Acknowledgment of Reading of Staff Handbook and Faculty Handbook

The Staff Handbook and the Faculty Handbook describe important information about Calvary University, and I understand that I should consult the Human Resources Office or the Academic Office, respectively, regarding any questions not answered in them.

The information, policies, and benefits contained in this document are subject to change, I acknowledge that revisions to the Handbook(s) may occur. I understand that all such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that these Handbooks are neither a contract of employment nor a legal document.

Please verify each item below and place a checkmark in the corresponding box before signing and dating the form.

☐ I have received access to the Staff Handbook and Faculty Handbook and have read them in their entirety. (new employees)

☐ I have received access to the Staff Handbook and Faculty Handbook and am responsible for the information they provide. (*annual signing*)

☐ I have read the updates in the Staff Handbook and the Faculty Handbook. (*annual signing*)

☐ I agree to comply with the policies contained in these Handbooks. (***all employees***)

☐ I either attended the August Faculty/Staff In-Service Title IX training or have read the information concerning Title IX. (*annual signing*)

☐ I have read the Statement of Faith and Practices contained in the Handbooks, and I am in agreement with it. (***all employees***)

☐ I agree to the accurate and timely keeping of hours worked or leave taken within the timekeeping system. (faculty admin)

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Complete this process via iSolved

Faculty Handbook

15800 Calvary Road
Kansas City, Missouri 64147
816-322-0110
www.calvary.edu

Revised September 2022

This Handbook is also available on the Calvary website and in SharePoint on the Calvary network.

Items Updated in This Version
July 2022

Besides various minor changes in grammar and wording, the following changes have been made in this version:

*Additional revisions included in the September 2022 version of the Faculty Handbook.

Welcome Letter from the President

Dear Bond-Servants of Christ Jesus,

I am grateful for your faithful service and commitment to fulfill the mission of Calvary University "…to prepare Christians to live and serve in the church and in the world according to a biblical worldview."

Every year students apply, are accepted, and attend Calvary University. These students are seeking an education that will: instill in them the knowledge, skills, and attitudes necessary for their chosen profession; cultivate their spiritual growth; strengthen their moral character; and develop their abilities as global citizens and leaders (Philippians 1:27). Calvary University students desire more than just training for a career and a life of self-promotion. They seek an education suitable for their Christian calling – one that will impart invaluable transformative qualities of character and mind along with useful technical skills and knowledge. They want to be equipped for a life of enduring commitment to Christ and to be instructed to think like Christ, value like Christ, and serve as Christ has called them to serve in the home, church, academy, community, and marketplace.

A Calvary University education is a biblical passport for Christian servants seeking to effectively fulfill the Great Commission (Matthew 28:18-20) and the Great Commandment (Matthew 22:36-40). We offer excellent educational programs and equip students with a biblical worldview to exegete Scripture and engage culture. We believe that a global Christian guided by a biblical compass is empowered by faith to work and to make a lasting contribution for the cause of Christ (James 2:14-18).

Calvary University prepares men and women to pursue the glory of God throughout their lives. We believe that true success is not just about what you do for a living, but how you live while you make a living. No matter the career you are in, if you are not living in pursuit of God, you will miss His wisdom for choosing your job and your spouse, and you are likely to live a self-centered life. That is why higher education at Calvary is so impactful. Calvary University prepares the whole person, for all of life—nothing less.

As fellow bond-servants, you have a vital role in our institution. Your diligent good works make a lasting impact in the lives of our students and alumni. I give thanks to the Lord for how you demonstrate your spiritual character and values through an unreserved worship of God and a pursuit of Christ-likeness in word, deed, and attitude.

In His service,

Alexander Granados, Th.M., Ph.D.
President/CEO
Calvary University

TABLE OF CONTENTS

INTRODUCTORY INFORMATION

HANDBOOK PURPOSE

The purpose of this handbook is to give the staff of Calvary University a general understanding of how Calvary views the employment relationship and approaches personnel issues. Any questions about policies or topics covered in this handbook should be directed to the Human Resources Office or the Academic Office. This Handbook supersedes and replaces any and all policies and related materials previously made available.

The President and/or Cabinet are authorized to review, delete, or otherwise change policies, and to make the final determination in interpreting or applying policies. When changes are made, which may happen periodically without advance notice, employees will be kept informed.

Nothing in this handbook, nor any other written or verbal communication pertaining to this handbook, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time. Employees have the right to terminate the employment relationship with Calvary at any time, with or without notice, for any reason. Calvary has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

All employees are annually required to read and acknowledge that they have read the Handbook at the beginning of each fall semester (Cycle 2), and/or at the time they are hired.

STATEMENT OF FAITH AND PRACTICES
Statement of Faith
The Scriptures
We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenarily inspired Word of God (Matt 5:18; 2 Tim 3:16-17).

We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Pet 1:20-21).

We believe that the Scriptures, interpreted in their normal, literal sense, reveal divinely distinguishable economies in the outworking of God's purposes. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs people according to His purposes. Three of these – the age of law, the age of the church, and the age of the millennial kingdom – are the subjects of detailed revelation in Scripture (Gen 12:1-3; John 1:17; Rom 4:1-5; 2 Cor 3:7-18; Gal 3:13-25; Eph 1:10; Col 1:24-25; Heb 7:19; Rev 20:2-6).

The Godhead
We believe in one Triune God, Creator of all (Gen 1:2; Deut 6:4; 1 Cor 8:6; Col 1:16), eternally existing in three distinct persons – Father, Son, and Holy Spirit (2 Cor 13:14), yet one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

The Person and Work of Christ

We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful people (Matt 1:21; John 1:18; Col 1:15).

We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the virgin Mary; that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true (Isa 7:14; Matt 1:23).

We believe that the Lord Jesus Christ died on the cross for all people (1 John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa 53:5-6). We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom 5:9; Eph 1:7); and, that His work on the cross is attested to by His literal, physical resurrection from the dead (Matt 28:6; 1 Pet 1:3).

We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1:9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom 8:34; Heb 7:25).

The Person and Work of the Holy Spirit

We believe in the deity (Acts 5:3-4) and the personality of the Holy Spirit.

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment (John 16:8-11). He regenerates sinners (Titus 3:5) and indwells believers (Rom 8:9). He is the agent by whom Christ baptizes all believers into His body (1 Cor 12:12-14). He is the seal by whom the Father seals believers unto the day of redemption (Eph 1:13-14). He is the Divine Teacher who illuminates believers' hearts and minds as they study the Holy Scriptures (1 Cor 2:9-12).

We believe it is the duty and privilege of all the saved to be continually filled with the Holy Spirit (Acts 4:31). This filling is commanded (Eph 5:18). Conditions for being filled are yieldedness to the Spirit's control (Rom 8:14) and a dependent life (Gal 5:16). The results of filling are victory over sin, Christlike character, worship, submissiveness, and service (Gal 5:22-23).

We believe that the Holy Spirit gives gifts to each member of the body of Christ (1 Cor 12:11). The Son of God sovereignly assigns the place of the ministry of the gifts in the body, and the Father provides the energy in the outworking of the gifts (1 Cor 12:4-6). Each believer is to exercise his or her spiritual gift(s) for the common good to the building up of the body of Christ (Eph 4:11-16).

We believe that the gift of speaking in tongues, which was a sign to the nation of Israel, and the other sign gifts gradually ceased as the New Testament was completed and its authority was established (1 Cor 13:8; 14:21-22; 2 Cor 12:12; Heb 2:4).

Angels, Good and Evil

We believe in the reality and personality of angels. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh 9:6; Ps 148:2; Matt 24:31; Luke 1:19; Heb 1:14).

We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa 14:12-17; Ezek 28:12-15). He is the great enemy of God and humanity, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt 25:41; Rev 20:10).

Humanity

We believe that humanity came into being by the direct creation of God and that humans are made in the image and likeness of God (Gen 1:26-27; 2:7).

Sin

We believe that the human race sinned in Adam (Rom 5:12), that sin is universal within humanity (Rom 3:23), and that sin is exceedingly heinous to God (Ps 5:5). We believe that each person inherited a sinful nature (Ps 51:5), that we became alienated from God (Col 1:21), are totally depraved, and that we are utterly unable to remedy our lost estate by ourselves (Eph 2:1-5, 12). We believe that all people are guilty and in a lost condition apart from Christ (Rom 2:1; 3:10-18).

Salvation

We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of humanity. "Christ died for us" (Rom 5:8-9) and "bore our sins in His own body on the tree" (1 Pet 2:24).

We believe that all the redeemed, once saved, are kept by God's power and are secure in Christ forever (John 6:37-40; 10:27-30; Rom 8:1, 38-39; 1 Pet 1:5; Jude 24).

We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom 8:16; 1 John 5:13). We also believe that Christian liberty should never serve as an occasion to the flesh (Gal 5:13).

We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, we are set apart to God. This is positional sanctification and refers to our standing. We then undergo a process whereby the Holy Spirit quickens our affections, desires, and attitudes, enabling us to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to our state (2 Cor 3:18; 7:1; Gal 5:16-25; Eph 4:22-29; 5:25-27; Col 3:10). Someday our standing and our state will be brought into perfect accord. This is prospective, or ultimate sanctification (1 Thess 5:23; 1 John 3:2).

Church

We believe that the church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (Acts 2:1-42; 11:15; 1 Cor 12:12-14; 2 Cor 11:2; Eph 1:22-23; 5:25-27).

We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 1 Tim 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church, free of any external authority or control (Acts 13:1-4; 15:19-31; 28:28; Rom 16:1, 4; 1 Cor 3:9, 16; 5:4-7, 13; 1 Pet 5:1-4).

We believe in the ordinances of believers' water baptism by immersion as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the church (Matt 28:19-20; Acts 2:41-42; 18:8; 1 Cor 11:23-26).

We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures, practices, and associations is commanded by God (Rom 12: 1-2; 2 Cor 6:14-7:1; 2 Tim 3:1-5; 1 John 2:15-17; 2 John 9-11).

We believe in the Great Commission as the primary mission of the church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace of God is to be preached to all the world (Matt 28:19-20; Acts 1:8; 2 Cor 5:19-20). Converts are to be taught to obey the Lord, to testify concerning their faith in Christ as Savior in water baptism, and to honor Christ by holy living and observance of the Lord's Supper (Matt 28:19-20; 1 Cor 11:23-29).

Corporate Position on the "Sign Gifts"
As Calvary University understands the teaching of Scripture and church history, the "sign gifts" of the Holy Spirit (speaking in tongues, prophecy, healings, miracles, and the like) ceased after the first century and are no longer essential for the church today. Those who may believe otherwise and desire to enter Calvary as students are welcome, if they are willing to study with an open mind, to understand the Corporation's position, and not to practice or propagate their beliefs while studying at Calvary.

Things to Come
We believe in that "blessed hope" (Titus 2:13), the personal, imminent (Matt 24:42, 44; 1 Cor 15:51-52; Phil 3:20; 4:5), pretribulational, and premillennial (Rev 19:11-20:10) coming of our Lord Jesus Christ to rapture His saints and receive His Church unto Himself (1 Thess 4:13-18).

We believe in the subsequent, visible return of Christ to the earth (Matt 24:29-31), with His saints, to establish His promised millennial kingdom (Zech 14:4-11; 1 Thess 1:10; Rev 3:10; 19:11-16; 20:1-6).

We believe in the physical resurrection of all people, the saints to everlasting joy and bliss, the wicked to conscious and eternal torment (Matt 25:46; John 5:28-29; 11:25-26; Rev 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor 5:8; Phil 1:23; 3:21; 1 Thess 4:16-17; Rev 20:4-6).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne judgment and shall be cast into the Lake of Fire, not to be

annihilated, but to suffer everlasting, conscious punishment (Matt 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess 1:7-9; Jude 6-7; Rev 20:11-15).

Religious Freedom and Human Sexuality

God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as "male and female" is based on the created order given by God when He created humanity "in His image" (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2 Cor 3:18; Eph 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph 5:21-33).

The Bible affirms two options or giftings for sexual expression: monogamous marital relations between one man and one woman (Gen 1:27-28; 2:18, 21-24; Mt 19:4-6; Mk 10:5-8; 1 Cor 7:7; Heb 13:4; Eph 5:22), or sexual celibacy, if one is not in a monogamous marital relationship between one man and one woman (1 Cor 7:7; Mt 19:12). Within these two Biblical designs there can be found sexual fulfillment, whereas outside of these two designs sexual expression is improper.

The Bible affirms that human sexuality is a gift to be treasured and enjoyed (Gen 2:24; Prov 5:19, 31:10; 1 Cor 7:4), as is sexual celibacy (1 Cor 7:7). The fall of humanity (Gen 3) corrupted human sexuality in both spiritual and physical ways (Rom 1:18-32, Eph 2:1-10), and one result is confusion and pain in the lives of those who struggle with brokenness regarding gender, and who struggle with the guilt of desiring sinful expressions of sexuality (Gen 3:1-7; Rom 3:9-18; 5:12-17). The Bible prescribes faith in Jesus Christ (1 Cor 15:2-3) as the remedy for guilt and as the provision for life (Rom 3:23, 6:23; Jn 3:16), and the Bible prescribes an ongoing relationship with Him as the means for a whole and fulfilling life (Jn 15:1-11, 17:3; Col 3:16; Gal 5:16-25; Rom 8:28-38).

Statements and Positions

Doctrinal Understanding

Students should realize that Calvary will graduate only those who possess a foundational understanding of the Bible and Calvary's doctrinal statement.

Evangelism and Missions

We believe that the "Great Commission" defines the primary mission of the Church. Calvary seeks to incorporate the spirit of evangelism and discipleship into the whole school family, whether in the classroom, in chapel, or in extracurricular activities and projects.

Solidly Biblical

Theologically, Calvary can be described as biblical, fundamental, pre-millennial, and dispensational. Each year, faculty members and trustees must affirm acceptance of the Bible as the inerrant, verbally inspired Word of God.

Separated

It is Calvary's desire to be separated unto God from worldliness, whether in personal actions, attitudes, and thoughts, or in ecclesiastical programs and associations.

Calvary's position is one of being loyal to the biblical doctrine of ecclesiastical separation so that it has no embarrassing ties which might keep it from exposing apostasy, heresy, or sin. This is evidenced in its historical stand against the ecumenical teachings and practices of our day.

A Friend of Bible-Believing Churches

Calvary stands with all who love Christ and preach His Word. The attitude throughout the school is nonsectarian. We are unreservedly loyal to all Bible-believing churches faithful to Christ and the Bible. Calvary is affiliated with the IFCA International and the Berean Fellowship of Churches and maintains a good relationship with independent and denominational churches and individuals that uncompromisingly hold the historic fundamentals of the faith.

Nurturing Character and Truth

We are persuaded that the Scriptures teach that what we are is as important as what we know. Ephesians 4:15 clearly states that we are to speak the truth (doctrine) in love (Christlike character). This is the reason we put great effort into developing Christlike character and a servant's heart while communicating God's Word. In all matters we endeavor to display the "excellent spirit" of the prophet Daniel (Dan 6:3). This man of God refused to compromise and yet constantly displayed an attitude which endeared him to his superiors. He was neither vindictive nor self-righteous and by his dedicated life made a profound impact upon the kings of Babylon and Persia.

Biblical Core

Calvary shall always maintain a Christian accreditation, and specifically ABHE as long as it is available, or another comparable accreditation if ABHE is not available, to ensure accountability in maintaining a Biblical core and Christian ministry requirements.

Bible Requirement

The Bible shall be a required textbook for every course offered at Calvary.

MISSION STATEMENT

Calvary University is an independent, nondenominational institution providing undergraduate, graduate, and post-graduate education which prepares Christians to live and serve in the church and the world according to the biblical worldview.

This is accomplished by providing appropriate educational curricula and a climate that fosters the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission.

Purpose Statement

The purpose of every program at Calvary is to teach students Bible and theology and to prepare them for Christian ministry.

Core Values

TRUTH: We hold the Scriptures to be true, the focal point of our education process, and the authority for all we teach and do.

SERVICE: We prepare men and women to live according to a biblical worldview by

consistently linking their education with the implications for Christian service in the church and the world.

CHARACTER: We promote the development of intellectual and spiritual maturity, leadership potential, servanthood, and a sense of mission and ministry.

RELEVANCE: We prepare men and women to understand and effectively relate to the world in which we live.

RELATIONSHIP: We cultivate godly relationships among students, staff, faculty, and with alumni, the local church, and the society in which we live.

CALVARY STATEMENT ON DIVERSITY

At Calvary, we endeavor to prepare students to live out a biblical worldview in a diverse world. This project is enshrined in our mission statement and fulfills the Board of Trustees outcome that graduates understand the world in which they live and be able to effectively relate to others in it. In order to fulfill this expectation, Calvary is committed to:

- Seek to recruit students, staff, and faculty from a variety of cultural, ethnic, and language backgrounds.

- Offer diverse Christian Ministry environments that span the cultural spectrum in the greater Kansas City area.

- Develop academic and co-curricular opportunities to expose students to a variety of cultural, ethnic, philosophical, religious, and geographic ministry and service settings in the Kansas City area and around the world.

- Encourage students, staff, and faculty to engage in intercultural ministry through structured events and student-led opportunities throughout the academic year and to commit to a lifestyle of intercultural service.

HISTORY OF CALVARY UNIVERSITY

In the early 1930s Christian ministries throughout the Midwest needed experienced, well-trained pastors and teachers. The economic depression had the country in its grip, many churches were without pastors, and there was no evangelical school in this area of the heartland. Several Christian leaders had been praying for a decade about the need for such a school, and the God-selected leaders for the original venture included Dr. Walter L. Wilson, medical doctor, theologian, and author; Rev. David Bulkley, Superintendent of the City Union Mission; and Rev. R. Fuller Jaudon, pastor of the Tabernacle Baptist Church. Kansas City Bible Institute first opened its doors in 1932 with Dr. Wilson as the first president. In 1935 it became Kansas City Bible College with Dr. F. William May as President.

In 1938 Dr. May left Kansas City Bible College to assist Rev. Nye J. Langmade with the founding of Midwest Bible and Missionary Institute in Salina, Kansas. Rev.

Langmade served as its first President until 1954. Dr. May served as President from 1954 until 1956 when Dr. Roger Andrus was appointed President. In 1946 Midwest moved to St. Louis, Missouri. It became Midwest Bible College in 1959.

In the early 1960s Dr. Al Metsker, acting President of KCBC, met with Dr. Roger Andrus, President of MBC, to explore the possibility of merging the two small colleges into one stronger institution. In the summer of 1961, the blueprint was complete; the two schools merged, moved to a campus in the Kansas City suburban community of Prairie Village, Kansas, and became Calvary Bible College. The Board of Trustees of the newly formed school named Dr. Roger Andrus as its first President. This merger represented a blending of institutional objectives, assets and liabilities, alumni associations, and doctrinal goals, as well as values that were held in common by all of the institutions.

In addition to the individuals named above who were instrumental in the early years, Calvary and its predecessor schools were blessed with a number of others who had a desire to see Bible institutes begun in the Midwest and had an active part in these beginnings – Mr. Dwight Johnson, Dr. Charles R. Rolls, Dr. Robert Belton, Dr. Clifford Lewis, and Mr. Stanley Cook, to name a few. Dr. Andrus served as President of Calvary until the early 1970s, and in 1974 Dr. Leslie Madison was called as President.

In 1966 Calvary moved to 1111 West 39th Street in Kansas City, Missouri, where it remained until the move in 1980 to the former Richards-Gebaur Air Force Base. Also in that year, Calvary established a graduate division to offer a program of study beyond the baccalaureate level. The initial offering was a Master of Arts in Biblical Literature. In 1992 the graduate division was reorganized as Calvary Theological Seminary.

In 1987, another merger, again representing a blending of institutional objectives, assets and liabilities, alumni associations, and doctrinal goals, as well as values, took place with Citadel Bible College. Citadel Bible College, originally named Ozark Bible Institute, began in the heart of Rev. A. H. Levin. Under his leadership, the school was organized by a group of pastors and businessmen and incorporated in the state of Arkansas in 1947, with classes beginning in 1949. Rev. Levin served as Citadel's first President until his death in 1970, at which time his son, Rev. Robert Levin, was appointed Interim President. Dr. Paul Brownback served as President from 1974 until the merger with Calvary Bible College.

In 1991 Dr. Madison was appointed Chancellor, and Dr. Donald Urey, Vice President for Academic Affairs at Calvary, was named President. Dr. Jim Anderson, an alumnus of Kansas City Bible College and former faculty member at Calvary, was called as President in 1996. After Dr. Anderson's return to full-time evangelistic work, the Board of Trustees named Dr. Elwood H. Chipchase as President in 1999. In 2009 Dr. Chipchase retired and was named President Emeritus, and Dr. James L. Clark, Vice President and Academic Dean of the College, was named President. Dr. Clark was the first President of Calvary to have graduated from Calvary Bible College. In 2012 the campus expanded across the street to 13 acres vacated by the US Marines and

awarded to the school by the US Department of Education, which included a move-in ready dorm and three other buildings for new offices, classrooms, and space for chapel.

In 2014 Dr. Clark announced his plans to retire in 2016. The Board of Trustees began an extensive search, and in December 2015, called Dr. Christopher Cone to serve as President. Dr. Cone began serving in April 2016, alongside Dr. Clark, until Dr. Clark's retirement in July 2016.

After a lengthy process of research and consultation, Dr. Cone recommended to the Board of Trustees (with the support of Dr. Clark and Calvary's faculty and staff), that in order to best reflect the diverse programs offered and the broad spectrum of vocations and ministries available to graduates, Calvary Bible College should rebrand as Calvary University, and should include three divisions: college, graduate school and seminary. The name change was approved in May 2016. In July 2016, Dr. Clark retired, and was appointed by Dr. Cone to serve as President Emeritus, and in the same month, the name change took effect and Calvary Bible College formally became Calvary University.

When the presidency of Dr. Cone ended in May of 2020, the Board of Trustees appointed Calvary's Chief Operating Officer, Jeff Campa, as interim president. Jeff served until January of 2021, when the Board hired Dr. Alexander Granados to serve as Calvary's next president.

ORGANIZATIONAL STRUCTURE AND COMMITTEES

GOVERNANCE OF THE UNIVERSITY

The administration of the university functions under the direction of the President through his Cabinet. The members of the Cabinet are the President, the Chief Financial Officer (Executive VP), the Chief Operating Officer, the Chief Academic Officer (VP of Academics), the Vice President of Student Affairs, the Athletic Director, the Chief Development Officer (VP of Development), the VP of Institutional Effectiveness and Research. The President serves as chairman. The members of the Cabinet report to, advise, and assist the President in making decisions that affect the university as a whole.

In addition, the President and his Cabinet receive input for reporting and consultation purposes from departments.

The Chief Operating Officer serves as the chief officer in the President's absence. The Chief Academic Officer serves as the chief officer in the absence of the COO. The Chief Financial Officer serves as the chief officer in the CAO's absence. In the event that all four are absent, the chief officer will be designated by the President.

The Institutional Organizational Chart on the next page of this handbook shows the structure, responsibilities, and authority of all Calvary employees.

Faculty-Specific

Under the leadership of the President and the Chief Academic Officer, the faculty is involved in the academic governance of the university. The flow chart below shows the structure, responsibility, and authority of the faculty in academic decisions and in the making of policy for the university. The faculty members are under the administration and direct supervision of the CAO. Faculty should function through this chain of command.

BOARD OF TRUSTEES
PRESIDENT
CHIEF ACADEMIC OFFICER
DEANS of the APPROPRIATE SCHOOLS
ACC AND FACULTY COMMITTEES
DEPARTMENT CHAIRS
PROGRAM DIRECTORS

Issues may begin at the committee level or with the CAO and then come to the faculty. The faculty makes recommendations to the appropriate director, which are subject to approval by the CAO, the President, and his Cabinet.

Board of Trustees

President's Advisory Council — President/CEO — Presidents Emeriti

Title IX

Operations
- Facilities
- Information Technology
- Security
- Food Service
- Warrior Café & Mailroom

Finances
- Accounts Payable
- Cashier
- Accountant
- Human Resources
- Front Desk

Academics
- Burnham Center for Global Engagement
- Clark Academic Center
- Library
- CU Press
  - IJOBA
- Registrar
  - Student Advising

Deans
- Undergraduate
  - Practical Christian Ministries
  - Department Chairs
    - Faculty
- Graduate
  - Department Chairs
    - Faculty
- Seminary
  - Department Chairs
    - Faculty

Student Affairs
- Student Development
- Financial Aid
- Enrollment Management
  - Recruiting
  - Admissions

Athletics
- Men's Basketball
- Women's Basketball
- Men's Soccer
- Women's Volleyball

Development
- Alumni Relations
- Donor Processing
- Marketing & Communications

Institutional Effectiveness

CALVARY UNIVERSITY
Organizational Chart
Revised July 26, 2022

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FACULTY AND STAFF BY DEPARTMENT

Offices & Operations:

Academic Office
- CAO: Dr. Teddy Bitner
- Executive Asst: Jackie Johnson

Admissions
- Director of Enrollment Management: Reba Main
- Admissions Counselors: Malachi Hoover, Sherrie Hunter, Chae Page

Advising
- Director: Ruth Grimm
- Academic Advisor: Jennifer Prodoehl

Cafeteria
- Director: Joe Dapra
- Assistant: Betsy Aeschliman
- Staff: Heidi Dapra

CU Press
- Director: Dr. Mike Dodds

Development
- VP of Development: John McGee
- Executive Asst: Christopher Stolberg
- Senior Advancement Officer: Randy Grimm
- Donor Processing: Sara Klaassen
- Donor Relations
- Alumni Relations

Finance Office
- CFO: Tom Stolberg
- Asst to CFO/COO: Kaluba Kapapula
- Interim Director of HR/Payroll: Jolayne Rogers
- Staff Accountant: Tasha Young
- Accounts Payable: Jolayne Rogers
- Accts Receivable/Cashier: Angela Dunn
- Asst Cashier: Bob Crank

Financial Aid
- Director of Student Affairs: Samuel Tschetter
- FinAid Counselor: Christine Storms

Front Desk Hospitality
- Receptionist: Amy Campa

Human Resources
- Interim Director: Jolayne Rogers

Information Technology
- Director: Aaron Heath
- Assistant Director: Daniel Huxman
- Technician

Institutional Effectiveness and Research
- VP: Dr. Allan Henderson

Mailroom
- Manager: Larry Dunn

Maintenance
- Interim Director: David Vandeberg
- Housekeeping Coord: Kent Shader
- Assistant Maintenance Director: David Vandeberg
- Groundskeeping Tech: Larry Dunn
- Maintenance Tech: Dan Norgren

Marketing and Communications
- Director: Adam Weeks
- Asst to Marketing & Comm. Director: Kara Adams

Operations
- COO: Jeff Campa

President
- President: Alexander Granados
- Executive Asst: Krista Owen

Registrar
- Registrar: Gary Rogers
- Assistant Registrar

Security
- Chief of Security: Allen Prodoehl
- Security Guards: Jacob O'Dwyer

Student Affairs
- Interim VP: Jeff Campa
- Director of Student Affairs: Samuel Tschetter

Student Development
- Dean of Students: Josh Johnson
- Associate Dean of Students/ Accommodations Support Coordinator: Jamie Franz
- Resident Life Coordinator/Student Development Office Manager: Alissa Payne

Title IX
- Coordinator: Samuel Tschetter

Warrior Café
- Manager: Larry Dunn

Academic/Student Resources:

Accommodations Support Office
- Coordinator: Jamie Franz

Clark Academic Center
- Director: Rebecca Howell

Library
- Librarian: Tiffany Smith
- Asst Librarian: Eidene Anderson
- Donations: Sandy Smith

Nikao Leadership Institute
- Director: Jeanette Regier

Athletics:
- Athletic Director: Jeanette Regier
- Assistant Athletic Director/Men's BB Coach: Matt Sanders

- Men's Soccer Coach: Jayke Maples
- Women's BB Coach: Robby Bollinger
- Women's VB Coach: Josh Johnson
- Coaching Assistants: Jeanette Regier, Rachel Gorman, Kay Krahn

Centers in C.A.B.R.E.:
Burnham Center for Global Engagement
- Director: Dr. Joshua Paxton

Center for Interdisciplinary Creation Studies (CICS)
- Director

Academic Departments
*Only adjuncts with on campus offices listed here.
**Adjunct status noted for secondary area of service.

College:
- Dean: Dr. Luther Smith

Practical Christian Ministries
- Director: Dawnita Phillips

Bible & Theology
- Program Director: Ian Bacon
- Faculty Administrator: Jeff Campa
- Adjunct Faculty: Dr. Allan Henderson
- Adjunct Faculty: Joel Williamson

Biblical Counseling
- Dept. Chair: Dr. Luther Smith

Business Administration
- Dept. Chair: Dr. Germaine Washington
- Faculty: Tressa Barnes
- Faculty: Allen Prodoehl

Education
- Dept. Chair: Dr. Mary Briggs
- Elementary Ed Program Director: Karen Hange
- Faculty Administrator: Jamie Franz
- TESOL Coordinator: Timothy Hange
- Adjunct Faculty: Dawnita Phillips

English
- Dept. Chair: Timothy Hange
- Faculty: Rebecca Howell
- Faculty: Krista Owen

General Studies
- Dept. Chair: Tiffany Smith
- Faculty: Dr. Teddy Bitner, History
- Faculty Administrators:
  - Jeanette Regier, Physical Ed., General Studies
- Adjunct Faculty: Dr. Tom Bonine
- Adjunct Faculty: Aaron Heath

Ministry Studies
- Dept. Chair: Shaun LePage
- Intercultural Studies Program Director: Dr. Joshua Paxton

Music
- Dept. Chair/Voice: Dr. Haekyung An
- Faculty: Dr. Ian Guthrie
- Adjunct Faculty: Un Chong Christopher
- Adjunct Faculty: Daniel Peycke
- Adjunct Faculty: Jeremy Schell

PDS
- Interim Program Director: Dr. Teddy Bitner

STEM
- Dept. Chair: Chris Basel

Theatre Arts
- Interim Dept. Chair/Adjunct Faculty: Brittany Hill

Graduate School:
- Dean: Dr. Germaine Washington

Business
- Dept. Chair: Dr. Germaine Washington

Education
- Dept. Chair: Dr. Mary Briggs

Music
- Dept. Chair: Dr. Haekyung An

Seminary:
- Dean: Dr. Thomas Baurain

Bible & Theology
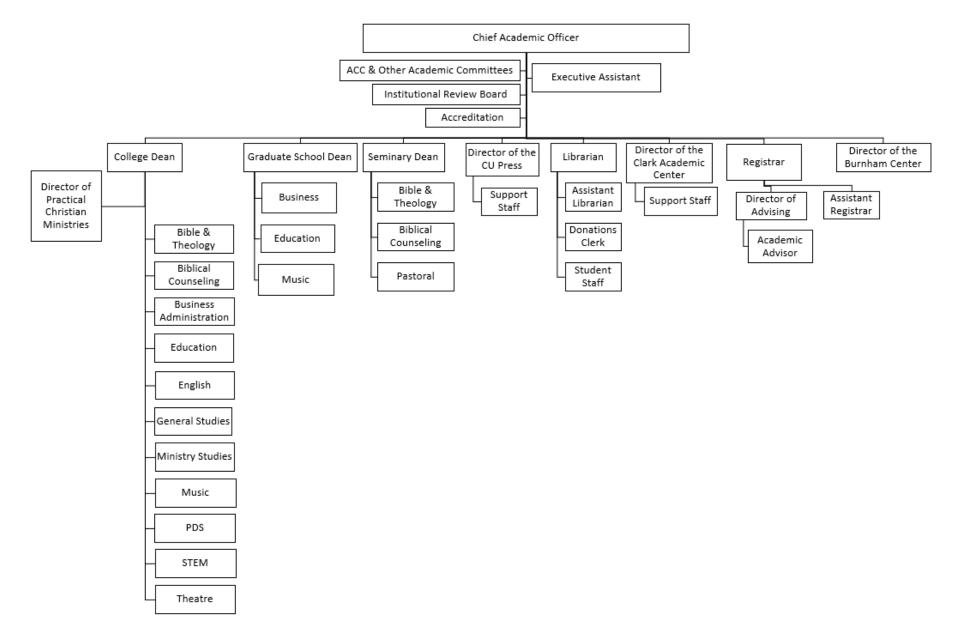- Dept. Chair/PhD Program Director: Dr. Gary Gromacki

Biblical Counseling
- Dept. Chair: Dr. Luther Smith
- Program Director: Dr. Jeff Cox
- Adjunct Faculty: Douglas Geiger

Ministry Studies
- MDiv Program Director: Dr. Mike Dodds

ACADEMIC ORGANIZATIONAL CHART

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                              Chief Academic Officer
                  ACC & Other Academic Committees      Executive Assistant
                        Institutional Review Board
                              Accreditation
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- **College Dean**
  - Director of Practical Christian Ministries
  - Bible & Theology
  - Biblical Counseling
  - Business Administration
  - Education
  - English
  - General Studies
  - Ministry Studies
  - Music
  - PDS
  - STEM
  - Theatre

- **Graduate School Dean**
  - Business
  - Education
  - Music

- **Seminary Dean**
  - Bible & Theology
  - Biblical Counseling
  - Pastoral

- **Director of the CU Press**
  - Support Staff

- **Librarian**
  - Assistant Librarian
  - Donations Clerk
  - Student Staff

- **Director of the Clark Academic Center**
  - Support Staff

- **Registrar**
  - Director of Advising
    - Academic Advisor
  - Assistant Registrar

- **Director of the Burnham Center**

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FACULTY & ADMINISTRATION – FALL 2022

Full or Part-Time Teaching Faculty

Primary Responsibility: College		Primary Responsibility: Seminary
Dr. Haekyung An	Rebecca Howell	Dr. Thomas Baurain
Ian Bacon	Shaun LePage	Dr. Jeff Cox (PT)
Chris Basel	Krista Owen	Dr. Michel Dodds
Tressa Barnes	Dr. Joshua Paxton	Dr. Gary Gromacki
Dr. Teddy Bitner	Allen Prodoehl	
Dr. Mary Briggs	Dr. Luther Smith	
Dr. Ian Guthrie	Dr. Germaine Washington	
Karen Hange		Primary Responsibility: Graduate School
Timothy Hange		N/A

Full- or Part-Time Administrator/Teaching Faculty Status
- Jeff Campa, Chief Operating Officer
- Jamie Franz, Associate Dean of Students/Accommodations Support Coordinator
- Dr. Alexander Granados, President
- Jeanette Regier, Athletic Director
- Tiffany Smith, Librarian; General Studies Dept. Chair

Full- or Part-Time Administrator/Non-Teaching Faculty Status
- Dr. Allan Henderson, VP of Institutional Effectiveness and Research (PT)
- Dawnita Phillips, Director of Practical Christian Ministries (PT)
- Gary Rogers, Registrar
- Matt Sanders, Assistant Athletic Director

Athletic Coaches
- Jayke Maples, Men's Soccer (PT)
- Matt Sanders, Men's Basketball (PT)
- Robby Bollinger, Women's Basketball (PT)
- Josh Johnson, Women's Volleyball Coach (PT)

Adjunct Faculty

Primary Responsibility: Traditional College (c) / Seminary (s) /Graduate School (g)	
Dr. Tom Bonine (c)	Jan Larkins (c)
Kurt Bricker (c)	Dr. Jeremy Lyon (s)
Un Chong Christopher (c)	Lena Misener (c)
Pamela Cubas (c)	Mariah Morse (c)
Daniel Fabricatore (s)	Dr. Neil Nelson (s
Douglas Geiger (s)	Daniel Peycke (c)
Dr. Daniel Goepfrich (s)	Dawnita Phillips (c)
Aaron Heath (c)	Michael Porter (c)
Dr. Allan Henderson (c)	Jeremy Schell (c)
Dr. Skip Hessel (c)	Dr. Michael Stallard (s)
Brittany Hill (c)	Joel Williamson (c)
Dr. Wayne House (s)	

Teaching Assistant (TA); Graduate Assistant (GA); Applied Music Lesson Teacher (AM)

Dr. James Clark (TA)		Andrew Lovisone (AM)	
Jordan Hoffman (AM)		Stephen Mapes (GA)	
		Nathan Smith (GA)	

UNIVERSITY ADMINISTRATIVE STRUCTURE
2022-2023
(xxxx) – first year at Calvary University

President
Alexander Granados – B.A., M.Div., Th.M., Ph.D. (2021)

President's Cabinet
Jeff Campa - B.S., M.S., M.A., M.Div., D.Min. candidate. (2009)
Chief Operating Officer; Interim Vice President of Student Affairs

Tom Stolberg - B.M.E., M.Mus., D.M.A. (2010)
Chief Financial Officer; Executive Vice President

Teddy D. Bitner - B.S., M.A., M.M.A.S., D.Min., Ed.D. (2000)
Chief Academic Officer; Vice President of Academics; Accreditation Coordinator

John McGee - B.A., M.A. (2021)
Chief Development Officer; Vice President of Development

Allan Henderson – B.S., Th.M., Ed.D. (2019)
Vice President of Institutional Effectiveness and Research

Jeanette Regier – B.S.E., M.S. (1996)
Athletic Director

COLLEGE FACULTY STRUCTURE
2022-2023
(xxxx) – first year at Calvary University
Adjunct** - Adjunct status noted for secondary area of service.

Bible & Theology Department
Ian Bacon – B.S., M.Div., Ph.D. in progress. (2018)
Program Director, Bible & Theology; Assistant Professor

Thomas S. Baurain – B.A., Th.M., D.Min., Ph.D. Studies (ABD). (2000)
Adjunct**

Jeff Campa – B.S., M.S., M.A., M.Div., D.Min. candidate. (2009)
Chief Operating Officer; Associate Professor

Alexander Granados, B.A., M.Div., Th.M., Ph.D. (2021)
President; Professor

Gary Gromacki – B.A., Th.M., D.Min, Ph.D. (2017)
Adjunct**

Allan Henderson – B.S., Th.M., Ed.D. (2019)
VP of Institutional Effectiveness and Research; Adjunct

Joel Williamson – B.A., Th.M., Ph. D. candidate. (1982)
Adjunct

Biblical Counseling Department
Dr. Luther Smith – B.A., M.A., Psy.D. (2017)
Dean of College; Chair, Biblical Counseling; Associate Professor

Dr. James L. Clark – B.S., M.Div., Ph.D. (1993)
Distinguished Guest Lecturer

Pamela Cubas – B.S., M.A., Ph.D. in progress. (2021)
Adjunct

Jan Larkins – B.Mus., M.Ed. (2021)
Adjunct

Mariah Morse – B.S., M.S.W. (2021)
Adjunct

Business Administration
Germaine Washington – B.S., M.B.A., D.M. (2016)
Dean of Graduate School; Chair, Business Administration; Associate Professor

Tressa Barnes – B.S., M.S. (2016)
Assistant Professor

Allen Prodoehl – B.S., M.S. (2021)
Instructor

Education Department
Dr. Mary Briggs – B.A., M.A., Ed.D. (2019)
Chair, Education; Associate Professor

Karen Hange – B.S., M.Ed., Ed.D. candidate. (2018)
Program Director, Elementary Education; Associate Professor

Jamie Franz – B.S., M.Ed. (2020)
Assistant Professor

Dawnita Phillips – B.M.Ed., M.Ed. (2020)
Adjunct

English Department
Timothy Hange-B.S., M.Ed., D.A. in progress. (2018)
Chair, English; TESOL Coordinator; Assistant Professor

Rebecca Howell – B.A., M.A. (2022)
Director of the Clark Academic Center; Instructor

Krista Owen – B.A., M.A. (2021)
Assistant Professor

General Studies Department
Tiffany Smith – B.A., M.L.I.S. (2016)
Chair, General Studies; Professor

Teddy D. Bitner—B.S., M.A., M.M.A.S., D.Min., Ed.D. (2000)
Chief Academic Officer; Professor

Tom J. Bonine – B.A., M.A., Ph.D. (1980)
Adjunct

K. Aaron Heath—B.A., M.Div. (1994)
Adjunct

Victor (Skip) Hessel - B.S., M.B.A., D.M. (2002)
Adjunct

Jeanette L. Regier— B.S.E., M.S. (1996)
Assistant Professor

Ministry Studies Department
Shaun LePage – B.A., Th.M., D.Min. in progress. (2018)
Chair, Ministry Studies; Assistant Professor

Joshua Paxton—B.S., M.Div., Ed.D. (2013)
Director of the Burnham Center for Global Engagement; Program Director, Intercultural
Studies; Associate Professor

Music Department
Haekyung An - B.Mus., M.Mus., M.Mus., D.M.A. (2010)
Chair, Music; Professor

Ian Guthrie – B.Mus., M.Mus., D.M. (2022)
Assistant Professor

Un Chong Christopher - B.Mus., M.Mus. (2008)
Adjunct

Daniel Peycke – B.Mus., M.Mus. (2021)
Adjunct

Jeremy Schell - B.M., M.A. (2013)
Adjunct

Graduate Assistants (GA) & Music Lesson Teachers (AM):
Jordan Hoffman (AM)   Andrew Lovisone (AM)

Professional Directed Studies Department (PDS)
Teddy D. Bitner—B.S., M.A., M.M.A.S., D.Min., Ed.D. (2000)
Chief Academic Officer; Interim PDS Program Director; Professor

Various Academic Mentors and Faculty

STEM Department
Chris Basel—B.A., M.S. (2013)
Chair, STEM; Associate Professor

Kurt Bricker – B.S., M.S., M.A., M.Div. (2020)
Adjunct

Lena Misener – A.S., B.S., M.S. (2022)
Adjunct

Michael Porter – B.S., B.A., M.N.S., M.S., M.E.M. (2022)
Adjunct

Theatre Arts Department
Brittany Hill – B.S., M.S. (2021)
Interim Chair, Theatre Arts; Adjunct

GRADUATE SCHOOL FACULTY STRUCTURE
2022-2023
(xxxx) – first year at Calvary University

Business Department
Germaine Washington – B.S., M.B.A., D.M. (2016)
Dean of Graduate School; Chair, Business; Associate Professor

Education Department
Mary Briggs - B.A., M.A., Ed.D. (2019)
Chair, Education; Associate Professor

Music Department
Haekyung An - B.Mus., M.Mus., M.Mus., D.M.A. (2010)
Chair, Music; Professor

SEMINARY FACULTY STRUCTURE
2022-2023
(xxxx) – first year at Calvary University

Bible & Theology Department
Thomas S. Baurain – B.A., Th.M., D.Min., Ph.D. Studies (ABD). (2000)
Dean of Seminary, Professor

Gary Gromacki – B.A., Th.M., D.Min, Ph.D. (2017)
Chair, Bible & Theology; PhD Program Director, Bible & Theology; Professor

Daniel Fabricatore – A.A., B.A., Th.M., Ph.D. (2021)
Adjunct

Daniel Goepfrich – B.A., Th.M., D.Min. (2020)
Adjunct

Wayne House – B.A., M.Div., Th.M., M.A., Th.D., J.D. (2020)
Adjunct

Jeremy Lyon – B.A., M.Div., Ph.D. (2021)
Adjunct

Neil Nelson – B.S., M.Div., S.T.M., Ph.D. (1996)
Adjunct

Michael Stallard – B.S., M.Div., S.T.M., Ph.D.
Adjunct

Joel Williamson – B.A., Th.M., Ph. D. candidate. (1982)
Adjunct

TBD, Director of the Center for Interdisciplinary Creation Studies

Graduate Assistants (GA):   Stephen Mapes (GA)

Biblical Counseling Department
Dr. Luther Smith – B.A., M.A., Psy. D. (2017)
Dean of College; Chair, Biblical Counseling; Associate Professor

Jeff Cox – B.S., M.S., D.Min. (2019)
Program Director, Biblical Counseling at the Seminary; Assistant Professor

Douglas Geiger – B.A., M.A., D.Min. in progress. (2020)
Adjunct

Ministry Studies Department
Michel L. Dodds—B.A., Th.M., D.Min. (2007)
Program Director, M.Div.; Director of the CU Press; Professor

APPROVED COLLEGE PROGRAMS AND ADVISORS
2022-2023

For a complete list of College Programs and Academic Advisors/Mentors, see the Quick Reference Guide for Approved College Programs with Respective Advisors and Mentors (in SharePoint).

Class Advisors

Freshman	Tressa Barnes
Sophomore	Ian Bacon
Junior	Mike Dodds
Senior	Tiffany Smith

Organizational Advisors

Collegiate Chapter of MTNA (Music Teachers National Association)	Haekyung An
MCCC Athletic Representative	Matt Sanders
The Haystack (a.k.a. Missionary Prayer Fellowship)	Joshua Paxton
MOST (Missions Outreach Student Team)	Joshua Paxton
Student Senate Advisor	Josh Johnson
ChocBoard – SMSTA Student Chapter of the Missouri State Teacher's Association	Mary Briggs/Karen Hange
Veteran's Fellowship	*Inactive – 2022-2023*

Calvary University
2022-2023

ACC Meeting (1ˢᵗ and 3ʳᵈ Tuesdays, 3:00 pm)

August 16	January 3 & 17
September 6 & 20	February 7 & 21
October 4	March 21
November 1 & 15	April 4 & 18
December 6	May 2 & 16

Faculty Meeting (College, Seminary, & Grad School)
2ⁿᵈ Tues, 3:15 pm)

	January 10
September 13	February 14
October 11	March 14
November 8	April 11
December 13	May 9

Faculty Senate (4ᵗʰ Tues 3:15-5pm Langmade Rm)

August 23	January 24
September 27	February 28
October 25	March 28
November 22	April 25

Diversity Committee (2x/sem., Tues, 1:30 pm)

September 27	January 31
November 15	March 28

Burnham Ctr Committee (2nd Tues, 11:00 am)

September 13		February 14
October 11		March 14
November 8	January 10	April 11

Steering Committee Meeting (1ˢᵗ Mon, 3:00 pm)

September 12 (2ⁿᵈ Monday)	January 30 (5ᵗʰ Mon)
October 3	Feb & Mar – No Mtg
November 7	April 3
December 5	May – No Mtg

Institutional Effectiveness Committee Meeting
(1ˢᵗ Thurs, 3:15 p.m.)

September 1	December 1	March 2
October 6	January 5	April 6
November 3	February 2	May 4

Library Committee Meeting (2x/sem., 11:00 am)

September 8	February 2
November 3	March 2

Retention Committee Mtg (2ⁿᵈ Thurs, 3:00 pm)

September 8	December 8	March 9
October 13	January 12	April 13
November 10	February 9	May 11

Faculty/Staff Meeting (3ʳᵈ Thursday, 3:15 p.m.)

September 15	December 15	March 16
October 20	January 19	April 20
November 17	February 16	May 18

PhD Curriculum Committee (4ᵗʰ Thurs, 3:00 pm)

August 25	Nov-No mtg	February 23
September 22	Dec 1ˢᵗ (1ˢᵗ Thurs)	March 23
October 27	January 26	April 27

Faculty/Staff In-Service: 2022 – August 11
2023 – August 10

Faculty In-Service (Wednesday, 1:30 – 4:00 pm)
January 25

Important Dates in Fall 2022
July 11 – Cycle 1 begins
July 18-22 – Accelerate I
July 25-29 – Accelerate II
Aug. 1-5 – Accelerate III
Aug. 22 – Cycle 2 begins
Aug. 29-Sept. 1 – Spiritual Emphasis Week
Oct.17-21 – Fall Break (no classes)
Oct. 24 – Cycle 3 begins
Nov. 2 – Day of Prayer
Dec. 16 - Last day of FA22 classes

Important Dates in Spring 2023
Jan. 2 - Offices open
Jan. 9 - Cycle 4 begins
Jan. 23-27 – Conference for Global Engagement
Jan. 24 – Day of Prayer
March 6-10 - Spring Break (no classes)
March 13 – Cycle 5 begins
April 13 - Workday
April 28 – Last day of classes for seniors
May 5 - Baccalaureate
May 5 - Awards & Alumni Induction Dinner
May 6 - Commencement
May 8 - Cycle 6 begins
June 30 - Last day of SP23

FACULTY AND STAFF COMMITTEE APPOINTMENTS 2022-2023
Academic Curriculum Committee (ACC)   Teddy Bitner, Chair   Thomas Baurain   Germaine Washington   Luther Smith   Gary Rogers   Tiffany Smith   Gary Gromacki, PhD Curriculum Committee Rep   Joshua Paxton, Faculty Rep   TBD, Student Representative   Jackie Johnson, Recording Secretary
Academic Monitoring Committee   Gary Rogers, Chair   Teddy Bitner   Rebecca Howell   Jamie Franz   Ruth Grimm   Jennifer Prodoehl   Jeff Campa   Dean of the appropriate school
Admissions Committee   Reba Main, Chair   Admissions Lead Counselor   Jeff Campa   Teddy Bitner   Gary Rogers   Josh Johnson   Academic Advisor   Department Chair or Program Director
Athletic Committee   Jeanette Regier, Chair   Matt Sanders   Athletic Coaches
Burnham Center Oversight Committee   Joshua Paxton, Chair   Teddy Bitner   John McGee   Alissa Payne   President of MOST

Calendar Committee Jeff Campa, Chair Gary Rogers, Vice-Chair Krista Owen Academic Office Rep Development Office Rep Student Affairs Rep Jeanette Regier Luther Smith Germaine Washington Thomas Baurain Adam Weeks Kaluba Kapapula Haekyung An Brittany Hill
Compliance Committee (Dispute Resolution Committee) Federal Compliance Officer, Chair Teddy Bitner Director of Human Resources Jamie Franz Josh Johnson Samuel Tschetter Jeff Campa Allen Prodoehl Jackie Johnson, Recording Secretary 1 male student representative-TBD 1 female student representative-TBD
Crisis Management Team Allen Prodoehl, Chair Teddy Bitner Jeff Campa Director of Maintenance Aaron Heath Adam Weeks, Public Information Officer
Diversity Committee Mary Briggs, Chair Germaine Washington Kaluba Kapapula Alissa Payne Matt Sanders TBD, Student Representative Jackie Johnson, Recording Secretary
Faculty Senate Faculty Administrators; FT, PT, & adjunct faculty members from college, graduate school, and seminary. President: Joshua Paxton Vice President: Tim Hange Secretary: Tiffany Smith ACC Faculty Representative-Joshua Paxton
Federal Financial Aid Appeals Committee Samuel Tschetter, Interim Chair Reba Main Ian Bacon

First Year Student Experience Task Force Teddy Bitner, Chair Ian Bacon Chris Basel Karen Hange Timothy Hange Luther Smith Tiffany Smith Jamie Franz Samuel Tschetter Ruth Grimm Jennifer Prodoehl Gary Rogers Jackie Johnson, Recording Secretary
Handbook Committee Jeff Campa, Chair Director of Human Resources Ruth Grimm Aaron Heath Jackie Johnson Krista Owen Samuel Tschetter
Institutional Effectiveness Committee Allan Henderson, Chair Teddy Bitner Thomas Baurain Germaine Washington Luther Smith Mike Dodds Joshua Paxton Samuel Tschetter Ruth Grimm Operations Representative
Institutional Review Board Teddy Bitner, Chair Luther Smith Mary Briggs Germaine Washington TBD, Independent Member
Institutional Student Aid & Scholarships Committee Samuel Tschetter Jeff Campa Tom Stolberg Karen Hange
Intellectual Property Advisory Committee Teddy Bitner, Chair Two faculty representatives Two student representatives Library representative Aaron Heath Legal counsel consultation
Library Committee Tiffany Smith, Chair Eidene Anderson Mike Dodds Ian Guthrie

Nikao Selection Committee Joshua Paxton, Chair Jamie Franz Timothy Hange Reba Main Germaine Washington				
PhD Curriculum Committee Gary Gromacki, Chair Thomas Baurain Additional PhD Faculty				
Practical Christian Ministries Committee Dawnita Phillips, Chair Joshua Paxton Luther Smith Joel Williamson				
Retention Committee Reba Main, Chair Jeff Campa Teddy Bitner Jamie Franz Ruth Grimm Rebecca Howell Jeanette Regier Samuel Tschetter, Recording Secretary Joshua Paxton, Faculty Senate Rep TBD, Student Reps				
Script Approval Committee Karen Hange, Faculty Representative Hannah Bitner, Alumni Representative Rebekah Bitner, Production Manager				
Security & Safety Committee Allen Prodoehl, Chair Jeff Campa Director of Maintenance Joe Dapra Aaron Heath Jeanette Regier Director of Human Resources Josh Johnson				
Steering Committee for Accreditation Teddy Bitner, Chair, Accreditation Coordinator Luther Smith, Co-Coordinator TBD, Federal Compliance Officer				
Subcommittee #1 Jeff Campa, Chair	Subcommittee #2 Krista Owen, Chair	Subcommittee #3 Luther Smith, Chair	Subcommittee #4 Tiffany Smith, Chair	Subcommittee #5 Tom Stolberg, Chair
Student Life Committee Jeff Campa, Chair Jamie Franz Josh Johnson Samuel Tschetter Teddy Bitner Gary Rogers Dean of the appropriate school Respective Academic Advisor				
Veterans Affairs Committee *Inactive – 2021-2022*				

ACADEMIC/CURRICULUM COMMITTEE (ACC)

PURPOSE: To assist and advise the Chief Academic Officer regarding matters relating to the academic policies and curriculum of Calvary University.

MEMBERS:
    Chief Academic Officer, Chair
    Dean of the College
    Dean of the Graduate School
    Dean of the Seminary
    Student Representative from Student Senate appointed annually
    Faculty Representative from the Faculty Senate appointed annually
    Doctoral Faculty Rep from the PhD Curriculum Committee appointed annually
    Registrar
    Librarian (ex officio)
    Executive Assistant to the Chief Academic Officer (Recording Secretary)

MEETINGS: Approximately every two weeks

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To ensure academic programs and courses:
   - Build upon a Biblical foundation.
   - Support the Board End Statements.
   - Maintain academic integrity and freedom of academic expression.
2. To review and approve academic policies applicable to the Faculty.
3. To review and approve new, revised, and deleted courses, programs, and degrees.
4. To oversee general academic procedures and standards of Calvary.
5. To maintain alertness to the quality of instruction and recommend procedures or devices for the evaluation of instruction.
6. To consider student academic appeals.
7. In alignment with Robert's Rules of Order, a quorum of a majority of members will be present, or accessible virtually, when voting on curriculum decisions.

ACADEMIC MONITORING COMMITTEE

PURPOSE: To evaluate the academic progress of students currently enrolled to determine whether academic or nonacademic restrictions should be imposed on them and, if warranted, to suspend or dismiss them.

MEMBERS:
    Registrar, Chair
    Chief Academic Officer
    Vice President of Student Affairs
    Associate Dean of Students
    Director of the Clark Academic Center
    Accommodations Support Coordinator
    Director of Advising
    Academic Advisor
    Dean of the appropriate school

MEETINGS: Twice a year: after the end of each semester, and as necessary.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. At the conclusion of each semester, to evaluate the academic progress of undergraduate students whose cumulative and/or term GPA is below 2.00 and graduate/seminary students whose cumulative GPA is below 3.00.
2. To determine the action that should be taken for each student individually.
3. To instruct the Registrar to notify each student of their academic monitoring status and the action being taken.
4. To consider student appeals.
5. To advise the Chief Academic Officer regarding academic monitoring policies and statements of those policies in the University Catalog.

ADMISSIONS COMMITTEE

PURPOSE: Based on the recommendation of an Admissions Lead Counselor, prospective students who are not accepted via Calvary's standard acceptance procedures will be reviewed by the Admissions Committee. The committee will evaluate prospective students making application to Calvary for a degree program to determine if they should be accepted or rejected and, for those who are accepted, to determine their status and whether there should be any restrictions placed on them.

MEMBERS:
Director of Enrollment Management, Chair
Admissions Lead Counselor (recommending student for review)
Vice President of Student Affairs
Chief Academic Officer
Registrar
Dean of Students
Academic Advisor
Department Chair or Program Director

MEETINGS: The Admissions Committee does not have regularly scheduled meetings. Applicant files and acceptance appeals are circulated to members for review. If there is not consensus in feedback concerning an applicant, Chair may schedule a meeting for further discussion of the applicant file.

ACCOUNTABILITY: To the Vice President of Student Affairs

RESPONSIBILITIES:
1. To evaluate applicant files that will require special acceptance procedures for admission to Calvary regarding his/her meeting Calvary's admissions standards.
2. To give input to the Admissions Office concerning an applicant's acceptance or denial and, if recommending denial, of the reasons for the denial.
3. To personally interview an applicant, if warranted, because of the applicant's doctrinal position, past social behavior, and/or past academic performance.
4. To consider applicant appeals.
5. To advise the VP of Student Affairs regarding admissions policies and statements of those policies in the academic catalog.

ATHLETIC COMMITTEE

PURPOSE: To determine eligibility and represent Calvary within our athletic conference(s).

MEMBERS:
- Athletic Director
- Faculty Member - Conference Representative
- Coaches

MEETINGS: The Athletic Committee meets on an as needed basis.

ACCOUNTABILITY: To the President

RESPONSIBILITIES:
1. To establish and oversee the policies and procedures of the Athletic Program.
2. To develop procedures designed to enhance spiritual growth in Calvary's student athletes.
3. To evaluate the intercollegiate athletic programs and make necessary recommendations.
4. To represent Calvary at conference meetings.
5. To determine the eligibility of student athletes.

BURNHAM CENTER OVERSIGHT COMMITTEE

PURPOSE: To assist the Director of the Burnham Center for Global Engagement on matters pertaining to the Center's mission including events and partnership initiatives.

MEMBERS:
Director of the Burnham Center for Global Engagement, Chair
Chief Academic Officer
Chief Development Officer
Residence Life Coordinator
President of M.O.S.T.
Additional members as requested by Director of the BCGE

MEETINGS: Monthly during the academic year.

ACCOUNTABILITY: To the Chief Academic Officer.

RESPONSIBILITIES:
1. To assist the Director of the Burnham Center for Global Engagement with planning and executing the annual Conference on Global Engagement and other events.
2. To provide oversight to the Director of the Burnham Center for the achievement of the Center's mission.
3. To provide insight and assistance with marketing the Burnham Center to Calvary's constituency, prospective students, and local churches.
4. To annually review the Burnham Center's mission and objectives.
5. To work with the Director on establishing a budget and fundraising initiatives for the Burnham Center.

CALENDAR COMMITTEE

PURPOSE: To take the lead in identifying and developing events representing each of CU's academic disciplines and demonstrating university-level education, research, and service in fulfillment of the institutional mission, strategic goals, and University values. Once concepts and preliminary scheduling have been decided, sub-committees will then carry out the details of planning and hosting specific events.

Examples of events falling within this initiative include:
- Spiritual Emphasis Week, Conference on Global Engagement
- Calvary Evening Lecture Series
- Christian Leaders Conference/Leadership Roundtable
- Fine Arts Events (especially co-curricular music concerts and theatre productions)
- Hosting external events (i.e., IFCA Youth Pastor Summit, Explore Missions Event, etc.)
- Student Development Activities

MEMBERS:

Chief Operating Officer, Chairman	Dean of College
Registrar, Vice-Chairman	Dean of Graduate School
Executive Assistant to the President	Dean of Seminary
Chief Academic Officer/Rep	Director of Marketing and Communications
Chief Development Officer/Rep	Facilities and Operations Coordinator
VP of Student Affairs/Rep	Music Department Representative(s)
Athletic Director	Theatre Department

MEETINGS: The Calendar Committee meets once per semester; any additional meetings will be scheduled as needed. Some event requests may be circulated for members to review and give input between scheduled meetings.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To ensure all CU academic disciplines are represented and engaged within events being scheduled.
2. To deconflict scheduling across the CU calendars.
3. To fulfill institutional mission and vision.
4. To increase departmental exposure across all events.
5. To coordinate institutional resources for university-wide support.
6. To establish standardized dates and times for major/recurring campus events.
7. To recommend the beginning and ending dates for each semester to the Chief Academic Officer for submission to the President's Cabinet.
8. To publish Academic Calendar (website) and administrative calendar (internally).

COMPLIANCE COMMITTEE/DISPUTE RESOLUTION COMMITTEE

PURPOSE: To remain abreast of regulatory requirements pertaining to Title IV, Title IX, Part 86, the Clery Act and Student Outcomes; to implement the necessary policies, disclosures, programs, and training to ensure that Calvary protects the safety and well-being of students, faculty, and staff; creating an environment which is conducive to student learning and success, while ensuring institutional compliance with applicable laws and ethical standards. This committee also serves as the Dispute Resolution Committee when needed.

MEMBERS:
Federal Compliance Officer, Chair
Executive Assistant to the Chief Academic Officer (Recording Secretary)
Chief Academic Officer
Vice President of Student Affairs

Title IX Coordinator	Dean of Students
Director of Financial Aid	Associate Dean of Students
Director of Human Resources	One male Resident Assistant
Chief of Security	One female Resident Assistant

MEETINGS: Meetings will be scheduled as required.

ACCOUNTABILITY: To the President's Cabinet

RESPONSIBILITIES:
1. Know and understand the regulatory requirements of Title IV, Title IX, Part 86, the Clery Act and Student Outcomes, to ensure institutional compliance with Biblical principles, regulations, good practice, and ethical standards.
2. Compose, publish, and keep current all required notices and disclosures in compliance with regulations.
3. Promote a culture of awareness regarding sexual misconduct, harassment, and discrimination.
4. Create an atmosphere which encourages victims and bystanders to report such acts through training, education, and campaigns to aid in the prevention of sexual misconduct, harassment, and discrimination.
5. Implement policies and procedures for the reporting, notification, investigation, and resolution of violations, to ensure the safety and protection of the rights of all parties involved, and to comply with all applicable regulations.
6. Ensure that policies and procedures concerning Title IV, Title IX, Part 86, the Clery Act, and Student Outcomes comply with all governmental and accrediting agencies' regulations, serve the student body, are communicated to internal and external stakeholders, and do not create conflicting systems of adjudication.
7. Receive and attempt to resolve disputes according to Calvary policies.

CRISIS MANAGEMENT TEAM

PURPOSE: The Crisis Management Team (CMT) is not a committee, but a team that comes together in the event of a campus-wide crisis. The purpose of the CMT is to plan, rehearse, and manage crisis situations which may occur at Calvary consistent with the Federal Emergency Management Agency's Basic Incident Command System (ICS). The mission and duties of the CMT are outlined in the Emergency Response Plan.

MEMBERS:
    Chief of Security (Team Lead)
    Chief Academic Officer
    Chief Operating Officer
    Director of Maintenance
    Director of Information Technology
    Director of Marketing and Communications (Public Information Officer)

MEETINGS: The CMT does not meet on a regular basis.

ACCOUNTABILITY: To the President's Cabinet

RESPONSIBILITIES:
The CMT follows a process as described in the Emergency Response Plan.   That process includes:

1. Ensure proper notification of a crisis situation.
2. Define the crisis.
3. Identify and assess any policies that may apply to the crisis.
4. Activate the Emergency Operations Center (EOC), if required. Initiate 24- hour manning of the Front Desk if the EOC is activated.
5. Containment. Define the physical limits of the crisis and personnel affected. If geographically defined (such as fire, bomb threat, etc.), seal the area and evacuate at-risk areas if necessary. Obtain the resources necessary to ensure containment is maintained as required. If not geographically defined, identify the functional limits and develop strategies to contain the crisis within those limits.
6. Assessment. Determine whether existing contingency plan(s) are adequate. If so, execute; if not, develop potential courses of action, analyze each and recommend a course of action. Once approved by the Cabinet, implement the course of action.
7. Modify plan as required.
8. Upon completion of the crisis, conduct an After-Action Review (AAR). Capture results and make modifications to the plan and/or procedures.

DIVERSITY COMMITTEE

PURPOSE: The Diversity Committee exists to promote diversity and encourage participation, interaction and understanding of cultural and ethnic diversity among Calvary students, faculty, staff, alumni, and supporters.

MEMBERS:
(Members of this committee will reflect a diverse ethnic and cultural representation)
Department Chair of Education, Chair
Faculty representative
Staff representative
Student Affairs representative
Athletic Department representative
Student representative
Executive Assistant to the Chief Academic Officer (Recording Secretary)

MEETINGS: The committee will meet twice/semester, or more often if necessary.

ACCOUNTABILITY: To the President's Cabinet

RESPONSIBILITIES:
1. Maintain and update Calvary's diversity plan.
2. To develop and provide recommendations to the President's Cabinet for diversity initiatives.
3. To support the Practical Christian Ministries Department in placing students in culturally diverse ministry settings.
4. To review and make suggestions to the Director of Marketing and Communications regarding appropriate marketing information and materials.
5. To coordinate with the retention committee and make recommendations regarding student retention – particularly minority students.
6. Make recommendations for improvement of hiring practices and policies.
7. Provide suggestions to the Vice President for Student Affairs regarding diversity issues, including Accommodations Support Services activities.

FACULTY SENATE

PURPOSE: To provide faculty an opportunity to provide a faculty perspective on issues affecting the University, to serve as a vehicle to convey the needs and concerns of the faculty, to provide a faculty member to sit on the Academic Curriculum Committee (ACC), and to serve as an advisory body to the Chief Academic Officer (CAO).

MEMBERS: Members include full time, part time and adjunct University faculty, as well as faculty administrators.

MEETINGS: Meet on a regular basis at least monthly during Cycles 2-5. Additional meetings could be called by the Faculty Senate President.

ACCOUNTABILITY: To the Chief Academic Officer

GENERAL RESPONSIBILITIES:
1. Annually elect a president, vice-president, secretary, treasurer, and ACC representative (who may also be one of the elected officers). It is suggested that a school dean not serve as a Faculty Senate officer. A school dean may not serve as the ACC representative. The president will meet monthly with the CAO.
2. To discuss and prioritize concerns for research and recommendations to provide the CAO with insight and support in creating a collegial academic environment.
3. To create an environment of encouragement and collaboration for academic faculty.
4. Other responsibilities as assigned by the CAO.
5. Appoint a member to represent the Faculty Senate on the ACC.

RESPONSIBILITIES:
1. Approve candidates for graduation (fall and spring semesters) (ABHE Criterion 9.B.)
2. Approve admissions criteria. (ABHE Criterion 9.B.)
3. Participate in review of mission, goals, and objectives. (ABHE Comprehensive Visit Checklist)
4. Approve requirements for graduation. (ABHE Criterion 9.B.)
5. Participate in development of academic policy through Faculty Senate review and participation in the ACC (HLC Criterion 5.B.)
6. Participate in establishment of faculty qualifications (HLC Assumed Practice B.2.c.)

FEDERAL FINANCIAL AID APPEALS COMMITTEE

PURPOSE: To consider and render decisions regarding student federal financial aid appeals.

MEMBERS:
Director of Financial Aid, Chair
Director of Enrollment Management
Faculty Representative

MEETINGS: The student aid appeals committee does not have regularly scheduled meetings. Appeals are circulated to members for review and input. It may be necessary to hold a meeting to discuss a question(s), policy, or an appeal.

ACCOUNTABILITY: To the Vice President of Student Affairs

RESPONSIBILITIES:
1. To consider student financial aid appeals.

FIRST YEAR STUDENT EXPERIENCE TASK FORCE

PURPOSE: To research, create, implement, assess, and refine First Year Student Experience (FYSE) curriculum, best practices, faculty orientation, and student outcomes to provide a first-year experience that supports the University mission and University retention goals.

MEMBERS:
Chief Academic Officer, Chair
Faculty Representatives (FYSE faculty)
Enrollment Management Representative
Student Development Representative
Academic Advising Representatives
Registrar
Executive Assistant to the CAO, Recording Secretary

MEETINGS: Monthly during the academic year.

ACCOUNTABILITY: To the Chief Academic Officer.

RESPONSIBILITIES:
1. To review FYSE literature
2. To create FYSE curricular plan
3. To establish FYSE outcomes
4. To establish FYSE best practices
5. To provide faculty orientation in support of FYSE outcomes
6. To identify resources necessary to support FYSE

HANDBOOK COMMITTEE

PURPOSE: Serve as a liaison between employees and the Cabinet by maintaining a Staff Handbook that is current and relevant to fulfillment of the mission, strategic goals, and values of the University.

MEMBERS:
Chief Operating Officer, Chair
Director of Human Resources, Secretary
Representative of Enrollment Management or Academic Advising
Executive Assistant to the Chief Academic Officer
Executive Assistant to the President
Representative from the Information Technology department
Title IX Coordinator

MEETINGS: At least monthly during Cycles 2-5; as needed during the summer.

ACCOUNTABILITY: To the President's Cabinet.

RESPONSIBILITIES:
1. Evaluate proposed changes to policies and procedures in the Staff Handbook and make recommendations to the Cabinet.
2. Support University employees by maintaining a current Staff Handbook.
3. Annually publish the updated Staff Handbook.
4. Represent University employees to the Cabinet regarding policies and procedures related to employment.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

PURPOSE: To assist and support the Vice President of Institutional Effectiveness and Research, the administration, faculty, and staff through the collection, analysis, distribution and presentation of data and information for use in decision-making, policy formation, and planning in order to assist the University in accomplishment of its mission, goals, and objectives.

MEMBERS:
Vice President of Institutional Effectiveness and Research, Chair
Chief Academic Officer (Accreditation Coordinator)
Dean of the College
Dean of the Graduate School
Dean of the Seminary
Director of the CU Press
Director of the Burnham Center
Director of the Clark Academic Center
Director of Student Affairs
Director of Academic Advising
Operations Representative
Student representative from the Student Senate

NOTE: For the purposes of this committee, faculty administrators count as faculty. One faculty member will be appointed from each of the schools. Terms of members will run from July 1 - June 30. Members will serve for a three-year term on a rotating basis. If requested by the Chair, members may choose to serve consecutive three-year terms.

MEETINGS: Monthly during the academic year.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To become aware and knowledgeable of factors included in institutional assessments.
2. To aid the Institutional Effectiveness and Research Office in its responsibilities in planning and implementing surveys and assessment tools to capture student and institutional data.
3. To evaluate and analyze data from surveys and other assessment tools, share data with appropriate stakeholders, and provide ideas and recommendations for change.
4. Review and evaluate individual academic, non-academic, and committee assessment plans and reports for the purpose of making recommendations for change that supports institutional mission, goals, and purpose.
5. To evaluate the Institutional Assessment Plan and implement appropriate changes to the plan as necessary.

INSTITUTIONAL REVIEW BOARD

PURPOSE: The IRB is a ***review board*** — not a committee. The IRB does not allow a member to participate in the review of any project in which the member has a conflicting interest. The IRB may invite individuals with expertise in specific areas to assist in the review of projects that require expertise that is not represented sufficiently on the IRB.

In accordance with federal regulations, the IRB consists of five members, composed of current faculty and staff, representing the following areas:

- *A Scientific Area* (i.e., biology, psychology, chemistry, engineering, etc.)
- *Nonscientific Area* (i.e., history, English, philosophy, etc.)
- External to the Institution*
- *Diversity of Representation* - Particularly if members of a "vulnerable population," such as children or people with intellectual disabilities, are the subject of study. If such populations will be used, someone with knowledge of or experience with those populations will participate as a member of IRB.
- Diversity of Gender
- *Diversity of Profession* - Not just one profession, such as psychology.

*Please Note: A university not doing federally funded research has the freedom to choose alternative and sometimes more appropriate members for their IRB.

MEMBERS:
Chief Academic Officer, Chair
Department Chair, Biblical Counseling
Department Chair, Business Administration
Department Chair, Education
Independent Member

MEETINGS: IRB meetings will be scheduled on a monthly basis, commencing in response to IRB Applications received.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. Reviewing proposals and applications for research to ensure that any human participants and their rights are protected.
2. Assisting researchers in completing their IRB proposals.
3. Tracking when ongoing research projects are due for an annual review, if necessary.
4. Documenting approvals and incoming proposals for research.
5. Maintaining documentation of training for IRB members and principal investigators (PIs).

INSTITUTIONAL STUDENT AID & SCHOLARSHIPS COMMITTEE

PURPOSE: To oversee the awarding of institutional aid (scholarships, etc.) and to oversee the fulfillment of the work requirements associated with the Ministry Workers Tuition Discount and the CAM (Campus Ambassadors Mentorship) aid programs.

MEMBERS:
Director of Student Affairs - Ministry Workers Tuition Discount and CAM awards
Vice President of Student Affairs – Student work responsibilities oversight
Chief Financial Officer – Memorial Scholarship management
Faculty Representative

MEETINGS: The student aid committee does not have regularly scheduled meetings. Responsibilities associated with the institutional aid programs normally can be addressed within each respective area of oversight. Any meetings will occur on an as needed basis.

ACCOUNTABILITY: To the President

RESPONSIBILITIES:
1. To approve selections for awards.
2. To consider scholarship and grant applications for approval or disapproval.
3. To oversee memorial scholarships and approve selections for awards.
4. To notify the Office of Financial Aid concerning institutional aid awards.
5. To oversee work assignments across campus.
6. To address issues if work assignments are not being fulfilled.
7. To consider any appeals if a Ministry Workers Tuition Discount or CAM award is removed.

INTELLECTUAL PROPERTY ADVISORY COMMITTEE

PURPOSE: To administer the Intellectual Property Policy delineated in this Handbook.

MEMBERS: Members are appointed by the President of the University and, unless he decides otherwise, shall consist of:

  Chief Academic Officer, Chair
  Two faculty members*
  Two student members*
  Library representative
  Director of Information Technology
  Consultation with Calvary University's legal counsel

*Faculty and students will be representative of the intellectual property at issue.

MEETINGS: Meetings will be scheduled as required.

ACCOUNTABILITY: To the President.

RESPONSIBILITIES:
1. Reviewing intellectual property issues affecting Calvary University, including periodic review of this Policy;
2. Evaluating the patentability and commercial or other value of submitted University-Owned Intellectual Property;
3. Determining a course of action for legally protecting and commercializing submitted University-Owned Intellectual Property; and
4. Ensuring that all sales and licensing of University-Owned Intellectual Property are implemented to bring the University-Owned Intellectual Property to the public while securing financial reward for Calvary University and its Members.

LIBRARY COMMITTEE

PURPOSE: To assist and serve the Librarian and to serve as liaison between the faculty and the Librarian.

MEMBERS:
Librarian,
Chair Assistant
Librarian
Two Faculty Members (one from College; one from Seminary or Grad School)

MEETINGS: Twice a semester or as necessary.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To assist the Librarian in maintaining and preserving the library collection.
2. To assist the Librarian in accomplishing work and complete, as much as possible, periodic evaluations of the collection by the faculty in their respective areas of expertise.
3. To advise the Librarian regarding instituting new or revised library policies.
4. To review the budget and advise the Librarian regarding budget matters.

NIKAO SELECTION COMMITTEE

PURPOSE: To choose the incoming students in the Nikao Leadership Institute (NLI) each year.

MEMBERS:
Director of the Burnham Center for Global Engagement, Chair
Director of Enrollment Management
Associate Dean of Students
Department Chair, Business Administration
Additional College Faculty Representatives, as requested by the Director of NLI

MEETINGS: Once in December, January, February, and March.

ACCOUNTABILITY: To the Vice President of Student Affairs.

RESPONSIBILITIES:
1. To ensure each entering Nikao student has met the required criteria.
2. To oversee department percentage guidelines for entering Nikao students.
3. To review and approve the ten most qualified students for entrance into the NLI each year.

PH.D. CURRICULUM COMITTEE

PURPOSE: All Ph.D faculty function as a committee of the whole (Ph.D Curriculum Committee) to design and review Ph.D curriculum. The Ph.D Curriculum Committee functions as a sub-committee of Calvary University's Academic Curriculum Committee (ACC). At least one Ph.D faculty member will serve as representative on the ACC.

MEMBERS:
    Ph.D Program Director, Chair
    Dean of the Seminary
    Professor(s) of Bible and Theology
    Adjunct Professor(s) of Bible and Theology

MEETINGS: The committee will meet once a month, or more often if necessary.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To ensure Ph.D program and courses:
    a. Build upon a Biblical foundation.
    b. Support the Board End Statements.
    c. Maintain academic integrity and freedom of academic expression.
2. To review and approve in preparation for submission to the ACC:
    a. Academic policies.
    b. New, revised, and deleted courses, programs, and degrees.
3. To oversee general academic procedures and standards of the Ph.D program.
4. To maintain alertness to the quality of instruction and recommend procedures or devices for the evaluation of the Ph.D instruction.
5. To generate ideas for dissertation topics, as well as creating awareness of holes in current research.

PRACTICAL CHRISTIAN MINISTRIES COMMITTEE

PURPOSE: To oversee the Practical Christian Ministries Department and to consider student appeals.

MEMBERS:
Director of Practical Christian Ministries, Chair
Three Faculty Members (one from each school)

MEETINGS: Normally once a semester, or as needed.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To recommend Practical Christian Ministries policies and guidelines to the Chief Academic Officer.
2. To review any proposed changes relating to the Practical Christian Ministries requirements and make recommendations to the Chief Academic Officer and the faculty.
3. To advise the Director of Practical Christian Ministries regarding the Practical Christian Ministries section of the student handbook, Practical Christian Ministries forms, and Practical Christian Ministries procedures.
4. To determine the action that should be taken for students who fail to satisfy Practical Christian Ministries standards and requirements or refuse to follow Practical Christian Ministries procedures and to consider appeals.

RETENTION COMMITTEE

PURPOSE: To assist and advise administration and faculty on matters of retaining students and to provide constructive solutions to improve the quality of student life and learning, ensuring student success and satisfaction.

MEMBERS:
Director of Enrollment Management, Chair
Director of Student Affairs, Secretary
Vice President of Student Affairs
Chief Academic Officer
Director of the Clark Academic Center
Associate Dean of Students
Accommodations Support Coordinator
Representative from Academic Advising
Athletic Director
Faculty Senate Representative
Two Students

MEETINGS: Monthly during the academic year.

ACCOUNTABILITY: To the Vice President of Student Affairs.

RESPONSIBILITIES:
1. To develop and update five-year retention goals.
2. To develop and improve strategies for achieving five-year retention goals.
3. To develop and maintain a retention plan.
4. To assist in the administration of student retention surveys and questionnaires.
5. To provide feedback to responsible administrators regarding retention policy actions.

SCRIPT APPROVAL COMMITTEE

PURPOSE: To assist and advise the Chief Academic Officer regarding the selection of scripts for productions at Calvary University.

MEMBERS:
    Faculty Representative
    Alumni Representative
    Theatre Representative (Production Manager)

    In case of appeals:
    Theatre Department Chair

MEETINGS: Approximately two or three times per semester

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To review and approve or reject scripts submitted for:
   - Shorts (Acting Recitals)
   - Capstones
   - Principle Productions
   - Any other Calvary Theatre productions
2. To ensure scripts for Calvary Theatre productions:
   - Are consistent with the values of the Calvary community
   - Engage the Calvary community through participation and by fostering discussions
   - All without limiting the artistic integrity of the Theatre Department
3. To maintain a list of approved scripts.
4. In the case of rejection, articulate how and why the play is not consistent with Calvary's values.

SECURITY AND SAFETY COMMITTEE

PURPOSE: To oversee the Security Department and Calvary's safety program.

MEMBERS:
Chief of Security, Chair
Chief Operating Officer
Director of Maintenance
Student Affairs Representative
Director of Human Resources
Athletic Director
Director of Food Service
Director of Information Technology

MEETINGS: Twice a semester, or as necessary.

ACCOUNTABILITY: To the Chief Operating Officer

RESPONSIBILITIES:
1. Review, evaluate, and provide recommendations on safety and security policies and procedures and funding priorities to the administration.
2. Make appropriate recommendations to the administration to improve physical safety and security and for crime prevention.
3. Promote student, staff, and faculty safety and security awareness programs on a continuing basis.
4. Address and implement current and future federal regulations with regard to campus security.
5. Support the Crisis Management Team to coordinate emergency planning processes and exercises across campus and with local communities (i.e., Belton, Cass County, Kansas City, Jackson County, Raymore, Grandview, State Highway Patrol, USMC, US Army Reserve, and the Port Authority).

STEERING COMMITTEE FOR ACCREDITATION

PURPOSE: To assist the Accreditation Coordinator regarding all aspects related to the accreditation process and its implementation.

MEMBERS:
    Accreditation Coordinator, Chair
    Co-Accreditation Coordinator, Co-Chair
    TBD, Federal Compliance Officer
    Members appointed by the President's Cabinet responsible for specific accreditation criteria/criterion

MEETINGS: Monthly, or as needed.

ACCOUNTABILITY: To the President and the Cabinet

RESPONSIBILITIES:
1. To be knowledgeable about the institution and about accreditation issues and processes.
2. To provide direction and counsel to the Accreditation Coordinator in establishing priorities for implementation of the accreditation process.
3. To possess the resolve to follow-through on all work undertaken.
4. To objectively examine difficult or controversial issues and make appropriate recommendations.
5. To be a spokesperson for the accreditation process to various constituents.
6. To fulfill requirements established by the accrediting agencies in a professional and timely manner.
7. To lead writing teams in preparation of assurance arguments and self-studies for specific criteria/criterion.

STUDENT LIFE COMMITTEE

PURPOSE: To review students who are struggling to succeed, especially in personal character, and provide guidance with either corrective action or discipline.

MEMBERS:
    Vice President of Student Affairs, Chair
    Chief Academic Officer
    Dean of Students
    Associate Dean of Students
    Director of Student Affairs
    Registrar
    Dean of the appropriate school
    Academic Advisor of the appropriate program

MEETINGS: The Student Life Committee does not have regularly scheduled meetings. On an as needed basis, the committee will meet to make decisions concerning student conduct appeals. In addition, they will meet annually along with the faculty to vote on the approval of students desiring to graduate from Calvary University in the spring. The meeting should take place every February within the appropriate Faculty Senate Meeting.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. To identify and address issues among the student body as early as possible to assist students in achieving academic success.
2. To evaluate and address student disciplinary appeals.
3. To evaluate and approve students for graduation, in conjunction with the faculty approval process.

VETERANS AFFAIRS COMMITTEE

INACTIVE – 2021-2022

PURPOSE: To promote, support, and serve the diverse needs of its veterans to include students, staff, and faculty.

MEMBERS:
Chief Academic Officer, Chair
Director of Financial Aid
Student Affairs
Representative
Admissions Representative
One to Three Veteran Faculty/Staff or Veteran Students

MEETINGS: Monthly during the academic year.

ACCOUNTABILITY: To the Chief Academic Officer

RESPONSIBILITIES:
1. Encourage and support outreach and recruitment of veterans, active duty, retired, and reserve service members as students and employees of Calvary.
2. Coordinate, publicize, and support veterans' achievements and success to include recognition at honors receptions, graduation, and other activities.
3. Encourage and support the educational needs and academic goals of veteran students.
4. Support the development of courses which address veterans' concerns.
5. Coordinate campus professional development about veterans and their specific needs and concerns such as workshops, guest speakers, attendance, and presentation at conferences.
6. Coordinate, publicize, and support veterans' events to include celebrations and remembrances.
7. Act as a support network by bringing together various campus and community organizations and offices to form partnerships to assist veterans and their families.

FACULTY-SPECIFIC POLICIES & PROCEDURES

FACULTY APPOINTMENT

Search Procedures

The procedure for the recruitment and hiring of full-time faculty is an extensive one. Care is taken to assure that the prospective faculty member is one who is personally and academically qualified and who is in complete harmony with the doctrine and practices as set forth in the University Catalog.

Advertising for the position:
1. The Chief Academic Officer's office, along with the Director of Human Resources will prepare a job posting in accordance with the Calvary University approved job description.
   a. A 30-day posting period is required for advertising a faculty vacancy.
   b. Candidates must meet qualifications, listed in the next section (Faculty Qualifications).
   c. Candidates for teacher education faculty will emphasize the importance of PK-12 public school experience.
2. The posting will be reviewed by Human Resources to ensure compliance with Equal Employment Opportunity practices prior to publication or posting to a website.
3. The statement "prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap, or veteran status" must be included in the advertisement or posting.
4. Potential venues for advertisements include Calvary's website, Association of Biblical Higher Education (ABHE) website, alumni publications, and professional publications related to the discipline.
5. The Chief Academic Officer will consult with department chairs concerning people suggested as prospects.
6. Faculty members are free to make recommendations to the CAO regarding prospective faculty members.
7. The Chief Academic Officer and appropriate Dean will meet to review the applications received and select one candidate for consideration.
8. After reviewing the candidate's application, resume or CV, signed doctrinal statement, references, and transcripts, an invitation may be extended to visit the campus, at Calvary's expense.
9. The CAO's Office will arrange for the candidate to have interviews with the President, the Chief Academic Officer, the appropriate school's dean, and the department chair.
10. The faculty will be given the opportunity to interview the candidate as a group.
11. The review committee will observe the candidate in a teaching role, if possible.

12. Based on consultation with the review committee, dean, and department chairs, the CAO will make a recommendation to the President's Cabinet regarding the candidate.

Faculty Qualifications

Undergraduate Faculty Qualifications

Undergraduate faculty are required to (1) have an earned, accredited master's degree in the area in which they are teaching, or (2) for faculty teaching general education courses, or other non-occupational courses: If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Graduate School and Seminary Faculty Qualifications

Faculty teaching in graduate programs should hold the terminal degree (normally a doctorate) determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

Doctoral Program Faculty Qualifications

Faculty guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered.

"Tested Experience" Exception

In instances where an instructor's academic preparation varies from the traditional credentialing criteria, but the instructor possesses relevant qualifications or experience to the teaching assignment(s) based on industry, discipline, or specialized accreditation standards and contributes to effective teaching and student learning, a request for an exception may be submitted.

Individuals considered for a "Tested Experience" exception may include:

- An individual who does not possess an accredited master's degree, yet possesses appropriate "tested experience", may be appointed to teach non-academic (applied) classes or lessons (i.e., music lessons, music ensemble, applied theatre courses, computer literacy courses, first aid classes, labs).

- At the Graduate School or Seminary, an individual who possesses an accredited master's degree but not a terminal degree.

In all cases, as part of the hiring process, the prospective faculty member's qualifications will be assessed by the Academic Curriculum Committee and the appropriate Department Chair and Dean according to the criteria below. This review must be **extremely rigorous** for potential faculty members who do not possess the academic credentials:

- Skill sets: Unique skills related to the academic area (i.e., extensive applied theatre lighting expertise for an individual teaching a lighting class; extensive professional experience for a music ensemble instructor; extensive network expertise for a computer network instructor).

- Certifications or additional credentials: Recognized certifications in the instructional area that establish the individual as an expert in the area (i.e., certifications in Biblical counseling, firearms instruction, Red Cross First Aid, information technology).

- Experience: Suggested minimum work experience in fields of expertise for a college instructor is five years of exceptional field experience. Suggested minimum work experience for Graduate School or Seminary faculty is fifteen years with a significant record of publication and peer recognition (peer reviewed articles, journal articles, blogs, books, book reviews, etc.).

- Documentation: Prospective faculty members being evaluated under the tested experience exception will provide complete documentation of work experience, certifications, publications, and other relevant material for evaluation.

An approval by the ACC will be documented in the faculty file. The Tested Experience Portfolio will be signed by the Department Chair, the Dean of the school and the Chief Academic Officer. The record of tested experience will be a critical aspect of the candidate's interview process outlined in the hiring procedure.

Courses taught by Teaching Assistants approved based on Tested Experience will not require a traditionally credentialed professor to serve as professor of record.

Offer Letter
Upon approval of the President, the Chief Academic Officer will extend a formal offer letter of appointment. The letter will be formatted in accordance with standards established by the Chief Academic Officer.

Appointment
Faculty members are selected and invited to join the faculty of Calvary University on the basis of their doctrinal and spiritual agreement with Calvary, their academic preparation, and their teaching ability.

- The first priority is to have at least one full-time faculty member for each academic major who will give the major an identity and will mentor the students in that major.
- The second priority is to provide a full-time faculty member for every academic discipline offering 12 or more credit hours per semester.

- The third priority is to add additional faculty whenever an academic major grows so large that one full-time faculty member cannot adequately teach the courses required for that major and mentor the students.
- The appointment process is the same for all faculty.

Faculty members are required to read the updated sections of the Faculty Handbook every year and are required annually to sign that they are in agreement with Calvary's Statement of Faith and Conflict of Interest Policy.

FACULTY RETENTION
Calvary Retention Policy
This retention policy is based on concepts published by the University of Washington's Center for Institutional Change, 2010.

This policy addresses the nine key areas which can impact faculty retention at Calvary. These practices help all faculty members regardless of the length of service, the area of expertise, or minority status.

Section 1: Monitoring the Health and Welfare of Departments
Monitoring Workload
The Academic Office maintains a database for tracking teaching hours, committee assignments, committee chair appointments (both departmental and institutional levels), class advisors, and other academic related responsibilities. This database allows the Chief Academic Officer to monitor loads to ensure equitable distribution of responsibilities and prevent burnout from overload.

Annual Individual Faculty Review Meetings
Annual reviews provide an opportunity to assess the health and welfare of individual faculty and programs. While an appraisal form is used to guide discussion, additional areas that may be addressed in annual reviews include:
- course and committee assignment
- a faculty member's spiritual health
- a faculty member's general classroom and developmental progress
- the faculty professional development opportunities which can initiate a professional development discussion
- feedback and the faculty member's personal assessment of the year, as well as plans for the upcoming year
- ideas from the faculty member to improve his experience and the department/program

Section 2: Transparency in Operations
Maintaining open communication is one of the keys to creating a welcoming and healthy climate. Making decisions openly and encouraging feedback from faculty help to create a sense of buy-in and ownership, which in turn leads to improved leadership in a department.

Committee Membership Rotation

Different committees have access to different information. By rotating committee membership and leadership, different people have the opportunity to gain exposure to various elements of departmental operations. New people bring new ideas and perspectives and reduce stagnation.

Transparency in the Promotion Process

Transparency is applied to the promotion and salary increase processes. The Faculty Salary Plan is a straightforward means to compensate for load and experience, while the promotion process is clearly articulated in the Faculty Handbook.

Section 3: Creating a Welcoming Climate

Informal Social Networks

One way to create a sense of community is to help build informal social networks. In addition to the regularly scheduled faculty events, individual faculty members are encouraged to schedule periodic social events or lunches that may include faculty, staff, and students. Building relationships in an informal capacity can lead to stronger relationships and better understanding when it comes to formal decision-making interactions.

Active Appreciation

All people appreciate being valued. In addition to the "formal" recognition (years of service awards, promotions, recognition for publications at faculty meetings, announcements in memos or emails, etc.), there are many small ways that department chairs can demonstrate active appreciation:

- checking-in with faculty in their offices
- assuring faculty that their departmental and institutional service contributions are appreciated both in public and private forums (i.e., faculty meetings, one-on-one conversations)
- sending personalized messages

Section 4: Mentoring

Faculty can benefit from multiple mentors at different levels, as each mentor may have different strengths. Unfortunately, at an institution the size of Calvary, it may be difficult to establish multiple level mentor relationships. However, mentoring relationships can aid and enhance spiritual and personal growth. Some examples of what mentors do may include:

- create bridges for their mentees and connect them to the community
- provide feedback on papers or teaching
- help navigate the organizational structure and politics
- serve as a sounding board
- collaborate on projects of mutual interest

Well-mentored faculty will be outstanding contributors to the department and have higher levels of satisfaction. Additionally, the "senior" mentor is also likely to benefit from collaboration with the mentee.

Section 5: Valuing Diversity in the Institution

Not all faculty fit the traditional model of the professor. They may have different strengths and contribute to the department in a variety of ways. Some faculty may engage in non-traditional approaches to the field. Our policy is to appreciate and encourage diversity in the faculty.

Calvary acknowledges that excellence can be reflected in different arenas. By recognizing a more encompassing criteria that documents, recognizes, and rewards the scholarship of teaching, professional service, outreach, and research, Calvary takes an active stance on valuing diversity. Encouraging a balance of values in academia between traditional and non-traditional faculty work will ultimately strengthen the institution.

Section 6: Support Career Development of New Faculty

Connecting to the Community

New faculty orientation is the starting point to connect with the Calvary family. Orientation may be particularly difficult for adjuncts teaching in the evening hours, so follow-up by the department chair and other colleagues teaching within the same or related disciplines is very important.

Workload and Success

When possible, new faculty should be assigned classes that will help them integrate into the institution. At the beginning of their appointment, they should not be assigned large service courses or the most unpopular course in the curriculum. As a matter of policy, new faculty will be allowed to repeat courses so they can minimize course preparation time. Senior faculty are expected to share course materials, so new faculty do not have to reinvent courses from scratch.

Information Access

Because of the overwhelming nature of new faculty orientation, new faculty are encouraged to meet separately with the Information Technology Department to address questions or issues they may have about technology, or to share recommendations.

Section 7: Encouraging Mid-Career Professional Development

Calvary faculty are encouraged to write and publish, apply for research grants, and pursue related academic areas which can aid in developing new programs or revising existing ones. In addition, faculty who qualify may apply for the Continuing Professional Education Program to earn an advanced degree. They may also apply for a Sabbatical (see section regarding Sabbatical leave for details). The key is for faculty not to stagnate or seem to have "hit a brick wall" in advancement, achieving personal goals, or spiritual growth. Meetings with the CAO and annual appraisals are good times to address situations where faculty members feel they may have stopped progressing. It's important to raise this as an issue because a stalled faculty member may not be thinking broadly about opportunities or options.

Section 8: Faculty Development Programs
The faculty development program is described in the Faculty Handbook.

Section 9: Flexible and Accommodating Policies and Practices
Calvary faculty may pursue outside employment as described in the Handbook. Work hours can be flexible according to classes taught. Absences are allowed for ministering opportunities and attending professional development activities. Spouses may also be employed by Calvary as openings develop.

FACULTY STATUS
Faculty Status means the individual receiving this designation has the privilege of attending faculty meetings and voting with the faculty on faculty-related issues. Faculty status does not mean that the individual having that status will have the same perks as full-time teaching faculty members. Furthermore, not all individuals having faculty status will be under the same system in determination of faculty salaries.

Other individuals teaching part-time but who are full-time employees of Calvary University in an administrative or other capacity may be granted faculty status by the President and CAO if warranted by their qualifications and experience.

Faculty Classifications
Faculty members are classified into six categories:

Administrators
Individuals who hold administrative positions. They have faculty status and rank but may or may not teach. Teaching Administrators may teach up to 3 credit hours per semester as part of their regular workload. They may also teach up to an additional 9 credit hours per semester compensated as overload according to the adjunct pay scale.

Full-time Teaching Faculty
Individuals whose primary responsibility is classroom instruction. They have faculty status and rank. The normal teaching load is 12 credit hours per semester. They may also teach up to an additional 6 credit hours per semester compensated as overload according to the adjunct pay scale. Certain activities such as coaching, musical activities, theatrical events, etc., can be included as helping to complete a full teaching load. They also carry a proportionate amount of collateral duties, such as student mentoring and committee work. The normal teaching load for each full-time seminary and graduate school faculty members is 12 hours per semester.

Permanent Part-time Faculty
Individuals employed part-time to teach. They have faculty status and rank. The normal teaching load is 9 credit hours per calendar week. They may also teach up to an additional 3 credit hours per calendar week compensated as overload according to the adjunct pay scale. Certain activities such as coaching, musical activities, theatrical events, etc., can be included as helping to complete a full teaching load. They also carry a proportionate amount of collateral duties, such as student

mentoring and committee work.

Adjunct Faculty
Individuals employed on a semester basis. They may teach up to 12 credit hours per calendar week. They are only responsible for teaching the courses they are hired to teach; they have no other faculty responsibilities or collateral duties. They do not receive faculty rank. They are non-exempt.

Teaching Assistants (TA)
Individuals employed on a semester basis to teach no more than 12 credit hours per calendar week. They do not have the necessary academic credentials to be an adjunct instructor but have expertise in a certain field of study – typically PE, Music, or Theatre. They do not receive faculty status or rank. They are non-exempt.

Graduate Assistants (GA)
Individuals enrolled at Calvary University's Seminary or Graduate school and employed on a semester basis to teach or assist at the university no more than 6 credit hours per calendar week. They are paid the equivalent of what their tuition would be per credit hour in the graduate school or seminary. They do not receive faculty status or rank. They are non-exempt.

Other Instructors
Guest Instructors
Individuals who are invited to teach for a short period of time on an honorarium basis to provide expertise and instruction for skills classes. Such individuals are highly trained and experienced in a given field of study. They are required to teach under the supervision of a qualified faculty member. They do not receive faculty status or rank. They are non-exempt.

RANK AND PROMOTION
(Updated 4/5/22)

Faculty ranking is as follows: Instructor, Assistant Professor, Associate Professor, and Professor. Promotion from one rank to another depends upon teaching experience, academic achievement, responsibilities, satisfactory service, and/or length of service. The criteria for satisfactory service are listed on the Faculty Promotion Rubric, which will be filled out by the Chief Academic Officer, the Dean of the Seminary, the Dean of the Graduate School and the Dean of the College during a Cycle 5 meeting. For consideration of promotion to the next rank, a score of 70 points or more is required. See Faculty Application for Promotion in Rank form.

Faculty with previous post-secondary teaching experience will normally transfer their highest academic rank when employed at Calvary University.

Promotion from one rank to the next is never automatic. The application for promotion in rank, as well as the department chair recommendation, should be submitted to the Academic Office during Cycle 4. The Chief Academic Officer, with input from the deans and the department chair, if applicable, determines all faculty

appointments as to rank and promotion. The basic ranks and their characteristics are as follows:

Instructor

This is the initial rank for a teacher or faculty administrator with a master's degree but no previous post-secondary education teaching experience or administrative experience. This rank is usually held for two years before promotion to Assistant Professor is considered.

Assistant Professor

Assistant Professor is the initial rank for faculty who possesses an earned doctorate or terminal degree. This rank usually requires some graduate work above the master's degree level (i.e., work toward a second masters, first professional, terminal, or doctorate). Other considerations for promotion could include recognized expertise in the area of study or a history of peer-reviewed articles or book publication. This rank is usually held for three years before promotion to Associate Professor is considered.

Associate Professor

This rank usually requires a terminal degree or earned doctorate or candidacy for an earned doctorate plus at least five total years of successful teaching or faculty administrative experience. For those starting as an Assistant Professor due to an earned doctorate or terminal degree, three years of successful teaching or faculty administrative experience at the university level is acceptable instead of five years. This rank is usually held for three years before promotion to Professor is considered.

Professor

This rank requires a terminal degree or earned doctorate in the faculty member's primary field of study plus eight years successful teaching or administrative experience. For those starting as an Assistant Professor due to an earned doctorate or terminal degree, six years of successful teaching or faculty administrative experience at the university level is acceptable instead of eight years.

OUTSIDE EMPLOYMENT

Calvary welcomes the opportunity to share faculty knowledge and experience with other groups. **However, accepting regular outside employment without permission of the Chief Academic Officer will reduce your status to part-time regardless of the number of hours worked.**

Conferences and consultative work which relate directly to the professional area of teaching at Calvary are viewed as efforts to stay in the mainstream of professional ministry.

Calvary allows absences from class for one week per semester in order for the faculty member to minister at a conference or serve in some type of consultation work related to his professional ministry.

- **This applies to full-time, permanent part-time, and adjunct faculty.**

- Approval for such conferences must be obtained from the Chief Academic Officer at <u>least three months in advance.</u>

PROFESSIONAL FILES

A professional file on each faculty member is kept in the Academic Office. Personal and professional data, transcripts, and teacher/course evaluations are noted in this file. Faculty members must submit official copies of transcripts at the time of employment; additional official academic transcripts should be submitted as they occur. Faculty members may review the contents of their own file, provided that the file remains in the Academic Office at all times.

SEPARATION FROM CALVARY

Resignation

A faculty member who anticipates leaving Calvary should make that fact known in a letter of resignation to the Chief Academic Officer at the earliest possible date. Intent to Return Letters are distributed each spring. Failure to sign the letter will be understood as an indication of the intent to separate from Calvary.

Termination

See Staff Handbook <u>Termination</u> policy.

Appeal Process

See Staff Handbook <u>Appeal Process</u> policy.

Grievance Procedures

See Staff Handbook <u>Grievance Procedures</u> policy.

Benefits

See Staff Handbook <u>Benefits</u> policies.

Return of University Property

See Staff Handbook <u>Return of University Property</u> policy.

Campus Housing

See Staff Handbook <u>Campus Housing</u> policy.

Exit Interview

Employees who have finished working at Calvary University will be asked to participate in an exit interview process. After completion of the digital Exit Interview form, the Director of HR will conduct a personal interview of the individual when possible. Employment suspended due to end-of-semester does not require an exit interview.

The Cabinet will review all exit interviews. Information in the exit interview will be considered confidential and used only for developing policies that help improve the Calvary work experience.

A copy of the exit interview will also be distributed to the department chair.

TEACHING AGREEMENTS

Full-time Faculty and Permanent Part-time Faculty

Formal contracts are not issued, but faculty members must sign an Intent to Return letter each year, in the spring, which is an indication that they plan to teach the next year and that they agree with Calvary's doctrinal statement. The academic year (fiscal year) is July 1-June 30.

Adjunct Teaching Agreements

This agreement is issued by the Chief Academic Officer each semester to an individual who teaches on a semester basis, but no more than 12 credit hours per calendar week. Adjunct faculty must agree with and sign Calvary's doctrinal statement.

Teaching Assistant Agreements

This agreement is issued by the Chief Academic Officer each semester with input by the department chair to an individual who teaches on a semester basis, but no more than 12 credit hours per calendar week. The CAO will take into consideration the TA's experience, training, and recommendations regarding a teaching assignment. The TA must agree with and sign Calvary's doctrinal statement. The payout for classes listed on the Teaching Agreement will occur over the course of the cycle in which the class occurs.

Graduate Assistant Agreements

This agreement is issued by the Chief Academic Officer each semester, with input from the department chair or dean. It is issued to an enrolled CU student who teaches or assists at the university on a semester basis, but no more than 6 credit hours per calendar **week**. For Graduate Assistants whose load is based on responsibilities other than teaching a designated course, the standard is 20 hours worked per week is equivalent to 3 hours of tuition credit per cycle. This policy is in correspondence with the Carnegie Unit.

The Grad Assistant is paid the equivalent of what their tuition would be per credit hour in the graduate school or seminary. Books, room & board, student fees, etc. are not covered by this agreement. It is the responsibility of the GA to make arrangements with the Cashier regarding payment to their student account.

Each semester in which the Graduate Assistant is a CU student and works/teaches in the university, a contract will be drawn up to delineate courses taught, and/or other responsibilities, and how much money should be paid to his/her CU student account. The Graduate Assistant will be responsible for paying taxes on this money. Taxes will be withheld, and a W-2 form will be issued by Calvary University.

The GA must agree with and sign Calvary's doctrinal statement. The GA also will provide proper documentation to the Academic Office so a GA personnel file may be created. Annually, the Graduate Assistant will complete required paperwork, which includes signing the FERPA acknowledgment, reading the updated sections of the Faculty Handbook and signing the acknowledgment statement.

Guest Instructor Agreements

This agreement is issued by the Chief Academic Officer each semester with input by the department chair. Guest Instructors are expected to be responsible to and work closely under the supervision of the department or program chair, teaching only the skills in their field of expertise. They must agree not to promote any teaching or philosophy that is not consistent with the institution's mission statement, doctrinal statement, convictions, and student guidelines.

Tenure

Calvary University does not offer tenure to faculty.

All full-time and permanent part-time teaching faculty are hired on a salary basis. Salary increments are determined by the CAO, based upon education, experience, length and quality of service, rank, and merit.

Extra Remuneration

When a faculty member is asked to teach more than the normal credit-hour load per semester (up to 6 additional credit hours for FT; up to 3 additional credit hours/week for PT), compensation is provided at the adjunct faculty rate. Any exception to this policy must be in writing and approved by the CAO.

Faculty who teach non-classroom courses (Directed Studies, Internships, Field Experience, etc.), may receive extra pay for those courses (unless needed to meet load).

College faculty who teach as adjunct in the Seminary/Graduate School and Seminary/Graduate School faculty who teach as adjunct in the College receive adjunct pay for specific courses, unless that class is needed to make load.

When faculty members speak at engagements, honorariums may be retained by the faculty member. Any special offerings for Calvary should be given to the Chief Financial Officer.

FACULTY LOAD/OVERLOAD

Definition of terms:

Semester: Calvary University defines the fall semester as Cycles 1, 2 & 3. The spring semester is defined as Cycles 4, 5 & 6.

Standard load/overload for full-time faculty: The normal teaching load for each full-time undergraduate, seminary and graduate school faculty members is 12 hours per semester. They may also teach up to an additional 6 credit hours per semester compensated as overload according to the adjunct pay scale.

Courses classified as meeting load/overload guidelines: Calvary University courses have a minimum threshold of five enrolled students per course for classification as a standard course. These courses may be coded as follows:

- D & ND – Daytime and Daytime Blended Online Courses
- E & NE – Evening and Evening Blended Online Courses
- M & NM – Modular and Modular Blended Online Courses
- T & NT – Traditional and Traditional Blended Online Courses
- N – Online Only Courses, which meet the minimum of five enrolled students

<u>Courses not classified as load/overload courses</u>: The following courses normally will not count towards the load/overload for a full-time faculty member. An exception may be approved if these courses are needed to meet minimum load requirements.

- I – Directed Study Courses/Independent Study Courses
- LG – Legacy Courses
- O – Office Courses

These courses are paid at a reduced rate on a per student and per credit hour basis.

Scheduling Load:
The Department Chair will coordinate with faculty members to assign course load for the department. Load/overload assignments will be distributed over the course of a semester, taking into consideration a cycle off that will occur once/academic year for each full-time faculty member. Overload for a semester will pay out once an instructor meets load for the semester.

Cycle Off:
The Cycle Off benefit is designed to give full-time faculty rest, refreshment and time to pursue opportunities that might not fit during the rest of the academic year. If an instructor desires to teach during their Cycle Off, that is permissible, but not encouraged. The Department Chair and instructor will make these decisions at the department level.

Appeal Process for Additional Overload:
Under rare circumstances, a full-time faculty member may request to teach more than the standard 12 hours of load plus 6 hours of overload. If a full-time faculty member desires to teach more than 18 hours in a semester, an appeal must be submitted to the appropriate Department Chair. Once approved by the Department Chair, the appeal also requires approval by the respective Dean and the CAO.

TIME OFF POLICIES FOR FACULTY MEMBERS
HOLIDAYS
See Staff Handbook <u>Holidays</u> policies.

Sick Leave
Faculty are asked to call or email the Academic Office to report absences as soon as possible. These would include, but are not limited to, personal illness, doctors' and dentists' appointments, care for members of your family (parent, child, sibling, or spouse), etc.

Please state if you plan to cancel your classes or if someone will cover for you in your absence. A physician's statement is required for any <u>absence due to illness in excess of three continuous working days</u>. If the illness extends further, physician's statements will be required every two weeks thereafter. After the first two weeks of extended illness, FMLA will be required to be used until the employee is released to return to work.

It is the responsibility of the faculty member to notify their students via Canvas, if a class is cancelled. Faculty members may also elect to assign additional work through Canvas when a class must be cancelled, in order to stay on schedule.

Vacation Leave
Faculty receive vacation time during the Christmas break between semesters, Spring Break, the week of July fourth and Fall Break.

In addition, full-time faculty receive a cycle off each academic year. A Cycle Off is defined as the 8-week cycle in which:

- Teaching responsibilities are not required,
- Regular office hours are not required,
- Attendance of regular committee meetings is not required.
- During this 8-week cycle, there may be exceptions when a faculty member is required to be on campus/engage in university responsibilities. Some exceptions include:
  - Faculty who have administrative responsibilities.
  - Events that all full-time faculty are expected to attend (i.e., Commencement, Faculty/Staff In-Service, Faculty In-Service, etc.).

The Department Chair will coordinate with the faculty member which cycle will be designated as their Cycle Off for the academic year. Since Cycle 2 (August) and Cycle 4 (January) are the cycles when the majority of new students start at Calvary, it is preferred that the cycle off not be during Cycle 2 nor Cycle 4.

The Executive Assistant to the Chief Academic Officer must also be notified anytime during the academic year that the faculty member will be away (e.g., speaking engagements, attending seminars, etc.).

FACULTY DEVELOPMENT
Attendance at Professional Meetings
Calvary allows faculty members to annually attend a professional meeting in his teaching field. Calvary will allow an absence from classes, not to exceed one week per academic year, for such activity. Approval must be obtained from the Chief Academic Officer at <u>least three months in advance.</u>

Continuing Professional Education Program
The Continuing Professional Education Program is an opportunity for faculty members to earn an advanced degree at Calvary University or at another institution. Calvary

will provide full salary for the faculty member and full tuition for each course taken at CU or one-half tuition for each course taken at another institution. Tuition costs will be paid directly to the designated institution by the Business Office of Calvary or to the faculty member as reimbursement. All other expenses are the responsibility of the faculty member.

Participation in the Continuing Professional Education Program is restricted to full-time faculty members who hold the rank of at least Assistant Professor and have completed at least three years of full-time duties at Calvary. It requires the faculty member to perform his normal full academic and administrative responsibilities while attending CU or off-campus sites.

Application
In order to be considered for a Continuing Professional Education Program grant, the faculty member must submit a Continuing Professional Education application to the CAO by December 20th prior to the academic year the faculty member wishes to begin study. An approved grant implies continued support contingent upon an evaluation of performance and the financial ability of Calvary.

Unpaid Leave of Absence
Should the Continuing Professional Education Program require periods away from the faculty member's normal duties, these days or extended periods must be approved by the CAO. The Continuing Professional Education Program is not a sabbatical program. Should a leave of absence be needed, the President and the CAO will take this need into consideration. If it is granted, there are no salary provisions for the extended absence. The faculty member's faculty position, rank, and employment are not affected.

Program Extension
Requests for an extension of the program beyond the duration of time originally approved will be considered by the CAO. However, it should be remembered that Calvary will not continue to fund a program which does not seem to have an end in sight.

Progress Reports
The faculty member must submit a progress report to the CAO at the conclusion of each semester of study. The report should contain an accounting of the courses taken during the prior semester, grades earned, number of credits yet to be taken, relationship of the program to the originally proposed time schedule, and an account of the disbursements of Calvary funds in the program.

Purchase Requisition Forms
For the faculty member approved to receive one-half tuition reimbursement for a course taken at another institution, the faculty member must submit a purchase requisition (PR) form either before starting the course or up to 6 weeks following completion of the course.

Financial Responsibility for Continuing Education

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The financial provision by Calvary for the Continuing Professional Education Program is made for the purpose of aiding Calvary's program and for aiding the faculty member. Therefore, faculty who receive funds and who then resign, retire, or are dismissed from Calvary will refund the money paid by Calvary on the following basis:

- Less than two years since the last receipt of Continuing Professional Education , Program funds:
    - 100% of Continuing Professional Education grant to be refunded.
- Two years but less than three years since the last receipt of Continuing Professional Education Program funds:
    - 66% of Continuing Professional Education grant to be refunded.
- Three years but less than four years since the last receipt of Continuing Professional Education Program funds:
    - 33% of Continuing Professional Education grant to be refunded.
- No money is to be refunded after four years from the last receipt of Continuing Professional Education Program funds.

Sabbatical Policy
Participation in a Sabbatical is restricted to full-time faculty members who have completed at least seven years of full-time teaching duties at Calvary. (Even after seven years of service, a Sabbatical is not automatically granted.)

During a Sabbatical, Calvary will provide full salary for a twelve-month period.

Participation in a Sabbatical may occur synchronously with participation in the University's Continuing Education Program. However, during a Sabbatical year, the professor will not qualify for other moneys normally used for professional development.

Sabbatical leaves may be granted for the completion of degree programs, research, or writing. In such cases, these activities must be related to the faculty member's area of specialization and have a direct benefit to Calvary.

In order to be considered for a Sabbatical, the faculty member must submit a Sabbatical application to the Vice President and CAO. The Cabinet will review the application based upon the following criteria:

- Calvary's ability to underwrite the expense of the Sabbatical
- The benefit of the Sabbatical to the professor and to Calvary
- Resources available to cover the classes normally taught by the professor

An approved request implies continued support contingent upon an evaluation of performance and the financial ability of Calvary.

During the Sabbatical period, the faculty member should initiate communication with the CAO. Upon completion of the Sabbatical, a written report of the accomplishments should be submitted to the Vice President and CAO.

FACULTY EVALUATION

Faculty Evaluation

The CAO will annually evaluate the Full-Time Faculty and the Permanent Part-Time Faculty.

Faculty/Course Evaluation

All courses are evaluated by students each semester using an approved Calvary Student Rating of Instruction (SRI) evaluation form. The SRI process is administered electronically at the end of each cycle.

SRI results will be tabulated twice per academic year. The results will be sent to instructors along with the Faculty Response Form.

The student comments and the Faculty Response Form will be reviewed by the CAO and filed in the Academic Office.

GENERAL PROCEDURES SPECIFIC TO FACULTY

ACADEMIC FREEDOM

The faculty member has the responsibility to teach the truth about the subject he studies and should not deny any student the right to think without restraint about the problems that arise in any subject. The faculty member may exercise academic freedom within the limits prescribed by the Board of Trustees in the general standards and doctrinal statement of Calvary.

ALL-CALVARY FACULTY/STAFF IN-SERVICE

The All-Calvary Faculty/Staff In-Service is designed to provide a unified and informed beginning to the academic year. The Faculty/Staff In-Service is held prior to the beginning of Cycle 2 in the fall semester. Attendance for the entire day is required by all full-time faculty; please arrange your schedule accordingly. Permanent part-time and adjunct faculty are highly encouraged to attend.

CAMPUS RESOURCES

Library

See Library in the Services section of the Staff Handbook.

Clark Academic Center

The Clark Academic Center (CAC) is the hub for academic excellence at Calvary University. The CAC has two purposes. One is to assist students in becoming successful learners which is accomplished through the support provided by student academic coaches during posted hours or by appointment. Students may participate in group or one-on-one sessions on time management, setting and achieving goals, study habits, writing skills, and subject specific tutoring. All students are encouraged to take advantage of this service to enhance their college learning experience.

The second purpose of the Clark Academic Center is to assist faculty in becoming successful teachers both in and out of the classroom. This is achieved by providing faculty members with training in the following areas as well as other areas of teaching as needed. Workshops are provided in designing a syllabus, writing effective outcomes (both for programs and student learning), designing appropriate assessments for measuring those outcomes, using Canvas (the Learning Management System used by Calvary) to create engaging and effective learning experiences for students both in class and online, planning curriculum, and building affirming relationships with students.

The Director of Clark Academic Center supervises the CAC and is available to answer questions, provide group and one-on-one training for faculty, and facilitate student success in the CAC. In addition, the Director of the CAC serves as the Success Advisor for students struggling academically. It is the responsibility of all faculty to watch for students who may be struggling academically and when deemed appropriate to email student.success@calvary.edu. Sending this email will notify the Success Advisor and the Academic Advisors, so they can follow up with the student as needed. For students that need assistance beyond the oversight of these individuals, the Success

Advisor will notify the Accommodations Support Coordinator (if appropriate) or a respective athletic coach (for an athlete).

CHEATING/ACADEMIC HONESTY

It is assumed that all students enrolled at Calvary have done so for the primary purpose of learning. As such, students are expected to refrain from those actions that contradict this purpose and which would jeopardize their Christian character and testimony. Plagiarism is strictly prohibited, and academic cheating of any type will result in disciplinary action and may include dismissal.

Cheating includes, but is not limited to:
- Copying from another person's test paper
- Using concealed information during examinations
- Falsifying assignments
- Giving assignments to other students for the purpose of representing substantial portions as their own work
- Receiving an assignment from another person and representing substantial portions as their own work
- Giving information to another person during examinations
- Obtaining information from a student who has already taken the examination
- Submitting the same paper in more than one course

Cheating also includes plagiarism, which is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.

In the event of academic dishonesty, the following will be enforced:
- The first offense in a course will result in a failing grade for the item connected with the dishonesty.
- The second offense in the course will result in failing the course.
- Repeated offenses during the student's academic program will result in disciplinary action by the Academic/Curriculum Committee.

In each case of academic dishonesty, the faculty member is responsible to inform the Chief Academic Officer and the Dean of Students. The Dean of Students will counsel the student.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more

than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

CLASS ATTENDANCE

As an institution, Calvary University does not take attendance. However, for purposes of the Carnegie Unit Worksheet, in-class attendance may be classified as an academic activity. If a professor considers in-class attendance as part of a course's grade structure, this policy should be clearly stated on the syllabus.

Course activity reports, verification that students begin and complete courses, are required reports each cycle, submitted to the Registrar's Office and the Financial Aid Office.

CLASS DISCIPLINE

The faculty member has the responsibility and authority to maintain proper decorum in the classroom. If serious discipline problems develop, the Chief Academic Officer should be consulted.

CLASS/GRADE ROSTERS

Prior to the first meeting of classes, faculty members may access a roster of students for each class. Rosters within the Populi Enrollment Management System will be updated automatically as students add and/or drop classes.

The final grade earned by each student officially enrolled in the class must be entered in Populi, by the date communicated from the Registrar's Office.

CLASS VISITORS

Students who wish to bring visitors to class must obtain permission from their individual professors. Visitors must sign in at the reception desk in the administration building before attending classes.

BUDGET PREPARATION & CONTROL

Each spring, the President's Cabinet finalizes a proposed budget for each fiscal year. The preparation of this budget starts immediately after the beginning of the second semester of each academic year. Each Department Chair/Program Director should electronically submit, to the CAO's assistant, a next fiscal year budget using the template provided. After approval by the President, expenditures must be kept within the approved budget. Budgeted items can be requested via a Purchase Requisition form (PR) and will be approved if funds are available. A 5-year plan for budget requests, according to the process outlined in the Strategic Implementation Plan, should be submitted as requested in February. If approved, 5-year plan requests will be included in the budget.

Each month, the Business Office will provide the departmental financial report for the preceding month to the CAO. A copy of this report will be given to the deans for review and distributed to department chairs.

COMMITTEES

All full-time faculty are expected to serve on committees (faculty are occasionally also assigned to serve on ad hoc committees). Committees receive their authority and responsibilities from the administration and the faculty. Committee chairs are appointed by the CAO and are directly responsible to him. The committee must make a recommendation to the CAO to change policy or appeal an exception to existing policy.

See committee guidelines for a complete list of Faculty Committees. Minutes of all committee meetings are to be filed in the Academic Office within one week of the meeting (via email). The President and the CAO are ex officio members of all committees.

The process of accreditation also requires periodic meetings. When called by the Accreditation Coordinator, these meetings are required for all full-time faculty. Permanent part-time and adjunct faculty are encouraged to attend.

CONFIDENTIALITY (FERPA & HIPAA)

All faculty must comply with relevant state and federal confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Faculty members will have access to confidential student information and must annually sign that they have read the Calvary FERPA Fact Sheet.

All faculty will respectfully hold in confidence information received within their department or committees, whether about students or employees. When you are unsure as to whether or not something is confidential, assume it is. Careful discretion should be used in divulging any Calvary business.

COURSE SYLLABI

A syllabus is required for each course, regardless of course format. Deadlines for syllabi submission will be given by the Academic Office. The deadline will provide adequate time for the syllabus to be uploaded to the CU website and allow the students to purchase their books before classes begin.

Syllabi are to be electronically submitted to the Academic Office by **February 20** for fall syllabi and **September 20** for spring syllabi. Faculty are responsible for uploading their course syllabi into the CU learning management system (Canvas).

All syllabi should be formatted correctly, including a list of required and recommended (if applicable) books **WITH ISBN numbers** and **RETAIL PRICE.** The ISBN number and retail price are not required for the bibliography. See sample syllabus.

For courses taught multiple times during an academic year, course objectives and course textbooks should stay the same throughout the academic year. Department Chair approval is needed if requesting to change textbooks for the spring semester within the academic year.

Courses that will require ProctorU assessments for online students must list associated costs on the syllabi. See sample syllabus.

All syllabi must also include a Bible as a textbook statement, disability statement, plagiarism statement, writing style statement, and statement regarding The Clark Academic Center. See sample syllabus.

A Carnegie Hours Worksheet is required to be on file in the Academic Office for each course. See Credit Hour Policy and example Carnegie Worksheet.

CREDIT HOUR POLICY

Calvary University follows the Federal credit hour definition:

- An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
    - One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
    - At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

In accordance with the Federal policy and Carnegie Units, one hour of credit is granted for each hour (50-minute period) a class meets per week for a 16-week time period, with a minimum of two hours of out-of-class student work per in-class hour.

Classes provided through alternative means of structures and delivery (such as "Accelerate", modulars, 8-week cycles, or online) may differ in overall class length but will conform to the equivalent amounts of work.

Regardless of how they are offered, classes will be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other classes bearing the same course number and course title.

Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

DESK COPIES
Faculty are to submit requests for desk copies directly to the publisher. In the event that the publisher does not provide a free desk copy, the instructor may purchase the book and then request a check for reimbursement following the usual procedures for check requests. This applies only to textbooks or books used in the classroom for required reading.

DISABILITY SUPPORT SERVICES & SHORT-TERM ACCOMMODATIONS
Calvary offers reasonable disability support services to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504. Once approved, the Accommodations Support Office (ASO) will contact the professor regarding his students' approved accommodations. See Professors on Board form.

Please remember – We must lawfully abide by all approved accommodations. This is not optional. In addition, ALL DSS information is protected information by FERPA. If you have questions, please contact the Accommodations Support Coordinator.

Separate from the disability support services available, some students may request accommodations for a short-term health condition (i.e., concussion with a defined set of limitations from a physician). Students must notify the Accommodations Support Office (ASO) directly to request these accommodations. The Accommodations Support Coordinator will ensure appropriate documentation is received and contact the professor regarding the student's approved accommodations.

EARLY DISMISSALS AND CHANGES IN CLASS SCHEDULE
Classes should begin and end promptly as scheduled, and rooms should be left in order. Any change in the class schedule or in a classroom assignment must be communicated to the Registrar and approved by the CAO. It is the faculty member's responsibility to notify your students of schedule changes via Canvas.

EXAMINATION PROCEDURES
Students are to take examinations or tests on the dates and times scheduled unless prior arrangements have been made with the course instructor. Faculty should inform students well in advance of major test dates.

EXPECTATIONS FOR USE OF CANVAS
With the goal of setting up our students for academic success:

Time-sensitive items:
- The course syllabus and a course shell are to be created in Canvas within one month of registration opening for the next semester (deadline of October 31st for spring courses and deadline of March 31st for fall courses). The course shell includes syllabus, assignments, due dates, and module headers. The course must be "published" for students to view the items listed above.

- <u>At least three weeks out from the beginning of the course</u>, publish your course in Canvas, so students can view the syllabus and any communication concerning the course.
- <u>Two weeks out from the beginning of the course</u>, send your students a welcome greeting either by email or through announcements on Canvas. Alert them to any expectations you have for the first class meeting. [Communicate to your students that "announcements" must be activated for those to be received by the student.]
- Faculty are to check their course rosters in the <u>days before class begins</u>. Last minute schedule changes may change face-to-face (f2f) student and online student rosters.
- Course lectures are to be uploaded to our learning management system, Canvas, <u>within 24 hours of presentation</u>.

Canvas content/maintenance:
- Do not use the white board for content you **know** you will be teaching. Put this content into a PowerPoint slide show, which should be uploaded before class. This allows students to take notes on the slides during the lecture time. This would be appropriate for f2f students as well as online students.
- Assignments are to be posted to Canvas rather than be submitted via email or paper. This allows students to verify the assignment was submitted, avoids potential for loss of assignments, and decreases grading time through the use of Speed Grader.
- Faculty are not to adjust the start or end dates in course settings. This may affect students' ability to view or access course materials.
- Upload all handouts, PowerPoints, illustrations, additional reading, etc. into "Files" in Canvas. "Files" provides a central place for students to locate classroom support materials. Organize "Files" by using clearly labeled "Folders."
- Disable any unused Canvas features to make course navigation easier.
- Tests, quizzes, and fill-in handouts should be available in a digital format. Not all students have access to scanners.
- Mandated Canvas shell structure:
    - Home page is also syllabus page – Home page organizes assignments in chronological order.
    - Modules – Use a module for each week of an 8-week class.
    - Pages – Place the link(s) from recorded lecture(s) within Pages.
    - Announcements – List the URL link for livestreaming a course. If you will miss livestreaming a course (i.e., posting a recording instead), notify students via announcements.

Communication:
- Be proactive about communicating with online students. Lack of communication may cause students to feel left-out or ignored.

- Review your course and, especially, videos through the eyes of your students. What do students see or hear when watching your videos? How are you including online students during the class time?

FACULTY ABSENCES
Faculty are asked to call or email the Academic Office to report they will be absent. Students are required to wait 10 minutes before leaving if a teacher fails to show up. Absence from class due to professionally related activities should be noted in writing to the CAO, the appropriate Dean, and the appropriate Department Chair/Program Director, along with a brief description of the reason for the absence and the activity of the class while the teacher is gone (email is fine). <u>No appointments that conflict with classroom attendance should ever be accepted without first receiving permission from the CAO.</u>

FACULTY OFFICES
Each full-time faculty member is assigned an office by the Chief Academic Officer. Adjunct faculty members will often share an office with another adjunct faculty member. Faculty offices are equipped with computers. Each faculty member is given a Calvary email address. It is important to check your email often as most notifications/meeting time changes, etc., are communicated via email.

A telephone is provided in each faculty office. Be sure to check voicemail frequently. Personal phone calls, both incoming and outgoing, are discouraged. This also applies to cell phones. It is recognized that there may be times when personal calls and/or text messages must be made or received during business hours. These calls/texts should be held to a minimum.

FACULTY ID's/LIBRARY CARDS
Each full-time and part-time faculty member is provided an employee ID card. This ID also serves as your library card.

Adjuncts, Teaching Assistants, and Grad Assistants may obtain a library card from the library.

FACULTY MEETINGS
Faculty meetings and Faculty/Staff meetings are regularly scheduled. Full-time faculty are required to attend the meetings. All absences from these meetings must be approved in advance from the appropriate Dean.

In the regular Faculty Senate meeting, a quorum is necessary in order to conduct business. Items will be passed by majority vote. Generally, for an item to come to the faculty for discussion and vote, the following procedure will be observed:
- Discussion of the item by the appropriate committee resulting in a committee recommendation (motion) to the faculty.
- Recommendation is submitted in writing to the Faculty Senate President by the communicated deadline prior to the Faculty Senate meeting, and copies distributed to faculty members before the meeting.

- The recommendation is placed on the Faculty Senate meeting agenda and brought to the faculty for discussion and vote.
- Faculty decisions that effect major change needing Board approval are recommended to the President's Cabinet and/or Board of Trustees for final ratification.

Minutes from Faculty Senate meetings must be submitted to the Academic Office after approval.

Obviously, there will be times when items will be brought by an individual without committee activity. In such cases, the faculty member should obtain Department Chair approval and communicate with the Faculty Senate President prior to the Faculty Senate meeting for inclusion on the agenda.

FIELD TRIPS
Field trips must be cleared with the CAO at least two weeks before the projected date.

FINAL EXAM SCHEDULE
Final exams are given at the discretion of the professor at the end of each course.

FUNDRAISING ALLOCATION & USE POLICY
Departments that wish to hold a fundraising event or initiative may do so with the approval of the Chief Development Officer and respective Vice President, and in coordination with the Development Department.

Funds raised will be allocated as follows:
- 30% will go directly to the General Fund;
- 70% will be deposited into a Department account created as a "savings account" for the respective Department.
  - Departments may access those funds for any purpose, at any time, with the approval of the Chief Financial Officer and respective Vice President, by use of a credit card connected to that account, and following normal procedures for P.R.'s and receipt accountability.
- Donations that are entirely designated for use within the Department will be allocated entirely for use within the specified Department. The 70/30 rule will not apply.

REQUEST TO COMPLETE COURSEWORK/INCOMPLETE
Refer to the University Catalog for detailed information regarding this policy.

GENERAL FACULTY RESPONSIBILITIES

ACADEMIC ADVISING/EARLY REGISTRATION

It is recommended that students meet with their Academic Advisor prior to registration for their next semester of classes. For regulations regarding student classification, student load, late registration, changes in registration, repeating a course, and withdrawal from classes, the University catalog or the Registrar's Office should be consulted. If a department is making changes that will affect advising, the Program Director or Department Chair should communicate the updates to the Academic Advisors.

ACADEMIC MENTORING/STUDENT COUNSELING

Full-time and permanent part-time faculty are responsible for academic mentoring and student counseling. Full-time faculty are also expected to serve in advisory capacities to classes, campus groups, and student organizations. The Academic Advising Manual is located in Shared Files and should be consulted when mentoring students.

ACADEMIC REGALIA & CEREMONIES

Calvary will purchase academic regalia for commencement for faculty who do not have their own. Faculty are expected to maintain regalia in good condition and return it to the Registrar's Office if they end their employment with Calvary. If any regalia problems exist (worn, torn, etc.), faculty members are expected to contact the Registrar's Office.

Full-time faculty members are expected to participate in all academic ceremonies. Permanent Part-Time and Adjunct faculty are invited, but not required, to participate.

ACCELERATE COURSES & MODULAR COURSES

Definition of terms:

Accelerate courses:

Cycle 1 is a six-week cycle, with three "Accelerate" sessions available. Each "Accelerate" course includes a week-long intensive set of lectures, as well as assignments, which are due throughout the cycle.

Modular courses:

Modular courses are typically scheduled during an eight-week cycle (Cycles 2-6), with intensive days/evenings of lectures scheduled on specific days of the cycle, rather than the lectures occurring on a weekly rotation throughout the cycle. Assignments are due throughout the cycle.

Structure of assignments:

Pre-work is due during the first two weeks of an Accelerate or Modular course; post-work is due during the last two weeks of the course. Faculty may schedule additional course assignments through the duration of the cycle. All assignments should be

completed by the final day of the cycle.

Requests for additional time:
In accordance with standard policy for all courses, a student needing additional time to complete a course may submit a Request to Complete Course form to the Registrar's Office. If approved, the student is granted six weeks of additional time (additional time begins as of the last day of the cycle), the student pays a $50 fee, and the final grade for the course will be reduced by a letter grade.

CLASS ADVISORS

Class advisors are expected to guide, not direct. In many instances, it will be sufficient to simply be thoroughly informed. Leadership, as far as possible, should be left in the students' hands.

One month prior to an event, the sponsoring class should give all information regarding the event to their class advisor for his approval and also that of the President's Cabinet.

The class advisor will approve the specifics of the event (price of tickets, etc.). The Chief Operating Officer will approve the banquet site and price, contracts, etc. The Music Department Chair will approve any music.

The class advisor should:
- Be present at appropriate meetings. Be aware of what the class is doing and what they are planning to do.
- Preside at the first freshman class meeting of the academic year and inform the class of the role of the advisor. One purpose of the first meeting is to elect class officers. The President of Student Senate is to conduct the election of officers and give an overview at this meeting.
- Be present at activities for which the advisor's class is responsible or let the Student Development Department know that a substitute is necessary for a particular activity.
- Inform the President's Cabinet and receive approval from them for class events.
- Keep a close check on all expenditures, and have the facts before co-signing any request for withdrawal of funds. The advisor is ultimately responsible for all money spent by the class and should keep a close watch on all of the finances. The advisor should also be aware and inform the students that any request for withdrawal of funds (i.e., to spend money) must be done through the proper paperwork which includes getting approval to spend "on paper" and allowing a 2-week processing time.
- Ensure that the secretary keeps a complete file of minutes and correspondence and that this file be submitted with the treasurer's file (budget, correspondence, etc.) to the advisor's office before the close of school in May.

The responsibility of each officer is:

Class President: Be a member of Student Senate; chair all class meetings; encourage constructive class activities; and may appoint committee chairpersons from within the class.
Class Vice President: Perform duties of class president in his absence.

The functions of Class Officers:
- Conduct as many meetings as necessary to perform class senate functions.
- Receive recommendations from the Student Senate and present recommendations to the Student Senate.
- Organize class projects and properly handle the class financial budget with the help of the executive treasurer.

Every class is responsible for fundraising. Each class also has specific responsibilities:
Freshman Class: Plan and execute the Winter Social
Sophomore Class: Plan and execute the Fall Social
Junior Class: Plan and execute the Spring Banquet
- **The Spring Banquet is the largest event that each class is responsible for during their time at Calvary.**
- The class needs to know from the beginning that the cost will require fundraisers starting their freshmen year and that planning must begin sophomore year.
- Special considerations are the photographer, a location, a caterer, decorations, a theme, tickets, entertainment, speaker, music, parking, and cost.
Senior Class: Prepare and present the senior gift; suggest the baccalaureate speaker
- The senior gift recommendation should be given to the Chief Academic Officer for Cabinet approval at least three weeks before Baccalaureate.
- Suggestions for baccalaureate speaker should be given to the CAO for Cabinet approval by the end of the fall semester.
- Fathers of graduates should be considered first as baccalaureate speakers.
- The CAO will send a letter of invitation and make arrangements for the speaker.

CLASSROOM-RELATED CORRESPONDENCE
Faculty will make every effort to respond to student classroom-related correspondence within three business days.

DIRECTED STUDY GUIDELINES
Calvary University provides the service of directed studies for certain students experiencing scheduling conflicts. A student can receive permission to do a directed study if certain procedures and guidelines are followed. In order to receive permission, a form from the Registrar's Office must be filled out.

Legitimate reasons for pursuing a directed study course include scheduling conflicts created by the University (such as cancelling a course or changing the meeting time for a course) or when the student experiences a crisis or circumstance beyond the

student's control.

Reasons not considered legitimate include employment conflicts, preferring Bible or other courses rather than following University procedures, or failing to enroll in courses according to the prescribed sequence and therefore ending up short when it's time to graduate.

Guidelines for the Directed Study
- A Directed Study may be done for a regular course, for additional credit hours for a course, or for a course that is substituted for another course.
- The minimum requirement for the amount of work is two hours of work for every hour of class work.
- The study is under the direct supervision of the instructor.
  - The instructor provides a syllabus, and he and the student agree as to the form of the study and all requirements and deadlines.
  - A Directed Study course must have a beginning date and an end date.
- All deadlines in the study agreement are to be met by the student and a grade submitted by the instructor to the Registrar's Office within a normal semester of study.
- Students taking a Directed Study course during their final semester may not be cleared for graduation unless the course is completed and the official grade form is signed and submitted to the Registrar's Office by the instructor by the deadline date.
- If a professor writes a Directed Study course and the student decides not to take it, the professor will be paid $100 for writing it. If the student follows through and takes the course, the professor will be paid the normal rate for administering a Directed Study.

GRADE RECORDS
Faculty will make every effort to grade assignments within two weeks of assignment due date. NOTE: First week assignments should be graded ASAP so students can get an immediate sense of whether they are doing assignments correctly.

Faculty members are required to record grades in Canvas. Mid-Term and Final grades are to be submitted through Populi. The Registrar's Office will determine the due dates for Mid-Term and Final grades and will communicate them to the faculty.

GRADING SCALE
(See University Catalog)

GUIDELINES FOR CURRICULAR CHANGES
Curricular changes may be made within the guidelines delineated by accreditation standards. A worksheet is available for Department Chairs to use to track the curricular changes approved since the last HLC accreditation visit.

For curricular changes to be effective for the next academic year, the review and

approval process (both Faculty Senate and ACC) must be completed by the second ACC meeting in May. Please plan accordingly.

Guidelines for New Courses
The following guidelines will be used to aid in course development by the faculty and assessment by the Academic Curriculum Committee.

Process

New courses are submitted to the Faculty Senate for input and approval concerning curriculum concepts and then presented to the ACC at a regular or special meeting with a quorum present. The ACC has responsibility to ensure quality control, based on knowledge of industry standards. Approval of new courses will be consistent with the standards outlined on the New Course Development Checklist, the Carnegie Unit Worksheet, Guidelines for Developing Course Levels and Sample Syllabus – all documents available for reference in the Faculty Handbook Appendix.

Guidelines for Course Changes
Changes to course descriptions, pre-requisites, suspension of courses need approval by the Faculty Senate prior to submission to the Academic Curriculum Committee for review.

Guidelines for New Academic Programs
See the Staff Handbook for the New Program Proposal form for the Development of Curricular and Cocurricular Programs and Events. This form contains a comprehensive list of guidelines to follow to propose a new academic program. The form also includes the required reviews that will be needed for approval of a new academic program.

Process

The Academic Curriculum Committee (ACC), in coordination with the Faculty Senate, is the academic decision-making body regarding approval, review, and regulation of programs within the University. New program proposals will be submitted first to the Faculty Senate to receive input and approval concerning curriculum concepts and then to the ACC at a regular or special meeting with a quorum present. The ACC has responsibility to ensure quality control, based on knowledge of industry standards. No decision will be made with respect to a proposed program unless a program proposal is submitted to the ACC at least one meeting prior to discussion of the program.

Guidelines for Program Changes
Faculty wishing to change existing programs will prepare documentation and follow processes according to the New Program Proposal form in the Staff Handbook and submit a 25 Percent Rule Form.

GUEST SPEAKERS
Faculty members may not authorize anyone to conduct classes in their absence without first consulting with their department chair and then obtaining permission from the CAO. Guest speakers are not given honorariums or remuneration other

than a free lunch ticket for the Dining Hall.

INTELLECTUAL PROPERTY POLICY
(Approved by the Calvary University Cabinet on July 8, 2020)

I. INTRODUCTION

Calvary University is dedicated to teaching and to the pursuit of knowledge. While the primary focus of these activities is to lead students to lives of leadership and service, Calvary University recognizes that the creation of Intellectual Property (as defined in Section II below) will be a natural outgrowth of activities within the Calvary University community. For this reason, Calvary University has adopted this Intellectual Property Policy (the "**Policy**") to set forth the rights and obligations of Calvary University and its Members (as defined in Section II below) with respect to all Intellectual Property.

The goal of this Policy is to ensure that Intellectual Property created by Members is utilized in ways most likely to benefit Calvary University and the public. Calvary University seeks to assist its Members in properly disclosing all Intellectual Property that they create, in complying with applicable laws and formal agreements, and in gaining the protection available under laws governing patents, copyrights and other intellectual property rights. Likewise, Calvary University seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the Members and the interests of Calvary University.

II. DEFINITIONS

As used in this Policy, the following capitalized terms have the following meanings:

- ***"University Owned Intellectual Property"*** means all Intellectual Property other than Member-Owned Intellectual Property.

- "***Committee***" means the Intellectual Property Advisory Committee of Calvary University.

- "***Intellectual Property***" means any software, research, article, study, photograph, painting, literary work, musical work, theatrical work, invention, formula, process, discovery, development, design, innovation or improvement (whether or not patentable or registrable under copyright statutes) made, conceived, developed or first actually reduced to practice by a Member solely or jointly with others, during the period in which the Member is (i) employed by Calvary University, (ii) enrolled as a student at Calvary University or (iii) engaged by Calvary University to provide any services as an independent contractor.

- "***Member***" means a member of the Calvary University community, including all faculty, staff, students and independent contractors of Calvary University.

- "***Member-Owned Intellectual Property***" has the meaning set forth in Section V below.

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- "***Policy***" has the meaning set forth in Section I above.

- "***President***" means the President of Calvary University.

- "***Separate Agreement***" means an agreement, grant or other document that (i) contains terms and conditions governing the use and ownership of Intellectual Property and (ii) is binding upon Calvary University. In order for a Separate Agreement between Calvary University and a Member to be binding on Calvary University, the Separate Agreement must be signed by the President. ***[Commentary: A Separate Agreement could be an agreement between Calvary University and a corporation pursuant to which the corporation provides resources in exchange for the ownership rights in all intellectual property created using such resources. Another example would be an employment agreement between Calvary University and an employee that sets forth the ownership rights with respect to intellectual property created by the employee.]***

III. APPLICABILITY OF THE POLICY

All Members are subject to the terms and conditions of this Policy. This Policy sets forth the rights and obligations of Calvary University and its Members with respect to all Intellectual Property. However, Calvary University will from time-to-time enter into Separate Agreements which govern the use and ownership of Intellectual Property. In such cases, if any term or condition of any Separate Agreement conflicts or is inconsistent with any term or condition of this Policy, then the conflicting or inconsistent term contained in the Separate Agreement shall govern and control.

IV. OWNERSHIP RIGHTS OF CALVARY UNIVERSITY

Calvary University shall be the sole and exclusive owner of all right, title and interest in and to all University Owned Intellectual Property, and no Member shall have any right, title or interest in or to any University-Owned Intellectual Property. As owner, Calvary University shall have sole authority to exercise all rights available with respect to any University-Owned Intellectual Property, including, without limitation, negotiating and entering into agreements for the sale or license of the University-Owned Intellectual Property and obtaining copyright, trademark or patent protection for the University-Owned Intellectual Property. No Member shall sign any agreement which purports to abrogate any of Calvary University's rights and interests as stated in this Policy or as provided in any Separate Agreement.

V. OWNERSHIP RIGHTS OF MEMBERS

All right, title and interest in and to all Member-Owned Intellectual Property (as defined below) shall be solely and exclusively owned by the Member who made, conceived, developed or first reduced to practice the Member-Owned Intellectual Property. However, Calvary University shall have a non-exclusive, perpetual and royalty-free license to use all Member-Owned Intellectual Property for internal instructional, educational and administrative purposes, including, without limitation, for satisfying requests of accreditation agencies for authorized syllabi and course

descriptions.

For purposes of this Policy, "***Member-Owned Intellectual Property***" means any of the following Intellectual Property:

A. Any Intellectual Property created by a faculty member or student of Calvary University that does not fall within one of the following categories:

1. Intellectual Property that is patentable (or potentially patentable) or that reasonably could (or potentially could) be used for a commercial purpose. ***[Commentary: Examples of work that are not intended to fall within this category are lecture notes, scholarly articles, books, artwork, and musical and theatrical works. In addition, unpatentable laboratory work, software and databases that are used primarily for educational or research purposes and that can not reasonably be used for commercial purposes are not intended to fall within this category. Finally, faculty and student websites that are used for educational or research purposes, and not commercial purposes, are not intended to fall within this category.]***

2. Intellectual Property that is specifically directed, commissioned or sponsored by Calvary University. ***[Commentary: Examples of work in this category is the output of a faculty member in the routine production of course materials for assigned courses, materials produced as part of a committee, or on special assignment such as an assignment to write a history of Calvary University.]***

3. Intellectual Property that is more integral to, and reflects more directly on, the identity of Calvary University than on the identity of the individual(s) who create them. ***[Commentary: Examples of work in this category are Calvary University's website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines. Also included in this category are works which prominently use the Calvary University name or any image, trademark or logo of Calvary University. However, simply identifying the author of a book as a Calvary University professor or using the Calvary University global cross logo in a presentation or talk would not be considered a prominent use of Calvary University's name.]***

4. Intellectual Property that is created using substantial resources of Calvary University. ***[Commentary: Use of "substantial resources" requires resources of a degree or nature not routinely made available to all faculty. For example, providing a faculty member with his or her own dedicated lab space or extended IT support from a staff member would be considered use of substantial resources. However, ordinary use of computers or library***

resources or use of a departmental lab space that is available to all department members would not be considered use of substantial resources.]

If a student assists a faculty member in creating any Member-Owned Intellectual Property, then, as between the student and faculty member, the faculty member shall have all rights with respect to such Member-Owned Intellectual Property.

[Commentary: Section V.A is based on Calvary University's belief that, as a general rule, faculty and students should own their scholarly works. However, Calvary University believes that it should own scholarly works that are patentable (or otherwise have commercial applications), commissioned by Calvary University, created using substantial resources of Calvary University or are associated more with Calvary University than the creator.]

B. Any Intellectual Property that a non-faculty or non-student employee of Calvary University develops on his or her own time, without using the funds, equipment, supplies, facilities or trade secret information of Calvary University, unless such invention relates at the time of conception or reduction to practice to: (i) the business of Calvary University, (ii) the actual or demonstrably anticipated research or development of Calvary University or (iii) any work performed by the employee for Calvary University. *[Commentary: Section V.B is based on Calvary University's belief that ownership rights in Intellectual Property created by non-faculty and non-student employees should in general be consistent with the intellectual property policies of commercial enterprises.]*

C. Any University-Owned Intellectual Property the ownership rights of which Calvary University has agreed in writing to release pursuant to Section VIII.

VI. DISCLOSURE OF University-OWNED INTELLECTUAL PROPERTY

When a Member makes, conceives, develops or reduces to practice any non-curricular University-Owned Intellectual Property, the Member shall (i) promptly file a report with the Chairperson of the Committee on the form designated by the Committee, (ii) provide such other information and cooperation regarding the University-Owned Intellectual Property as is requested by the Committee, and (iii) if requested by the Committee, execute and deliver such agreements, forms and documents as are necessary to fully transfer and assign to Calvary University all right, title and interest in the University-Owned Intellectual Property.

Without the prior written approval of the Chairperson of the Committee, no Member shall disclose any non-curricular University-Owned Intellectual Property to any person or entity, including, without limitation, publishing any University-Owned Intellectual Property or any summaries, conclusions or findings related thereto.

VII. REVENUE SHARING

Calvary University will share the Net Revenue (as defined below) it receives from an item of University-Owned Intellectual Property created by a Member that has commercial value as follows:

Net Revenue*	Member	Member's Department	Calvary University
First $5,000	100%	0%	0%
$5,001 - $50,000	40%	10%	50%
Over $50,000	30%	10%	60%
* "**Net Revenue**" means the revenue received by Calvary University from the commercialization of the University-Owned Intellectual Property, less all costs and expenses incurred by Calvary University in connection with the University-Owned Intellectual Property, including, without limitation, legal fees, filing fees, licensing agent fees, consultant fees, accountant fees and out-of-pocket expenses.			

This Section VI is subject to the following conditions:

A. If a Member is not associated with a department, then the Net Revenue share that otherwise would have been distributed to a department will be distributed to Calvary University.

B. The departmental share may be used for equipment purchases, research and instructional activities, and other purposes approved by the Chief Academic Officer, but it may not be used to create or support permanent faculty positions.

C. If multiple Members create University-Owned Intellectual Property, then the Members will be expected to agree among themselves on the fractional distribution of each Member's share of any royalties. If the Members are unable to agree on how to share their distribution of royalties, then the President will decide the matter based on a recommendation of the Committee and such decision shall be binding on the Members involved. The Members shall sign a written agreement, in form and substance acceptable to Calvary University, specifying the fractional distribution of their share of royalties. The Member's share will continue even if he or she leaves Calvary University.

D. Members may arrange for their personal share to be retained by Calvary University (e.g., to support their research).

VIII. REQUEST FOR CALVARY UNIVERSITY TO RELEASE ITS OWNERSHIP RIGHTS

At any time after a Member has disclosed an item of University-Owned Intellectual Property in accordance with Section VI above, the Member may file a written request with the Chairperson of the Committee requesting that Calvary University release its ownership rights in the University-Owned Intellectual Property. Provided the Member

timely provides the Committee with all requested information and cooperation, the Committee will notify the Member in writing within 90 days after receipt of the release request of the Committee's decision whether to release Calvary University's ownership rights in the University-Owned Intellectual Property. If the Committee does not notify the Member of the Committee's decision within such 90-day period, then the Committee shall be deemed to have agreed to the Member's request for Calvary University to release the University-Owned Intellectual Property. If the Committee decides to release Calvary University's ownership rights in the University-Owned Intellectual Property, then, as a condition to the effectiveness of the Committee's decision, (i) the President must execute a document agreeing to release Calvary University's ownership rights in the University-Owned Intellectual Property and (ii) the Member must execute a document, in form and substance acceptable to Calvary University, whereby the Member agrees to pay Calvary University ten percent (10%) of all revenues and other monetary or financial consideration resulting from the University-Owned Intellectual Property.

IX. ADMINISTRATION OF THE POLICY

The administration of this Policy shall reside exclusively with the Committee. The President shall have the sole power and authority to appoint, remove and replace Committee members. The Committee shall consist of at least five (5), but no more than ten (10), members. Unless the President decides otherwise, the Committee shall consist of (i) the Chief Academic Officer who will be the Chair, (ii) two (2) faculty members and two (2) students (faculty and students will be representative of the intellectual property at issue), (iii) a representative from the Library, (iv) the Director of Information Technology services, (v) consultation with Calvary University's legal counsel. The Committee's responsibilities will include:

- Reviewing intellectual property issues affecting Calvary University, including periodic review of this Policy;
- Evaluating the patentability and commercial or other value of submitted University-Owned Intellectual Property;
- Determining a course of action for legally protecting and commercializing submitted University-Owned Intellectual Property; and
- Ensuring that all sales and licensing of University-Owned Intellectual Property are implemented to bring the University-Owned Intellectual Property to the public while securing financial reward for Calvary University and its Members.

The Chairperson of the Committee shall report to the President. Calvary University's attorney shall be consulted on all legal matters pertaining to this Policy.

X. DISPUTE PROCEDURE

If a dispute exists as to whether Intellectual Property is Member-Owned Intellectual Property or University-Owned Intellectual Property, then an ad-hoc committee shall be formed (the "**Dispute Committee**"). The Dispute Committee shall consist of (i) the Member who created the Intellectual Property in dispute (or, if more than one Member assisted in the creation, one Member designated by all Members who assisted in the creation), (ii) a person designated by the President, and (iii) a person

jointly designated by the Member and the President's designee. The decision of the Dispute Committee shall be final and binding on the Member(s) who created the Intellectual Property in dispute and Calvary University.

XI. USE OF CALVARY UNIVERSITY NAME AND MARKS
Calvary University owns or has a proprietary interest in any trademark, service mark or other distinguishing mark (collectively, "**Marks**") that represents or identifies Calvary University, its programs, or its services, including, without limitation, the name, seal and logo of Calvary University.   Unauthorized use of the Marks is prohibited. Members shall only use the Marks in accordance with Calvary University's policies regarding the use thereof.

XII. USE OF STUDENT AND FACULTY IMAGES
Except to the extent prohibited by law, Calvary University may use images of Members without consent and faculty may use images of students without consent.

XIII. AMENDMENTS TO THE POLICY
This Policy may be amended at any time by the Calvary University Cabinet. However, any amendment to this Policy shall not affect the rights and obligations of Calvary University and the Members with respect to any University-Owned Intellectual Property disclosed in accordance with Section VI prior to the effectiveness of any such amendment. An amendment to this Policy shall become effective thirty (30) days after the earlier of the date that (i) the amendment has been posted on Calvary University's website, (ii) a revised Policy incorporating the amendment has been posted on Calvary University's website, or (iii) Calvary University has informed (via e-mail or otherwise) its Members of the Policy amendment.

KEYS
Note: The term "key" refers to both hard (metal) keys and key cards unless otherwise noted.

The Executive Assistant to the Chief Academic Officer will notify the Human Resources office when a faculty member needs to be assigned a key(s).

Transferring a key directly from one person to another is strictly prohibited.

Also see the Staff Handbook Key Management Policy for more specific information.

LAPTOPS & OTHER ELECTRONIC DEVICES IN THE CLASSROOM
The use of laptops or other electronic devices in the classroom (including electronic Bibles) is up to the individual professor.

LIBRARY REQUISITIONS
The Librarian will order all library materials, and the faculty are expected to requisition books and materials that will enhance their teaching areas. Requisition forms can be furnished by the library for faculty use upon request. These forms should be completely filled out to prevent delays in ordering. The requisitions should then be submitted to the library. The book budget for the year will be allocated by

the Librarian in consultation with the Library Committee and the President's Cabinet. Purchases of faculty requests will be made by the library according to the limit of the library budget.

LIBRARY RESERVE BOOKS
Faculty members may place on reserve library books that will be used widely by a class. This is done at the beginning of each semester through consultation with the Librarian. The instructor must designate whether the book should be on regular reserve or strict reserve.

MAIL SERVICES
Each faculty member is provided a mailbox in the mailroom of the administration building. Each faculty member is responsible for checking his mailbox. Also see Staff Handbook Services for more specific information.

MAINTENANCE
See Staff Handbook Maintenance for details concerning placing Maintenance Work Orders.

Any problems with the copiers in the east education building should be reported to the IT department. Copier breakdowns in the administration building should be reported to the Receptionist at the front desk.

OFFICE HOURS
Faculty
Faculty members should be available to the students as much as possible. Instructors should set aside office hours each day and post those hours outside their offices using the template provided. A copy of this schedule is to be posted to the faculty member's office door for each cycle, and an electronic copy should be forwarded to the Academic Office, as well.

NOTE: During any cycle that a faculty member is teaching, it is required that they spend at least eight hours per week in their office.

Faculty Administrators
See Staff Handbook Office Hours for expectations of Faculty Administrators.

PROFESSIONAL RELATIONS
Please note: These Professional Relations should not be interpreted as attempting to stifle individuality, originality, initiative, or personal freedom.

Relations with Christians and Churches
- The faculty member will be a regenerated, Spirit-controlled person who sees teaching as an opportunity for Christian service.
- The faculty member will attempt to maintain and develop a sound spiritual life by means of continuing prayer, Bible study, and witnessing.

- The faculty member will associate himself with a fundamental church whose doctrine is compatible with that of Calvary and will loyally attend, support, and serve that church.
- The faculty member will endeavor to be Christlike in thought, word, and deed so that he will give no cause for shame to Christ, the church, Calvary, or colleagues.

Relations with Students
- The faculty member will attempt to keep himself spiritually, intellectually, and physically fit in order to give his best to his students.
- The faculty member will recognize the welfare of the students as a primary consideration and obligation. He will give counsel with a view to the best interests of students. He will not take advantage of the students.
- The faculty member will be just and impartial, yet sympathetic, friendly, and courteous, recognizing students' individual differences.
- The faculty member will not impose his personal economic, political, or theological views on his students; rather, he will grant to them the same freedom of discussion and opinion which he cherishes for himself.
- The faculty member will hold information about students in confidence except when it should be disclosed to the proper authorities for the purpose of maintaining Calvary's standards or safety.
- The faculty member will not tutor any Calvary students for extra remuneration, unless approved by the President's Cabinet.

Relations with Colleagues
At Calvary
- The faculty member will support and loyally put into effect the policies of Calvary.
- The faculty member will accept full responsibility for what he says and does.
- The faculty member will give loyal support to associates and colleagues.
- The faculty member will be prudent and gracious when giving constructive advice.
- The faculty member will give due credit and praise for the accomplishments of others.
- The faculty member will hold in confidence personal information about his associates.
- The faculty member will refrain from interference in relations between a colleague and students unless the colleague asks for aid.
- The faculty member will never undermine the character or work of a colleague directly or by implication.

In the Teaching Profession
- The faculty member will seek to maintain the dignity and integrity of his profession by upholding high standards and refraining from unprofessional and unchristian attitudes and practices.

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- The faculty member will broaden his teaching ability and seek mastery in his teaching field by continued study, research, travel, and application of new methods.
- The faculty member will affiliate with professional groups seeking to raise the standards of the profession insofar as this will not compromise Christian principles.
- The faculty member will choose textbooks or other needed class materials on the basis of value to the student.

Relations with the University Administration
- The faculty member will work loyally with the administration in the achievement of the mission, purpose, and objectives of the institution as set forth in the catalog.
- The faculty member will conduct each class session, or if unable to do so, will notify the CAO, in accordance with the process found in the handbook.
- The faculty member will seek to honor all requests from the CAO relative to academic affairs necessary for smooth administration procedures and accurate records.
- The faculty member will keep proper records of class attendance and grades and make requested reports promptly.
- The faculty member will hold information received in faculty and committee meetings in confidence and will use discretion in divulging any Calvary business.
- The faculty member will seek academic promotion only on the basis of merit and not by self-advertising or seeking offers elsewhere as a means to force increased prestige and salary.
- The faculty member will quietly resign when he can no longer foster loyalty and sympathetically uphold the doctrines, objectives, or policies of the institution.

Relations with the Community
- The faculty member will refrain from antagonizing or disparaging the community in which he teaches.
- The faculty member is encouraged to participate in the civic, social, and recreational life of the community insofar as this participation does not impair his teaching ministry or endanger his Christian testimony.
- The faculty member will foster appreciation for the democratic principles of free discussion, representative and responsible government, and tolerance of other races and creeds.
- The faculty member will so conduct himself in his business and social relations in the community that no reproach may be brought upon Calvary or the cause of Christ.

PUBLICATIONS
Faculty are urged to write texts for publication and to submit articles for professional

journals.

SALES TAX
Calvary is a tax-exempt business and in most cases, purchases should not include sales tax. (Some states do not allow sales tax exemption for Calvary at all; other states only exempt certain purchases.) Before making purchases or if you will be traveling out of state, contact the Accounts Payable Office to get tax exemption letter(s) to use. Sales tax will not be reimbursed unless the purchase was truly taxable in that situation. If you purchase an item(s) that could have been tax exempt and ask for reimbursement, the amount of the sales tax will not be reimbursed.

SPECIAL CALVARY FUNCTIONS
Faculty are expected to attend the dinner and reception for new students in the fall, as well as the commencement exercises in the spring.

Faculty are encouraged to attend student socials, athletic events, and musical and theatre programs.

SPECIAL EVENTS
The Spiritual Emphasis Week and the Conference on Global Engagement are considered part of the academic year. Faculty members should not be absent during these days without making prior arrangements with the CAO.

STUDENT CHRISTIAN CHARACTER FOR GRADUATION
Each spring, a list of potential graduates is distributed. Faculty are asked to evaluate each student's character and if there are concerns, they should address them to the Vice President of Student Affairs. Character training is a part of the whole educational program, and failure to achieve an acceptable standard will prevent student graduation.

TEXTBOOKS
Faculty select the texts for their classes. Faculty must select only appropriate level books for the University. Textbooks are required to be listed on the syllabus along with the ISBN number and retail price. All syllabi, with the requisite textbook information, must be posted online prior to the start of registration. Any exceptions must be approved by the CAO. If you are unsure when registration begins, please check the online calendar for the date.

For a course or subject that requires current data, textbook(s) should be published within the last five years.

WHERE TO FIND NECESSARY FORMS

The following forms can be found in the Registrar's Office and in the Academic Advisors' offices:

Application for Degree (Undergraduate)
Application for Degree (Graduate)
Course Substitution
Declaration of Major
FERPA Information
Grade Change
Directed Study Course
Leave of Absence
Legacy Course
Personal Enrichment Course
Reason for a Failing Grade – "F" grades
Repeating a Course – only for "D", "F", "AF", and "WF" courses
Request to Complete Course – "I" grade
Transcript Request
Withdrawal Information

APPENDIX

Professors on Board
(ASO Accommodations)

Fall Semester 20XX

Professors on Board was established to help and to inform each CU Professor about their student's participation in the ASO Program. ASO is Accommodation Support Office, which supports and assists students in relation to their documented disabilities, while also implementing reasonable accommodations.

Student:

Disabilities:
-

Accommodations:
-

**It is the student's responsibility to fulfill all the course requirements of each Professor in a timely manner, considering his/her disability, limitations, and accommodations.

Student Signature _____   Date _____

ASO Coordinator Signature _____   Date _____

Professor Signature _____   Date _____

If you have any questions or concerns please contact me (Jamie Franz), at (816) 425-6172 or via email at Jamie.franz@calvary.edu

CALVARY NEW COURSE DEVELOPMENT CHECKLIST
(also available in Shared Files)

Background

Describe the academic reason for the course: (is this course required for accreditation, to meet new standards, part of a new program?)

List the Course (Student) Learning Outcomes with a description of how each support one or more Program Learning Outcome (PLO).

Submit an updated Curriculum Map that includes the proposed course.

Where does this course fit in the overall flow of the academic program?

What Library resources will be required to support this course? How will the necessary resources be funded? (i.e., additional books, subscriptions, materials, etc.)

Who will teach the course? Are additional academic qualifications required to teach this course?

Are standards for this course governed by an outside certification agency? Is this course linked to current DESE standards?

Syllabus

Content	Yes	No	N/A	Comments
Prerequisite required (List required class in comments box.)				
Course level appropriate				
Tentative course number assigned				
Contact information for professor				
Course description approved by ACC				
Course objectives articulated as measurable learning outcomes				
PLO's & Assessments noted for each Course Objective (General & Specific Competencies)				
Course requirements consistent with expected academic level and expressing Biblical truth as foundation for the course				
Content	Yes	No	N/A	Comments
Course requirement clearly articulated				
Description of assessments clearly articulated				
Statement on plagiarism included				
Statement on disabilities included				
Statement on academic center included				
Statement on writing style included				
Textbooks and reading assignments appropriate to course level				
Bible included as a textbook				
Grading methods clearly articulated, consistent with Calvary's grading policies				
Tentative class schedule provided				

Assessment Tools to be used in the course:

Assessment Tool	Present		Cross-Walked to Objectives		Comments
	Yes	No	Yes	No	
Examinations					
Quizzes					
Research papers					
Presentations					
Portfolios					
Projects					
Questions from reading					
Reading abstracts					
Reading critiques					
Pre and Post tests					
Observations					
Interviews					
Grades					
Performance assessments					
Reading Self-Reports					
Self-Evaluations					
Other:					

Carnegie Unit Worksheet – This is also part of the **Calvary Course Development Checklist**

Credit Hour Worksheet-Assignment Guidelines
Calvary University – Enter Class Name and Number

Assignments	"Traditional" Classes		Office (O)		External/Online	
	Hours	Assigned	Hours	Assigned	Hours	Assigned
"Seat Time" in class						
Reading (pages)						
Quiz/Exam prep						
Logs/Journals						
Forums						
Labs						
Internships						
Practicum						
Studio Work						
Study Groups						
Observations						
Other (specify below)						
Final Written Paper						
Practical Study with Instructor (researching, reflecting, reporting, and evaluating)						
Total						

***Reading assigned based on project selected by student. Examples given in course syllabus bibliography.

Traditional courses: Carnegie Unit is 1 hour of in-class time + 2 hours of out of class time. *
Carnegie units for a 3 hour class: 3 times per week X 15 weeks = 45 hours + 90 hours = 135 hours
Assumptions:
- Average reading rate of 20 pages per hour
  (Note: Based on US Department of Education average college student rate of approximately 190 words per minute for 600 word textbook page, http://lincs.ed.gov/readingprofiles/FT_Browse1.htm)
- Average 1 page per hour for papers
- Average of 4 hours study time per major exam
- Average of __ per page per hour for logs/journals

Note for discussion: This load chart is based on the one adopted by the Seminary in 2003.
Carnegie hours state –
- *1 hr. of "seat time" (1 cr.hr. class) = 2 hrs. of "out of class time" per week.*
  Total of 45 hrs. per semester. (3 hrs. x 15 weeks)
- *2 hrs. of "seat time" (2 cr. hr. class) = 4 hrs. of "out of class time" per week.*
  Total of 90 hrs. per semester. (6 hrs. x 15 weeks)
- *3 hrs. of "set time" (3 cr. hr. class) = 6 hrs. of "out of class time" per week.*
  Total of 135 hrs. per semester. (9 hrs. x 15 weeks)

These hours are static – 3 hrs/week for 1 hr. class; 6 hrs/week for a 2 hr. class; 9 hrs/week for a 3 hr. class. How you achieve the hours for each class is up to you as the professor. Just be sure you can account for it. That's why we created the matrix so you can fill in the hours per class.

*When course is non-traditional and seat time varies, faculty must make adjustments so that combined seat time and assignments total 45 hours per credit hour.

GUIDELINES FOR DEVELOPING COURSE LEVELS
(also available in Shared Files)

Course Level	Examples of Outcomes
100-Level Courses: Introductory courses appropriate for and generally taken by freshmen or students with no background in the discipline. Often without prerequisites, they may require some basic entry skill, such as mathematics or writing competence.	• Utilize … • Identify … • Describe … • Construct … • Demonstrate … • Recognize …
200-Level Courses: Courses of intermediate depth in the discipline, sometimes assuming some preparatory work on the part of the student, appropriate for and generally taken by sophomores or advanced freshmen. Prerequisites may be required, especially when limited specific knowledge or general academic preparation is necessary.	• Compare and contrast … • Apply the knowledge to … • Analyze … • Utilize knowledge to … • Interpret … • Collect …
300-Level Courses: Courses intended for upper-division students providing advanced treatment of a special subject and requiring a level of maturity and academic preparation inappropriate for lower-division students. 300-level courses usually presuppose students' prior work in the discipline and usually satisfy major requirements.	• Formulate … • Evaluate … • Predict … • Interpret … • Design … • Perform …
400-Level Courses: Courses having the same general characteristics as 300-level courses, most often intended for upper-division students in the major, such as seminars, directed readings and research, and teaching practica. Some may be limited to seniors.	• Formulate … • Argue the importance of … • Explore the relationship between … • Critically appraise … • Evaluate and critique … • Explore alternative approaches …
600-Level Courses: Courses intended for Master's degree students, which presuppose students' successful completion of foundational coursework at the Bachelor's degree level.	• Apply… • Analyze… • Synthesize… • Evaluate…
700-Level Courses: Courses intended for Doctoral degree students, which presuppose students' successful completion of foundational coursework at the Master's degree level.	• Analyze… • Synthesize… • Evaluate…

RUBRIC FOR INTERDISCIPLINARY BIBLE COURSE DEVELOPMENT
(also available in Shared Files)

Calvary University Rubric for Interdisciplinary Bible Course Development

	4 Exemplary	3 Proficient	2 Marginal	1 Unsatisfactory
Faith Integration	Makes clear and deep connections between a biblical framework and course-related information, concepts, and skills, demonstrating significance of issues. **Evidence**: Course includes at least 6 out of 8 of the following: Attributes of God Creation Made in the Image of God Biblical Stewardship Fall Redemption Biblical Leadership Eternal Value	Makes clear connections between a biblical framework and course-related information, concepts, and skills, demonstrating significance of issues. **Evidence**: Course includes at least 5 out of 8 of the following: Attributes of God Creation Made in the Image of God Biblical Stewardship Fall Redemption Biblical Leadership Eternal Value	Makes shallow connections between a biblical framework and course-related information, concepts, and skills. **Evidence**: Course includes at least 3 out of 8 of the following: Attributes of God Creation Made in the Image of God Biblical Stewardship Fall Redemption Biblical Leadership Eternal Value	Makes few connections between a biblical framework and course-related information, concepts, and skills. **Evidence**: Course includes at least 1 out of 8 of the following: Attributes of God Creation Made in the Image of God Biblical Stewardship Fall Redemption Biblical Leadership Eternal Value
	4 Exemplary	3 Proficient	2 Marginal	1 Unsatisfactory
Methods	Requires students to complete one Interdisciplinary Written Assignment or Oral Presentation AND includes both of the following: Facilitates two or more class discussions related to integration of faith and course-related information, concepts, and skills Includes two or more class activities that foster growth of faith integration	Requires students to complete one Interdisciplinary Written Assignment or Oral Presentation AND includes one of the following: Facilitates two or more class discussions related to integration of faith and course-related information, concepts, and skills Includes two or more class activities that foster growth of faith integration	Includes one of the following: Requires students to complete one Interdisciplinary Written Assignment or Oral Presentation Facilitates one or more class discussions related to integration of faith and course-related information, concepts, and skills Includes one or more class activities that foster growth of faith integration	Includes one of the following: Facilitates one class discussion related to integration of faith and course-related information, concepts, and skills Includes one class activity that fosters growth of faith integration

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Please do not copy and paste this into your Syllabus. Use the Syllabus Example Blank in Shared Files which contains the appropriate required Headers and Footers.

Course: Enter Class Name, Number, Course Designator (D, E, O, N, T)
Credit: Enter number of credit hours earned upon completion and passing grade in the course
Semester: Fall 2022 and Cycle(s) Number
Time: Enter Class Day & Times of Meeting
Instructor: Enter Faculty Name & Email Address

This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.

I.   DESCRIPTION

Enter the course description exactly as it appears in the University Catalog.

II.   OBJECTIVES

   A. General competencies to be achieved. You will:
     1. Determine, through exegetical analysis, the hermeneutic principles and methods applied within the Biblical writings themselves.
       a. Program Objective 1
       b. Assignments A1, B1
     2. Classify, through comparative synthesis, distinctives of each hermeneutic model discussed.
       a. Program Objective 2
       b. Assignments A2, B2
     3. Differentiate hermeneutic factors in assessing theological outcomes and employing practical applications.
       a. Program Objective 4
       b. Assignments C1, C2, C3

   B. Specific competencies to be achieved. You will:
     1. Model the distinctive components and methodological principles of an exegetical approach through textual analysis, and a theological approach through comparative synthesis.
       a. Program Objective 1
       b. Assignments A1, B1, C3
     2. Identify and explain a formal hermeneutic model based on synthesis of competing models.
       a. Program Objective 3
       b. Assignments A2, B1, C3

Our Mission: "…to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

3. Compare theological outcomes and their hermeneutic influences.
   a. Program Objective 4
   b. Assignments C1, C2, C3
4. Report research on the hermeneutic methods of Biblical writers and how hermeneutic factors in their writing impact their prescriptions.
   a. Program Objective 5
   b. Assignments C2, C3

III.   REQUIRED MATERIALS

A. Bible
The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB), English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

B. Other Textbooks

(ISBN number and price must be listed.)

Thomas, Robert L. 2010. *Evangelical Hermeneutics.* Grand Rapids: Kregel Publications. ISBN: 978-0825438394, Price: $ 28.99

Webb, William. *Slaves, Women and Homosexuals: Exploring the Hermeneutics of Cultural Analysis.* Downers Grove, IL: IVP. 2001. 978-0830815616. $28.00

C. Class Notes (optional)

IV.   REQUIREMENTS

A. Enter your specific course requirements.

B. Reading and Response

C. Writing

1. Insert the appropriate writing style statement for the course discipline.
2. The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.
3. Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.

D. Quizzes

1.

    E. Exams

       1.
       2. See description of ProctorU test proctoring service for costs and equipment requirements.

V.   METHODS

    A.   Lectures, Textbook Reading, Additional Required Reading or Research, etc.

    B.   Grading

       Faculty may enter a point breakdown for the course on the syllabus, and/or in Canvas. A Rubric may also be included.

       The Grading Scale can be found in the University Catalog.

VI.   BIBLIOGRAPHY - The following are recommended for further study.

VII. TENTATIVE SCHEDULE

VIII. Research Paper Suggestions

IX.   Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.

ProctorU Addendum

Calvary University uses ProctorU test proctoring service. ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however, **you will need to schedule your proctoring session at least 72 hours in advance to avoid any on-demand scheduling fees**. Creating a ProctorU account is simple. You can do so by going to https://go.proctoru.com/students/users/new?institution=2045.

Students must read all information and comply with all directions below to be successful for their proctored exam experience. Calvary University hopes that students will have a smooth experience, and to decrease student anxiety and increase success, please use this guide to help you plan for your test. Please note that, per ProctorU, there will be penalties for students who miss their testing window. Technical trouble will not be an excuse for missing the window. Therefore, pay attention to all details within this guide, and all links included.

System Requirements: Please see the information below supplied by ProctorU for system requirements. If your computer does not have these capabilities, please consider borrowing a computer as you will still be required to complete the exam using the live proctor system with ProctorU. Please note that you will not be able to take your exam(s) in the Calvary University Library due to the activity that will be picked up in a public place.

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a Windows or Apple Operating System, and a government issued photo ID. ProctorU recommends that

you visit https://test-it-out.proctoru.com/ prior to your proctoring session to test your equipment. They recommend you click on the button that says "connect to a live person" to fully test out your equipment. If using Firefox, please make sure that you are using the current version of your Firefox browser and have downloaded the ProctorU extension available at https://www.proctoru.com/firefox.

Type	Minimum	Recommended	Calvary University Minimum
Web Camera	640×480 resolution	1280×720 resolution	1280×720 resolution
PC Users	Windows Vista	Windows 10 (10 S is not supported)	same
Mac Users	OS X 10.5 or higher	OS X 10.13 High Sierra	same
Internet Download Speed	.768 Mbps	1.5 Mbps	3 Mbps
Internet Upload Speed	.384 Mbps	1 Mbps	2 Mbps
RAM	1024 MB	2 GB	same
Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP	same

- Desktop computer or laptop (not a tablet, Chromebook or cell phone).
- Webcam and microphone (built-in or external) – test your webcam at https://test.webrtc.org/
- Connection to network with sufficient internet speed: at least 3 Mbps download speed and 2 Mbps upload – test internet speed at www.speedtest.net
- Operating systems: Windows Vista or newer, Mac OS X 10.5 – or newer
- Browser with pop-up blocker disabled: Google Chrome v39 or later, Mozilla Firefox v34 or later.

Additionally, please visit and review the test-taker resource center by going to https://www.proctoru.com/proctoru-live-resource-center. You should expect the startup process with the proctor to take about 10-15 minutes. However, this time will not affect your exam time. Please feel free to direct any questions to the student support team via the live chat within your account.

****If you have any questions or concerns, contact Proctor U's technical support team 24/7 via their live chat support at https://www.proctoru.com/contact-us**

Costs for ProctorU exams are listed below and are payable to ProctorU at the time of the test. These costs assume that a student will schedule their exam at least 72 hours in advance of the exam start time:

- 60 minutes or less - $8
- 61 – 120 minutes - $10
- 121 – 180 minutes - $12

For those not scheduling an exam at least 72 hours in advance, late scheduling charges are added in addition to the above fee structure. There are two options for late scheduling:

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- "Take It Soon" allows a test to be scheduled less than 72 hours but more than 24 hours before the desired start time. This option includes an additional fee of $8.00. (Total cost for a 60 minute exam scheduled as "Take It Soon" would be $16.)
- "Take It Now" allows a test to be taken on-demand with no appointment needed. This option includes an additional fee of $12.00. (Total cost for a 60 minute exam scheduled as "Take It Now" would be $20.)

These options are for the convenience of the examinee. Any charges applicable to the examinee must be paid with a credit or debit card. The test taker will be required to enter payment information on a secure page connected to a third-party card processor. The page is encrypted and secure and ProctorU does not see or store any credit card data.

Examinees will be required to re-enter payment information each time new charges are incurred.

The 25% Rule Worksheet

Program Content Changes: Changes to a program's content (including curriculum, learning objectives, competencies, required clinical experiences, changes in general education courses required for program completion). **A change to 25% or more of the content of a program** since its last accreditation review (whether in a single change or a sum total of aggregate changes) requires notification to HLC within 30 days of implementing of the change.

Increase/Decrease in Credit Hours Required for Completion: Prior HLC approval is required to substantially **increase/decrease the total number of credit hours (an aggregate of 25% or more)** since the institution's last accreditation review.

1. Name of the Program

2. Is there is a total credit hour change to the program? If yes, identify the "old" number of hours and the "new" number of hours.

Existing Program Credit Hours		Revised Program Credit Hours		Percent Change

3. Does the revised program include courses redesigned from existing ("donor") courses? If so, please assess what part of the redesigned course is new, and what part results from the donor course. Please complete the chart below.

Donor Course(s)	Credit Hrs	Revised or Redesigned Course(s) Created from Donor Courses	Credit Hrs	Percent of the Revised Course Which is New Material
Example - CO602 Intro to Pastoral Counseling	*3 hrs*	*CO604 Professional Orientation***	*3 hrs*	*25%*

4. Is there a change in the program curriculum? If so, please complete the following chart:

Category	Number of Credit Hours	Percent of Total
Existed or repackaged curricula	0	0%
Revised or redesigned curricula	0	0%
New curricula	0	0%
Total	0	0%

5. Complete a Transition Matrix (see example at Enclosure 1)

Enclosure 1: Example Transition Matrix (Example Provided:

Old Program		Notes	New Program	
BI607 Hermeneutics/Inductive	3 hrs		BI607 Hermeneutics/Inductive*	3 hrs
BI601 Intro to Bib Languages	3 hrs			
RP601 Bib Phil & Worldview	3 hrs		RP601 Bib Phil & Worldview*	3 hrs
~~BI610 OT I or BI611 OT II~~	~~3 hrs.~~			
~~BI620 NT I or BI621 NT II~~	~~3 hrs.~~			
TH610 Systematic I	3 hrs		TH610 Systematic I*	3 hrs
TH611 Systematic II	3 hrs		TH611 Systematic II*	3 hrs
TH612 Systematic III	3 hrs		TH612 Systematic III*	3 hrs
CO601 Theological Foundations	3 hrs		CO601 Theological Foundations*	3 hrs
			CO603 Research Methods***	3 hrs
CO610 Counseling Theories	3 hrs		CO610 Counseling Theories*	3 hrs
CO611 T&M Group Counseling	3 hrs		CO611 T&M Group Counseling*	3 hrs
CO612 Normal Human Growth	3 hrs		CO612 Normal Human Growth*	3 hrs
CO613 Diagnosis Abnormal Behavior	3 hrs		CO613 Diagnosis Abnormal Behavior*	3 hrs
CO614 Helping Relationship	3 hrs		CO614 Helping Relationship*	3 hrs
			CO615 Multi-Cultural Counseling***	3 hrs
CO633 D&T Family Systems	3 hrs		CO633 D&T Family Systems*	3 hrs
CO690 Internship	3 hrs		CO639 Practicum*	3 hrs
			CO693a Internship I*	3 hrs
			CO693b Internship II*	3 hrs
Electives (1)				
CO602 Intro to Pastoral Counseling	3 hrs	Material Repurposed from CO602 to CO604	CO604 Professional Orientation**	3 hrs
CO622 Dev of Bib Counseling Cntr		Material Repurposed from CO622 to CO622	CO622 Vocational Counseling & Development**	3 hrs
CO672 Trauma & Abuse	3 hrs	Material Repurposed from CO672 to to CO609	CO609 Appraisal of Individuals**	3 hrs
CO648 Substance Abuse Counseling	3 hrs	Material Repurposed from CO648 to CO609		
~~CO670 Advanced Family Counseling~~	~~3 hrs~~			
~~CO671 Advanced Marriage Counseling~~	~~3 hrs~~			
Total Hours	**51**		**Total Hours**	**60**

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Program Content & Credit Hour Changes - <mark>SAMPLE</mark>

Program Content Changes: Changes to a program's content (including curriculum, learning objectives, competencies, required clinical experiences, changes in general education courses required for program completion). A **change to 25% or more of the content of a program** since its last accreditation review (whether in a single change or sum total of aggregate changes) requires notification to HLC within 30 days of implementation of the change.

Increase/Decrease in Credit Hours Required for Completion: Prior HLC approval is required to substantially **increase/decrease the total number of credit hours (an aggregate of 25% or more)** since the institution's last accreditation review.

6. **Name of the Program**

MA in Biblical Counseling

7. **Aggregate Changes:**

	Content % Change	Hours % Change	ACC Meeting Date	Effective Date	Description	Documentation
		17.65% increase	7/20/21	7/1/21	Changed to 60 hour degree (licensure compliance)	MFR for ACC
Totals		17.65				

*This form and the 25% Rule Worksheet must be submitted to the ACC with requests for curricular changes. This form tracks an aggregate list of curricular and credit hour changes per program since the HLC accreditation visit in December 2019.

If Department Chair/Program Director is seeking to make a change to 25% or more of the credit hours of a program, the Department Chair/Program Director is responsible for completing the HLC Change Request to gain approval for this change prior to requesting ACC approval for this substantial change.

FACULTY ADMINISTRATOR
FACULTY JOB DESCRIPTION ADDENDUM
Revised July 1, 2022

Job Title: **Faculty Administrator**
FLSA Status: Exempt with benefits

I. CALVARY UNIVERSITY VALUES

Calvary University values faculty who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) continuing in research through a vibrant research agenda to grow the body of knowledge in and improve their respective fields, (3) capable teachers, mentors, and disciplers, exemplifying Christian character and conduct, able and eager to use their knowledge, experience, and maturity to benefit students, (4) effective in recruiting students to participate in their programs, and (5) skilled in developing strategic partnerships and collaborations to benefit their academic departments and to continually improve the quality of investment in Calvary University's students. Every faculty member is guaranteed academic freedom within the parameters of the General Standards and Statement of Faith of Calvary University.

II. GENERAL EXPECTATIONS
This document describes duties that Calvary University expects of faculty administrators with faculty rank. These may change with each academic year, through discussions between you and your Department Head and Dean for your area of instruction. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) research and creative activities, (3) teaching and mentoring, exemplifying Christian character and conduct, (4) recruiting and advising, and (5) administration and cooperative and collaborative efforts. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts, as Calvary leadership requires. Faculty administrator teaching load is normally 3 semester hours per semester.

III. FACULTY RESPONSIBILITIES

As Practitioners
Calvary University faculty administrators are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary faculty administrators will attend required meetings such as chapels, faculty meetings, and other special events on campus, and will participate in workdays and other service opportunities.

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Faculty administrators will serve on committees, usually as part of their administrative responsibilities. Faculty administrators are expected to serve in a collegial fashion and in accordance with Biblical, professional and ethical principles when dealing with faculty members, students, administrators, and members of the public.

As Researchers

Calvary university faculty are expected to maintain and demonstrate progress in a research agenda that addresses important problems and benefits others. Faculty administrators may be asked to assist in developing funding (grant writing) to help fund agenda, and produce publications (books, journal articles, scholarly papers, blogs, etc.) reflective of progress in their research agendas. As faculty, faculty administrators will maintain professional development according to personal needs and certification requirements.

As Teachers, Mentors, and Disciplers

Faculty administrator responsibilities regarding teaching, mentoring and discipling are identical to full-time faculty in that all Calvary faculty are expected to serve students in a highly professional manner. Calvary University faculty are expected to ground their classes and programs in the Biblical worldview, and not simply integrate Biblical truth into their teaching. Faculty are expected to teach effectively, employing best practices in pedagogy and application of technology. Faculty will prepare course materials for assigned courses and teach appropriate hours according to the Faculty Handbook, as assigned. Faculty are expected to be involved in mentoring and discipling students beyond the classroom, and will maintain posted office hours of at least 6 hours per week during courses assigned. Faculty are expected to be involved in academic mentoring as assigned.

As Recruiters

Calvary University faculty administrators are expected to recruit students through online and in-person promotion of upcoming classes and through participation in and presentation at scholarly conferences and other events. Faculty administrators are expected to assist the Admissions Department in representing the respective academic department through meetings with prospective students as requested.

As Department Builders

Calvary University faculty administrators are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Faculty administrators will participate in the development and evaluation of departmental curriculum and assessment of programs and courses, as assigned.

IV. REQUIREMENTS

Personal

Calvary University requires that all faculty have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

All Calvary University faculty must demonstrate skill in communicating effectively in order to recruit, advise, lead, and teach college students. Prior teaching experience at the college level is preferred. Faculty administrators must demonstrate organizational and

administrative skills requisite to their areas of administrative responsibility. Faculty administrators must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

Academic
Calvary University faculty must hold a minimum of a master's degree from a CHEA accredited institution (doctorate is preferred) in order to teach at the undergraduate level, and a doctorate or terminal degree from a CHEA accredited institution in order to teach at the graduate level. Faculty must hold any licenses, certifications, and/or registrations as required by the program area or discipline.

V. ACCOUNTABILITY

For the purposes of instructional responsibility, Calvary University faculty administrators will report directly to their respective Department Chair. Faculty performance will be evaluated annually by the Department Chair, the Dean, and the Chief Academic Officer, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. WORKLOAD (measured at 100% for the faculty responsibility portion of a faculty administrator's total workload)

> Practice – accounts for approximately 10% of total workload expectation.
> Research – accounts for approximately 25% of total workload expectation.
> Teaching – accounts for approximately 50% of total workload expectation. *(Faculty administrator load is 3 semester hours, with a maximum of 6 semester hours of overload.)*
> Recruiting – accounts for approximately 10% of total workload expectation.
> Department Building – accounts for approximately 5% of total workload expectation.

VII. SIGNATURES

Faculty Member _____ Date _____

Department Chair _____ Date _____

Dean _____ Date _____

Revised July 2022

FULL-TIME FACULTY/DEPARTMENT CHAIR JOB DESCRIPTION
Revised July 1, 2022

Job Title: **Full-Time Faculty/Department Chair**
FLSA Status: Exempt with benefits

I. CALVARY UNIVERSITY VALUES

Calvary University values faculty who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) continuing in research through a vibrant research agenda to grow the body of knowledge in and improve their respective fields, (3) capable teachers, mentors, and disciplers, exemplifying Christian character and conduct, able and eager to use their knowledge, experience, and maturity to benefit students, (4) effective in recruiting students to participate in their programs, and (5) skilled in developing strategic partnerships and collaborations to benefit their academic departments and to continually improve the quality of investment in Calvary University's students. Every faculty member is guaranteed academic freedom within the parameters of the General Standards and Statement of Faith of Calvary University.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of faculty who serve as Department Chair. These may change with each academic year, through discussions between you and your Dean and the Chief Academic Officer. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) research and creative activities, (3) teaching and mentoring, exemplifying Christian character and conduct, (4) recruiting and advising, and (5) administration and cooperative and collaborative efforts. Responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts, as Calvary leadership requires. The Department Chair's teaching load is adjusted from the normal faculty load in accordance with the University's workload policy.

III. FACULTY DEPARTMENT CHAIR RESPONSIBILITIES

As Practitioners
Calvary University Department Chairs are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Department Chairs will attend required meetings such as chapels, faculty meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays

and other service opportunities. Department Chairs are expected to serve in a collegial fashion and in accordance with Biblical, professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

As Researchers
Calvary University Department Chairs are expected to maintain and demonstrate progress in a research agenda that addresses important problems and benefits others. Department Chairs are expected to develop funding (grant writing) to help fund agenda, and produce publications (books, journal articles, scholarly papers, blogs, etc.) reflective of progress in their research agendas. Department Chairs will maintain professional development according to personal needs and certification requirements.

As Teachers, Mentors, and Disciplers
Calvary University Department Chairs are expected to ground their classes and programs in the Biblical worldview, and not simply integrate Biblical truth into their teaching. Department Chairs are expected to teach effectively, employing best practices in pedagogy and application of technology. Department Chairs will prepare course materials for assigned courses and teach appropriate hours according to the Faculty Handbook, as assigned. Department Chairs are expected to be involved in mentoring and discipling students beyond the classroom, and will maintain posted office hours of at least 6 hours per week during courses assigned. Department Chairs are expected to ensure that all students within the department are mentored academically.

As Recruiters
Calvary University Department Chairs are expected to lead in recruiting students through online and in-person promotion of upcoming classes and departmental events, and through participation in and presentation at scholarly conferences and other events. Department Chairs are expected to assist the Admissions Department in representing the respective academic department through meetings with prospective students.

As Department Builders
Calvary University Department Chairs are expected to lead the department, to maintain and implement department plans (annual and five-year) and budget, and to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Department Chairs will lead in the development and evaluation of departmental curriculum and assessment of programs and courses.

IV. REQUIREMENTS

Personal
Calvary University requires that all Department Chairs have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal
Calvary University Department Chairs must demonstrate skill in organizational leadership and administration, must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission, and must demonstrate skill in communicating effectively to recruit, advise, lead, and teach college students. Prior teaching experience at

the college level is preferred. Faculty must demonstrate organizational and administrative skills requisite to their areas of administrative responsibility.

Academic
Calvary University Department Chairs must hold a minimum of a master's degree from a CHEA accredited institution (doctorate is preferred) in order to lead and teach at the undergraduate level, and a doctorate or terminal degree from a CHEA accredited institution in order to lead and teach at the graduate level. Department Chairs must hold any licenses, certifications, and/or registrations as required by the program area or discipline.

V. ACCOUNTABILITY

Calvary University Department Chairs will report directly to their respective Dean. Department Chairs performance will be evaluated annually by the Dean and the Chief Academic Officer, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. WORKLOAD

Practice – accounts for approximately 10% of total workload expectation.
Research – accounts for approximately 20% of total workload expectation.
Teaching – accounts for approximately 37.5% of total workload expectation. *(Normal faculty load is 12 hours per traditional semester, overload is 13-18 hours. Department Chairs are credited with 3 hours of load per traditional semester for their leadership responsibilities.)*
Recruiting – accounts for approximately 15% of total workload expectation.
Department Building – accounts for approximately 17.5% of total workload expectation.

VII. SIGNATURES

Department Chair _____ Date _____

Dean _____ Date _____

Revised July 2022

FULL-TIME FACULTY JOB DESCRIPTION
Revised July 1, 2022

Job Title: **Full-Time Faculty**
FLSA Status: Exempt with benefits

I. CALVARY UNIVERSITY VALUES

Calvary University values faculty who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) continuing in research through a vibrant research agenda to grow the body of knowledge in and improve their respective fields, (3) capable teachers, mentors, and disciplers, exemplifying Christian character and conduct, able and eager to use their knowledge, experience, and maturity to benefit students, (4) effective in recruiting students to participate in their programs, and (5) skilled in developing strategic partnerships and collaborations to benefit their academic departments and to continually improve the quality of investment in Calvary University's students. Every faculty member is guaranteed academic freedom within the parameters of the General Standards and Statement of Faith of Calvary University.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of faculty members. These may change with each academic year, through discussions between you and your Department Head and Dean. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) research and creative activities, (3) teaching and mentoring, exemplifying Christian character and conduct, (4) recruiting and advising, and (5) administration and cooperative and collaborative efforts. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts, as Calvary leadership requires. Adjustments to teaching responsibilities may be made in accordance with the University's workload policy based on the type of courses to which you are assigned and the extent of administrative responsibilities in other areas.

III. FACULTY RESPONSIBILITIES

As Practitioners
Calvary University faculty are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary faculty will attend required meetings such as chapels, faculty meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Faculty are expected to serve in a collegial fashion and in accordance with Biblical,

professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

As Researchers

Calvary University faculty are expected to maintain and demonstrate progress in a research agenda that addresses important problems and benefits others. Faculty are expected to develop funding (grant writing) to help fund agenda, and produce publications (books, journal articles, scholarly papers, blogs, etc.) reflective of progress in their research agendas. Faculty will maintain professional development according to personal needs and certification requirements.

As Teachers, Mentors, and Disciplers

Calvary University faculty are expected to ground their classes and programs in the Biblical worldview, and not simply integrate Biblical truth into their teaching. Faculty are expected to teach effectively, employing best practices in pedagogy and application of technology. Faculty will prepare course materials for assigned courses and teach appropriate hours according to the Faculty Handbook, as assigned. Faculty are expected to be involved in mentoring and discipling students beyond the classroom, and will maintain posted office hours of at least 6 hours per week during courses assigned. Faculty are expected to be involved in academic mentoring as assigned.

As Recruiters

Calvary University faculty are expected to recruit students through online and in-person promotion of upcoming classes and through participation in and presentation at scholarly conferences and other events. Faculty are expected to assist the Admissions Department in representing the respective academic department through meetings with prospective students as requested.

As Department Builders

Calvary University faculty are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Faculty will participate in the development and evaluation of departmental curriculum and assessment of programs and courses, as assigned.

IV. REQUIREMENTS

Personal

Calvary University requires that all faculty have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

Calvary University faculty must demonstrate skill in communicating effectively in order to recruit, advise, lead, and teach college students. Prior teaching experience at the college level is preferred. Faculty must demonstrate organizational and administrative skills requisite to their areas of administrative responsibility. Faculty must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

Academic

Calvary University faculty must hold a minimum of a master's degree from a CHEA

accredited institution (doctorate is preferred) in order to teach at the undergraduate level, and a doctorate or terminal degree from a CHEA accredited institution in order to teach at the graduate level. Faculty must hold any licenses, certifications, and/or registrations as required by the program area or discipline.

V. ACCOUNTABILITY

Calvary University faculty will report directly to their respective Department Chair. Faculty performance will be evaluated annually by the Department Chair, the Dean, and the Chief Academic Officer, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. WORKLOAD

Practice – accounts for approximately 10% of total workload expectation.
Research – accounts for approximately 25% of total workload expectation.
Teaching – accounts for approximately 50% of total workload expectation. *(Normal faculty load is 12 hours per traditional semester, overload is 13-18 hours.)*
Recruiting – accounts for approximately 10% of total workload expectation.
Department Building – accounts for approximately 5% of total workload expectation.

VII. SIGNATURES

Faculty Member _____ Date _____

Department Chair _____ Date _____

Dean _____ Date _____

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status
Revised July 2022

CALVARY UNIVERSITY
Faculty Application for Promotion in Rank

Name_____ **Date** _____

Current Rank_____ **Years served at this rank**_____

   1) Please list all earned terminal degrees _____

   2) Please list any degrees in progress _____

   3) Please list all earned non-terminal degrees _____

   4) Please list total years of successful teaching or faculty experience.

   5) Please list additional credentials/expertise: Recognized expertise in an area of study, peer-reviewed articles, book publications, etc.

Faculty Signature _____

In order to apply for a promotion in rank, faculty member should complete:

- Page 1 *Application for Promotion* – Submit to Academic Office.
- Header of Page 2 *Recommendation for Promotion*, listing current rank - Provide this recommendation form to your Department Chair for completion and submission to the Academic Office.

Both pages are due to the Academic Office by the end of Cycle 4, for eligibility for promotion in rank at the spring Awards Chapel.

CALVARY UNIVERSITY
Department Chair Recommendation for Faculty Promotion in Rank

Name_____ **Date** _____

Current Rank_____ **Years served at this rank**_____

1) Please describe faculty member's contribution to the academic department and division.

2) Please describe the faculty member's involvement in extracurricular events.

3) Please describe the faculty member's relationship with students – advising, office hours, lunch, etc.

4) Please list any additional feedback concerning recommendation of faculty member for promotion in rank.

CALVARY UNIVERSITY
Rank and Promotion – Policy, Procedures and Criteria

Faculty Handbook Policy

Instructor

This is the initial rank for a teacher or faculty administrator with a master's degree but no previous post-secondary education teaching experience or administrative experience. This rank is usually held for two years before promotion to Assistant Professor is considered.

Assistant Professor

Assistant Professor is the initial rank for faculty who possesses an earned doctorate or terminal degree. This rank usually requires some graduate work above the master's degree level (i.e., work toward a second masters, first professional, terminal, or doctorate). Other considerations for promotion could include recognized expertise in the area of study or a history of peer-reviewed articles or book publication. This rank is usually held for three years before promotion to Associate Professor is considered.

Associate Professor

This rank usually requires a terminal degree or earned doctorate or candidacy for an earned doctorate plus at least five total years of successful teaching or faculty administrative experience. For those starting as an Assistant Professor due to an earned doctorate or terminal degree, three years of successful teaching or faculty administrative experience at the university level is acceptable instead of five years. This rank is usually held for three years before promotion to Professor is considered.

Professor

This rank requires a terminal degree or earned doctorate in the faculty member's field of study plus eight years successful teaching or faculty administrative experience. For those starting as an Assistant Professor due to an earned doctorate or terminal degree, six years of successful teaching or faculty administrative experience at the university level is acceptable instead of eight years.

Procedures for Evaluating Rank and Promotion

A Dean's Meeting will be scheduled for early in Cycle 5. The Chief Academic Officer and Deans will review the *Faculty Promotion Application* and *Department Chair Recommendation for Promotion* and will complete a *Criteria for Faculty Rank and Promotion* worksheet.

The Chief Academic Officer and Department Chair shall review the results of this form with the faculty member as necessary.

Criteria for Faculty Rank and Promotion – See attached rubric

Faculty Promotion Rubric
Calvary University

Evaluation Areas (20% per area)	Unsatisfactory (1)	Progressing (2)	Satisfactory (3)	Above Expected (4)	Excellent (5)	Subtotals (Score*4=Subtotal)
Practitioners	Absence of evidence of external ministry or community support; inconsistent attendance at meetings and chapels, avoid committees.	Inconsistent involvement in external ministry or service and internal meetings, chapels, or committee engagement.	Consistent involvement in external ministry to benefit the church and community. Participate on committees, attend meetings and chapels.	Exceed expectations with active external ministry and church support. Serve as committee chair or sub-chair on at least one committee, attend chapel and meetings.	Exceptional contribution to external ministry and church support. Active committee engagement by serving as committee chair, demonstrated leader in on campus student ministry.	
Researchers	Absence of evidence of research activity.	Inconsistent or minimal evidence of satisfactory research activity.	At least one scholarship product (article, book, funded project, peer reviewer for a journal, collaborative research).	At least two scholarship products.	At least three scholarship products.	
Teachers	Absence of evidence that faculty is performing in a satisfactory manner including significantly low SRI scores.	Inconsistent or minimal evidence that faculty is performing in a satisfactory manner	Meet all job description teaching criteria, provide evidence of effective teaching, average student evaluations.	Exceeding expected performance in at least three ways including alignment of course development standards (SLOs, PLOs, ILOs), coordination of academic programs, innovative use of technology, curricular contribution to accreditation.	High student SRI scores, meeting above performance expectations in at least five ways.	

Evaluation Areas (20% per area)	Unsatisfactory (1)	Progressing (2)	Satisfactory (3)	Above Expected (4)	Excellent (5)	Subtotals (Score*4=Subtotal)
Recruiters	Absence of evidence of recruiting activity.	Inconsistent support of admissions efforts or contact with potential students.	Participate with admissions in at least one method/way to assist in recruiting activities.	Exceed expected performance in at least two ways (recruiting trips, represent the University at conferences or workshops, meeting with prospective students).	Exceed expected performance in at least three ways.	
Department Builders	Absence of evidence of supporting external church and/or industry engagement on behalf of the department.	Inconsistent support of external church and/or industry engagement on behalf of the department.	Engage local churches and ministries through strategic partnerships, active involvement in supporting the greater Calvary community including alumni.	Exceed expected levels of local church, parachurch, and/or industry engagement by establishing at least one strategic partnership supporting the University and the greater Calvary community.	Exceed expected levels of local church, parachurch, and/or industry engagement by establishing two or more strategic partnerships supporting the University and the greater Calvary community.	
Total (maximum 100; minimum for promotion 70)						

Evidence Examples:

1. Practitioners:
   a. Internal: committee chair or committee service, curriculum development, accreditation self-study preparation.

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b. External: active church ministry service, parachurch ministry service, community service, peer-reviewer, student mentoring, advise and support local businesses or non-profit organizations.
2. Researchers: journal articles, books or chapters in books, external grant applications, grant administrator, collaborative research with published results, research presentations, dissertations, theses, conference presentations, national or regional scholarly awards.
3. Teaching quality: Student Rating of Instruction scores, syllabi quality, thesis committee service or direction, instructional innovation, technological sophistication, course curriculum development, honors or teaching awards.