

Arkansas Baptist College



Faculty Handbook 2019-2021



Faculty Handbook and Information Guide 2019 – 2021

The purpose of this Handbook is to inform faculty of the policies, procedures, and benefits of Arkansas Baptist College. Information included applies to full-time and adjunct faculty. This Handbook is for information only, and its contents should not be interpreted as a contractual agreement between the College and the faculty member. To the extent consistent with the Faculty By-laws of Arkansas Baptist College, the policies set forth in this handbook shall be binding on the College, its Board of Trustees, officers, and faculty.

Changes may be made to this handbook by the Board of Trustees, in consultation with the Faculty Senate and the President. The Provost will notify faculty of policy changes via e-mail or other methods of communication. Policy changes are effective on dates determined by the College, and supersede any previously written document. Uncertainty or concerns about policies and procedures should be directed to the Provost.

TABLE OF CONTENTS

Mission Statement.....	6
Diversity Statement.....	6
Equal Employment Opportunity / Affirmative Action	6
Purpose/Objective	7
Statement of Polices.....	7
Faculty Responsibilities	8
Responsibilities to the Students	8
Responsibilities to the Institution.....	10
Nepotism Policy.....	11
Definitions of Relationships	11
Discriminatory Harassment	13
Sexual Harassment.....	13
Informal Resolution	14
Formal Resolution.....	15
Board of Trustees	15
The President	16
The President’s Leadership Team.....	16
Internal Faculty Governance.....	16
Process for Changes in Curriculum	17
Process for Changes in Curriculum Flow Chart	18
Faculty Senate.....	18
Definition of Terms.....	19
Academic Freedom	20
Faculty Rank	21
Requirements for Rank	21
Professor	21
Associate Professor.....	21
Assistant Professor.....	22
Instructor	22
Adjunct.....	22
Administrators with Faculty Status.....	22
Appointments.....	22
Terms of Appointment.....	23
Annual Appointment Period	23
Non-Reappointment (Termination)	24
Dismissal and Appeal for Cause Procedure.....	25
Purpose and Definitions	27
Criteria for Promotion.....	27
Criteria for Evaluation of the Application for Promotion.....	27
Process for Applying for Promotion	29
Process of Appeal for Denial of Promotion.....	31
Composition of Tenure and Promotion Committee.....	32
Instructional Load	34
Extra compensation and Overload	34

Course Syllabus	34
Final Examination Copies	34
Faculty Advising	35
Medical and Dental Coverage	35
COBRA (Federal Consolidated Omnibus Budget Reconciliation Act).....	35
Workers' Compensation	35
Vacation	36
Holidays	36
Sick Leave.....	36
Maternity Leave	37
Special Leave	37
Family Medical Leave Act (FMLA).....	38
Bereavement Leave.....	40
Leave Without Pay.....	40
Military Leave Policy	40
Attendance at Professional Meetings.....	42
Class Attendance.....	42
Appointments.....	44
Attendance at Professional Meetings.....	44
Class Attendance.....	44
Outside Employment	45
Conflict of Interest	45
Background Checks	46
Drug Testing	48
Visitors in the Workplace	49
Introduction.....	50
Grievances.....	50
What Cannot Be Grieved.....	52
Initial Steps by Chair of the Faculty Senate.....	53
Forming the Review Committee or Grievance Committee	53
Role of the Review Committee or Grievance Committee Chair	54
Role of the Review Committee or Grievance Committee	54
Procedures for Reviews and Hearings	54
Provost's Decision	56
Appeals	56
Delegation to Provost.....	57
APPENDICES	58
APPENDIX – A.....	58
Faculty Senate Constitution and Bylaws	58
APPENDIX – B	70
APPENDIX – C	72
FACULTY APPOINTMENT AND PROMOTION CHECKLIST/CONTENTS	72
APPENDIX – D.....	75
ANNUAL TIMELINE FOR PROCESS OF ACADEMIC PROMOTION	75
Annual Faculty Report	78
Annual Faculty Evaluation	79

GENERAL INFORMATION

Mission Statement

Arkansas Baptist College prepares students for a life of service grounded in academic scholarship, the liberal arts tradition, social responsibility, Christian development and preparation for employment in a global community.

Diversity Statement

Arkansas Baptist College is a faith-based learning community, strongly committed to Christian values and the equitable treatment of all who comprise the college community. The College is committed to encouraging and enhancing a learning culture that actively celebrates inclusiveness. At Arkansas Baptist College, diversity is broadly defined in terms of race and culture, gender, appearance, geographical orientation, educational attainment, sexual identity, age, religious and ethnic beliefs, socioeconomic status, and physical and mental abilities.

Equal Employment Opportunity / Affirmative Action

Arkansas Baptist College is committed to compliance with federal and state laws with regards to equal employment and affirmative action without regard to race, color, religion, gender, age, national origin, disability, veteran status or any other protected class applicable to federal and state laws.

Arkansas Baptist College will make all decisions regarding recruitment, hiring, promotion, transfer, suspension, termination, layoff and all other terms and condition of employment without discrimination on the basis of race, color, sex, age, national origin, veteran status, disability or other factors prohibited by federal and state laws.

Arkansas Baptist College complies with the provisions of the Americans with Disabilities Act (ADA). Arkansas Baptist College will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Arkansas Baptist College will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of his/her job and provided that the accommodations do not impose an undue hardship on the College.

CODE OF ETHICS AND PROFESSIONAL STANDARDS

Purpose/Objective

Arkansas Baptist College expects the highest standards of ethical behavior from employees; as such, the information herein regarding ethical conduct is explicitly expressed. Professionalism and ethical conduct is expected of all employees and should be adhered to at all times. Conduct that is contrary to the mission and policies of the institution is unacceptable and will be addressed as soon as it is revealed. At all times, at work or in the community, employees of the College should adhere to appropriate and professional conduct that is reflective of a positive image of the institution.

Statement of Policies

The policies that are addressed herein are to be used as a guideline for what the institution expects should be considered as ethical conduct for faculty. The President, through the Board of Trustees has the authority to set policies that protect the ethical conduct of the institution and expects all who are employed will in good faith adhere to the policies and conduct themselves according to what is acceptable behavior as addressed by the Professional Code of Ethics.

In accordance with the United States Constitution, there are inalienable rights that protect each citizen of the United States. The Professional Code of Ethics does not seek to take away any of these rights. The Professional Code of Ethics does seek to identify specific policies that establish expectations which affect the faculty and staff in terms of defining expectations and acceptable behavior at Arkansas Baptist College. Faculty and staff are expected to adhere to all institutional policies, local, state and federal laws.

Employment with Arkansas Baptist College presumes that faculty and staff will conduct themselves responsibly in an ethical manner in accordance with the set policies and guidelines set by the institution. Acting responsibly in an ethical manner as faculty and staff members at Arkansas Baptist College is a condition of employment. The institution expects that all faculty and staff members will conduct themselves and observe the standards as of ethical behavior and contribute to the promotion of the Arkansas Baptist College mission.

Arkansas Baptist College is committed to supporting the faculty and staff, in doing so the institution expects that ethical conduct and professional standards are observed. In keeping with the mission, the faculty will actively promote and contribute to the work of Arkansas Baptist College.

Faculty Responsibilities

Faculty are expected to meet instructional responsibilities and be available to students from the third working day before classes begin in the fall semester until the end of examination week in the spring semester (or until course grades have been submitted, whichever is later). Faculty members, whether full-time or adjunct, should follow the policies and procedures outlined in the Governance Handbook. Instructors are required to handle violations of academic ethics fairly and consistently according to the procedures in the handbook. All suspicions of academic misconduct, no matter how minor, must be investigated, and all faculty members in the Academic Programs are required to report any student ethical misconduct to the Department Chair of their program. Such reports are necessary to determine whether the student involved has previous infractions. Even in cases where the Ethics Committee is called, the instructor will be consulted and involved.

- Faculty must uphold the policies and procedures established by the Academic Programs and clearly communicate to students the college's principles of academic honesty and integrity.
- Faculty should specify the basic rules and procedures in all courses for all papers, course work, examinations or other academic exercises. Failure to do so creates confusion and unnecessary temptations among students.
- Faculty should exercise reasonable caution while writing, transporting and administering examinations and other graded work. An instructor should not reuse exams or assignments unless these materials are accessible to all students. The system for accepting and returning assignments outside of class must be secure.
- Faculty are responsible for handling cases of academic misconduct in a timely fashion while also protecting the privacy of students, those accused of committing offenses as well as those reporting offenses. The name of any student under investigation or who has been penalized for academic misconduct should not be disclosed except to those involved in the investigation.
- Faculty responsibility for ethics cases may extend beyond the normal time frame of a course to include incidents that come to light later. In such cases, the earlier instructor may need to provide information for an ethics case.

Responsibilities to the Students

1. Faculty members should engage in reasonable and substantial preparation for the teaching of courses, appropriate to the educational objectives to be achieved.

2. Faculty members should meet scheduled classes. Schedules should be altered or classes canceled only for valid reasons and only after adequate notice is given to students and to the Department Chair, Dean, or other appropriate academic officers. Failure to meet a class without prior notice to students is excusable only for reasons beyond the control of the faculty member.
3. Faculty members should inform students of the general content, requirements and evaluation criteria at the beginning of each course. Faculty members should evaluate student coursework promptly, conscientiously, without prejudice or favoritism and consistently with the criteria stated at the beginning of the course and related to the legitimate academic purposes of the course.
4. Faculty members with teaching responsibilities should publicize and maintain regular office hours for consultation with students. Faculty office hours should be clearly positioned on the faculty member's office door.
5. Faculty members should not plagiarize the work of students. When faculty members and students work together, appropriate credit should be given to the students. Faculty members should not limit or curtail the right of any student to publish or otherwise communicate the result of the student's own independent scholarly activities.
6. Faculty members should not use the position or authority to obtain uncompensated labor or to solicit gifts or favors from students. Faculty members should not ask students to perform services unrelated to legitimate requirements of a course, unless the students are adequately compensated for such services.
7. Faculty members should not reveal matters told to them in confidence by students, except as required by law, and then only to persons entitled to such information by law or institutional regulation. Faculty members may, however, report an assessment of a student's performance and ability to persons logically and legitimately entitled to receive such reports.
8. Faculty members should create and maintain an environment in which students are provided the opportunity to do original thinking, research and writing.
9. Faculty members should avoid the misuse of the classroom by preempting substantial portions of class time for the presentation of views on topics unrelated to the subject matter of the course.

Faculty members should not reward agreement with, nor penalize disagreement with, his/her views on controversial topics.

10. Faculty members should not engage in the sexual harassment of students.

Responsibilities to the Institution

1. Faculty members must conduct themselves in an open, fair, civil, and humane manner, both in general and when making decisions or recommendations concerning admissions, employment, promotion, retention, tenure and other professional matters. Faculty members must not harass or discriminate against anyone on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical, or mental disability or handicap; or for any other reason impermissible under applicable constitutional or statutory provisions.
2. Faculty members may engage in outside professional activities which improve academic skills and have a legitimate relationship to academic service. However, faculty members must restrict the amount of time spent on non-institutional commitments, including outside consulting and other non-institutional employment. Faculty must also comply with state law and institutional regulations relating to conflicts of interest.
3. Faculty members must not exploit the institution's name or the relationship to the institution for personal reasons unrelated to legitimate academic or professional activities. Members must avoid creating the impression of representing the institution in public appearances or statements, unless in fact that is the case.
4. Faculty members must not purposely destroy institutional property, purposely disrupt institutional programs, purposely inflict physical injury or threaten such injury to other persons on campus, or purposely interfere with the legitimate activities of other persons on the institution's campus, nor must they purposely and unlawfully incite others to engage in such destruction, disruption, injury, or interference. However:
 - a. Nonviolent reaction from members of an audience at a meeting or program open to the public shall not be considered disruption or interference of legitimate activities, unless such reaction occurs for the purpose of preventing the continuation of the program and has a reasonable likelihood of succeeding.

- b. Mere advocacy or expression shall not be considered incitement, unless the advocacy or expression poses a clear and present danger of the imminent occurrence of the destruction, disruption, injury, or interference.
5. Faculty members must not misappropriate institutional property or knowingly use it in violation of state or federal law.
6. Faculty members must not knowingly mislead the institution by falsely asserting facts relevant to qualifications as faculty members or eligibility for institutional benefits.
7. Faculty members must adhere to the drug and alcohol workplace policy.

Nepotism Policy

While Arkansas Baptist College (ABC) appreciates referrals of relatives, Arkansas Baptist College cannot and will not hire when there is, or will be, a direct or indirect reporting relationship between a prospective employee and an existing employee to whom the prospective employee is related as defined by ABC's policy against nepotism.

The policy is built on the following core principles:

1. Relatives can be referred and considered for employment at Arkansas Baptist College.
2. Relatives cannot work at Arkansas Baptist College in positions where there is a direct or indirect reporting relationship to one another.
3. Arkansas Baptist College will not permit or tolerate a situation where relatives have a direct or indirect reporting relationship to one another.

Definitions of Relationships

1. A **direct reporting relationship** occurs when an employee reports directly to a supervisor or manager.
2. An **indirect reporting relationship** occurs when an employee reports to a supervisor and the supervisor reports to a manager, thus the employer indirectly reports to the manager.
3. **Relatives include, but need not be limited to the following persons:** spouse (including significant other, co-habitant, and same-sex partner),

parent (including step or foster parent), child (including step or foster child), sibling (sisters and brothers), grandparents, grandchildren, aunts, uncles, nephews, nieces, cousin, in-laws (including mother-in-law, father-in-law, sister-in-law, or brother-in-law) or a variation on these relationships as determined by the Trustees of Arkansas Baptist College to be subject to this policy.

4. A conflict of interest exists when an employee is able, or has the potential, to gain a special advantage due to being a relative of another Arkansas Baptist College employee, or conversely, where Arkansas Baptist College is at risk because two or more employees are relatives. In the hiring and employment of relatives, conflict of interest situations include:
 - (a) Any influence exercised directly or indirectly by an Arkansas Baptist College employee in the selection and hiring process in which his/her relative is a candidate;
 - (b) Direct or indirect supervisory relationship;
 - (c) The ability of one family member to influence or exert financial or administrative control over another;
 - (d) The ability of one family member to influence Human Resources matters including, but not limited to, performance reviews, preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves, and or/access to additional hours and/or overtime; and or
 - (e) Relatives that are employed in positions that establish a real or potential security, confidentiality or financial risk to Arkansas Baptist College.

Conflicts that are determined to exist will be resolved by one of the affected employees resigning his/her position with Arkansas Baptist College. If the determination as to which employee will leave cannot be resolved between the affected parties, the employee with the least amount of seniority will be terminated.

Harassment Policy

It is Arkansas Baptist College's policy to provide an environment free from discrimination in all of its forms including discriminatory harassment and sexual harassment.

Discriminatory Harassment

Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an individual because of his or her race, religion, gender, national origin, age or disability, or that of the individual's relatives, friends, or associates; creates or intends to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment or educational opportunities. Harassing conduct includes but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts which relate to race, color, gender, national origin, age or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the College's premises, or that is circulated in the workplace.

Sexual Harassment

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual or such conduct interferes with an individual's work performance or creates an intimidating hostile or offensive work environment.
- Coercive or repeated unsolicited and unwelcome verbal comments, gestures, or physical contact occur or use of implicit or explicit coercive sexual behavior is used in the process of exerting influence or control of the job conditions of an employee.

Harassment may also include but is not limited to verbal expressions – sexually related comments and jokes and unwelcome teasing; physical – unwelcome touching, and rubbing against a person's body; visual – cartoons, calendars or other material with a sexual connotation.

Duty of All Employees to Report Harassment

To assist Arkansas Baptist College in preventing all types of discrimination and sexual harassment, all members of the College community have a duty to report the harassment of others to the Human Resources Director. The duties in this section apply to *all* employees at Arkansas Baptist College who have received reports, those who have witnessed, or who otherwise have reasonable knowledge of conduct that could be in violation of this policy.

Reporting – Any incidents of discrimination or sexual harassment should be reported to the supervisor, who should report the incident immediately to the Office of Human Resources. In cases where a supervisor is suspected of discrimination or sexual harassment, the report should be made directly to the Office of Human Resources. The prompt reporting of harassment is vital to the College’s ability to eliminate such conduct on campus.

To ensure accurate communication of the allegations, individuals reporting harassment are encouraged to submit a written account of the harassment. In no case, however, should this suggestion stand in the way of making a report. No retaliation or discrimination against the complainant will result from any good-faith complaint made under this policy. Supervisors who fail to take appropriate actions upon receipt of an allegation and retaliate against an employee for filing an allegation will also face disciplinary action up to and including termination. Under the terms of this policy, victims of harassment may seek informal or formal resolution as outlined below:

Informal Resolution

Informal resolution may be appropriate if the conduct is of an isolated nature such as onetime incidents of inappropriate conduct. Examples include, but are not limited to, innuendo, joking, comments, display or distribution of drawings or pictures that are discriminatory or sexual in nature. Such individuals will be appropriately counseled by the supervisor, or alternatively by the Human Resources Director. If the matter is resolved, the Office of Human Resources will generate a written summary of the matter which shall be placed in the offending employee's personnel file.

The purpose of this summary is twofold: (1) to ensure that the College is aware of future repeat incidents by the same alleged harasser, and (2) for recordkeeping purposes so that the College can gauge the effectiveness of its anti-harassment policy. This summary will be kept in a separate file. Disciplinary actions issued to the harasser (if any) as part of the informal resolution may be kept in that person’s appropriate personnel file. Incidents not resolved to the satisfaction of the person being harassed will be handled in a formal sexual harassment hearing.

Formal Resolution

Any formal report of harassment will be examined. This will initially involve interviews with the complainant and alleged harasser. The alleged harasser will be informed of the allegations and will be afforded a full opportunity to respond to the allegations. If the complainant and alleged harasser's testimonies are inconsistent with one another, an investigation will proceed with additional interviews and/or written statements with any witnesses who may be able to provide pertinent information about the facts of the case and with an examination of any other evidence that may be obtainable. The conclusion will be communicated in writing to the complainant and the alleged harasser. The results may fall into two categories:

- **Unfounded** – If the complaint is determined to be without merit, the complaint will be regarded as resolved and all reasonable steps will be taken to restore the reputation of the alleged harasser if it was damaged by the proceeding. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the College's disciplinary procedures from official reprimand to dismissal.
- **Founded** – If there is sufficient evidence to conclude that the alleged harasser violated the Harassment Policy.

Governance

Board of Trustees

The **Board of Trustees** is an eleven (11) member governing body. The responsibility of the board is policy determination, budget approval, selection of the chief executive officer (president), establishment of basic admission requirements and the determination of salary ranges and terms of service.

All board members actively engage in recruiting students and raising funds to financially support the College. In addition, all members should participate in long range planning for the growth and development of the institution. The Board of Trustees should serve as persons of good-will in building strong ties and support between the College and its various constituencies to include industries, governmental agencies, churches and individuals.

The Board meets to discuss educational direction, financial condition and overall welfare of the College. The officers of the board constitute an Executive Committee. The Executive Committee functions on a continuing basis with the President of the College in maintaining and enhancing programs, goals and the financial position of the institution.

The President

The President is the Chief Executive Officer of the College. He/she is selected by and responsible to the Board of Trustees. The President is responsible for management of affairs and execution of policies at Arkansas Baptist College. Chief Executive Officer primary responsibilities include planning, developing and maintaining a program of instruction and service to the community. The President is the chief administrative spokesman for the College in disseminating information and promoting a broad view of the institution's mission.

It is the President's duty to develop a sound administrative structure by making recommendations to the Board of Trustees for securing necessary personnel and physical resources required for the operation of the College. Responsibilities also include making recommendations with respect to the adoption or modification of policies, budgets and regulations applicable to the institution. The President shall prepare and submit to the Board of Trustees an annual report to correspond with the fiscal year of the College. In addition, he/she may submit any other reports deemed necessary or required by the Board. The President shall adjudicate all issues in dispute between administrative units of the College. He/she shall prescribe the duties and assignments of the Vice President and other administrative officers. He/she shall establish and define the duties of college counselors, committees or other organized bodies.

The President's Leadership Team

The President's Leadership Team serves at the discretion of the President. The purpose of the Leadership Team is to act as the principle advisory body to the President. The President's Leadership Team provides information and monitors the operation and progress of the institution. Each member reports on the activities within his/her area at the regularly scheduled meetings. Members vote on issues pertinent to the College (some issues of which are presented to the President and/or Board of Trustees for final approval). The President's Leadership Team is composed of the President, the Provost, Vice President of Academic Affairs, Chief Financial Officer, Chief Information Officer, Director of Institutional Research, and the Director of Title III and Sponsored P. This management team meets as scheduled by the President.

Internal Faculty Governance

The faculty's primary role in governance resides in the academic area. In particular, the faculty is responsible for the content, quality, effectiveness and innovativeness of the curriculum. Faculty 1) determine the academic criteria for admission of students to the programs; 2) establish, review and revise the academic curriculum; 3) determine requirements for earned degrees; 4) recommend candidate for degrees; 5) recommend

academic policies; 6) advise on matters related to student life; 7) carry out such other duties as may be prescribed by the Board of Trustees, President, Provost, and their designees.

Process for Changes in Curriculum

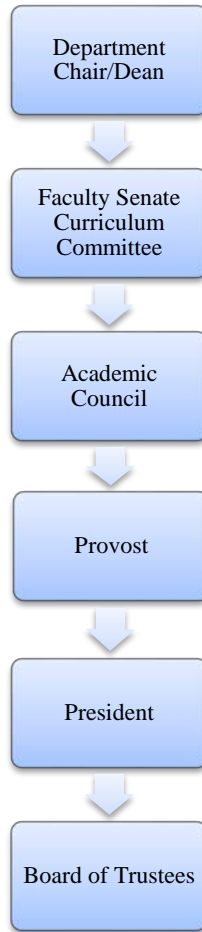
The College has a clearly delineated process by which program changes occur. Faculty within each department is responsible for changes in program offerings. To that end, curricula changes, course modifications and new degree programs originate with the department faculty. Any faculty member may propose a needed program change and submit the proposal to the departmental faculty. All changes or additions to the curriculum at Arkansas Baptist College (ABC) must follow the process outlined below. Other curriculum and course changes may also require approval and/or notification to the Higher Learning Commission (HLC), ABC and/or Arkansas Department of Higher Education.

Guidelines for a course or curriculum proposal must comply with the following timeline to ensure relevant parties are allotted adequate time to participate in the process.

All curriculum related modification or additions, must receive internal approval which includes the following:

1. Department Chair Approval
2. Dean Approval
3. Faculty Senate / Curriculum Committee Approval
4. Academic Council (includes Registrar) Approval
5. Provost Approval
6. President's Approval * (as needed)
7. Board of Trustees Approval * (as needed)

Process for Changes in Curriculum Flow Chart



Faculty Senate

The Arkansas Baptist College Faculty Senate is the representative body through which faculty participates in shared governance. The membership of the Senate consists of all instructional faculty of Arkansas Baptist College. The Senate contributes a significant portion of governance through standing and ad hoc committees. The standing committees of the Faculty Senate include: The Assessment Committee; Curriculum Committee; Technology Committee; Promotion Committee; Committee on Budget, Planning and Faculty Welfare; Committee on Benevolence; Committee on Library Systems, Research and Resources; Committee on Community Relations; Student and Alumni Affairs; and the Faculty Grievance Committee. (See Governance Handbook Article VII, Section 2 for additional information regarding standing and ad hoc committees.)

The purpose of the Faculty Senate is to provide:

- A basis for official faculty and staff consideration of policies, procedures, issues and problems affecting the well-being and operations of the college and the

transmission of its recommendations to the President and initiated communication of his/her responses to the faculty.

- A framework for faculty and staff initiated action.
- A basis of dialogue among representatives of faculty, staff, administration, and student representative from the Student Government Association (S.G.A.).
- A means for official review of the contention of a faculty and staff member who asserts that his/her interpersonal well-being has been adversely affected by college policies or procedures.

Policies Governing Faculty and Instructional Services

Definition of Terms

Appointment: An appointment is employment by written contract (notice of appointment) by the Board of Trustees (the board may delegate this authority to the administration) of an individual in a given capacity for a specified time period at a stated salary. An appointment is valid only when the appointment form is approved and signed by the President of the College or his/her designee in accordance with authority delegated by the Board of Trustees and the individual being appointed and returned to the specified college official signs the notice of appointment.

Contract: Contract is a written notification of the conditions of service with the institution and includes the procedures for proper execution that make the document legal and binding.

Dismissal: Dismissal is severance from employment for causes after administrative due process. Non-reappointment is not a dismissal.

Faculty: Faculty are employees who hold academic rank of instructor, associate professor, assistant professor and professor. Academic rank will be granted only if the individual is appointed in an academic unit or department.

Non-Reappointment: Non-reappointment means that a faculty member is not offered a successive contract for employment at the end of a stated appointment period. A written notice sent in compliance with a specific time period affects it.

Promotion: Promotion is advancement based on merit to a higher rank or title. Upon approval of the Board of Trustees, all promotions become effective with the next year's appointment unless a different effective date is approved.

Resignation: Resignation is voluntary termination of employment by an employee. The President is authorized to accept resignations.

Suspension: Suspension is temporarily relieving an employee of duties.

Tenure: Tenure is the right to continuous appointment. It ceases to exist only by dismissal for a cause, and demonstrated bona fide financial exigency, reduction, or elimination of programs, retirement, or resignation.

Terminal Appointment: A terminal appointment is a final appointment. It is the expiration which results in termination of an individual's appointment.

Termination: Termination is the general term to describe severance of employment from the College. Termination may be by resignation, retirement, dismissal, non-reappointment, or expiration of appointment.

Year: Year will be either a fiscal year or an academic year unless otherwise designated.

Academic Freedom

Arkansas Baptist College is committed to the following principles of academic freedom:

- conduct scholarly investigation through research;
- faculty freedom in the exposition of subject matter;
- faculty are free from institutional censorship or discipline, when speaking or writing as private citizens.

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.” (# 2 under “Academic Freedom” from the AAUP 1940 Statement of Principles on Academic Freedom and Tenure)

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, college, and community. Faculty members are afforded the rights of academic freedom while willingly accepting the responsibilities that follow.

Faculty members:

- should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy;
- should recognize their responsibility to maintain competence in their disciplines;
- should not attempt to force a personal viewpoint on students;
- should always make clear that the views they express are their own, and should avoid creating the impression that they speak or act on behalf of the college.

Faculty Rank

Teaching personnel may only attain rank status. The following ranks shall be utilized:

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Adjunct
- Administrators with Faculty Status

Requirements for Rank

Professor

To be eligible for rank of professor, one must hold an earned doctoral degree or equivalent as recognized by the Higher Learning Commission of the North Central Association of Colleges and Schools; show evidence of superior scholarship; have earned at least forty-two (42) semester hours of systematic graduate credit in his/her teaching field; hold membership in appropriate higher education organizations; and have at least five (5) years of teaching experience, three (3) of which should be on the college level.

Associate Professor

To be eligible for rank of associate professor, one must have at least one (1) year of graduate work (24 semester hours of credit) beyond the master's degree; show evidence of superior scholarship; have earned at least thirty-six (36) semester hours of systematic graduate credit in his/her teaching field; and have at least three (3) years of teaching experience, one (1) of which must be on the college level.

Assistant Professor

To be eligible for rank of assistant professor, one should have at least twelve (12) semester hours of credit above the master's degree; have earned at least thirty (30) hours of systematic graduate credit in his/her teaching field; and have at least three (3) years of teaching experience, one (1) of which must be on the college level.

Instructor

To be eligible for rank of instructor, one must hold at least the master's degree if he/she has no teaching experience; have at least twenty-four (24) semester hours of systematic graduate credit in his/her teaching field. During emergencies, instructors holding a bachelor's degree may be appointed for temporary periods, provided that the instructor has at least an undergraduate major in the teaching field.

The qualifications listed for different ranks do not automatically entitle a teacher to promotion from one rank to another. Upon recommendation, final decision regarding promotion following institutional policies/procedure lies with the Board of Trustees.

Adjunct

Adjunct faculty shall be those faculty persons who are temporarily or regularly employed for fewer than twelve (12) hours per semester. Adjunct non-instructional faculty shall be those persons who are employed less than full-time in various support areas.

Administrators with Faculty Status

Faculty who have attained faculty status are often appointed to administrative positions. The faculty who are appointed to administrative/faculty positions are assigned academic rank. Initial appointment will normally be at the rank of Instructor. Individuals holding a terminal degree may be appointed at the rank of Assistant Professor. An academic unit and the President may confer academic rank beyond Assistant Professor when appropriate. Certain senior administrative positions will be assigned a minimum rank of Associate Professor.

Appointments

Appointments are considered provisions related to rank and promotion in the academic year without detriment to the status of previously promoted members of the faculty. All individuals engaged in instruction and its administration shall be classified as the instructional faculty.

Minimum education requirements for appointment to the faculty shall be the master's degree in the field of instruction to which the applicant is appointed. Exceptions may be given to successful experience in related fields and/or outstanding training.

Terms of Appointment

All new appointments to the teaching or administrative faculty shall be for one academic year, or according to the terms of the contract. The second and subsequent appointments to the College faculty shall vary according to rank.

Annual Appointment Period

The appointment of faculty members is generally for a period of nine or twelve months. The individual contract will state the period of appointment. The contract is a written notification of the conditions of service with the institution and includes the procedures for proper execution that make the document legal and binding.

Persons contracted for less than twelve months during the school year may enter into contract with the college for additional enumerations, if services are needed. Services are based upon institutional need.

Criteria for Faculty Promotion and Retention

Teaching ability is indicated by:

- The degree to which students are successfully motivated as seen in the quality of performance as students, success as careerist and/or graduate students in reputable universities.
- The quality of course outlines, class projects, directed activities, materials and evaluation instruments and techniques, that should show the depth, scope, significance, creativity and timeliness of course offerings and procedures.

Training, education and scholarship as evidence by:

- Earned degrees and credits from reputable institutions in appointed teaching field.
- Presentation of scholarly papers at professional meetings.
- Publication of research within one's field or in the area of teaching problems on the college level and/or creative writing or production.

Institutional and Community Service as indicated by:

- Productivity as a college committee participant within assigned department and in the college as a whole.
- Continuation of systematized graduate study.
- Effectiveness as a worker with out-of-class groups.
- Amount of time given to the local, state and national community as an effective participant, as shown in speeches, consultative services, committee work and positions of leadership.

Personal Growth and Recognition as evidenced by:

- Membership in learned societies.
- Participation in local, state and national professional organization in leadership capacities.
- Services as a guest lecturer, consultant, leader of workshops, clinics or conferences in other institutions.
- Honors received for outstanding professional services.

Notice of non-reappointment will be given to a faculty member in his/her first year of service not later than April 1. If a faculty member in the first year of service is to be continued in a position, which may be contingent upon a budgetary approval, he/she will be informed not later than April 1 that he/she has been recommended for reappointment by April 15. The contract will be issued on or before May 1.

Non-Reappointment (Termination)

By mutual consent of the college and the faculty member, a contract may be dissolved at any time. Otherwise the following conditions should prevail:

Faculty members should give the College notice no later than May 1 if they wish to sever connections with the institution, it being understood that intention to resign should be conveyed to the administration as early as possible.

Notice of non-reappointment of persons, or of intention not to recommend reappointment to the governing board, shall be given in writing in accordance with the following standards:

- No later than April 1 of the first academic year of service, if the appointment expires at the end of that year, or if one appointment terminated during an academic year, at least three months in advance of its termination.
- No later than November 30 of the second academic year of service, if the appointment expires at the end of that year, or if an initial two-year appointment terminated during an academic year, at least six months in advance of its termination.

A new appointment is made by the college usually with the understanding that it will be renewed at the expiration of the term of the contract. Notice of non-reappointment or intention not to recommend reappointment to the Board of Trustees shall be given in writing in accordance with the above standards.

Non-Reappointment of Person with Tenure

Conditions which shall justify terminations of appointment shall include extraordinary circumstances of bona fide exigency; incompetence in teaching or researching; neglect of responsibilities; gross personal misconduct which unfits the faculty members for association with students; moral turpitude.

Termination of appointment for cause shall be accomplished only in adherence to the procedure prescribed by the Statement of Procedural Standards in Faculty Dismissal Proceedings that was developed jointly by the Association of American Colleges and the American Association of University Professors.

Notification of termination of appointment shall be given as early as possible. When termination of service is caused by extraordinary financial exigency, the beginning of the terminal fiscal year shall make notification. When as a result of these procedures a decision has been reached to terminate the appointment of a tenured faculty member for causes other than moral turpitude, he/she shall be give one year's notice or the payment of a year's salary.

Dismissal and Appeal for Cause Procedure

A faculty member may be dismissed for cause while he or she is on contract, but such dismissal shall be carried out only after prescribed procedures by the following committees:

- I. An advisory committee consisting of three professors (not currently members of the President's Leadership); (2) a hearing committee consisting of five members selected by the Dean or Department Chair and Provost; (3) the President of the College; and (4) the Board of Trustees. The Chair of the Faculty Senate shall be chair of the hearing committee. The members of the hearing committee who are in office when a case begins shall continue until the case is closed. Non-reappointment is not a dismissal.
- II. When reason arises to question the ethics and/or job performance of a faculty member who has tenure or whose term appointment has not expired, the Provost shall discuss the matter with the faculty member in personal conference. The Provost shall have the Dean or Department Chair present as an observer at this conference. The matter may be terminated by mutual consent. However, if an agreement does not result, the advisory committee shall be charged with rendering confidential advice to the Provost. If at this stage no agreement or resolution is reached, the matter should be referred to the President to consider whether formal proceedings should be dismissed or should be instituted. The dismissal statement shall be formulated by the President or his/her representative.
- III. The formal proceedings shall be initiated by a letter addressed to the faculty member by disseminating the dismissal statement, and informing the faculty member that, if the faculty member so requests, a hearing to determine whether the faculty member should be removed from the faculty on the grounds stated in the dismissal statement will be conducted by the hearing committee.

The faculty member shall be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to the faculty member. The faculty member shall reply in writing within seven (7) calendar days after receipt of the dismissal statement to the Provost, with a copy to the President, stating whether a hearing is requested. If a hearing is requested, the faculty member shall also provide a written response to the charge(s) contained in the dismissal statement. A failure to respond to the dismissal statement within the 7 calendar day period shall be deemed a waiver of the right to a hearing.

- IV. The President may suspend the faculty member with pay pending completion of the proceedings if the President believes that immediate harm to the College, faculty member or to others is threatened by the faculty member's presence.

Policies Governing Promotion

Purpose and Definitions

Arkansas Baptist College seeks to create and maintain an instructional faculty that endorses the nature and purpose of a historically black liberal arts college and whose teaching ability, scholarship, skills and values are consistent with and supportive of the mission of the College. In the achievement of this goal, the promotion program at Arkansas Baptist College is designed to award faculty performance at Arkansas Baptist College, subject to the terms and conditions of employment as these conditions may be changed from time to time by the College.

Criteria for Promotion

Criteria for Evaluation of the Application for Promotion

1. Teaching Effectiveness (40%)

Documentation is required for categories listed under 1a, 1b, and 1c:

- a. Faculty performance evaluation for the three years prior to submission of the dossier; these documents must be signed by the immediate supervisor of the candidate and must be complete with accurate dates.
- b. Student evaluations of courses taught by the candidate for at least the three years prior to submission of the dossier **including student comments and the summary of scores received.**
- c. Supervisor's in-class evaluation of the candidate for the three years prior to the submission of the dossier.

Additional examples of documentation which can be submitted to support these criteria include:

- d. Documentation of innovations in teaching methods developed by the candidate including textbooks, DVD's and other instructional materials.
- e. Documentation of contributions to enhancements and innovations in the curriculum in the major degree area of the teaching field, including submission of revised syllabi, portfolios, global perspectives etc.

- f. Letters of support from external reviewers indicating the caliber of the innovations and enhancements in teaching methods or curriculum development.
- g. Exposing students to scholarly activities outside the classroom such as accompanying students to scholarly conferences, locally and nationally.
- h. Research that contributes to the curriculum.

2. Service to the College and the Community (40%)

Specific documentation will be presented to support:

- a. Type of College committees on which the candidate served as a member and number of years served.
- b. Number of College committees on which the candidate served.
- c. Support of College fund raising activities.
- d. Volunteering in activities of community organizations such as church organizations and other non-profit organizations.
- e. Participation in formal College ceremonies such as Commencement and Convocation.
- f. Advising or major support of student organizations and contributions to College extracurricular activities.

Additional recommended documentation:

- a. Special task forces in which the candidate has participated.
- b. Special assignments for the College at all levels.
- c. Membership on boards or committees of community organizations.
- d. Service as an officer of the Faculty Senate.
- e. Financial support of community organizations.
- f. Service to the college as an academic advisor.

3. Scholarly Productivity and/or Research (20%)

Specific documentation will be presented to support:

- a. Caliber of scholarly productions and/or research projects as judged by the national standards of the professional area in which the candidate has expertise.
- b. Quantity of scholarly productions (i.e., art works, theatrical productions, presentations at conferences) and/ or research projects; The publishing of a few abstracts of research with no peer reviewed, full research articles produced, would not be sufficient to obtain tenure.
- c. Mentoring of students as participants in scholarly work or research of the candidate, for example, did the candidate sponsor a research project for a senior thesis.
- d. Quality of publications resulting from scholarly work or research, including:
 1. Is the journal or publication in which an article is published peer reviewed?
 2. Is the journal or publication in which an article is published nationally recognized by the discipline?
- e. Contributions of the scholarly work or research in enhancing the curriculum for students in the area of expertise (this can include curriculum development in the major field and contributions in the General Education core areas).
- f. Number of submissions of grant proposals to support research or scholarly productivity.
- g. Number of grants or other funding awards obtained by the candidate to support her/his work.
- h. Contribution of scholarly work/research to the mission of the candidate's department and the academic program.

Process for Applying for Promotion

1. By **March 31** of the third year of appointment of the faculty member, the Provost will notify candidates for promotion that they are eligible to apply for promotion. The Provost will also inform the Deans or Department Chairs which faculty candidates are eligible to apply for promotion. Candidates should notify the Provost in writing that they have received notice of their eligibility to apply for promotion. If the Provost does not receive a reply from the candidate within two

weeks (April 15) of the time that the notice on eligibility was sent to the candidate, the candidate should be contacted directly by the Office of Academic Affairs.

2. The candidates should be informed that they must submit their dossier for promotion to the Provost at the beginning of the year in which they are to apply for promotion **by August 15**.
3. After the dossier has been received by the Provost, she/he will determine whether all necessary sections of the dossier including letters of support from supervisors, colleagues and students in the College, are present. The Provost will complete a checklist to indicate that all necessary sections of the dossier are present. Missing documents will be requested from the candidate by the Provost. Candidates will have five (5) business days to submit the requested documents to the Provost. If the candidate fails to submit requested documents by the deadline, this indicates to the College that the candidate does not wish to be considered for promotion.
4. If the dossier is complete, the Provost will send the dossier to the Chair of the academic department of the candidate. The Department Chair or Dean must complete a document indicating the date of receipt of the dossier. Dossiers must be kept in the department in a locked confidential file. The Department Chair **does not review** the dossier but in conjunction with the Chair of the Tenure and Promotion Committee convenes this committee for review of the dossier. The Tenure and Promotion Committee will review the dossier **within thirty days** of being notified that the dossier is available for review. The committee will send its recommendation concerning the promotion application of the candidate to the Provost through the Department Chair of the candidate within this thirty day deadline.

Upon receipt of the recommendation concerning the application for promotion of a candidate from the Tenure and Promotion Committee, the Provost will review the dossier. The Provost should complete her/his review **within thirty (30) days** of the receipt of the recommendation concerning tenure from the Tenure and Promotion Committee. The recommendation of the Provost should be submitted to the College President who will then review the dossier. The President must sign a document indicating the date of receipt of the dossier.

The College President must complete her/his review of the dossier **within thirty (30) days** of the receipt of the dossier. She/he will send the recommendation concerning the application for promotion to the Board of Trustees. The Board of Trustees will then decide whether or not to promote the candidate. The decision should be made no later than the **March** meeting of the Board in the academic year in which the dossier was submitted.

The candidate must be informed in a certified letter from the College President of the decision of the Board of Trustees concerning his/her application for promotion within thirty days of the date the decision is made by the Board. The candidate should acknowledge through a certified letter that official notice of the decision of the Board has been received.

If the application for promotion of a candidate is rejected, the candidate can appeal this decision through the process described in the section of the Tenure and Promotion Policy concerning appeals of rejection for promotion **within thirty (30) days** of the receipt of the notice of the decision of the Board.

Process of Appeal for Denial of Promotion

Upon receipt of a certified letter from the College President by a candidate for promotion that the application for promotion has been denied by the Board of Trustees, the candidate can appeal the decision by the following process:

1. Notify the Provost of the intent to appeal the denial of promotion **within thirty (30) days** of the receipt of the letter informing the candidate of the denial.
2. The Provost will then notify the Tenure and Promotion Committee of the appeal.
3. Candidate will then submit a formal certified letter to the Provost describing the reason for challenging the denial of promotion.
4. The Provost will then submit the letter appealing the denial of promotion to the Chair of the Grievance Committee of the Faculty Senate. The Grievance Committee will appoint an ad hoc committee to review the appeal of the denial of promotion as specified in the Faculty By-Laws of the College.
5. The members of the ad hoc committee must be faculty with the rank of Assistant Professor, Associate Professor, or Professor.
6. The ad hoc committee will only review the part of the promotion dossier of the candidate upon which the promotion of tenure was based. The committee will not review the entire promotion dossier.
7. The ad hoc committee must adhere to the criteria for promotion of the Tenure and Promotion Policy in reviewing the appeal of the denial of promotion.
8. The ad hoc committee will send a recommendation to the President, with a copy to the Provost, concerning the appeal of the denial of promotion, within thirty

days (30 days) of the receipt from the Provost of the letter from the candidate appealing the denial of promotion

9. The President will review the recommendation from the ad hoc committee and either concur with or reject the recommendation. The decision of the President concerning the appeal of the denial of promotion is final.
10. The President will inform the candidate of the decision concerning the appeal of the denial of promotion in a certified letter.

Composition of Tenure and Promotion Committee

This committee is the college-wide committee which will review dossiers for promotion after the review of the dossier has been completed by the appropriate Dean or Department Chair. The Faculty Senate Tenure and Promotion Committee will review applications for promotion including the dossier, according to the criteria and process for promotion outlined in the Faculty Handbook.

1. The College Tenure and Promotion Committee is a standing committee of the College Faculty Senate and will consist of seven (7) **faculty members** at the rank of Assistant Professor, Associate Professor or Professor, elected by the faculty of the College as described below. The Chair of the Tenure and Promotion Committee is selected by the members of the Committee. The Chair is a nonvoting member of this committee. In the absence of seven (7) faculty members at the rank of Assistant Professor, Associate Professor or Professor, Department Chairs and Deans will serve on the committee.
2. Members of the Faculty Senate Tenure and Promotion Committee will be elected as follows:
 - a. Each of the academic departments will elect one faculty member who has the rank of Assistant Professor, Associate Professor or Professor. The additional members of the committee will be elected at-large by the faculty and must also have the rank of Assistant Professor, Associate Professor or Professor. Each member of the committee will serve a term of three years. No committee member can serve for more than two consecutive terms on the Tenure and Promotion Committee.
 - b. Elections will be held annually as needed, no later than the second week of September, and will be conducted by the Faculty Senate. Each department will submit the names of nominees for the Tenure and Promotion Committee to specifically represent their department to the Faculty Senate Chair. Each department will also submit names of faculty

as nominees for the at-large positions on the committee. The Faculty Senate will prepare the ballot with the names of all nominees indicated for each department and for the at-large members of the committee. The Faculty Senate Chair will submit a copy of the ballot to the Provost one week before the election.

- c. Voting will be held at the Faculty Senate meeting and the Executive Committee of the Faculty Senate will count the ballots. The results of the election will be submitted to the Provost for certification. Within five business days of the receipt of the election results, the Provost will report the results to the faculty. If there is no clear majority vote for the at-large positions on the Promotion Committee, there will be a runoff election involving the three candidates obtaining the most votes in the original election.
- d. **Special Note:** After the election of the first Tenure and Promotion Committee subsequent to approval of the revised Promotion Policy, initial terms of committee members will be for three years. After that period of three years, terms of members will be adjusted in order that the entire committee initially elected does not leave the committee at the same time.

Awards of Merit

Awards of merit are based on the ratings received by a faculty member on the division Chair's evaluation of the Faculty Annual Summary and supporting materials including student evaluations, classroom observations, student comments and other appropriate information. The Faculty Annual Summary is part of the Faculty Evaluation and Merit System; copies of the form are on file in the Office of Academic Affairs.

On a periodic basis, the Board of Trustees may award additional merit to all faculty based on the achievement of specific levels of student learning as measured by indicators outlined by the Academic Affairs Committee of the Board of Trustees, in consultation with the Provost.

Faculty who are approaching the maximum of the salary range are eligible to earn merit pay, but the portion of merit pay that exceeds the maximum of the salary range will not accrue to the base salary. Instead, it is paid as non-base merit with the base salary remaining at the maximum.

Merit awards will be adjusted for faculty hired after the start of the fiscal year and are contingent upon available resources.

Additional Policies Governing Full-Time Instructional Faculty Services

Instructional Load

The instructional load, which is professional in nature and responsibility, cannot be equated with an eight-hour work day or forty-hour week. In order to provide a basis for evaluation and comparison, both within and without the institution, the standards summarized below will be used.

The **instructional load** for faculty at Arkansas Baptist College is currently twelve (12) hours per semester. The Provost must approve any exception. It can be changed if the Academic Council approves.

Extra compensation and Overload

A college employee may receive payment above his/her regular salary for participation in a limited number of non-credit conferences, short courses, workshops and similar activities provided funds are available and that the overload assignment is not for duties within the primary unit or department of employment.

Course Syllabus

Each member of the faculty is required to file copies of the course syllabus for each assigned course taught. One copy must be filed with the Provost, and the Dean or Department Chair. Each student enrolled in the course is entitled to a copy of the syllabus and each member of this faculty must provide each student a copy the syllabus on the first day of class. A general syllabus is available in the Office of the Academic Affairs. Syllabus information should be filed with the Provost within (2) weeks after the beginning of the semester.

Final Examination Copies

Each member of the faculty is required to submit a copy of final examinations for each course taught with final grade reports to the Dean or Department Chair. A copy of the final grades reports is also due to the Office of the Registrar.

Faculty Advising

Every faculty member is expected to serve as an academic advisor. Academic advising of students is one of the functions of the teaching faculty. In general, faculty members maintain accessibility to students for consultation and advisement through regularly scheduled office hours or equivalent procedures.

Leaves and Benefits

Medical and Dental Coverage

Medical and dental plans are currently available to all full-time regular employees and dependents. Dependents are defined by insurance companies and are usually children under the age of 26 and attending college. The plans cover a wide range of benefits.

Employees must enroll in the medical and dental plan within thirty (30) days of initial hire date. Enrollment forms may be completed at the Human Resources office.

Employees who do not enroll within thirty (30) days of initial hire may only enroll during the College's open enrollment, or qualify under HIPAA (Health Insurance Portability and Accountability Act) regulations. Employees must meet insurability criteria to qualify. Criteria include loss of other coverage, marriage, and birth or adoption of a child.

COBRA (Federal Consolidated Omnibus Budget Reconciliation Act)

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Arkansas Baptist College's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements. Arkansas Baptist College will provide eligible employees with a written notice describing rights under COBRA when the employee becomes eligible for coverage. This notice contains important information about the employee's rights and obligations. To be eligible for COBRA coverage, the employee must be actively enrolled in the college's health plan when the qualifying event occurs.

Workers' Compensation

The College provides workers' compensation at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Vacation

With the exception of administrative faculty, faculty with nine month contractual agreements may receive time off as stated in the college calendar and catalog. The summer vacation includes that period from the close of summer school to the opening of the fall term.

Holidays

Arkansas Baptist College will grant time off for all eligible employees on the following holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day (Third Monday in January)
- Good Friday
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Recess (Wednesday, Thursday and Friday)
- Christmas Recess

Sick Leave

Sick leave is available to all eligible full-time employees. Unlike annual leave, sick leave may only be used when the employee is unable to work because of sickness or injury.

Sick leave may also be utilized for employees due to illness of the employee's immediate family. Immediate family is defined as father, mother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual acting as a parent or guardian of the employee.

1. The sick leave accrual rate for full-time eligible employees is 1.25 days per month for a maximum accrual rate of fifteen (15) days per fiscal year.
2. Sick leave may accumulate up to a maximum of thirty (30) days.
3. Employees are not entitled to be compensated for sick leave upon resignation, termination, death, or retirement. Employees will not be allowed to carry sick leave benefits from year to year.
4. Employees should notify the immediate supervisor or the Office of Human Resources immediately if unable to report to work. Employees should also

provide prior notice when medical appointments and non-emergency surgical procedures have been scheduled.

5. A physician's statement may be required for employees absent for three (3) or more consecutive days due to illness or injury.

Sick leave benefits are intended to be used only in the event of illness or injury. If abuse of sick leave is suspected the College reserves the right to send an employee to the doctor of its choice at the College's expense. Failure of the employee to report to the doctor as ordered may result in appropriate disciplinary actions up to and including terminations.

Maternity Leave

Employees may continue to work during pregnancy if able to meet the demands of the daily job requirements. An employee who is not able to work because of pregnancy may use sick leave and vacation leave. When such accumulations are exhausted, a leave without pay absence may be granted, if the employee is eligible. Upon return from maternity leave, the employee will return to the same or comparable position to the one occupied prior to the leave. The employee is expected to give the supervisor at least thirty days notice prior to beginning maternity leave (or in unusual cases as much notices as possible) and at least a two week notice prior to returning to work. Both notices should be in writing.

Special Leave

Upon recommendation and approval by the Dean or Department Chair and appropriate administrative staff, special leave may be granted for the purpose of approved study. This privilege, if extended, may be limited to the full-time faculty. Such leave should originate with Dean or Department Chair and go through administrative channels to the President and Board of Trustees. A faculty member who is on special leave receiving financial assistance shall give assurance of returning to the institution for a period of at least one (1) year. In the event a faculty member does not return, he/she shall reimburse the College for financial assistance.

Sabbatical Leave

Sabbatical leave may be granted when a written application is presented, together with a complete statement of the purpose for which leave is requested. Applications for sabbatical leave ordinarily will be considered only from faculty who have completed at least six (6) years of full-time service to or with the College. Sabbatical leave may be granted for a full-year with half-pay or a half-year with full pay. Unless good and sufficient cause is shown

for not doing so, the sabbatical leave is to be taken during the year in which it becomes due. The following rules shall apply:

- Postponement of sabbatical leave at the request of the Administration shall not affect the eligibility of a faculty member for subsequent leave according to the normal functioning of the system.
- After the due leave has been granted, the next sabbatical leave shall fall due in the fourteenth, twenty-first and each seventh year of full-time employment at the institution.
- If, at the request of the individual, the sabbatical leave is deferred more than one year, the subsequent sabbatical leave shall be computed on the basis of the year that the leave is actually taken.

The sabbatical leave request application can be picked up in the office of Academic Affairs. The completed application packet must be returned by February 15, 2018. The Administration and Board of Trustees shall inform the applicant of the decision with respect to the application for sabbatical leave.

Family Medical Leave Act (FMLA)

Arkansas Baptist College intends to provide up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees, in compliance with the requirements of the Family and Medical Act of 1993 (the “FMLA”) and up to twenty-six (26) weeks of leave in any twelve (12) month period in accordance with the expansion of FMLA under The Support for Injured Service Members Act 2007.

The purpose of the Family Medical Leave Act (FMLA) is to allow eligible employees to take leave for medical reasons, for the birth or adoption of a child and for the care of a child, spouse or parent who has a serious health condition. The FMLA provides job protection during the leave period.

Eligible employees are those who have worked for the college at least twelve (12) months and for at least 1250 hours during the twelve (12) months prior to the need for leave. An eligible employee may request a total of twelve (12) work weeks of leave during a year. The College defines a year to be a rolling year, which means that the twelve (12) month period is measured backward from the date an employee uses any FMLA leave. Therefore, any time an employee takes FMLA leave, the remaining leave entitlement is the balance of the twelve weeks not used during the preceding twelve (12) months.

FMLA may be used for any of the following reasons:

- The birth and care of the newborn child of an employee.
- For placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

In the event both spouses are employed by the College the total amount of work weeks to which both are entitled is twelve (12) weeks (or 26 weeks to care for a covered service member with a serious injury or illness). Leave for birth and care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.

Leave taken for a serious health condition of the employee or for that of a spouse, child, or parent may be taken intermittently or on a reduced leave schedule when medically necessary.

The employee must substitute any accrued paid leave, such as sick or vacation, for any part of the twelve week FMLA leave. The employee will be in a leave without pay status if accrued leave balances are depleted.

Requests for Family Medical Leave must be made in writing at least thirty (30) days in advance when the need is foreseeable. Request forms may be obtained in the Human Resources office. The Certification of Health Care Provider form completed by the physician must accompany all Family Medical Leave requests, except for leave for the birth or adoption of a child.

Employees must report periodically on the status and intent to return to work. For leave taken for an employee's own health condition, prior to return from FMLA, the College requires certification from the physician that the employee is able to return to work.

The College shall maintain the employer's matching portion of group health insurance while on Family Medical Leave. The employee is responsible for paying his/her portion of the group health and all additional supplemental premiums. Failure to continue paying these premiums will result in cancellation. Coverage may be reinstated upon returning to work without any qualifying period.

Bereavement Leave

Employees are entitled to three (3) days off work for bereavement leave for the death of an immediate family member.

Employees must report the bereavement days off work on an absence form. The employee should notify the Dean or Department Chair or Office of Human Resources of time off work to protect against the three-day job abandonment rule. It does not accrue year to year and will only be granted on an as needed basis. Upon returning to work an official record or other form of documentation may be required by the supervisor or department head.

Immediate family is defined as the employee's spouse, parent, child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law or legal guardian.

Leave Without Pay

A member of the faculty may be granted a special leave without remuneration to engage in study, research, public service or any other worthwhile activity. Application for such leave shall follow the regular procedure or may originate with the administration (President's Leadership Team).

Military Leave Policy

In order to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), military leave will be granted to all employees (except temporary) serving in the U.S. Armed Services.

The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, the reserved services, the National Disaster Medical System and the National Guard.

USERRA gives protections to those individuals who are absent from work for active duty, active duty for training, initial active duty for training (such as drills), inactive duty training, full-time National Guard and/or National Disaster Medical System duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

A. Notice Period

Unless precluded by military necessity or circumstances under which the giving of notice is otherwise impracticable or unreasonable, the employee (or an appropriate

officer of the uniformed service in which the employee is to serve) must give as much advance written or verbal notice as possible of the need for military leave. It is the employee's responsibility to submit a copy of his/her military orders prior to the leave and, if extended, submit a copy of the extended orders in a timely manner to ensure the position at the College.

B. Inactive Duty

If an employee is a member of one of the Reserve Units noted above, and is required to attend training or annual two-week encampment, or any other type of military exercise, the employee will be allowed ten (10) days of paid leave. Any leave in excess of ten (10) days will be charged to the employee's vacation leave, if sufficient earned days of vacation are available. Any additional leave will be without pay. It is the employee's responsibility to submit a copy of his/her military orders prior to his/her leave and, if extended, submit a copy of his/her extended orders in a timely manner to ensure his/her position at the College.

C. Active Duty

If an employee is absent from work due to active military service, the College will grant the employee a leave of absence for the duration of such period of service up to the maximum required by USERRA. It is the employee's responsibility to submit a copy of his/her military orders prior to his/her leave and, if extended, submit a copy of his/her extended orders in a timely manner to ensure his/her position at the College.

D. Reemployment

Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, an employee is entitled to reemployment by Arkansas Baptist College upon separation from military service, provided the employee:

- Gave advance written or verbal notice of service;
- Was separated from service with an honorable or qualifying discharge;
- Was employed in a position for which there was an expectation of continued employment;
- Has not been absent for duty in the Uniformed Services for longer than a cumulative period of five (5) years unless involuntarily retained in the Uniformed Service; and

- Reported to work or notified his or her supervisor of an intention to return to work, at the proper time.

An eligible employee will be reinstated to his/her former position and benefits, the position and benefits he/she would have attained if he/she had not been absent due to military service, or, in some cases, a comparable position.

E. Benefit Continuation and Reinstatement

The following benefit policy pertains to periods of military service qualifying under the Uniformed Services Employment and Reemployment Rights Act (USERRA):

Healthcare: The College provides employees with limited health coverage during military leave. For an employee on active duty for fewer than thirty-one (31) days, the College provides healthcare coverage as if he or she had not taken leave. Those on active duty for thirty-one (31) or more days may elect to continue employer-sponsored healthcare for themselves and covered dependents up to eighteen (18) months while in the military. As with other extended leaves, the College may require employees electing coverage to pay up to 102% of the full premium.

Attendance at Professional Meetings

Members of the teaching and administrative faculty are encouraged to attend professional meetings; as such, attendance is deemed beneficial to both the individual and to the College. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit, and the College will reimburse the individual for expenses when funds are available for such purposes. Applications for leave and the appropriate administrative personnel must approve travel allowances for attendance at professional meetings in advance. Attendance at all professional conferences and meetings must be approved by Dean or Department Chair, and Provost.

Class Attendance

Faculty members are expected to meet all scheduled classes at the designated times and to conduct them for the full class hour(s).

Faculty members who are unable to meet a regularly scheduled class must notify the Dean and/or Department Chair, or Provost.

Policy on Personally Identifiable Student Records

The College adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under this act, students have a right of access to personal records, may challenge the content of records, and have the assurance that their records will be kept confidential. A student's right may not be exercised at the expense of college regulations regarding order or at the expense of other students' rights.

Policy on Faculty Evaluation

Regular faculty evaluation shall be conducted by the Dean or Department Chair, every semester for adjuncts and annually for full-time faculty. Faculty evaluations serve a two-fold purpose: to discover strengths and weaknesses in classroom performances and to develop ways and means for strengthening and/or reinforcing such areas.

Procedures for evaluation shall include but are not limited to the following:

- Reviewing professional and academic records.
- Assessing professional growth activities such as participation in forums workshops, public speaking and reading of papers, seminars and community service.
- Obtaining and assessing evaluations from a sampling of students who have taken courses from the instructor.
- Reviewing of published and unpublished research, including work related to grant writing by Dean or Department Chair and faculty.

Arkansas Baptist College has a faculty evaluation system in place to be utilized by students and faculty.

Policy on Sponsorship Activities

When the name of the College is used in conjunction with seminars, institute conferences, workshops and other activities, the College is a cooperating sponsor through an extension of departmental units.

Policy on Public Statements

The President of the College is responsible for official statements affecting the college. News releases affecting Arkansas Baptist College should be coordinated through the Office of the President.

Policies Governing Adjunct Faculty Services

Adjunct faculty shall be those faculty persons who are temporarily or regularly employed for fewer than twelve (12) hours per semester. Adjunct non-instructional faculty shall be persons who are employed less than full-time in various support areas.

Appointments

Appointments for adjunct faculty shall be on a semester basis. Such appointments shall be based on availability of funds, performance evaluation results and the need by the college for services consistent with the qualifications of the individual.

Attendance at Professional Meetings

Attendance at all professional conferences and meetings must be approved by the Dean or Department Chair and Provost.

Class Attendance

Refer to the section on Policies Governing Full- time Instructional Faculty Services.

Personnel Records

An employee's personnel file consists of, if applicable, the employee's employment application, withholding forms, reference checks, transcripts, performance evaluations, emergency contact information, salary agreements and any appropriate employment related documents.

Misrepresentation or falsification of any document in the personnel file or on the employment application is basis for termination.

It is the employee's responsibility to notify the Office of Human Resources of any change in name, address, tax withholding, military status, and persons to be contacted in case of an emergency. Employees who wish to review the personnel file may do so by scheduling an appointment with the Office of Human Resources. In addition to the employee, only supervisors and managers who have a legitimate reason to review information in a file are allowed to do so. Employees will not be allowed to remove information from the file. Personnel files are the property of Arkansas Baptist College.

Outside Employment

Full-time faculty members are obligated to devote working time and efforts primarily to College duties. The College recognizes that a limited amount of outside work for private compensation may be advantageous. However, this employment should not interfere with the faculty member's college duties nor cause a conflict of interest. Faculty members should notify the Provost in writing of the outside employment. Approval from either the President or Provost should be obtained prior to such outside employment.

College facilities or property cannot be used unless approved by the President and/or Provost in the performance of duties connected with outside employment. Extensive outside employment may result in full or part-time leave of absence from the college, or other approved adjustments.

Conflict of Interest

A conflict of interest exists when an employee is able or has the potential to gain a special advantage in hiring decisions, bidding process, contractual negotiations and other transactions as a result of personal interest. Personal interest includes self-dealings, dealings with relatives and friends and ownership interest in a company providing services or supplies.

1. **Employment Issues.** Employees must excuse themselves from the interview, selection or approval processes when relatives are being considered for employment. Employees cannot provide a reference for relatives.
2. **Business Dealings.** Employees must excuse themselves from the decision-making process and make supervisors aware that employees have a personal interest in the company or entity being considered for hiring. This interest includes being a shareholder, having a relative who is an employee in a decision-making capacity, an employee having ownership interest, and having a personal relationship.
3. **Disclosure.** Supervisory employers and employees in a position of great influence must complete a questionnaire showing ownership in companies or

shareholder interest. The questionnaire must be submitted to the Office of Human Resources.

4. **Bribes and Gifts.** Employees are expressly forbidden to accept bribes and personal gifts above \$100 from vendors, contractors and others either doing business with, or planning to do business with, Arkansas Baptist College.

Arkansas Baptist College is free to contract with any company which was selected through an open process if proper disclosure and mention above was known. Contracts or purchasing agreements awarded as a result of conflicts of interest could result in the termination of the contract and/or appropriate disciplinary actions of the employee including termination.

Background Checks

Arkansas Baptist College has the right to conduct reference and background checks on all new employees. The background checks may include Motor Vehicle Registration, Registered Sex Offender and drug or alcohol convictions. Employees who have falsified information on the application will be disciplined, up to and including termination.

Drug Free Workplace Policy

Arkansas Baptist College is a Drug/Alcohol and Smoke Free Campus. Arkansas Baptist College prohibits the unlawful manufacture, distribution, possession or use of alcohol, drugs, or any controlled substance by students and employees. Sanctions for illegal use of drugs and alcohol in the workplace may include, but are not limited to, recommendations for completions of an appropriate rehabilitation program, written or verbal warning, dismissal, and in emergency situations, immediate suspension.

1. It is the policy of Arkansas Baptist College that employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol, or a controlled substance while performing work for, or matriculating at, or on the properties of Arkansas Baptist College. Any student, personnel (including administrators, faculty, staff or temporary workers) or campus visitor determined to have violated this policy, will be subject to appropriate disciplinary actions up to and including expulsion and termination.
2. Arkansas Baptist College employees are required to report to work in a fit condition to perform their duties. If an employee reports to work under the influence of alcohol or other drugs, it will be considered a violation of Arkansas Baptist College's Alcohol/Drug Free Workplace Policy.

3. Arkansas Baptist College will not hire anyone who is known to currently abuse alcohol and/or use illegal drugs. However, this policy shall not preclude the College from hiring persons who are in recovery from alcohol and/or other drug addiction.
4. Arkansas Baptist College prohibits all employees on official business, on or off the workplace, from purchasing, transferring, using or possessing illegal drugs, or abusing alcohol, or abusing prescription drugs in any way that is illegal.
5. Arkansas Baptist College recognizes that some prescription medications may cause impairments in judgment, coordination and physical ability. Reasonable accommodations will be made for any employee who uses a prescription medication. It is the responsibility of the employee to notify his /her immediate supervisor of all prescription medications.
6. Arkansas Baptist College will enforce the Drug Free Workplace Policy through management supervision and alcohol and/or other drug testing. The drug testing program will include the following components:
 - a. Applicants Testing: Final candidates for testing-designated positions with Arkansas Baptist College will undergo drug testing prior to hiring.
 - b. Reasonable Suspicion Testing: Any employee may undergo alcohol and/or drug testing based on a for-cause determination by immediate supervisors. Any employee involved in a significant incident in which the health or safety of him, her, or other individuals is involved, or in which extensive property damage has occurred, will undergo alcohol and/or drug testing.
 - c. Follow-up Testing: Any employee referred through administrative channels to a counseling or rehabilitation program as a result of that employee's on the job substance abuse may be subject to follow-up testing according to specification and provisions.
7. Confidentiality about alcohol and/or other drug test results will be maintained to the extent provided by law, and employees shall have the opportunity to refute the results of any alcohol and/or other drug tests.
8. Employees who are found to be under the influence of alcohol and/or other drugs, while on official business, on or off the workplace, are subject to discipline provisions of the colleges' work rules, policies and procedures as applicable.

9. Employees who have a confirmed positive alcohol or other drug test may be required to enroll in and successfully complete a substance abuse rehabilitation program certified by the Arkansas Department of Alcohol and Drug Addiction Services. If an employee has a confirmed positive drug test while enrolled in or subsequent to completion of the rehabilitation program, the employee will be subject to discipline up to and including dismissal. Notwithstanding this provision, employees may still be subject to disciplinary action for workplace or job-related incidents, which may be directly or indirectly, associated with the drug test results.
10. The sale or possession of alcohol and/or illicit drugs in the workplace or any location where employees conduct official business shall be reported to the Campus Security office, or appropriate law enforcement authorities. Employees who possess or sell alcohol or illicit drugs in the workplace or any location where employees conduct official business will be appropriately disciplined.
11. Each employee is required to notify the Office of Human Resources immediately after he/she is charged with a violation of any federal or state criminal drug statute where such violation occurred at the workplace or any location where official business is conducted.

Drug Testing

In order to ensure employees are fit for duty, Arkansas Baptist College may require a blood test, urinalysis, hair test or other drug or alcohol screening where circumstances or workplace conditions justify such testing. Failure to consent will result in disciplinary action up to and including termination.

Smoking Policy

In accordance with Arkansas Clean Indoor Air Act, smoking is prohibited on the campus of Arkansas Baptist College. All employees, students, visitors and vendors are expected to comply with this policy. Employees who violate this policy will be subject to discipline.

Security

The College provides a security force for the protection of its faculty, staff, students, property and equipment. Security can be reached by dialing 501-786-7356. When calling this number give the following information:

1. Your name.
2. Your location.

3. Nature of the problem.

Visitors in the Workplace

Arkansas Baptist College welcomes visits from friends, family and/or former employees. However, such visits should be brief so as not to interfere with the conduct of College business. Employees are responsible for visitors' conduct and safety at all times.

Media and Publication

All questions from the media regarding Arkansas Baptist College must be directed to the Office of the President. In the event that the media contacts an employee at Arkansas Baptist College, the media request should go through the proper chain of command. Media requests regarding specific academic professional issues should be directed to the Office of Academic Affairs Provost.

Requests for information should be routed through the supervisor to the President's Office. If the media request is approved, faculty and staff are encouraged to provide information on matters within their area of expertise in a timely and professional manner. If faculty and/or staff are not experienced in handling media interviews or appearances, the President or Provost will approve the appropriate person to represent the College. Employees of Arkansas Baptist College should refrain from representing themselves as spokespersons for the College unless authorized to do so in this capacity.

It is unacceptable for faculty/staff to deliberately engage with the media in any manner that will denigrate the College.

Inclement Weather

The following inclement weather policy will be enforced by Arkansas Baptist College for administrators, faculty, staff and students in cases of severe or threatening weather, weather related or campus emergencies.

1. The decision to close the campus or dismiss classes rests solely with the President.
2. Once the decision has been made, this information is given to the Chief of Staff who will notify the media (television and radio) who will post and announce the open/close status of the College between 6:00 a.m. and 8:00 a.m. (the morning of the closure) or as soon as possible after the decision has been made.

Note for Deans and Department Chairs: Please make sure that the Chief of Staff and the Office of Human Resources has all current email addresses and

cell or home phone numbers on file in case of the need to be contacted. Otherwise, information will be sent to your ABC email address.

3. FYI: The Chief of Staff has been given a code word from each TV/Radio station to prevent students or other unauthorized persons from calling in false information. Stations will not post the open/close status of the College unless the correct code word is given.
4. All ABC personnel and students are asked to check local TV/radio stations by 8:00 a.m. in regard to campus closings.

Retrenchment

Retrenchment is a reduction in programs and/or services which results in the termination of employment only because of (1) a bona fide financial exigency or (2) formal academic planning including Board of Trustees approved changes in institutional missions, substantial program changes, or major reallocations of resources for academic or support services. In the implementation of retrenchment, fair and humane treatment of faculty, staff and students is of great concern. Serious effort shall be made to relocate affected faculty and staff in a different program area of the department or division. Similarly, currently enrolled students will be permitted through special arrangements to complete a program of studies begun before retrenchment was implemented.

Grievance Policy

Introduction

The purpose of this policy is to provide an internal college process for the good faith resolution of employment-related grievances filed by faculty.

Grievances

Prior to filing a grievance, the faculty member shall meet with the responsible administrators (typically the Dean and Department Chair) in an attempt to resolve the issues giving rise to the grievance.

All participants in the grievance process must not disclose the information acquired during the proceeding except as provided by law. Non-party witnesses must be excluded from the hearing except during their own testimony.

There shall be a standing college committee elected by the Faculty Senate and designated as the Grievance Committee. The Grievance Committee shall include members from all professorial ranks and non-professorial faculty such as librarians and may not include

anyone with an administrative appointment. The Provost shall appoint the Chair of the Grievance Committee from the elected members after conferring with the Chair of the Faculty Senate. Members of the Grievance Committee may receive annual training on procedures before serving on the committee. An impartial attorney may be assigned to provide procedural advice to the committee.

Grievance reviews are limited to non-reappointment decisions with respect to tenure track faculty (including a denial of tenure). The faculty member who seeks review of a non-reappointment decision is the "petitioner."

A tenure related grievance review may proceed only on the grounds that the non-reappointment decision was based on one or more of the following:

- The procedures followed to reach the decision materially deviated from prescribed procedures such that doubt is cast on the integrity of the decision not to reappoint;
- The exercise by the faculty member of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the Arkansas Constitution;
- The faculty member's race, color, sex, religion, creed, national origin, age, disability, veteran's status, sexual orientation, or other forms of discrimination prohibited under policies adopted by ABCs Board of Directors; or
- Personal malice. The term "personal malice" means dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual that are not relevant to valid college decision-making.

A petition must be filed within thirty (30) calendar days of notice of the non-reappointment decision. Filing occurs when the petition is provided to the Chair of the Faculty Senate.

The petition must include the following information:

- A statement that the petitioner met with his or her department chair or Dean in an effort to resolve the matter, and the meeting was not successful;
- The grounds for the petition (Specifically, a statement of facts to support a claim that the non-reappointment decision was based on one or more of the grounds mentioned above);
- The name of the person who was responsible for the alleged improper decision; such person is called a "respondent." The Provost is a respondent in all non-reappointment decisions; however, a Dean or department chair may be named as a co-respondent if he/she materially contributed to the violation of rights alleged in

the petition. Other persons may not be named as respondents unless all parties agree.)

The purpose of the reviewing non-reappointment decisions is to determine if the decision from one of the impermissible grounds set forth above. A Review Committee may not second-guess professional judgments based on permissible considerations. A Review Committee cannot reverse a non-appointment decision, but can only recommend a reassessment of that decision if, based on its findings and conclusions, the Committee concludes that the petitioner showed by a preponderance of the evidence that the non-appointment decision was caused by one or more of the impermissible grounds.

Grievances may be filed by any faculty member (“grievant”) during his/her employment at Arkansas Baptist College. If the grievant is separated from employment while the grievance is pending, the grievance must be dismissed unless the Provost in his/her discretion decides it is in the college’s best interest to allow the grievance to continue.

Grievances are limited to matters directly related to a faculty member’s employment status and institutional relationship within Arkansas Baptist College provided that:

- The faculty member has been adversely affected in professional or academic capacity, and
- The adverse effect is due to an administrator’s decision(s) that is alleged to violate law, or a college policy, regulation, or rule (PRR), or commonly shared understandings within the academic community about the rights, privileges and responsibilities pertaining to college employment.

What Cannot Be Grieved

Dissatisfaction with the general application of a college, division or department policy, regulation, or rule (PRR) challenged on the grounds that the PRR itself is unfair or inadvisable.

Non-renewal or non-extension of a contract upon expiration of an existing contract for faculty.

Complaints, grievances or appeals that are subject to another college procedure or within the jurisdiction of another college committee, (e.g., research misconduct complaints, intellectual property determinations, campus police trespass appeals, etc.).

A grievance must be filed within sixty (60) calendar days from when the grievant knew or should have known of the decision being grieved. Filing occurs when the written grievance is provided to the Chair of the Faculty Senate and to the respondent administrator.

The grievance must include the following information:

- A statement that the grievant met with the Department Chair and Dean, or other responsible administrator, in an effort to resolve the matter, and the meeting was not successful.
- The nature and grounds for the grievance (Specifically, a statement of facts to support a claim that the decision being grieved violated the grievant's rights under particular laws or policies, and how the grievant has been adversely affected).
- The name of the person(s) responsible for the alleged improper decision, such person is called the "respondent" (However, persons may be named as respondents only if said persons were active and substantial participants in the decision being grieved.)
- The redress sought.

The purpose of employment related grievances is to determine whether the grievant has been adversely affected by an administrative decision that violates his or her rights under the subsections above. A Grievance Committee may not second-guess professional judgments based on permissible considerations. A Grievance Committee cannot reverse an administrator's decision, but can only recommend a reassessment of that decision if, under its recommended findings and conclusions, the grievant showed by a preponderance of the evidence that the decision was caused by one or more of the grounds previously mentioned.

Initial Steps by Chair of the Faculty Senate

The Chair of the Faculty Senate shall promptly forward the petition or grievance to the Chair of the Grievance Committee and the respondent(s). The Chair of the Faculty will ask the parties if they are willing to participate in mediation. The parties shall respond in writing to the inquiry from the Chair of the Faculty Senate regarding mediation. If the parties agree to mediate, the non-reappointment review or the grievance process is suspended until the mediation is concluded and the Chair of the Faculty Senate is notified of the outcome.

Forming the Review Committee or Grievance Committee

Unless the matter is resolved under mediation, the Chair of the Faculty Senate shall direct the Chair of Grievance Committee to form a sub-committee for each case. The sub-committee shall be called "Review Committee" (for tenure related concerns) or the "Grievance Committee" (for general grievances). Each sub-committee shall be selected

from members of the Grievance Committee, and shall consist of three (3) members plus a non-voting Chair.

Role of the Review Committee or Grievance Committee Chair

The Chair of the Grievance Committee shall determine all procedures for the review or grievance process, unless otherwise indicated in this policy. The Chair shall set the schedule for the review or grievance proceeding, and the order of presentation at the hearing. The Chair is responsible for logistics (e.g., reserving a room and obtaining a court reporter, if needed). The Chair is responsible for maintaining all records of the review or grievance proceeding, for compiling the official record to transmit to the Provost and for writing a report of the Review or Grievance Committee's recommended findings and conclusions for transmission to the Provost.

Role of the Review Committee or Grievance Committee

The first action of the Review or Grievance Committee shall be to determine if the petition or grievance was filed on time and if it has stated proper grounds. The Review or Grievance Committee may ask the parties for more information about timeliness and the grounds for the petition or grievance, but shall endeavor to make a decision regarding jurisdiction within five (5) business days after the next regularly scheduled meeting of the standing grievance committee. If the Review or Grievance Committee determines that it has jurisdiction over some or all the petition or grievance, the matter proceeds to hearing. If the Review or Grievance Committee determines the matter was not filed on time or has not stated proper grounds, then it shall submit the record of the proceeding and a report to the Provost recommending dismissal of the petition or grievance, with copies to the parties.

The Committee is responsible for receiving relevant evidence, making findings of fact and providing advice to the Provost on the merits of the faculty member's allegations.

Procedures for Reviews and Hearings

Each party may bring one observer to the hearing, provided the Chair of the Review or Grievance Committee has been notified in advance as set out below. If there are multiple respondents, each may bring one observer. Observers may be attorneys; however, observers may not participate in the hearing and attorney representation before the Review or Grievance Committee is not allowed. Observers may not be witnesses for a party.

If the Review or Grievance Committee determines there is jurisdiction and the matter should proceed to hearing, it shall so notify the parties (petitioner or grievant and respondent(s)). The notice shall also require the respondent(s) to file a written response to the petition or grievance, including a brief statement of facts for each element of the grievance that the respondent denies, and the name of any observer for the respondent. This

response must be provided to the Chair of the Review or Grievance Committee and the petitioner grievant within five (5) business days of respondent's receipt of the Committee's decision on jurisdiction.

The Chair shall require the parties to exchange witness lists and copies of exhibits the parties wish to introduce as evidence, and the committee chair shall specify that the exchange occur a certain number of days in advance of the hearing, with a copy to be provided to the Chair. The Chair of the Review or Grievance Committee may not share the exhibits with the other members of the Committee, but may make sufficient copies for other Committee members in the event the exhibits are offered and accepted into evidence at the hearing.

The Chair of the Review or Grievance Committee shall decide whether to exclude evidence (including testimony) if it is unduly repetitious, immaterial, irrelevant, or abusive. If evidence is offered by a party but excluded from consideration by the Chair of the Review or Grievance Committee, it must be preserved as part of the record for review.

Testimony must be recorded by reliable means such as a court reporter (designated note taker), and transcripts should be provided to the parties upon request as soon as available. There may be no communications between Committee members and other persons involved in the review or grievance proceeding, regarding the subject matter of the grievance, except (1) in the hearing or in written documents (including email) copied to all parties, or (2) after the Committee issues its report to the Provost.

The Chair of the Grievance Committee shall schedule the hearing as soon as possible after the exchange of witness lists and exhibits, allowing the parties at least three (3) business days after the exchange, but preferably no more than ten (10) business days. Timing of exhibit exchange and hearings may be extended where there is a good reason.

If the Grievance Committee decides the petition or grievance was not filed on time or was not based on proper grounds, it shall proceed as set forth above.

The Review or Grievance Committee shall meet to deliberate after the hearing. It shall make findings of fact on the allegations presented in the grievance and the responses thereto, make recommended conclusions on whether the petitioner has proven by the preponderance of the evidence that the non-reappointment decision resulted from improper grounds as set out above (tenure related reviews) or whether the grievant has proven by the preponderance of the evidence that he/she has been aggrieved as set out above (for general grievances), and shall make recommendations to the Provost and/or appropriate administrator for resolution of the matter. The review or Grievance Committee report shall be drafted by the Chair of the Review or Grievance Committee. Dissenting members of the Committee may file their own reports.

For tenure related reviews, the Chair shall provide the official record and the Committee report to the Provost and the same time shall provide a copy of the report to the parties within 14 business days after the hearing.

For grievances, the Chair shall provide a copy of the report to the parties and the administrator with the authority to make an adjustment based on the report, within 14 business days after the hearing. The Chair shall provide the official record and the Committee report to the Provost and at the same time shall provide a copy of the report to the parties, if the responsible administrator has not accepted and acted upon the recommended adjustment within 14 business days of receiving the report.

Provost's Decision

The Provost shall base his/her decision on the report of the Review or Grievance Committee and his/her review of the record of the hearing. The Provost may, in his/her discretion, consult with the Review or Grievance Committee before making a decision. While the Provost should give appropriate deference to the advice of the Review or Grievance Committee, the final campus-based decision is the Provost's. The decision shall set out appeal rights if the decision is not in favor of the petitioner or grievant. The Provost's decision shall be provided to the parties in writing with a method that provides documentation of delivery or attempted delivery within sixty (60) days following receipt of the record and report of the Review/Grievance Committee.

Appeals

A petitioner who wishes to appeal the Provost's decision in tenure related matters must file written notice of appeal with the Board of Trustees by submitting such notice to the President of Arkansas Baptist College, by certified mail, return receipt requested, or by another means that provides proof of delivery, within ten (10) calendar days of receipt of the Provost's decision.

Appeals may be made to the President only on the following grounds: (a) the campus process or decision had material procedural errors, (b) the campus process or decision was clearly erroneous, or (c) the campus process or decision was contrary to controlling law or policy.

The notice of appeal should consist of a brief explanation of why the Provost's decision is in error, consistent with the grounds for appeal noted immediately below. The President will notify the petitioner if the appeals will be considered, what additional documents may be required, and what additional procedures may apply.

If the Grievance Committee did not find that an adjustment in favor of the grievant was appropriate, the Provost' decision is final and may not be appealed. If the Grievance Committee did find that an adjustment in favor of the grievant was appropriate and neither the respondent nor the Provost made an adjustment recommended by the Committee in favor of the grievant, the grievant may appeal the Provost' decision. Appeals shall be to the President, and shall be filed by submitting the written notice of appeal to the Provost, certified mail, return receipt requested, or by another means that provides proof of delivery, within ten (10) calendar days after receipt of the Provost' decision. The notice of appeal should consist of a brief explanation of why the Provost' decision is in error.

Grounds for an appeal are limited to showing that the Provost' decision was clearly erroneous, that it violated applicable federal or state law or college policies or regulations, or that the process used in deciding the grievance was materially flawed. The decision of the President shall be the final college decision. Any further review must be conducted pursuant to applicable law.

Delegation to Provost

The Provost is authorized to establish regulations to implement this policy, provided the regulations are not inconsistent with the ABC Code or this policy. The Faculty Senate shall be consulted in the review of regulations associated with this policy.

The Provost may grant exceptions to this policy in any case where following the policy would result in substantial unfairness (e.g., if the Provost has a conflict of interest, another decision-maker may be designated). Any such exception should be reported to the President, Chair of the Faculty Senate, Chair of the Review or Grievance Committee, and the parties.

APPENDICES

APPENDIX – A

Faculty Senate Constitution and Bylaws

The Arkansas Baptist College Faculty Senate is the representative body through which faculty participates in College affairs and shared governance. The Senate provides a basis for official consideration of policies, procedures, and concerns affecting the well-being and operations of the College and serves as a liaison between the faculty, Academic Council and/or College President. The Faculty Senate shall be empowered to act for and on behalf of the faculty and shall express the opinion of the faculty on all matters laid before the Faculty Senate.

Article I – Membership

Section 1: The members of the Faculty Senate are all tenured and non-tenured faculty members serving in full-time faculty appointments or positions as well as adjunct teaching personnel. This includes Department Chairpersons who have been appointed with the advice and consent of the faculty of their department. An individual may not serve two successive full terms of office.

Section 2: Faculty in each academic department will elect three voting representatives from the full-time faculty to the Faculty Senate for a term of one year (each academic unit shall have at least one representative). Adjunct (part-time) faculty shall elect two representatives and there shall be one staff member and one student representative (preferably the SGA president) to serve as non-voting members. The three Senate officers will be elected from the Senate itself.

Section 3: The following general administrative officers of the College, whether they hold regular faculty appointments or not, shall be non-voting members, ex-officio, of the Senate for the purpose of exchanging information with the faculty senators and participating in discussions with faculty senators concerning Senate business: President, Provost, Deans, Department Chairs, and Directors.

Article II – Officers

Section 1: The Faculty Senate shall elect from its full-time faculty membership a chairperson, vice chairperson, secretary (scribe) and treasurer during the month of May preceding the semester of taking office. Officers of the Senate shall serve for a term of one year. Members will take office July 1 and serve until June 30.

The Senate shall also be authorized to elect or appoint as a Senate officer, a Parliamentarian of the Senate for a term not to exceed one year subject to other provisions of this Constitution and the Bylaws.

Section 2: Nominations for the Senate shall be made verbally from the floor of the Senate. Nominees must accept or reject the nomination. Elections shall be held by written ballot. If no one receives the majority vote on the first ballot, there shall be a runoff between the two persons receiving the largest number of votes. The second ballot is final except in the event of a tie. In the event of a tie, the tie will be broken by a majority vote of the current executive committee. The ballots shall be counted by two members of the senate appointed by the chairperson who are not officers or candidates in the current election.

Section 3: Officer Duties

Chairperson – The Chairperson will be the presiding officer at the regularly scheduled meetings of the Senate and will have the primary responsibility for preparing the agenda for each meeting. As an elected representative, the Chairperson may vote on any and all issues brought before the group. The Chairperson may assign additional duties to any of the officers as needed.

Vice Chairperson – The Vice Chairperson will serve in the place of the Chairperson in the event of his/her absence. He/she will also serve as the parliamentarian who will advise the Senate on points of Robert’s Rules of Order. The Vice Chairperson will also maintain order in any event involving the entire senate membership.

Secretary-Treasurer - The Secretary-Treasurer shall keep full and faithful minutes of the proceedings of each meeting of the Senate and shall present a written transcript of such to each member of the Senate. The Secretary-Treasurer shall transmit to each member of the Senate, promptly and in writing, the call and agenda of each meeting as presented by the President of the Senate. The Secretary-Treasurer shall write and transmit, in such form as directed, all such communications as shall be ordered by the Senate or the President of the Senate. The Secretary-Treasurer shall keep in good order, from the inception of the Senate, all minutes, transactions, communication to or from the Senate and all other records directed to be kept by the Senate and shall make them readily available to any member of the Senate and faculty, the President of the College, or members of the Board of Trustees.

Parliamentarian - The Parliamentarian shall acquaint himself/herself with parliamentary procedures. He/she shall advise, when requested, the Chairperson upon matters concerning parliamentary procedure. In his/her absence the Chairperson shall ask another member to act in this position. His/her rulings may be put to a vote of a majority of the Senate.

Section 4: If following elections a vacancy on the Faculty Senate occurs, the chairperson may appoint an eligible senate member to fill the position. This individual will serve until the term of the position expires.

Section 5: The Senate may create such additional offices as may be deemed necessary or desirable.

Section 6: Each officer of the Senate shall be a full-time, faculty member who is not a Department Chairperson or other administrative officer. After a Senate member has served two consecutive terms in an office, that member may establish eligibility for further election to that office only after the lapse of one term. An unexpired term of more than one year is considered a full term. The term of office of a Senate officer shall be two years.

Article III – Vacancies

Section 1: In extraordinary cases, such as incapacitation of the officer or failure of the officer to perform the duties of the office, a vacancy shall be declared by a majority vote of the Senate membership. If an officer resigns in writing, there is no need to declare a vacancy.

Section 2: Whenever a vacancy shall occur in the Office of the Chairperson, the Vice-Chairperson shall serve the unexpired term.

Vice-Chairperson: Whenever a vacancy shall occur in the Office of the Vice-Chairperson, the Committee on Committees shall select at least two candidates who have agreed to serve if elected. The Secretary-Treasurer shall circulate the names of candidates selected by the Committee on Committees to the members of the Senate at least fifteen (15) days before the election to fill the vacancy for the unexpired term shall take place. Election procedures shall be those outlined in the Bylaws except that a special meeting shall be called when necessary to conduct the election in a timely manner. In the interim between the occurrence of a vacancy in the Office of the Vice-Chairperson and the election to fill the vacancy, the Chairperson of the Senate, after consulting with the Committee on Committees, shall appoint a temporary Vice-Chairperson.

Secretary-Treasurer: Whenever a vacancy shall occur in the Office of the Secretary-Treasurer, the Committee on Committees shall select at least two candidates who have agreed to serve if elected. The Chairperson of the Faculty Senate shall make certain that the names of candidates selected by the Committee on Committees are circulated to the members of the Senate at least fifteen (15) days before the election to fill the vacancy for the unexpired term shall take place. Election procedures shall be those outlined in the Bylaws, except that a special meeting will be called when necessary to conduct the election in a timely manner. In the interim between the occurrence of a vacancy in the Office of the Secretary and the election to fill the vacancy, the Chairperson of the Senate, after consulting with the Committee on Committees, shall appoint a temporary Secretary.

Article IV – Meetings

Section 1: The Faculty and Staff Senate shall hold ten regular meetings during the period of July 1 through June 30 each calendar year. The Senate shall meet during Faculty/Staff Institute (Retreats) scheduled during the months of August and January and the first Wednesday of the month at noon during the months of September, October, November, December, February, March, April and May. Notice of the regular meetings will be distributed in the form of memos or emails. Either written, telephone or email notification will be given to all members of the senate in advance of all meetings.

Section 2: Special Meetings of the Senate may be called at any time by the chairperson of the senate. Meetings shall also be called by the chairperson upon the written request of fifty percent (50%) of the members of the senate.

Section 3: Twenty-five percent (25%) of the authorized membership of the Senate shall constitute a quorum for the transaction of business by the Senate.

Section 4: The Secretary-Treasurer of the Senate shall record minutes of the proceedings at all meetings. The minutes of the meeting of the Faculty Senate shall be available for inspection upon the request by any member of the Senate. The Secretary/Treasurer of the Senate shall circulate the minutes of the meeting to the chairperson of the Senate within fifteen (15) working days of the meeting.

Section 5: No action will be taken on any item at either a regular or special meeting of the Faculty Senate that has not previously appeared on an agenda of the Senate, circulated at least five (5) working days in advance to all members of the Senate.

Section 6: Meetings of the faculty senate are open to all members of faculty. Faculty members are eligible to speak at Senate meetings provided the topic of discussion is contained in the meeting agenda and permission has been secured from the presiding officer to address that issue from the floor.

Section 7: The Senate Chairperson or a majority vote by the membership is authorized to invite guests to speak about matters of interest to the entire membership.

Section 8: Written notice shall be given to all members of the Senate in advance of any special meeting.

Article V – Agenda

Section 1: The agenda of the Faculty Senate shall include notice of the time and place of the meetings and shall be circulated to all members of the Senate at least five (5) days in advance of regular meetings.

Section 2: The priority of topics on the agenda shall be established by the Executive Committee.

Section 3: Final action on agenda items can be taken no sooner than the meeting after the one in which the item was introduced.

Section 4: By a majority vote, the Senate can change the order of the Agenda.

Article VI – Order of Business

1. Call to Order (Opening Prayer)
2. Adoption of Agenda
3. Approval or Revision of Minutes
4. Committee Reports
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment (Closing Prayer)

Article VII – Committees

Section 1: The Senate Chairperson, Vice Chairperson, Secretary/Treasurer and Parliamentarian represent the Executive Committee of the Senate. The immediate past president will serve ex-officio for a period of one year. The priority of topics on the regular Senate agenda will be established by the Executive Committee.

Section 2: The standing committees of the Faculty Senate shall include: the Assessment Committee; Curriculum Committee; Technology Committee; Tenure and Promotion Committee; Committee on Budget, Planning and Faculty Welfare; Committee on Benevolence; Committee on Library Systems, Research and Resources; Committee on Community Relations, Student and Alumni Affairs; and the Faculty Grievance Committee. Except where otherwise specified, each standing committee shall consist of not less than five (5) and not more than eight (8) members elected by the Senate. A student representative shall serve on each committee. A majority of each committee shall constitute a quorum. No more than two (2) committee members shall be from a particular academic unit.

In order to promote the intent and purpose of the Faculty Senate, as stated above in the Constitution, the standing committees of the Senate shall review matters of College policy

which are related to and consistent with the Constitution and Bylaws and any subsequent amendments to these documents. The Standing Committees shall secure the necessary information to conduct duties. Committees shall meet and hold hearings for those purposes, share such information with the Faculty Senate and make recommendations for legislation to the Council of the Faculty Senate. Any member of the Senate may present a matter to a standing committee for its consideration.

Initially, the member of each standing committee whose name appears earliest in the alphabet, in consultation with the Secretary of the Senate, shall convene the committee for the purpose of electing committee officers. Each committee shall notify the Secretary of the Faculty Senate of the calendar of its meetings. As necessary for the conduct of the work, the standing committees may invite members of the Senate, as well as other members of the College community or outside specialists, to participate in discussions and debates.

1. Assessment Committee

The committee will receive the results of the Academic profile (or any other general education assessment instrument adopted by the campus) and prepare an analysis with recommendations. Each academic degree program will present a report to the committee by November 1 concerning its assessment activities of the previous academic year. The reports of the academic unit will indicate the extent to which assessment plans have been followed, the evidence concerning student learning resulting from assessment and the recommendations of the faculty in that unit or modifications, if any, in the assessment plan.

Based on the reports of the academic units, the campus Assessment Committee will prepare an annual report on assessment activities at Arkansas Baptist College and this report will be communicated to the Provost, the president of the Faculty Senate and all faculty members. The report will highlight strengths and weaknesses in current assessment efforts and recommend improvement, if necessary. When necessary, the committee report will highlight apparent problems in academic programs revealed by the assessment data.

Ultimate responsibility for administration of the assessment program at Arkansas Baptist College will rest with the Provost. The Provost will work with the campus Assessment Committee to ensure that the committee receives the information it needs from the academic units.

2. Curriculum Committee

This committee studies existing ABC curricula and considers new elements of curricula, including the creation of new degrees, new degree requirements, inclusion in the general education matrix, changes related to course numbering at other state institutions, and

specific courses; recommends full transferability, and considers all matters concerning articulation of course content and transferability of credit.

3. Technology Committee

The Technology Committee shall represent the concerns of the Faculty, with regard to information technology (IT Division) on the campus, to the College administration. The committee shall report to the Faculty Senate regarding the actions of the campus technology committee. The committee shall represent the concerns of the Faculty with regard to systems and network issues, insofar as the impact on the educational mission of the College.

4. Tenure and Promotion Committee

The Tenure and Promotion Committee shall review and make recommendations regarding policies and procedures of tenure and promotion matters. This committee shall ensure that the tenure and promotion policies and procedures are consistent with current AAUP guidelines and College policies. Formal recommendations, along with all supporting documents, shall be forwarded to the Provost for his/her recommendation and transmittal to the President and Board of Trustees.

5. Committee on Budget, Planning, and Faculty Welfare

The Committee on Budget, Planning and Faculty Welfare shall: seek to participate in the preparation of the annual and long range budgetary plans of the College, particularly as related to academic programs, as well as the review and evaluation of decisions on budgetary priorities and allocations; consider, study and make recommendations to the Senate with respect to investment, revenue and expenditure policies; and seek to actively participate in the determination of policies and procedures regarding such matters as faculty and administrative salaries, benefits, retirement and severance packages. Moreover, this Committee shall participate in the determination of policies and procedures regarding such matters as faculty salaries, benefits, retirement, and severance packages.

6. Committee on Benevolence

This Committee shall seek to serve network for our Arkansas Baptist College Faculty Senate members. Our goal is to encourage, assist, and acknowledge the importance of our faculty members by sharing their concerns and the life transitions such as birthdays, wedding, births, deaths, illnesses, special achievements, and faculty emergencies. It is our

objective to create a caring environment for our faculty family who strive diligently to achieve and maintain the educational goals of Arkansas Baptist College.

7. Committee on Library Systems, Research and Resources

The Committee on Library Systems, Research and Resources shall review policies pertaining to all units of the Arkansas Baptist College library such as textbooks, instructional aids, archives, data banks, and information storage systems. It shall keep informed of all activities and proposed changes within these library units, and it shall make appropriate recommendations which, in its judgment, will improve the effectiveness of the system. The Committee shall review the procedures for the acquisition of resources and research support by the College from the private and public sectors, and formulate and recommend general policies with the advice of the Office of Institutional Research.

8. Committee on Community Relations, Student and Alumni Affairs

The Committee on Community Relations, Student and Alumni Affairs shall: serve as a working liaison with student organizations, the Dean of Student Affairs, the Staff Senate, and ABC alumni organizations; be concerned with such issues as: student life and welfare, community relations with the immediate community surrounding Arkansas Baptist College, working conditions of all College employees, Faculty and staff, eliciting alumni support, financial and non-financial, on issues directly related to the faculty and providing alumni with periodic updates on faculty developments in teaching and research.

9. Faculty Grievance Committee

This Committee shall have jurisdiction over matters referred to it by the College administration (under the provisions of the Faculty Handbook) and College policy and procedures regarding the handling of faculty grievances: A grievance is a complaint where action has been taken involving a faculty member's personnel status, the terms and conditions of employment, and which at the same time includes any or a combination of the following:

1. A violation of academic freedom;
2. Arbitrary and capricious action;
3. Discrimination with regard to gender, race, ethnic origin, age, religion, handicap, physical impairment or sexual preference;
4. Violation of established rules and procedures.

This Committee shall consist of eight (8) full-time, faculty members, elected at large by the Faculty Senate. No administrative officer or Department Chair may be elected to the Faculty Grievance Committee. A vacancy has occurred on a standing committee when a member has resigned or is incapacitated or fails to participate in and attend meetings of the

standing committees. The vacancy shall be declared by a vote of the majority of the standing committee members. If declared, a vacancy shall be reported to the Chairperson of the Senate.

When the Chairperson is informed of a vacancy on a standing committee, the vacancy shall be filled for the unexpired term by the Chairperson of the Faculty Senate after consultation with the Committee on Committees.

Section 3: Additional special committees, also known as Ad Hoc Committees, may be established by majority vote of the Senate as needed. Any member of the faculty and staff community may be invited to serve on an ad hoc committee. Once confirmed, the Chairperson will appoint a chair pro temp until the committee can meet and select a chair from among its members. Special committees shall submit minutes from all meetings and a written report when the work is finished.

Section 4: Committee members will be released from normal work duties without loss of pay or other benefits to attend official standing and ad hoc committee meetings and meetings with other groups dealing with items of concern to ABC employees.

Section 5: All reports of committees shall be presented to the Senate in writing and may also be presented orally if desired by the committee or requested by the Senate. All standing committees shall present an annual report to the Senate as well as such other reports as the committee shall desire to present or shall be requested to present by the Senate.

Article VIII – Speaking and Voting at Senate Meetings

Section 1: For each motion or amendment, all voting on ordinary business of the Senate shall be by show of hands, unless a member of the Senate asks through a formal motion, duly adopted, for voting by roll call or secret ballot. The Chair shall call for all yeas, nays, and abstentions when posing the question and when the count is required, the Secretary/Treasurer shall count the votes and the abstentions and report the count to the Chair.

Section 2: The Chairperson, as a duly elected representative, shall have the same right of a single vote as other members of the Senate and in the case of an equality of votes for and against a motion, the vote shall fail.

Section 3: The Chairperson shall formally announce the result of each vote and the result shall be recorded in the proceedings of the Senate. Any member of the Senate may ask that the vote count or the member's individual vote or abstention be recorded in the Senate proceedings.

Article IX – Amendments

Section 1: Amendments to this Constitution may be proposed by any member of the Faculty Senate.

Section 2: A proposed amendment must be distributed in writing to all members of the Faculty and Staff Senate at least five (5) academic working days prior to consideration and discussion at a senate meeting.

Section 3: Once a proposed amendment has been presented to the members of the Senate, it will be discussed at a duly authorized meeting and may not come up for a vote of approval or rejection until a second meeting at which it will be considered and discussed.

Section 4: The Constitution shall be amended after receiving a two-thirds (2/3) vote of the membership of the senate present and voting at a duly constituted regular or special meeting. Amendments to the Constitution shall become effective immediately upon adoption by the Faculty Senate.

Faculty Senate By-Laws

1. The Faculty Senate shall be the sole judge of its own rules and Bylaws.
2. Ratification or amendment of the Bylaws shall be accomplished upon the approving vote of two-thirds majority of the members of the Faculty Senate.
3. Responsibilities to the college committees overseen by the Faculty Senate are as follows:
 - a. The senate works with each committee to establish a set of specific guidelines which clearly define the interactions between the senate and the committee.
 - b. In order to work effectively with its assigned committees, the senate must be prepared to call special meetings, if necessary, to consider committee business.
 - c. Each committee should have a Faculty Senate member as a regular member of the committee or as an *ex-officio* member. The senate member can act as liaison between the senate and respective committee.
 - d. At the end of each academic year, the Faculty Senate Chairperson should submit a summary of each of the committees' activities to the Provost. The report may include an evaluation of the committee's effectiveness and how well the senate and committee worked together.
 - e. In some cases, the committees may send or present information to the senate that should remain confidential. All members of the senate are obligated to preserve the confidentiality of that information.

- f. Each committee should have significant autonomy. The senate's primary concern is that the committees function effectively. The senate should render assistance when needed.

Procedures for Initiating a Confidence Vote for Administrators

The primary mission of Arkansas Baptist College is to educate its students. To fulfill that mission, administrators must maintain a relationship with faculty, staff and students that promotes academic freedom, scholarly activity, teaching excellence and creative endeavors. Specifically, administrators at ABC are responsible for:

- Engaging in activities and adopting policies that are consistent with the College's mission and advancing the achievement of the College's goals;
- Fulfilling assigned duties competently with due care and professional integrity;
- Supporting the academic, cultural, social and personal growth of students;
- Using the College's resources prudently and productively; and
- Maintaining open and appropriate communication with faculty members, students and staff who are affected by their actions.

When there are concerns by a group of faculty that an administrator is not performing his/her duties in a responsible manner, or there is evidence of flagrant violation of the responsibilities outlined above, faculty may lose confidence in the administrator's leadership, jeopardizing the close relationship that is necessary to the fulfillment of ABC's mission.

Concerned faculty should first communicate with the administrator who they believe is not performing satisfactorily and attempt to resolve the complaint. If unsatisfactory conditions persist, the concerns should be presented to the administrator's immediate supervisor with a request for appropriate corrective measures. If the problem is not resolved in a timely manner, the faculty may wish to initiate the process leading to a vote of confidence on the administrator's fitness to continue his/her position. The purpose of this document is to detail the procedures for initiating a vote of confidence in such circumstances.

To initiate the process, faculty must communicate complaints in writing to the president of the Faculty Senate, who will contact the chair of the Administrative Confidence Committee, an ad-hoc subcommittee of the Faculty Senate. This committee will confer with the concerned faculty, the appropriate administrator, and the Faculty Senate, and decide if the complaint warrants initiation of the confidence vote process.

If it is decided that a vote of confidence should be pursued, the committee will notify the administrator and his/her supervisor and distribute ballots to all regularly appointed full-time faculty in the area involved (department, division, and college) to ensure that the majority favors proceeding with the vote. An explanation of conditions which led to

Faculty Senate involvement and consideration for a confidence vote will be given on the ballot.

If a majority of the faculty to whom ballots were distributed favor a confidence vote, and there is no resolution to the problem within ten (10) working days, the committee will circulate ballots to all regularly appointed full-time faculty in the area involved for a vote of confidence or no confidence for the administrator. It is imperative that the anonymity of the voting faculty be ensured for all voting processes.

Ballots from the confidence vote will be counted by the Administrative Confidence Committee and the result reported to the president of the Faculty Senate who will forward the outcome to the appropriate administrators. The result of a confidence vote on the College President will be forwarded to the Provost and Chair of the Arkansas Baptist College Board of Trustees.

APPENDIX – B

Evaluation Criteria/Procedures

There are three general criteria for the evaluation of faculty members:

A. Teaching Effectiveness (40%)

- a. Teaching excellence is the most important of the three criteria, and excellence in other areas cannot compensate for a deficiency in teaching. An excellent teacher is one whose work is characterized by commitment to subject, to student and to constant improvement in teaching. The excellent teacher is well organized, has a thorough and demonstrable knowledge of the field and recent developments therein and is able to communicate knowledge systematically, coherently and enthusiastically. Such a teacher is actively concerned with the intellectual development of students, challenges the abilities of students, encourages questions, welcomes diversity of opinion and is considerate and fair in all dealings, seeking always to increase the capacity to think critically and independently. Finally, the excellent teacher welcomes and profits from constructive criticism.
- b. Faculty members are also expected to be accessible to students. This will be evaluated on the basis of adherence to appropriate office hours, participation in advising and/or orientation, involvement in student clubs and other ways of making oneself available to students.
- c. Students, chairpersons, deans and peers who serve on the promotion and tenure committee evaluate teaching. Measurement tools and strategies include observation of classes, examination of syllabi and supplementary materials, scores from student evaluations and review of faculty self-reports. Excellence will be determined by an overall performance on qualitative and quantitative measures that is above average for Arkansas Baptist College faculty.

B. Service to the College and Community (40%)

- a. Type of College committees on which the candidate served as a member and number of years served;
- b. Number of College committees on which the candidate served;
- c. Support of College fund raising activities;
- d. Volunteering in activities of community organizations such as church organizations and other non-profit organizations;
- e. Participation in formal College ceremonies such as Commencement and Convocation;

- f. Advising or major support of student organizations and contributions to college extracurricular activities;
- g. Special task forces in which the candidate has participated;
- h. Special assignments for the College at all levels;
- i. Membership on boards or committees of community organizations;
- j. Service as an officer of the Faculty Senate;
- k. Financial support of community organizations;
- l. Service to the college as an academic advisor;
- m. Recruitment of students; and
- n. Active advising of student organizations.

C. Scholarly Productivity and/or Research (20%)

- a. Caliber of scholarly productions and/or research projects as judged by the national standards of the professional area in which the candidate has expertise;
- b. Quantity of scholarly productions (i.e., art works, theatrical productions, presentations at conferences) and/ or research projects (The publishing of a few abstracts of research with no peer reviewed, full research articles produced, would not be sufficient to obtain promotion);
- c. Mentoring of students as participants in scholarly work or research of the candidate. For example, did the candidate sponsor a research project for a senior thesis?
- d. Quality of publications resulting from scholarly work or research, including:
 - 1. Is the journal or publication in which an article is published peer reviewed?
 - 2. Is the journal or publication in which an article is published nationally recognized by the discipline?
- e. Contributions of the scholarly work or research in enhancing the curriculum for students in the area of expertise this can include curriculum development in the major field and contributions in the General Education core areas.
- f. Number of submissions of grant proposals to support research or scholarly productivity;
- g. Number of grants or other funding awards obtained by the candidate to support her/his work; and
- h. Contribution of scholarly work/ research to the mission of the candidate's department and the academic program.

APPENDIX – C

FACULTY APPOINTMENT AND PROMOTION CHECKLIST/CONTENTS

This checklist must be included in all promotion dossiers. It is to be completed in a sequential manner as the dossier progresses from the Provost (CAO), to Dean/Department Chair, to the Tenure and Promotion Committee to the CAO to the President and finally to the Board of Trustees. The CAO affixes his/her initials on Sections 1 – 11; this acknowledges that the dossier is complete. If any documents is missing from Sections 1-11, the dossier is returned to candidate and the candidate has five days to return to CAO.

The CAO, Dean/Department Chair, Tenure and Promotion Committee Chair, CAO, President and Board of Trustees’ Chair are to indicate compliance by affixing his/her signature and the date in the space provided.

CANDIDATE/FACULTY NAME: _____ **DEPARTMENT:** _____

REQUEST(S): Initial Appointment Promotion

RECOMMENDED ACADEMIC RANK: _____

Instructor Assistant Professor Associate Professor Professor

	Page Numbers	CAO’s Initial
1. Checklist/Contents Page	_____	_____
2. Biographical Data Sheet (all appointments)	_____	_____
3. Faculty Appointment Form (PAF)	_____	_____
4. Faculty Verification of Curriculum Vitae (CV) Content	_____	_____
5. CURRICULUM VITAE (required)		_____
• GENERAL INFORMATION		
a. Personal Data	_____	
b. Education	_____	
c. Training	_____	
d. Academic Appointments	_____	
e. Non-Academic Appointments	_____	
f. Certification and Licensure	_____	
g. Honors and Awards	_____	

h. Professional Development _____

CURRICULUM VITAE - *Continued*

• **TEACHING**

a. Course-based Teaching _____

b. Innovation in Teaching Methods _____

c. Other Teaching _____

d. Supervision/Mentoring _____

• **RESEARCH**

a. Expertise _____

b. Current Projects _____

c. Publications _____

d. Presentations _____

e. Research Grants _____

f. Mentoring _____

• **SERVICE**

a. Service Activities _____

b. Administrative Responsibilities _____

c. Committees (Internal) _____

d. Service to: Gov. Institution; Profession; Public _____

e. Professional Organizations _____

f. Grant Reviews _____

g. Mentoring _____

6. Letter from the Dean and/or Department Chair _____

7. Letter from the ABC Faculty Senate Tenure and Promotion Committee _____

8. List of Individuals Submitting Letters of Support and/or Reference _____

9. Faculty Evaluations and Observations _____

10. Transcript (initial appointment only) _____

11. Other Materials (List): _____

Acknowledgement Receipt of Dossier Page

1. Provost: _____ Date: _____
2. Dean/Department Chair: _____ Date: _____
3. Promotion Committee Chair: _____ Date: _____
4. Provost: _____ Date: _____
5. President: _____ Date: _____
6. Board of Trustees' Chair _____ Date: _____
7. Human Resource Director: _____ Date: _____

APPENDIX – D

ANNUAL TIMELINE FOR PROCESS OF ACADEMIC PROMOTION

To ensure that the dossiers of promotion candidates are presented in a consistent manner to Provost, the Office of Academic Affairs and the Faculty Senate Tenure and Promotion Committee has developed a set of guidelines for the submission of promotion recommendations (based on current handbook). The proposed timeline will be implemented as a part of the standard process for Promotion.

March 31	Formal call for applications (third year of appointment of the faculty member, the Provost (CAO) will notify candidates for promotion that they are eligible to apply for promotion). The CAO will also inform the Deans and Department Chairs of the candidate's Division or Department that the candidate is eligible to apply for promotion.
April 15	Candidates should notify the CAO in writing that they have received notice of their eligibility to apply for promotion.
April 30	If the CAO does not receive a reply from the candidate within two weeks of the time that the notice on eligibility was sent to the candidate, the candidate should be contacted directly by the Office of Academic Affairs.
August 1	Deadline for candidates to submit their dossiers for promotion to the CAO.
August 30	<p>The Provost will complete a checklist to indicate that all necessary sections of the dossier are present.</p> <p>Missing documents will be requested from the candidates by the Provost. Candidates will have five (5) business days to submit the requested documents to the Provost. If the candidate fails to submit requested documents by the deadline, this indicates to the College that the individual candidate does not wish to be considered for promotion.</p>
September 30	CAO will send the completed dossiers to the Deans or Department Chairs of the academic department of the candidates. The Deans or

	<p>Department Chairs must complete a document (memo/letter) indicating the date of receipt of the dossiers. Dossiers must be kept in the department in a locked confidential file.</p> <p>The Dean or the Department Chair does not review the dossiers. The Faculty Senate Tenure and Promotion Committee is convened to review all dossiers submitted.</p>
October 31	<p>The Tenure and Promotion Committee reviews all dossiers submitted by the August 1st deadline (no exceptions).</p> <p>The committee will send its recommendation concerning the promotion applications of the candidates to the CAO through the Deans or Department Chairs of the candidates within this thirty day deadline (November 30).</p>
November 30	<p>Upon receipt of the recommendation concerning the application for promotion of the candidates from the Tenure and Promotion Committee, the CAO will review the dossiers. The CAO should complete her/his review within thirty (30) days of the receipt of the recommendation concerning promotion from the Tenure and Promotion Committee. The recommendation of the CAO should be submitted to the College President who will then review the dossiers.</p> <p>The President must sign a document indicating the date of receipt of the dossier.</p>
February 28	<p>The College President must complete her/his review of the dossiers within thirty (30) days of the receipt of the dossiers. She/he will send the recommendation concerning the application for promotion to the Board of Trustees.</p>
March 31 (Board Meeting)	<p>The Board of Trustees will then decide whether or not to promote the candidates. The decisions should be made no later than the</p>

	March meeting of the Board in the academic year in which the dossiers were submitted.
April 15	<p>The candidates must be informed by certified letter from the College President of the decision of the Board of Trustees concerning his/her application for promotion within 30 thirty days of the date the decision is made by the Board.</p> <p>The candidates should acknowledge through a certified letter that official notice of the decision of the Board of Trustees has been received. Human Resource Department must send candidate their contracts for the following academic year with new rank and salary.</p>
June 30	If the application for promotion of a candidate is rejected, the candidate can appeal this decision through the process described in the section of the Faculty Handbook concerning appeals of rejection for promotion within thirty (30) days of the receipt of the notice of the decision of the Board (April 15).

Annual Faculty Report _____

Faculty Member's Statement

Faculty Member

Department / Area

Due to Chairperson or Coordinator by _____.

Indicate your major contributions in the areas of teaching, service and scholarly productivity for the past calendar year. Add other information that you judge to be pertinent. Also, include one copy of the syllabus for each course taught during the past year. Use other side of page or add attachments as needed.

Teaching:

Service:

Research/Creative Activity:

List all proposals that were submitted and whether any funding was received.

Annual Faculty Evaluation _____

Chairperson's Assessment

Faculty Member

Department / Program

The chairperson/program coordinator is to review the statements made by the faculty member concerned and, using such other evidence as may be available, assess the faculty member's contributions for the past year.

This assessment is to be discussed with the faculty member concerned before this and the faculty members' statements are forwarded to the dean. A signature in this box verifies that the chairperson/program coordinator reviewed this faculty member's course syllabi and from the year immediately past and that all syllabi contained expected outcomes of student learning and appropriate methods to assess those outcomes.

Chairperson

Faculty Member