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		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.000	<i>Page:</i> 1
<i>Subject:</i> Introduction		<i>Responsible Department:</i> Academic Affairs	

The Faculty Section of the Personnel Handbook is designed as a guide for faculty and administration, providing information that is essential for a better understanding of California Baptist University. This publication is intended for use in faculty orientation as well as to serve as a ready reference for institutional life and procedure.

This section is not the sole document for faculty guidance. The Personnel Handbook, Student Handbook, the University catalog, and other documents as they are issued serve as a collective body of information to which faculty and administration look for information relative to institutional policy and guidelines.

The material herein is compiled from a record of official faculty actions as well as administrative policies and board decisions. The Faculty Section has been prepared for the purpose of clarifying faculty responsibilities and privileges and should aid in creating a direct and effective approach to organizational problem-solving. Substantive addition to or revision of this section of the Handbook are generally recommended by the Faculty Senate to the Administration; by the Administration to the Trustees, and approved by the Trustees. The Faculty Section is subject to review and/or revision by the Administration or the Board of Trustees. Changes made after the publication date will be considered in effect and will be on file in the Provost's Office, and will be distributed to the Faculty in writing.

Faculty members who have questions regarding this handbook are encouraged to consult with their department chair and/or or dean, the Provost and other appropriate faculty and administrative leaders.

	<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
	<i>Policy Number:</i> 3.001	<i>Page:</i> 1
<i>Subject:</i> Values of California Baptist University		<i>Responsible Department:</i> Academic Affairs

California Baptist University is owned and operated by the California Southern Baptist Convention (CSBC). As an institution of the CSBC, the University upholds the values of the CSBC.

For the glory of God, under the lordship of Christ, and in the spirit of prayer and humility, the California Southern Baptist Convention affirms these values as central to all we do:

Authority of Scripture (2 Timothy 3:16-17)

World evangelism (Matthew 28:19-20)

Practical love and integrity (Matthew 22:37-40)

Fruitfulness for the glory of God (John 15:16)

Cooperation that affirms diversity (1 Corinthians 12:13) *California Baptist University, however, maintains the right to discriminate based upon religion, as more specifically set forth herinafter.*

Integrity in relationships (Psalm 1)

Urgency in light of the imminent return of Christ (Revelation 22:12)

Autonomy of the local church (Matthew 16:18-19; Col. 1:18; Acts 15:1-33)

	<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
	<i>Policy Number:</i> 3.002	<i>Page:</i> 1
<i>Subject:</i> Mission and Philosophy	<i>Responsible Department:</i> Academic Affairs	

### **Mission and Philosophy Statement**

Mission: The primary purpose of this corporation is to conduct regular four-year University courses in education, music, sciences and the liberal arts, and to grant certificates, diplomas and any and all degrees evidencing completion of any course of training, together with any and all honorary degrees and to provide training for Baptist youth and others desiring to be affiliated with Baptist theology and theological instruction and such other instruction as may be needful and advantageous in preparing and qualifying ministers and others for Christian work. (Articles of Incorporation of California Baptist University, 1953.)

Philosophy: California Baptist University is a Christian liberal arts institution founded by Southern Baptists to serve the world. As such, the University community provides an accepting, caring Christian atmosphere in which the growth of individuals is enhanced by spiritual formation, personal development, vocational preparation, and a sound, academic, liberating education. In the midst of the pursuit of truth, individuals are encouraged to investigate, practice, and refine their aesthetic, moral, social, and spiritual values in order to prepare themselves to make substantial contributions to the cause of Christ as skilled professionals, thinking citizens, and educated persons.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.003	<i>Page:</i> 1
<i>Subject:</i> Statement of Faith		<i>Responsible Department:</i> Academic Affairs	

California Baptist University adopts in full the fundamental doctrines and practices of the California Southern Baptist Convention as stated in the Baptist Faith and Message dated June 14, 2000. Faculty are expected to be both familiar with and not in conflict with the fundamental doctrines and practices stated in that document.

	<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
	<i>Policy Number:</i> 3.004	<i>Page:</i> 1
<i>Subject:</i> Academic Freedom and Responsibility		<i>Responsible Department:</i> Academic Affairs

*Adapted from the Faculty Statement on Academic Freedom and Responsibility, approved by the Faculty.*

Academic freedom is essential for California Baptist University. This is predicated on three critical aspects of the University: its heritage, its purpose and its mission.

California Baptist University has a rich and important heritage as a Baptist institution. Baptists are a significant part of the free tradition in Christian history. In contrast to other faith traditions and polity, Baptists adhere to a decentralized authority structure and individual freedom leading to the autonomy of the local church and the "liberty of conscience" of the individual. This "liberty of conscience" is a concept that, in effect, makes the individual responsible for being persuaded in one's own mind regarding life issues and behavior. Thus, the Baptist heritage makes academic freedom an inherent part of all investigation and discussion of knowledge disciplines.

Furthermore, Baptist thinking resists creeds and formal statements of faith in order to maintain the individual's freedom to question and struggle with the nature of truth and knowledge. While Baptists have always maintained the authority of the Biblical texts, interpretation has been left to the individual on the assumed competence of the individual soul. The individual and his or her God must be the ultimate determiner of knowledge, truth, and behavior.

Our purpose as a university is to provide Liberal Arts education in a Christian context. The liberal arts tradition fosters an understanding that education must focus on good citizenship and a literate self-governing democracy. This tradition is generally Christian and specifically Baptist, in that Baptists have always affirmed self-government and a clear separation of Church and State to allow freedom of inquiry and dissent. In order to achieve our purpose, a strong general education should lead students to confront a diversity of epistemologies and theoretical perspectives that reinforce and challenge even traditional Christian views. Familiarity with the views of others is essential to a liberal education. Academic freedom assures that views are fully explored rather than contrasted as caricatures. Graduates of CBU must take their place as citizens of a modern and diverse world. They must be prepared to participate and contribute fully with an understanding and critical thinking that results from an academically free liberal arts education.

Finally, our mission as a Great Commission University presupposes academic freedom. To present and defend the message and worldview of Christianity to the modern world, an understanding of other worldviews, epistemologies, religions, languages and cultures is imperative. In addition, when challenged, an effective apologetic must correctly discern and respond from an academically sound perspective. This too requires that the education that informs and equips the citizens graduating from this university is diverse, rigorous and academically free. Therefore, CBU should provide a sound general education, a sound integration of the Biblical worldview and an exposure to alternative worldviews so that the implications of each may be properly evaluated. Without a strong and protected stance of academic freedom, we will disconnect from our heritage, defeat our purpose, and fail our mission.

Freedom and responsibility go hand in hand. Responsibility is necessitated because of three critical implications related to academic freedom: scholastic credibility, intellectual honesty, and professorial purpose.

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<i>Policy Number:</i> 3.004	<i>Page:</i> 2

<i>Subject:</i> Academic Freedom and Responsibility	<i>Responsible Department:</i> Academic Affairs
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Scholastic credibility is an important part of the academic process. Discipline authorities are given credibility because of the time and skills used in their gathering of knowledge in the arts, sciences, and humanities. Opinions are valued because the scholar speaking is familiar with his or her discipline's history, theories, and present controversies. Therefore, academic responsibility requires that a professor address the subject matter out of his or her informed scholarship rather than personally held opinions that have not been subject to critical thinking and scholastic inquiry.

Intellectual honesty is also an important component of academic responsibility. A responsible scholar must give respect and accurate criticism of the diversity of opinions within one's discipline. For example, a psychological behaviorist must guarantee that his criticism of Freud is based on an accurate representation of Freud's theory rather than a caricature that is easily dismissed. It is tempting, but not honest, to compare the best aspects of one theory to the worst of another.

Professional purpose also necessitates academic responsibility. One of the primary purposes of the academy in the liberal arts setting is to teach students to understand and critically assess the various disciplines of human knowledge and to, as Mortimer Adler has suggested, enter into the great conversation. Academic responsibility demands that professors provide students with an open, fair, and academically rigorous atmosphere for the investigation, analysis, and synthesis of the various disciplines of human knowledge.

Therefore, academic freedom and academic responsibility are two sides of the same coin. True freedom includes responsibility. And responsibility must be free to question and discuss openly for purposes of seeking accurate knowledge and truth. The pursuit of freedom without responsibility results in license. The cost of responsibility without freedom is uncritical dogma. A Christian University must revere both.

PURPOSE: The University ensures the Faculty the protection of academic freedom, as defined by the American Association of Universities, and the American Association of University Professors, and as amended herein by California Baptist University:

1. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon a prior understanding with the authorities of the University.
2. The faculty member's academic freedom will be within the limits of the official Philosophy Statement and Goals of the University (see "Section 1.400") and the *Baptist Faith and Message*.
3. California Baptist University sustains a covenant relationship with the churches of the California Southern Baptist Convention. It is within this context that the responsibilities of academic freedom, which include termination proceedings, must be exercised. The special position of the faculty member in relating to the California Southern Baptist Convention imposes special obligations. Hence, the faculty member should at all times:
  - a. Be academically sound.
  - b. Exercise appropriate restraint.
  - c. Show respect for the opinions of others.
  - d. Seek to relate constructively to the California Southern Baptist Convention.

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<i>Subject:</i> Academic Freedom and Responsibility	<i>Responsible Department:</i> Academic Affairs
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4. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When the faculty member speaks or writes as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the University by their utterances. Hence, the faculty member should:
- a. Exercise appropriate restraint.
  - b. Show respect for the opinions of others.
  - c. Make effort to indicate that he/she is not a University spokesperson, thereby protecting the University.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.005	<i>Page:</i> 1

<i>Subject:</i> Intellectual Property Rights	<i>Responsible Department:</i> Academic Affairs
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Intellectual Property Rights here refer to the bundle of rights associated with ownership and use of matter subject to statutory and common law copyright or patent laws. Such matter includes inventions, literary works and works of visual art produced by faculty in furtherance of their teaching, scholarship and service duties while employed by California Baptist University. Inventions include inventions and discoveries of any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof, and for which a patent may be obtained. 35 USC §101. Literary works include works, other than audio-visual works, expressed in words, numbers, or other verbal or numerical symbols or indicia, regardless of the nature of the material objects, such as books, periodicals, manuscripts, phonorecords, film, tapes, discs, or cards, in which they are embodied. Audio-visual works are works that consist of a series of related images which are intrinsically intended to be shown by the use of machines or devices such as projectors, viewers, or electronic equipment, together with accompanying sounds, if any, regardless of the nature of the material objects, such as films or tapes, in which the works are embodied. Works of visual art include paintings, drawings, prints, sculptures, or still photographic images, existing in a single copy or in a limited edition of 200 or fewer copies that are signed and consecutively numbered by the author. 17 USC §101. Rights of ownership and use in particular refer to the rights to reproduce, prepare derivative works, distribute copies to the public by sale or lease, and display the matter covered.

The following definitions relate to intellectual property rights at California Baptist University. “Course” refers to any designated units of study, offered by faculty and/or employees under the auspices of the California Baptist University catalog, and presented for credit towards completion of any degree, credential, certificate or program requirements. A “conventional course” refers to formal presentation of intellectual content where instructor and student meet only face-to-face at designated times. An “online course” refers to formal presentation of intellectual content where instructor and student can interact only via the Internet. A “web-enhanced course” refers to formal presentation of intellectual content where instructor and student meet face-to-face at designated times, and where the instructor also provides supplementary intellectual content via the Internet. “Intellectual content” refers to any material, in any tangible medium, contained or presented within a course, including but not limited to syllabi, lecture notes, bibliographies, readings, assignments, and examinations, and all other literary works as defined by 17 USC §101, created or generated by California Baptist University faculty and/or employees including but not limited to California Baptist University faculty. “Digitized intellectual content” refers to any intellectual content that is produced, captured or converted into a form usable by computers for delivery or distribution over the Internet.

The intellectual property rights referred to above customarily repose in the faculty member with regard to copyright of intellectual content, and customarily vest in the employer with regard to inventions and patent rights. When intellectual content is “made for hire,” as in pursuant to contract, intellectual property customarily vests with the employer. It is California Baptist University’s policy and practice where possible to acknowledge, attribute, or otherwise provide appropriate credit for all intellectual content, inventions and patents, to the original author/creator irrespective of the placement of actual intellectual property rights including those set forth above. Given the above definitions and principles, California Baptist University commits to the following guidelines to manage these and other intellectual property rights that might arise.

With respect to conventional courses, each author enjoys editorial control, management and ownership rights to his/her intellectual content. Notwithstanding, California Baptist University shall enjoy the customary permanent, non-exclusive and royalty-free license in perpetuity to utilize such intellectual content, to reproduce, prepare derivative works, and otherwise edit or alter the content, for use by others in the California Baptist University community, and to transform non-digitized intellectual content into digitized forms at its discretion.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.005	<i>Page:</i> 2

<i>Subject:</i> Intellectual Property Rights	<i>Responsible Department:</i> Academic Affairs
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With respect to online courses, each author enjoys editorial control and management of digitized intellectual content placed on California Baptist University servers for those courses while taught, and shares equally with California Baptist University the management and ownership rights to that digitized intellectual content for use in other and future online course offerings.

With respect to web-enhanced courses, each author and California Baptist University enjoy those rights associated with conventional courses for intellectual content that takes final tangible form, and each author and California Baptist University share equally the rights associated with online courses for digitized intellectual content placed on California Baptist University servers.

Faculty and employees also understand that California Baptist University may record on audio and videotape any conventional course lectures, provided they are generated during their usual course and scope of employment with California Baptist University. Audio and videotapes so generated fall into the category of intellectual content associated with conventional courses, but are subject to royalty fees to be negotiated in good faith with California Baptist University when used in courses delivered by faculty or employees other than the author.

With regard to inventions, each faculty member or employee shall submit as soon as practicable a detailed and reasonably complete intellectual property disclosure to California Baptist University so it may determine whether and how to protect, exploit and patent the invention. The University shall determine within six (6) months of the disclosure whether it shall seek to exploit or patent the invention. If at the end of that period the University determines that it will not seek to exploit or patent the invention, all rights to the invention shall be released to the faculty member or employee. If the University decides to exploit or patent the invention, it shall award the faculty member or employee 50% of the net profits generated from the invention's exploitation or commercialization of the patent.

With respect to intellectual property, products, and inventions resulting from work sponsored by outside parties (individuals, companies, not-for-profit entities, etc.) which involve faculty as part of their intellectual development and/or students as part of their educational training, the outside party retains all rights unless shared rights with the university are explicitly agreed to. The outside party may enter into agreements for compensation with faculty and/or students who perform work only with the approval of the Provost. If the use of university equipment and/or facilities exceeds what is normally used to accomplish educational purposes, then the university may charge fees to the outside party for this use.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.100	<i>Page:</i> 1

<i>Subject:</i> Employment	<i>Responsible Department:</i> Academic Affairs
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**POLICY:**

Full-time faculty members are hired by the President, taking into consideration the recommendations of the Provost and Deans.

Applications, statements of teaching philosophy, and other pertinent materials for all recently hired full-time faculty are reviewed by the Academic Affairs Committee of the Board of Trustees.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.101	<i>Page:</i> 1

<i>Subject:</i> Recruitment	<i>Responsible Department:</i> Academic Affairs
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The Administration is charged with the responsibility of recruiting faculty who are practicing Christians, with appropriate training and expertise in the discipline(s) to be taught.

A search will be conducted using sources appropriate to the discipline in coordination with the Human Resources Department of the University.

Persons recommended should be prepared to meet the responsibilities outlined in this handbook.

California Baptist University exists to provide liberal arts education of superior quality in a setting that is openly and positively Christian. The general purpose of the University, therefore, is to produce graduates who are able to face the unfolding fields of each discipline factually informed, intellectually curious, and who possess a deep and genuine reverence for life and for Jesus Christ, who is the source of all truth and life. Only teachers endowed with such traits can guide students to such a worthy goal. Our desire is for teachers who are qualified in mind, training, and character, and who by precept and example are able to teach the highest levels of Christian conduct.

Candidates will have the ability to organize and present pertinent material as effective classroom instructors, and to effectively implement the University's instructional program. Such persons will be able to interact effectively with fellow faculty members and with students in and out of the classroom, and to further the goals of the University.

The practices and policies of Sections 1 and 2 of the *California Baptist University Personnel Handbook* are incorporated into Section 3 to the extent that they are not inconsistent with the terms and provisions of Section 3.

The selection process for full-time faculty is normally initiated by the chair of the department or the dean of the school involved, in consultation with faculty members in the department or school, the Dean of the College of Arts and Sciences (if applicable) and the Provost. The recommendation of the dean is forwarded to the Provost. The Provost, if in agreement with the recommendation, will arrange, if possible, for a campus visit. When there is an on-site visit, the candidate typically will meet with the department or school faculty, the dean of the college or school, the Provost, and the President. The Provost will make recommendations to the President regarding the appropriateness of the candidate, salary, and credit given in recognition of previous experience for purposes of placement on a promotion timeline. The recommendation of the Provost shall be forwarded to the President for consideration and approval. Before an offer of employment is made, candidates must supply the Provost's Office with an application for employment at California Baptist University and official transcripts from all institutions of higher education where degrees were obtained.

Part-time faculty are hired at the discretion of the area deans. Before an offer of employment is made, candidates must supply the dean with an application and official transcripts from all institutions where degrees were obtained.

		<i>Effective Date:</i> 05-06-05	<i>Section:</i> 3
		<i>Policy Number:</i> 3.102	<i>Page:</i> 1
<i>Subject:</i> Faculty Appointments		<i>Responsible Department:</i> Academic Affairs	

**POLICY:** Members of the faculty are those persons holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, Associate Librarian, Librarian, Visiting Professor, Lecturer, and Adjunct.

**DEFINITION:** Faculty Appointments

Professor - the appointee will meet all the following requirements:

1. Hold the earned doctorate or specified terminal degree or equivalent in the appropriate discipline.
2. Completed a minimum of ten years of successful full-time teaching at a regionally accredited institution of higher education and served for a minimum of five years as an associate professor or higher.
3. Demonstrates excellence in teaching performance, scholarly achievements, and service, as described in *Section 3.204 – Qualifications for Earning Promotion and Tenure*.
4. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
5. Adheres to the policies and procedures of the University as outlined in this handbook.

Associate Professor - the appointee will meet all the following requirements:

1. Hold the earned doctorate or specified terminal degree or equivalent in the appropriate discipline.
2. Completed a minimum of five years of successful full-time teaching at a regionally accredited institution of higher education at the level of assistant professor or higher.
3. Demonstrates excellence in teaching performance, scholarly achievements, and service, as described in *Section 3.204 – Qualifications for Earning Promotion and Tenure*.
4. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
5. Adheres to the policies and procedures of the University as outlined in this handbook.

Assistant Professor - the appointee will meet all the following requirements

1. Typically holds the earned doctorate or specified terminal degree or equivalent in the appropriate discipline. Individuals who have made significant progress toward completing a terminal degree may be considered for appointment at this level.
2. Completed a minimum of two (2) years of successful teaching at the rank of instructor or above at a recognized regionally accredited institution of higher education or gives indication of potential as a university teacher, consistent with the purposes of California Baptist University.
3. Demonstrates excellence in teaching performance, scholarly achievements, and service, as described in *Section 3.204 – Qualifications for Earning Promotion and Tenure*.
4. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
5. Adheres to the policies and procedures of the University as outlined in this handbook.

		<i>Effective Date:</i> 05-06-05	<i>Section:</i> 3
		<i>Policy Number:</i> 3.102	<i>Page:</i> 2
<i>Subject:</i> Faculty Appointments		<i>Responsible Department:</i> Academic Affairs	

Instructor - the appointee will meet all the following requirements:

1. Typically holds a master's degree or the equivalent. Gives indication of potential as a university professor, consistent with the purposes of California Baptist University.
2. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
3. Adheres to the policies and procedures of the University as outlined in this handbook.

Librarian - the appointee:

1. Holds an earned master's degree in Library and Information Management.
2. Has completed a minimum of ten years of successful library service or holds an earned doctorate.
3. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
4. Adheres to the policies and procedures of the University as outlined in this handbook.

Associate Librarian - the appointee:

1. Holds an earned master's degree in Library and Information Management.
2. Has completed a minimum of two years in an entry-level librarian position or gives indication of potential as a librarian, consistent with the purposes of California Baptist University.
3. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
4. Adheres to the policies and procedures of the University as outlined in this handbook.

Visiting Professor - the appointee:

1. Is appointed to a one-year or one-semester contract to fill a position on a year-to-year basis, on either a part-time or full-time basis. Visiting professors are not eligible for promotion or tenure. Visiting Professors are not, in any measure, entitled to any advance notice if the University determines that it will not renew their contracts for employment.
2. Gives indication of potential as a university professor, consistent with the purposes of California Baptist University.
3. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
4. Adheres to the policies and procedures as outlined in this handbook.

Lecturer – the appointee:

1. Is appointed to a one-year or one-semester contract on a year-to-year basis, on either a part-time or full-time basis. Lecturers are not eligible for promotion or tenure. Lecturers are not, in any measure entitled to any advance notice if the University determines that it will not renew their contracts for employment.
2. Gives indication of potential as a university professor, consistent with the purposes of California Baptist University.
3. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
4. Adheres to the policies and procedures as outlined in this handbook.

<i>Effective Date:</i> 05-06-05	<i>Section:</i> 3
<i>Policy Number:</i> 3.102	<i>Page:</i> 3

<i>Subject:</i> Faculty Appointments	<i>Responsible Department:</i> Academic Affairs
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Adjunct - the appointee:

1. Is appointed to teach on a course-by-course basis. Adjunct faculty teaching 24 units in a twelve-month period shall receive benefits. Adjunct Professors are not, in any manner, entitled to any advance notice if the University determines that it will not renew their contracts for employment. Adjunct Professors are not entitled to advance notice if the University determines that it will not renew their contracts for employment.
2. Gives indication of potential as a university professor, consistent with the purposes of California Baptist University.
3. Adheres to the ethical and spiritual standards of the University as outlined in this handbook.
4. Adheres to the policies and procedures of the University as outlined in this handbook.

Tenure Track - a faculty position which offers the potential of tenure by meeting the tenure criteria as outlined in section 3.200. Tenure track positions are deemed by the University as strategic for the success of the University's goals and mission. Ranks at the level of assistant professor or above are considered to be on the tenure track.

Faculty hired prior to January 1, 2001 will retain their rank.

		<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
		<i>Policy Number:</i> 3.103	<i>Page:</i> 1
<i>Subject:</i> Faculty Responsibilities		<i>Responsible Department:</i> Academic Affairs	

**POLICY:** All faculty members must actively support the policies of the University and work energetically toward the achievement of its objectives.

#### Academic

All faculty members are to:

1. Organize and present subject matter efficiently and effectively.
2. Embrace and promote a decidedly Christian world view that seeks to integrate faith and learning.
3. Stimulate students to think creatively and to participate in class.
4. Stimulate and assist students' extra-curricular reading and research, in order to expose them to a broad liberal arts tradition.
5. Counsel students concerning academic matters in cooperation with the academic advising program, the academic assistance program, and the counseling center.
6. Help students find and prepare for their vocations.
7. Encourage qualified students to do graduate study.
8. Show respect for individual personality and deal fairly and impartially with all.

#### Professional

All faculty members are to:

1. Maintain currency within the discipline.
2. Be active in at least one professional organization in their teaching field.
3. Observe professional ethics in all relationships.
4. Defend freedom of responsible expression.
5. Demonstrate a sense of collegiality in the department, school, and in the faculty-at-large.
6. Cooperate with administrators.
7. Serve on committees of the University as defined in Sections 3.700.
8. Support the Chapel program by attendance and/or online participation.
9. Do scholarly, creative, or performance work in an academic, creative or performance area and write, create or perform professionally.
10. Through active assessment strive to enhance the learning environment by continually working for improved student outcomes.

#### Denominational

All faculty members are to:

1. Join and attend a church and assume responsibility in their denomination.
2. Represent the University in churches when needed.
3. Encourage student participation in church and denominational programs.

<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
<i>Policy Number:</i> 3.103	<i>Page:</i> 2

<i>Subject:</i> Faculty Responsibilities	<i>Responsible Department:</i> Academic Affairs
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### Social

All faculty members are encouraged to:

1. Attend faculty and student activities sponsored by the University.
2. Sponsor an organization or other student activity.
3. Participate in community activities and organizations.

### Moral

All faculty members are to:

1. Develop and maintain high levels of integrity in intellectual inquiry.
2. Be role models and mentors for students.
3. Uphold the laws of the United States, the State of California, and the county and city of Riverside.
4. Respect the mission, religious traditions, values, and ethics of the University.
5. Respect those of the University community from diverse ethnic, cultural, or religious traditions.
6. Be honest and truthful in all relationships.
7. Respect the personal integrity of every individual of the University community by refraining from profanity, harassment, physical or verbal abuse, violence, or inappropriate sexual behavior.
8. Comply with the policies and procedures of California Baptist University, including, but not limited to, its Personnel Handbook.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.104	<i>Page:</i> 1

<i>Subject:</i> Faculty Roles	<i>Responsible Department:</i> Academic Affairs
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POLICY: Campus Life

Faculty members are expected to take an active part in the University governance and campus life. Regular attendance at chapel is expected.

Faculty Meetings

Full time faculty are expected to attend faculty meetings. The following are eligible to attend; those marked with an asterisk (\*) may vote:

- \* All members of the faculty (see policy 3.700)
- \* President of the University
- \* Provost
  - Vice President for Student Services
  - Vice President for Finance and Administration
  - Vice President for Institutional Advancement
  - Director of Graduate Admissions
  - Director of Assessment
  - Director of Undergraduate Admissions

<i>Effective Date:</i> 09-25-09	<i>Section:</i> 3
<i>Policy Number:</i> 3.105	<i>Page:</i> 1

<i>Subject:</i> Faculty Awards	<i>Responsible Department:</i> Academic Affairs
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POLICY: Up to three annual awards will be given to outstanding members of the faculty.

Full-time faculty who have established a record of distinguished service to the University are eligible to be considered for the Trustees' Distinguished Professor award.

For the Trustees' Distinguished Scholar(s) award, all full-time faculty are eligible to submit proposals (teams of faculty may present joint proposals). Proposals should show the proposed title, a description of the subject to be addressed, and the particular qualifications of the faculty member(s) in dealing with this topic. The content of the proposal should be a matter of scholarly as well as public interest, reporting on original research or reviewing the literature. Faculty will be encouraged to submit proposals that address issues related to the integration of faith and learning. Proposals should be submitted to the Provost by March 1 prior to the award year. The Trustees' Distinguished Scholar(s) will make a presentation to the Faculty on the topic of study during the spring semester of the award year.

Each spring, students may honor a full-time CBU faculty member for exemplary classroom instruction, dedication to the overall learning experience, and service to students as the Faculty Member of the Year. Faculty members are eligible to receive this honor a maximum of two times during any five year period.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.106	<i>Page:</i> 1

<i>Subject: Load</i>	<i>Responsible Department:</i> Academic Affairs
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**POLICY:**

1. Standard teaching contracts are for two semesters, Fall and Spring, of an academic year.
2. Standard teaching contracts call for the teaching of 24 units during a single academic year. Normally, this will involve eight courses of three semester units each.

**DEFINITION:**

Full Load: Normally four three-unit courses or three four-unit courses during a semester will be considered a full load.

**PROCEDURE: Full Load**

Professors are expected to teach a full load. Exceptions will be considered by the Provost in consultation with the area dean. Factors to be considered in determining loads include:

1. Number of courses taught.
2. Number of preparations (e.g. if there are two or three sections of the same course).
3. Number of students enrolled in the classes being taught.
4. Faculty member's load the previous semester.
5. Responsibilities such as special committees, research projects, or accreditation preparation.
6. Classroom contact hours with students.

**Load Deficiencies**

1. If a course is not offered because of lack of enrollment, or a faculty member teaches fewer than twelve units during a regular term, the faculty member will be expected to make up this deficiency within that academic year.
2. Whether teaching load deficiencies are made up during a regular term or a summer term will be determined by the Provost in consultation with the faculty member and the area dean.
3. A faculty member with a load deficiency will have the option to request assignment to any course assigned to a part-time or adjunct instructor that the faculty member has the necessary background to teach. If such assignment is denied, the University will be obligated to provide other reasonable opportunity to fulfill said deficiency such as writing grant proposals or writing curriculum or accreditation documents.
4. If assigned work to meet the load deficiency is not possible, the faculty member will be expected to complete tasks assigned by the Provost.

		<i>Effective Date:</i> 05-06-05	<i>Section:</i> 3
		<i>Policy Number:</i> 3.105	<i>Page:</i> 2
<i>Subject: Load</i>		<i>Responsible Department:</i> Academic Affairs	

#### Overloads

1. Faculty members teaching units beyond a full load will receive additional pay. Overload compensation for courses with fewer than ten students will be prorated (9 students – 90%; 8 students – 80%; 7 students – 70%, etc.). Courses that are required for graduation will not be prorated.
2. Faculty teaching a directed or independent study, chairing a Project/Thesis/Comprehensive Exam, reading (but not chairing) a Project/Thesis/Comprehensive Exam will receive compensation according to a schedule approved by Executive Council.
3. Faculty may teach up to one course (or four semester hours) per semester over and above their assigned course load without permission from the Provost. Also, faculty may teach up to two courses during each of the two sessions during the summer without permission from the Provost.
4. Faculty are to notify the chair of the department or dean of their school in writing by November 1 prior to the spring semester and by March 1 prior to the summer sessions and fall semester of their interest in teaching an overload. Copies of requests to teach overloads are to be sent to the Dean of Academic Services/Registrar. Chairs or deans may not approach faculty to teach overloads unless they have indicated in writing an interest in doing so.

#### Laboratories

1. Faculty members teaching laboratories will receive 2/3 load credit for each contact hour.

#### Large Classes

1. Professors teaching classes with more than 50 students enrolled will receive additional load credit at the rate of one unit for up to each 20 additional students. A salary initiation memorandum will be generated at the end of the semester based on the number of students completing the course.
2. Faculty teaching large class sections may request a teaching assistant or a reader/grader.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.107	<i>Page:</i> 1

<i>Subject:</i> Termination	<i>Responsible Department:</i> Academic Affairs
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### Automatic Termination

Faculty found to have engaged in egregious behavior shall have their appointments immediately terminated. Egregious behavior includes but is not necessarily limited to:

- a. Dishonesty
- b. Sexual harassment or illegal discrimination of any form
- c. Extreme vulgarity
- d. Misrepresentation of professional or personal qualifications
- e. Behavior that is in conflict with the mission of the University
- f. Theft
- g. Engagement in criminal activity while in the course and scope of employment
- h. Carrying of firearms or other dangerous weapons on University premises
- i. Immoral conduct
- j. Breach of confidentiality
- k. Violation of California Baptist University's policies and procedures, including, but not limited to those set forth in its *Personnel Handbook*.
- l. Willful failure to follow directives and/or comply with University policies and procedures.

### Non-Automatic Termination and Discipline

This involves all inappropriate conduct that does not rise to the level of egregious behavior set forth above.

If the conduct of the employee falls under this classification, the President of the University or such other person as is designated by the President of the University shall determine if such conduct occurred and take whatever disciplinary action is deemed necessary by that individual up to and including immediate termination.

#### Termination and Discipline Procedures

1. The Provost will review the appropriate written documentation relevant to the termination or discipline issues.
2. A verbal conference with the Provost and the area dean, with a written record of the conference outlining the problem area being discussed, including recommendations that may assist the faculty member in correcting the deficiencies.
3. If necessary, a second verbal conference with the Provost and the area dean, with a written record of the conference for the personnel file of the faculty member being considered for termination or discipline.
4. A written letter from the Provost stating notice of termination or discipline, or cancellation of any further action. Written notice of the final decision will be sent to the faculty member by certified mail.
5. The Provost, after notification of "request to resign" or "termination" to the faculty member, may suspend the faculty member from performing any further duties for the University.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
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<i>Subject:</i> Termination	<i>Responsible Department:</i> Academic Affairs
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- If the faculty member believes the termination is in conflict with state or federal law, or policies and procedures outlined in the *Personnel Handbook*, he or she may appeal the decision to terminate utilizing the faculty grievance procedure outlined in section 3.600 of this handbook.

#### Non-Disciplinary Termination

- When, in the judgment of the Board of Trustees, a financial emergency exists or when a major curricular reorganization is set in motion, reduction in faculty by termination may be required. A statement of reasons for termination will be furnished to the individual who is to be terminated, if requested. Any professor so terminated for either reason will not be replaced for two years by a professor in the same discipline, unless the released faculty member has been offered reappointment and has declined.
- In cases of a faculty member's physical, mental or other incapacity, the Provost will make the appropriate decisions subject to review by the President.
- If the faculty member in good faith believes the termination is in conflict with state or federal law, or policies and procedures outlined in the *Personnel Handbook*, s/he may appeal the decision to terminate utilizing the faculty grievance procedure outlined in section 3.600 of this handbook.

#### Non-Renewal of Non-Tenured Faculty Contracts

- Notice of intent not to offer a contract for a subsequent academic year shall be given in writing in accordance with the following schedule:
  - Not later than March 1 of the first or second academic year of service.
  - Not later than March 1 of the third or subsequent years of service for notification of a terminal contract for the following academic year.
- The Provost, after notification to the faculty member of termination, may suspend the person from performing any further duties for the University.
- If the faculty member in good faith believes the termination is in conflict with state or federal law, or policies and procedures outlined in the *Personnel Handbook*, he or she may appeal the decision of non-renewal of a non-tenured faculty contract utilizing the faculty grievance procedure outlined in section 3.6 of this *Handbook*.

#### Voluntary Separation

- Faculty members shall give notice of intent to leave the University by April 1 for the following academic year.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.108	<i>Page:</i> 1

<i>Subject:</i> Emeritus Status	<i>Responsible Department:</i> Academic Affairs
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CONDITIONS: General

1. Election to the position of Professor Emeritus is an honorary recognition.
2. This is an honor bestowed only by vote of the Board of Trustees.
3. Nomination will be made to the Board of Trustees by the President upon recommendation from the Promotion and Tenure Committee.
4. In order to be considered for emeritus status, a professor must have served at the University for at least ten years.
5. Exceptions to the above criteria may be recommended to the Board of Trustees by the President after consultation with the Promotion and Tenure Committee.

Rights and Privileges

1. Faculty tuition waiver (policy 2.390 - Tuition Waiver).
2. Library privileges.
3. Invitation to major events.
4. Plaque with name plate.
5. Permanent I.D. card for games, events, cafeteria, etc.
6. Listing in the University Catalog.

<i>Effective Date:</i> 09-26-03	<i>Section:</i> 3
<i>Policy Number:</i> 3.109	<i>Page:</i> 1

<i>Subject:</i> Adjunct Faculty: Definition, Roles & Duties	<i>Responsible Department:</i> Academic Affairs
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Adjunct faculty are appointed to teach on a course-by-course basis. Adjunct faculty are not entitled to any benefits of any kind. Furthermore, adjunct faculty members serve at the pleasure of the University, meaning that their employment is at-will. Adjunct professors are not eligible for promotion or tenure, and are not, in any manner, entitled to any advance notice if the University determines that it will not continue their employment. Adjunct faculty are limited to teaching a maximum of 10 units in any given semester (Fall, Spring or Summer).

An individual interested in part-time teaching at CBU shall demonstrate evidence of potential as a university professor, consistent with the purposes of the University. After filling out a faculty employment application, a candidate is interviewed by the appropriate department chair and/or dean. Upon approval from the area dean, the application is sent to the Provost for final approval. The Provost's Office maintains an official file for each adjunct faculty member. This file includes the faculty application, *curriculum vitae*, transcripts, correspondence, and teaching evaluations.

All adjunct faculty members must actively support the policies of the University and work energetically toward the achievement of its objectives. In the academic area, all adjunct faculty members are to:

1. Organize and present subject matter efficiently and effectively.
2. Embrace and promote a decidedly Christian world view that seeks to integrate faith and learning.
3. Stimulate students to think creatively and to participate in class.
4. Stimulate and assist students' extra-curricular reading and research, in order to expose them to a broad liberal arts tradition.
5. Counsel students concerning academic matters, referring students to the Academic Services Center or Counseling Center as appropriate.
6. Help students find and prepare for their vocations.
7. Encourage qualified students to do graduate study.
8. Show respect for individual personality and deal fairly and impartially with all.
9. Use syllabi provided by the school or department.
10. Comply with school and/or department assessment procedures.

In the professional area, all adjunct faculty members are to:

1. Maintain currency within the discipline.
2. Observe professional ethics in all relationships.
3. Defend freedom of responsible expression.
4. Demonstrate a sense of collegiality in the department, school and in the faculty-at-large.
5. Cooperate with administrators.

In the religious area, all adjunct faculty members are expected to:

1. Join and attend a church.
2. Encourage student participation in church and denominational programs.

<i>Effective Date:</i> 01-01-03	<i>Section:</i> 3
<i>Policy Number:</i> 3.109	<i>Page:</i> 2

<i>Subject:</i> Adjunct Faculty: Definition, Roles & Duties	<i>Responsible Department:</i> Academic Affairs
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In the moral area, all adjunct faculty members are expected to:

1. Develop and maintain high levels of integrity in intellectual inquiry.
2. Be role models and mentors for students.
3. Uphold the laws of the United States, the State of California, and the county and city of Riverside.
4. Respect the mission, religious traditions, values, and ethics of the University.
5. Respect those of the University community from diverse ethnic, cultural, or religious traditions.
6. Be honest and truthful in all relationships.
7. Respect the personal integrity of every individual of the University community by refraining from profanity, harassment, physical or verbal abuse, violence, or inappropriate sexual behavior.
8. Comply with the policies and procedures of California Baptist University, including, but not limited to, its *Personnel Handbook*.

Adjunct faculty members are encouraged to take an active part in campus life, including attendance at University-sponsored religious, social, cultural, and sporting events.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.200	<i>Page:</i> 1

<i>Subject:</i> Promotion and Tenure	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** The University will attempt to retain and promote the best qualified faculty members who excel in the areas of faculty responsibility listed in policy 3.103 – Faculty Responsibilities.

**DEFINITION:** Tenure is a system for maintaining qualified faculty of an educational institution in order to realize the stated purposes of the institution.

Promotion and tenure are two distinct actions. A person may be considered for promotion to any rank without being considered for tenure at the same time. Non-tenured faculty are evaluated every year. Tenured faculty are evaluated every five years.

Promotion is awarded chiefly on the recommendation of one’s peers for past performance and achievements. Application for promotion or tenure is optional and at the instigation of the faculty member.

Tenure, which represents an institutional commitment to the faculty member, is awarded on the basis of the potential for future contribution. Faculty may apply for tenure no earlier than the seventh year of full-time service at California Baptist University. Tenure decisions must be approved by the Board of Trustees.

All faculty being considered for promotion or tenure will be evaluated according to three categories of faculty responsibilities: teaching, scholarly/creative/performance achievement, and service.

Neither promotion nor tenure is awarded by default: both must be earned. The burden of proof is upon the faculty member to establish his or her case. Faculty must be specific in documenting how they meet the criteria for promotion or tenure.

<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
<i>Policy Number:</i> 3.201	<i>Page:</i> 1

<i>Subject:</i> Promotion	<i>Responsible Department:</i> Academic Affairs
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### Criteria for Promotion

#### To Assistant Professor:

1. The terminal degree in one's discipline (or in a supporting field approved in writing by the Provost) and a minimum of two years at the rank of instructor. Individuals who have made significant progress toward completing a terminal degree may be considered for promotion to this level.
2. Excellence in teaching various formats (e.g., lecture, discussion, case method) as documented by student, peer, chairperson, dean, and Provost evaluations; quality of course syllabi; evidence of currency in content and pedagogy; evidence of development in the quality of one's teaching.
3. Service, as evidenced by willingness to work on departmental and/or University committees including willingness to engage in department projects and activities, assessment of student learning, program review, leadership in professional organizations, community service, and Christian service.
4. The above three criteria are to be evaluated within the context of the ethical standards of the University as articulated in section 3.103. Upholding these standards is expected in all areas of the faculty member's conduct, both public and private, as they are representatives of the University, a local church, and the Christian community, and serve as role models for students. Administrators, peers, and students should be able to testify to the integrity of the faculty member seeking promotion. Faculty members seeking promotion and/or tenure are expected to comply with the policies and procedures of California Baptist University, including, but not limited to, its Personnel Handbook.

#### To Associate Professor:

1. The terminal degree in one's discipline (or in a supporting field approved in writing by the Provost) and a minimum of five years in the rank of assistant professor, at least three of which must be at California Baptist University.
2. Excellence in teaching various formats (e.g., lecture, discussion, case method) as documented by student, peer, chairperson, dean, and Provost evaluations; quality of course syllabi; evidence of currency in content and pedagogy; evidence of development in the quality of one's teaching; and appropriate work with advisees.
3. Evidence of significant professional activity and scholarly achievement outside the classroom, such as scholarly presentation and publication in one's field, creative products or performances or research projects. Scholarly activity (scholarship) may be further divided into four types as defined by Ernest Boyer in his book *Scholarship Reconsidered*. The first of these four types is the scholarship of discovery that coincides with our traditional idea of research. Scholarly activity may also include the scholarship of integration, or connections across academic disciplines. A third form of scholarly activity is the scholarship of application which recognizes the importance of information gained by application of research findings. There is also the scholarship of teaching. Ordinarily, each department will define "significant professional activity" for its discipline.
4. Service to the University, the Church, the profession, and the community. Evidence of a willingness to work on departmental and/or University committees, including willingness to engage in department projects and activities such as assessment of student outcomes and program review, and church membership and attendance is required. Evidence of activity and leadership in professional organizations, community service groups, and Christian organizations is helpful.

<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
<i>Policy Number:</i> 3.201	<i>Page:</i> 2

<i>Subject:</i> Promotion	<i>Responsible Department:</i> Academic Affairs
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- The above three criteria are to be evaluated within the context of the ethical standards of the University as articulated in section 3.103. Upholding these standards is expected in all areas of the faculty member's conduct, both public and private, as they are representatives of the University, a local church, and the Christian community, and serve as role models for students. Administrators, peers, and students should be able to testify to the integrity of the faculty member seeking promotion. Faculty members seeking promotion and/or tenure are expected to comply with the policies and procedures of California Baptist University, including, but not limited to, its Personnel Handbook.

To Professor:

- The terminal degree, a minimum of ten years of teaching and at least five years in the rank of associate professor, three of which must be at California Baptist University.
- Excellence in teaching various formats (e.g., lecture, discussion, case method) as documented by student, peer, chairperson, dean and Provost evaluations; quality of course syllabi; evidence of currency in content and pedagogy; evidence of development in the quality of one's teaching; and appropriate work with advisees.
- Evidence of significant professional activity and scholarly achievement outside the classroom, such as scholarly presentation and publication in one's field, creative products or performances or research projects. Scholarly activity (scholarship) may be further divided into four types as defined by Ernest Boyer in his book *Scholarship Reconsidered*. The first of these four types is the scholarship of discovery that coincides with our traditional idea of research. Scholarly activity may also include the scholarship of integration, or connections across academic disciplines. A third form of scholarly activity is the scholarship of application, which recognizes the importance of information gained by application of research findings. There is also the scholarship of teaching. Ordinarily, each department will define "significant professional activity" for its discipline.
- Service to the University, the Church, the profession, and the community. Evidence of a willingness to work on departmental and/or University committees, including willingness to engage in department projects and activities such as assessment of student outcomes and program review, and church membership and attendance is required. Evidence of activity and leadership in professional organizations, community service groups, and Christian organizations is helpful.
- The above three criteria are to be evaluated within the context of the ethical standards of the University as articulated in section 3.103. Upholding these standards is expected in all areas of the faculty member's conduct, both public and private, as they are representatives of the University, a local church, and the Christian community, and serve as role models for students. Administrators, peers, and students should be able to testify to the integrity of the faculty member seeking promotion. Faculty members seeking promotion and/or tenure are expected to comply with the policies and procedures of California Baptist University, including, but not limited to, its Personnel Handbook.

<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
<i>Policy Number:</i> 3.201	<i>Page:</i> 3

<i>Subject:</i> Promotion	<i>Responsible Department:</i> Academic Affairs
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PROCEDURE: The Candidate

1. Portfolio preparation and submission: It is the responsibility of each faculty member being considered for personnel action to prepare the required information and documentation for his or her e-portfolio and to share it with the following individuals by October 15: department chair, dean, promotion and tenure committee members, provost, president.
2. Portfolio Organization and Documentation: The portfolio will be organized by the faculty member in conformity with the required elements listed in 3.204. All items listed will be appropriately documented. A current *curriculum vitae* must be included.
3. Categories for Personnel Action: The three categories of faculty performance are teaching, scholarly and creative activity, and service.
4. Professional Responsibilities: As full-time employees of California Baptist University, faculty are expected to meet their professional responsibilities as they apply to each of the above evaluation categories. In the area of teaching, these responsibilities include, for example, meeting classes, holding assigned office hours at assigned times and places, and participating in department academic advising procedures and faculty meetings. In the area of service, these responsibilities include, for example, attendance at University and school/department/program meetings and completing committee and other department/school duties as assigned by either the dean or appropriate department chair, leadership in professional organizations, involvement in community activities, and Christian service. In the area of scholarly and creative activities, responsibilities would include scholarly presentation and publication in one's field, creative products or performances or research projects.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.202	<i>Page:</i> 1

<i>Subject:</i> Authority to Grant/Terminate Tenure and Purpose of Tenure	<i>Responsible Department:</i> Academic Affairs
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**POLICY:**

1. Granting of Tenure: Tenure is granted by the Board of Trustees, acting on the recommendation of the Provost and the President. This recommendation will normally originate with the Promotion and Tenure Committee.
2. The purpose of tenure is to ensure the institution the competent and effective performance of duties by the faculty. For faculty, tenure ensures the protection of academic freedom, as defined by the American Association of Universities and the American Association of University Professors, and as amended herein by California Baptist University, and promotes professional competency. Tenure also ensures procedural rights to both parties (the University and faculty) toward the above ends by providing the selection, review, discipline, and termination for cause of faculty by fair hearing.
3. Termination of Tenure: Tenure is terminated by the Board of Trustees, acting on the recommendation of the Provost and the President. This recommendation will originate either from the Promotion and Tenure Committee or the Provost and President based on conditions set forth in policy 3.106 - Termination.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.203	<i>Page:</i> 1

<i>Subject:</i> Eligibility for Earning Tenure	<i>Responsible Department:</i> Academic Affairs
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CONDITIONS: California Baptist University incorporates the four-part construct of scholarship proposed by the Carnegie Report, *Scholarship Reconsidered: Priorities of the Professoriate* (Boyer, 1990). This Carnegie model is both complementary to the standards of scholarship currently supported at California Baptist University, and reflective of the practice of scholarship throughout the nation. As such, “discovery,” “teaching,” integration and application” (Carnegie standards of scholarship) can inform the CBU definitions of scholarly and creative activities, teaching, and service.

1. The faculty member must hold full-time appointment in the University and hold a terminal degree in his/her field of study. Retention during the probationary years for tenure-track faculty will be based upon the individual’s progress in meeting the criteria for the granting of tenure.
2. Faculty will normally be considered for tenure during the seventh probationary year at California Baptist University, regardless of the rank at which they were appointed. In order to be granted tenure, the faculty member must be rated at minimum: “good” in all three areas or “acceptable” in one of the three categories, “good” in one, and “excellent” in one. Teaching must receive a rating of “good” or better.
3. California Baptist University recognizes the importance of (a) teaching; (b) scholarly and creative activities; and, (c) service as vehicles to give meaning to the mission of the University. Within this rubric it also acknowledges the evolving process of scholarship as it reflects the philosophy of the University, its schools, and each of its departments/programs.

		<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
		<i>Policy Number:</i> 3.204	<i>Page:</i> 1
<i>Subject:</i> Qualifications for Earning Promotion and Tenure		<i>Responsible Department:</i> Academic Affairs	

I. Teaching Performance: The primary mission of faculty at CBU is to facilitate student learning. The student's perceptions of a teacher are an important, though not necessarily decisive, means of assessing the quality of teaching. Also important are peer evaluation of teaching, teaching materials, evaluation and grading of student performance, and how these are linked to the use of course materials and course delivery, rationale for textbook selection, and so forth. Evaluations may more readily be assumed to be significant when the conclusions of students and colleagues are similar. The faculty member's self-assessment should address any discrepancies.

A. Mandatory Indicators:

1. Self-assessment: The faculty member must include a written discussion of his or her teaching activities that includes both reflective review of his or her teaching performance as well as future goals and direction of teaching.
2. A List of Courses Taught: A semester by semester listing of all courses taught throughout the period of the review must be provided. The list must include the department name, the course name and number, and unit value. (If release time or assigned time was granted, the weighted teaching unit value will be listed along with an explanation of the activities for which time was offered.)
3. Course Syllabi and Materials: A representative selection of course syllabi and additional materials prepared by the instructor to facilitate the teaching effectiveness must be included. Tests, study aids, and other materials, such as advanced organizers, video technology, innovative strategies, instructional television concepts and techniques, and evidence of portfolio and case study assessment should be included.
4. Statistical Summaries of Student Evaluation Data: The University-provided statistical summaries for all courses taught must be included. If data are missing, a written explanation must be provided and verified by an appropriate administrator.
5. A listing of any adjustments made to pedagogy, curriculum or teaching materials that were accomplished for the purpose of improving student learning. This should include reference to student outcomes assessment or program review activities that revealed the need for these improvements.

<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
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<i>Subject:</i> Qualifications for Earning Promotion and Tenure	<i>Responsible Department:</i> Academic Affairs
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- B. Additional Indicators: the faculty member may submit any other evidence that supports teaching effectiveness such as, but not limited to, the following:
1. Evidence of additional training in teaching
  2. Additional assessment of instruction procedures
  3. Research associated with teaching
  4. Visitations and reviews by colleagues
  5. Video tapes of class sessions
  6. Evaluation of classroom performance by department chair and/or dean using institutional evaluation instrument
  7. Documentation of service as thesis/project advisor or committee member for master's degree students
  8. Documentation of academic advisement, mentoring activities, and fieldwork coordination
  9. New course proposals that have been accepted for inclusion in the curriculum
  10. Written comments by students
  11. Any other teaching-related information and/or materials germane to higher education teaching effectiveness
  12. Any specific activities engaged in as part of the assessment of student outcomes or program review
- C. Rating Criteria for Teaching Effectiveness: two subcategories of teaching effectiveness are used to arrive at an overall evaluation of this category: (a) student opinion form, and (b) other criteria.
1. Student Opinion Form: all faculty use a five-point student opinion form. Based on the University-provided statistical summaries of the faculty member, the following interpretation of student opinion form will be rendered:
 

a. Unacceptable	Less than 85% 4 or 5 ratings
b. Good	85 - 89% 4 or 5 ratings
c. Excellent	90% or more 4 or 5 ratings
  2. Other Teaching Indicators (mandatory and additional): based on a review of the other teaching effectiveness indicators, the reviewers will render a numerical rating between 1-100.
  3. Composite Rating of Teaching Effectiveness: based on a composite of the student opinion forms and the other indicators, the reviewers will render a summative rating of teaching effectiveness as either "excellent" (90% or better combined), "good" (85% or better combined) or "unacceptable." In order to receive a composite rating of "good" or better on teaching effectiveness, the faculty member must have received a rating of at least "good" on student opinion forms.

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<i>Subject:</i> Qualifications for Earning Promotion and Tenure	<i>Responsible Department:</i> Academic Affairs
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- D. Additional Information: information that is relevant to the field and practice of the faculty member.
1. In their self-assessment statement, faculty are encouraged to synthesize both mandatory and additional indicators of performance as support for teaching effectiveness.
  2. Special consideration of all data may be extended when unusual teaching assignments and special circumstances (nature and difficulty of courses, etc.) are addressed with specific documentation.
  3. Improvements and/or trends in teaching performance should be noted. (For example, positive change in student evaluation data or changes in syllabi to reflect new teaching strategies in response to student feedback.)

II. Scholarly and Creative Activities:

Where learning is preeminent, scholarly and creative activities refer to research, publications, professional presentations, grants, policy analysis, consultation, program evaluation, creative works, performances, and so forth. Faculty engagement in scholarly and creative activities generate benefits for the faculty member as well as the University. Such activities may: (a) complement teaching; (b) contribute to the advancement of the field and, more broadly, to human achievement; (c) promote currency in the knowledge, methodology, and the spirit of inquiry available to students and faculty alike; (d) increase opportunities for students in academic and professional disciplines; (e) enhance the professional growth of the faculty member; (f) contribute to the overall quality of the department/program/school and the University; and (g) advance the reputation of the University.

A. Indicators:

1. Self-Assessment (mandatory): the self-assessment statement is a written discussion of the faculty member's performance in scholarly and creative activities. It must include both a reflective review of the faculty member's scholarly and creative activities and his/her future goals and direction.
2. Publications: publications consist of the dissemination of scholarly research of a disciplined and investigative nature that appear in journals, books, and other forms of media. The spectrum of publications may reflect a variety of areas of scholarship.
3. Pragmatic Scholarship: pragmatic scholarship consists of grants, consultantships, policy analysis, program evaluation, accreditation documents, or other forms of scholarship unique to each discipline.
4. Scholarly Presentations: scholarly presentations are papers and presentations given or accepted to be given at a professional meeting, symposium, seminar, colloquium, or convocation. They may consist of featured presentations, keynote addresses, poster sessions, panel discussions, commencement addresses, and other forms of scholarly disquisition.
5. Acquiring professional licenses, credentials, and certificates.
6. Editing professional journals.
7. Reviewing manuscripts for book proposals, professional journals, or conferences.
8. Creative Works and Performances: creative works include, but are not limited to, works of art or music, literary works, software written, web-pages designed. Performances include, but are not limited to, musical, theatrical, and other.

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B. Rating Criteria for Scholarly and Creative Activities:

1. Scholarly and creative activities will be evaluated in light of their ability to: complement teaching; contribute to the advancement of the field and, more broadly, to human achievement; contribute to the overall quality of the department/program/school and the University; increase opportunities for students in academic and professional disciplines; enhance the professional growth of the faculty member; advance the reputation of the University; and promote currency in the knowledge, methodology, and the spirit of inquiry available to students and faculty alike.
2. Guidelines for Ratings:
  - a. "Unacceptable" will be rendered for absence of any scholarly and creative activity or activity which lacks sufficient depth or breadth.
  - b. "Acceptable" will be rendered for a modest degree of scholarly and creative activity.
  - c. "Good" will be rendered for more in depth or extensive scholarly activity.
  - d. "Excellent" will be rendered for exemplary performance in depth and/or breadth of scholarly activity.

C. Additional Information:

1. Publications, pragmatic scholarship, and presentations should be extensions of research and/or theory.
2. The University does not endorse any rigid formula for assessing contributions in this area; quality, quantity, and the impact of one's contributions all need to be considered and seen in light of prevailing professional standards.
3. All scholarly and creative activities must be properly documented with letters of acceptance, letters of peer review, letters of invitation, dates, places, locations, copies of final printed versions of publications, gallery notices, programs, letters of review and evaluation of performances, etc. Co-authors must be listed on all scholarly activities and each author's role in the collaborative process must be detailed.
4. The impact of scholarly and creative activities is not measured by the image of a specific journal or publishing company, but by its overall quality and ability/potential to contribute to a field of study or to benefit consumers of information from a particular discipline.

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### III. Service

The contributions of faculty members in the area of service must be recognized as important, both within and beyond the expected service to the department/program and University. The success of any University or department is partially dependent on the active participation by its faculty members in the various organizational and governance tasks. Within some schools and departments there is an unusually heavy demand for involvement in program activities, such as advisement, curriculum development, assessment of student outcomes, program review for accreditation purposes and so forth. These duties fall upon a relatively few full-time faculty. All faculty are therefore expected to assume an active role in addressing the needs of the department/program, the school or college and the University.

#### A. Indicators

Evidence of service by members of the University faculty will be recognized and evaluated by such indicators as listed below or any other indicators as deemed appropriate by the faculty and the Promotion and Tenure Committee.

1. Self-Assessment (mandatory).
2. Active participation in University/school/department or program committees including evidence of the faculty member's contributions to the committee. This would include active participation in the assessment of student outcomes and/or program review.
3. Services provided to the community.
4. Participation in community groups related to the profession.
5. Involvement as faculty advisor, chair or committee member of student theses or projects, sponsor, or liaison with student groups.
5. Formulation of or participation in programs or institutes.
6. Active membership on advisory boards in the community or within the University.
7. Lecture/staff development given to University audiences.
8. Service to churches.
9. Assuming professional leadership roles.
10. Providing private practice or consultations relevant to the field.
11. Reviewing grant proposals.
12. Receiving professional training or providing additional professional training to others.
13. Engaging in other professional activities deemed equally valuable to the professional community.

#### B. Rating

1. "Unacceptable" will be rendered for an absence of service activity or activity which lacks sufficient depth or breadth. "Acceptable" will be rendered if the faculty member participates in a minimal number of the tasks listed above. "Good" will be rendered if the faculty member exceeds the minimal tasks listed above, by, for example, participating in numerous committees or comparable tasks, or in activities of a more demanding nature, or by assuming positions of leadership in such tasks. "Excellent" will be rendered for service that reflects a high degree of involvement in terms of number of activities, level of demand of activities, and/or leadership assumed.

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- IV. Ethical Considerations: the educational philosophy and practice of the faculty member is demonstrably compatible with the educational objectives of the University.
- A. The faculty member participates actively and constructively in the affairs of the University.
  - B. The faculty member demonstrates commitment to the Christian character and identity of California Baptist University as set forth in the philosophy statement and goals of the University and in *The Baptist Faith and Message*.
  - C. The candidate demonstrates compliance with the guidelines on ethical behavior outlined in Section 3.103 "Faculty Responsibilities."
- V. General Note on Ratings

In evaluating the indicators for the ratings, the Committee will consider not only the quantity and quality of indicators, but also the time period between review. Consideration will be given to the length of time served when evaluating quantity and quality of indicators.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.205	<i>Page:</i> 1

<i>Subject:</i> Sequence of Procedures of Tenure	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** Tenure reviews will be rigorous, providing assurance that only persons of eminent qualifications will be tenured and that the University's needs are best met. The burden of proof will be on the candidate and those recommending the tenure. The Promotion and Tenure Committee will be responsible for recommendations concerning the promotion and granting of tenure to faculty.

**PROCEDURE:** The Candidate

1. **Portfolio Preparation and Submission:** It is the responsibility of each faculty member being considered for personnel action to prepare the required information and documentation for his or her e-portfolio and to share it with the following individuals by October 15: department chair, dean, promotion and tenure committee members, provost, president.
2. **Portfolio Organization and Documentation:** the portfolio will be organized by the faculty member in conformity with the required table of contents. All items listed will be appropriately documented. A standard *curriculum vitae*, will be included.
3. **Categories for Personnel Action:** the three categories of faculty performance are teaching, scholarly and creative activity, and service.
4. **Professional Responsibilities:** as full-time employees of California Baptist University, faculty are expected to meet their professional responsibilities as they apply to each of the above evaluation categories. In the area of teaching, these responsibilities include, for example, meeting classes, holding assigned office hours at assigned times and places, and participating in department academic advising procedures and faculty meetings. In the area of service, these responsibilities include, for example, attendance at University and department/program/school meetings, community service, service in the church, and completing committee and other school and/or department duties as assigned by the department chair or dean.

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<i>Subject:</i> Sequence of Procedures of Tenure		<i>Responsible Department:</i> Academic Affairs	

### Committee Procedures

1. The committee will review and evaluate in writing the portfolio of each faculty member to be considered for tenure or promotion. In this evaluation the committee will comment upon the candidate's qualifications under each category listed in Section 3.200 of this document.
2. The committee's evaluation for each area is to be based on the portfolio according to the professional judgement of the committee members. The evaluation will provide a written rationale for describing the faculty member under review as "excellent," "good," "acceptable" or "unacceptable" with respect to each area of performance. Criteria for each of these ratings appears in Section 3.200.
3. The committee will receive the dean's written evaluation. Each member of the committee will review it along with the committee's evaluation. The Provost alone will perform these duties when the non-tenured faculty member is a dean.
4. The committee will formulate a recommendation that will state in writing the reason for the recommendation. The recommendation and evaluation report will be approved by a simple majority vote of the committee. The minority opinion may be included in the written evaluation if so desired.
5. The committee members will sign the recommendation form in alphabetical order. The order of the signatures will not indicate the way individual members voted. A recommendation to grant tenure will be forwarded to the Provost who will present it to the President for approval by the Board of Trustees.

		<i>Effective Date:</i> 04-30-10	<i>Section:</i> 3
		<i>Policy Number:</i> 3.206	<i>Page:</i> 1
<i>Subject:</i> Post Tenure Review		<i>Responsible Department:</i> Academic Affairs	

**PURPOSE:** The purpose of a review of tenured faculty will be to ensure that effective instruction and continuity of scholarly, creative and professional activities as well as service to the University and community are sustained. The main purpose of this review will be for the professional development of the faculty member being evaluated.

**Required Documents:** Tenured faculty members will present to the committee, at least once every five years, a brief self-assessment of their activity, including the following:

1. A letter of introduction from the faculty member providing a summative self-evaluation based upon annual reviews.
2. Five years of annual reviews.
3. A letter from the faculty member's dean or department chair.
4. Current *curriculum vitae*.
5. Five years of student evaluations for all courses taught.

#### Timeline and Review Responsibilities

1. Faculty members whose post-tenure review materials are to be presented will be notified of that fact by the area dean no later than May 1 of the spring semester preceding the semester during which the review will be held. The completed document will be submitted to the area dean no later than November 1.
2. The materials will be transmitted within two weeks (November 15) to the Promotion and Tenure Committee. The committee will write an evaluation of the materials.
3. The complete file, including the evaluations, will be sent to the Provost by February 15. The area dean will prepare a written evaluation and transmit it, along with the committee evaluation, to the faculty member after March 1.
4. The area dean will meet with each faculty member reviewed to discuss the results. If areas needing improvement have been identified, the dean may suggest possible sources of assistance.
5. When the dean is to be reviewed, the Chair of the Promotion and Tenure Committee will assume the responsibility for the process detailed above.
6. Those faculty who have not met the post-tenure criteria as outlined in the Faculty Handbook will be placed on tenure probation and will be reviewed one year later. The dean, in cooperation with the Promotion and Tenure Committee, will prepare a professional competence plan to be implemented by the faculty member during the probationary year.
7. If upon second review the faculty member still does not meet the tenure criteria, a notice of non-renewal of contract will be delivered to the faculty member in writing no later than March 1.
8. Those faculty members who receive a favorable post-tenure review will be re-evaluated every five years.

		<i>Effective Date:</i> 05-03-20	<i>Section:</i> 3
		<i>Policy Number:</i> 3.207	<i>Page:</i> 1
<i>Subject:</i> Annual Evaluation of Faculty and Merit Pay		<i>Responsible Department:</i> Academic Affairs	

All full-time faculty will be evaluated on an annual basis with regard to their progress toward promotion, tenure or successful post-tenure review, and to determine merit increases in salary. Non-tenured faculty will meet on an annual basis with their area dean or department chair to review their progress toward promotion and tenure. Self-evaluations and evaluations by the area dean (and department chair, if applicable) will be reviewed at that time.

Merit pay is determined by performance in the three areas evaluated for promotion and tenure: teaching, scholarship and service. A weight of 60% is assigned to performance in teaching; 20% is assigned to scholarship and service respectively. Faculty in a department or school are ranked by their department chairs or deans based on their aggregate performance in the areas of teaching, scholarship, and service.

In the teaching area, ranking will normally be based on the average score received on student evaluations of instruction. Faculty who wish may have their rankings influenced by peer ratings from two colleagues in the department or school, which will be given equal weight with the student ratings.

In the area of scholarship, faculty will provide evidence of scholarly achievement during the past year. These items could then be used when the faculty member is considered for promotion or tenure or post-tenure review. This evidence will be reviewed by the department chair and/or dean, who will then rank faculty in the department or school.

In the area of service, faculty will provide evidence of service during the past year. These items could then be used when the faculty member is considered for promotion or tenure or post-tenure review. This evidence will be reviewed by the department chair or dean, who will then rank faculty in the department or school.

The department chair or dean will then aggregate all of the rankings and ascertain a grand ranking for the faculty in the department or school. These rankings will then be forwarded to the Provost, who will make recommendations to the President regarding merit pay. Final assignment of merit pay will be decided by the President.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.300	<i>Page:</i> 1

<i>Subject:</i> Reduced Load	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** After a minimum of two years of full-time service, a faculty member who has been accepted for doctoral work may be granted up to six hours reduction in teaching load per semester for up to two semesters at continued full salary for the purpose of pursuing study toward a terminal degree.

**PROCEDURE:**

1. The faculty member shall make application for reduced load to his or her department chair or dean by March 1 for reduction during the Fall semester and by October 1 for reduction during the Spring semester.
2. The department chair and/or dean shall formulate a recommendation in consultation with the Provost.
3. That recommendation shall be transmitted by the Provost to the President for approval.

**CONDITIONS:**

1. Reduced loads are granted by the President upon the recommendation of the Provost.
1. Reduced loads are normally limited to two semesters.
2. The faculty member will be obligated for one year of service for each semester of reduced load.
3. The faculty member will file with the Provost a report of progress toward completion of the doctorate at the end of each semester.

		<i>Effective Date:</i> 9-30-05	<i>Section:</i> 3
		<i>Policy Number:</i> 3.301	<i>Page:</i> 1
<i>Subject: Sabbatical</i>		<i>Responsible Department:</i> Academic Affairs	

POLICY: Sabbatical leaves are granted for the purpose of providing opportunity for faculty to pursue projects of advanced study and research.

Application may be made for a leave of one semester or one full year. The faculty member will receive full salary for the one semester leave or one-half salary for the full year leave, as applicable.

PROCEDURE:

1. Applications for sabbatical leave shall be made in writing to the Provost by October 15 of the year preceding the academic year during which the leave is desired regardless of whether a spring, fall or full-year leave is being requested.
2. The applicant shall include a full description of the program he or she plans to carry out during the sabbatical and the basis on which the sabbatical experience is to be evaluated.
3. The Provost shall present the applications to the Faculty Development Committee. The committee shall choose proposals, the number of which shall not exceed five percent of the total number of full-time faculty members, except under unusual conditions, for presentation to the President. When more than one proposal is submitted, the committee shall suggest an order of priority.
4. The President shall present the recommendations to the Board of Trustees for confirmation.

CONDITIONS:

1. Candidates are chosen from those:
  - a. Holding the ranks of Assistant Professor, Associate Professor and Professor; and
  - b. Having completed six years of full-time service, or
  - c. Having completed six years of full-time service since a prior sabbatical leave.
2. In the course of earning a graduate degree, if a faculty member has received a reduction in teaching load at no reduction in salary, the period of eligibility for sabbatical leave will be extended for six years beyond the period of reduced load.
3. In accepting the sabbatical leave, the faculty member will be obligated for two years of service following his or her return.
4. Following return from a sabbatical leave, the faculty member will file with the Provost a full report on his or her sabbatical experience. The faculty member will also be expected to give a presentation to the Faculty. Within six months of returning, this document will be placed in the faculty member's personnel file to be considered at any post-tenure review.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.302	<i>Page:</i> 1

<i>Subject:</i> Leaves of Absence	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** In addition to the references in this manual regarding leaves of absence for all regular employees, a faculty member may apply for a leave of absence in order to deal with exceptional professional opportunities, personal or health matters.

**PROCEDURE:**

1. The faculty member shall make written application to the department chair and/or dean who will formulate a recommendation in consultation with the Provost.
2. When exceptional professional opportunities are involved, the Provost shall submit the request together with the department chair's and/or dean's recommendations to the Faculty Development Committee for review. Upon recommendation from the Faculty Development Committee, the President may or may not grant the leave of absence. If granted, the President is to report the same to the Board of Trustees.

**CONDITIONS:**

1. Leaves will normally be for one or two semesters, without pay, except in the event of institutional assignments.
2. Faculty members will be expected to aid the department or school in securing a suitable replacement to handle their academic duties during their absence.
3. Normally such leave time will not be counted toward academic advancement for salary purposes, nor for eligibility for sabbatical except in the event of institutional assignments.
4. When the leave is for the purpose of an exceptional professional opportunity, however, exception to this provision may be made, at the discretion of the Administration, acting upon the recommendation of the Faculty Development Committee.

(See Section 2.28 for institutional policy on Maternity Leave.)

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.303	<i>Page:</i> 1

<i>Subject:</i> Transitional Retirement	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** Full-time teaching faculty with a minimum of 10 years of full-time service to California Baptist University who are age 60 or over are eligible to apply for transitional retirement. Adjunct faculty are not eligible. Faculty in transitional retirement are given a reduced teaching schedule and a proportionately reduced salary.

**PROCEDURE:**

1. The faculty member shall make written application to the department chair and/or dean who will formulate a recommendation to the Provost. The Provost then makes a recommendation to the President who may either grant or not grant approval. Letters of application are due to the department chair and/or dean by November 15 of the year prior to the first year of transitional retirement. Recommendations to the Provost are due by December 1.

**CONDITIONS:**

1. Transitional retirement is limited to three years. At the completion of three years of transitional retirement the faculty member must either return to full-time status or retire. Failure to return to full-time status will be considered a resignation.
2. Full benefits are available to the faculty member during transitional retirement.
3. The faculty member must teach a minimum of 12 units during the academic year, and may teach as many as 18. Distribution of these units over the two major semesters (fall and spring) is to be negotiated with the department chair and/or dean.
4. Years in transitional retirement are not counted toward advancement in rank or tenure eligibility, nor for eligibility for sabbatical.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.400	<i>Page:</i> 1

<i>Subject: Salary</i>	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** California Baptist University will attempt to provide salary and fringe benefits (Section 2 - Benefits) sufficient to attract and to keep qualified faculty in each department and remain within the financial constraints of the University.

**DEFINITION:**

Basic Salary: Nine (9) month contract salary.

Total Compensation: Basic salary, plus calculable fringe benefits.

**CONDITIONS:**

1. The entire wage and salary structure of the University is designed to see that the employees get the proper pay for the work they do.
2. Faculty members are exempt from the overtime provisions of both state and federal wage and hour laws, and additionally are compensated on a salary basis.
3. Paychecks will be available to faculty after 11:30 a.m. on the 15th and last day of each month (or the last working day prior to these dates if they fall on a weekend or holiday).
4. Contract salary is paid over a twelve-month period.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.500	<i>Page:</i> 1

<i>Subject:</i> Academic Procedures	<i>Responsible Department:</i> Academic Affairs
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POLICY: In order to facilitate the smooth working of the academic life of the University, procedures dealing with academic matters and auxiliary services will be formulated as appropriate. Faculty recommendations will be welcomed and considered as these procedures are established.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.501	<i>Page:</i> 1
<i>Subject: Absences</i>		<i>Responsible Department:</i> Academic Affairs	

**POLICY:** In addition to the requirement set forth in the policies regarding all California Baptist University employees' leaves of absence, when faculty members find it necessary to be absent from classes, they must notify the department chair and/or area dean, reporting the time and reason for the absence.

Faculty absences are to be kept at a minimum.

**PROCEDURE:**

1. Faculty members who are absent for the purpose of attending a professional meeting or representing the University must notify the department chair and/or area dean as soon as they know of the approaching meeting in order that satisfactory arrangements for classes may be made in advance.
2. If the department chair and/or area dean cannot be reached in an emergency, a message may be left with the department or school secretary during school hours or with another member of the faculty after school hours.
3. All such absences must be reported as soon as is reasonably possible under the circumstances.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.502	<i>Page:</i> 1

<i>Subject:</i> Student Records	<i>Responsible Department:</i> Academic Affairs
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**POLICY: Individual Student Records**

Academic records are kept for each student in the Registrar's Office. This information is cumulative and is available for advising purposes.

All student records are confidential and may only be released with the written permission of the student. Originals may not be removed from the Registrar's Office. Copies will be provided to faculty upon student's request. Transcripts from other institutions may be used at California Baptist University for advising purposes only and may not be released to any other party.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.503	<i>Page:</i> 1

<i>Subject:</i> Class Hour / Location Changes	<i>Responsible Department:</i> Academic Affairs
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POLICY: Faculty members may change the hour and/or place of the meeting of a class only with the approval of the Dean of Academic Services/Registrar.

PROCEDURE:

1. In order to make a desired change, faculty members must submit their request to the Registrar.
2. After the approval of the Registrar and adequate announcement to the class members, the change may be made.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.504	<i>Page:</i> 1
<i>Subject:</i> Records		<i>Responsible Department:</i> Academic Affairs	

PROCEDURE: Records

1. Faculty must keep an accurate record on each student in their classes using institutionally approved course record booklets.
2. The record should be kept in such a way that it may be accurately interpreted by the Registrar.
3. Grade records will be maintained for a period of five years following completion of the course and must be filed with the Registrar within two weeks of course completion.

Attendance

1. All professors and instructors will maintain accurate attendance records for all classes they teach.
2. The established procedure for a student to withdraw from the University begins in the Registrar's Office. Professors are encouraged to ask students who have decided to withdraw from the University to begin the process there, and to consult the current University catalog for policies pertaining to withdrawal. Adding or dropping a course is discussed in more detail later in this section.
3. If a student does not follow the proper procedures for withdrawing from the University, they may receive failing grades and be required to pay all charges incurred. This is to stay in compliance with Federal and State regulations.

Examinations

1. Periodic examinations and quizzes are given by each faculty member according to his or her own plan of teaching.
2. Regular days are scheduled for midterm and final examinations in the Academic Calendar set forth in the University Catalog. No final examination can be given out of schedule without the permission of the Registrar.
3. At the discretion of the faculty member a student may be allowed to take an examination out of schedule. Arrangements must be completed through the Academic Resources Center prior to the date of the originally scheduled final exam. The testing fee will be charged.

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<i>Subject:</i> Records	<i>Responsible Department:</i> Academic Affairs
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## Grading

- In order to assist one another in arriving at a common basis of grading, the following grading system is used:

Grade	Quality Points	Interpretation
A	4.0	Exceptionally high scholarship
A-	3.7	
B+	3.3	Superior scholarship
B	3.0	
B-	2.7	
C+	2.3	Good average scholarship
C	2.0	
C-	1.7	
D+	1.3	Poor but passing
D	1.0	
D-	0.7	
F	0.0	Failure
I	0.0	Incomplete
SP	0.0	Satisfactory Progress (only available in designated classes)

A Petition for Incomplete Work is filed only in case of extreme and unforeseen emergencies. (Failure to keep current with course requirements is NOT grounds for issuing an Incomplete.) Students receiving financial aid may adversely affect aid eligibility by taking an Incomplete.

- If a grade of "I" is not raised to a passing grade by the end of the sixth week of the next semester, the grade automatically becomes an "F" and credit for the course may be obtained only by repeating the course.
- Forms for initiating an Incomplete may be obtained from the department or school office. It is the responsibility of the student to initiate and complete the Petition for Incomplete Work prior to the end of the semester.
- A completed Petition for Incomplete Work should be attached to the final grade roster submitted by the faculty member. Specific arrangements or directions should be made in writing, with the signature of the student, the faculty member, and the dean, and should be included with the Petition for Incomplete Work.
- Students who receive an Incomplete will not be eligible for semester honors.

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<i>Subject:</i> Records	<i>Responsible Department:</i> Academic Affairs
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6. Two weeks after the outstanding work is submitted, a final grade must be submitted to the Registrar's Office on a "Request for a Grade Change Form."
7. In the case of changing a grade already reported, the faculty member files a "Request for Grade Change Form" with the Dean of Academic Services/Registrar, stating the reason necessitating the change. When approved by the Dean of Academic Services/Registrar the form is sent to the Registrar's Office. The grade is changed on the appropriate records by Registrar's Office personnel. There is a five-year limit on requests for grade changes based upon computation, recording, or other clerical errors; otherwise grades are final at the completion of the semester.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.505	<i>Page:</i> 1

<i>Subject:</i> Field Trips	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** Faculty members are encouraged to arrange field trips when they will not conflict with other classes.

Field trips involving such conflict are restricted to one per semester. Clearance from the Registrar is required. A list of students and emergency contact numbers along with signed release forms must be submitted to the Student Services Office before departure.

**PROCEDURE:** Use of University Vehicles

1. University vehicles may be requisitioned by faculty members for field trips, professional trips and other trips involving University business.
2. Requisitions should be submitted to the Business Affairs Office two weeks in advance. Requests for vehicles are considered in light of availability.
3. A charge will be made against the faculty member's department budget for the use of the vehicle.

Use of Private Vehicles

1. Occasions may arise in which a faculty member may find it necessary to allow students to ride in the faculty member's own private vehicle.
2. The faculty member becomes responsible and it is assumed his or her own private insurance will cover the students in the car. The University liability policy will apply after the private insurance is exhausted.
3. If the faculty member wishes to be reimbursed for use of a private vehicle, he or she must secure approval from the department chair or area dean in advance of the intended usage. The rate of reimbursement is determined by the Vice President for Finance and Administration.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.506	<i>Page:</i> 1
<i>Subject:</i> Library Services		<i>Responsible Department:</i> Academic Affairs	

PROCEDURE: Hours

1. Library hours are posted on the front door of the library.
2. Changes in library hours due to holidays and periods when school is not in session will be posted in advance.

SERVICES:

Borrowing

1. A current picture ID is required for borrowing privileges.
2. Faculty members may borrow materials from the general collection for a period of one semester.
3. Non-circulating materials may be borrowed by arrangement with the access services manager.
4. All items should be returned when they are no longer needed.

Reserve Books

1. Faculty members may request that heavily used materials, for specific classes be placed on reserve to limit the borrowing period.
2. A list of items to be placed on reserve should be submitted to the librarian in charge of circulation.
3. The library cannot take responsibility for personally owned resources placed on reserve.

Inter-Library Loans

1. Academic libraries in this area may issue courtesy borrower's cards to faculty members possessing a current California Baptist University faculty identification card. Faculty ID cards can be obtained from the Student Services Office.
2. Materials may be borrowed from other libraries by making arrangements for an inter-library loan with the reference librarian.

Ordering Library Materials

1. Faculty members are expected to participate in developing the library collection through evaluating materials in their disciplines and placing orders for suggested additions.
2. Book orders or requests for other library materials should be submitted to the Collection Development Librarian.
3. New periodical subscription requests should be given to the serials librarian.

Bibliographic Instruction

1. Class tours/instruction are available upon request.
2. Reservations should be made with a reference or serials librarian.
3. The library staff may be contacted for other special services.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.507	<i>Page:</i> 1

<i>Subject: Meetings</i>	<i>Responsible Department:</i> Academic Affairs
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POLICY: Faculty Workshops

1. All full-time faculty members participate each year in a Faculty Workshop.
2. The workshop is usually scheduled for the week preceding the new student orientation period in the Fall Semester.
3. Attendance is required.

Faculty Meetings

1. Faculty meetings are held the first Monday in each month of the academic year at the call of the Provost.
2. Special meetings may be called by the President or Provost.
3. Punctual attendance is expected of all full-time faculty members.

Academic Meetings and Processionals

1. All full-time faculty members are expected to attend all academic occasions.
2. When academic regalia is to be worn, each faculty member furnishes his or her own regalia. Contact information for rentals is available through the Provost's Office. The University will pay half (1/2) of the cost of purchase of faculty regalia upon completion of the terminal degree while employed at California Baptist University.

Other Meetings as Noted

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.508	<i>Page:</i> 1

<i>Subject:</i> Office Hours	<i>Responsible Department:</i> Academic Affairs
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POLICY: Faculty members must post their office hours in order for students to contact them for conferences concerning assigned work or advising.

CONDITIONS: Each faculty member is expected to have daily regular office hours on campus. A minimum of eight hours per week is expected for every full-time faculty member.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.509	<i>Page:</i> 1

<i>Subject:</i> Problem Resolution	<i>Responsible Department:</i> Academic Affairs
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PROCEDURE: In order that problems may be handled with efficiency, uniformity, and within the bounds of professional ethics, the following list of channeling procedures will be followed:

Instructional problems arising in the individual class:

1. Instructor
2. Department Chair
3. Dean
4. Provost
5. President

The Provost or President may refer problems to an appropriate committee.

Academic and Professional problems affecting fellow faculty members: (See Grievance Policy, Section 3.600)

Student Organizations, Campus Affairs, and off-campus problems:

1. Dean of Students
2. Vice President for Student Services
3. President

Behavioral problems observed in individual students:

1. The Residence Life Staff or Counseling Center
2. Dean of Students
3. The Vice President for Student Services
4. President

Personal problems observed in students:

1. Faculty member should assist student, if possible
2. Dean of Students
3. Vice President for Student Services
4. Counseling Center or other appropriate resources

Residence Hall or Apartment problems:

1. Resident Assistants
2. Resident Hall Director, and/or Director of Residence Life
3. Dean of Students
4. President

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.509	<i>Page:</i> 2

<i>Subject:</i> Problem Resolution	<i>Responsible Department:</i> Academic Affairs
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At any of the above levels, standards, boards, disciplinary panels, or the Board of Student Appeals may be used.

Classroom problems:

1. Faculty member should assist the student, if possible
2. Dean of Academic Services if problem is academic in nature
3. Provost, if problem is academic in nature
4. Dean of Students, if problem is behavioral in nature
5. Vice President for Student Services, if problem is behavioral in nature

Faculty members, the Dean of Academic Services/Registrar, the Provost, the Dean of Students, the Vice President for Student Services, or the President may refer the problem to the Residence Life Staff, Counseling Center, or other appropriate resources.

Accidents or Health Emergencies:

1. Dial 911, if emergency is critical
2. Department of Public Safety
3. Dean of Students
4. Vice President for Student Services

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.510	<i>Page:</i> 1

<i>Subject:</i> Reports	<i>Responsible Department:</i> Academic Affairs
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POLICY: Faculty members are responsible for completing the following reports:

#### Grade Report

1. Report is made to the Registrar once each semester, following the final test period.
2. Report lists a grade for each student.
3. Grades must be submitted in compliance with dates established in the catalog. The Registrar may require senior grades to be submitted at an earlier time.
4. Course Record Booklets are due in the office of the Registrar within two weeks of course completion.
5. Public posting of grades or any graded work using any form of identification number or name (Social Security Number, CBU student identification numbers, etc. – including pinning graded work to doors or placing in boxes) is in violation of the Family Education Rights and Privacy Act.

#### Syllabi

A current syllabus for each course is to be sent to the department chair and/or area dean, the Provost's office and the library each semester.

#### Faculty Data Sheet and Self Review

A report of the faculty member's accomplishments in teaching, scholarship, and service is due to the department chair or dean by January 15 annually.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.511	<i>Page:</i> 1

<i>Subject:</i> Student Workers	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** Students can be employed by California Baptist University in two categories. One is student work for which the student is paid entirely out of the department or school operating budget. The second kind of student work is Federal Work Study (FWS). For students in a FWS-supported position, their wage is paid in two parts: 75% of it is paid out of FWS funds and the remaining 25% is paid out of the department or school's operating budget. Generally, students are limited to no more than 20 hours of student work per week during the normal academic year.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, California Baptist University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in the employment of student workers.

**PROCEDURE:**

1. Departments, schools, and colleges must have a written job description approved by the Personnel Office and Financial Aid Office for each of the student positions they need to fill. These descriptions must stipulate if FWS eligibility is required for the student worker.
2. Each department, school, or college needs to include the appropriate amount of funds to cover the type(s) of student work they request.
3. The Career Planning Office will maintain an up-to-date listing of all registered student positions. This listing will include general information about the positions and include whether the position is filled or not. Departments and schools must assist the Career Planning Office in maintaining the accuracy of this list.
4. Student workers must fill out normal student worker job applications and go through the normal procedures for hiring with the Personnel Office. In addition, students seeking employment into FWS-required positions must also coordinate with the Financial Aid Office to determine their eligibility for FWS. The University makes use of student workers primarily to allow them to be recipients of financial aid, and therefore unlike other staff, they are not required to be Christians.
5. Either category of student position must have weekly time cards maintained and turned into the payroll office in order for students to be paid. In addition, each student must receive a formal performance evaluation for each year or portion of year they are employed. For FWS students, the Financial Aid Office will also prepare a FWS "contract" for them to complete.

**CONDITIONS:**

1. Student workers may be used as reader/ graders, lab assistants, secretaries, physical education monitors, tutors, etc.
2. The number of hours a student may work depends on the student's class load and the requirements of the particular position. Students are limited to no more than 20 hours per week during the normal academic year.
3. Requests for student workers should be as a result of a completed job description and notification of the Career Planning Office of the vacancy. These positions must, of course, be supported by adequate funds in the department's or school's operating budget.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.512	<i>Page:</i> 1
<i>Subject:</i> Textbook Orders		<i>Responsible Department:</i> Academic Affairs	

PROCEDURE: General

1. All textbook adoptions are to be cleared through the academic department or school concerned.
2. Each semester faculty members will receive forms from the department or school requesting the pertinent information regarding textbooks to be used for each course during the succeeding semester.
3. Each faculty member is responsible for supplying this information four weeks prior to the start of class.

Desk Copies

1. Most publishers provide examination copies of texts free or for a limited examination period. Requests for examination copies must be made directly to the publisher on department or school letterhead.
2. Most publishers, upon request, send a free desk copy when a specified minimum number have been ordered as course texts. (For most publishers this is 10 copies; some have a larger minimum.)
3. If the desk copy does not arrive in time, the faculty member may obtain a copy from the bookstore. In this event the faculty member will be charged personally for the book. When the desk copy is received and turned in to the bookstore, a refund will be made. If the book is imprinted "not for resale," the refund will be applied to the supplies account of the faculty member's department.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.513	<i>Page:</i> 1

<i>Subject:</i> Jury Duty	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** If a faculty member is required to serve on a jury or is subpoenaed for witness duty, the University will assist the faculty member with arrangements so that instruction continues until the faculty member returns.

**PROCEDURE:** The faculty member will need to submit a copy of the official summons or subpoena received from the court to the Provost upon first notice from the court.

**CONDITIONS:** General:

1. A paid leave of absence for up to 10 days for jury/witness duty is granted only for the actual time spent by the faculty member in jury/witness related duties. The faculty member is expected to report to work as scheduled on days or parts of days when excused from jury/witness duty.

**Return:**

1. When the faculty member returns to work at the end of jury/witness service, a receipt from the court must be furnished to the Provost's Office.
2. An absence report will be completed by the faculty member and be given to the Provost for approval.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.600	<i>Page:</i> 1

<i>Subject:</i> Resolution of Grievances and Disputes Procedures	<i>Responsible Department:</i> Academic Affairs
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**POLICY:** In an effort to address and resolve faculty concerns, the University will maintain a formal grievance procedure for all contracted faculty members, regardless of rank or tenure (adjunct faculty are not entitled to grievance proceedings). Grievances will receive prompt consideration.

**DEFINITIONS: Grievance:** A grievance is defined as a complaint against a decision or action by the University (any administrative unit, office, standing committee, or individual) alleging violation, misapplication, misinterpretation of federal or state law, or provisions set forth in the *California Baptist University Personnel Handbook* with respect to contract, salary, benefits, workload, working conditions, academic freedom, promotion in rank, advancement within rank, tenure, merit pay, re-appointment, non-renewal, termination, discipline, or other employment-related matters.

**Grievant:** The term used to refer to the faculty member who alleges a violation, misapplication, misinterpretation of federal or state law, or provisions set forth in the *California Baptist University Personnel Handbook*.

**Respondent:** The term used to refer to the person, persons, or body to whom the grievant is directing the complaint.

**PROCEDURE:**

The following steps shall be taken in the order outlined. At any point in the process the grievance may be resolved by mutual agreement of the parties involved, and the process may be halted without completing additional steps. It is recommended that the University's legal counsel be consulted at each level.

**Level 1: Department Chair or School Dean**

It is the University's philosophy that grievances are best handled at the department or school level as this fosters better communication between the faculty member and the chair or dean. Accordingly, a faculty member must inform the department chair or dean (in writing) of the incident or matter giving rise to the grievance within fourteen (14) working days of the incident. The department chair or dean will work to resolve the grievance on this level. The department chair or dean will respond in writing to the faculty member within five (5) working days of receipt of the grievance.

**Level 2: Provost**

If the grievance is not resolved at the department or school level, the faculty member must submit the grievance in writing to the Provost. This must be done within five working days after receiving the written response from the department chair or dean. The Provost will make a ruling within five working days of the date the grievance is received. A copy of the written response will be sent to the department chair or dean, and a copy will be placed in the faculty member's personnel file, all by the Provost, who will do so within five (5) working days of the date the grievance is received.

**Level 3: Faculty Appeals Committee**

If the faculty member is not satisfied with the decision of the Provost, he/she must submit the grievance to the Faculty Senate President within five (5) working days after receiving the Provost's response. The President of the Faculty Senate will convene the Faculty Appeals Committee to hear the grievance within fourteen (14) working days. The Committee shall consist of five tenured faculty members and two alternates, also tenured (3.709). The Committee must reach a decision within thirty (30) working days and make a recommendation to the President. If additional time is required for purposes of fact-finding, the grievant, respondent, appropriate dean or department chair, and Provost will be notified in writing. A copy of the recommendation of the Faculty Appeals Committee will be sent to the faculty member, the President, the Provost, and the department chair or dean.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
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Effective: 04-30-10

		<i>Policy Number:</i> 3.600	<i>Page:</i> 2
<i>Subject:</i> Resolution of Grievances and Disputes Procedures		<i>Responsible Department:</i> Academic Affairs	

#### Level 4: President

The President will receive written notice of the recommendation of the Faculty Appeals Committee, and will indicate in writing his acceptance or rejection of the recommendation of the Faculty Appeals Committee within fourteen (14) working days of issuance by the Committee. If the President accepts the recommendation of the Faculty Appeals Committee, this will be the final and binding decision of the University on the matter. If the President rejects the recommendation of the Faculty Appeals Committee, the grievant or respondent may elect to proceed to Level 5.

#### Level 5: Board of Trustees

In the event that the President rejects the recommendation of the Faculty Appeals Committee, and the grievance is not resolved at the preceding levels, the grievant or respondent may appeal the decision to the chair of the Board of Trustees in writing within fourteen (14) working days of issuance of the President's written notice of rejection of the recommendation of the Faculty Appeals Committee. The chair of the Board of Trustees will appoint a five-member review panel of Trustees who shall receive a full record of the case, and shall grant opportunity for oral and/or written argument by the principal parties. Both the grievant and respondent will have the option of being present during oral arguments, and copies of written arguments will be provided to principal parties. The panel will establish procedural guidelines and time limits. The review panel will submit a written decision to the chair of the Board of Trustees, the President, the grievant and the respondent within twenty-one (21) days of the hearing. The decision of the review panel will be reported to the full Board at the next regularly scheduled meeting. The decision of the Trustees' review panel will be the final and binding ruling by the University on the matter.

#### Level 6: Binding Arbitration

In the event that the grievant wishes to pursue further action after the decision of the Trustees has been made, or in the event there is a dispute between contracted faculty members regardless of rank or tenure and California Baptist University which is not, or which the faculty member argues is not, covered by this grievance procedure, such shall be resolved by way of binding arbitration. California Baptist University believes that in the event the grievance procedure does not result in what the grievant believes is a fair resolution of the matter, and/or in situations where California Baptist University faculty members feel that their issues are outside of the grievance procedure, that such disputes are best resolved informally in a fast, fair, and binding fashion without incurring costly and/or time-consuming litigation. To this extent, both California Baptist University and the faculty member agree to binding arbitration under the following terms and conditions in the event of a dispute as set forth above between California Baptist University and the faculty member.

- A. This matter will be submitted to binding arbitration. The arbitrator must be neutral and impartial and be selected by mutual agreement of the faculty member and California Baptist University. If the parties fail to reach an agreement within seven (7) working days after submission of the dispute to arbitration, the employee will request a list of seven (7) arbitrators from the American Arbitration Association. If the parties fail to reach an agreement on the arbitrator from that list, within three (3) working days, the faculty member and California Baptist University, or its designee, will alternatively take turns striking names from that list until there is only one name remaining and that remaining person will be the arbitrator authorized by the parties to hear and decide the grievance. The cost of arbitration, to the extent any such costs exceed the typical cost of litigation (e.g., filing fees, motion fees, etc.) shall be paid solely by California Baptist University.
- B. There shall be no limitation of remedies through this process, in that the faculty member will be entitled to all remedies available as if the faculty member had gone through a normal civil court proceeding.

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<i>Subject:</i> Resolution of Grievances and Disputes Procedures	<i>Responsible Department:</i> Academic Affairs
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- C. The parties agree that through this process they shall be permitted to conduct adequate discovery so as to make sure that the faculty member is not in any manner biased or prejudiced by way of utilizing this process. The discovery proceedings and policies established by the American Arbitration Association shall be utilized unless the arbitrator determines that to follow such procedures would be unfair or unreasonable towards the faculty member.
- D. The arbitrator's award shall be prepared in writing.
- E. Above all, the parties agree that the arbitrator shall have the authority and power to do whatever else is necessary so as to make the process fair to the employee.

CONDITIONS:

1. The time limits in the grievance procedure will be strictly enforced. Failure of a University representative to meet a time limit will be viewed as denial of the grievance, and the faculty member may proceed to the next step. Failure of a faculty member to meet a time limit in the grievance procedure will result in waiver of the right to proceed further.
2. Only in exceptional circumstances will the time frames in handling grievances not be followed. If circumstances require additional time to investigate the situation and come to a resolution, all parties involved will be notified and agree upon an extension prior to the fifth working day.
3. A faculty member filing a grievance in good faith will not be discriminated or retaliated against for utilizing the grievance procedure.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.700	<i>Page:</i> 1
<i>Subject:</i> Faculty Organization and Governance		<i>Responsible Department:</i> Academic Affairs	

## FACULTY CONSTITUTION

### Preamble

The Faculty of California Baptist University, in declaring their mutual cooperation and support in promoting the academic mission and Christian philosophy of the University, and in defining and advancing professional expectations and responsibilities, provide the structure and mechanisms by which the Faculty is to organize and carry out its institutional powers, duties, and responsibilities, by their agreement to the following:

### Article I: Membership

The Faculty - in its governance - is comprised of those persons holding the rank of professor, associate professor, assistant professor, instructor, librarian, or associate librarian.

The Faculty - in its organization – includes, beyond the above governing Faculty: lecturers, adjuncts, visiting professors, who function under the direction of the governing Faculty.

### Article II: Purposes

The governing Faculty of California Baptist University is organized to:

1. Engage in teaching, maintain proficiency in instruction, and participate in the development of academic programming and curriculum for the University
2. Facilitate the implementation of the academic programs and curriculum of the University by developing and maintaining merit based academic standards, mentoring students and colleagues, and engaging in a program of ongoing professional development
3. In cooperation with other University officials, assess the academic programs and curriculum through peer review, student evaluation, and analysis of relevant data
4. Concern itself with, and contribute to, the development of institutional excellence

### Article III: Relationships of Authority

1. California Baptist University is owned and operated by the California Southern Baptist Convention (CSBC). The final authority for determining the nature, structure, and policies of the University resides in the Board of Trustees. The President of the University is the chief administrative officer of the University. The Provost is the chief academic officer.
2. The Faculty has primary responsibility for such academic areas as curriculum, subject matter of courses, method of instruction, research, and certain aspects of fiscal management and student life as relate to the educational process.
3. The Faculty exercises those responsibilities which are included under University-wide faculty responsibilities (Article IV). The faculties of various academic departments or schools exercise those responsibilities which are included under their departmental or school responsibilities.

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<i>Subject:</i> Faculty Organization and Governance	<i>Responsible Department:</i> Academic Affairs
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#### Article IV: Faculty Responsibilities

1. The Faculty acts to develop and modify as needed
  - a. University curriculum, including course offerings, new courses, requirements for majors, general education course work, professional preparation, credential and certificate program requirements, graduation requirements.
  - b. grading systems and standards for evaluation of student performance.
2. The Faculty approves candidates for academic and professional degrees.
3. The Faculty have responsibility, consistent with institutional policy, over
  - a. advising students in their academic programs or majors;
  - b. selection of required course materials;
  - c. implementation of appropriate examination sequences for each course, construction of exams, and assurance of honesty in the taking of exams; and
  - d. assigning grades for each student officially enrolled in their classes.
4. The faculty in professional cooperation provide advice and make recommendations through departments and the committee structure on
  - a. academic calendar;
  - b. faculty rank, promotion, and tenure;
  - c. professional development programs;
  - d. departmental and school budgets, programs, personnel, and policies;
  - e. library and learning resource materials; and
  - f. admissions and retention policies.

#### Article V: Meetings of the Faculty

1. Regular meetings of the Faculty will be held on the first Monday of every month, September through April, during the 10:00 hour, at the call of the Provost. Additional meetings or postponement of meetings may be determined by the Provost.
2. Special meetings of the faculty may be called by the President of the University at his/her discretion.
3. Faculty members, as defined under Article I, have attendance and voting rights at Faculty meetings. Lecturers, adjunct faculty, visiting professors and non-academic administrative personnel may attend meetings and have the right to the floor, but do not hold voting privileges. Guests, such as resource persons, may also be invited to attend on a meeting-by-meeting basis, shall be introduced at the beginning of the session, may have the floor at the discretion of the Provost, but may not have voting privileges.
4. Within the context of Article IV, item #1, the Provost shall preside at regular meetings of the Faculty. In the absence of the Provost, a chair pro tempore may be appointed by the President.
5. Action shall be by a majority of those voting at a meeting at which a quorum is present. A quorum shall be defined as a majority of the membership.
  - . Robert's Rules of Order, revised, shall be the authority on Parliamentary procedure in meetings of the Faculty.
6. Roberts Rules of Order, revised, shall be the authority on Parliamentary procedure in meetings of the Faculty.

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<i>Subject:</i> Faculty Organization and Governance	<i>Responsible Department:</i> Academic Affairs
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Article VI: Faculty Senate

1. The Faculty Senate functions throughout the academic year as the primary body of Faculty governance, representing the Faculty at large. As such, the Faculty Senate is charged with the responsibility to
  - a. Ascertain, consider, evaluate, and act upon academic issues concerning the faculty
  - b. Advance and support policies for constructive change within the delegated responsibilities of the faculty, including policies of sound education, fair and just administration, prudent fiscal management, and Christian growth
  - c. Act as a representative body to communicate faculty consensus and concern on academic and professional issues to the administration and to the Board of Trustees through the Chairperson of the Board
  - d. Work in concert with the Provost to determine responsibilities of committees of the Faculty, and participate in the election and/or appointment of members to those committees
  - e. Facilitate ongoing resolution of academic problems as they arise
  - f. Foster, encourage, and facilitate communication and growth within the University community
  - g. Initiate proposal for updates and changes to the Faculty Handbook.
2. The Faculty Senate shall include the Faculty Senate Officers elected by the faculty at large, and elected representatives from each of the departments in the College of Arts and Sciences and the professional schools as follows: one representative from departments or schools with 1-9 faculty members; two representatives from departments or schools with 10-19 faculty members; three representative from departments or schools with 20-29 members; etc.
3. The Faculty Senate will be brought into deliberations and the decision-making process by the Administration at the outset of proposed changes in policy which affect the Faculty and its responsibilities (as outlined above), in order that
  - a. timely, meaningful and effective recommendations may be made by the Senate; and that
  - b. the Faculty voice an be proactive, creative, reflective, and collaborative in bringing about positive changes in University life.
4. Operations
  - a. The Senate meets at least once per month during the months of September, October, November, December, January, February, March and April.
  - b. The Senate has the authority to act within the purposes stated above. Recommendations may be made to the administration and/or faculty.
  - c. The minutes of the Senate are sent to the committee members, the Faculty and the Executive Council.
  - d. The work of the Senate is reviewed and responded to by the Provost and the Executive Council.
  - e. In order to sustain clear and effective communication, timely and personal communication regarding Senate proposals are to be made both from the Senate President to the Provost, and from the Provost to the Senate in response.

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<i>Policy Number:</i> 3.700	<i>Page:</i> 4

<i>Subject:</i> Faculty Organization and Governance	<i>Responsible Department:</i> Academic Affairs
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Article VII: Faculty Senate Officers

The Faculty Senate shall have three officers elected during a Spring meeting of the Faculty: a President, a Vice-President, and a Secretary/Treasurer. Area deans are precluded from serving as officers.

1. The Faculty Senate President shall
  - a. be a tenured member of the faculty;
  - b. receive three (3) units of designated time each semester for serving as the Faculty Senate President. Should a department chair or program director be elected, the designated time for serving as Faculty Senate President should be in addition to any designated time received for service as a department chair or program director;
  - c. seek opportunities for specific professional development training for the position;
  - d. serve a one-year term;
  - e. assist the Provost in arranging an agenda for Faculty meetings;
  - f. assist the Provost in planning the annual Faculty Workshop;
  - g. act as an advocate for the faculty;
  - h. provide leadership in the professional development of the faculty; and
  - i. act as a liaison between the faculty and administration.
  
2. The Faculty Senate Vice-President shall
  - a. be a tenured member of the faculty;
  - b. seek opportunities for specific professional development training for the position;
  - c. serve a one-year term;
  - d. assist the Faculty Senate President, preside at meetings of the Faculty in the absence of the Faculty Senate President;
  - e. assist the Provost in planning the annual Faculty Workshop;
  - f. in the event of the resignation of the Faculty Senate President during the academic year, the Vice President will assume the office of Faculty Senate President for the remainder of the academic year.
  
3. The Secretary/Treasurer of the Faculty Senate shall
  - a. be elected from among tenured or non-tenured members of the faculty;
  - b. serve a one-year term;
  - c. attend all meetings of the Faculty and Faculty Senate, record the proceedings of these meetings and distribute copies of the minutes to the members of the Faculty and to the President, Vice Presidents, and Deans of the University;
  - d. maintain the files of the Faculty Senate.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
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Effective: 04-30-10

		<i>Policy Number:</i> 3.700	<i>Page:</i> 5
<i>Subject:</i> Faculty Organization and Governance		<i>Responsible Department:</i> Academic Affairs	

Article VIII: Committees

The committee structure is designed to expedite the ongoing business of the University, delegate responsibility and assure appropriate involvement of the faculty in the University program, communicate policy and procedures to the entire University community, and secure the best council in all interests and projects of the institution.

1. Faculty members are nominated by the Faculty Senate through the Provost and approved by the President, unless the membership is stipulated in committee requirements. Student members will be appointed through the ASCBU in consultation with the Vice President for Student Services. The appointments will be made annually and membership rotated from time to time. Each committee will elect its chair, unless otherwise stipulated by committee requirements. The President of the University is an *ex officio* member of all committees, excluding Faculty Senate. The Provost is an *ex-officio* member of all academic committees of which he/she is not a regular member, excluding Faculty Senate.
2. There shall be two distinct types of standing committee assignments:
  - a. Faculty committees report to the Faculty Senate or the Executive Council. These committees are described below as "Standing Committees of the Faculty."
  - b. Administrative committees report to the Executive Council or an individual administrator. Administrative committees are outside the jurisdiction of the Faculty and do not need faculty approval of changes.
3. When an issue arises which is not appropriate for consideration by an existing committee, the Provost, or the Faculty Senate may recommend an ad hoc committee to the President for approval. These committees are dissolved when the study assigned to them has been satisfactorily completed or at the discretion of the appointing official.
4. Fundamentally, the functions of committees are delegated responsibility. All actions taken as policy making/recommending are to be reported back to the Faculty Senate for final action unless otherwise indicated by the delegation of responsibility. Those groups indicated within the organization as councils are advisory and shall report back to the individual or body specified by their title.
5. All committees are to meet as determined to be advisable and should keep three copies of the minutes of each meeting. One copy is retained in the committee's file, one is placed on file in the Office of the Provost, and the other is sent to the Office of the President. Standing committees of the Faculty shall send an additional copy of their minutes to the Faculty Senate for approval.
6. Except when the membership of a faculty committee is indicated as *ex officio* or by appointment, committee vacancies shall be filled by annual vote of the Faculty Senate, in accordance with the prescribed composition of the committee. Procedures are delineated such that each member of the Faculty, with the exception of adjuncts, shall be nominated to serve on at least one committee.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
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Effective: 04-30-10

		<i>Policy Number:</i> 3.700	<i>Page:</i> 6
<i>Subject:</i> Faculty Organization and Governance		<i>Responsible Department:</i> Academic Affairs	

Article IX: Faculty-Institution Legal Relationships

Legal matters pertaining to relations between individual faculty members and the institution, such as Terms and Conditions of Contract, Due Process Procedure, Grievance Procedures, Promotion and Tenure, and Sabbaticals and Leaves, are specified in appropriate sections of the Faculty Handbook.

Article X: Amendments

Amendments to this constitution are generally initiated by the Faculty. Amendments may be recommended by a two-thirds majority vote of the Faculty for approval by the Board of Trustees. Such a Faculty vote may be taken at any regular meeting provided notice in writing of a proposed amendment shall have been filed beforehand with the Faculty Senate President so that the Secretary/Treasurer may provide to all active members a copy of the proposed amendment at least one week prior to the meeting at which it will be presented for a vote.

Article XI: Adoption

This constitution shall be adopted upon affirmation of a vote of a majority of the Faculty at a meeting announced for this purpose one week in advance, and the approval of the Board of Trustees.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
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Effective: 04-30-10

	<i>Policy Number:</i> 3.701	<i>Page:</i> 1
<i>Subject:</i> Admissions and Retention Committee	<i>Responsible Department:</i> Academic Affairs	

TYPE OF COMMITTEE:

- |                           |                                       |
|---------------------------|---------------------------------------|
| a. Area                   | Academic Affairs and Student Services |
| b. Type                   | Standing Committee                    |
| c. Input, Impact, & Scope | University wide                       |

**PURPOSE:** The Admissions & Retention Committee interprets and enforces admission regulations as set forth in the University Catalog; studies the academic progress of students and carries out catalog regulations concerning academic probation, suspension, expulsion, and progress for financial aid ability; reviews applications for readmission from students on academic suspension and determines whether and under what conditions they may be readmitted; makes decisions relative to individual problems of admissions; evaluates transfer credits; recommends to the faculty and administration needed changes in admission requirements.

**MEMBERSHIP:** Director of Student Retention, Vice President for Student Services, Dean of Enrollment, Associate Dean of Enrollment, Registrar, Director of Athletics, and three faculty members. The Provost is an *ex officio* member.

**SELECTION:** Faculty members are appointed by the Provost.

OPERATIONS:

- a. The committee meets as needed but at least once per semester.
- b. The committee has the authority to take these actions:
  - 1) interpret and enforce admission regulations as set forth in the University Catalog;
  - 2) study the academic progress of students and carry out Catalog regulations concerning academic probation, suspension, expulsion, and progress for financial aid ability;
  - 3) review applications for readmission from students on academic suspension and determine whether and under what conditions they may be readmitted;
  - 4) make decisions relative to individual problems of admissions;
  - 5) evaluate individual written requests challenging the Registrar's acceptance of transfer credits;
  - 6) recommend to the faculty and administration needed changes in admissions requirements.
- c. The minutes of the committee are sent to committee members, the Provost and the President.
- d. The work of the committee is reviewed and evaluated by the Faculty Senate.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.702	<i>Page:</i> 1

<i>Subject:</i> Assessment Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                                   |
|---------------------------|-----------------------------------|
| a. Area                   | Academic Affairs                  |
| b. Type                   | Standing Committee of the Faculty |
| c. Input, Impact, & Scope | University wide                   |

PURPOSE: The Assessment Committee plans, implements, reviews, and recommends modifications to the general assessment program of the University in consultation and cooperation with faculty and administration.

MEMBERSHIP:

Director of Assessment and Retention  
Provost, *ex officio*  
Vice President for Student Services, *ex officio*  
Faculty member from the College of Arts and Sciences  
Faculty member from the School of Business  
Faculty member from the School of Education  
Faculty member from the School of Behavioral Science  
Registrar  
Dean of Enrollment Management  
Dean of Students  
Director of Alumni Affairs  
Director of the Library

SELECTION: Members are selected by the Provost annually.

OPERATIONS:

- a. The committee meets monthly.
- b. The committee's responsibilities include
  - 1) implementation of the academic assessment plan;
  - 2) cyclical review of the plan's effectiveness and recommendation of changes as needed;
  - 3) assisting deans and department chairs with assessment within localized areas;
  - 4) promoting activities that foster professional growth in assessment and teaching effectiveness in conjunction with the Faculty Development Committee;
- c. The minutes of the committee are sent to committee members, department chairs, deans, the Provost and the President.
- d. The work of the committee is to be reviewed by the Provost and Faculty Senate.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.703	<i>Page:</i> 1
<i>Subject:</i> Athletic Committee		<i>Responsible Department:</i> Academic Affairs	

TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Student Services   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

**PURPOSE:** The Athletic Committee serves as a consulting agency to the Director of Intercollegiate Athletics in budgetary matters; assists and advises in matters pertaining to the intercollegiate athletic program; acts as liaison between the Director of Intercollegiate Athletics, student body, faculty, administration, and alumni; reviews as deemed necessary the aims, purposes, and objectives of the Department of Intercollegiate Athletics; assists in the promotion of intercollegiate athletics in such a manner as to bring favorable recognition to the University through this medium.

**MEMBERSHIP:** Director of Intercollegiate Athletics, Faculty Athletic Representative, one additional faculty member, Vice President for Finance and Administration, Vice President for Student Services, and one student, appointed by the President of Associated Students.

**SELECTION:** Faculty member is appointed by the Provost.

OPERATIONS:

- The committee meets as needed but at least once per semester.
- The committee has the authority to act within the purposes stated above. Recommendations may be made to the administration and/or the faculty.
- The minutes of the committee are sent to committee members and the President.
- The work of the committee is reviewed and evaluated by the Executive Council.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.704	<i>Page:</i> 1

<i>Subject:</i> Chapel Committee	<i>Responsible Department:</i> Student Services
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TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Student Services   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

**PURPOSE:** The committee is advisory in nature, serves as a communication channel, considers matters of importance to the chapel program, and makes recommendations to the Director of Campus Ministries.

**MEMBERSHIP:** Director of Campus Ministries, Dean of Students, Dean of the School of Christian Ministry, one faculty member, and two students.

**SELECTION:** Faculty member is appointed by the Provost; students are appointed by the President of the Associated Students.

OPERATIONS:

- a. The committee meets at least once a semester and at the call of the Director of Campus Ministries.
- b. The committee has the authority to take these actions:
  - 1) establish and enforce chapel attendance policies within the framework of the policies mandated by the Board of Trustees;
  - 2) provide input for chapel programs and speakers for regular chapel programs;
  - 3) determine what, if any, programs and activities may be used to satisfy the chapel attendance requirements;
  - 4) evaluate the effectiveness of the chapel program.
- c. The minutes of the committee are sent to committee members and the President.
- d. The work of the committee is reviewed and evaluated by the Executive Council.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.705	<i>Page:</i> 1

<i>Subject:</i> Evening College Council	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                                       |
|---------------------------|---------------------------------------|
| a. Area                   | Academic Affairs                      |
| b. Type                   | Standing Committee (Council)          |
| c. Input, Impact, & Scope | Evening College Operations and Policy |

PURPOSE: The Evening College Council provides oversight for the academic programs and their delivery within the Evening College.

MEMBERSHIP: Dean of the College of Professional Studies, Registrar, Provost, Director of Student Retention, Associate Dean of Enrollment Services, and three faculty members who teach in both the traditional and Evening College programs.

SELECTION: Permanent members are standing appointments based on position, with three faculty members appointed by the Provost annually.

OPERATIONS:

- The council meets as needed, but at least once per semester.
- The council has the authority to act within the purposes stated above. Recommendations may be made to the Provost and Executive Council.
- The minutes from council meetings are sent to committee members and members of the Undergraduate Curriculum Committee, Graduate Council, Provost's Council, Faculty Senate, and the President.
- The work of the Council is reviewed by the Provost and recommendations are to be presented to the Executive Council.

<i>Effective Date:</i> 09-24-04	<i>Section:</i> 3
<i>Policy Number:</i> 3.706	<i>Page:</i> 1

<i>Subject:</i> Faculty Appeals Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                                   |
|---------------------------|-----------------------------------|
| a. Area                   | Academic Affairs                  |
| b. Type                   | Standing Committee of the Faculty |
| c. Input, Impact, & Scope | University wide                   |

**PURPOSE:** The Faculty Appeals Committee investigates faculty grievances which have not been resolved at the department chair, dean, or provost level. These investigations will be instigated as dictated by the faculty grievance process. The finding of the Faculty Appeals Committee are presented in the form of recommendation(s) to the President, with a copy of the recommendation(s) given to the faculty member, the Provost, the dean and department chair (if applicable).

**MEMBERSHIP:** Five tenured faculty members and two tenured alternates. Deans and department chairs are not eligible.

**SELECTION:** Three members and one alternate selected by Faculty Senate; two members and one alternate selected by the Provost.

OPERATIONS:

- a. The committee will meet annually in the fall with the University's attorney, who will review their roles and responsibilities, particularly with regard to confidentiality. Otherwise, the committee meets when a grievance is submitted. The committee must reach a decision within ten working days. If circumstances require additional time to investigate a grievance and come to a decision, all parties involved will be notified and an extension given prior to the fifth working day.
- b. The committee has the authority to take the following actions:
  - 1) request written documentation necessary for a thorough investigation;
  - 2) make recommendations to the President regarding the grievance.
- c. Minutes are distributed to committee members and the Provost. A copy of the recommendation will be sent to the faculty member who initiated the grievance, the President, the Provost, the dean, and the department chair (if applicable).

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.707	<i>Page:</i> 1

<i>Subject:</i> Faculty Development Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                                   |
|---------------------------|-----------------------------------|
| a. Area                   | Academic Affairs                  |
| b. Type                   | Standing Committee of the Faculty |
| c. Input, Impact, & Scope | University wide                   |

PURPOSE: The Faculty Development Committee normally makes recommendations to the Provost regarding the use of faculty development funds, sabbatical leaves, and leaves of absence (see Sections 3.301 and 3.302).

MEMBERSHIP: Four tenured faculty members and two non-tenured faculty members. The Provost will participate in committee sessions as a nonvoting, *ex-officio*. The committee will elect its own chair.

SELECTION: The members of the committee will be appointed annually by the Provost.

OPERATIONS:

- a. The committee meets as needed.
- b. The committee has the authority to take these actions:
  - 1) make recommendations to the Provost regarding use of faculty development funds.
  - 2) make recommendations to the President regarding the awarding of sabbatical leaves and leaves of absence for recommendation to the Board of Trustees.
- c. The minutes of the committee are sent to committee members, the Provost, the President, and the Faculty Senate.
- d. The work of the committee is reviewed and evaluated by the Faculty Senate.

QUORUM: Four voting members of the committee shall constitute a quorum.

<i>Effective Date:</i> 05-04-07	<i>Section:</i> 3
<i>Policy Number:</i> 3.708	<i>Page:</i> 1

<i>Subject:</i> Global Initiatives Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                          |
|---------------------------|--------------------------|
| a. Area                   | Executive Council        |
| b. Type                   | Administrative Committee |
| c. Input, Impact, & Scope | University wide          |

PURPOSE: To be a catalyst for the globalization of the CBU campus and curriculum.

MEMBERSHIP: The Dean of Global Initiatives serves as the Chair of this committee composed of eight Deans, one faculty member and one staff employee. Participants are added as necessary to accomplish specific tasks as needed.

SELECTION: Deans serve as *ex officio* members. Faculty and staff members are appointed by the President.

OPERATIONS:

- The committee typically meets at least once a month and no less than one time per semester.
- The committee's responsibilities include making recommendations in the form of proposals to Executive Council.

		<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
		<i>Policy Number:</i> 3.709	<i>Page:</i> 1
<i>Subject:</i> Graduate Curriculum Committee		<i>Responsible Department:</i> Academic Affairs	

TYPE OF COMMITTEE:

- |                           |  |
|---------------------------|--|
| a. Area                   | Academic Affairs                         |
| b. Type                   | Standing Committee                       |
| c. Input, Impact, & Scope | Reviews Graduate Policies and Curriculum |

**PURPOSE:** The Graduate Curriculum Committee considers new graduate programs, changes to the graduate curriculum, policies for graduate programs, and changes to the Graduate Catalog. The Committee makes recommendations to the Executive Council, which approves all policies and programs. Major changes to the graduate curriculum are approved by the Board of Trustees. Curricular changes must be submitted to the Graduate Curriculum Committee by April 1 to ensure inclusion in the University Catalog.

**MEMBERSHIP:** Provost, Registrar, area deans and department chairs who have graduate programs, Graduate Program Directors, Director of Graduate Admissions, Director of the Library.

**SELECTION:** The members are defined by position.

OPERATIONS:

- The committee meets as needed, but at least once per semester.
- The committee has the authority to take these actions as defined above:
- The minutes of the committee are sent to committee members, members of the Faculty Senate and the President.
- The work of the committee is reviewed and evaluated by the Faculty Senate and Executive Council.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.710	<i>Page:</i> 1

<i>Subject:</i> Library Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Academic Affairs   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

PURPOSE: The Library Committee advises the Director of the Library on the general policies of the library; assists the Director of the Library in increasing use of the library by both students and faculty; and makes recommendations to the administration concerning major library needs.

MEMBERSHIP: Director of the Library, six faculty members, and one student.

SELECTION: Committee members are appointed by the Provost.

OPERATIONS:

- The committee meets as needed, but at least twice per semester.
- The committee has the authority to act within the purposes stated above.
- The minutes of the committee are sent to committee members, the Provost, and the President.
- The work of the committee is reviewed and evaluated by the Executive Council.



<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.712	<i>Page:</i> 1

<i>Subject:</i> Promotion and Tenure Committee	<i>Responsible Department:</i> Academic Affairs
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#### Committee Structure

1. The committee will consist of one tenured associate or full professor from each school and two from the College of Arts and Sciences. Committee members are appointed by the Provost annually in consultation with the area deans.
2. The committee will select its chair for a one-year term. The chair will be elected by written secret ballot among the committee members. The Provost will meet with the committee to conduct the election.
- 1.

#### Committee Procedures

1. The committee will review and evaluate in writing the portfolio of each faculty member to be considered for tenure, promotion or post-tenure review. In this evaluation, the committee will comment upon the candidate's qualifications under each category listed in Section 3.200 of this document.
2. The committee's evaluation for each area is to be based on the portfolio according to the professional judgement of the committee members. The evaluation will provide a written rationale for describing the faculty member under review as either meeting or not meeting the criteria specified for promotion or tenure or post-tenure review
3. The committee will receive the department chair's and/or dean's written evaluation. Each member of the committee will review it along with the committee's evaluation. The Provost alone will write the evaluation when the faculty member is a dean.
4. The committee will formulate a recommendation that will state in writing the reason for the recommendation. The recommendation and evaluation report will be approved by a simple majority vote of the committee. The minority opinion may be included in the written evaluation if so desired.
5. The committee members will sign the recommendation form in alphabetical order. The order of the signatures will not indicate the way individual members voted. A recommendation for promotion or tenure or post-tenure review will be forwarded to the Provost who will present it to the President. In the case of promotion, the President will offer final approval or disapproval. In the case of tenure, upon approval of the President, request for approval will be forwarded to the Board of Trustees.
6. The committee will return the portfolio, including the evaluation and recommendation, to the dean who will forward it to the candidate.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.713	<i>Page:</i> 6

<i>Subject:</i> Provost's Council	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE

- |                           |                         |
|---------------------------|-------------------------|
| a. Area                   | Academic Affairs        |
| b. Type                   | Standing Committee      |
| c. Input, Impact, & Scope | Academic administration |

MEMBERSHIP: Provost, Area Deans, Director of the Library, President of Faculty Senate.

SELECTION: Appointed by position.

OPERATIONS:

- a. The committee meets at the call of the Provost (typically monthly).
- b. The committee's responsibilities include:
  - 1) The Council is advisory in nature and serves as a communication channel;
  - 2) The Council studies and considers matters of importance to the academic program of the University and makes recommendations to the Provost.

<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.714	<i>Page:</i> 6

<i>Subject:</i> Institutional Review Board	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Academic Affairs   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

PURPOSE: This committee reviews applications, proposals, rationales, instruments, and potential risks for research projects involving human or animal subjects from faculty and students.

MEMBERSHIP: Provost (or designee), one faculty member from each school and department.

SELECTION: Committee members are appointed by the Provost after consultation with the Faculty Senate Committee on Committees.

OPERATIONS:

- a. The committee meets as needed (at least once per semester).
- b. The committee's responsibilities include:
  - 1) Reviewing applications for individual faculty or student research projects;
  - 2) Reviewing research rationale, instruments, and potential risk or cost impacts to the institution, community, or to research participants;
  - 3) Determining what, if any, changes need to be made to protect the researcher, CBU, and/or research participants from any potential risks;
  - 4) Seeking legal opinions or clarifications regarding potential risk to the faculty researcher, CBU, and/or research participants;
- c. The minutes of the committee are sent to committee members, all members of the Faculty Senate, the Provost, and the President.
- d. The work of the committee is reviewed and evaluated by the Faculty Senate and the Executive Council.



<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
<i>Policy Number:</i> 3.716	<i>Page:</i> 1

<i>Subject:</i> Student Appeals Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Academic Affairs   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

PURPOSE: The Student Appeals Committee investigates appeals regarding academic matters other than probation/suspension brought by students; investigates matters referred by the administration; and reports to the administration its findings and recommendations.

MEMBERSHIP: Three faculty members who serve no more than two consecutive years, and one student. The Vice President for Student Services may be invited by the committee to participate in the consideration of any particular problem.

SELECTION: The members are appointed by the Provost.

OPERATIONS:

- The committee meets as needed.
- The committee has the authority to act within the purposes stated above.
- The minutes of the committee are sent to committee members, the Provost and the President.
- The work of the committee is reviewed and evaluated by the Executive Council.

<i>Effective Date:</i> 09-24-09	<i>Section:</i> 3
<i>Policy Number:</i> 3.717	<i>Page:</i> 1

<i>Subject:</i> Student Services Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Student Services   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

PURPOSE: The Student Services Committee's primary responsibility is to serve as the final judicial review committee for any student who has been suspended or expelled by the University. Additionally, the Student Services Committee will seek to assure that all student programming (student or staff led) will make an academic, spiritual, or positive social contribution to campus life; keeps faculty aware of issues relevant to the student services programs; and makes recommendations to the administration regarding priorities for improvements or changes to the Student Services Division. Also, serves as a sounding board for the Vice President for Student Services.

MEMBERSHIP: Vice President for Student Services and four faculty members.

SELECTION: The faculty members are appointed by the Provost.

OPERATIONS:

- The committee meets as needed.
- The committee has the authority to act within the purposes stated above.
- The minutes of the committee are sent to committee members and the President.
- The work of the committee is reviewed and evaluated by the Executive Council.

<i>Effective Date:</i> 05-06-05	<i>Section:</i> 3
<i>Policy Number:</i> 3.718	<i>Page:</i> 1

<i>Subject:</i> Education Committee	<i>Responsible Department:</i> Academic Affairs
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TYPE OF COMMITTEE:

- |                           |                    |
|---------------------------|--------------------|
| a. Area                   | Academic Affairs   |
| b. Type                   | Standing Committee |
| c. Input, Impact, & Scope | University wide    |

PURPOSE: The Education Committee studies the credential programs of the School of Education and makes recommendations for their improvement; advises and assists in the establishment of counseling procedures for those seeking educational credentials; studies and makes recommendations relative to the academic major for those seeking a educational credentials; assists in the selection of students for educational credential programs; proposes field majors or specific courses in general education that may be particularly meaningful for students preparing to enter educational credential programs.

MEMBERSHIP: Dean of the School of Education (or designee'), seven other professors from the School of Education and one professor each from the various departments in the College of Arts and Sciences and the schools of the University that have teacher preparation programs.

SELECTION: Members are appointed by the Provost.

OPERATIONS:

- The committee meets as needed but at least once per semester.
- The committee has the authority to act within the purposes stated above.
- The minutes of the committee are sent to committee members, the Provost, and the President.
- The work of the committee is reviewed and evaluated by the Provost and recommendations are made to the Faculty Senate.

	<i>Effective Date:</i> 05-03-02	<i>Section:</i> 3
	<i>Policy Number:</i> 3.719	<i>Page:</i> 1
<i>Subject:</i> Undergraduate Curriculum Committee		<i>Responsible Department:</i> Academic Affairs

TYPE OF COMMITTEE:

- |                           |  |
|---------------------------|--|
| a. Area                   | Academic Affairs                                       |
| b. Type                   | Standing Committee                                     |
| c. Input, Impact, & Scope | Reviews Undergraduate Academic Policies and Curriculum |

**PURPOSE:** The Undergraduate Curriculum Committee considers new undergraduate programs, changes to the undergraduate curriculum, policies for undergraduate programs, and changes to the undergraduate catalog. The Committee makes recommendations to the Executive Council, which approves all policies and programs. Major changes to the undergraduate curriculum are approved by the Board of Trustees. Curricular changes must be submitted to the Undergraduate Curriculum Committee by April 1 to ensure inclusion in the University Catalog.

**MEMBERSHIP:** Provost, Registrar, Director of Advising, Director of Undergraduate Admissions, Area deans and department chairs, and the Director of the Library.

**SELECTION:** The members are defined by position.

OPERATIONS:

- The committee meets as needed but at least once per semester.
- The committee has the authority to take these actions as defined above.
- The minutes of the committee are sent to committee members, members of the Faculty Senate and the President.
- The work of the committee is reviewed and evaluated by the Faculty Senate and Executive Council.