



# **Faculty Handbook**

Revised Spring 2023



The *Faculty Handbook* is intended primarily to provide information for faculty, concerning Mount Vernon Nazarene University, its organization, and its policies. This edition replaces all previous editions.

The *Faculty Handbook* does not create a contract of employment between the Mount Vernon Nazarene University and the faculty member, either express or implied. Mount Vernon Nazarene University reserves the right to add, revise, or remove any section of the handbook, in whole or in part.

## **Covenant Statement**

Mount Vernon Nazarene University exists through the graciousness of a covenant-making God. Since 1968, students have arrived on this campus to find an institution of higher education devoted to shaping lives through educating the whole person and cultivating Christ likeness for lifelong learning and service. Trustees from our churches share their wisdom and resources toward the progress of the University. Administrators lead this University through their considered judgment and deep love for the cause of Nazarene higher education. Faculty bring many years of graduate study, research, and professional practices and render their skills and knowledge to this community in the service of Christ. Staff members serve often behind the scenes analyzing, planning, recruiting, creating, organizing, repairing, building, and filing to support the educational mission of the University. Students gather for classes, in residence halls, in the dining commons, and in chapel to prepare and serve in the community.

The following covenant expresses the mission-centered enterprise that calls all of us who have joined this community in order to serve Christ.

### **Faculty – Staff – Administration**

*We believe:*

- the historic Christian faith with all of its simplicity and profundity.
- the everlasting existence of a triune God – Father, Son and Holy Spirit.
- the authority of the scripture in all matters pertaining to salvation.
- that humanity is lost in sinfulness and in need of the saving grace of God.
- the necessity of salvation.
- that Jesus Christ through his death and resurrection defeated evil on our behalf and offers to all human beings the opportunity to believe and be redeemed.
- that the power of sin has been defeated and that it is possible to live victoriously.
- in the power of the regenerating and sanctifying work of the Holy Spirit
- in the Church as the community of the incarnation.
- that Jesus will return, the dead will be raised and the final judgment will take place.

*We affirm:*

- our respect for the traditions, doctrines, and practices of the Church of the Nazarene.
- that we will understand our work together as a vocation rendered unto God as an act of worship.
- that our associations on this campus will be characterized by mutual charity, always encouraging and supporting each other as we serve.
- the privilege we have to work in Christian Higher Education.
- the sacred trust placed in us to shape the lives of young people and working adults in communities where we serve.
- the importance of being a community of truth tellers.
- the words of Paul, “For we are what he has made us, created in Jesus Christ for good works, which God prepared beforehand to be our very way of life. (Ephesians 2:10)

### **Faculty**

*We affirm:*

- the sacred calling of teaching.
- our commitment to become an example of a scholar, teacher, professional, and mentor.
- the commitment to professional growth.
- the importance of contributing faithful service to the University, church, and community.
- our commitment to live with integrity in all relationships with administration, faculty, staff and students.
- our commitment to be fair, creative, and clear in all evaluations of students.
- the importance of nurturing our students both intellectually and spiritually.

## **Students**

*We affirm:*

- the sacred calling of a Christian liberal arts education.
- our commitment to academic integrity in our studies.
- our commitment to moral integrity in all of our associations on campus.
- our willingness to be engaged and mentored by faculty.
- the importance of nurturing friendships with those in whom we find virtues worthy of emulation.
- our willingness to listen for the voice of God.

## **Staff**

*We affirm:*

- our calling to contribute faithful service to the University, church, and community.
- our commitment to respect and support other staff members, the faculty, administration, and students.
- our commitment to apply our skills, abilities, and efforts in service of the University.
- the pursuit of lifelong personal and professional growth where excellence is our standard.
- our commitment to serve as role models to students.

## **Administration**

*We affirm:*

- the sacred calling of Christian Higher Education.
- our commitment to seek God's wisdom and lead with integrity.
- our commitment to the Church of the Nazarene to produce future leaders for the church.
- the value of our faculty, staff, and students and pledge to encourage growth and provide the resources to enable lifelong learning.
- the importance of supporting and being accountable to one another and those who serve on the Board.
- the crucial role of the University mission for the nurture and encouragement of all University constituencies.
- our commitment to transparency and fairness.
- the importance of seeking the wisdom of the faculty and staff in all appropriate decisions.
- the important role of the Board of Trustees and keeping them informed as appropriate to enhance their ability to serve this University.

## **Trustees**

*We affirm:*

- our responsibility to clarify and maintain the University's mission and purpose.
- our commitment to oversee the affairs of the University as authorized by the Articles of Incorporation, in accordance with the by-laws, and in harmony with the Manual of the Church of the Nazarene.
- our commitment to pray for Mount Vernon Nazarene University.
- our fiduciary responsibility for the academic integrity, spiritual well-being, and financial health of the University.
- our commitment to share our talents with the University.
- our commitment to support the work of the University with our resources.

Therefore, as a Christ-Centered community, we are defined by certain practices:

We are committed to the notion of redemptive hope. Therefore we affirm that the grace of God allows us to reach for what is best in others. We believe no one stands outside of the possibilities of grace. It means that through the grace of God we learn and serve so that the world will be better – not in thinly animated optimism, but through a deep confidence in the power of God's grace.

We are committed to hospitality. Therefore our faith is expressed through grace engendered by openness to others, new ideas, the possibilities of relationships, and the recognition of our differences as a gift of God. We celebrate diversity and see in that diversity the possibility for greater harmony and understanding.

We are committed to thoughtful convictions. Therefore our community should be defined by an intellectual and spiritual fervor that expresses itself in a vigorous conversation around what defines us and thus drives us to be the people God calls us to be. We do not change easily, but when we do, it matters for who we are as individuals and as a community.

We are committed to disciplined creativity. Therefore we affirm that through the Holy Spirit and graced rationality we work for understanding. We celebrate the arts and the sciences through a hermeneutic of discernment.

We understand that vocation is an act of worship. Therefore, our community seeks to worship God and in that worship to see our theology become incarnate in visible signs of vocation. This reveals who we are and why we are. Vocation expresses the reality of God through the path we travel.

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## **Part 1 University Purpose and Organization**

### **1.1 Means for Changing the *Faculty Handbook***

#### **1.1.1 Means for Changing Academic Policies**

Within the provisions of the University *Bylaws* (Article VIII, Sections 3 and 4), the Faculty Assembly may determine academic policies, subject to the discretionary review and approval of the Academic Affairs Committee of the Board of Trustees and the Board of Trustees. If the Board committee or the Board itself chooses to review a decision of the Faculty Assembly, the Faculty Assembly's decision functions as a recommendation.

#### **1.1.2 Means for Changing Committee and Council Descriptions**

The divisional vice presidents in consultation with the Chief Academic Officer may recommended to the President, for the President's approval, changes or additions to committee or council responsibilities within the span and scope of the divisional responsibilities. Changes adopted in this fashion are subject to the review of the appropriate committees of the Board of Trustees and the Board of Trustees, if either chooses to do so.

#### **1.1.3 Means for Changing Operational Procedures**

Proposed changes in operational procedures may be submitted to the Senior Leadership Team after a collaborative review by the division(s) involved in the procedure. Due notice to those affected by the change is normative.

#### **1.1.4 Means for Changing Personnel Policies and Benefits**

The Senior Leadership Team may recommend to the appropriate committees of the Board of Trustees, and the Board of Trustees itself, changes in personnel policies and benefits.

#### **1.1.5 Means for Changing Position Descriptions**

The divisional vice presidents in consultation with the Chief Academic Officer may recommended to the President, for the President's approval, changes or additions to job descriptions of individual administrators, faculty, and staff within the span and scope of the divisional responsibilities. Changes adopted in this fashion are subject to the review of the appropriate committees of the Board of Trustees, and the Board of Trustees, if either chooses to do so.

### **1.2 History and Denominational Relationship**

#### **1.2.1 History**

Mount Vernon Nazarene University was founded in 1964 by action of the General Assembly of the Church of the Nazarene. The first Board of Trustees, organized in spring 1966, elected Stephen W. Nease as the first president of the University in May. In September 1966 the Trustees voted to locate the University in Mount Vernon, Ohio on the Lakeholm farm. The land was purchased with funds raised by public subscription in the Mount Vernon area and deeded to the Board of Trustees as the site for the University. The University received its charter from the State of Ohio in December 1966. The first students, the pioneer class, arrived on campus October 12, 1968.

The first graduates received associate degrees in June 1970. Four succeeding two-year classes received associate degrees through May 1974. In 1972 the North Central Association of Colleges and Schools accredited the University as an associate degree conferring institution. Accreditation was extended in 1974 to include baccalaureate degree programs. In 1979 and 1989 the accreditation was reaffirmed. The first junior class enrolled in the academic year 1974 and the senior class was added in 1975. The first baccalaureate degree was awarded in May 1976. The graduate program began in 1991 with the first class of students in the Master of Ministry program. The first class of graduate students was graduated in May 1994.

The University received a Certificate of Authorization from the Ohio Board of Regents in 1969 and was elected to membership in the Ohio College Association in 1971. In 1975 the University received accreditation of the teacher education program. The Master of Arts in Education program received approval from the State of Ohio and the North Central Association of Colleges and Schools, and began its first class in fall 1995. The program's focus is on curriculum and instruction. Its first graduates completed the program in spring 1997.

The University began its degree completion program for adult learners in fall 1993. Its first graduates received the BBA degree (Bachelor of Business Administration) program in spring 1995. The program expanded to the Polaris campus in Westerville, OH in fall 1995. Other authorizations followed. Currently, the University operates programs in New Albany, Newark and Mansfield.

Dr. John Allan Knight, the University's second president, served from August 1972 until June 1975. Dr. L. Guy Nees, the third president, served from June 1975 until November 1980. In November 1980 Dr. William J. Prince became the fourth president of Mount Vernon Nazarene University. In July 1989 Dr. E. LeBron Fairbanks was elected as the fifth president and he retired in January 2007. The transition to University took place on August 1, 2002. Dr. Daniel J. Martin began his tenure as the sixth president on February 1, 2007 and served until June 30, 2012. Dr. Henry Spaulding was elected as the seventh president in 2012.

## **1.2.2 Denominational Relationship and Control**

Mount Vernon Nazarene University, a coeducational university of the arts and sciences, is the official university of the East Central Educational Region of the Church of the Nazarene. Sponsorship and support is charged to Nazarene congregations in Ohio, West Virginia, and eastern Kentucky, with control delegated to the Board of Trustees elected by the annual assemblies of the East Ohio, Central Ohio, North Central Ohio, East Kentucky, Northwestern Ohio, Southwestern Ohio, West Virginia North, and West Virginia South districts of the Church of the Nazarene. Many students come from this church constituency; however, the University is not narrowly sectarian. It welcomes students of like ideals to the University community.

[\(Church of the Nazarene Manual\)](#)

## **1.3 Institutional Mission**

### **1.3.1 Mission Statement**

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

### **1.3.2 Mission Context**

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional and graduate education in multiple locations throughout the state of Ohio.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots: informed by the Bible; focused on Christ-likeness in every aspect of life; and defined by a love for God with heart, mind, soul, and strength, and for neighbors as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; engaged in the discovery of wisdom and truth in every discipline of study; prepared for leadership in various locations to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As in Romans 12:1-2, we are called to offer our head, hearts, and hands as living sacrifices, holy and pleasing to God. In the lives of our alumni, the marks

of Mount Vernon Nazarene University continue to identify them as developed disciples, servant leaders, learning professionals, and loyal alumni.

### 1.3.3 Core Values

1. Christ-likeness
2. Learning
3. Serving
4. Excellence

### 1.3.4 University Vision

To Change the World with the Love of Christ

### 1.3.5 Strategic Vision

We will become recognized as one of the nation's leading Christian higher education institutions.

### 1.3.6 University Motto

The aspiration of the University is that academic and student life activities be integrated in a Wesleyan holiness tradition to facilitate character, value, and cultural development to improve the quality of life. The University seeks to produce change in the student so that the student models the attitude expressed in the University motto "To seek to learn is to seek to serve." As students experience the educational process, the University strives to enable students to function as competent Christians, competent citizens, and competent professionals.

### 1.3.7 Statement of Faith

As a university of the Church of the Nazarene, the University stands in the Wesleyan evangelical tradition, as summarized in the "Articles of Faith" and "Agreed Statement of Belief" in the *Manual*, Church of the Nazarene, we believe:

1. In one God – the Father, Son, and Holy Spirit.
2. That the Old and New Testament scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
3. That man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
4. That the finally impenitent are hopelessly and eternally lost.
5. That the atonement through Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
6. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
7. That the Holy Spirit bears witness to the new birth and also the entire sanctification of believers.
8. That our Lord will return, the dead will be raised, and the final judgment will take place.

To these ends and in keeping with the ideals of the Church of the Nazarene as the sponsoring denomination, the Mount Vernon Nazarene University curriculum follows the liberal arts pattern which encompasses career and vocational preparation at the University level in selected professional and pre-professional areas of study. The Mount Vernon Nazarene University experience is designed to provide a program, which is sufficiently flexible to meet basic individual needs.

### 1.3.8 Institutional Philosophy Statement

Liberal arts education at Mount Vernon Nazarene University is a holistic approach to faith and learning with a goal of enabling students to think and act like the persons they were created to be and equipping them for a career and life of service to God and mankind in the twenty-first century. We assert that a lifestyle of study, which we define as the pursuit of goodness, truth and beauty, is a sacred calling. We believe that education should be concerned with developing a person's humanity as one created in the image of God.

We affirm the Wesleyan evangelical worldview as the basis for understanding this humanity both in terms of what we are and what, by God's grace, we can and should be. We affirm our commitment to the education of the whole person -- body, mind, and spirit -- through the growth of personhood that results from knowledge and skills dedicated to breadth of understanding and to depth of coverage in the disciplines. Our vision is to work redemptively to address the human predicament as evidenced, for example, in failed relationships, moral decay, loss of community, crisis in the church, degradation of imagination in popular media, stunting of creativity in the workplace, and destruction of the natural environment.

A Christian liberal arts education should prepare us to assume the rights and responsibilities of citizenship that apply to our native, global and Christian cultures. We are committed to the appreciation of enduring traditions and values as well as the exploration of the great human questions concerning the nature and meaning of humanity. Through exposure to cultural diversity, we should learn to appreciate others and their values without compromising our values and carry out evangelism without coercion. We believe that the University experience should refine interpersonal skills crucial to relationships with self, others, and God so that we may be effective change-agents in our communities.

We believe that Christian liberal arts education should result in service to the world. In short, we believe that liberal arts education provides a sound foundation for Christian living and one's career as summarized in the University motto *"To seek to learn is to seek to serve."* Thus, the goal of liberal arts education is: *to equip students with requisite skills and essential knowledge to be effective change-agents, citizens and stewards in the global village of the twenty-first century.*

## 1.4 Board of Trustees Governance Structure and Process

The following descriptions of the University's governance structure and process are reproduced from the Board of Trustees' *Standard Policy* document.

### 1.4.1 General Statement of Governance

1. Mount Vernon Nazarene University is a private higher education institution sponsored by the Church of the Nazarene. The Board of Trustees constitutes MVNU's Corporate Board, governs the University, and elects the University President.
2. The President, as the chief executive officer, directs and supervises all operations of the University, in the implementation of its stated mission. The President is the chief spokesperson and representative of the institution, ultimately responsible for communications both internal to the University and external with the larger community.
3. The President ensures that governance policies are clearly articulated and implemented. The President appoints, after conferring with the Executive Committee, all senior administrators of the University, who report to the President on a regular basis and make reports to the Board of Trustees on occasion.

### 1.4.2 Principles of Governance

1. The ultimate responsibility for Mount Vernon Nazarene University rests in its Board of Trustees. The Board cannot delegate its fiduciary responsibility for the academic integrity, spiritual well-being, and financial health of the institution. Traditionally, and for practical reasons, the Board delegates some kinds of authority to other stakeholders with the implicit and sometimes explicit condition that the Board reserves the right to question, challenge, and occasionally override decisions or proposals it judges to be inconsistent with the mission, integrity, or financial position of MVNU. For example, the delegation of authority to the administration and faculty in adding, reducing, or discontinuing academic programs is made with the implicit understanding that the Board still retains the ultimate responsibility.
2. The Board of Trustees retains ultimate responsibility and full authority to determine the mission of the institution in consultation with, and on the advice of, the President in consultation with faculty, staff, and other key stakeholders. The Board is also responsible for establishing the strategic direction of the institution through its insistence on, and participation in, comprehensive planning.
3. The Board should conduct its affairs in a manner that exemplifies the behavior it expects of other participants in institutional governance. From time to time, the Board should examine its structure and performance and should expect the same of faculty and staff.

The Board will avoid the temptation to micromanage in matters of administration. Board members will avoid even the perception of any personal or special interests. Board members will avoid undermining the administration.

4. Higher education governance is the responsibility of the Board of Trustees. The involvement of internal stakeholder groups – administrators, faculty, non-academic staff, and students – will vary according to subject matter and/or level of decision-making. The Board of Trustees is responsible for establishing the rules by which stakeholders' voices are considered and states explicitly who has the authority for what kinds of decisions – that is, to which persons or bodies it has delegated authority and whether that delegation is subject to Board review. The Board will ensure that no single stakeholder group is given an exclusive franchise in any area, while recognizing that the subject matter in question will determine which groups have primary or secondary responsibilities.
5. The Board reserves the right to review and ratify specified academic decisions, as well as proposals to adopt major new academic programs or eliminate others. The Board should set budget guidelines concerning resource allocation on the basis of assumptions, usually developed by the administration, that are widely communicated to interested stakeholders and subject to ample opportunity for challenge. Once the Board makes these decisions, it should delegate resource-allocation decisions to the President who may, in turn, delegate to others.
6. The President is the Board's major window on the institution, and the Board should expect both candor and sufficient information from the President. In turn, the Board should support the President, while ensuring that the voices of other stakeholders are heard.
7. The Board of Trustees has the responsibility to appoint and assess the performance of the President.
8. No board member should favor any particular constituency or segment of the organization to the neglect of serving the institution as a whole.

### 1.4.3 Board of Trustees Responsibilities

The legal governing body for the University, the Board of Trustees, is composed of the University President and forty-one members elected by the eight Church districts of the East Central Educational Region plus two representatives from the alumni. The Board of Trustees is an autonomous body charged with the governance of the University, without legal control by the Church constituency.

The annual meeting of the Board of Trustees is held in November. Two other meetings are normally held during the academic year; one at the time of Commencement, as required by the *Bylaws*, and the other, a March meeting, to consider the budget for the coming year. The Executive Committee is empowered by the *Bylaws* to act for the Board of Trustees in the interim between regular meetings. Since the board members reside within the educational region of the University, special meetings do not require major travel or other expenditures.



### Parameters of Responsibilities

The parameters of responsibilities of the Board of Trustees include, but are not limited, to:

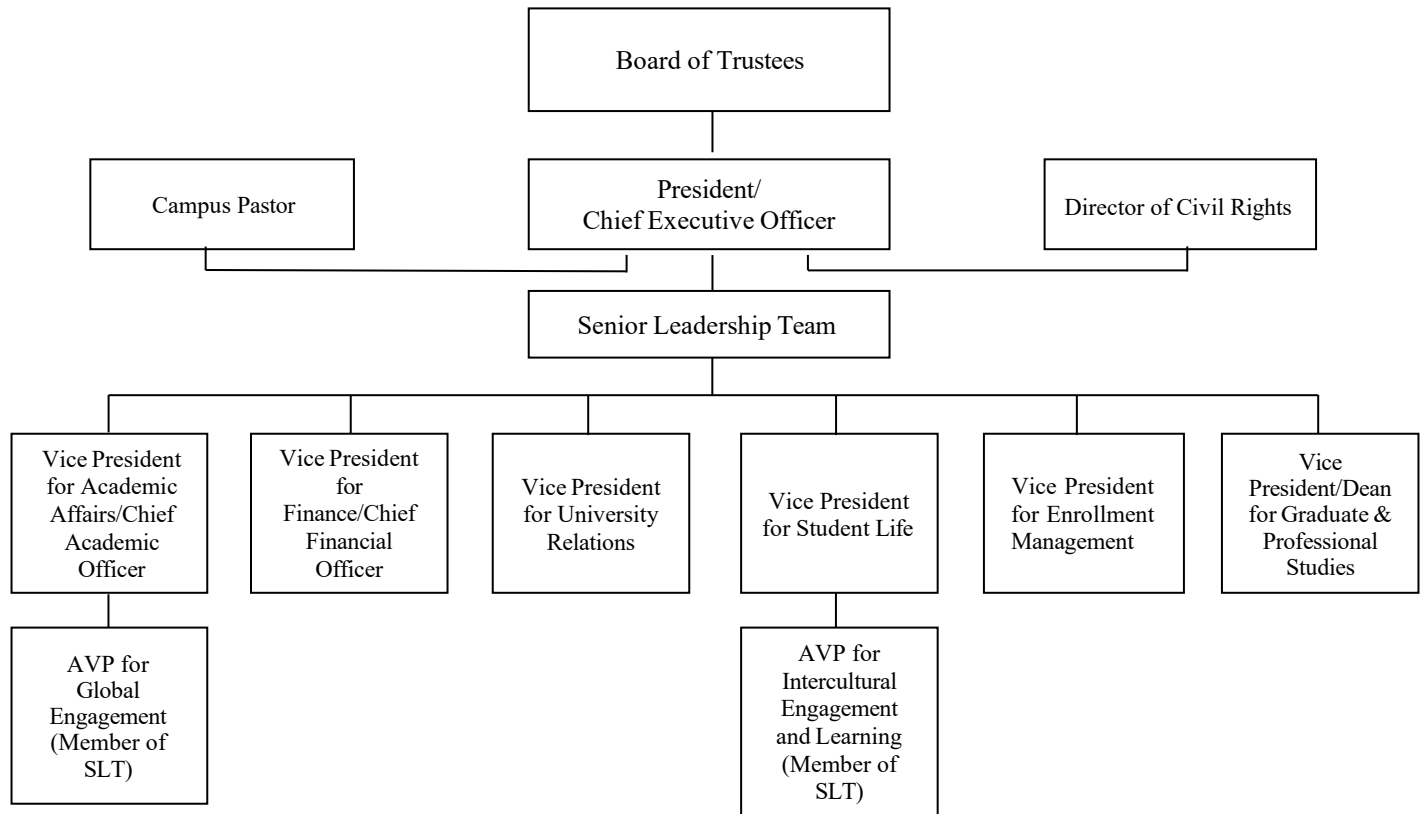
1. Elect the President, the chief executive officer of the University.
2. Upon recommendation of the President, approve the appointment of all administrative officers and faculty members.
3. Set forth the general policies of the University and make such rules, laws, and regulations as shall be deemed necessary for the governance of the University.
4. Approve the broad educational policies of the University assuring that they achieve the stated mission and goals.
5. Approve policies concerning the financing, investment program, and business management of the University.
6. Review the annual audit of the financial accounts.
7. Give final approval to the promotion, demotion or dismissal of faculty members.
8. With the President, and other appropriate administrators, plan new buildings.
9. Approve policies concerning the management of buildings and grounds.
10. Review and approve the annual budget.
11. Approve tuition charges and fees.
12. Upon recommendation of the President grant degrees and diplomas to candidates who have completed the required work.
13. Upon nomination by the President, and the Honorary Degree Committee, approve and confer all honorary degrees.
14. Create and provide for all committees necessary to the work and administration of the corporation in accordance with the *Charter* and *Bylaws* of the corporation.
15. Hold title to all property of the corporation: real, mixed, and personal.
16. Perform all other duties of the affairs of the corporation and execute all powers and privileges conferred upon it by the *Articles of Incorporation*, the *Bylaws* and the laws of the land.

Official communication lines between Trustees and teaching personnel and staff shall be initiated only by the Trustees or by the President.

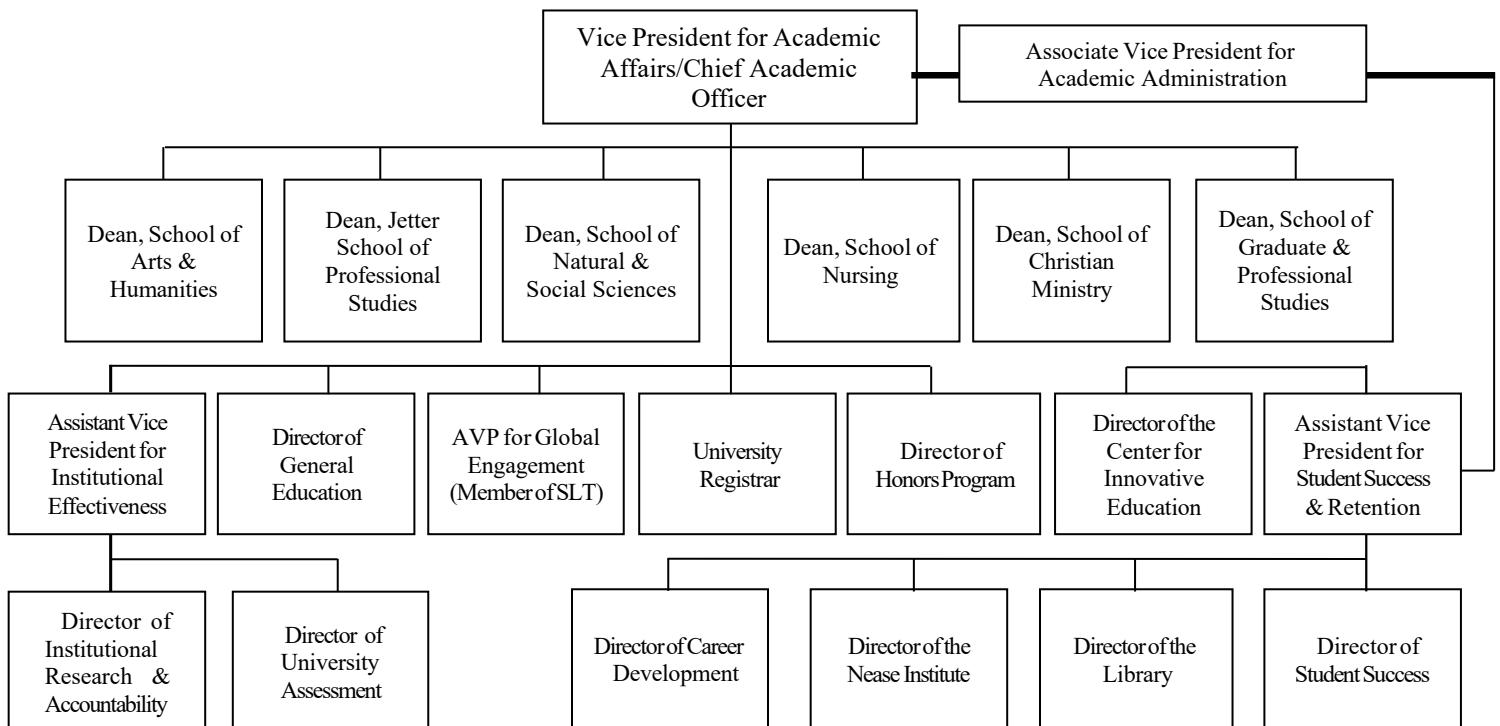
The *Articles* and *Bylaws* constitute the legal documents under which the University is incorporated. Although the contents relate primarily to affairs of the Board of Trustees and the duties of administrative officers, certain sections are of interest to the faculty. Copies of these documents are filed in the President's Office and in the Library.

#### 1.4.4 Organizational Charts

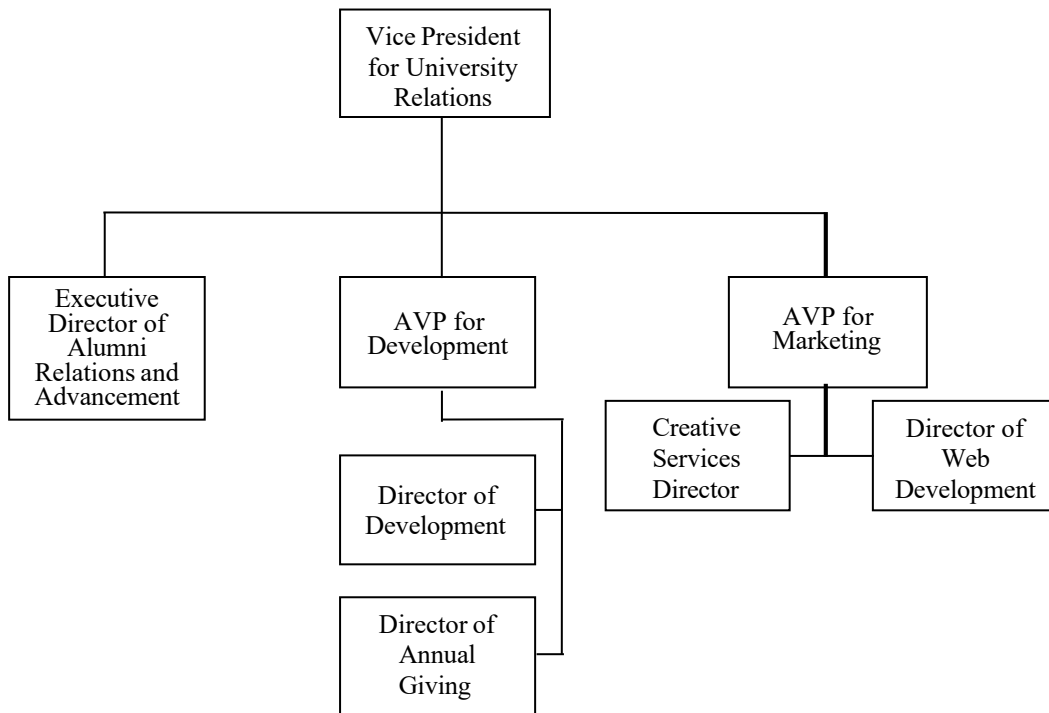
##### 1.4.4.1 Senior Leadership Organizational Chart



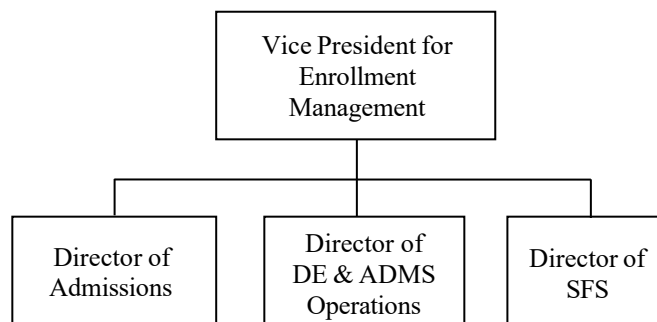
##### 1.4.4.2 Academic Affairs Organizational Chart



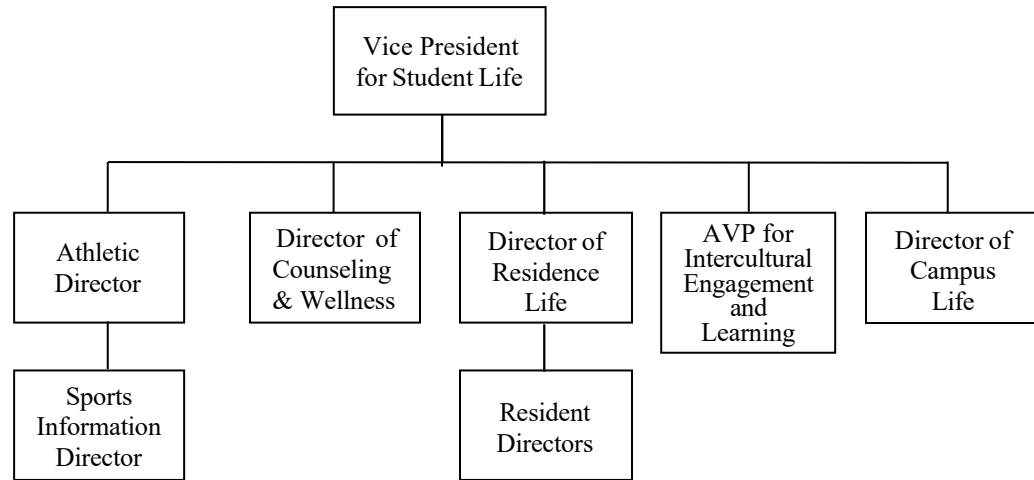
#### 1.4.4.3 University Relations Organizational Chart



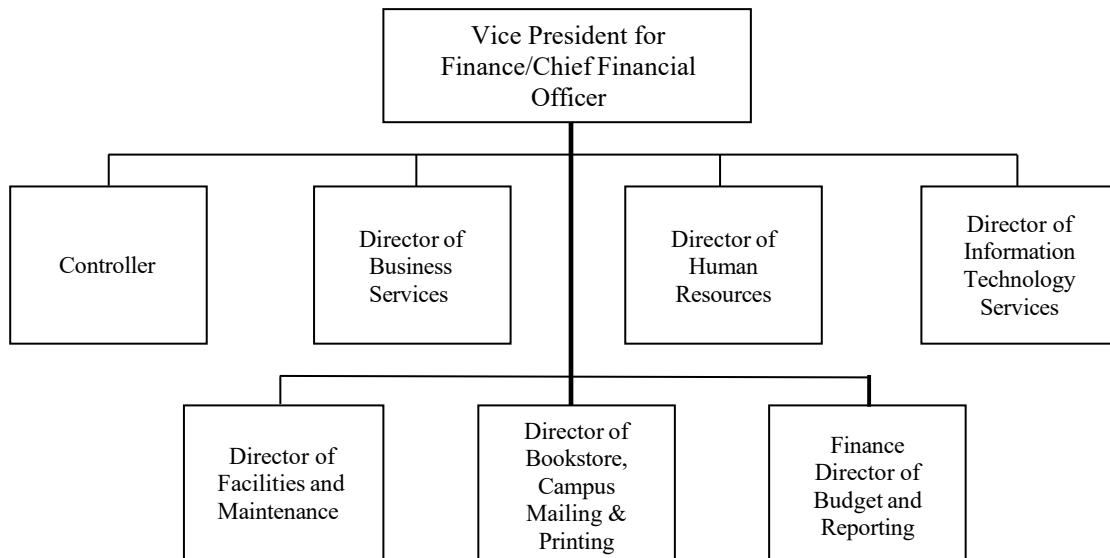
#### 1.4.4.4 Enrollment Organizational Chart



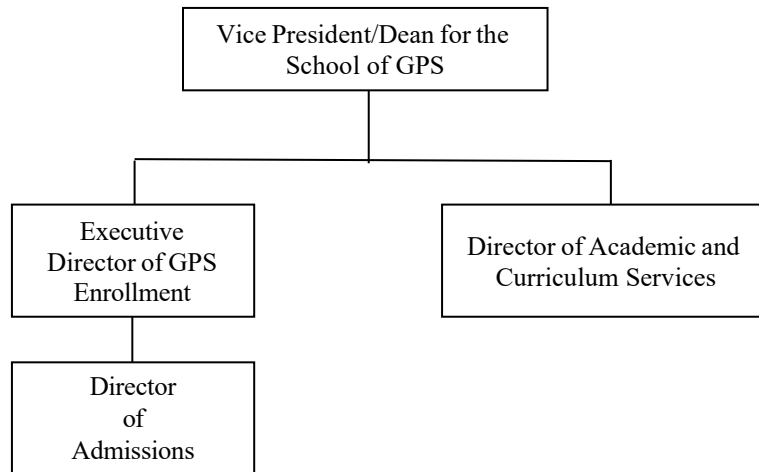
#### 1.4.4.5 Student Life Organizational Chart



#### 1.4.4.6 Finance Organizational Chart



#### 1.4.4.7 Graduate and Professional Studies Organizational Chart



## **1.5 Faculty Governance and Academic Decision-Making**

Faculty input is sought on a wide variety of issues, especially where decisions may affect the life of faculty, but the place for specific faculty recommendations and votes involves academic policy and programs. The faculty is organized in a manner that will provide a structure for academic policy, curriculum review, and general input into the academic work of the university. Faculty governance is essentially a collaborative process involving academic departments, schools, committees, councils, and faculty assembly.

### **1.5.1 Departmental Governance**

Academic decisions begin in departmental meetings which is the primary place for input on a wide range of concerns and recommendations on curricular issues. The Academic Protocol document specifies which decisions stop at the departmental and which need to be considered by the school.

### **1.5.2 School Governance**

Academic schools consider recommendations from departments and offer an opportunity for input/decision-making for the entire academic unit. The Academic Protocol documents specifies which decisions stop at the departmental and which need to be considered by faculty committees/councils and the faculty assembly.

### **1.5.3 Faculty Committee Governance**

Faculty committees exist as one collaborative process (along with departmental/school meetings and faculty assembly) toward shared governance. Faculty committees make recommendations to the Traditional Academic Council and/or the appropriate administrative offices. Faculty, staff and/or students may be appointed to some committees with the approval of the Chief Academic Officer (CAO) or President.

Faculty committees are organized with the following parameters in mind:

1. Each traditional school will be represented. The School of GPS may be represented when the President deems it appropriate.
2. The school dean will determine in consultation with the CAO and the faculty of the school how to select its representatives.
3. All members of the committee will have a vote.
4. No faculty will be required to serve on more than two faculty committees.
5. Committee chairs and at-large faculty members will be elected and/or appointed during or before the May Faculty Assembly meeting. When a member of the Senior Leadership Team is the chair of a committee, it is considered an appointment of the President.
6. Faculty may request in writing to the CAO not to serve on committees for a period of one year.
7. Faculty members are free to attend any committee meeting held on campus with the understanding that they will not have a vote or the privileges of the floor. If sensitive issues arise, the chair may excuse anyone who is not officially assigned to the committee.
8. Vacancies on faculty committees will be filled by the CAO in consultation with the appropriate school dean.
9. Minutes of the meetings are to be submitted electronically in .pdf form to the designated Academic Affairs folder when approved by the committees.
10. The President and CAO are ex officio members of all faculty committees and may choose to attend committee meetings as needed.

11. An ad hoc nominating committee will be appointed in the spring by the CAO to solicit names for at-large faculty representatives needed for the President's Advisory Council, Honorary Degree Committee, the Title IX Committee and the Board of Trustees. These representatives will be elected at or before the May Faculty Assembly meeting.

### **1.5.3.1 Program Committees**

#### **1.5.3.1.1 Arts, Lectures, and Programs Committee**

The Arts, Lectures, and Programs Committee will consider policies for intellectually and spiritually enriching programs in the arts, lectures, and other cultural events for the University. This committee makes recommendations regarding art exhibits, lectures, and programs. The committee also provides general direction to the Buchwald Center under the direction of the Dean of the School of Arts and Humanities.

The Arts, Lectures, and Programs Committee is composed of the CAO, University Chaplain, Dean of the School of Arts and Humanities, one faculty member from the Art Department, Director of Communications, one faculty member from each academic school, and one student representative.

The chair will be elected during or before the May Faculty Assembly meeting.

#### Parameters of Responsibility:

1. Provide input to the CAO regarding the Art Gallery
2. Recommend policies for the Art Gallery program
3. Plan and contract for exhibits in consultation with CAO
4. Recommend lectures/events/programs to the CAO for the University calendar
5. Recommend policies for university cultural events held on campus
6. Recommend policies regarding lectures
7. Assess diversity in arts, lectures, and programs

The Arts, Lectures, and Programs Committee will make its recommendations to the CAO.

#### **1.5.3.1.2 Faculty Development Committee**

The Faculty Development Committee defines the policies for faculty (including adjunct faculty) development and recommends programs to realize the maximum development for the faculty. The committee advises the CAO on Faculty Institute and/or other development activities and allocation of development resources.

The Faculty Development Committee is composed of one faculty member from each academic school.

The chair will be elected by the committee during or before the May Faculty Assembly meeting.

#### Parameters of Responsibility:

1. Recommend professional development activities for all faculty including adjuncts
2. Recommend/Review sabbatical opportunities/applications
3. Promote integration of faith

4. Coordinate faculty mentoring
5. Assess faculty development
6. Coordinate/Review applications for mini grants
7. Review the quality of life for faculty

The Faculty Development Committee makes recommendations to the CAO.

### **1.5.3.2 Review Committees**

#### **1.5.3.2.1 Admissions Committee**

The Admissions Committee provides direction for a wide range of issues regarding the undergraduate admission and readmission of students to the university. Upon the recommendation of the Director of Admissions, this committee will review files and may recommend particular conditions be placed on students who meet admissions standards, but have a history of criminal violence, or for whom there are behavioral patterns that may negatively influence their fit for the university.

The Admissions Committee will be composed of the Associate Vice President for Enrollment (chair), Director of Student Success, Director of Academic Support, Director of Admissions, Director of Intercultural Life, Director of Student Life, Assistant University Registrar, one faculty member from each academic school, and one student representative.

##### Parameters of Responsibility:

1. Recommend policies for admission and readmission
2. Make recommendations/decisions for admission and conditions for under qualified students
3. Make recommendations regarding increasing diversity in admission policy

The Admissions Committee makes recommendations to the Vice President for Graduate and Professional Studies and Enrollment.

#### **1.5.3.2.2 Diversity and Intercultural Life Committee**

The Diversity and Intercultural Life Committee seeks to foster a campus-wide consideration of diversity and the promotion of multicultural issues.

The Diversity and Intercultural Life Committee is composed of the Director of Intercultural Life, Director of Campus Community Life, one Resident Director, Vice President for Enrollment Development and Marketing, Vice President for Student Life, Assistant Director of Admissions, Student Government Association Vice President for Community Life, Student Government Association International Student Representative, three students that represent cultural and ethnic diversity appointed by the Director of Intercultural Life, and one faculty member from each academic school.

The chair is appointed by the Vice President for Student Life.

##### Parameters of Responsibility:

1. Advise on issues of diversity in campus policies
2. Advise on issues of diversity in the curriculum
3. Advise on issues of diversity in faculty and student life



4. Encourage multicultural activities

The Diversity and Intercultural Life Committee makes its recommendations to the CAO and/or the Vice President for Student Life.

#### **1.5.3.2.3 Faculty Evaluation Committee**

The Faculty Evaluation Committee considers issues regarding the promotion in rank of faculty, employment policies regarding faculty, and recommends policies and procedures for evaluating faculty.

The Faculty Evaluation Committee is composed of the CAO (chair) and one full professor from each academic school. If a committee member is unable to serve, the dean will appoint a replacement. School representatives may not serve consecutive terms unless there are no other qualified members of the school.

##### Parameters of Responsibility:

1. Review applications for promotion
2. Review employment issues of the faculty
3. Recommend policies regarding faculty evaluation including assessment measures
4. Examine faculty evaluation measures

The Faculty Evaluation Committee makes recommendations to the CAO.

#### **1.5.3.2.4 Institutional Review Board**

The Institutional Review Board reviews all applications for the survey of subjects for research.

The Institutional Review Board is composed of one faculty member from each academic school.

The chair is appointed by the CAO.

##### Parameters of Responsibility:

1. Review/Recommend research policies based on law
2. Review and Process applications

The Institutional Review Board makes its determinations and reports these to the faculty and students who have applied.

#### **1.5.3.2.5 Title IX Committee**

The Title IX Committee is composed of the Title IX Coordinator (chair), Deputy Title IX Coordinator(s), Athletic Director\*, Vice President for Student Life, Director of Student Life, two faculty representatives (appointed by the CAO in consultation with the Title IX Coordinator for two-year terms of service), Director of Human Resources\*, Campus Safety Coordinator\*, one Resident Director, one female RA, and one male RA.

\*Or representative of this office

The committee convenes bi-annually, with the chair reserving the right to call extra meetings if needed.

##### Parameters of Responsibility:

1. Review policy and procedures associated with incidents
2. Offer feedback when reports and incidents occur

3. Offer feedback on and partner in:
  - a. Programming
  - b. Surveys
  - c. Communication
  - d. Training, both for the committee members and for the students and employees under their sphere of influence
  - e. Other state requirements

#### **1.5.3.2.7 Student Assessment and Learning Committee**

The Student Assessment and Learning Committee provides direction regarding assessment plans, tools, and/or experiences related to student curricular and co-curricular learning. This committee reviews assessment results annually and reports to the faculty and administration concerning these results.

The Student Assessment Committee is composed of the Director of Assessment (chair), the Director of Graduate and Professional Studies and Enrollment, one Campus Ministries representative, one Student Life representative, two members of Student Government Association, and one faculty member from each academic school.

##### Parameters of Responsibility:

1. Link student learning outcomes to the University's mission, goals and objectives.
2. Establish a timetable for administering the assessment instruments selected by the committee, and work to publicize these dates.
3. Approve methods of assessing student learning outcomes as proposed by units (departments and divisions).
4. Review the results of institutional learning assessment instruments administered to students, and provide an analysis of the findings with appropriate recommendations to departments, NTAC, the General Education Committee, and divisions responsible for co-curricular learning.
5. Develop a plan for educating and informing faculty, administration, and students of the purposes and outcomes of student learning assessment.
6. Recommend strategies for improving student learning.
7. Periodically evaluate the effectiveness of the student learning outcomes assessment program.

The Student Assessment and Learning Committee reports its work to the CAO and the Academic Leadership Team.

#### **1.5.3.2.8 Student Judicial Committee**

The Student Judicial Committee considers disciplinary policies and makes recommendations regarding the occasions when students fail to abide by these policies.

The Student Judicial Committee is composed of the Director of Student Life, two resident directors, two representatives from student leadership, and one faculty member from each academic school.

The chair is appointed by the Vice President for Student Life.

##### Parameters of Responsibilities:

1. Recommend disciplinary policies for students
2. Make decisions regarding incidents of not abiding by disciplinary policies

3. Review discipline appeals

The Student Judicial Committee makes recommendations to the Vice President for Student Life.

### **1.5.3.3 Policy Committees**

#### **1.5.3.3.1 Online and Technology Committee**

The Online and Technology Committee recommends policy regarding online curriculum, online programs, and university use of technology.

The Online and Technology Committee is composed of the Assistant Vice President for Innovative Education, the Vice President for Graduate and Professional Studies, Director of Information Technology, the staff representative to the Board of Trustees, the University webmaster, one faculty member from each academic school, and a student representative.

The chair will be appointed by the CAO.

#### Parameters of Responsibility:

1. Recommend policies for online curriculum
2. Develop a three-to-five year plan regarding the application of technology appropriate to the University's teaching and learning activities
3. Coordinate the requests for technology applications and training for the purpose of maximizing the use of such applications campus-wide
4. Develop and recommend policies that facilitate the planning, coordination, and use of technology in the classroom for the purpose of strengthening student learning
5. Advise the CAO and the Faculty Development Committee on faculty development and training needs related to the instructional and pedagogical use of technology in the classroom and for facilitating student learning
6. Develop and administer assessments of instructional technology activities and initiatives
7. Develop methodologies and policies for verifying student identity and monitoring test security for online instruction
8. Work with appropriate University offices in seeking and developing grants and other funding streams to purchase and implement applications that are components of the instructional technology plan

The Online and Technology Committee makes its recommendations to the appropriate Senior Leadership Team official.

### **1.5.3.4 Curriculum Committees**

#### **1.5.3.4.1 General Education Committee**

The General Education Committee is responsible for the traditional general education program, including approving the general education program, specific general education courses, interdisciplinary courses and assessing the degree to which the general education program achieves its educational objectives. [The GPS general studies program is managed by NTAC.]

The General Education Committee is composed of the CAO and two faculty members from each academic school, a student representative (non-voting), and the Director of University Assessment (non-voting).

The chair is appointed by the CAO.

Parameters of Responsibility:

1. Approve all traditional program General Education curricular changes
2. Consider ways in which the understanding of human diversity might be increased in the traditional General Education program
3. Approve all course revisions in traditional General Education
4. Review the syllabi of all traditional General Education courses
5. Assess the traditional General Education program.

The General Education Committee makes recommendations to the Traditional Academic Council.

**1.5.3.4.2 Traditional Academic Council (TAC)**

The Traditional Academic Council (TAC) reviews/approves all traditional academic matters and academic policies that impact more than one traditional school. The TAC recommends the following to Faculty Assembly, 1) University-wide academic policies, 2) General Education recommendations, and 3) any other academic or policy issues that are referred by Academic Affairs.

The Traditional Academic Council is composed of the CAO, Assistant to the President for Planning and Effectiveness, Director of Assessment, Traditional School Deans, University Registrar, Director of the Library, Director of General Education, three faculty members from each academic school, and the Student Government Association Vice President for Academic Life.

The chair is appointed by the CAO.

Parameters of Responsibility for the Traditional Program:

1. Review/Approve all curricular changes
2. Review/approve new programs (majors, minors, concentrations, tracks, cognates)
3. Review/approve revisions to all programs (majors, minors, concentrations, tracks, cognates)
4. Review/approve admission, registration, progression, and graduation standards
5. Review/approve standards of eligibility for participation in curricular-related activities, including intercollegiate athletics
6. Review/approve recommendations from the General Education Committee
7. Review/approve other matters recommended by Academic Affairs
8. Review institutional testing and program evaluations
9. Review/Recommend standards for directed studies, independent studies, internships, and field experiences.

The Traditional Academic Council makes its recommendations to the Faculty Assembly.

#### **1.5.3.4.3 Non-Traditional Academic Council (NTAC)**

The Non-Traditional Academic Council (NTAC) reviews/approves all non-traditional academic matters and academic policies. The NTAC actions go to Faculty Assembly as information items.

The Non-Traditional Academic Council is composed of the CAO, VP/Dean of the School of Graduate and Professional Studies, Assistant Vice President for GPS, GPS Business Programs Coordinator, Assistant Registrar for GPS, GPS General Studies Coordinator, GPS Education Coordinator, GPS Undergraduate Nursing Coordinator, GPS Graduate Nursing Coordinator, GPS Ministry Coordinator, GPS Social Work Coordinator, GPS Public Administration Coordinator, Director of Institutional Research, GPS Graduate Student Representative, GPS Undergraduate Student Representative. Non-voting associate: Assistant Director of Academic Affairs, Director of Academic and Curriculum Services, Senior Student Financial Advisor, Senior Academic Services Specialist.

The VP/Dean of the School of Graduate and Professional Studies appoints a chair.

Parameters of Responsibility for the Non-Traditional Program:

1. Review/Approve all curricular changes
2. Review/approve new programs (majors, minors, concentrations, tracks, cognates)
3. Review/approve revisions to all programs (majors, minors, concentrations, tracks, cognates)
4. Review/approve admission, registration, progression, and graduation standards
5. Review/approve standards of eligibility for participation in curricular-related activities for students
6. Review/approve other matters recommended by Academic Affairs
7. Review institutional testing and program evaluations
8. Review/Recommend standards for directed studies, independent studies, internships, and field experiences.

The Non-Traditional Academic Council reports its actions to the Faculty Assembly.

#### **1.5.4 Faculty Assembly**

The Faculty Assembly is composed of all full-time and part-time faculty employed by the University. Its purpose is to consider and vote on University-wide academic policies, traditional program General Education, and any other traditional academic or policy issues that are referred to it. The Faculty Assembly reviews actions from NTAC and TAC and can call for such actions to be reconsidered by the Assembly as specified in the action history form protocols.

All members are expected to be present at scheduled meetings of the Faculty Assembly, as well as any special meetings. Notice of special meetings will be given at least two (2) business days prior to the date of the meeting. The sole authority for calling a special meeting rests with the University President or the CAO.

For a vote to be valid, a quorum is necessary. Balloting will be done by voice vote, unless decided otherwise.

The official record of Faculty Assembly meetings is the responsibility of Academic Affairs. The CAO will designate a person who will have the responsibility of maintaining the official records, distributing minutes, preparing ballots for faculty voting (if necessary), and other duties as assigned.

### 1.5.5 Administrative Committees, Teams/Councils

#### 1.5.5.1 Crisis Response Teams

This plan resides with the Vice President for Student Life, who is responsible for emergency operations.

#### 1.5.5.2 Honorary Degree Committee

##### General Principle and Criteria

Mount Vernon Nazarene University is a liberal arts university with a distinctly Christian commitment expressed in its motto, "To seek to learn is to seek to serve." As such, it chooses as its guiding principle for awarding honorary degrees the concept of *excellence in service*. "Excellence" expresses its academic commitment and "service" its Christian commitment. Those to be honored will have used their learning and expertise in a life of service.

The candidate shall manifest intellectual and professional qualities in harmony with the academic purpose of a liberal arts university, and the moral and spiritual goals of the Christian church. The candidates shall have given significant service to the church, community, or University. Current faculty and staff are not eligible. Faculty and staff who have been separated from the University for at least five years may be considered for an honorary degree.

##### Composition of the Honorary Degree Committee

The Honorary Degree Committee shall be composed of seven (7) members: The University President who shall serve as chair, the CAO and Chief Academic Officer, chair of the Academic Affairs Committee of the Board of Trustees, two (2) full-time faculty members elected by the faculty as nominated by its Nominating Committee, and two members elected by the Board of Trustees from its membership as nominated by its Executive Committee.

##### Policies

1. No more than two (2) honorary degrees will be awarded per academic year.
2. No honorary degrees will be awarded in absentia.
3. If not selected, a candidate may be nominated again after a period of five (5) years or if there is intervening information regarding service to the church, community, or University that merits reconsideration.
4. In the event there are two (2) or more committee approved nominees in one year, the Honorary Degree Committee will identify the initial two (2) recipients and maintain an approved candidate list for awarding at a future time.
5. All committee votes will be by secret ballot.

##### Nominating Procedure

Stage 1 – Initial Nomination:

1. Current trustees, administrators, faculty, or staff of the University may nominate a candidate for consideration by submitting a nominating letter to the University President. The nominator should clarify the nature of his/her relationship with the candidate, including any potential or perceived conflicts of interest.
2. The nominating letter should address the candidate's qualifications as described in the *General Principle and Criteria* section noted above.
3. A two-thirds affirmative vote of the Honorary Degree Committee is required for a nominee to advance to Stage 2 – *Candidate Consideration*.

#### Stage 2- Candidate Consideration:

Upon a two-thirds vote in Stage 1, nominators must solicit and submit the following for full candidate consideration:

1. Two (2) letters from individuals intimately acquainted with the candidate that directly address the candidate's professional competence and achievements.
2. Two (2) letters from individuals intimately acquainted with the candidate that speak directly to the candidate's life, values, and service to church, community, or University.
3. The candidate's vitae or biographical statement.

#### Voting Procedure – Election by Board of Trustees

1. Candidates will only be considered by the Honorary Degree Committee when the president has received the full complement of supporting materials as delineated in Stage 2 – *Candidate Consideration*.
2. The Honorary Degree Committee's recommendation to the Board of Trustees will require a two-thirds affirmative vote.
3. If the Honorary Degree Committee's recommendation to the Board of Trustees is affirmed by a two-thirds vote of the board, the University president will notify the nominee of the honor.
4. If the Honorary Degree Committee's recommendation to the Board of Trustees is not affirmed by a two-thirds vote of the board, the University president will communicate the decision to the nominator.

#### **1.5.5.3 Institutional Effectiveness Committee**

The Institutional Effectiveness Committee provides direction regarding assessment plans, tools, and activities related to the University's operational and non-instructional service delivery units. The Committee reviews and approves unit assessment plans the operational and non-instructional service delivery units. The Committee reviews assessment results annually and reports the major findings to the faculty and administrative.

The Institutional Effectiveness Committee is composed of the Assistant to the President for Planning and Effectiveness (chair), one mid-level manager from each of the following divisions: Academic Affairs, University Relations, Graduate and Professional Studies, Enrollment Finance, Student Life, and two student representatives from the Student Government Association.

The Student Government Association representatives are appointed annually by the Association. The mid-level managers are appointed by their respective Senior Leadership Team supervisors. The appointment is a two year appointment in accord with the committee rotation sequence.

#### Parameters of Responsibility:

1. Link the functions of operational and non-instructional service delivery units to the University's mission, goals and objectives.
2. Oversee institutional effectiveness programs and activities, especially as they are targeted to evaluating administrative structures and service delivery capacities.
3. Develop and review the philosophy and procedures for improving institutional effectiveness within administrative structures and service delivery units.
4. Review and approve the assessment plans for the unit self-study activities for administrative structure and service delivery units.
5. Establish the calendar for evaluation activities for the operational and non-instructional activities of the University.

6. Develop a plan for education and informing faculty, administration, and students of the purposes and outcomes of institutional effectiveness evaluations.
7. Recommend strategies for improving institutional effectiveness and efficiency.
8. Periodically evaluate the effectiveness of the institutional effectiveness assessment program.

The Institutional Effectiveness Committee reports its work to the President. A secondary reporting relationship exists to the Senior Leadership Team.

#### **1.5.5.4 President's Advisory Council**

The President selects faculty and staff to serve on the PAC to discuss issues of interest, including but not limited to the strategic plan, operational initiatives, and procedures. The PAC is advisory in nature only.

#### **1.5.5.5 Student Academic Life Committee**

The Student Academic Life Committee consists of the Director of Student Success who shall serve as chair Assistant Vice President for Student Success and Retention, University Registrar, Director of Counseling and Wellness, Director of Intercultural Life, Director of Residence Life, Director of Student Financial Services, Assistant Director of Academic and Registration Services, Campus Pastor, three at-large faculty members (elected for a three-year term with one elected each year ) and one student (Vice President of Academic Life of the Student Government Association).

##### **Parameters of Responsibilities**

1. Administer the appeal process for academically dismissed students at the end of each semester: review, hear, and decide approvals and denials for all submitted student appeals.
2. In collaboration with the Center for Student Success, determine best-practice strategies for retaining at-risk students in the context of academic dismissals.
3. Recommend to the Traditional Academic Council (TAC) and Retention Council policy changes that could result in improved student retention.
4. Keep permanent records of all committee transactions and file one copy with the University Registrar.

#### **1.5.5.6 Retention Council**

The Retention Council, in conjunction with the Assistant Vice President for Student Success and Retention (AVPSSR), is responsible for writing, implementing, managing, assessing, and communicating the retention plan and its initiatives for MVNU.

Standing members of the committee include the following: Assistant Vice President for Student Success and Retention, chair, Associate Vice President for Academic Administration, Vice President for Student Life, Associate Vice President for Enrollment Management, Campus Pastor, Director of Student Success, Director of Residence Life, Director of Admissions, Director of Student Financial Services, Assistant Vice President for Institutional Effectiveness, Director of Institutional Research and Accountability, Registrar, Director of Information Technology Services, Director of Intercultural Life, Director of Facilities & Safety Operations, Assistant Director of Academic and Registration Services, Student Success and Accessibilities Coach, and at least two school deans. Members may be added or replaced from time to time as conditions dictate.

The Assistant Vice President for Student Success and Retention serves as the chair of the committee.

##### **Parameters of Responsibility:**

1. Develop, implement, manage, and communicate the campus-wide student success and retention plan.
2. Establish annual objectives and priorities for campus-wide student success and retention efforts.
3. Establish long-term strategic objectives and priorities for campus-wide student success and retention efforts.
4. Recommend best practices for retention and student success for all classifications of students.
5. Promote the cause of student success and retention throughout the campus community.
6. Establish benchmarks, goals and ongoing metrics for persistence, retention and graduate rates.
7. Monitor, evaluate, and assess student success and retention progress towards established goals.

The Retention Council makes recommendations to the AVPSSR and Senior Leadership Team.



### **1.5.7 Faculty Representatives to the Board of Trustees**

Two (2) faculty members (one (1) faculty who primarily serves in the traditional program and one faculty who primarily serves in Graduate and Professional Studies) and one (1) staff member to serve as representatives to the Board of Trustees. Each representative will serve a two-year term. This recommendation serves to improve communication between the Board of Trustees, faculty, and staff. Faculty representatives will have access to a broad range of perspectives discussed by the Board, and will be more fully informed of the impact and challenges facing higher education.

The faculty provide representation of their colleagues to the Board of Trustees which serves as an important link for communication as well as opportunity for input and involvement. Representatives are important participants in the process of shared governance by providing perspective and representing the holistic nature of the MVNU mission and experience.

The regular meetings of the Board of Trustees that will be attended by faculty representatives are held on the first Thursday and Friday of each November and a spring meeting on the first Thursday and Friday of each March. Representatives attend the Board of Trustees dinner on the evening prior to each meeting, and attend plenary sessions as well as committee sessions. Faculty representatives are non-voting observers and, if so acknowledged by formal motion and approval by the Board of Trustees, given privilege of the floor.

Faculty representatives will present an informational overview at Faculty Assembly following each Board of Trustees meeting. Faculty representatives are a voice back to the MVNU campus community regarding the work of the Board of Trustees.

## **Part 2 Personnel and Contractual Policies for Faculty**

### **2.1 Definition of the Faculty**

#### **2.1.1 Full-Time Faculty**

The defining characteristic of a faculty member at Mount Vernon Nazarene University is teaching and/or academic administration. Contracts (see Appendix B) are awarded to faculty based on content expertise, promise as a scholar/teacher/administrator, degrees, and years of service. The most valuable asset of any university and Mount Vernon Nazarene University in particular is the faculty.

Faculty members are employees of Mount Vernon Nazarene University with instructional and/or administrative responsibilities. While the degree of instructional and/or administrative responsibility may vary, the faculty members serve in assigned areas with the full privileges of pertaining to the vocation. The instructional responsibilities may include classroom teaching responsibilities or equivalent instructional assignments in such areas as student teaching supervision, drama production, practica, internship supervision, and other approved instructional activities outside of normal classroom interaction. Faculty members may supervise, facilitate, and evaluate credit granting student experiences.

Faculty responsibilities may include academic leadership/administrative assignments. School deans, vice presidents and the chief academic officer are faculty members and examples of this sort of role. Academic leadership roles will be indicated on the contract.

All faculty ultimately report to the Chief Academic Officer, with the exception of the President.

#### **2.1.1.2 Change of Responsibility Policy**

Should a faculty member change responsibilities to a position that does not carry faculty status, the rank does not follow the change in assignment.

Should there be a change in the teaching and/or administrative assignment, previous work-related experience will be re-evaluated in light of the new responsibilities as it relates to matters of promotion. Results of the re-evaluation are communicated in writing at the point of appointment to new responsibilities.

#### **2.1.2 Part-Time Faculty**

Part-time faculty are issued a half-time contract (12 semester load hours) for teaching during the traditional academic year. Salary is one-half of the 24-hour full-time equivalent based on the faculty salary table. Part-time faculty members have limited faculty fringe benefits as outlined in the “Benefits” section. Any additional teaching or administrative work beyond 12 hours is separately contracted by an overload letter and paid at the adjunct rate. No more than nine credit hours may be taught per semester. Part-time faculty should attend committee, department, school, and faculty meetings, and they have voting privileges. Part-time faculty members are assigned rank in accord with the provisions noted in subsequent sections. Part-time faculty members are issued annual contracts and are not eligible for multi-year contracts.

#### **2.1.3 Adjunct Faculty**

Faculty members teaching without an annual contract are classified as adjunct faculty. Salaries are determined by a set rate per semester load hours taught. Adjunct faculty members are eligible only for Social Security, Medicare, and Workers’ Compensation statutory benefits; no other benefits apply to this group. Adjunct faculty may attend department, school, and faculty meetings, but they do not have voting privileges (i.e., voice, but not vote). Adjunct faculty members are not assigned rank and are not eligible for promotion. Traditional program adjunct faculty may teach (a) a maximum of nine hours per semester in fall and spring and (b) a maximum of nine credit hours in the summer (i.e., beyond the spring and fall semesters). Non-traditional adjunct faculty may teach a maximum of two non-traditional courses at any one time, requiring an average of about 10 hours a week per course of work time. For faculty teaching in both programs, the following table indicates the load limits:

Traditional Adjunct Load	Non-traditional Adjunct Load
9 credit hours per semester	And no non-traditional overlapping any of the semester
6 credit hours per semester	And one non-traditional class at a time while overlapping any of the semester
3 credit hours per semester	And one non-traditional class at a time while overlapping any of the semester
No traditional classes	And no more than two non-traditional classes running concurrently.

When an adjunct faculty is assigned duties other than teaching, the salary will be considered supplemental in nature (and will not count toward the maximum teaching credit hours), and the pay will be defined in writing.

#### 2.1.4 Unranked Faculty Designations

The University uses the designation “Visiting Professor,” “Special Lecturer,” “Artist in Residence,” “Missionary in Residence,” etc. to identify persons appointed to the faculty, usually on a temporary basis, and to whom the University policies on promotion and rank do not apply. Salary and fringe benefits are subject to negotiation.

Some administrative faculty may not have a rank associated with a particular academic discipline.

#### 2.1.5 Emeritus Faculty Status

This rank may be assigned to an assistant professor, associate professor, professor or administrator who has retired from MVNU after 15 or more years (FTE) of distinguished service to the University upon the affirmative recommendation of the Faculty Evaluation Committee, the President and approval of the Board of Trustees. Emeritus status may be assigned posthumously.

The University shall provide emeriti faculty the following privileges:

1. Listing in the *Catalog*.
2. Identification cards for use of library, physical education facilities, and applicable discounts at the Cougar Corner Bookstore.
3. A lifetime complimentary pass with tickets issued upon request for athletic and Lecture-Artist series events.
4. Privilege of participation with other faculty in ceremonial academic activities.
5. Right to attend faculty meetings, convocations, chapels and other activities of the Faculty.

The Board of Trustees may in appropriate circumstances make an exception to these requirements.

#### 2.2 Evaluation of Faculty

The evaluation of the continuing scholarly, professional, and teaching activities of the faculty is essential to the intellectual growth of the faculty. The primary means of evaluation is the Annual Self-Evaluation process which includes a thorough evaluation by the department chair and/or school dean. Therefore, it is essential that every faculty member have an active professional growth plan which is delineated and reflected upon in the annual self-evaluation process. Such a professional growth plan is an important part of continued employment, promotion in rank, and multi-year contract decisions.

Evaluation includes a thorough reflection upon all feedback regarding teaching effectiveness. This reflection must be included in the Annual Faculty Self-Evaluation process. It is not enough to merely list the courses taught and the results of student evaluations.

All faculty members are required to carefully reflect upon the results of all input on teaching evaluation and to set forth corrective steps when necessary.

### **2.2.1 Faculty Evaluation Committee Procedures**

The membership and responsibilities of the Faculty Evaluation Committee are described in Part 1 of this *Faculty Handbook*. The Faculty Evaluation Committee shall make recommendations for promotion in rank to the Board of Trustees through the Academic Affairs Committee in accordance with the following guidelines:

1. The Faculty Evaluation Committee will vote by secret ballot only at the request of one or more committee members.
2. All seven members of the Committee must be present in order to vote on promotion applications. The school dean will appoint a replacement to be sent for a specific meeting if his or her representative is unable to attend.
3. The Faculty Evaluation Committee shall recommend for promotion if and only if at least five members vote to affirm the application for promotion.
4. Teaching experience used in meeting minimum years of service shall be interpreted as full-time faculty appointment experience. Part-time faculty with an equivalent number of continuous years of service may also apply.
5. Years of experience shall be interpreted to include the current contract year.
6. The CAO will be responsible to count all ballots for promotion.
7. All promotional material submitted to the Committee will be available for review by the Committee members electronically. All items submitted will be held confidentially with access granted only to the Committee.

### **2.3 Definition of Criteria for Faculty Rank**

The standard for the professoriate at Mount Vernon Nazarene University is the Christian teacher/scholar, which is characterized as follows: a) graduate degrees in an academic discipline related to the specific assignment, b) mastery of the content and theoretical basis of a particular discipline, c) sustained professional growth, d) commitment to effective teaching, e) teaching in a disciplined dialogue with the Christian faith as expressed in the Wesleyan-Holiness tradition, and f) contribution to the University through the model of shared governance.

Faculty members not assigned to a teaching role are to use their job description as the basis for making the case for promotion.

Essentially, the University allows that a faculty member must excel in the following areas for purposes of promotion in rank: a) teaching, b) scholarship, c) service to the University, d) service to the larger constituency/community. Among these four categories, teaching is critical. For teaching faculty, a successful career trajectory is one marked by movement from competence to mastery in the classroom and in the broader advising/mentoring roles that distinguish the teaching university from what Carnegie classifies as the "Research University."

Those seeking promotion should make a sustained case through the materials presented to the Faculty Evaluation Committee. The minimum requirements for application are listed in the criteria below; however, decisions for promotion will be made based on exceeding those requirements. The higher the rank, the stronger the case should be for promotion. The rank of full professor is reserved for those who are truly exemplary regarding the criteria for promotion. A full description of the criteria and examples in each category can be found in Appendix A.

#### **2.3.1 Promotion Procedure**

The following procedure must be followed by anyone wishing to be considered for promotion. The Faculty Evaluation Committee will consider all documents (those since employment or last promotion) assembled by the faculty member. The department chair and school dean will review for completeness and each add his or her analysis of the candidate to the completed application and submit it to the Academic Affairs office. Chair and dean letters should speak directly to the four primary evaluation categories, including effective, collegial patterns of service.

1. General Use Documents:
  - A. A current CV
  - B. Up-to-date transcripts of Graduate studies completed if there is not a terminal degree is not earned.
  - C. Copies of Annual Evaluations since employment or the last promotion.
2. Documents supporting teaching competence/excellence.
  - A. A reflection by the faculty member on classroom instruction, integrated with an analysis of end-of-course student evaluation trends since employment or the last promotion.
  - B. A statement by the faculty member describing his or her work as an advisor/mentor for the period under review.  
  
(All end-of-course evaluations for the period under review will be provided to the committee by Academic Affairs).
  - C. An essay updating the applicant's efforts to bring faith into dialogue with the discipline as a teacher/scholar (and/or administrator as applicable). The essay should reflect the evolving nature of this process, referencing successful efforts and ongoing challenges. How do Wesleyan distinctives inform or shape this process (see bibliography)?
3. Documents demonstrating Professional Development and/or Scholarship
  - A. Professional Development activities (see the appendix for descriptions/examples) with an explanation of how these activities strengthen the applicant as a teacher/scholar.
  - B. Evidence of scholarly activities and a reflection on their significance to the teaching/administrative assignment. Scholarship should be addressed in terms of the model developed by Ernest Boyer in *Scholarship Reconsidered* (see bibliography). See the appendix for examples. Supporting artifacts may be included in the application as appendices.
4. Documents supporting effective, collegial service to the University
  - A. Reflection by the faculty member on his or her overall contribution to the department, school, and University, noting his or her role in moving forward specific initiatives associated with committee work, task forces, etc.
  - B. Evidence of collegial patterns of work (e.g. letters from colleagues).
  - C. A statement summarizing on administrative responsibilities if administrative duties are part of the assignment.
5. Paragraph(s) highlighting service to the church/community (e.g., church, civic, and other volunteer activities).

### 2.3.2 Teaching Assistant

The minimum criteria for the rank of Teaching Assistant include:

1. A bachelor's degree from a regionally accredited institution. Substantial additional work experience in a field related to the teaching assignment is required.
2. Potential as an effective teacher.
3. The ability to engage in appropriate and adequate scholarly work.
4. The willingness to assist in the operation of the University.
5. Commitment to serving the church and community at large.

6. Commitment to completing a master's degree in a field supportive of the teaching assignment.

### **2.3.3 Instructor**

The minimum criteria for the rank of instructor include:

1. A master's degree from a regionally accredited institution. College/university teaching experience and/or administrative experience is desirable, but not required.
2. Potential as an effective teacher.
3. The ability to engage in appropriate and adequate scholarly work.
4. The willingness to assist in the operation of the University.
5. Committed to serving the church and community at large.

### **2.3.4 Assistant Professor**

The minimum criteria for the rank of assistant professor include:

1. a. An earned terminal degree from a regionally accredited institution with no college/university teaching or college/university administrative experience,  
  
or  
  
b. A master's degree from a regionally accredited institution and three years (two years for full time faculty hired before June 1, 2010) of fulltime college/university teaching experience, related professional experience, and/or administrative experience.  
Note: Full-time faculty hired before June 1, 2010, must have a minimum of two years of full-time college/university teaching experience, or related professional experience
2. Evidence of ability as a teacher or administrator.
3. Evidence of scholarly work and professional activities.
4. Assists in the operation of the University and participates in activities that further the academic and spiritual goals of the University community.
5. Demonstrates commitment to serving the church and community at large.

### **2.3.5 Associate Professor**

The minimum criteria for the rank of associate professor include:

1. a. An earned terminal degree from a regionally accredited institution and five years (four years for full time faculty hired before June 1, 2010) of full-time college/university teaching, related professional experience, or college/university administrative experience at the assistant professor level,  
  
or  
  
b. Completion of all doctoral degree requirements except the dissertation, and eight years of full-time college/university teaching or college/university administrative experience at the assistant professor level,  
  
or

- c. Completion of 60 semester hours of graduate work beyond the master's degree, and 10 years of full-time college/university teaching or college/university administrative experience at the assistant professor level.

For the minimum number of years required in the above criteria, faculty may substitute two years of full-time professional non-college/university experience if the experience has been accumulated after the master's degree and is directly related to the assignment.

For the minimum number of graduate hours required in the above criteria, administrative faculty may substitute 30 of the 60 semester hours with alternative professional development activities (see the section on "Evaluation of Administrative Faculty").

2. Established reputation as an effective teacher or administrator.
3. Established evidence of scholarship and professional activity.
4. Assists in the operation of the University and participates in activities that further the academic and spiritual goals of the University community.
5. Demonstrates consistent commitment to serving the church and community at large.

### **2.3.6 Professor**

The minimum criteria for the rank of professor include:

1. An earned terminal degree from a regionally accredited institution and 10 years (eight years for full-time faculty hired before June 1, 2010) of full-time college/university teaching or college/university administrative experience, of which 5 years must be at the associate professor level. For instructional faculty, the doctoral degree should be in an area of study germane to the assignment. Faculty may substitute four years (of the required 10) of full-time professional non-college/university experience if the experience has been accumulated after the master's degree, CPA, or CMA, and if the experience is directly related to the assignment, but the requirement for five years at the associate professor level (four years for full-time faculty hired before June 1, 2010) still applies.
2. Established reputation as an exemplary teacher/administrator.
3. Exhibits ongoing evidence of research, scholarly and professional attainment, and participation in professional activities.
4. Assists in the operation of the University and assumes leadership in activities that further the academic and spiritual goals of the University community.
5. Demonstrates consistent commitment to serving the church and community at large.

### **2.4 Conditions of Contracts**

The precise terms and conditions of all faculty appointments shall be stated in writing and be in the possession of both the University and the faculty member before the appointment is deemed consummated.

Faculty members, not serving under multi-year contracts, shall be employed under one-year contracts and reviewed annually for re-employment.

The CAO issues contracts in the spring. Faculty must return contracts to the CAO within fourteen (14) calendar days from the date of the contract or the University may declare the contract void.

A sample contract is located in Appendix B.

## **2.5 Types of Contracts**

The University secures and records its employment relation with teaching and administrative faculty through a contractual relationship. A contract is for a designated period and automatically terminates upon the expiration of that period. Re-employment of a faculty member after the expiration of a contract is solely within the discretion of the University.

Most faculty members will be offered one of four contract types described below. Adjunct faculty and unranked faculty are given an adjunct salary letter.

### **2.5.1 Annual Contract**

Annual contracts are issued to full-time faculty during the first seven years of employment at Mount Vernon Nazarene University. Annual contracts may be issued to faculty in instances where faculty members have not completed graduate hour requirements by the seventh year of employment. Annual contract renewal is not automatic.

### **2.5.2 Multi-Year Contract**

The term of a multi-year contract shall be the decision of the CAO in consultation with the School Dean. The typical multi-year contract length may be from two (2) to five (5) years. (See criteria in “Multi-year Criteria and Procedure” section below.)

When a faculty member is hired, it will be specified whether that position is eligible for a multi-year contract.

### **2.5.3 Probationary Contract**

A probationary contract is for a designated period not to exceed three academic years and automatically terminates upon the expiration of the pre-determined period as stated on the contract without the need to provide notice of non-reappointment as described in section on “Re-appointment.”

### **2.5.4 Terminal Contract**

A terminal contract (indicated at the time of signing) specifies the term of when employment ceases with the University.

### **2.5.5 Adjunct Faculty Salary Letter**

The services and related payment for service for adjunct faculty are negotiated and recorded by means of an adjunct salary letter. The adjunct salary letter designates the agreement for the faculty member to teach a specific course in a specific term of the academic year. It covers a designated period and automatically terminates upon the expiration of that period. Re-employment of an adjunct faculty member after the expiration of the term is solely within the discretion and need of the University.

### **2.5.6 Shared Contract**

A Shared Contract may be granted by the CAO when requested by a husband and wife. Essentially, a shared contract allows a husband and wife to each teach up to eighteen hours and no less than twelve hours each year. A shared contract will equal no less than 24 hours and no more than 36 total assigned hours of teaching/administration. When a shared contract is granted, the employees may participate in the MVNU Employee Medical, Vision, and Dental plans. Other benefits will be allotted proportionally according to the number of hours taught not to exceed the equivalent of one full-time contract. A shared contract does not qualify for a multi-year contract unless approval is given in writing by the CAO.

When a shared contract involves two schools, each School Dean must make the recommendation to the CAO. The terms of the individual contracts will be defined in the contract.

### **2.5.7 Hybrid Global Faculty Contract**

A Hybrid Global Faculty Contract is a full-time, half-year contract issued annually to a faculty member who has a shared appointment between MVNU and another Nazarene institution of higher education. The teaching load is 12 hours. The contract includes full MVNU benefits for the 6-month period in which the contract is in effect.



### **2.5.8 Teaching Assistant Salary Letter**

The services and related payment as a teaching assistant are negotiated and recorded by means of a teaching assistant salary letter. The salary letter designates the agreement for the teaching assistant assignment for the academic year. It covers a designated period and automatically terminates upon the expiration of that period. Re-employment of a teaching assistant after the expiration of the term is solely within the discretion and need of the University.

### **2.5.9 Professional Staff Salary Letter**

The services and related payment for service for professional staff are negotiated and recorded by means of a salary letter. The salary letter designates the agreement for the staff member's assignment and approved salary. It does not cover a designated period but is automatically renewed unless sufficient notice is given regarding termination.

## **2.6 Multi-Year Contract Criteria and Procedure**

Multi-year contracts shall be recognition that a full-time faculty member has established himself or herself by rendering outstanding service to Mount Vernon Nazarene University [or another regionally accredited university or seminary] and by satisfying the eligibility criteria. These contracts are not in any way to be deemed automatic, nor are they based exclusively on the minimum years of faculty service. A multi-year contract does not guarantee employment for the entire period of that contract for the reasons specified in this *Faculty Handbook*.

### **2.6.1 Eligibility Criteria**

1. The full-time faculty member shall have completed not less than seven academic years of full-time teaching at Mount Vernon Nazarene University, or of equivalent full-time service as an academically qualified administrative officer at the University. A tenured (or multi-year contract) faculty member transferring from another university may be considered and apply for multi-year contract status during the second year of employment at Mount Vernon Nazarene University.
2. The faculty member shall have attained a terminal degree (for those hired after fall 2009) appropriate to the teaching field or a field approved by the CAO. The Faculty Review Committee consists of the CAO, School Dean, and Department Chair, except in cases where the Dean or Department Chair is considered for a multi-year contract. In cases where the faculty member holds a strictly administrative assignment, the Review Committee will be appointed by the CAO.

### **2.6.2 Procedure**

In the seventh year of full-time employment, the faculty member who is eligible for a multi-year contract may apply for a multi-year contract and be given a performance review by the Faculty Contract Review Committee. The submitted materials will be considered by the CAO, School Dean, and Department Chair.

The faculty member must submit the following.

1. Copies of Annual Self-Evaluations since the last multi-year contract was issued.
2. Graduate studies completed if terminal degree is not earned and/or continuing education.
3. Copies of all responses of student evaluations and bi-annual analysis of trends of student evaluations for classroom instruction which were sent to the dean. Copies of these will be forwarded to the CAO (if these are not included in the Annual Self-Evaluation).
4. Copies of evaluation reports from the school dean and/or the department chair since employment or last multi-year contract was issued.
5. Reflection by the faculty member of his/her overall contribution to the department, school, and university.
6. Professional activities (e.g., advising, committee work, participation in professional organizations, etc.).
7. Evidence of scholarly activities and a reflection on its significance for the teaching/administrative assignment.

- a. A complete and reflective statement on a professional growth plan incorporating professional and scholarly activities as well as teaching/advising goals.
8. Essay on the integration of faith with specific reference to one's academic discipline and administrative responsibilities, if applicable.
9. Evidence of mission fit.
10. Performance of administrative responsibilities if administrative duties are part of the assignment.
11. Evidence of collegiality.
12. Reflection on enrollment trends in the school, department and/or program to which the faculty is assigned.
13. Letter of Recommendation for multi-year contract from departmental chair and school dean.
14. Complete the mandatory training on the University [Sexual Discrimination/Harassment/ Violence](#) policy

A faculty member eligible for the renewal of a multi-year contract will provide the following:

1. A copy of all Faculty Evaluations, since the last multi-year contract was granted.
2. A letter (approximately 3 pages) addressing teaching/administrative assignments, scholarship/professional activity, and/or service, since the last multi-year contract and why it supports that a multi-year contract renewal is warranted.
3. Letters from the department chair and the school dean evaluating collegiality, mission-fit, and service to the department/school.
4. An analysis of class-size trends using student credit hours generated by the faculty member over the term since the last multi-year contract, excluding labs.

The Review Committee (CAO, School Dean, and Department Chair) will recommend to the CAO based on the review one of the following:

1. A multi-year contract.
2. An annual contract if the required graduate hours are not met.
3. An annual contract with suggested intervention if the review is negative.
4. A terminal contract.

The CAO may, upon consultation with the school dean and/or president, not recommend a multi-year contract for otherwise eligible faculty where: a) the financial situation for the University is a concern, b) the enrollment trends are low and/or c) the program in which the faculty member teaches is at risk of reduction.

The recommendation regarding the multi-year contract will be communicated to the faculty member by the appropriate school dean prior to the scheduled Board Meeting. The faculty member will have the opportunity at that time to present a written rebuttal or schedule a meeting with the School Dean and the CAO to discuss the rationale for the decision. The faculty member may ask for reconsideration of this decision.

## 2.7 Workload for Faculty

### 2.7.1 Teaching Load

1. The standard teaching load is twenty-four (24) semester load hours per contract year. Courses to be taught, and other duties as may be assigned, are determined annually by the school dean, department chair, and faculty member in consultation with CAO.

2. Beginning in the fall of 2014, all instructional contracts will be for no more than 24 hours. A limited number of 25-30 hour contracts may be issued for administrative assignments and must be approved by the CAO.
3. Teaching in the traditional summer school program is optional. The teaching load carried in the traditional summer school program is not included in determining the faculty member's teaching load for those with a standard faculty contract. Faculty members teaching in the traditional summer school program receive additional compensation.
4. The actual teaching load formula will be on file in Academic Affairs and distributed via memo at the beginning of each year after consultation with the school deans, associate vice presidents and the approval of the CAO.
5. Faculty workloads may be comprised of teaching and re-assigned time. Courses to be taught and re-assigned time (with rationale) are determined annually by the faculty member, Department Chair, School Dean and approval of the CAO. If re-assigned time is approved, it will be noted on the contract.
6. The teaching load and compensation for faculty teaching in the non-traditional programs will be determined by the School Deans and the Vice President for Graduate and Professional Studies and Enrollment in consultation with the CAO. The following factors may determine the rate: 1) the number of students in a course, 2) if it is an undergraduate or graduate course, 3) standardized or non-standardized curriculum, and 4) program accreditation standards.
7. Department Chairs are to submit faculty load sheets (for the following academic year) to the School Dean by December 15. Following discussion between the School Dean and approval of the CAO, the load sheets will be submitted to the Academic Affairs Office by January 15.
8. No overload pay will be disbursed until the contracted load has been met. Exceptions may be made for full-time faculty who teach GPS classes, provided that the teaching load will be met.
9. The minimum enrollment in traditional classes is eight (8) students. Classes for which enrollment is less than eight (8) students may be treated as directed studies.
10. Additional pay may be given for assignments beyond the contracted workload (e.g., teaching in the traditional summer school program).
11. No reduction in pay is required for temporary adjustments in workloads that total less than 24 semester load hours.
12. Faculty completing their dissertation may receive a maximum of three (3) semester hours of re-assigned time for no more than three (3) consecutive semesters as determined by the CAO in consultation with the School Dean.
13. A graduate course may be part of the regular teaching load or considered as an overload depending on departmental needs.
14. Certificate of Ministry Preparation courses will only be assigned as an overload.
15. Directed and Independent studies will be paid at a pre-determined rate.
16. Committee assignments are considered part of the contracted workload and will not be paid as an overload.
17. Advising assignments are considered part of the contracted workload and will not be paid as an overload.
18. Adjunct faculty and overloads are paid on a per semester hour basis, according to the earned degree held by the faculty member. The pay rate is determined by the CAO in consultation with the School Dean.
19. New faculty members may be given up to three (3) hours of re-assigned time during the first year, depending upon the departmental needs. Overload pay will not be considered unless the workload (without re-assigned time) is at least 24 semester hours.

### **2.7.2 Meeting Classes**

Faithful and prompt class attendance and efficient time utilization in class are expected of a faculty member. Whenever some professional activity necessitates absence from class, this should be cleared with the CAO, school dean, and department chair in advance, and satisfactory arrangements made for substitute instruction. In the case of illness and other emergencies, the school dean and department chair should be notified immediately so that the proper arrangements can be made for the classes involved.

### **2.7.3 Office Hours and Accessibility to Students**

Faculty members are expected to be available to administration, colleagues, and students. The faculty member is required to work his/her specific schedule out with the School Dean who will consult the CAO as necessary.

### **2.7.4 Course Planning and Implementation**

The individual faculty member is responsible for the preparation and successful execution of his/her duties as a teacher, including the choice of text materials, preparation of course syllabi and bibliographies, choice of effective teaching methods, maintenance of accurate and orderly grade and attendance records, evaluation of student performance in the light of the faculty member's standards based upon good academic practices, and the day by day administration of the work of the courses. In those cases in which sections of the same course are administered by different instructors, the faculty members involved should cooperate in the course planning to ensure efficient and consistent coordination of their efforts.

### **2.7.5 Class Schedule**

The course schedule is determined by the CAO and school deans in consultation with the department chairs. Course assignments will be made in order to accommodate the needs of the academic programs and students.

### **2.7.6 Registration**

Faculty members are expected to be available to serve advisees during the periods of registration (including one or more student orientations in consultation with your department chair/school dean). It is imperative that this important process goes as smoothly and rapidly as possible.

### **2.7.7 Shared Governance**

All full-time and part-time faculty members are required to attend Faculty Assembly meetings, school meetings, departmental meetings, and to serve on assigned committees. Service in these areas of responsibilities constitutes the institutional commitment to shared governance.

Shared governance involves four inter-related collaborative processes. The first collaborative process for shared governance requires a full debate/discussion/vote from departments, schools, Traditional Academic Council, Non-Traditional Academic Council, and/or the Faculty Assembly. This collaborative process requires a vote on academic policy, program revision, new course proposals, and new program proposals. The second collaborative process for shared governance requires full transparency and will characterize our work together. While no vote is taken, our common commitment to integrity and common concern for the mission of the university require a vigorous conversation. While faculty approval is not sought, this process is at the heart of the university's mission to gather around an ongoing conversation about what matters the most in this community. A third collaborative process for shared governance invites limited input. Yet even here, because of who we are and what motivates us, we will be appropriately transparent. The fourth collaborative process for shared governance requires complete confidentiality for legal and ethical reasons. This process will only be necessary in a limited set of circumstances.

### **2.7.8 Advising Responsibilities**

Most full-time and part-time faculty members are assigned a group of student advisees, chosen whenever possible to coordinate with the academic specialization of the faculty members and the expressed academic interests of the students. The faculty member serves as an interested advisor in academic, personal and spiritual problems that do not require specialized or professional consultation. In this regard the faculty member should feel free to refer students to other members of the University faculty and administrative staff for assistance in specialized needs. Personal problems that call for professional attention should be referred to the Director of Counseling and Wellness.

### 2.7.9 Sponsorship of Student Organizations

From time to time a faculty member is asked to serve as sponsor and advisor to a student organization such as the Student Government Association, *Lakeholm Viewer*, one of the classes or societies or of a co-curricular club. Cooperation with such requests is encouraged. Normally a faculty member will not be approved for more than one major sponsorship. Faculty sponsors should work closely with the Director of Student Life in order to advise the particular organizations within the policies established through that office. The Student Life staff prepares a handbook for student organizations which lists the major areas of concern and responsibility for faculty sponsors as well as listing the authorized student organizations for the academic year. Faculty should be familiar with this handbook.

### 2.7.10 Chapel Attendance

General chapel services are held on Mondays, Wednesdays, and Fridays. Attendance at these services is expected of faculty. Faculty who are not assigned to the main campus or have primarily administrative responsibilities are not required to attend chapel, but are encouraged to attend when possible.

### 2.7.11 Academic Convocations

Faculty are required to participate in academic convocations including, but not limited to, commencement activities unless excused by the Dean (teaching faculty) or CAO (administrative faculty). The regalia are ordered through the Academic Affairs Office for those that do not own.

### 2.7.12 Records and Reports

Faculty members are required to provide official transcripts of all college and university work; this file is kept in the CAO's Office. Copies of the faculty contracts are retained by CAO and the Vice President for Finance. Copies of all course syllabi must be submitted electronically to the designated Academic Affairs Office folder on the shared drive each term.

Each faculty member is responsible for keeping class attendance and grade records for his/her courses. Recording of class attendance is mandatory for financial aid purposes. A record of grades, in whatever format is used, is to be retained by the University Registrar's Office as a part of the permanent files and by the faculty member. Sufficient information must be recorded to permit the tracing of the assignment of the final grade for every student. Therefore, the faculty member is responsible for sending the grade book information to the University Registrar's Office within 10 business days of the end of the applicable term. The class roll is made from the official printout from the University Registrar's Office. Enrollment in the class is not official unless the student's name is on this list. The student should be asked to see the University Registrar to correct any enrollment error and should not be continued in class until this is completed.

All grades are to be submitted to the University Registrar's Office. Unofficial grade reports are required at the mid-point of the fall and spring terms. The unsatisfactory grade warnings and mid-term grades are unofficial in the sense that they are not made part of the student's permanent records. Due dates for these reports are printed in a communication from the University Registrar's Office. Care should be exercised to plan tests and major assignments so that the reports can be submitted when requested. It is not feasible to process the grades and release them to the students until the reports have been received from the entire faculty.

Final grades are reported on forms supplied by the University Registrar's Office, as soon as possible following the final examination for the course and no later than the due date established by the University Registrar. These grades are entered into the permanent records of the students. Final grades may be changed only because of the discovery of error in computing the grade; any change must be requested in writing by the instructor.

### 2.7.13 Library

Faculty participation is solicited in the selection of books and periodicals for the library; request forms are available from the library staff. Faculty members should periodically review the library holdings in their disciplines in order to plan properly for library growth as well as to effectively utilize the collection. Faculty members should keep their school representative on the library committee aware of their needs. That committee allocates book budgets by discipline and gives faculty guidance in library support services. The library committee reports to the faculty on a regular basis for approval of policy and to keep the faculty informed concerning library operations. Library use by the students should be encouraged both by appropriate assignments in their course and by developing meaningful bibliographies for each course.

### **2.7.14 Policy Concerning Outside Employment**

1. Faculty under full-time contract shall not hold other full-time positions and continue to be paid in full by the University.
2. Prior to acceptance of any kind of regular, additional employment, it must be approved by the CAO and is subject to annual review. Any approval must be confirmed in writing.
3. Responsibilities assumed under contract to the University shall take precedence over the demands of any secondary employment.
4. Less regular activities, such as speaking and preaching assignments, etc., should be accepted wisely so that the teaching or administrative responsibilities will not be jeopardized. If classes are to be missed, the faculty member must obtain approval from the CAO's Office before accepting any such outside assignment.

### **2.7.15 Policy Concerning Outside Consulting**

Regular consulting is considered outside employment and subject to appropriate notification and approval by the CAO. Consulting is subject to annual review and any approvals will be confirmed in writing. Consulting by faculty is normally limited to one-half day per week.

## **2.8 Working Conditions**

### **2.8.1 Faculty Office Space and Equipment**

The University provides, to the extent possible, office space and equipment, including desk, chair, and bookshelves, for each full-time member of the faculty. The University will try to provide shared space for part-time faculty teaching at least half-time on a space available basis only. Office assignment is to be made in consultation with the CAO.

### **2.8.2 Creative Works Policies**

#### **2.8.2.1 Copyright Law Compliance**

All employees of Mount Vernon Nazarene University, including but not limited to staff, faculty and administrators, shall conduct their activities on behalf of the University, including but not limited to any research or writing activities, in such a fashion so as to meet and comply with all the requirements of the United States copyright laws and regulations (Title 17 U.S.C.)

As a condition of employment, each employee/faculty member agrees to accept responsibility for reading and understanding the applicable requirements of the copyright law and for complying with those requirements. In the event that a copyright infringement occurs as a result of the acts of an employee/faculty member, if the employee/faculty member is able to demonstrate good faith compliance with the law, as determined by the University, the employee/faculty member shall not be required to indemnify the University for any damages, judgments, or costs which may be obtained against the University for the acts of the employee/faculty member.

If, however, an employee/faculty member willfully, intentionally, negligently, or without good faith violates the copyright provisions, the employee shall be solely liable for all losses, damages, judgments, and costs of whatsoever kind or nature that may be incurred. Should Mount Vernon Nazarene University, its officers, employees/faculty members or agents, be named in any legal or equitable action arising from such wrongful infringement, the employee/faculty member agrees to save, hold harmless, and indemnify each of them against all losses, damages, fees (including attorney's fees), or other penalties, monetary or otherwise, that may be incurred as a result of such conduct.

The University's [copyright](#) policy and good practice recommendations as they apply to multiple media are found on the University's website:

Special questions about compliance with change copyright regulation should be addressed to the Director of the Library.

### 2.8.2.2 Interest in Creative Works

It is the policy interests in creative works of Mount Vernon Nazarene University not to interfere with the long-standing and traditional rights of the faculty and staff to write, create, produce or otherwise generate, works or products which are copyrightable, patentable, or of commercial value, on their own initiative. Any such materials written, created, produced or otherwise generated by a member of the faculty or staff shall remain the exclusive property of the faculty or staff member, and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced or otherwise generated “for hire.”

Materials written, created, produced or otherwise generated “for hire” are defined as inventions, creations, manuscripts, or other works or things of commercial value which are written, created, produced or otherwise generated by persons, including but not limited to faculty and staff members, who are: engaged by the University specifically to write, create, produce or otherwise generate such materials or to conduct the research or other activity which produced anything included in the material(s); are released from other University responsibilities in order to write, create, produce or otherwise generate the materials; or, engage a substantial use of University resources in the writing, creation, production or generation of the materials. Any copyrightable, patentable or otherwise commercially valuable materials written, created, produced or otherwise generated “for hire” shall belong completely and exclusively to the University subject to this policy.

Copyrightable materials include but are not limited to books, pamphlets, brochures or other printed materials; films, video or audio tapes; computer programs or computer-based instructional materials; musical compositions; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials that the University, in its sole discretion, determines to have commercial value.

Materials written, created, produced or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent and exploitation terms and conditions of said grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by the faculty or staff member shall be subject to the terms of this policy.

Faculty or staff members who write, create, produce or otherwise generate copyrightable, patentable or other commercially valuable materials using University resources shall be governed by the following principles in determining what constitutes “substantial use” of resources:

1. The following resources may be used by faculty and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for “substantial use” under this policy:
  - a. Personal office space;
  - b. Local telephone calls;
  - c. Personal computers;
  - d. Library facilities; or
  - e. Other faculty or staff members as consultants.
2. The following resources, when used by the faculty or staff member for the writing, creation, production or generation of copyrightable, patentable, or commercially valuable materials, shall constitute “substantial use” of University resources and the faculty or staff member shall keep accurate and detailed records reflecting his or her use of the resources. Records of utilization must include actual hours or quantity of use and estimated or actual cost or value of each resource used:
  - a. University secretarial services;
  - b. Plant and animal specimens;
  - c. University supplies including but not limited to paper, copying costs, etc.;
  - d. Chemical supplies;

- e. Long distance telephone calls;
- f. “WATS” line telephone calls;
- g. Video movie cameras;
- h. TV studio (personnel and supplies);
- i. Postage;
- j. Mainframe computer;
- k. Computer software, 16mm films, video/audio tapes;
- l. Blank diskettes, film, video and audio tapes;
- m. Electronic music synthesizers; or
- n. Any other University resource not included in “Section 1” above or any resource used at greater than institutionally authorized levels.

Any faculty or staff member who writes, creates, produces or otherwise generates any copyrightable, patentable or potentially commercially valuable materials while in the employ of the University shall submit a written statement to CAO describing the circumstances under which the materials were generated and the circumstances under which the University resources have been or will be utilized, the extent of the utilization, and the necessity of the use.

The CAO shall, within thirty (30) calendar days following the submission of the written description, make a decision and notify in writing the faculty or staff member whether the materials were written, created, produced or otherwise generated “for hire”. If the Committee finds that the materials were not written, created, produced or otherwise generated “for hire,” the University shall have no rights as to the materials. In such a case the University shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the University or the designated agent.

If, however, the CAO finds that the materials were written, created, produced or otherwise generated as works “for hire,” the materials shall then become the property of the University according to the terms and conditions of this policy. The faculty or staff member shall assign all of his/her rights to the University by a written assignment and, in the case of a refusal to sign, does, as a condition of employment, appoint the President of the University, as his/her attorney-in-fact, to execute an assignment on behalf of the faculty or staff member in accordance with the terms of this policy. The faculty or staff member, upon such assignment of rights, shall be entitled to receive 30 percent of the net profits (amount received by the University less all University costs attributable to the writing, creation, production, generation and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials.

A faculty or staff member may voluntarily offer or dedicate materials to the University for the securing of a copyright or patent and/or the subsequent exploitation of the materials under University aegis. If such an offer or dedication is accepted by the University, the faculty or staff member shall assign all of his/her rights in and to the materials to the University and shall thereafter be entitled to receive 50 percent of the net profits, as defined above, if any, derived from the commercial exploitation or dissemination of the materials.

When the University has obtained rights of whatsoever kind or nature in copyrightable, patentable, or commercially valuable materials which have been written, created, produced or otherwise generated by faculty or staff members, then the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercial valuable materials until all of the following conditions have been met:

1. For a minimum of seven (7) calendar years from the date of assignment.
2. Until such time as the University has recovered all the expenses and costs attributable to the writing, creation, production, generation and/or exploitation of the materials;



3. For so long as the faculty or staff member is employed by the University plus an additional 3 calendar years from the calendar date of cessation of employment for whatever reason.
4. Until the University's copyright, extent or contract rights expire.

### **2.8.2.3 Policy Revisions**

Copyright and patent law is a constantly changing area. Due to changes in the laws which may occur, this policy may undergo revision from time to time in order to adapt to the legislative changes or differing interpretations of the laws. The policy shall be reviewed annually by the CAO that shall recommend necessary changes to the President of the University. All faculty and staff shall receive updated information on the changes as they occur.

### **2.8.2.4 Sale of Employee/Faculty Created Materials to University Students**

Faculty and staff members often create materials in which they hold commercial interests and which might be used in courses or programs that the faculty or staff member is teaching or administering for the University. It is the policy of the University that: faculty or staff members may require students to purchase materials in which the faculty or staff member holds a commercial interest for courses taught or programs administered by that faculty or staff member. In this situation, however, the faculty or staff member shall assign all income rights, for all of the materials sold, to the University. Any income thus received shall be placed in a special fund that shall then be made available by application to faculty and staff members in order to promote research, publication, or other creative efforts.

## **2.8.3 Contagious and Infectious Disease Policy**

Mount Vernon Nazarene University recognizes that certain contagious and infectious diseases jeopardize the health, welfare, and safety of the individual as well as all members of the community. When these conditions occur, the situation may produce a diverse effect upon the academic and residential community. Contagious and infectious diseases shall consist of any and all forms of disease that pose a health hazard to the people on the Mount Vernon Nazarene University campus by virtue of their ability to spread and cause morbidity and mortality to those people. The University also recognizes the importance of maintaining individual confidentiality while protecting the population of the University. A complete copy of the [Contagious and Infectious Disease](#) policy is available on the University's website:

## **2.8.4 Drug-Free Campus**

In keeping with the religious heritage of the Church of the Nazarene and in keeping with applicable federal, state and local statutes, it is the policy of Mount Vernon Nazarene University to provide its employees, faculty, staff, and students a [drug-free campus](#) environment. The Church of the Nazarene and Mount Vernon Nazarene University affirm that abstaining from the use of alcohol, tobacco and non-medical uses of controlled substances is the positive ideal for persons and communities. A copy of the Drug-Free Campus policy is available on the University's website:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, alcohol, or tobacco is prohibited at the University or while representing the University to the public. Faculty must abide by this policy as a condition for continued employment. Violations of this policy will cause suspension or dismissal.

Faculty are required to report any conviction under a criminal drug statute while on the University campus no later than five days after the conviction to the CAO.

## **2.8.5 Hazardous Waste Disposal**

Employees/faculty who handle toxic or hazardous substances on behalf of the University are required to maintain, use, and dispose of such substances in accordance with applicable state, federal and local laws and regulations as a condition of their employment. The employee/faculty member may obtain assistance in ascertaining his/her obligations under these laws and regulations from the Director of Facilities Management. Any employee/faculty member who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the University shall be deemed to have acted outside the scope of his/her authority.

## **2.9 Recruitment, Appointment and Orientation**

### **2.9.1 Recruitment**

#### **1. Position Approval**

All vacant positions must be budgeted and approved for hiring prior to recruitment and appointment. Such approval must be obtained from the CAO.

#### **2. Position Description**

All faculty positions must have an approved description on file in the Academic Affairs Office prior to recruitment and appointment. Such description must contain all manifestly job-related criteria necessary for successful performance of the duties and responsibilities of the position.

If previous professional experience is required, the nature and extent of it will be described in the original position description.

#### **3. Recruitment**

Recruitment must be conducted in compliance with the equal opportunity commitments of the University. Employees/faculty and agents of the University are prohibited from violating applicable federal, state or local nondiscrimination laws in conducting recruitment activities on behalf of the University.

### **2.9.2 Appointment**

#### **1. Offer of Employment**

Offers of employment may only be extended in writing and must be approved in advance by the CAO. No written contract of employment is valid and binding on the University unless and until signed by the President, CAO, and Chief Financial Officer.

For salary and rank purposes, the CAO in consultation with the school dean, and/or the department chair will define “years of related experience” and communicate it in writing to the teaching or administrative faculty member at the point of initial employment.

Some faculty may bring significant senior executive professional experience to the teaching task upon initial employment. In the academic programs in which prior professional experience is required or highly desirable, the President, in consultation with the CAO, may substitute executive-level professional experience (i.e., president, vice president, or equivalent in multi-staffed organizations) for college level teaching experience for placement in rank and on the salary scale.

Should there be a change in the teaching and/or administrative assignment, previous work-related experience will be re-evaluated in light of the new responsibilities. Results of the re-evaluation will be communicated in writing at the point of appointment to new responsibilities.

#### **2. Background Check**

Mount Vernon Nazarene University is committed to ensuring the safety and well-being of all faculty, staff, students, and visitors and maintaining its institutional credibility. In an effort to uphold a safe work and learning environment, the University will obtain authorizations and conduct background checks on candidates for all positions as a condition of their employment with Mount Vernon Nazarene University. Limited background checks, as authorized by the supervising vice president, will also be completed on selected volunteer positions where student or child safety and security is concerned. For all academic positions, the University will conduct educational credential checks in addition to criminal background checks. Background checks may be required for other strategic currently employed positions if deemed necessary for the University’s insurance providers. In general, background checks include, but are not limited to, social security verifications, criminal convictions (as defined below), driving records, credit checks for appropriate positions, educational credentials, and employment verification for certain financial and leadership positions.

The complete employee [background check](#) policy is located on the University’s website.

### 2.9.3 Orientation

All new faculty are required to participate in a new faculty orientation session conducted by the CAO.

In addition, throughout the first year it shall be the duty of each school dean to orient each new faculty member under his/her supervision to the policies, regulations and procedures of the University, to the school and the job duties and responsibilities of the faculty member's position. The department chairs have a similar role to mentor the new faculty member within the context of the academic department. Thereafter, it shall be the obligation of the faculty member to inform the school dean or department chair if further orientation is necessary or desired.

### 2.10 Non-Discrimination

Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, handicap, age, ancestry or veterans status in administering its employment policies and practices.

Mount Vernon Nazarene University requires as a condition of employment that all employees/faculty subscribe to the ethics and standards of the Church of the Nazarene and conduct their lives in accordance therewith.

### 2.11 Professional Responsibilities

#### 2.11.1 Faculty Duties

Duties of the Faculty.

- to participate in the governance of the University as prescribed in the *Faculty Handbook*;
- to be in accord with the purposes and spirit of the UNIVERSITY;
- to support the doctrines of the Church of the Nazarene;
  - <http://nazarene.org/ministries/gensec/Manual/display.html>
- to be in accord with the Covenant of Christian Conduct of the Church of the Nazarene;
- to exemplify such personal, moral, and religious conduct as shall be above reproach;
- to complete the mandatory training on the University [Sexual Discrimination/ Harassment/Violence](#) policy;
- to complete, sign, and submit the annual Financial Conflict of Interest disclosure form;
- to complete Annual Self-Evaluation; and
- to abide by the current *Faculty Handbook*.

#### 2.11.2 Professional Ethics

The following principles express the basic expectations regarding professionalism which form the basis of the shared vocation of the professoriate at Mount Vernon Nazarene University. Each principle intends to define an aspect of what it means to teach, interact, and fulfill Christian vocation on this campus.

##### Principle One: Confidentiality and the Safeguarding of Privacy Information

Consistent with the highest ideals of professionalism, fundamental principles of academic freedom, and in compliance with the manual of the Church of the Nazarene, the faculty is required to affirm and adhere to the spirit and letter of the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA), other federal and state laws and this university policy.

In connection with these understandings and obligations, the faculty will not allow: a) anyone access to the MVNU email address book or the administrative database, b) the removal or sharing of material marked as confidential with any unauthorized persons on or off campus without written permission, c) the dissemination of any material marked confidential regarding the operations of the university, d) access to student records by any unauthorized person. The basic principle with respect to confidentiality is to safeguard any privacy information that would not be approved for posting to the MVNU public website.

Discussion of certain information that is commonly available within and without the University is allowed. Such topics may include general data about the enrollment of the university, information about university programs, and decisions reached by Faculty Assembly or by the administration. Also allowed are fair-minded discussions of current issues and/or criticism of such decisions

amongst university colleagues, consideration of departmental and/or school-level assessments of student performance, and the individual expression of grievances to appropriate personnel. None of the aforementioned activities violate the confidentiality expectations of the university.

Failure to comply with the Confidentiality and Safeguarding of Privacy Information policy or any of its corresponding procedures may result in disciplinary and/or legal action. Such actions may include termination of employment, regardless of whether criminal or civil penalties are imposed.

#### Principle Two: Academic Freedom

As a general practice, faculty members have the freedom to engage in research, publication, and teaching without unnecessary interference, reprimand, or termination from the administration. Given our identity as an intentionally Christian university, such research should meet appropriate professional and ethical standards as indicated by the Wesleyan-Holiness tradition and should be sensitive to the developmental realities of the student body. Academic freedom thus allows for issues to be discussed, serious questions to be entertained, and challenges to traditional formulations to be presented, so long as the approach and conclusions are respectful of the intellectual, doctrinal, and moral convictions of Mount Vernon Nazarene University and the Church of the Nazarene. It should thus be understood that such freedom does not grant license to endorse positions and/or perspectives that are clearly in opposition to the established theological and moral parameters of the Church of the Nazarene.

#### Principle Three: Faculty-Student Interaction

The most important interaction for the faculty is the teaching and mentoring of students. Therefore, it is essential that students be engaged intellectually, socially, and spiritually with fundamental respect. The model for faculty-student relationships is mentor-mentee and as such it is important for faculty to exhibit the highest ethical ideals in all interaction with students including all forms of social media, e.g., email, Facebook, Twitter, and/or any other form of electronic communication. Faculty members are expressly prohibited from releasing any FERPA related material through any medium excluding University email. No interaction should be engaged in that would diminish the faculty's appropriate role with students. The faculty-student relationship will at times involve personal advice or limited counsel. It is essential that appropriate professional demeanor characterize all relationships with students. (The University [Social Media](#) Policy is located on the Portal under Institutional Policies.)

#### Principle Four: Faculty – Church Interaction

Mount Vernon Nazarene University is a vital part of the Church of the Nazarene. Therefore, faculty must be comfortable with and agree to support the doctrines, virtues, and practices of the Church of the Nazarene. Even when a professor criticizes the Church of the Nazarene, his/her lecture, discussion, and/or publication should fairly represent the actual Nazarene position. A professor will seek to bring his/her discipline into conversation with Christian convictions. Faculty will encourage regular church attendance and attempt to place the Church of the Nazarene in the best possible light when talking with students in and out of the classroom. Faculty are expected to be regular in church attendance. When a faculty member is hired from another denomination, it is assumed that she/he will attend services in his/her church. Whether faculty attend the Church of the Nazarene or another denomination, personal spiritual development as a lifestyle is encouraged. This lifestyle should be characterized by attending the means of grace, personal prayer, study of scripture, and discipleship.

#### Principle Five: Collegiality

Collegial relationships on campus are essential to the fulfillment of vocation. Therefore, faculty, staff, and administration have a Christian and professional responsibility to one another. Our life is determined in large measure by the depth of relationships on campus as an expression of our common faith. Staff should be treated as full participants in the mission of the University deserving fair treatment and honor for their contribution to the mission. Faculty should attempt to be fair in their treatment of one another. When there is disagreement it is expected that special effort be made to treat fellow faculty with respect. The views of other faculty should never be caricatured or carelessly depicted to other faculty, students, and/or administration. Administration will be expected to maintain appropriate transparency in all dealings with faculty and staff. Faculty should expect to be engaged by the administration respectfully in order to affirm the vocation of teaching in a Christian context. Fundamentally, this means that expectations will be clearly communicated and fairly administered. It means that faculty will be a vital part of decision-making through the model of shared governance. Administration should be able to expect that faculty will work with them in a manner defined by Christian charity and fidelity. Likewise faculty can expect to be treated with similar respect by administration. When questions arise about administrative decisions, faculty should seek to engage the administration in a manner that respects the vocation to which she/he has been called. Administration, faculty, and staff will interact with one another in a way that exhibits professionalism, Christian charity, and mutual respect.

### 2.11.3 Academic Integrity

It is essential that faculty presentations in class meetings be as fair and as accurate as the faculty member can make them. Preparation for each class session should be sufficient to ensure this. The faculty member also should keep abreast of developments within his/her discipline so that his/her teaching represents a level consistent with good practice.

Special attention should be given to the problem of dishonesty in academic work. Tests and assignments should be given under conditions in which the temptation to cheat is minimized. Academic dishonesty is a serious offense that cannot be condoned. The instructor should point out whether cooperation in the preparation of assignments is encouraged or not expected. It is not good practice to give major grade credit for work that the faculty member has no way of checking whether the student has done his/her own work. Standard practices in treating quotations and source materials should be discussed with students in an attempt to avoid plagiarism. A part of our educational endeavor should be to point out criteria for academic honesty and acceptable practices in this area. The full text of the academic integrity policy pertaining to classroom expectations is available on the University's website in the [Catalog](#) and in the third part of this *Faculty Handbook* under the subsection "Academic Integrity."

### 2.11.4 Conflict of Interest Policy

The University has adopted a [Conflict of Interest](#) Policy to protect and promote the ethical practices of the University, its administration, faculty, and employees, to protect the University's tax-exempt status, and to provide a forum to resolve matters that may involve an actual or perceived appearance of conflict. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Administrative and teaching faculty members by their roles in the University are in positions of decision-making that impact on other individuals. Those roles and responsibilities may include, but are not limited to, academic advising, admissions, course registration, discipline, employment, purchase of goods and services, supervisory and evaluative responsibilities, and teaching of one's own family members. University employees are required to declare any potential or actual financial conflict of interest. The full provisions of the policy are found on the University's website.

### 2.11.5 Representation of the University

Every faculty member reflects an image of Mount Vernon Nazarene University to the various constituency groups that he/she contacts. Therefore, each faculty member should maintain the academic, social, and religious values of the University and fulfill the motto, "To seek to learn is to seek to serve", through various avenues of service both in the community and the church.

A faculty member is not permitted to use his/her University title or the University letterhead to endorse candidates for political office. A faculty member should restrain from seeking to engage in classroom discussions on political issues of a tangential manner. When in doubt about whether to post something on the faculty office door, it is expected that the approval of department chair/school dean will be sought. Violation of this policy will be considered faculty misconduct.

### 2.11.6 Religious Responsibilities

Students look to the faculty for religious leadership and example. Regular participation in the chapel programs and in other religious activities is required of the faculty. Faculty who are not assigned to the main campus are not required to attend chapel, but are encouraged to attend when possible. It is a distinctive tradition of the University that class sessions be opened with prayer.

### 2.11.7 University Faculty and/or Staff Dating Students

Faculty members are prohibited from involvement in a dating or romantic relationship with students. Exceptions to this policy must be approved in advance and in writing by the CAO in consultation with the School Dean and the President. Such relationships cause special concern with regards to the existence or appearance of exploitation, abuse of position or favoritism. Violation of this policy will be cause for immediate termination.

### 2.11.8 Harassment and Discrimination (Title IX Compliance)

The Title IX policy is located on the university's policy page at: <https://www.mvnu.edu/currentstudents/titleix>

### 2.11.9 Whistleblower Policy

The Whistleblower policy is located on the university's policy page at:  
<https://www.mvnu.edu/uploads/About/Policies/whistleblower.pdf>.

### 2.11.10 Student Right-To-Know and Campus Security Act of 1990

The notification related to the Student Right-To-Know and Campus Security Act of 1990 is located on the university's website at: <https://www.mvnu.edu/studentsrighttoknow>.

### 2.11.11 Family Educational Rights and Privacy Act (FERPA)

The notification related to the Family Educational Rights and Privacy Act (FERPA) is located on the university's policy page at: <https://www.mvnu.edu/undergraduate/academics/registrar/ferpa>.

### 2.11.12 Confidentiality of Student Identity and Liability

Periodically, administrative and instructional faculty will supervise students who, in their student employment responsibilities have access to the educational records and additional information on other students. In these situations, the student employee must sign that they understand FERPA guidelines and will comply with institutional efforts for maintaining the [confidentiality of student records](#).

### 2.11.13 Identity Theft Protection

The ethical foundations of the University position it to comply with federal law and regulations designed to protect the identity of individuals under the [Identity Theft Protection Act](#). Details on the act are located on the University's [website](#).

### 2.11.14 Faculty Grievance Procedure

When a dispute/grievance [failure to follow established/written policies and procedures] arises and is not resolved at the departmental or school level (faculty to faculty, faculty to chair, faculty to dean, faculty to administrator), every effort will be made to resolve the issue for all concerned through face-to-face negotiations between the aggrieved individuals. The CAO serves as a mediator in such circumstances. If no solution can be reached at this stage, the matter is then considered to be a formal grievance.

A formal grievance is submitted in writing to the CAO. The CAO will distribute the written grievance to the parties involved and the school dean. The accused party will be given five (5) business days to respond in writing to the CAO. Within three (3) business days of the response, the CAO will appoint an ad hoc Faculty Grievance Committee to review all documents submitted.

The Faculty Grievance Committee is appointed by the CAO, in consultation with the President, and consists of three ranked professors from areas outside of the aggrieved faculty's teaching area and not involved in the dispute. The Committee shall meet and conclude its work within fifteen (15) business days of its appointment. After considering the matter, the Committee will make a decision and submit a written report to the President and CAO. Either party may appeal to the CAO who may sustain or overrule the decision of the committee. The decision of the CAO is final and non-appealable.

Disputes arising from termination or severance are controlled by processes defined in *Faculty Handbook* sections 2.12 and 2.13 respectively, and will not be addressed via the Faculty Grievance Procedure.

### 2.11.15 Dress Code

Mount Vernon Nazarene University is an institution of the Church of the Nazarene. The University and the Church emphasize the values of a holiness lifestyle reflected in neatness and modesty in dress and overall appearance. Faculty, staff, and administration are expected to be role models by exemplifying neatness and modesty through their attire and to view this as giving opportunity for Christian witness.

Appropriate dress should relate to the functions the faculty, staff, and administration perform on campus. Office and administrative personnel are expected to adhere to standards appropriate to the business office that demonstrate neatness and modesty are acceptable. Tradition in the classrooms is more varied and often includes less formal attire for faculty. All persons in instructional positions are expected to reflect the highest standards of the campus community.

Senior administrators expecting certain kinds of attire are to communicate such to personnel in their divisions. Questions related to the interpretation of the dress code may be addressed to the senior administrator to whom the individual is responsible, or through the senior administrator to the Senior Leadership Team.

## **2.12 Discipline**

### **2.12.1 Faculty Misconduct Procedure**

Any faculty member who engages in conduct that is incompatible with the duties and responsibilities of faculty membership may be subject to sanctions, up to and including dismissal or discharge for cause. Because this is a private University matter, legal counsel/representation is not permitted. Copies of all documentation will be sent to the Director of Human Resources. The following process assumes that the faculty member is someone other than a school dean, the CAO, or the President. If this is not the case, then the process will be adjusted, as appropriate. Faculty misconduct can take many forms, including, but not limited to, the following:

1. Any violation of University rules or policies;
2. Any violation of the rules, policies or procedures in the Faculty Handbook;
3. Failure to abide by the Professional Ethics section of this Faculty Handbook;
4. Failure to abide by the Covenant of Christian Conduct and Manual of the Church of the Nazarene and/or immorality;
5. Breach of contractual duties;
6. Theft of, abuse of, defacement of, or malicious damage to University property;
7. Abuse of University telephones and/or credit cards;
8. Violation of computer regulations and policies;
9. Insubordination and/or failure to follow instructions;
10. Academic dishonesty;
11. Inefficiency, incompetence, or any cause that renders the faculty member incapable of performing contractual duties at a level deemed acceptable by the University;
12. A felony or misdemeanor conviction;
13. Use of alcohol and/or the use, possession, manufacture, or distribution of illegal drugs;
14. Physical or verbal abuse of another faculty member, staff member, or student;
15. A romantic relationship with a student;
16. Harassment (sexual or otherwise);
17. Falsification of employment records;
18. Moral turpitude;
19. Failure to report suspected abuse of children to a member of the Senior Leadership Team; or
20. Any other legally just cause.

#### **1. Initiating the Process**

The department chair is responsible for reporting faculty misconduct to the school dean. Investigating faculty misconduct falls within the purview of the school dean, the CAO, and/or President. If the matter is of such a serious nature that it jeopardizes the reputation, administration, and/or operation of the University, either the CAO or the President may suspend or terminate the faculty member, in accordance with the procedures outlined below. The faculty member may choose to resign at any point in the process.

#### **2. The Role of the School Dean**

The school dean will immediately discuss the matter, including sanctions, with the faculty member. Sanctions include, but are not limited to, a reprimand (oral or written), a reduction in salary and/or rank, removal of specific privileges, suspension, or termination. The school dean will recommend sanctions, document the matter in writing, and provide a copy to the faculty member. The school dean will also provide a copy to the CAO.

#### **3. The Role of the Chief Academic Officer**

The school dean will discuss the matter with the CAO. The CAO has the following options:



- approve the sanctions recommended by the school dean;
- appoint a committee to investigate the matter further;
- suspend the faculty member; or
- terminate the faculty contract.

#### **2.12.1.3.1 Sanctions**

After convening a meeting with the faculty member and the school dean, the CAO may approve (or modify) the sanctions that are recommended by the school dean. The CAO will document the meeting and provide a copy to the faculty member and school dean. The CAO's decision is final and non-appealable.

#### **2.12.1.3.2 Committee**

The CAO may appoint a committee to investigate the matter further. The committee will be composed of three (3) faculty with the rank of full professor. The purpose of the committee shall be to investigate and determine the facts related to the matter. The committee shall conduct its investigation pursuant to the mandate (including reasonable time frames) issued by the CAO. Upon receipt of the committee's report, the CAO will make the final determination and notify the faculty member, and school dean. The CAO's decision is final and non-appealable.

#### **2.12.1.3.3 Suspension**

Suspension removes a faculty member from duty. Suspension may be part of a progressive disciplinary process or imposed without prior discipline. Suspension may be temporary or for the remainder of the contract term. Suspension may be with or without pay, at the discretion of the University.

The decision to suspend a faculty member will be made by the CAO, in consultation with the President. The CAO will provide written notice to the faculty member and school dean. The notice will specify the allegations supporting the action. Suspension may be immediate and without notice if the matter is of such a serious nature that it jeopardizes the reputation, administration, and/or operation of the University. The CAO's decision is final and non-appealable.

#### **2.12.1.3.4 Termination**

Termination of the faculty member's contractual rights discharges the faculty member from service to the University. Termination may be part of a progressive disciplinary process or imposed without prior discipline. Termination may be prior to or at the end of the contract term. Termination may be with or without pay, at the discretion of the University.

Termination will be initiated by written notice from the CAO to the faculty member. The notice will specify the allegations supporting the action. A conference between the faculty member and the CAO shall be held within ten (10) working days after issuance of the written notice. If the faculty member chooses not to confer with the CAO, then the discharge shall become effective on the tenth (10th) working day after issuance of the written notice. In either case, the CAO shall provide written notice of the final determination to the faculty member within a reasonable time.

A faculty member whose contract is terminated may request that the President review the matter. Such review must be requested by the faculty member within ten (10) working days of the issuance of the final determination. Review by the President rests within the President's sole discretion and, if granted, will be limited to conditions and procedures outlined by the President. If review is not granted, then the CAO's final determination shall be the final decision of the University. The President's decision is final and non-appealable.

A faculty member who is discharged may be provided severance pay, as determined by the CAO, in consultation with the President. The University's obligation for severance shall terminate upon the expiration of the severance term or the faculty member obtaining other employment, whichever occurs first.

#### **2.12.2 Exit Interview**

An exit interview must be arranged with the Human Resources Office and the CAO's Office prior to the conclusion of employment. This is necessary to assist faculty transition; complete information for the faculty member's permanent file;



assist with benefits changeover; complete paperwork; settle payroll advances; and return University-issued credit cards, keys, and equipment. Final pay will not be issued until University-issued credit cards, keys, and equipment are returned.

## 2.13 Severance

### 2.13.1 Resignation

Letters of resignation shall be submitted to the CAO and the President. A copy should also be sent to the Human Resource Office.

A faculty member may resign his/her present contractual duties prior to the termination date of the contract only with the consent of the University.

A faculty member employed on an annual contract or having a multi-year contract may resign his/her appointment for an ensuing contract year if written notice is given to the President or CAO by the 15th day of the month of April preceding the first day of the contract term or by the 30th day after acceptance of the appointment whichever is later in time, or, otherwise with the consent of the University.

### 2.13.2 Retirement

A retiree at MVNU is a full-time employee, who is resigning having completed 10 years of service and is age 59 ½ or above. On the date of retirement, all employment rights and benefits held by the faculty member shall terminate, except those rights vested as of the date of retirement under any pension program provided by the University. Any post-retirement employment will be at the option of MVNU and subject to terms and conditions established in its sole discretion.

## 1. Benefits for Retirees

Additional retiree benefits include the following:

1. Accidental death and dismemberment (AD&D) coverage was added as a benefit on October 1, 1995. The current carrier is Life Insurance Company of North America. The benefit is \$10,000 plus an additional \$10,000 seat belt benefit.
2. Group life insurance benefits have been in effect since April 1, 1976. The current carrier is MetLife. The Coverage amount is \$5,000 for individuals retiring on or before June 30, 1996. The coverage amount is \$10,000 for individuals retiring on or after July 1, 1996.
3. University library privileges for Knox County residents. A guest card issued at the University Library.
4. Invitation to the Awards Banquet.
5. University Newsletters and mailings such as the *Mount Vernon Now*.
6. Free admission to athletic events excluding Homecoming and tournament games.

Retiring faculty who are approved for emeritus status retain the benefits listed in the “Emeritus Faculty Status,” section. Namely:

1. Listing in the *Catalog*.
2. Identification cards for use of library and physical education facilities.
3. A lifetime complimentary pass with tickets issued upon request for athletic and Lecture-Artist series events.
4. Privilege of participation with other faculty in ceremonial academic activities.
5. Right to attend faculty meetings, convocations, chapels and other activities of the Faculty.

### **2.13.3 Non-Reappointment**

The University agrees to provide notice of its intent not to re-appoint any faculty member by February 1 of the contract term.

### **2.13.4 Layoff/Reduction in Force**

When, in the judgment of the Board of Trustees, it becomes necessary to reduce the size of the University staff due to financial exigency, the Board may, notwithstanding any other policy or regulations, terminate contractual rights of employees/faculty. Within a department/school, faculty on multi-year contracts shall be given preference for retention subject to the need to retain faculty with skills necessary to maintain a balanced curricular program. In the event a person with a multi-year contract has to be laid off during reduction in force, he or she shall be preferred for re-employment for any faculty position for which he or she is qualified which becomes available during the remainder of the academic year or the next academic year. The underlying principle for the University is to seek and retain qualified faculty, and thus, every effort is made to honor multi-year contracts.

### **2.13.5 Discharge for Cause**

The contractual rights of any faculty member may be terminated and the faculty member discharged at any time during his/her term of contract for just cause as defined in section 2.12.1 of this *Handbook*.

## **2.14 Faculty Development**

Since the academic stature of the University is dependent upon the strength of the faculty, the continued development and growth of a faculty member, both within an academic discipline and as an educator, are vital concerns to the work of the University. Current policies relating to assistance in graduate study and for attendance at professional meetings are described below. The faculty members will submit a report of their professional growth and development to the CAO in the annual Faculty Evaluation.

### **2.14.1 Professional Development**

The University will budget funds for faculty to use for professional development, including dues for professional membership. The budget amount will be determined as a normal part of the budget process.

Faculty development money is allocated annually for each full-time faculty member for attendance at professional society meetings and/or membership in a professional organization, depending on available finances. This allowance may be accumulated over a maximum period of two successive fiscal years to be used for a single more costly meeting. It is not possible to draw ahead on future years' allocations.

Part-time faculty members are also entitled to payment of one-half the full-time professional development/membership allowance. Eligibility for any other fringe benefits is reserved for full-time faculty.

### **2.14.2 Sabbatical Leave**

Sabbatical leave is intended to be a change of pace for faculty resulting in renewed vitality and vigor of the individual. The purpose of a sabbatical leave is to allow release time from regular University duties for faculty to be able to engage in research, study, travel related to the field of teaching, writing, or other approved forms of professional development that will contribute to growth and greater effectiveness as teachers and scholars. In addition, sabbatical leave is designed to provide opportunities for spiritual restoration and personal renewal. Sabbatical leaves are not rewards for service to the University; rather they are intended to be a means of faculty development, mutually beneficial to the individual faculty member and to the University as a whole. The University typically grants up to 5% of the total contract faculty (including administrative, Senior Leadership Team members, and/or teaching) in a given academic year. The Faculty Development Committee accepts sabbatical applications each September for the subsequent academic year.

Normally the leave will be granted for one-half year (fall or spring term) at full salary, for a full academic year at half salary, or for a full year with half-time load at full salary. When the faculty member is granted the full-time one-half year option, the release of responsibilities includes teaching, committee work, and academic advising responsibilities for the designated time period. When the faculty member is granted the half-time one-full year option, the faculty is released of one-half the normal teaching load, committee participation, and academic advising duties for the designated time period.

Part of the sabbatical application must include a plan to accommodate course work load or other responsibilities during the time of absence from regular duties in consultation with the School Dean.

Upon receiving the Faculty Development Committee's sabbatical recommendations, the CAO, in consultation with the President of the University, recommends eligible faculty to the Board of Trustees for final approval. Official announcements are made following action by the Board of Trustees.

Upon returning to active campus assignment, a sabbatical leave recipient is expected to submit to the department chair, CAO, and the President of the University a comprehensive report of the activities accomplished during the leave due by the end of the first semester after return. A copy of the report is also to be filed with the Faculty Development Committee for purposes of maintaining a database. The Faculty Development Committee will encourage schools to organize and promote a colloquium for faculty members returning from the sabbatical leave, when appropriate.

## 1. **Sabbatical Leave for Teaching Faculty**

### Eligibility

Any faculty member or administrator, with at least the rank of assistant professor, who has been at Mount Vernon Nazarene University six or more consecutive full-time contract years, is eligible to apply for a sabbatical leave. Application may occur in the sixth year with the leave occurring during the seventh year. Faculty members are eligible for subsequent sabbatical leaves every seven years. Application is made in the academic year prior to the sabbatical leave.

### Procedure

Eligible faculty who wish to apply for sabbatical leave for the following year must make final application to the Faculty Development Committee by September 30. An optional preliminary review by and feedback from the Committee is available for proposals submitted by September 15. Any member of the Faculty Development Committee who submits a proposal will be excused during discussion of all proposals for that year. A complete application will include a:

1. statement of purpose guiding the proposed sabbatical leave;
2. detailed plan of the activity or project proposed;
3. plan for addressing how duties will be handled during the sabbatical;
4. description of how the proposed activities will benefit the individual's professional growth in the areas of teaching, scholarship, advising, and/or University service;
5. discussion of how the proposed activities will enhance the individual's service to the University;
6. copy of the faculty member's vita;
7. plan of intention for spiritual restoration and personal renewal; and
8. letter from professional peers in support of the project.

To qualify for a sabbatical leave, the faculty member should submit a proposal for the following kinds of activities that have a formal purpose and plan resulting in direct benefits to the faculty member's field, such as:

1. studying, teaching, working, or serving at an educational institution;
2. conducting research under the auspices of an educational or research institution, or self-directed research to be described in detail in the proposal;
3. writing, provided that a detailed preliminary outline of the proposed theme and content of the work is presented;
4. developing new courses or thoroughly reworking current courses, to be taught soon after return to campus;

5. traveling in the United States, or abroad; and
6. working with an agency, institution or organization.

Types of proposals that are not acceptable include the following:

1. developing avocational interests unrelated to the faculty member's role as a teacher-scholar;
2. reading or studying that is randomly undertaken or not clearly designed to improve the faculty member as an educator;
3. traveling for the purpose of general enrichment only; and
4. reviewing or revising of courses currently taught.

Prime consideration in choosing a candidate for sabbatical leave will be given to the quality of the proposal presented, its expected benefit in terms of anticipated growth of the faculty member and consequent improved effectiveness as an advisor, administrator, scholar, or teacher, and the years of service to the University. Presuming eligibility, greater emphasis is given to the promise for growth rather than to seniority. Points are assigned in reviewing proposals as follows:

Potential for growth as a teacher/administrator	20 points
Potential for growth as a scholar and/or professional	20 points
Potential benefit to the department or the institution	20 points
Potential for growth as an advisor/administrator	10 points
Potential for spiritual restoration and personal renewal	10 points
Support by professional peers	10 points
Faculty member's years of service to the University	10 points
	100 points

Based on merit, the Faculty Development Committee will make final recommendations for granting sabbatical leave to the CAO and the President of the University. The administration will in turn present recommendations to the Board of Trustees for final approval. Final proposals that are not approved will be returned to the applicant with written feedback from the Faculty Development Committee. They may be strengthened and resubmitted the following year.

#### Period of Leave and Salary

Normally the leave will be granted for one-half year (fall or spring term) at full salary, for a full academic year at half salary, or for a full year with half-time teaching load at full salary. Faculty with ten (10) and eleven (11) month contracts are awarded the same amount of time as regular nine (9) month teaching faculty. The University pays regular fringe benefits during the official leave time. Unless the sabbatical takes the faculty member away from the campus, faculty on sabbatical are expected to participate in Faculty Institute and scheduled faculty development activities.

#### Agreement to Continued Service

Taking a sabbatical leave enters the faculty member into an agreement to continue service to Mount Vernon Nazarene University following the sabbatical leave. This agreement shall provide that in the event the faculty member or administrator on leave does not return to the University the sabbatical salary received will be refunded. If the individual withdraws from the University by his/her own choice one year after the return, one-half of the amount received will be refunded. If the recipient continues two years at the University after the leave, the obligation to the University is fulfilled. This agreement does not deny the University the right to discharge any faculty member according to the guidelines of the *Faculty Handbook* should just cause be demonstrated.

## 2. **Sabbatical Leave for Administrative Faculty**

Administrative faculty members are to complete the sabbatical application as described in section 2.14.2, but will submit the sabbatical application to the appropriate vice president. The vice president will present the application to the Senior Leadership Team for review, accompanied by a recommendation of the means to cover the applicant's assigned duties during the sabbatical leave. The Senior Leadership Team will review the application and determine its merit in accord with the eligibility and evaluation criteria provided in section 2.13.3. The length of the sabbatical leave and its timing are to be negotiated between the applicant and

the vice president, taking into account provisions for the administrative responsibilities of the applicant. Upon completion of the sabbatical leave, the applicant must satisfy the service continuation requirement described in section 2.13.3.

### 3. **Sabbatical Leave for Senior Leadership Team Members**

Senior Leadership Team members complete the sabbatical application as described in section 2.14.2, but submit the sabbatical application to the president. If the sabbatical application is judged to be in accord with the eligibility and evaluation criteria as described in section 2.14.2, the president may approve the sabbatical after consultation with the Executive Committee of the Board of Trustees. The length of the sabbatical leave and its timing are to be negotiated between the applicant and the president taking into account provisions for the administrative responsibilities of the Senior Leadership Team member. Upon completion of the sabbatical leave, the applicant must satisfy the service continuation requirement described in section 2.14.2.

It is understood that sabbatical leave for Senior Leadership Team members will be rotational and that no more than one (1) may be on sabbatical leave at any point in time.

#### **2.14.3 Tuition Assistance and Educational Leave**

##### **1. Tuition Assistance**

The Tuition Assistance policy is located on the university's portal page at: <https://portal.mvnu.edu/er/hr>.

##### **2. Educational Leave**

The Educational Leave policy is located on the university's policy page at: <http://hr.mvnu.edu/policies.asp>.

#### **2.14.4 Tuition Assistance and Professional Travel for Administrative Faculty**

The financial support for graduate study and professional travel is provided to administrative faculty through the administrative divisions to which they are assigned. Administrative faculty seeking graduate tuition assistance and professional travel funds are provided financial support for these activities through the division to which they report. Administrative faculty must apply to and receive the approval of the appropriate divisional administrator for educational assistance. Each division establishes and plans an internal budget to accommodate the educational assistance and professional travel needs of its administrative faculty. Travel funds are budgeted annually. Graduate assistance is limited to that provided in the section on "Graduate Tuition Assistance."

### **2.15 Leaves**

#### **2.15.1 Leaves with Pay**

##### **1. Holiday Leave**

Full-time faculty members on academic year contracts observe the same holidays as students do in accordance with the University calendar. However, faculty may be required to attend committee meetings scheduled during periods when classes are recessed. All faculty members are expected to attend the meetings of the Faculty Institute held prior to fall registration.

Eleven (11) month administrative personnel and eleven (11) month faculty receive eleven paid holidays in addition to regular vacation days as described in the section on "Vacation Leave." The eleven paid holidays observed by the University are as follows:

1. New Year's Day,
2. Good Friday (Easter),
3. Memorial Day,
4. Independence Day (July 4),
5. Thanksgiving,

6. The Friday following Thanksgiving,

7-11. Five consecutive days during the Christmas holiday (to be set annually by the University).

When one of the above holidays falls on Sunday, the following Monday will be observed as the holiday. If the holiday falls on Saturday, the preceding Friday will be observed.

In years when Memorial Day falls on an activity day in the academic calendar, the University will close offices on the Friday after Memorial Day instead of the regular holiday.

## 2. **Bereavement Leave**

The University provides bereavement leave for employees to attend to personal matters following the death of a loved one. For detailed information concerning benefits, contact the Human Resources Office or visit this link: <http://nvr.mvnu.edu/dept/humanres/handbook/bereavement-leave.htm>.

## 3. **Civil/Jury Duty Leave**

Any full-time employee/faculty member who is validly subpoenaed or summoned to involuntarily appear or serve as a juror during regularly-scheduled work hours in a judicial forum, or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance, shall be entitled to receive leave with pay for a period of time necessary for such appearance if the appearance may not be reasonably accommodated by rescheduling the employee's/faculty member's work hours as determined by the University. Any compensation received for the appearance, other than travel and meal allowances, shall be reported to the University and deducted from any salary paid by the University for such civil leave. Civil leave shall not be granted for appearances as an expert witness for a party to litigation. Civil leave must be approved in advance in writing by an employee's/faculty member's supervisor and reported to the Human Resources Office.

## 4. **Family and Medical Leave**

The University provides Family and Medical Leave for employees as required by the Family and Medical Leave Act. For detailed information concerning all benefits, contact the Human Resources Office or visit this link: <http://nvr.mvnu.edu/dept/humanres/handbook/family-and-medical-leave-act-fmla.htm>.

Full-time faculty have 6 weeks of sick time per academic year which does not accumulate.  
Part-time faculty have 3 weeks of sick time per academic year which does not accumulate.

## 5. **Reporting of Leave**

Faculty are required to submit an absence form to the school dean one week prior to an expected absence or immediately upon return from an illness. Faculty are required to notify the school dean/departments chair as soon as possible in cases of emergencies.

### 2.15.2 Leaves Without Pay

#### 1. **National Guard and Military Leave**

National Guard duty is unpaid leave unless the employee/faculty member determines to use accumulated vacation time.

Military leave is for any full-time employee/faculty member who is inducted into or called to active duty in the Armed Forces of the United States. The employee/faculty member may make application for reemployment with the University within ninety (90) calendar days after the military discharge. If the employee/faculty member is still qualified to perform the duties of the position left, or of a position of like seniority, status and pay, the employee/faculty member may be reinstated into such a position. Should the employee/faculty member not qualify for the previous position, or similar positions, by reason of disability sustained during service, the employee/faculty member may request another position for which he/she is qualified. Employment will be granted provided the University's circumstances have not so changed as to make it impossible or unreasonable to do so.

Please visit <http://nvr.mvnu.edu/dept/humanres/handbook/national-guardmilitary-leave.htm> for the most current information.

#### 2.16.2.8 Tuition Remission

The dependents of full-time University employees may be eligible for tuition remission benefits from Nazarene or Council of Christian Colleges and University institutions. Descriptions of these programs are located on the HR policies page here: <http://hr.mvnu.edu/policies.asp>

Some tuition remission is subject to taxation. Taxation varies according to the Internal Revenue Service regulations in effect at the time the benefit is utilized. For further information, refer to IRS Publication 520. (Copies are available in the Accounting Office or from most public libraries.)

Should the teaching or administrative faculty member terminate employment at any time during a semester, the tuition remission benefit continues until the end of that semester.

##### Nazarene College/University Tuition Waiver Program

There is currently a reciprocal arrangement with the other Nazarene liberal arts colleges/universities providing tuition grants for unmarried children under the age of twenty-three (23) of full-time faculty members attending one of the other seven liberal arts colleges/universities in the United States, the Nazarene Bible College, British Isles Nazarene College or Nazarene University College. Applications and additional information for the Nazarene College/University Tuition Waiver Exchange Program are available in the Enrollment Development Office. Documentation of full-time employment as a faculty member or eligible administrative officer is provided by the CAO to the receiving institution.

##### Council for Christian Colleges and Universities Tuition Waiver Exchange Program

Mount Vernon Nazarene University participates in the Tuition Waiver Exchange Program sponsored through the Council for Christian Colleges and Universities. This program enables the dependents of full-time faculty, staff, and administrators of participating Council colleges/universities to attend other participating Council colleges/universities tuition-free for up to four years.

Participating Council members typically limit the number of Tuition Waiver Exchange Program students they approve and may base their approval on timing of application, academic ability, and personal qualities. Applications and additional information for the Council for Christian Colleges and Universities Tuition Waiver Exchange Program are available in the Enrollment Development Office and require the approval of that office.

#### 2.16.2.9 Undergraduate Employee Dependent Tuition Assistance Grant (EDTAG)

The Tuition Assistance and Educational Leave policy is located on the portal at: <https://portal.mvnu.edu/er/hr>.

#### 2.16.2.10 Moving Costs

##### Contracted Move:

The University will pay the cost of moving up to 15,000 pounds of household goods (within the continental United States) with the use of a moving company, from the place of previous residence, for full-time faculty, mid-level managers, and administrators. Arrangements will normally be made with the lowest bidder. Other than packing for springs and mattresses, the University does not pay for containers, packing of containers, special packing or handling, or extra shuttle/carry charges. IRS guidelines will be followed when reporting moving expenses reimbursed by the University.

##### Self-Move:

If employees wish to move themselves, the University will reimburse for documented, eligible expenses (still subject to the Exclusions below), along with up to \$750 of miscellaneous expenses, not to exceed the cost of the lowest moving company's bid. If needed, the cost of renting pads or blankets can be included. In a self-move, the cost of a return ticket for a friend or family member who assisted in the move can be included in the transportation expenses (limit 2 tickets, for which receipts are required). To take advantage of possible discounts for early bookings, the University requests that return travel arrangements be made well in advance.

#### Payment of Expenses:

The University will pay for the Contracted moving expenses up-front; any related moving expenses not covered under this policy, and therefore owed by the employee, are payable to the University within 90 days of delivery. If a job relocation is not at least 50 miles farther than the distance between the previous residence and where the former job was, the move must be approved by the Vice President for Finance, and the Vice President requesting the move. Self-moves will be reimbursed after eligible receipts have been received and reviewed by Human Resources.

#### Exclusions:

A sample of the items not eligible for reimbursement include, but is not limited to:

1. additional charges for having more than one origination and/or destination point;
2. storage expenses;
3. extra handling charges for an item such as a piano, or other fragile or specialty items;
4. expenses for hauling or towing a car, truck, boat, etc.;
5. charges for servicing appliances;
6. additional insurance coverage;
7. personal expenses from moving family members or pets (e.g., food, housing, fuel, etc.);
8. moves that take place more than one year after employment, unless circumstances exist that are in compliance with IRS regulations.

Questions regarding the terms and/or exclusions must be clarified and authorized in writing prior to the move.

The approved bid must be signed off on by Human Resources prior to the move.

### **2.16.2.11 Additional Benefits**

Employees and their immediate family members are granted free admission to all home athletic games (with the exception of Homecoming and conference, regional, and end of season tournaments), Lecture-Artist engagements, and other selected campus events.

## **2.17 Compensation Policies**

### **2.17.1 Faculty Salary Arrangements**

It is the policy of the administration and the Board of Trustees to maintain the salary schedule of the University at the highest level commensurate with sound financial operations. The University also attempts to be competitive with salaries paid by similar universities. The salary scale is adjusted annually. The amount of salary is determined by level of training, faculty rank and years of service.

Part-time salaries are computed on a prorated basis using 24 load hours as the standard annual workload. Adjunct faculty members are paid on a credit hour basis. Traditional summer school session salaries are paid as an addition to the regular base salary. The formula for traditional summer school pay is based on credit hours taught and class size.

### **2.17.2 Salary Schedule**

To compensate faculty in a fair and equitable manner, Mount Vernon Nazarene University has developed a salary schedule with provisions for quantifying and recognizing: (1) accepted graduate degrees/related programs of study or comparable experience,



(2) promotions to the several professorial ranks, and (3) the faculty member's longevity in college/university teaching, equivalent and/or related professional experience, and market considerations connected with recruiting for certain academic disciplines.

The following provisions apply to the implementation of the faculty salary pay scale:

1. A faculty member's initial placement on the salary schedule will be determined by the CAO in consultation with the President. Previous equivalent or related experience represents a portion of what may be considered.
2. Following initial placement, a full-time or part-time faculty member progresses vertically down the column by one step with each subsequent year of active MVNU service, until either the maximum step in that rank has been attained (step 8) or a promotion to the next rank has occurred. For promotion purposes, part-time faculty will receive one-half year's credit for each full year of service. Sabbatical leave time is credited as full-time service; other leaves of absence do not accrue service time.
3. The annual faculty contract (see Appendix B), offered for the following academic year on or about March 15, will reflect the faculty member's salary status at the time of contract issuance, including rank, step and other pertinent information. The contract may be modified subsequently should either of the following occur:
  - a. An additional step may be granted when approved graduate course work of 30 hours or 60 hours beyond the master's level has been completed and verified, provided that such a move will not result in movement beyond final step 8. Application for this additional step must be made to the Chief Academic Officer within one year of completion of the hours in question. For salary purposes, the earning of a Certified Public Accountant or Certified Management Accountant certificate is considered equivalent to thirty (30) additional graduate hours if the certificate is appropriate to the faculty member's teaching assignment. If the graduate hours or CPA/CMA certification is completed and verified prior to August 1 or February 1, the faculty member qualifies for the additional step, effective August 1 or February 1 for the remainder of that academic year.
  - b. If a doctoral degree is conferred prior to August 1 or February 1, the faculty member moves one column to the right and to the same step where he/she would otherwise be placed for that year. This change is then effective for the remainder of that pay year (from either August 1 or February 1).
4. Upon promotion to a new rank, effective with the next academic year, a faculty member will advance to the first step (top of the column) for the new rank. Upon reaching the final step (8) of a rank, a faculty member will remain at that step until a doctoral degree is conferred and/or he or she is promoted to a new rank.
5. The salary schedule's base amount will be evaluated annually for percentage adjustments in an attempt to keep pace with general levels of inflation. For most years, percentage adjustments to the base will affect all steps with an equal percentage. There is the possibility, however, that changes in the relative values of a rank(s) will be put forth in subsequent years. Generally, such changes will result in higher pay rates for the higher ranks. When any changes to the pay grid occur, a copy of the revised salary schedule will accompany the faculty member's annual contract.
6. The University reserves the right to interrupt a faculty member's vertical movement on the salary schedule if one's performance is deemed unsatisfactory by the department chair, school dean, or CAO. An interruption may be considered by the President only after a meeting with the CAO, the faculty member, the school dean and department chair has taken place to discuss the rationale for such a recommendation.
7. The University reserves the right to freeze movement (vertical, horizontal, or both) for all faculty members on the salary schedule if the institution's financial status warrants such action.
8. The salary schedule indicates compensation for full-time nine-month contract appointments only. Any additional compensation for additional assignments during the academic year will be noted in the annual contract or in a separate letter. Compensation rates for part-time teaching, summer school teaching, as well as overload work may be determined independent of the salary schedule.

## Part 3 Academic and Administrative Policies and Procedure Guidelines

### 3.1 Academic Policies and Procedures

General policies regulating admission, academic standing, graduation, grading, and the like are published in the *Catalog*. Faculty attention is directed particularly to the section headed Academic Regulations and Procedures in which policies on repeated courses, probation, eligibility, withdrawal, class attendance, and final examinations are discussed. The following statements supplement the catalog material and are provided for information purposes. They are subject to change by Faculty Assembly policy adoptions or administrative procedural decisions.

#### 3.1.1 Registration Procedures

The Academic Affairs office, in consultation with school deans, associate deans and department chairs, prepares the course schedule for each term. Registration and confirmation details and dissemination of appropriate forms are the responsibility of the University Registrar in conjunction with the Student Accounts Office. Confirmation is completed after making satisfactory financial arrangements in the Student Accounts Office. Faculty members are responsible to prepare major and minor checklists. Such conferences may be held at any time, but they are particularly pertinent during the course registration periods. During announced registration periods faculty members should be available to advisees.

#### 3.1.2 Student Class Attendance Policy

This policy is located in the [University Catalog](#).

#### 3.1.3 Faculty Absence from Campus

All absences from the campus which cause the faculty member to miss classes, examination periods, faculty meetings, chapel activities, or other important University duties must be reported to the appropriate school dean, and department chair prior to the absence.

Whenever professional activity or personal business necessitates absence from class, this should be approved by the appropriate school dean and department chair in advance and satisfactory arrangements made for a substitute, when possible, or appropriate alternate forms of instruction. In the case of illness and other emergencies, the appropriate school dean and department chair should be notified immediately so that the proper arrangements can be made for the classes involved. Canceling class should be the strategy of last resort.

#### 3.1.4 Faculty Tardiness to Class

Class time is important. Therefore, classes should begin on time. If the instructor finds that he/she will not be on time for a particular class meeting, information should be relayed to the class so students will know the class will be meeting. Realizing that it is possible for an emergency to arise, a specific procedure must be outlined in the syllabus for the notification of students.

#### 3.1.5 Opening of Class

The importance of the integration of faith and academics should be evident by the manner in which class is opened.

#### 3.1.6 Mid-Semester Grades

Faculty teaching in the traditional undergraduate program are required to submit mid-semester grades for all students in all courses through the web portal to the University Registrar's Office at the mid-point of the fall and spring semesters by the deadline indicated. It is not feasible to process the grades and release them to the students or other third parties until the reports have been received from the entire faculty. Submission of mid-semester grades is not required in the accelerated degree completion or graduate programs.

It is important that these be submitted in a timely fashion, because students have only one week (5 class days) to withdraw from a course after the mid-semester date. Care should be exercised to plan tests and major assignments so that the reports can be submitted when requested.

Mid-semester warning letters indicating unsatisfactory performance (mid-semester average below 2.00) are written by the University Registrar. Although mid-semester grades are not part of the student's permanent records, they are important, because the Student Academic Life Committee often mandates a mid-semester review of probationary students. Since mid-semester grades provide feedback to students or other campus officials, the use of neutral grades like IP and S are discouraged, as they provide no significant information on which to make decisions and recommendations. Mid-semester grades are also used to compute final grades and the awarding of academic honors during the student's graduating semester.

### 3.1.7 Final Examinations

All classes are expected to meet during the scheduled final examination period, and all students are expected to take the final examinations at that same time. Students who are scheduled for three or more final, comprehensive examinations on the same day may petition Academic Affairs for modification of the schedule. The petition to re-schedule must be completed the week before final examinations begin.

Deviations from the published time must be requested by faculty annually and be approved in advance by the CAO, school dean, and department chair in writing. (This final examination policy was adopted by Faculty on October 5, 1982, re-affirmed by Academic Council and Faculty vote in 1988 and amended by Academic Council on January 27, 1997.)

### 3.1.8 Final Grades

Final grades are reported by means of web grade reporting to the University Registrar's Office as soon as possible following the final examination for the course and no later than the due date established by the University Registrar. Final grade deadlines also pertain to directed and independent studies, internships, practica, and student teaching. Faculty are required to submit a copy of the gradebook to the appropriate school dean by the end of the semester.

The timely submission of final grades is important, because it is not feasible to process the grades and release them to the students or other third parties until the reports have been received from the entire faculty. The Student Financial Services and Student Academic Life committees also depend on timely submission of final grades to complete assigned tasks.

The University's grading system distinguishes between two types of failing grades (F and X), and two temporary grades for incomplete work (IP and I), as described below in the "System of Grading" section. Students must request permission to receive the I grade from the CAO prior to the final examination period.

Final grades may be changed only because of the discovery of error in computing the grade; any change must be requested in writing by the instructor on a *Change of Grade* form provided by the University Registrar's Office or by e-mail to the University Registrar. Allowing students to submit extra credit or other assignments after the final examination is not permitted.

### 3.1.9 Grading Practices

1. To maximize student learning, feedback from instructors should be as immediate as prudently possible. Instructors should exercise sufficient course planning to guarantee reasonably quick feedback of performance to students.
2. Course feedback to students should help the student assess how much has been learned, but also can be an effective learning tool itself. Appropriate positive and negative comments aid this instruction process.
3. To facilitate the student making a decision to drop a course, mid-semester grades should be given. Furthermore, the grades given should be the instructor's best judgment as to the student's actual performance. (Neutral grades like S or IP provide little information to students.) The mid-semester grades need to be submitted in compliance with grade submission deadlines provided by the University Registrar's Office, because students have only one [1] week (5 class days) after mid-semester to drop a course.
4. Evaluations should be multiple and spread across the term. Having assignments due only after mid-semester effectively prevents the student from dropping a course.
5. Grading scales and criteria should be a routine part of course syllabi. They should appear in enough detail that the student understands clearly how he/she will be evaluated.

6. All courses must have a carefully developed course syllabus to [a] define course objectives and appropriate instructional activities, and [b] specify the evaluation mechanism and criteria to be used to assess the achievement of learning objectives. Syllabi should be developed for not only content courses, but courses where skills and participation are significant instructional activities. A well-developed syllabus is a good instructional tool, and an effective defense against potential litigation. Dates for the submission of assignments help keep the course on pace and assist students to manage time during the semester prudently.
7. Posting grades by name is a clear violation of the student's right to privacy as defined by the Family Educational Rights and Privacy Act. Obviously, sharing one student's grade with another student violates the original student's privacy. Since the confidentiality of ID numbers, Social Security numbers or initials cannot be reasonably guaranteed, those posting systems are only slightly better than posting by name.
8. Final grades can be changed only if there was an error in recording or calculating the grade by faculty. In these cases, the change should be reported quickly after its discovery on the appropriate grade change form from the University Registrar's Office. It is not good academic practice to allow a student to submit work late after the final grade has been submitted or to allow the student to do extra work to raise a final grade.

### 3.1.10 Off-Campus Travel

Policies and procedures guiding Off-Campus Travel are located on the portal: <http://www.mvnu.edu/academics/off-campus-travel/>

### 3.1.11 Student Life Issues/Academic Integrity/Accountability

1. If an incident involving a student takes place which violates the behavioral expectations of the University as defined in the appropriate Student Handbook (traditional or GPS), the faculty member must inform the school dean in writing (who will inform the CAO in writing if necessary), when the incident has been identified. The school dean may have the authority to dismiss a student from the program, but will in no case have the authority to dismiss a student from the University. In cases where Student Life becomes aware of an issue and the school dean needs to know, the school dean will be informed.
  - a. The report from the faculty member must include the following:
    - 1) professor's name
    - 2) class name, class time, and course number
    - 3) the name and ID number of the student
    - 4) the date and time of the incident, and
    - 5) full description of the incident
  - b. If an incident/student(s) presents an immediate threat, the faculty member should contact Campus Safety (extension 4000) or 911 depending on the urgency and severity of the issue. After reporting the incident, call Student Life immediately.
  - c. The CAO will report the incident to the Vice President for Student Life and/or any other Vice President(s) or Director(s) who needs to be involved.
  - d. If necessary, a meeting will be convened to address an appropriate administrative response to the incident. The CAO will determine the composition of the meeting.
  - e. When the faculty member becomes aware of a serious issue involving a student(s) through Facebook, Twitter, or other social media sources, he or she must refer that issue to the Counseling Center and should not attempt to provide in-depth counseling to the student. An e-mail summary should then be sent to the Vice President for Student Life.

2. If an incident involves academic integrity, the faculty must inform the school dean in writing who will inform the Assistant to the President for Planning and Effectiveness in writing on the same day of the incident. The procedure for Academic Integrity issues is located in the University Catalog (49-50).
3. If a faculty member recognizes a student whose behavior may cause concern for his/her well-being, the faculty is required to inform (in writing) the Dean who will inform the Director of Student Success and Career Services if needed. The faculty member may also encourage the student to seek help at the counseling center.
4. Faculty members should refrain from making a promise of confidentiality to the student. The student is to be informed that if necessary, the issue will be forwarded to the appropriate office(s).

### **3.1.12 Desk Copy Policy**

It is unethical for faculty to resell examination and desk copies of texts solicited from publishers. Faculty solicited textbooks must be used for their intended purpose, i.e., legitimate academic review for class room purposes. Faculty are encouraged to dispose of complimentary textbooks by returning them to the publisher or donating them. The University prohibits book buyers from being on campus.

## **3.2 Administrative Procedures**

### **3.2.1 Multi-Year Contract**

The procedure for Multi-Year Applications is located in the *Faculty Handbook* 2.6.2.

### **3.2.2 Promotion**

The procedure for Faculty Promotion is located in the *Faculty Handbook* 2.3.1.

### **3.2.3 Department Chair Selection**

1. Department Chairs will be appointed by the School Dean upon approval of the CAO.
2. The process for selecting a department chair for appointment will be defined by the school dean in consultation with the CAO.
3. Compensation (monetary or re-assigned time) will be determined by the CAO in consultation with the Dean at the time of the appointment and be noted on the contract.
4. All appointments to chair a department are subject to annual renewal at the discretion of the school dean in consultation with the CAO.

### **3.2.4 General Education Proposals**

1. All traditional General Education courses must be recommended by the General Education Committee to the Traditional Academic Council (TAC) and approved by the Faculty Assembly.
2. When the General Education Committee seeks to make a proposal which is not referred to by a school or TAC, it must submit the proposal to the school dean where the proposed/revised course is located. If the school approves the change, it will be referred to TAC.
3. Specific revisions to the traditional General Education program may come from the academic schools or task force appointed by the CAO.
4. Non-traditional general studies changes are approved by NTAC.

### **3.2.5 Submission of Budget Proposals**

1. All budget proposals begin with the appropriate department and proceed to the school dean who will submit the proposal with a rationale to the CAO.
2. The annual budget goals and timelines, including capital spending, will be established by Senior Leadership Team action by November 15. The Accounting office will forward all goals and timelines to the CAO's office after the meeting of the SLT.
3. By January 15 all budget proposals from the deans are due to the CAO.
4. By January 30 the Academic Leadership Team will meet to look at all budget requests and consider mutual concerns.
5. No later than February 15 the school dean will meet with the CAO to discuss the budget proposals and engage in offering any further rationale for budget requests.
6. No later than March 1 the CAO will submit budget requests to Accounting.
7. The proposed general budgets (overall income and expenses) are approved in March Board of Trustee meeting (spring semester).
8. Detailed budgets will be finalized by May 15 (spring semester) and communicated to the school deans prior to the start of the new fiscal year (June 1).
9. Any adjustments that are necessary after the budgets are finalized may be recommended by the school dean to the CAO who will address the issues with the CFO.

### **3.2.6 Faculty Search**

1. Whether the search for a faculty position is a replacement or an expansion, the request will begin when the school dean initiates a meeting with the CAO.
2. Should the CAO recommend going forward, the request will be presented to the Senior Leadership Team.
3. The Senior Leadership Team's response may include but not be limited to the following:
  - a. the decision may be made to authorize the search, subject to the outcome of the budget process, if the request is being made prior to the finalization of the budget,
  - c. the search may be fully authorized, without a budgetary contingency,
  - d. the search may be authorized for a future academic year, or
  - e. the search may be denied.
4. If the Senior Leadership Team affirms the requested search (with or without a budget process contingency), the school dean will use the appropriate template to prepare a position announcement, for approval by the CAO.
5. The CAO will forward the position announcement to Human Resources.
6. The School Dean will serve as chair of the Search Committee after proposing the composition of the committee to the CAO.
7. The School Dean, in consultation with the Search Committee, will review all applications and make a recommendation to the CAO for no more than three to be interviewed on campus.
8. After the interviews, the School Dean, in consultation with the Search Committee, will make a recommendation to the CAO.

9. A contract offer will be made by the School Dean after approval of the CAO.

### **3.3 Administrative and Instructional Support**

#### **3.3.1 Secretarial Support**

During the academic year full-time academic secretaries are stationed in the R. R. Hodges Chapel/Auditorium, Faculty Hall, Hyson Campus Center, Clarence and Jennie Moore Center, Jetter Business Building, Prince Student Union, Hunter Hall, and Regents Hall to serve instructional needs of the faculty. Limited summer help is also available. Each school has an administrative secretary who reports to the school dean who monitors workload and job priorities.

Faculty should make it a practice to prepare and submit work to the school's administrative secretary with enough lead-time that the quality of the work is not jeopardized, the department morale is not threatened, nor the timely anticipation of other faculty penalized. Since each secretary's time is distributed among several faculty members, it is especially important that a spirit of cooperation and sharing prevail. Student secretarial help is used to supplement these services. Secretaries are not permitted to proctor (or grade) tests either in the classroom or in the office. If a student needs to take a test outside of the classroom, the Testing Center may be contacted to administer the test.

#### **3.3.2 Purchasing Procedure**

Within the limits of the appropriate budget, purchases are generally made by three methods:

##### Check Requests

Check request forms are used for:

1. graduate assistance;
2. honoraria;
3. professional travel and memberships;
4. postage;
5. reimbursement for supplies;
6. subscriptions; and
7. travel-related expenses.

The forms for these are available from the Academic Affairs Office. Directions for completing the form are provided on the reverse side of the form. A cash advance is available from the Accounting Office for miscellaneous travel expenses when requested with the form.

The Accounting Office, via the administrative computer, processes check requests and direct deposits on Tuesdays and Thursdays. To have a request included in the batch check run, the Accounting Office needs to receive the approved check request by 12:00 noon the day before (i.e., by noon on Monday or Wednesday).

The School Deans/Department Chairs will sign all check requests/mileage reimbursements for \$250 or less and do not need to forward to the CAO's Office.

The School Deans/Department Chairs will sign and forward original check requests that are for professional memberships and travel to the CAO's Office to verify funds.

The School Deans/Department Chairs will forward all extra pay requests including overload, adjunct, etc. to the CAO. This includes extra pay for adjuncts to observe classes in all graduate and professional studies programs.

### Purchasing Cards

Some individuals have been assigned purchasing or travel and entertainment cards to be used for purchases specific to departmental functions. These cards have restrictions and limits, and use is subject to the guidelines set forth in the *Purchasing Card Policy and Procedures Manual* located in the Accounting Office.

### Purchase Requisitions

Purchase requisitions are used to purchase all goods (except office supplies ordered from the Cougar Corner Bookstore), equipment, furniture, and services.

### **3.3.3 Keys**

The Director of Safety issues keys. Keys should not be loaned or used in any manner that would encourage unauthorized entry to buildings or duplication of keys. Faculty members shall not give keys to students. Key request forms may be obtained from the Coordinator of Safety.

### **3.3.4 Mail**

Faculty mail is distributed to and picked up from the various office suites once a day between 10:00 a.m. and 12:00 noon. If individuals have mail that needs to go out that day after mail has been delivered, the items can be taken to the campus post office or to the Printing and Mailing Office. Outgoing mail leaves campus about 3:30 p.m. daily.

Student mail is placed in the campus post office boxes by approximately 11:00 a.m., Monday through Friday. Student mail should be addressed with the student's full name and campus mail box number. The campus Post Office, located in the Hyson Campus Center, sells stamps, mails packages, and provides the usual postal services to members of the campus community.

Bulk mailing instructions may be obtained from the Printing and Mailing Office in the Lakeholm building basement at ext. 4452.

Departmental mail should be marked with the department's name or account number in the upper right corner for proper billing or for return mail, if needed. Personal mail can also be mailed from office complexes, but faculty members are responsible for the postage.

### **3.3.5 Automobile Registration and Parking Regulations**

The University expects faculty, staff, and students to support institutional goals that ensure a safe and secure educational environment for the campus community. Consequently, Mount Vernon Nazarene University's traffic and parking policies apply equally to faculty, staff, students and campus visitors. Please refer any questions regarding ticketing for traffic violations or concerns about policies to the Coordinator of Safety.

All faculty and staff driving automobiles on campus must register these automobiles with the Safety Office. No charge is made for parking registration, but failure to complete parking registration is subject to the appropriate fine.

Faculty, staff and students are subject to the parking and traffic provisions as stated in the automobile regulations. A copy of these regulations may be obtained through the Safety Office or from the *Student Handbook* section of the University website.

### **3.3.6 Flower/Gift Policy**

#### Illness

When an employee is hospitalized, the department secretary or supervisor should notify the Human Resources Office and request that flowers be sent from the University. The Human Resources Office places the order and makes arrangements for payment. Department personnel are not to order flowers or gifts and charge them to the departmental accounts. Any other expenditure for an employee illness (e.g., additional flowers, gifts, cards, etc.) must be considered personal and cannot be charged to any University budget. The Human Resources Office also sends flowers to retirees who are hospitalized.



### Bereavement

When a death occurs (employee, spouse, child, father, mother, father-in-law, mother-in-law), the department secretary or supervisor should notify the Human Resources Office to request that flowers be sent. The Human Resources Office places the order and makes arrangements for payment. Department personnel are not to order flowers or gifts and charge them to the departmental accounts. Any other expenditure for employee bereavement (e.g., additional flowers, gifts, cards, etc.) must be considered personal and cannot be charged to any University budget. The Human Resources Office sends flowers in the event of the death of a retiree or retiree's family member.

### Exceptions

The Student Life Office and the coordinators of non-traditional programs provide flowers for a student-related death or illness. The University Chaplain's Office and the Financial Affairs Office, on occasion, send flowers for non-student, non-employee death or illness (e.g., death or illness of a major vendor, or in the immediate family of a major vendor for the University). On rare occasions, a department as a "thank you" for services performed when no remuneration was provided may send flowers or a gift.

### **3.3.7 Gift Policy for Retiring Employees**

The term retirement means leaving the employment of the University at age 59 ½ or above and having completed ten years of service, or a person under age 59 ½ leaving the University due to disability, either on "disability" or "retirement status."

The University may provide a farewell gift for retiring employees. The cost of the gift is related to years of service. Due to IRS regulations, neither cash nor gift certificates may be given; the purchase of a gift is necessary. Amounts available from University funds are shown below.

<i>Gift for Retiring Employees</i>		
<b>Years of Service</b>	<b>Full-Time</b>	<b>Part-Time</b>
10 – 14	\$400.00	\$200.00
15 – 19	\$500.00	\$250.00
20 – 24	\$600.00	\$300.00
25 – 29	\$700.00	\$350.00
30 or more	\$800.00	\$400.00

Any additional cost involved (e.g., departmental party, lunch, dinner, more expensive gift, etc.) may be charged to the divisional vice president's discretionary budget (with prior approval from the vice president).

The University provides the funds for a retirement reception. The University also provides a plaque for ten (10) or more years of service.

### Gift for a Retiring President

The Executive Committee of the Board of Trustees determines the gift for a retiring president.

### **3.3.8 Scheduling of Campus Facilities**

The use of campus facilities is generally restricted to faculty, staff, and students for University-related activities. When using classrooms, auditoriums, athletic centers, or other facilities for meetings or activities other than instruction, individuals are to obtain clearance through EMS system.

Whenever facilities are used, all items that have been moved must be returned to the proper place directly after use. Items may not be moved between buildings without the prior approval of the Facilities Management Office. Auditoriums and rooms should be closed at the proper times and the keys returned to the proper person immediately.

All uses of the facilities must be in keeping with and support the University's mission and lifestyle guidelines and are under the supervision of the Director of Auxiliary Services.

Reservations that are not directly related to a University-sponsored function are subject to approval and may be assessed a fee for use.

### 3.3.9 Campus Facility Use by Off-Campus Groups

Requests for use of campus facilities for off-campus groups are evaluated in relation to the ultimate benefit to the University program. The standard practice is to charge off-campus groups for facilities use; therefore off-campus groups are to contact the Facilities Coordinator to schedule campus facilities. The Facilities Coordinator schedules for retreats, organized groups, etc. and assesses appropriate rental fees.

### 3.3.10 Cancellation of Classes and Closing Policy OUTDATED

The goal of MVNU is to remain open at all times except in extreme situations and/or emergencies. The possible reasons to cancel classes and/or close offices at MVNU may include, but are not limited to, inclement weather, power outage, and/or any emergency that may place students, faculty, or staff in imminent danger. MVNU reserves the right to schedule make-up days or examination periods due to a cancellation.

1. The decision to cancel classes and/or close offices at the Mount Vernon Nazarene University main campus or any of the off-site locations will be determined by the Chief Academic Officer (CAO) and Vice President for Graduate and Professional Studies (VPGPS), in consultation with the President.
2. The Vice President for Student Life and Vice President for Finance will be responsible for the decision to cancel classes and/or close offices in the absence of the CAO, VPGPS, and President.
3. The decision to cancel daytime classes and/or close offices will be made by 6:30 a.m. and placed on the closing line for cancellations affecting employees on the main campus or students in traditional programs at extension 1600. Information regarding non-traditional classes will be placed on extension 1650.
4. The decision to cancel evening classes will be made by 1:00 p.m. and placed on the appropriate closing line – extension 1600 for traditional programs and extension 1650 for non-traditional programs.
5. The announcement to cancel classes and/or close offices will be placed on the University website, the University radio station (WNZR 90.9 FM), and other local radio and television stations. In the event of a campus closure or campus emergency, the University will send a text message (SMS) via NIXLE to all employees and students of the respective campus, as well as send an email.
6. All administrators and staff are to report to the University when classes are canceled unless otherwise noted. If offices are closed, instructional faculty and staff will not be required to report to work. This will be considered paid leave for staff.

Hourly employees who are other than those deemed as 'essential personnel' and are not required to work, or who arrive at work and are subsequently dismissed, shall receive their regular pay for their scheduled work hours only if these scheduled work hours fall during the time frame that included the closing. Attendance Entry in Time Tracker is to be marked as "Emergency Closing" with the appropriate dates and hours indicated. If employees are not scheduled to work during the hours of the emergency closing, no additional pay or compensatory time off will be granted.

All hours worked by hourly employees who are deemed 'essential personnel' will be included in calculating total hours worked and count toward overtime (time and one half) pay calculations during the workweek. Hours not worked but paid as emergency closing hours are excluded from this calculation.

No additional compensation shall be granted to exempt employees who are required or permitted to work during an emergency closing (full or partial day).

7. If offices are closed, administrative faculty and designated 'essential personnel' needed for the safety of those on campus and the maintenance of campus property may be required to report to work. Hourly staff required to report to work will be paid at the regular straight-time rate for the hours worked during the hours the University is closed. In addition, they shall either be credited with equivalent compensatory time off, on an hour-for-hour basis or be paid an additional amount, at the straight-time rate, for the hours worked, if those hours were worked during the time the University was closed. Employees in those positions must contact their immediate supervisor prior to coming to campus. The supervisor will designate 'essential personnel' in advance. Note that employees who are not asked to report will not receive additional pay or compensatory time if they choose to work when the University has been closed.

8. The Senior Leadership Team will remain on campus during a cancellation to provide the necessary guidance and decision-making for the University. Designated services that may remain open and/or operating when classes are canceled include Campus Safety, Cougar Corner Bookstore, Dining Commons, Facilities Management, Information Technology, Library, Student Life, and Switchboard.

9. MVNU supervisors and students participating in any type of off-campus placement, field, student teaching, or clinical experience must contact the site supervisor and the University supervisor or school dean before making a decision to attend that placement when classes are canceled on campus. The off-campus experience is not automatically canceled when classes are canceled. Specific policies governing off-campus experiences as defined by the School will govern make-up assignments or other appropriate measures related to the experience.

Those employees on vacation, temporary disability/sick or special paid leave will not be entitled to the provisions of this policy and the leave will be recorded as such on Time Tracker.

10. Snow conditions

a. If a level 2 snow emergency is in effect (either in Knox County or the commuter student's county of residence), commuter students have the option of not reporting to class but they must contact their professor(s) and arrange to make-up assignments.

b. If a level 2 snow emergency is in effect (either in Knox County or a faculty member's county of residence) and MVNU has not canceled classes, faculty members have the option of not reporting to campus if they feel it is putting them at risk to travel. The faculty member may cancel his/her class after contacting the school dean. It is the responsibility of the faculty member to notify the students of the cancellation and communicate arrangements for make-up work or class session.

c. If a level 2 snow emergency is in effect (either in Knox County or a staff member's county of residence) staff members have the option of not reporting to campus if they feel it is putting them at risk to travel. The staff member must contact his/her immediate supervisor and it will be considered unpaid leave or a vacation day may be used. If a staff member is on paid leave, the leave will be recorded as such.

## APPENDICES

## APPENDIX A

### Definition of Promotion Criteria

## Definition of Terms

**Degree** Graduate work completed at a regionally accredited institution. The degree should be in an area of study germane to the teaching and/or administrative assignment. The Master of Fine Arts (MFA) degree is equivalent to the earned doctoral degree for purposes of rank when the MFA is considered the terminal degree for the faculty member's primary teaching assignment.

**Related Professional Experience** Full-time professional experience gained after the master's degree, doctoral degree, Certified Public Accountant (CPA) certificate, or Certified Managerial Accountant (CMA) certificate has been earned. Certain teaching positions may require prior related professional experience (e.g., public school teaching or pastoral responsibilities), but only the full-time experience accumulated after the appropriate graduate degree, CPA, or CMA has been earned is used in determining rank and salary. Experience earned prior to a master's degree may on occasion be counted toward professional experience when approved by the CAO.

If previous professional experience is required, the nature and extent of it will be described in the original position description. Should there be a change in the teaching and/or administrative assignment, previous work-related experience will be re-evaluated in light of the new responsibilities. Results of the re-evaluation will be communicated in writing at the point of appointment to new responsibilities.

The extent to which previous related professional experience is germane to the specific teaching or administrative assignment will be determined at the point of initial employment.

Professional experience may not substitute for the four years required at the associate professor rank for consideration for promotion to full professor rank.

**Teaching Experience** Full-time, nine-month college/university teaching experience after the master's degree has been earned.

Part-time faculty teaching 12 to 20 hours accrue one-half year teaching experience for each academic year of teaching responsibilities.

**Graduate Hours** Graduate hours requirements refer to semester hours or equivalent quarter hours. Graduate hours used for meeting minimal educational requirements for promotion must have been completed by the time of balloting.

For rank purposes, the earning of a Certified Public Accountant or Certified Managerial Accountant certificate is considered equivalent to 30 additional graduate hours if the certificate is appropriate to the faculty member's teaching assignment and earned after the master's degree.

For the minimum number of graduate hours required in matters of rank and salary, administrative faculty may substitute 30 of the 60 semester hours with alternative professional development activities as described in the section on "Evaluation of Administrative Faculty (Alternative Professional Development Activities)."

**Teaching ability** Teaching ability may be assessed by peer and/or supervisor evaluations and in conjunction with end-of-course evaluations. Teaching ability/responsibility extends to effective advising/mentoring of students.

**Research, scholarly or professional attainment, and participation in professional activities** refers to the activities in which faculty participate in order to develop understanding of their fields of expertise.

The purpose of scholarship at MVNU is to promote a culture of academic excellence rather than the creation of rigid parameters for approval or denial of promotions. These categories, illustrations, and criteria do have a bearing on rank but the institution, schools, and departments are responsible for reasonable and just applications. Applications of these standards shall be applied relative to the culture and current standards of each faculty member's discipline.

While encouraging and resourcing scholarship, it is important to remember that teaching is the primary vocation and responsibility of MVNU faculty. As a teaching university, MVNU recognizes the categories of scholarship described in Ernest Boyer's book *Scholarship Reconsidered* (see bibliography). These include the scholarship of discovery, the scholarship of integration, the scholarship of teaching, and the scholarship of application. Individual faculty members are not expected to engage in every category. Scholarship related to the integration of one's discipline with the Christian worldview in general; Wesleyan doctrine in particular is highly valued by MVNU.

MVNU recognizes the essential roles and time-consuming tasks of administrative faculty. Given these roles, administrative faculty may emphasize service to the University but still must demonstrate scholarship.

Mount Vernon Nazarene University acknowledges that a variety of activities may be considered either professional development or scholarship, that the lines between the two are not always obvious or clear and that scholarship must be evaluated in a disciplinary context. In general, in this document professional development refers to activities from the discipline providing faculty members with input, while scholarship refers to activities through which faculty members create disciplinary or cross-disciplinary output. The following list of examples is not intended to be exhaustive. Each faculty member should consult his or her department chair and school dean for guidance regarding the acceptability and sufficiency of specific activities.

Examples of professional development activities:

1. Conferences and professional/academic organizations
  - a. Conference attendance
  - b. Professional/academic memberships and involvement in professional organizations
  - c. Planning/hosting conferences and conference sessions.
2. Intentional on-going education (including Continuing Education Units)
3. Relevant certifications

Examples of scholarship:

1. Conference presentations; chairing and commenting on presentations
2. Literature review
  - a. Literature review as part of a graduate degree program or research assistant
  - b. Literature review beneficial to an organization or institution
3. Demonstrable mastery of a skill relevant to college teaching (e.g. accomplished musical or athletic performance)
4. Grant writing
  - a. Grant writing that involves demonstrable relevant research and data collection
  - b. Grant writing of direct benefit to MVNU
5. Research design: design and proposal as part of a graduate program or research assistant
6. Publications
  - a. Professional newsletters
  - b. Manuscript completion, submission, or revision
  - c. Manuscript acceptance
  - d. Publications (peer reviewed, disciplinary, applied journals, agency reports, web-based publications appropriate to discipline, etc.)
  - e. Textbooks (creation, contribution, revision, editing)

- f. Book reviews in peer reviewed journals
  - g. Journal editing
  - h. Publications in “popular” media (e.g. newspapers, magazines) if they interpret one’s scholarly discipline to the lay public
- 7. Public speaking or performing to non-specialized audiences that distills disciplinary accomplishments
  - 8. Integrative collaborative work or research on or off campus if the work is relevant to one’s scholarly discipline or to the operation of the University
  - 9. Peer-reviewed/refereed research
  - 10. Data collection and/or analysis and interpretation beneficial to an institution or organization
  - 11. Awards relevant to scholarship or performance
  - 12. Creative productions of works of art (including visual), literature, or music so long as these productions are professionally and academically acceptable.
  - 13. Creative productions of works of art or music presented to non-specialized audience that distills disciplinary accomplishments
  - 14. On-campus academic/art/skill presentations that present the accomplishments of a given discipline and models integration (e.g. faculty colloquia, faculty workshops, general presentations to the faculty or to the University)
  - 15. Portfolios that demonstrate applied work
  - 16. Speaking to community groups on topics related to one’s scholarly discipline
  - 17. Comparative studies of course structure for the purpose of improved pedagogy and andragogy
  - 18. Formalized observations and data analysis of student learning or internships
  - 19. Publications or presentations based on data concerning course structure, content, or pedagogical analysis

**Service to the University** refers to service that affirms the mission of Mount Vernon Nazarene University. The following definitions and descriptions are not intended to be exhaustive. Given the diverse roles that faculty fill in a University, each faculty member should consult his or her department chair and school dean for a comprehensive description of the expectations he or she should be meeting.

**Assisting in the operation of the University** refers to the basic expectations placed on each faculty member including but not limited to

- 1. participation in departmental, school and faculty assembly meetings,
- 2. fulfillment of contractual obligations (course work, etc.)
- 3. adherence to the policies and procedures of the University
- 4. treatment of members of the University community with respect and concern

**Activities that further the academic and spiritual goals of the University community** refer to activities in which each faculty member may use his or her unique gifts to benefit the University. Examples of such activities include

- 1. approaching conflict constructively in terms of issues and principles,



2. sharing the workload within the appropriate academic discipline/department,
3. participating in program development, such as new majors,
4. accurately advising students academically,
5. supporting and participating in the chapel program,
6. accepting and fulfilling faculty committee/council assignments, or
7. demonstrating an active interest in students, in their problems, and accomplishments.

**Leadership** refers to a deeper level of commitment to the activities that support the University mission. Examples include but are not limited to:

1. chairing committees
2. chairing an academic department
3. serving as a school dean
4. serving as the coordinator for an academic program
5. serving as the departmental coordinator for Specialized Professional Association (SPA) reports
6. serving as the advisor for student clubs

**Church and Community Service** – This is defined as any type of activity in the church or the greater community of MVNU which enhances the community. This may include activities with one's family in the greater church or secular community. Examples of community service can be:

1. Church service (e.g., service on a board or volunteer service in one's church such as teaching Sunday school, greeters, ushers, music)
2. Service on a community organization's board (e.g., Boys & Girls Club, Boy Scouts, Girl Scouts, school board, local town council)
3. Service as a volunteer to a community organization (e.g., teen centers, social agencies, charities, tutoring)
4. Assistance in service clubs (e.g., Rotary, Kiwanis)
5. Participation in community life (e.g., play productions, community music festivals, environmental assistance)
6. Contributions to civic life by working on a community service project that will benefit others in the community (e.g., Habitat for Humanity, community gardening).

Four ranks are recognized in appointing members to the instructional staff. They are in ascending order: instructor, assistant professor, associate professor, and professor. Rank is assigned at the discretion of the Board of Trustees after recommendation by the President in consultation with the CAO.

The following criteria are intended both as guidelines for promotion as well as expectations for current faculty. Where possible, these descriptions should be applied to new faculty. New faculty ranks are determined by the CAO in consultation with the President.

These definitions and criteria are not to be applied in a retroactive fashion relative to promotions and/or dismissals.

### Bibliography

- Boyer, E. L. (1990) *Scholarship Reconsidered: Priorities of the Professoriate*. The Carnegie Foundation for the Advancement of Teaching. San Francisco, CA: Jossey-Bass.
- Greathouse, W. M., & Dunning, H. R. (1989). *An Introduction to Wesleyan Theology*. Kansas City, MO: Beacon Hill Press.
- Holmes, A. F. (1975). *The Idea of a Christian College*. (Rev. ed.). Grand Rapids, MI: Wm. B. Eerdmans.
- Callen, Barry L. ed. *The Holy River of God: Currents and Contributions of the Wesleyan Holiness Stream of Christianity*.
- Spaulding, Henry W. II, *We Believe*.
- Mannoia, Kevin W., & Don Thorsen, ed. *The Holiness Manifesto*.
- Oord, Tom and Michael Lodahl, *Relational Holiness*.
- Wesleyan Holiness Consortium. [www.HolinessandUnity.org](http://www.HolinessandUnity.org).

## APPENDIX B

### Faculty Contract

**Contract Type: Annual/Full-Time  
Annual/Part-Time// # of Hours  
Multi-Year (Year\_\_ of 2-5 Year)**

THIS CONTRACT AND AGREEMENT: Issued this \_\_th day of March, by and between the Board of Trustees of Mount Vernon Nazarene University, hereinafter called the UNIVERSITY, and «name», hereinafter called the FACULTY MEMBER with the title/rank of «Position Title».

WITNESSETH: That in consideration of the agreements hereinafter contained, said FACULTY MEMBER agrees to perform assigned professional duties at a salary of \*«salary» for the academic year \_\_ - \_\_ commencing the «dy2» day of «mo2», and ending the \_\_ day of \_\_.

In addition, the FACULTY MEMBER agrees to provide to MVNU, upon request, certified transcript copies for the degree(s) listed on any application or vita materials.

The said salary is subject to such withholdings as may be required by statute and by established policy of the UNIVERSITY. Said salary will be paid in twenty-four (24) equal installments beginning on «mo» 15, of the contract year. In addition to the salary, the FACULTY MEMBER will receive such fringe benefits as are in effect by action of the UNIVERSITY and for which the FACULTY MEMBER is eligible and participating. A statement of benefits in effect is attached to this agreement.

The FACULTY MEMBER agrees to the following:

- to participate in the governance of the University as prescribed in the *Faculty Handbook*;
- to be in accord with the purposes and spirit of the UNIVERSITY;
- to support the Doctrines of the Church of the Nazarene by not controverting them;
- to be in accord with the Covenant of Christian Character and the Covenant of Christian Conduct of the Church of the Nazarene;
- to exemplify such personal, moral, and religious conduct as shall be above reproach;
- to complete the mandatory training on the University Sexual Discrimination/Harassment/Violence policy;
- to complete, sign, and submit the annual Financial Conflict of Interest disclosure form;
- to complete Annual Self-Evaluation; and
- to abide by the current Faculty Handbook.

If FACULTY MEMBER is not a U.S. citizen or a permanent resident of the U.S., it is hereby understood that this employment contract is contingent upon the FACULTY MEMBER possessing a valid visa or Employment Authorization card that permits employment in the U.S. during the contract period. This employment contract will terminate on the date such work authorization, if any, expires. No further notice is required.

It is hereby understood that if the FACULTY MEMBER should at any time fail to abide by this agreement, the UNIVERSITY reserves the right to sever the relations of the FACULTY MEMBER with the UNIVERSITY in accord with the policy statements contained within the *Faculty Handbook*. The UNIVERSITY reserves the right to void this contract with ninety (90) days' notice, should the Board of Trustees for Mount Vernon Nazarene University declare a state of financial emergency to exist.

In witness whereof, we have set our hands and seal.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Academic Officer

\* Your «months» salary is based on column  
«ccolumn», step «cstep».

Comments

This contract shall be construed according to Ohio state law. This contract may not be modified, except by written amendment signed by MVNU and FACULTY MEMBER. This contract is void if not returned by \_\_\_\_\_.

Sign one copy and return to the Chief Academic Officer's Office. Keep one copy for your records.

Completed copies to: Chief Academic Officer, Human Resources, and Employee.

ID:

## APPENDIX C

### Action History Form

# MOUNT VERNON

## NAZARENE UNIVERSITY

### Action History and Summary for Traditional Academic Council (TAC)

**Type Information or Action Item** [Click here to enter text.](#)

(Instructions: Tab to move from one box to another and type in the text boxes.)

#### Unit Making Proposal:

[Click here to enter text.](#)

#### Motion: (If a new course is being proposed, please attach the sample syllabus.)

[Click here to enter text.](#)

#### Rationale:

[Click here to enter text.](#)

#### Assessment Data:

[Click here to enter text.](#)

#### Preliminary Questions:

1. How does the proposal arise from Departmental/School Strategic Plan?

[Click here to enter text.](#)

2. Will any major, minor, concentration, or course be added/eliminated? Explain.

[Click here to enter text.](#)

3. If the proposal revises an existing major, minor or concentration, indicate how the proposed change impacts total required hours.

[Click here to enter text.](#)

4. If a course is being added or revised, does the course have any prerequisites or corequisites? Is the course being added or revised a requisite for another course?

[Click here to enter text.](#)

5. Will this proposal affect any other school/department/program? Explain.

[Click here to enter text.](#)

6. How does the proposed change impact teaching load for contract and adjunct faculty?

[Click here to enter text.](#)

7. What is the anticipated enrollment?

[Click here to enter text.](#)

8. Are there any additional resources needed for this proposal? Explain.

[Click here to enter text.](#)

## ALT Approved 4/12/22

**Plan for implementation and transition** (Unless otherwise noted, all action will become effective with the publication of the next academic catalog.):

Click here to enter text.

**Assessment Plan:** (Requests for new programs or major revisions of current programs require the attachment of an assessment plan to this form and the detailed program proposal.)

Click here to enter text.

**Library Resources:** (Requests for new programs or major revisions of current programs require consideration of resources available by the Director of the Library.)

Click here to enter text.

**Current Catalog Copy:** (If change in catalog is required.)

Click here to enter text.

**Proposed Catalog Copy:** (If change in catalog is required.)

Click here to enter text.

### **Level of Approval:**

1. Proposals for academic programs must be approved by the Traditional Academic Council (TAC).  
Please note: program deletions (majors, minors, and concentrations), change of prerequisites, revised courses, name changes, course deletions, and number/level changes will be made available as information items to TAC. New programs (majors, minors, and concentrations) or revisions to programs, new courses, and new degrees must be submitted for approval to TAC.
2. Proposals concerning General Education and University-wide Academic Policies must be approved by TAC and then by the Faculty Assembly.

### **Process for Approval**

1. Departmental discussion and framing of the proposal in consultation with the School Dean.
2. The School Dean has a preliminary discussion with the CAO and input is sought from the Academic Leadership Team (ALT).
3. The School Dean will conduct a feasibility discussion with Enrollment Management and Student Financial Services for new programs, minors, concentrations, majors, and/or degrees. The "New Program Development Plan Template" and "New Program Budget" documents should both be completed and reviewed as appropriate.
4. Approval by Department and School making the proposal.
5. Sign off from any Department/School affected by the proposal where a direct impact is determined.
6. The School Dean will have a follow up discussion with the CAO.
7. Approval of the General Education Committee and/or Teacher Education Committee, if required.
8. The School Dean will make a request to place the proposal on the agenda for the TAC.
9. Submission from TAC to Faculty Assembly (if necessary).
10. A signed request by at least 25% of the faculty may be presented to the CAO in order to call for reconsideration of any decision made by the TAC within 30 days of faculty assembly. Intent to collect signatures should happen within 7 days, or the changes will take effect as passed by faculty assembly. If intent is given, the full 30 days will be granted to collect signatures.
11. Changes affecting the course schedule for the next academic year or advising of current students must be passed by the February TAC meeting during the prior academic year. All other changes must be passed by the last TAC meeting of the academic year.

**Record of Action:** (Choose date or leave as "Choose Date" if approval is not needed)

Date Passed by Department:	<u>Choose Date</u>	Date Passed by General Education Com:	<u>Choose Date</u>
Date Passed by School:	<u>Choose Date</u>	Date Passed by TAC:	<u>Choose Date</u>
Date Passed by Teacher Ed. Com:	<u>Choose Date</u>	Date Passed by Faculty Assembly:	<u>Choose Date</u>