



**BEULAH HEIGHTS**  

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**UNIVERSITY**

Faculty  
Handbook

Revised 11-16-11

## **TO THE FACULTY OF BEULAH HEIGHTS UNIVERSITY**

The University campus is a small world all on its own. There are a wide variety of activities, but a unifying purpose under girds it all. The same responsibility that we all share becomes your personal concern. We are all engaged in the extension of God's Kingdom, and we must all discipline ourselves to hone our skills, be motivated by a sense of dedication, and work cooperatively for the good of all phases of university life.

This booklet has been prepared to help you understand the employment policies and practices and to acquaint you with your benefits, rights, privileges, and responsibilities. If you have questions regarding other matters, please feel free to discuss these with me or your Department Chair. We are eager to make your work at our university pleasant, enjoyable, and rewarding.

The seven C's for faculty are:

- 1). Credentials
- 2). Character
- 3). Competency
- 4). Capacity
- 5). Calling
- 6). Culture
- 7). Chemistry

All of the above are equally important qualities for faculty. It is important to recruit the best, equip the best, and retain the best to glorify God in our endeavors. May God bless you richly in this ministry that is so closely and vitally related to the mission of HIS church.

James B. Keiller, Th.D.  
Vice President and Dean for Academic Affairs

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## **BEULAH HEIGHTS UNIVERSITY**

### **Mission**

The Mission of Beulah Heights University is to develop relevant Christian leaders for ministry and marketplace—leaders who are molded by the Word of God are change agents impassioned to do God’s will, and are characterized by godly lives, servant hearts, transformed minds, and skilled communication.

### **Vision**

The vision of Beulah Heights University is expressed in the ARC of Ministry. The ARC represents Academic Excellence—the pursuit of excellence in educational standards, Resource Center—offering varied resources to those leaders BHU develops, and Change Agent—provoking change in all the lives BHU encounters.

The comprehensive purpose of BHU is to provide a high-quality Christian education, which will develop students in living the Christian life and prepare them for service and leadership in Christian ministries and the marketplace.

### **Core Values**

The core values of Beulah Heights University are foundational beliefs inherent in its operation as a university and a Christian institution. The core values compel BHU to measure every action against its values for a standard of ethics in its daily operation.

### **Biblical Inerrancy**

BHU seeks to bring every aspect of personal and corporate life under the functional authority of the inerrant Word of God by obeying its commands, applying its principles, and refraining from dogmatism where the Bible is silent. BHU is prepared to stand on biblical inerrancy against the opposing tide of compromising norms and peer pressure. (2 Timothy 3:16).

### **Integrity**

BHU seeks to live, teach, and promote lives filled with godly choices in the face of temptation and ethical compromise. Consistent growth toward Christlike attitudes and demonstrated behavior within the context of responsible church membership and involvement are all a part of integrity. BHU affirms the necessity of yielding to the Lordship of Jesus Christ as the unconditional Lord of Life. (Romans 12:2)

### **Global Missions**

BHU is committed to implementing Christ’s mandate to fulfill the Great Commission by stimulating and training Christians for evangelistic church planting and supporting ministries through global evangelization. (Matthew 28:19)

### **Dedicated Servanthood**

BHU is dedicated to training Christian leaders whose lives reflect the conviction that both individual and corporate prayer is essential in the pursuit of God’s purposes for holy living and fruitful ministry. BHU further seeks to cultivate an understanding of and commitment to worship and giving as a vital response of the believer to God. BHU desires to be a community marked by joyful reliance upon God for material provision, victory over sin, growth in Christ-likeness, and fruitful service to God and others. (Matthew 25:21)

### **Diversity**

BHU is committed to embracing and empowering multicultural Christian communities without regard to ethnicity, socioeconomic status, gender, nationality, or handicap. BHU develops Christian leaders to impact the world. (1 Corinthians 9:22)

## **BEULAH HEIGHTS UNIVERSITY STATEMENT OF FAITH**

### **God**

There is one God who exists eternally in three persons: Father, Son, and Holy Spirit. God is the almighty Creator, Savior and Judge who governs all things according to His sovereign will and is accomplishing His purposes in creation and in the Church to His glory.

### **The Human Race**

Humanity is the climax of God's earthly creation, bearing His image, designed for relationship with Him, and being the object of His redeeming love. All people have sinned. This result is guilt, death, and alienation from God as well as the defacing of every aspect of human nature. People are unable to save themselves from sin's penalty and power and from Satan's dominion.

### **Jesus Christ**

Jesus, both fully God and fully man, entered history as Savior of the world. He was conceived of the Holy Spirit, born of a virgin, and lived an exemplary, sinless life in perfect submission to the father and in loving relationships with others. He died on a cross, rose bodily, and ascended to heaven where He is advocate for His people and is exalted as Lord of all.

### **Salvation**

Christ's sacrificial death, in which He bore the punishment due to sinners, is the only and all-sufficient basis of God's provision of salvation for all people of every culture and age, expressing His love and satisfying His justice. By God's grace the repentant sinner, through trusting alone in the Lord Jesus Christ as Savior, is put right with God, adopted by the Father into His family and receives eternal life.

### **The Holy Spirit**

The Holy Spirit makes the work of Christ effective to sinners, giving spiritual life and placing them into the church. He indwells all believers, empowers them to love, serve, witness, and obey God, equips them with gifts, and transforms them to be increasingly like Christ.

### **God's Written Word**

The Bible, consisting of the Old and New Testaments, is God's written word, revealing for all people His character and purposes. It is the final authority in all matters relating to belief and behavior. The Holy Spirit moved the human authors of the Bible so that what they wrote is inspired, fully reliable, and without error in all it affirms.

### **The Church**

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The Universal church is made up of all who have been born of the Spirit. It finds local expression in communities of believers called by God to worship, fellowship, proclaim the Gospel, and make disciples among all people, reflect God's character, engage in works of compassion, contend for truth and justice, and celebrate baptism and communion.

**The Future**

The Lord Jesus Christ will visibly return to the earth in glory and accomplish the final triumph over evil. God will make everything new. The dead will be raised and judged. Unbelievers will suffer eternal punishment in separation from God; believers will enter into a life of eternal joy in fellowship with God, glorifying Him forever.

**Faculty Understanding:** Any faculty member who finds his/her doctrine not in agreement with that of the University is required to refrain from promulgating those doctrinal differences while on the campus of BHU in order to avoid strife within the body of believers. Therefore, all faculty members are required to sign the above Statement of Faith indicating understanding and respect.

*"I have read the Statement of Faith, understanding the doctrinal position of the University and I hereby agree to understand and respect it."*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your name

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Among the core values outlined in Beulah Heights University's philosophy are **Biblical Inerrancy, Integrity, Global Missions, Dedicated Servanthood and Diversity**. To uphold these values, we must adhere to a code of conduct that is flexible but clear, and treats others with respect. To work at Beulah Heights University, it is necessary that we value each other's uniqueness and diversity, and show fairness and integrity in dealing with others.

Beulah Heights University believes that heterosexual union must be reserved for marriage and insists on sexual abstinence for the unmarried. Beulah Heights University believes premarital, extramarital, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture.

Consequently, Beulah Heights University expects all members of its community, trustees, faculty members, students, administrators, and team members (staff), to abstain from what it holds to be unbiblical sexual practices.

When the code of conduct is violated, Beulah Heights University favors progressive and corrective disciplinary action. However, some misconduct is so heinous that it may result in immediate termination. Such misconduct includes, but is not *limited* to, theft, lying, sexual misconduct, insubordination, harassment, drunkenness, possession of illegal fire arms or illegal drugs, vandalism, failure to maintain confidentiality, and falsification of official documents.

It is to be understood that, unless otherwise defined by applicable law, any employment relationship with Beulah Heights University is of an "at will" nature, which means that team members may resign at any time and Beulah Heights University may discharge team members at any time with or without cause. It is further understood that "at will" employment relationships may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President's Cabinet.

All team members are expected to conduct their business relationships, while working for BHU and in any outside personal or business commitment, in a manner this is respectable and befitting to the Beulah Heights University community.

No employee of Beulah Heights University shall maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of Beulah Heights University, nor which interferes with his or her ability to fully perform job responsibilities.

Financial interests held by immediate family members in such companies are to be disclosed to the administration of Beulah Heights University so that a determination can be made as to whether a conflict exists.

Members of the employee's immediate family include spouse, children, and any other person sharing the same dwelling as the employee.

It is the responsibility and in the best interest of the team member to consult with Beulah Heights University administration to determine any conflict of interest.

The maintenance of the highest academic standards is a common concern of the administration, the team and the individual responsibility of each faculty member. Each faculty member has the privilege and duty to use the instructional methods and teaching materials most likely to accomplish the highest possible level of the purposes of each course.

The faculty of Beulah Heights University actively functions to support the aims and visions of the Board of Trustees, which include the provision of higher education with Christian values, emphasis on

high academic standards, practical application, and spiritual development. Beulah Heights University is an institution that strives to maintain its core values - Biblical Inerrancy, Integrity, Global Missions, Dedicated Servanthood and Diversity. All team members are expected to set the examples of respectful behavior. If times come when you cannot abide by these standards, it is expected that you will sever your relationship with Beulah Heights University.

As a team member, you should:

- Teach by example as well as by instruction.
- Be happy in your work, demonstrating the joy of the Lord in your classroom or office.
- Be faithful in fulfilling your responsibilities without neglecting any tasks.
- Avoid grumbling and complaining about conditions that are not to our liking.
- Avoid hasty judgments of fellow teachers or staff.
- Be loyal to the Beulah Heights University team and support decisions made by administration even if you might disagree.
- In case of disagreement, speak only with proper authority to make your views known.
- If you cannot accept decisions that you do not agree with, please leave rather than be a disruptive influence at Beulah Heights University.
- Recognize the right of students to receive a full period's profitable instruction.
- Be on time to class and strive to be prepared.
- Be fair with facts; do not use dogmatism with a debatable issue.
- Endeavor to be equitable in your dealings with students and other team members.
- Keep all records honestly and confidential.
- Respect the confidentiality of student/faculty meetings except when it needs to be disclosed to a proper authority for maintaining Beulah Heights University.
- Respect the confidentiality of faculty/team meetings.
- Do not openly criticize policies and problems of Beulah Heights University.
- Strive to help other team members when there is a need.

It is to be understood that, unless otherwise defined by applicable law, any employment relationship with Beulah Heights University is of an "at will" nature, which means that team members may resign at any time and Beulah Heights University may discharge team members at any time with or without cause. It is further understood that "at will" employment relationships may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President's Cabinet.

## **I. FACULTY PURPOSE AND RESPONSIBILITIES**

The primary role of the faculty is to facilitate the delivery of meaningful and professional instruction for all those seeking educational training through Beulah Heights University. Secondly, the role of faculty is to assist in the development and management of all facets of the academic program. The faculty shall aid the administration and the Board of Trustees in areas such as curriculum, admissions, faculty growth, and development, library, student affairs, spiritual growth and social life.

The faculty of Beulah Heights University actively functions to support and protect the aims and vision of the founders, which include the provision of higher education within the context of Christian values with emphasis on high academic standards, practical application, and spiritual development to enable learners to live lives of personal fulfillment and Christian service.

The faculty is concerned with educational objectives and academic policies affecting the institution as a whole. It has legislative responsibility with respect to academic policies, educational standards, curriculum, and academic regulations. Actions of the faculty are subject to the approval of the Administration and Board of Trustees.

## **II. GENERAL ADMINISTRATION**

### **a. Board of Trustees**

The Board of Trustees is the governing body of the institution. It is the final authority in all matters of policy, personnel and institutional operations, and exercises custodial control of all properties and institutional resources.

The Board of Trustees shall be composed of educators, business and professional persons, the president, and other elected officials as needed. The Board of Trustees meets in the fall and spring of each academic year.

The Executive Committee of the Board of Trustees is chaired by the Board Chair Person and is composed of members designated by the Board. The Executive Committee meets as needed, to review the financial operations of the university and to act on any other matters needing attention on behalf of the Board.

### **b. The President's Cabinet**

The President's Cabinet is the entity to which decisions/action items for the operation of the university are approved. The President's Cabinet of BHU shall consist of the President, the Vice President and Dean for Academic Affairs, the Vice President for Finance, the Vice President for Student Development and the Vice President for Assessment and Planning. Minutes of the President's Cabinet are to be submitted to the Board of Trustees for review and approval when deemed necessary.

### **c. Educational Organization**

The Dean for Academic Affairs is also the Vice President of the University and is the administrative head of the entire academic division of the university.

### **d. Faculty Meetings**

The Faculty is composed of all members of the university instructional staff. Faculty meetings are held monthly throughout the academic year and are chaired by the Dean for Academic Affairs. The body considers issues, policy and operational procedures as they affect the academic program and may make recommendations regarding the same. In addition, information regarding the university is communicated to this body by members of the administration and a portion of the meeting is dedicated to faculty development issues.

### **e. Job Description / Performance Measures**

The following job descriptions represent an initial effort to state the tasks associated with each administrative position and each administrative staff position in largely performance and measurable terms and to do so in a manner to address both the scope as well as the specific expectations for each position.

**Job Description - Faculty**

1. **Title of Position:** Faculty Member/Instructor
2. **Department:** Assigned Division
3. **Classification:** Exempt
4. **Hiring Supervisor:** Vice President and Dean for Academic Affairs
5. **Reports to:** Vice President and Dean for Academic Affairs

**f. Position Description**

The faculty member is responsible for conducting classroom instruction following written syllabi and lesson plans using prescribed textbooks and evaluating student performance in compliance with written BHU standards.

**g. Major Job – Related Duties and Functions**

The faculty member is responsible for instructing and assisting students in improving basic academic skills and job skills to prepare for entry-level occupations and degree programs offered by BHU.

The faculty member assists the student in learning; monitors student progress; maintains official documentation of student progress on a daily basis; presents instructional material following written prescribed syllabi and lesson plans; evaluates student performance using valid and reliable evaluation instruments; implements policies and procedures; supervises work of student interns; and performs related work as required. Other activities performed periodically include preparing and maintaining student permanent records, developing curriculum proposals, evaluating instructional materials and techniques, and performing other tasks assigned by the Vice President and Dean for Academic Affairs.

**h. Minimum Qualifications - (Knowledge, skills, education and abilities)**

1. Master's Degree from an approved or accredited post- secondary institution
2. Five years experience in education, ministry, or management field preferred
3. Knowledge and skills typing, computers, detail orientation, excellent communication, supervisory, planning, leadership and organizational skills are desirable.

**i. Desired Qualifications**

Practical experience in subjects taught.

**j. Employment Status**

Regular full-time, or part-time

**k. Salary Range**

Determined by Board of Trustees (Refer to Section XIV "Policies Regarding Faculty Compensation")

**l. Additional Comments**

Academic rank is based on academic qualifications such as educational preparation, professional experience, and other considerations such as outstanding professional accomplishments, writing or awards.

**FACULTY POLICIES AND PROCEDURES**

### **III. FACULTY QUALIFICATIONS**

Prospective faculty members of Beulah Heights University are required to document the qualifications required of faculty of the university:

- a. Give evidence of a high degree of spiritual maturity and exhibit evidence of a commitment to the spirit-filled life.
- b. Possess significant experience and active involvement in current ministry.
- c. Have a thorough understanding of and support the philosophy, objectives, stated purpose, and doctrinal beliefs of BHU. This is evidenced by the signing of the Code of Conduct and Statement of Faith.
- d. Be academically qualified to fill the respective position.

### **IV. FACULTY RECRUITMENT AND APPOINTMENT**

The selection of faculty and teaching assistants is critical to the operation of BHU.

Care must be taken to ensure that all potential faculty and assistants have the academic qualifications required by national (TRACS, ABHE) and regional accreditation agencies. Additionally, all potential instructors, whether adjunct faculty or teaching assistants, must subscribe to the Code of Conduct and Statement of Faith of BHU.

Not all candidates submitting application to BHU as instructors will necessarily be approved regardless of their background or credentials.

The university is committed to academic excellence and will, in keeping with this commitment, choose only those who best fulfill the vision of the institution, as well as the individual department/program in which the course may correspond. The following are criteria that must be considered in the selection of full-time or part-time faculty.

#### **a. Credentials**

As accreditation standards and expectations continue to rise, BHU will give preference to those with the following terminal degrees (Ph.D., Ed. D., Th. D., D. Min) in specific academic disciplines from accredited institutions. In this way, there is greater credibility rendered to the entire program for those dependent upon BHU for professional training. Those with masters level graduate degrees will be considered depending on the course or program needs. Specific requirements are listed below.

1. Teaching assistant or facilitator of a media delivered instructional package/course the individual must hold at least a bachelor's degree with instruction in the subject area if credit is being offered at the undergraduate level. Specific qualifications vary from course to course for both facilitators and for teaching assistants.
2. To be an adjunct/extension faculty member teaching at the undergraduate level the individual must hold at least a master's degree in the field of study being taught and at least eighteen (18) semester/twenty-four (24) quarter hours of study in the subject area.
3. Academic degrees must have been awarded by institutions academically accredited by accrediting bodies recognized by the Commission on Higher Education Accreditation (CHEA) or an equivalent agency.

4. When a full-time or adjunct instructor begins to teach at BHU, their teaching experience can be recognized if they taught at least nine hours per year (or meets state criteria) or served in a full-time administrative position.

**b. Christian Character**

Academic credentials alone do not guarantee a growing, mature faith in Christ. BHU seeks those who align with the university's Core Values, especially those of Biblical Inerrancy, Integrity, and Dedicated Servant hood. The lives of instructors must be exemplary of those whose knowledge of God is derived from a deep, personal relationship with God and the inspired words of the Scriptures, those who accept and revere the Bible as God's written revelation and who have a proven, working knowledge of the Bible itself.

All instructors should model a Christian lifestyle that is consistent in or outside of class; exemplary in their speech, yet genuine and open with students in any setting.

Every instructor is expected to make himself/herself available to students for the purpose of spiritual encouragement, personal dialogue, prayer, and assistance in learning skills useful to be a successful scholar.

**c. Ministry Experience**

While the university acknowledges the importance of the instructor's cognate discipline and preparation, it equally values the practical experience in varied pastoral and marketplace ministry settings. BHU is a professional institution offering professional programs preparing people for professional roles and responsibilities. Consequently, to have instructors who are also practitioners in their field is of utmost importance to the adult student seeking immediate understanding and use. A minimum of three years ministry experience is expected beyond graduate school.

Such experience should provide the integration of scriptural principles with one's respective discipline. All instructors are expected to possess some proven experience in teaching where educational strategies and plans were implemented. This can include seminars, corporate training, and church settings. Since BHU is predominantly focused on the non-traditional, adult learner, instructors need to be able to relate well to adults, respecting their unique needs, experience, and contributions to the learning experience. Instructors should relate well to the diversity of backgrounds and cultures represented at BHU and exhibit openness to various approaches in teaching.

**V. PROCEDURES FOR HIRING FACULTY MEMBERS**

Department chairs plan courses for the semester programs with approval from the Academic Dean. They should then schedule interviews with potential adjunct faculty members. Those interviews are to include a scheduled time to meet with Human Resources.

Human Resources is to meet with the potential faculty members, provide all paperwork and a brief tour of Administration (to include an introduction to the President) and those persons pertinent to the employment process.

*All paperwork is to be disseminated from and returned to the Office of Human Resources. This includes the following:*

- Application of employment with Resume
- Brief bio for website
- Photo for website
- Statement of Faith
- Team Member Handbook/Faculty Handbook
- Official Transcripts — copies may be submitted but not as a replacement for official copies
- 1-9 (US Dept. of Justice requirement)
- Personnel Data Inventory Form (Nonpublic Postsecondary Education Commission Requirement)
- GA (State of Georgia Withholding)
- W-4 (Federal Withholding)
- Direct Deposit Authorization

Email and inclusions to the website (bio and photo) will be processed through the Office of Human Resources. If new adjunct faculty will need use of a computer on campus, notify the Office of Human Resources. Syllabi are to be sent to the appropriate department chair by the new faculty member. Department Chairs will submit syllabi for posting on the website. Department Chairs will also be responsible for informing the Dean of Academic Affairs - via email - that syllabi have been received.

Department chairs are to submit classes and instructors to the Academic Dean for the creation of the semester schedule. After the semester schedule classes have been confirmed, contracts will be issued to all relevant adjunct faculty members from the Office of Human Resources.

Once all paperwork is received, faculty members will be processed for payroll in the Business Office.

## **VI. FACULTY PREROGATIVES**

The Faculty is delegated the authority to initiate recommendations that relate to academic and campus life policies. The faculty is expected to conduct scholarly study in order to assure that their academic practices is executed in keeping with the best recognized methods for teaching, research and professional development.

Each student is granted the right to learn, inquire and make applications in reference to the curriculum subject matter and to explore without restraint the problems and solutions that arise from such study and attending issues. This freedom is best guaranteed when a corresponding liberty of instruction is granted to instructors.

These rights are extended to the students and faculty members within the parameters of sound scholarship and within the appropriate framework of the doctrinal foundation and institutional focus determined by the Board of Trustees.

A faculty member then has the right and prerogative to express his/her own viewpoints without fear of censure providing:

- He/she does not teach contrary to the Word of God, the Statement of Faith or Institutional values of the university.
- He/she does not disregard universally accepted beliefs and modes of society, such as truthfulness, decency, honesty and moral integrity.

- He/she supports and encourages adoption to the objectives of the university.
- He/she upholds and defends the principles of our nation contained in the Constitution, Bill of Rights and Declaration of Independence.

All faculty members are expected to support their church in attendance and appropriate service.

## **VII. FACULTY RIGHTS**

Faculty members are granted the rights and privileges as set forth in the following statements.

### **a. Classroom Procedure**

#### **1. Academic**

- a. To formulate a syllabus and select a text for each course, with the approval of the Vice President and Dean for Academic Affairs and department chair.
- b. To freely express his/her own convictions relative to the material covered in his/her class within the provisions and parameters contained in the section on Academic Freedom.
- c. To give spiritual and academic direction to each class.
- d. To penalize a student for academic counsel either to himself or the Vice President and Dean for Academic Affairs.

#### **2. Disciplinary**

- a. To establish and maintain an orderly classroom in which lecture, discussion and other instructions may occur in a manageable, scholarly and effective manner.
- b. To determine the seriousness of classroom offense.
- c. To ask a student to leave a class temporarily or permanently, with reinstatement conditional upon an interview with the Vice President and Dean for Academic Affairs and with said instructor's consent.

### **b. Campus Life**

Faculty members are requested to do the following:

1. Assist in the enforcement of all rules of the university, whether on or off campus.
2. Correct or reprove a student for violation of school policies.
3. Encourage or reprove a student participation in the full range of campus life available to them.

## **VIII. FACULTY DEMOCRACY AND LOYALTY**

The faculty as a body is expected to function in accord with the best democratic principles. Each member is considered a professional colleague and is viewed as having equal rights with others. Further, an educator of stature will see genuine worth in other colleagues. When referring to an associate, a faculty member should mention those elements of worth and in no way denigrate the skills of character of a colleague to students or others. Observations regarding a persons breach in conduct or professional activities should be made only to the appropriate and responsible administrator.

## **IX. FACULTY MEMBERSHIP**

All full-time and part-time members of the instructional staff and members of the administrative staff who have been assigned faculty status (librarian included) are considered members of the faculty with power to vote.

### **a. Faculty Load**

1. The standard teaching load of a full-time faculty member is considered to be 15 semester hours each semester for undergraduate faculty and 12 semester hours each semester for graduate faculty. Where administrative obligations justify it, a teaching load may be reduced. Full-time faculty will be assigned a select number of students for advising and are also required to be available during registration for advising.
2. In addition to his/her teaching responsibilities, each full-time faculty member is considered available to the institution a minimum of 15 hours a week for appropriate professional services. Each full-time faculty member is expected to schedule and post regular daily office hours. To provide for accessibility, the office hours should be scheduled over a minimum of two days. Office hours should be submitted to the Department Chairs at the beginning of each semester so they can be posted in the academic office.
3. Respective academic division chairs will endeavor to schedule 60% of courses taught in any given semester, to be taught by full-time faculty. BHU will employ adequate qualified faculty (based on teaching credentials and experience) to ensure the normal 60:40 ratio of full-time to part-time faculty engaged in instruction at BHU.

### **b. Faculty Personnel Files**

Faculty personnel files must be kept up to date, as this is a requirement of the regional and state accrediting agencies as well as federal agencies involved in grants and loans. Therefore, at the beginning of each academic year, each faculty member should update his personnel file in the office of human resources. These files must include the following data and must be current:

- Biographical Data
- Reference Materials
- Evaluation Information
- Transcripts (current)
- Professional Activities Report

All faculty files are kept confidential and are considered classified information. The annual contract will be kept on file in the office of human resources.

## **X. FACULTY MEETINGS**

The faculty will meet regularly at a time determined and announced at the beginning of each semester. Special meetings may be called by the President or Vice President and Dean for Academic Affairs. The meetings will be conducted in accord with acceptable parliamentary practice.

Minutes will be recorded of all sessions and distributed to all members. The instructional staff and librarian are expected to attend each meeting. Adjunct/part-time faculty is required to attend at least 1 out of 3 meetings Fall semester, and 2 out of 4 meetings in Spring semester.

Joint sessions of the faculty and staff will be held when deemed necessary. Renewal of faculty contracts will be contingent upon full attendance as required.

## **XI. FACULTY ORGANIZATION**

### **a. Objectives**

The faculty organization will show evidence that its objectives are being achieved by:

1. Contributing to the development, evaluation and enhancing of the university curriculum.
2. Assisting in the establishment of admission policy.
3. Contributing to an atmosphere conducive to the social and professional growth of individual faculty members
4. Serving in an advisory capacity to the Board of Trustees.

### **b. Officers**

The chair of the faculty organization is the Vice President and Dean for Academic Affairs.

The organization shall elect a secretary for a term of one academic year.

## **XII. PERSONNEL POLICIES**

### **a. Academic freedom**

A teacher is employed because he is in agreement with the mission (purpose and objectives), biblical foundation statement (doctrine), and organization of Beulah Heights University. He has the freedom to disagree with the position of the institution, but the manner and place of disagreements should be exemplary of a professional educator based on the Word of God.

When a faculty member finds himself in basic disagreement with the institution, he should make his differences known and in keeping with his personal integrity, find a place of employment compatible with his views if he/she is not able to disagree in a Christ-like manner.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties. Research for pecuniary return must be based upon an understanding with appropriate institutional leadership.

The teacher is entitled to full freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matters unrelated to his subject.

The university teacher is a citizen, a member of a learned profession and a representative of an educational institution. When he speaks or writes as a citizen, he is free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man or woman of learning and an educational representative, he or she should remember that the public may judge his profession and his institution by his utterances.

Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman.

**b. Promotion (Full-time Faculty only)**

There is no necessary limit on the number of years, which a faculty member may serve in a given rank. Promotion from one rank to another requires recommendations based on the evaluation of such criteria specified as follows:

1. Graduate training
2. Years of service
3. Effectiveness in teaching
4. Fulfillment of contractual agreement
5. Academic counseling
6. Participation in curricular and committee work with the university
7. Ability and willingness to respect the ideals of the university as expressed in the Statement of Purpose
8. Scholarly interests, publications, research

Ordinarily, promotions coincide with renewal of contracts. Recommendations for promotion shall be made by the curriculum coordinator after advisory consultation with other members of the area having rank higher than that of the individual concerned if such are available.

Consideration of the promotion of an individual may be initiated also by the Vice President and Dean for Academic Affairs or the individual whose promotion is at issue. Although there is no requirement of a minimum number of years in any rank before promotion is given, the period shall be sufficient for purpose evaluation of the qualities of the person concerned.

Advancement in rank is granted by the Board of Trustees upon the recommendation of the President, Vice President and Dean for Academic Affairs, and Department Chair.

**c. Classifications**

Faculty members are classified into the following categories:

**1. Visiting Instructor (All part-time and adjunct faculty rank)**

Must demonstrate an aptitude for teaching and indicate a required level of academic proficiency in the field of instruction. Only part-time faculty is assigned this rank. Minimum academic requirement: a Master's degree is required and a strong background or competence in the area they are assigned to teach.

**2. Instructor**

- a. Must document an effective teaching ability or demonstrate competencies, which would explicitly indicate the potential for such ability.
- b. Must demonstrate an acceptance of BHU mission and policies.
- c. Minimum academic requirement: a master's degree (a terminal degree preferred for graduate instruction).

**3. Assistant Professor**

- a. Must demonstrate and document a high level of teaching ability and demonstrate acceptance of BHU mission and policies.
- b. Must demonstrate a commitment to professional growth and development.
- c. A Master's degree and at least two years teaching experience.
- d. Minimum academic requirement: a master's degree.

**4. Associate Professor**

- a. Must demonstrate a continuing effectiveness in scholarship and teaching.
- b. Must demonstrate and document significant professional growth.
- c. A Master's degree and at least 5 years teaching experience.
- d. Minimum academic requirement: a Master's degree with highly significant scholarly achievement. A Doctoral degree preferred.

**5. Professor**

- a. Shall have achieved outstanding accomplishments in teaching and scholarly activities. The President and Vice President and Dean for Academic Affairs shall hold this rank by virtue of their office.
- b. Minimum academic requirement: An earned Doctorate and at least 6 years teaching experience.

**d. Non-Discrimination and Harassment**

The policy of Beulah Heights University is to provide equal opportunity to all qualified persons. Beulah Heights University does not discriminate on the basis of race, color, national origin, gender, handicap or disability, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This non-discriminating policy covers admission and access of Beulah Heights University programs and activities as well as hiring and employment at Beulah Heights University. Beulah Heights University recognizes the rights of all people to live peacefully in society and freely express their beliefs.

Members of the Beulah Heights University community with a concern or complaint, which may involve discrimination or sexual, racial or religious harassment, are encouraged to discuss the concern with a designated individual. Designated individuals include the President and / or members of the President's Cabinet. Any and all complaints of discriminatory behavior will be investigated promptly in accordance with procedures outlined in Beulah Heights University's Operational Manual and Team Member Handbook.

Employee conduct that unfairly discriminates against another is against the law. Beulah Heights University will quickly take corrective disciplinary action up to and including termination.

**e. Sexual Harassment**

The Equal Employment Opportunity Commission (EEOC), whose function is to enforce Title VII, issued Guidelines on Sexual Harassment in the workplace. The Guidelines Define Sexual Harassment as follows:

*Un-welcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting interfering with an individual's work performance or creating an intimidating, hostile, offensive work environment*

Under these guidelines, the employer is responsible for the discriminatory acts of its agents and supervisory staff members, regardless of whether the employer authorized, knew, or even should have known of the acts. In addition, the employer is responsible for sexual harassment conducted by non-supervisory staff members if the employer authorized, knew or should have known about the harassment.

**f. Statement of Sexual Standards**

The purpose of this policy is to convey Beulah Heights University's stance on sexual practices of its team members and students. Beulah Heights University believes that heterosexual union must be reserved for marriage and insists on sexual abstinence for the unmarried. Beulah Heights University believes premarital, extramarital, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture.

Beulah Heights University takes the physical health of its faculty, staff and students very seriously. Because of what we believe, the poor health of any of our members, naturally, would be a great concern. If one of the members of the BHU community contracts sexually transmitted diseases, including HIV/AIDS, it is expected that medical treatment be sought and administered. Counseling is also recommended. Professional referrals can be obtained through our Counseling Division.

**g. Sexual Harassment Complaint Procedure**

Except in rare circumstances, informal complaints of sexual harassment are handled by the Vice President and Dean for Academic Affairs and Human Resources who work with the parties involved obtaining information and resolving the problem.

The first step of the investigation is an interview with the complainant to ascertain exactly what occurred. Information is collected to determine when the incident took place, who is being charged, and what other circumstances, conversations, or witnesses might help define the problem more concretely. The complainant is apprised of the following facts:

1. The Office of Human Resources will get back to him/her with the findings
2. The complaint and related investigative materials are maintained separately and no notations are placed in the staff member's files.
3. No persons outside of those necessarily involved are informed.
4. No reprisals will be taken against an individual for making such a complaint.

The allegation is written down and the complainant is asked to sign the statement. Writing out the allegation provides additional documentation as well as possible justification for deciding what action to take in case that results in the staff member's word against that of another staff member. The charges will be investigated just as thoroughly if the complainant refuses to sign.

A similar interview is then conducted with the supervisor of the staff member accused of the sexual harassment. If, at this point, there is enough information gathered to make a final judgment on the merits of the complaints, steps will be taken to fashion an appropriate remedy.

However, if the charge is denied, or if there is a differing interpretation of the events, the investigation proceeds exactly as would any other discrimination investigation, with an examination of personnel and other work records, interviews with witnesses, if any, and comparisons to others similarly situated. Records are made of the findings.

The conclusion of this procedure will determine the action to be taken. The action taken will be immediate and appropriate for the charge as determined by the investigation. The consequences of engaging in acts of sexual harassment arise out of the same set of rules and policies as stated under Discipline and Termination of Employment.

### **XIII. FACULTY COMMITTEE STRUCTURE**

Appropriate standing committees exist to address specific areas of the academic program and broader issues of the university.

#### **a. Standing Committee of the Faculty Organization**

1. Academic Affairs Committee: The Academic Affairs Committee consists of the Vice President and Dean for Academic Affairs, Vice President for Institutional Effectiveness, Vice President for Student Life and Enrollment Management, Vice President for Asian Student Affairs, Registrar, and the chairs of Academic Department.

The Vice President and Dean for Academic Affairs shall be chairman of this committee and the Registrar shall be the secretary. The duties of the Academic Affairs Committee are to:

- a. Assist in Catalog revisions
- b. Analyze curriculum and recommend changes
- c. Evaluate degree programs and recommend changes
- d. Recommend changes in registration procedures and policies

#### **b. Library Committee**

The Library Committee is appointed by the Vice President and Dean for Academic Affairs and is chaired by a member of the faculty or administration other than the Director of Library Services. Its chief functions are:

- a. To serve in an advisory capacity to the Director of Library Services
- b. To serve as a liaison between the library and the faculty.

All committee actions shall conform to the established practices of the university. Committees are to report their activities regularly to the faculty. The chairman of each committee shall see that minutes are kept of each session. One copy should be filed in the Office of the Vice President and Dean for Academic Affairs. An additional copy should be filed in the respective department.

### **XIV. FACULTY DUTIES**

#### **a. Full-Time Faculty**

The following duties and responsibilities are to be performed by each full-time faculty member:

1. Teach assigned classes in a manner consistent within the approved syllabus for the classes.
2. Develop professional competence.
3. Share in the spiritual emphasis and activities.

4. Share in the administration of the university through faculty meetings. Full-time faculty members are expected to attend all faculty meetings. Members should keep a file of the faculty minutes, which are prepared and distributed by the faculty secretary.
5. Utilize the gradebook and attendance functions in the Blackbaud system and keep all records current in this system.
6. Serve on committees to which he/she may be appointed.
7. Recommend to the library accession lists in fields in which he/she teaches.
8. Represent the university appropriately among constituency.
9. Maintain fifteen (15) office hours per week in addition to the regular teaching schedule of five (5) classes a semester for undergraduate and four (4) classes a semester for graduate faculty.
10. Counsel students in academic and proposal matters.
11. Advise students with respect to matriculation throughout their academic program, which includes proper course selection, review of academic standing, and availability to assist students in deficiencies in a given class
12. Endorse and participate within reason in extra-curricular activities of the university.
13. File with the Vice President and Dean for Academic Affairs essential syllabi, textbook and reading lists, sample tests, and other relevant materials to the general course, as requested.
14. Be familiar with the contents of the university **Catalog**, the **Faculty Handbook**, the accreditation standards, and the **Student Handbook**.
15. Attend chapel services on days teaching.
16. Be prompt in attending all organizational and committee meetings to which he/she is assigned. If attendance is not possible he/she shall notify the chairman of that organization or committee in advance.

**b. Adjunct Faculty**

The following duties and responsibilities are to be performed by each adjunct faculty member:

1. Teach assigned classes in a manner consistent within the approved syllabus for the classes.
2. Develop professional competence.
3. Share in the spiritual emphasis and activities.
4. Share in the administration of the university through faculty meetings. Adjunct/part-time faculty is required to attend at least 1 out of 3 meetings Fall semester, and 2 out of 4 meetings in Spring semester. Members should keep a file of the faculty minutes, which are prepared and distributed by the faculty secretary.
5. Utilize the gradebook and attendance functions in the Blackbaud system and keep all records current in this system.
6. Recommend to the library accession lists in fields in which he/she teaches.
7. Represent the university appropriately among constituency.
8. Counsel students in academic and proposal matters.
9. Endorse and participate within reason in extra-curricular activities of the university.
10. File with the Vice President and Dean for Academic Affairs essential syllabi, textbook and reading lists, sample tests, and other relevant materials to the general course, as requested.
11. Be familiar with the contents of the university **Catalog**, the **Faculty Handbook**, the accreditation standards, and the **Student Handbook**.
12. Attend chapel services on days teaching.

## **XV. ACADEMIC POLICIES**

### **a. Admission to Class**

Students are officially admitted to class by authorization with a written notice from the Registrar's office to the instructor. This is in the form of an Official Class Register.

### **b. Classroom and Hour Changes**

Alterations of classroom or class hour schedules are to be made only after consultation and approval of the Registrar.

### **c. Class Attendance Policy**

Attendance in all classes is considered mandatory to the attainment of academic excellence. All faculty members will maintain an accurate attendance record and begin their class on time.

In any class when a student's absences for all reasons exceed the number of credit hours for the course, the final grade of the student will be affected, to be determined by the faculty member in consultation with the Dean of Academic Affairs.

To be eligible to receive credit for any course in which the student is enrolled, he/she must attend at least eighty percent of the total number of class meetings. Absence caused by prolonged illness may be exempt from this rule by a written request to the Vice President and Dean for Academic Affairs. All faculty members will communicate the attendance policy to the students through the course syllabus.

### **d. Class Walking**

Students are permitted to leave class without penalty if no supervision is present or the instructor does not appear within 15 minutes of the beginning of the class hour. Instructors are urged to make an appropriate provision for their classes should they be unavoidably detained.

### **e. Absences on School Assignments**

The Registrar's office will notify the faculty of all school assigned absences or any school-related authorized absences one week prior to the scheduled event. The student is expected to consult the respective teachers regarding make-up work for each class period so missed prior to absence. These absences will not count against the 80% class attendance policy required for course credit.

### **f. Faculty members**

BHU faculty should not accept engagements, which conflict with assigned teaching schedules. All absences of instructors must be reported to the Vice President and Dean for Academic Affairs.

Instructors will be considered on school assignment when they represent the university at church functions or professional meetings approved by the Vice President and Dean for Academic Affairs.

### **g. Faculty Chapel Attendance Expected**

Participation in the spiritual life of the university should be a major objective of all faculty members. One visible evidence of this is regular and punctual attendance in the chapel

services and other related campus functions. You will be expected to attend chapel on days that you teach.

**h. Class Work**

Faculty members will plan their course, assign class work and term papers, and administer appropriate tests in keeping with acceptable instructional techniques in order to provide the necessary educational experiences for the academic growth of students. Though considerable latitude is given teachers to arrange their instruction within these limits, it is recommended that written assignments, appropriate outside reading, and appropriate written examinations be required for all courses. *Pre* and *Post* course work are required for all modular courses.

**i. Course Syllabi**

Syllabi for all regularly scheduled courses are to be filed in the office of the Registrar and the faculty office two weeks prior to the beginning date of the semester. The syllabus should include course objectives, detailed outline, schedule of tests, activities, projects, papers, visual aids, and an adequate bibliography. All such syllabi are to be submitted electronically to the faculty members' respective chairperson at least 6 weeks before the term begins or as instructed by the department chair. **(Please see faculty office for copy of syllabus shell.)**

**j. Textbooks**

Texts for class can be chosen by the instructor, by submitting titles to the department chairs for approval. Texts should be compatible with sound scholarly practice and the mission of the institution. Textbook orders are to be submitted electronically to the book store at least 6 weeks before the term begins or as instructed by the department chair. **(Please see faculty office for instructions to access the book order form online.)**

**k. Academic Standards**

BHU insists on the highest level of academic excellence. The instructor will help maintain this standard by planning and carrying out each course using effective scholarly and academic practices.

**l. Guest Speakers**

Guest speakers for classes may be invited after the name has been submitted to the Department Chairs. The instructor will be responsible for any costs involved unless other arrangements are made with the Vice President and Dean for Academic Affairs.

**m. Grading Policies**

1. System of grading - The instructor may follow any grading method providing it is based on fair and sound academic procedure. Letter grades should be used to indicate the following general levels of achievements:

<b>Grade</b>	<b>Standard</b>	<b>Scale</b>
A +	Excellent	98 – 100
A	Excellent	94 – 97
A -	Excellent	90 – 93
B +	Good	88 – 89
B	Good	84 – 87
B -	Good	80 – 83
C +	Average	78 – 79
C	Average	74 – 77

C -	Average	70 – 73
D +	Passing	68 – 69
D	Passing	64 – 67
D -	Passing	60 – 63
F	Failure	60 or below

Institutional Grade Point Average - Grade points are computed by the following schedule:

A+	4.0 grade points
A	3.7 grade points
A -	3.5 grade points
B+	3.3
B	3.1
B -	2.9
C+	2.7
C	2.5
C -	2.3
D+	2.1
D	1.9
D-	1.7
F	0 grade points

2. Incomplete Work (I) – A student who experiences illness or other emergencies may receive an “I” in a course with prior approval of the instructor. The approval request, accompanied by a statement from the instructor indicating all work to be completed must be filed in the Registrar’s office.

The grade of “I” for a course will involve a ten (10) point reduction for the final grade, unless illness or another emergency exists. At the end of thirty (30) days from the final exam, the incomplete will automatically become an “F”.

3. Withdrawals – A course which is dropped prior to the second week of the semester will not appear on the student’s permanent record card, nor will the grade be assigned. A course dropped after the first week of the semester will appear on the student’s permanent card with an assigned grade of “W”. A course dropped between the sixth week and the twelfth week will carry the grade “WP” (withdrew passing) or “WF” (withdrew failing). The “WF” grade is counted as a punitive grade on the student’s record. Course dropped after the twelfth week will carry the grade of “F”, except in the case of prolonged illness.

**n. Reporting Grades**

A master grade sheet of each class provided by the Registrar’s office will be submitted to the Registrar at the end of each semester. This should be done no later than one (1) week following final exams. Students are notified of their grade at the end of the semester by the Registrar. Official notice of final grades will not be issued until all indebtedness to the institution is paid in full.

**o. Early Examinations**

Early semester examinations will not be permitted without a request in writing from the student showing the reason for the request, and approval from the instructor.

**p. Directed Study Course**

A senior in his/her final semester may be permitted to take a course by directed study. An approval form must be submitted to either, the Vice President and Dean for Academic Affairs, Registrar, or Department Chair for approval. The instructor will also approve the request. Only properly oriented Instructors will be permitted to teach directed study courses.

**q. Audit**

Application for auditing a course may be made in the Registrar's office. Classes may be audited for (½) half the regular tuition. Although students may attend all class sessions and receive material, under no circumstances will credit be given for an audited class.

**r. Academic Probation and Suspension**

A full-time student who fails to maintain a 2.0 grade point average (on a 4-point system) will be placed on academic probation for one semester. Failure to meet this standard while on probation will result in suspension from university for one semester.

**s. Academic Dishonesty**

It is the responsibility of the instructor to take proper steps to encourage honesty in academic work by students. An "F" may be given for any work in which cheating is ascertained.

**t. BHU Statement on Plagiarism**

Plagiarism at BHU is completely unacceptable conduct. If not detected and challenged, it robs the student and the University of integrity and Christian testimony. It bypasses the learning process and makes credit the goal rather than character. It is unfair to other students.

Instructors have a responsibility to the university and to the student body in this matter. Care must be taken not to allow plagiarism to go unnoticed. Tests should be carefully monitored to assure that one student does not copy the answers from another student's paper. However, research papers provide the greatest temptation to the potential plagiarist. There are three common ways that plagiarism occurs. (1) The student copies work of another student, (2) the student copies verbatim text from a written source without acknowledging and documenting the source, and (3) the student lifts our textbook footnote reference and represents them as his or her own research.

Plagiarism can result in course failure or recommendation for dismissal from university. Students have an ethical responsibility to report any instances of plagiarism they have personally observed.

The instructor who discovers an instance of plagiarism should take the following steps: (1) Meet with the student(s) and point out the specific instances where plagiarism has occurred. (2) Help the student understand that the practice is ethically wrong. (3) Initiate corrective penalties.

The instructor is authorized to (a) simply reject the paper with a warning, (b) require a more thorough paper done properly, (c) let the student apologize to the class, (d) fail the course, or (e) all of the above. Additionally, the instructor may recommend dismissal from the university.

The instructor should carefully document the plagiarism and keep a record of the incident. However, because of privacy concerns and liability issues, the instructor has the responsibility to check with the registrar's office to obtain the names of other current instructors with whom the offending students have courses.

In oral form only – not in written form, the first instructor should contact all other instructors, and ask them to be alert to similar attempts by that student in their own courses.

## **XVI. POLICIES CONCERNING CONTRACTS**

The following procedures will be followed concerning faculty contracts:

- a. The full-time faculty is given annual contracts. The contract period is twelve months in length, beginning prior to the regular term on a date announced by the Vice President and Dean for Academic Affairs and continuing through the academic year. Part-time faculty contracts shall be validated each semester the minimum number of students or after adjustments have been made for class size this may include a salary adjustment. Dean for Academic Affairs' approval is required for all adjustments.
- b. Contracts should be returned within two (2) weeks following the date issued. In the event that a renewal contract is not to be offered, the university will notify the faculty member on or before the date that contracts are offered to other faculty, whenever possible.

## **XVII. POLICIES CONCERNING FACULTY COMPENSATION**

### **a. Salary**

The full-time faculty salaries will be paid in ten (10 or 12) equal installments. Part-time faculty will be paid on a course by course basis. Adjunct instructors are paid four times during the fall and spring semesters and twice during the summer. If instructors team teach a course, one salary will be split between the two instructors. Full-time instructors will not be allowed to team teach a course with the expectation that the second instructor will be paid. One salary per course will be issued. Any exceptions will be evaluated on a case by case basis.

### **b. Sick leave (Refer to Team Member Handbook)**

### **c. Paid Time Off**

After probationary period has been successfully completed, full-time staff members will earn paid time off. **(Refer to Team Member Handbook)**

### **d. Salary Deductions for Absences (Full-time only)**

Salary deductions will be made for all absences other than those charged to sick leave or school assignment unless satisfactory arrangements have been made.

### **e. Mileage**

The university will pay mileage to faculty teaching at BHU extension sites at the prevailing IRS per mile rate. Mileage to be paid will be miles in excess of 30 miles from the campus of BHU. Faculty should document miles and submit these on the standard reimbursement form.

### **f. Directed Study Courses**

Instructors will be compensated a small stipend for each directed study completed. Checks will be distributed after final grades are submitted.

**g. Professional Meeting (Full-time only)**

The university suggests that each full-time faculty member attend one (1) professional meeting annually, as financial conditions warrant.

**h. Faculty-Staff Insurance Plan (Refer to Team Member Handbook)**

**i. Tuition Waivers**

A full-time member of the faculty or administration or spouse may take courses free of tuition. Fees associated with courses and other general fees are not included in this waiver. Immediate dependent children shall be extended this same provision.

**j. Educational Enhancement**

The Board of Trustees has authorized a tuition allowance in the form of a loan, for educational enhancement for full-time faculty members of Beulah Heights University. These courses may be taken at any accredited university, seminary or university; however, the loan amount will be limited to the departmental fiscal year budget.

The purpose of the program is to encourage faculty to pursue advanced degrees and to aid them financially in so doing. It is imperative that these degrees coincide with the mission, vision, goals and objectives of BHU. Tuition assistance will be (1) limited to a specific number of people during any given semester (2) granted to those individuals that are filling an immediate objective of the university (3) and in accordance with the institutional budget.

Any interested faculty members should submit the request to the Department Chair then to the Vice President and Dean of Academic Affairs. All requests will be submitted to the Business Office and then to the President for final approval.

The faculty member will be notified of the response, approval or denial, to the request in writing. In order for this request to be approved the faculty member must commit to remain at BHU five years after the completion of the course work. In addition, if approved a promissory note must be signed prior to disbursement. No repayment of the principle is necessary until the faculty member terminates his or her services with the university as a full-time member. The loan is cancelled at the rate of 20% per year of full-time service after the completion of the course work (ex: Year 1 – debt reduction of 20%, Year 2 – debt reduction of an additional 20%, Year 5 – complete debt elimination).

If the faculty member full-time service is terminated prior to complete cancellation of the loan, the balance of the loan becomes due on the last day of full-time service with the university. Any variance to the above terms must be approved by the Board of Trustees.

If there is a need determined by the supervisor and funds are available, staff members will be granted assistance in accordance with the aforementioned policy. Full-time staff members are eligible to take two undergraduate classes and one graduate class each semester at BHU. These classes should be scheduled outside of the employee's work schedule.

Professional development seminars are also encouraged. Supervisory approval is needed prior to enrollment to insure it meets with institutional objectives and is within the constraints of the departmental budget. Conferences require supervisory approval and subsequent cabinet approval.

## **XVIII. GRIEVANCE POLICY AND PROCEDURE**

Staff member satisfaction is one of our primary goals. We believe that it is in the best interest of both BHU and the staff member to resolve these matters as soon as possible at the lowest possible level. Staff members' problems or concerns regarding BHU rules, regulations, working conditions, or their application is addressed in the following manner:

1. The staff member should first attempt to adjust the grievance informally by discussing it with his or her immediate supervisor.
2. If the matter is not adjusted to the staff member's satisfaction through informal discussion, the staff member may proceed to the formal grievance staff by presenting the grievance in writing to his immediate supervisor, describing the adjustment desired. A form to begin this process is available in the Administration Office.

The written grievance must be presented to the immediate supervisor within five (5) working days of its occurrence. The supervisor will have five (5) working days in which to provide the staff member an answer in writing.

3. If the staff member is not satisfied with the answer from the immediate supervisor, he may take his grievance to the second level of review. The grievance must be presented in writing to the second level of review within (5) working days from the time the answer was given or due (whichever was earlier) by the immediate supervisor. The second level of review will be the VP. The second level reviewing officer will have five (5) working days in which to provide the staff member an answer in writing.
4. If the staff member is not satisfied with the answer received from the second level of review, he may take the grievance to the third level of review within five (5) working days from the time the answer was given or due (whichever was earlier) by the second level reviewing officer. The third level of review will be the President. The President will have ten (10) working days in which to provide the staff member an answer in writing.
5. If the staff member is not satisfied with the answer received from the third level of review, he may take the grievance to the fourth level of review within five (5) working days from the time the answer was given or due (whichever was earlier) by the third level reviewing officer. The fourth level of review will be the Board of Trustees. The Board of Trustees will have thirty (30) working days in which to provide the staff member an answer in writing.
6. The decision of the Board of Trustees will be final and binding on all parties.

## **XIX. SECRETARIAL POLICY**

The university provides a reasonable amount of secretarial assistance. The Vice President and Dean for Academic Affairs or the Vice President for Institutional Effectiveness and Planning are responsible for approving secretarial assistance assigned to faculty members.

## **XX. LIBRARY POLICIES**

### **a. Selection and Acquisitions of library materials.**

1. The Director of Library Services will order all library materials.
2. Each faculty member is expected to prepare requisitions for book or materials that will enhance his/her areas.
3. All faculty requests will be purchased within the limits of the area budget.
4. The library for faculty use furnishes requisitions forms. These forms should be completely filled in to prevent delays in ordering. The requisitions are submitted to the library.
5. The faculty can receive a new book list regularly, which includes all of the recent additions of the collection. Please request this from the library staff.
6. Faculty members are entitled to book and pamphlet loans from the library for a period of 3 months only. Book should be returned promptly by the due date.
7. All faculty are encouraged to make use of the Inter Library Loan (ILL) program that permits instructors to borrow resources from many other libraries for research or continued studies.

### **b. Circulation of Materials**

1. Full-time employees of the university are permitted to check out materials.
2. Faculty should be aware that library books are regularly checked out by students for only two weeks at a time, not exceeding 28 days.
3. An inventory will be made of all materials checked out by faculty at the end of the semester.
4. The faculty is not to check out materials and loan them to students.

### **c. Library Assignments**

Since students must return all books to the library before the end of the semester. Assignments should be made well before final exams are taken.

### **d. Penalty**

The faculty member who has personally checked out library materials will be required to pay for all materials lost or damaged.

### **e. Reserve Books**

1. Instructors may have books placed on reserve that are to be used widely by classes. This can be done by filling out a reserve book form and submitting it to the library.
2. The instructor is to determine which of the following reserve conditions would be appropriate for his/her class:
3. Reserve materials may be checked out from the circulation desk and are used only in the library during regular library hours (regular reserve).
4. One day reserve, due before closing time the next day the library is open (overnight reserve). Instructor should provide sign-in sheet.

**f. Personal Books**

The library will not be responsible for any books loaned to the library by instructor for use by students.

**g. Visual Aids**

1. Every classroom has been provided an overhead projector and a VCR/DVD and TV.
2. Instructors using this equipment will be responsible for its safety and security.
3. The Faculty Office provides dry erase markers for the whiteboards. The maintenance staff provides bulbs for overhead equipment

**XXI. PURCHASING AND REQUISITION POLICIES**

- a. The business office is responsible for all university purchasing. To purchase budgeted equipment and supplies, faculty members submit requisitions to the Vice President and Dean for Academic Affairs who in turn will properly process them through the Business Office.
- b. Requisitions for repairs or maintenance are handled in the same manner.

**XXII. POLICIES REGARDING STUDENT ACTIVITIES**

Please refer to the Student Handbook for information governing student activities. This may be obtained in the office of Student Life.

**XXIII. MISCELLANEOUS POLICIES**

**a. Photocopying Service**

A reasonable amount of photocopying is provided.

**b. Textbook Policy**

1. The university provides a virtual bookstore for textbook ordering, which can be accessed from the BHU website (Beulah.edu). Students also have the liberty to purchase textbooks from the vendor of their choice.
2. The university maintains a standardized textbook list for each class and any change to that list must be approved by the department chair.
3. The faculty may request a complimentary desk copy of the required text(s) utilized for instruction in the class.

**c. Academic Ceremonies**

All faculty are required to participate in campus academic ceremonies. Each faculty member is to provide proper information to the Registrar for the order of academic vestments.

**d. Procedures for Faculty Evaluations**

**Objective:**

To assist the faculty member in attaining their optimum potential as a learning facilitator

**Policy:**

Written student evaluations will be conducted at the end of each semester. These evaluations will be made available to the faculty member for the purpose of their assessment and professional development. Faculty evaluations will be done annually by the respective chairpersons overseeing the faculty. The Vice President and Dean for

Academic Affairs and/or the Department Chairs will conduct faculty evaluations only as necessary. All faculty will complete a Self-Assessment from ahead of each evaluation and bring it with them to their evaluation session. The Faculty Performance Form used will be signed by the department chairperson and the faculty person. A final copy will be given to the faculty member and become a part of the faculty member's personnel file.

**e. Faculty Orientation**

All new faculty members are required to receive an orientation to the university from the V.P. and Dean for Academic Affairs or appointed members of the institution. This will be a comprehensive orientation involving department chair(s) and the key staff members.

**f. Outside Employment – General policy**

To eliminate any outside conflicts with employment at the university, a team member may hold an outside part-time position with prior written approval from his/her immediate supervisor, providing it does not compromise the integrity of Beulah Heights University. Team members are restricted in their choice of outside employment. Approval will not be granted if the position is with any organization doing business with or competing with BHU, or deemed inappropriate with the nature of BHU

**XXIV. POLICY STATEMENT ON PHOTOCOPYING OF COPYRIGHTED MATERIALS FOR CLASSROOM & RESEARCH USE**

The following policy statement regarding proper photocopying of copyrighted materials is not originally ours, but we concur with said statement and have incorporated same into our *Faculty Handbook* for the protection of *Beulah Heights University* and its faculty.

This policy statement was initiated in an unnamed university after nine (9) faculty members had a lawsuit filed against them for improper photocopying and distributing of copyrighted materials without prior permission from the owners.

- a. "The principles of the copyright law are designed to promote the creation, publication, and use of works of the intellect. These principles include both the exclusive rights of copyright owners to determine certain uses of their works (in not-for-profit as well as commercial contexts), and certain exceptions including the doctrine of "fair use." These precepts are in the mutual interest of the university, author, and publisher communities of the public."
- b. "Under the copyright laws, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of "fair use" (presently set forth in Section 107 of the Copyright Act). This principle is subject to limitations, but neither the statute nor judicial decisions give specific practical guidance on what photocopying falls within fair use. To achieve for faculty greater certainty of procedure, to reduce risks of infringement or allegations thereof, and to maintain a desirable flexibility to accommodate specific needs, the following policies have been adopted.
- c. All classroom material sales must be copyrighted for students to be able to access the material from the vendor of their choice. No sale of classroom material can be done outside of our relationship to any other private source.

## XXV. FACULTY CODE OF CONDUCT

- a. All faculty and staff are expected to set the examples of behavior as those in a Christian institution. If a time comes when you cannot abide by these standards, it is expected that you will sever your relationship with BHU. As a faculty member, you should:
  1. Teach by example as well as precept.
  2. Be happy in your work, demonstrating the joy of the Lord in your classroom or office.
  3. Be faithful in fulfilling your responsibilities, not shirking any task.
  4. Avoid grumbling and complaining about conditions that are not to your liking.
  5. Avoid hasty judgments of fellow teachers or staff.
  6. Be loyal to your co-workers and supervisors and support decisions made by higher authority, even if you might disagree.
  7. In case of disagreement, speak only with proper authority to make your views known.
  8. If you cannot accept decisions that you do not agree with, please leave rather than be a disruptive influence at BHU.
  9. Recognize the right of the student to receive a full period's profitable instruction.
  10. Be on time to each class and strive to be prepared.
  11. Be fair with facts; do not dogmatize a debatable issue.
  12. Endeavor to be equitable in your dealings with students.
  13. Keep all records honestly and carefully.
  14. Respect the confidentiality of student/faculty meetings except when it needs to be disclosed to a proper authority for maintaining BHU's standards.
  15. Respect the confidentiality of faculty/staff meetings and not openly criticize policies or problems of BHU to others.
  16. Strive to help other members of the faculty and staff when there is a need and you are equipped to be of service.
- b. The maintenance of high academic standards is a common concern of the administration and staff and the individual responsibility of each faculty member. Each faculty member has the privilege and duty to use the instructional methods and teaching materials most likely to accomplish the highest possible of each course.
- c. The faculty of BHU actively functions to support the aims and visions of the Board of Trustees which include the provision of higher education within the context of Christian values, with emphasis on high academic standards, practical application, and spiritual development.

## XXVI. INTELLECTUAL PROPERTY

Intellectual Property (IP) is an [umbrella term](#) for various legal [entitlements](#) which attach to certain names, written and recorded media, and inventions. The holders of these legal entitlements are generally entitled to exercise various [exclusive rights](#) in relation to the subject matter of the IP. The term intellectual property reflects the idea that this subject matter is the product of the [mind](#) or the [intellect](#), though the term is a matter of some controversy.

It is with these thoughts in mind that Beulah Heights University has adopted a policy on intellectual property. All course material, administrative documents, syllabi, online course material and other related documents are the exclusive property of Beulah Heights University. These documents cannot be reproduced or distributed without the expressed permission of the senior management of Beulah Heights University.

Revised 11-16-11

**Please refer any questions regarding this document to the Vice President and Dean for Academic Affairs.**



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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.