Free automobile parking permits indicating designated lots for faculty parking are available from the Security Office.

700.3.7      CASHIER'S OFFICE

Employees may cash personal checks for up to \$100 per day in the Cashier's Office located in the Hager Administration Building.

700.3.8      CREDIT UNION

All university employees are eligible to join the Health Education Federal Credit Union. As a member, faculty can have access to low interest loans; VISA and Master Charge cards; various savings plans; payroll deduction; merchandise discounts; and free travelers checks, money orders and notary public service.

700.3.9      FAX SERVICE

Fax services are available for both sending and receiving personal faxes. A fee is charged for this service and is handled through the university switchboard office.

700.3.10     HEALTH SERVICES

Student Health Services operates a clinic which is available for employees for treatment of injuries or illnesses that occur during working hours. Allergy injections, health education, and some health screenings are also available. Fees may be associated with some services. If a doctor's services are required, contact and consultation should be made with the employee's personal physician.

700.3.11     LUCE CENTER

The Luce Physical Activities Center is available for use by faculty and their immediate families. The Luce Center offers facilities and equipment for fitness. In order to use the Center, the employee and the employee's immediate family members must present an appropriate university ID card.

700.3.12     NOTARY PUBLIC

Several university employees offer free notary public services to university employees. The Human Resources Office can supply names of those notaries upon request.

700.3.13     PAYROLL POLICIES

Faculty compensation is paid on a month basis and paid by direct deposit to the institution of their choice. Other details of payroll policies and practices can be found in the employee handbook

700.3.14      PAYROLL DEDUCTIONS

Monthly salary payroll deductions will include taxes (federal, state, social security, Jessamine County, City of Wilmore), retirement contributions, insurance premiums, and rent for campus-owned housing. Arrangements can be made to have payroll deductions for additional items such as contributions to the university and United Way.

700.3.15      PERSONAL PURCHASES

Some purchasing privileges are available for university employees. Employees may be able to purchase computer hardware and software at reduced educational rates through Information Services. Physical plant materials may be purchased as well. Interested employees should contact the appropriate departments for additional information.

700.3.16      PHOTOCOPYING

An amount of \$10.00 is allowed for each faculty member for personal copies on an annual basis (July 1 through June 30) for free photocopying on university copy machines. The rate per copy will vary as overall price increases take effect, however, the \$10.00 allowance remains constant. Any personal copying over this amount will require immediate cash payment.

700.3.17      POST OFFICE

The campus post office (CPO) is open Monday through Friday. Personal packages and United Parcel Service items may be mailed by faculty through CPO. A small service fee is charge for this service.

700.4            RETIREMENT OPPORTUNITIES

**700.4**

If upon retirement an employee of Asbury University has been employed for a minimum of fifteen (15) years and is 62 years of age or more, the University will recognize the employee as an official retiree of the institution. The University will provide the following opportunities:

Retiree Identification Card - Lifetime identification cards for retirees and their spouses are available to those faculty described above which entitles the retiree access to library privileges, Luce Center membership, and discounts for the bookstore, athletic events and other campus events

Official retirees of Asbury University will be included in certain official university events.