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500.1.1RECRUITMENT 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.

500.3.1**ACADEMIC FREEDOM**

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 or 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.

500.3.2**COLLEGIAL RELATIONSHIP**

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.

500.4.1 **TEACHING LOAD****500.4.1.1** **Full-Time Teaching Hours**

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.

500.4.1.2 **Overload**

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.

500.4.2 **COURSE AND CLASSROOM EXPECTATIONS**

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.

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.

500.10.1**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.*

500.12.1 DOCTORAL LOAN PROGRAM

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.

500.12.2 MASTER'S LOAN PROGRAM

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.

500.12.3 PROCEDURES

- 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.

500.12.4 REPAYMENT GUIDELINES OTHER THAN SERVICE

- 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 or email 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, 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.

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.

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.

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.

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 constructed 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 discourtesy. 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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