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# FACULTY HANDBOOK

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OCTOBER 26, 2017  
OZARK CHRISTIAN COLLEGE  
1111 North Main Street, Joplin, MO 64801

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## WELCOME

Ozark Christian College (OCC) is attempting to produce mature leaders for the church. To do so requires a committed faculty. You have been asked to serve (or consider serving) at Ozark Christian College because you have proven character and competence that we need, and you will accelerate the fruit of our synergy. We hope that this handbook will be helpful and informational, but we also hope it will be inspirational. Motives always matter in Christian work. May our motives be as high as the heavens as we serve the King!

This principle will guide the work at OCC: “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17).

## INTRODUCTION

This Faculty Handbook is intended to provide information in the interest of good working relationships. It explains the guidelines of the faculty and additional academic policies not covered in the Academic Catalog. These guidelines help faculty members know what is expected from them and what faculty members can expect from the College. Faculty are also under the guidelines and policies of the Personnel Handbook that may be referenced in this handbook. Additionally, faculty should be aware of the policies of the appropriate Student Handbook(s) and assist the administration in student compliance with these policies.

## SECTION ONE: INSTITUTIONAL STATEMENTS

### 1.1 Mission

The *ultimate mission* of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide.

The *immediate mission* of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education.

### 1.2 Vision

The vision of Ozark Christian College is to be a focused Bible college, reaching the world for Christ one leader at a time.

### 1.3 Statement of Faith

Every faculty member is asked to sign the following statement of faith each year in conjunction with their working agreement.

Every director (trustee), officer, and teacher of Ozark Christian College shall be an undenominational Christian, and must believe in the full and final inspiration of the Bible to the extent that it is to him or her the infallible Word of God, and therefore the all-sufficient rule of faith and life; in the deity and supreme authority of Jesus Christ and in the divine origin and character of the Church and the necessity for the restoration of its unity on the New Testament basis.

Every director, officer, and teacher shall, before being elected or employed, and at such subsequent times as the President may request, affirm his/her unqualified acceptance of the foregoing statement of faith and, to avoid any possible misunderstanding or misinterpretation, such statement of faith shall include the unqualified acceptance of the virgin birth of Christ, the bodily resurrection, and the reality of final judgment and heaven and hell as taught in the Bible.

Any director, officer, or teacher who refuses his/her unqualified acceptance of the foregoing statement of faith shall be immediately removed from office or employment by the College. Further, to perpetuate sound doctrine and non-sectarian teaching, the Bible shall be taught as a textbook, and all work and study shall be conducted in harmony with the spirit and letter of the Word of God.

#### **1.4 Core Values**

The following core values express the heart of Ozark Christian College:

##### **The Word of Christ Taught in the Spirit of Christ (Colossians 1:28)**

We believe the Bible is the true and authoritative Word of God and our final rule of faith and practice. We want to teach God's Word faithfully, in harmony with God's Spirit.

##### **Not to Be Served, but to Serve (Mark 10:45)**

We are a servant of the church, training vocational and volunteer servant leaders for the worldwide work of ministry. It is the commitment of teachers, staff, and students that we will love and serve others.

##### **Speaking the Truth in Love (Ephesians 4:15)**

We want to honor God by fulfilling our personal responsibility to be honest and caring with one another.

##### **Trusting in the Power of God and Seeking the Glory of God (1 Corinthians 4:20; Isaiah 42:8)**

We are absolutely and utterly dependent upon God. The work is too great for human resources. We pursue excellence, knowing all glory is God's and any accomplishment is of him.

##### **Atmosphere of Grace, Trust, and Freedom (Romans 15:7; 1 Peter 4:10)**

We accept one another as imperfect people saved by the grace of God. Mutual trust, based on our commitment to the Lord, guides our relationships. We desire each person to have freedom to develop God-given gifts.

##### **Restoring Biblical Christianity (John 17:21)**

We are committed to teaching and practicing biblical Christianity, believing it is central to unity among believers for evangelization of the world.

##### **Worship in Spirit and Truth (John 4:23-24)**

We want to foster spiritual health through genuine worship, both personal and public. Worship is for God's glory, exhortation from his Word, and edification of the community of faith.

### **1.5 Learning Goal**

The *learning goal* of Ozark Christian College is to educate and equip students to become like Christ and serve Christ in leadership ministry. Graduates will be biblically grounded, spiritually matured, culturally engaged, and vocationally prepared.

### **1.6 Learning Philosophies and Outcomes**

The curriculum of Ozark Christian College includes courses in three areas: General Education, Biblical Education, and Professional Education. OCC has identified the following learning outcomes for each area of the curriculum.

#### **1.6.1 General Education**

GE 1: Communicate effectively in written and oral forms.

GE 2: Think critically from a Christian worldview.

GE 3: Identify informational needs for lifelong learning.

GE 4: Work collaboratively to accomplish shared goals.

GE 5: Appreciate and responsibly engage the physical world and diverse cultures, both past and present.

GE 6: Integrate learning and experiences to new settings and complex problems.

GE 7: Solve quantitative problems from everyday life situations.

#### **1.6.2 Biblical Education**

BE1: Know the historical and theological content of the Bible.

BE 2: Employ historical-grammatical exegetical principles for biblical interpretation.

BE 3: Affirm one's personal belief in the lordship of Jesus and in the authority of the Scriptures.

BE 4: Grow in spiritual formation and develop plans for continued growth.

#### **1.6.3 Professional Education**

PE1: Articulate a philosophy of Christian service consistent with a biblical theology.

PE2: Demonstrate the ability to engage the culture in which Christian service takes place.

PE3: Execute the principles of biblical discipleship within their Christian service context.

PE4: Accomplish professional competencies.

## **SECTION TWO: Faculty**

### **2.1 Faculty Agreements**

Working agreements for full-time, administrators with teaching responsibilities, and non-teaching faculty are offered on an annual basis in March of each year. This agreement covers the fiscal year beginning the following July 1. These agreements are offered by the President with the expectation that acceptance thereof morally obligates both parties to complete the agreement unless the faculty member violates an institution policy at which time they are subject to the suspension and discipline policy listed below. Employment agreements for part-time, adjunct faculty, online instructors, and visiting instructors are offered per semester or online module.

### **2.2 Faculty Categories Defined**

The faculty of Ozark Christian College is divided into the following groups: (1) full-time faculty; (2) administrator with teaching responsibilities; (3) part-time faculty; (4) adjunct faculty; (5) online instructor; (6) visiting instructor; (7) non-teaching faculty.

*Full-time faculty.* This teaching position is renewed through an annual working agreement. Faculty with a ten-month working agreement will provide at least three weeks of faculty service or its equivalence during the summer months. Faculty with a nine-month working agreement will have no expectations for summer service. Full-time faculty members will teach 12-15 credit hours per semester or teach less than 12 hours with additional faculty, administrative, or student service responsibilities as assigned by the Academic Dean. Full-time faculty members have voting privileges at faculty meetings.

*Administrator with teaching responsibilities.* This is an administrative position renewed through an annual working agreement as described in the Administrators Handbook. Administrators may teach up to 6 credit hours per semester as assigned by the Academic Dean and approved by the Executive Vice President and/or President. Administrators with teaching responsibilities will have voting privileges at faculty meetings.

*Part-time faculty.* This is a teaching position contracted per semester. Part-time faculty teach 6-10 credit hours per semester, often teaching the same course(s) over multiple years. Part-time faculty who have served for five years have voting privileges at faculty meetings.

*Adjunct faculty.* This is a teaching position contracted per semester. Adjunct faculty will teach 6 or fewer hours in a semester. Adjunct faculty may attend faculty meetings, but do not have voting privileges.

*Online Instructor.* This is a teaching position contracted per online module. Online faculty do not attend faculty meetings.

*Visiting Instructor.* This is a teaching position contracted per course. Visiting instructors are often ministry professionals serving to teach a seminar course. Visiting instructors do not attend faculty meetings and do not have voting privileges.

*Non-teaching faculty.* The position of librarian and registrar are faculty positions without teaching responsibilities. These positions are renewed through an annual working agreement. Non-teaching faculty have voting privileges.

### **2.3 Criteria for Faculty**

Faculty and instructors for undergraduate courses must have an earned, accredited graduate degree with a minimum of 18 graduate hours in a field relevant to their area of teaching. Faculty teaching in the area of professional education courses may be considered with a minimum of seven years of ministry leadership experience specific to the area of their teaching in lieu of an earned graduate degree.

Due to the mission of the institution, faculty are to be leaders who are fulfilled and effective in areas of Christian service. The institution seeks men and women who believe in New Testament

Christianity, actively worship and serve in a local congregation, and whose moral and personal life is above reproach.

## **2.4 Faculty Documents and Records**

Personnel files (application, background check, financial information, housing allowance) are housed in the Human Resources office. Faculty files including CVs, transcripts, and employee working agreements are housed in the Academic Dean's office. Files related to faculty evaluations, grievances, or discipline will be housed in the Dean's office (Academic Dean, Dean of Online Learning, or Dean of Graduate Studies) appropriate to the filing. Information in any academic files is accessible to Academic Dean, the President, and the Personnel Committee of the Board of Trustees. Faculty members have the right to review their official academic and personnel files upon written request, which will be accommodated within a reasonable time. Faculty members will review copies of their file in the presence of an office representative. Written responses to any record may be submitted by the faculty member for inclusion in the file.

## **2.5 Calling New Faculty**

The Board of Trustees has delegated the responsibility of calling new faculty to the President.

### **2.5.1 Calling New Full-time Faculty**

The typical process for hiring a full-time faculty member is the following:

(a) The Academic Dean, with the approval of the President, appoints a search committee and provides them with a charge outlining their task. The search committee will include a minimum of two full-time faculty members and led by the Chair of the Field Area or Dean of Online Learning. The majority of the committee's membership will come from the area of the curriculum in which the position will teach.

(b) The search committee will post a position description on the institution website and other channels appropriate to the position (e.g. ABHE, CCCU, SBL, SPCE, ATS.) All applicants will submit an application, CV, and two letters of reference to the Human Resources office of the College.

(c) The search committee will review all applicants and decide which applicant(s) to interview. Given Ozark Christian College's global mission, the College desires a diversity of faculty who represent the diversity of God's world, within the guidelines of the institution's mission, core values, and statement of belief. Interviews will be held in person or via phone or video conference by the members of the committee, Academic Dean, and President. Representatives from the Personnel Committee of the Board of Trustees will be invited to participate as advisors to the committee.

(d) Following the discussions, the search committee will recommend a candidate to the President.

(e) The President will make the final decision regarding calling new faculty.

### **2.5.2 Calling New Part-time and Adjunct Faculty Members**

The typical process for hiring a part-time faculty, adjunct faculty, or online instructors is the following:

- (a) The Academic Dean appoints the Chair of the Field Area or Dean of Online Learning to search for a faculty member to fulfill the needs of their area/program.
- (b) Potential candidates will be identified and contacted by the Chair or Dean. If needed, a position description will be posted on the institution website and other channels appropriate to the position (e.g. ABHE, CCCU, SBL, SPCE, ATS.) All applicants will submit an application and CV to the Human Resources office.
- (c) The Chair or Dean will review all applicants and decide which applicant(s) to interview. Given Ozark Christian College's global mission, the College desires a diversity of faculty who represent the diversity of God's world, within the guidelines of the institution's mission, core values, and statement of belief. Interviews may be held in person or via phone or video conference by the Chair or Dean, additional faculty members from the relevant area of teaching, Academic Dean, and President. Representatives from the Personnel Committee of the Board of Trustees will be invited to participate as advisors to the committee.
- (f) Following the interview, the committee, including the Academic Dean and President, will decide whether or not to extend an offer.
- (g) The President will make the final decision regarding calling new faculty.
- (h) Any current part-time, adjunct faculty, online instructors, or visiting instructors will be considered for full-time faculty positions through the calling process for full-time faculty members described above.

## **2.6 Faculty Review and Evaluation**

Faculty review of full-time and part-time faculty occur every other year. This process begins with the faculty member completing a self-evaluation. The Academic Dean meets with the faculty member to review their self-evaluation for areas of improvement. Additionally, course syllabi, graduate exit interviews, and student evaluation of courses are used in the evaluative process. The self-evaluation and written evaluation from the Academic Dean are signed by both the faculty member and Academic Dean and placed in the faculty member's file held by the Academic Dean.

The performance and conduct of a faculty member are expected to be exemplary at all times. If the faculty member's performance or conduct is not satisfactory, the Academic Dean will meet with the faculty member and provide written documentation of the expected improvement. If poor performance and/or conduct is not improved, a meeting between the faculty member, Academic Dean, and President will be held and a probationary period may be enacted. At the conclusion of the probationary period, a new working agreement may or may not be issued by the President.

Online instructors are evaluated at the conclusion of their first module of instruction. The Dean of Online Learning will review the instructor's involvement and feedback given in the online course and students' course evaluations. The Dean of Online Learning will ask the individual to self-report on the extent to which they believe they have fulfilled the stated expectations of the teaching agreement. Online instructors will be reviewed at regular intervals as they continue to teach in the program.

Faculty with additional administrative responsibilities will be reviewed regarding their non-teaching responsibilities through the annual process outlined in the Personnel Handbook.

## **2.7 Disciplinary Process and Actions**

A concern that may lead to the discipline and possible termination of a faculty member may be raised by anyone, but only the Academic Dean or President may initiate formal disciplinary actions against any faculty member. The Dean of Online Learning may initiate formal disciplinary actions against a faculty member teaching solely in the online program. The following process will be employed for faculty discipline.

- a. The Academic Dean or Dean of Online Learning will meet with the faculty member (and any other appropriate parties) to determine the nature and possible resolution(s) of the concern, taking into consideration the faculty member's perspective. The Dean may choose to discuss the matter further with the President or other pertinent parties, taking care to show proper respect for the faculty member's perspective and privacy.
- b. If warranted, a probationary period may be instituted. In this event, the Academic Dean or Dean of Online Learning will provide a written document of the expected improvement and the conditions of the probationary period.
- c. If the issue is not resolved satisfactorily at the point of the initial meeting or within the probationary period, the Academic Dean, or Dean of Online Learning shall meet again with the faculty member to discuss the matter and review options. The Academic Dean or Dean of Online Learning must place a summary of that meeting, along with the written response by the faculty member, or action plan, in that individual's faculty file.
- d. If the issue is still not resolved within a reasonable time period, the Academic Dean or Dean of Online Learning will consult with the President to determine the proper course of action. Such action may include asking the faculty member to change certain behaviors, asking the faculty member to take other actions to address the concern, asking the faculty member to resign, and/or terminating him or her. No faculty member will be asked to resign or to be terminated without the approval of the President.
- e. In the event of any serious marital difficulties (pending separation or divorce) or any other major moral issue, the faculty member will be required to submit a letter of resignation to the President immediately. The President will decide whether or not to accept the resignation.
- f. Full-time faculty agreements are offered on an annual basis in March of each year to begin the following July 1. These agreements are offered by the President with the expectation that acceptance thereof morally obligates both parties to complete the agreement so made. However, in the event the College or the faculty member find it necessary to terminate the agreement for good reason, a written, 60-day notice shall be given, stating in full the reasons. All payments covered by the working agreement,

including all insurance coverage and any other benefits, shall terminate at the end of the 60-day period.

- g. Faculty may appeal any action of the Academic Dean, Dean of Online Learning, or President to the Chairman of the Personnel Committee of the Board of Trustees.

## **2.8 Suspension, Dismissal, and Appeals**

All situations involving misconduct, whether explicitly described in the Faculty Handbook, the Personnel Handbook, or not, are subject to discipline. In rare circumstances, however, the misconduct may be of such a gross or sensitive nature that the President may immediately suspend an employee, including faculty from campus and/or terminate them.

A faculty member may appeal a suspension or termination within one week of that action by submitting a written request to the Academic Dean asking to convene a disciplinary review hearing. The request should include a rationale for the review hearing and a summary of what has transpired to date. The disciplinary review will be conducted by a committee of four with two full-time faculty members selected by the Academic Dean and two full-time faculty members selected by the faculty member who has initiated the appeal. The Academic Dean will serve as the fifth member of the committee and will chair the review hearing. The faculty member may attend in person or submit their appeal in writing. A review hearing will normally be held within one month of the faculty member's written appeal, with all present appropriately briefed and with opportunity for the faculty member to present his or her perspective in person. Following the hearing, the committee will issue a written recommendation, with rationale, to the Chair of the Personnel Committee of the Board of Trustees. The Board of Trustees will then issue a decision and communicate that decision to the faculty member and the President.

## **2.9 Non-reappointment**

A full-time faculty member may be separated from the College by non-renewal of working agreement. Typically notice of non-reappointment will be given by the President, in writing, by March 1. The decision for non-renewal may be based on the following: Faculty Review and Evaluations, Discontinuance of Academic Programs, Enrollment Reduction, or Financial Exigency.

## **2.10 Resignation**

A full-time faculty member who intends to resign must give the Academic Dean written notice of intended withdrawal by March 15 (in conjunction with the date annual working agreements are signed).

## **SECTION THREE: Faculty Duties, Responsibilities, and Expectations**

The role of a faculty member at Ozark Christian College is one of spiritual leadership as well as one of academic instruction. The Spirit of Christ is our standard and strength as we seek to conduct ourselves in a Christ like manner in our relationships with the students. What a privilege to influence the lives of our students so "that Christ be formed in them" (Galatians 4:19).

### **3.1 Teaching Expectations**

Teaching responsibilities for full-time and administrators with teaching responsibilities are assigned by the Academic Dean on an annual basis. Teaching load is adjusted as deemed necessary for additional institutional responsibilities.

### **3.1.1 Classroom Expectations**

A teaching faculty member is expected to be knowledgeable of the subject and topics they teach and stay current in their academic discipline. Faculty bring this knowledge to the classroom to provide a content rich experience for students. In the classroom (residential and online) faculty members should utilize appropriate and varied teaching methods, make reasonable efforts to aid student retention and success, keep course materials and syllabi up-to-date, make effective use of instructional technology, and provide timely grading with appropriate feedback to students. Faculty should model and enforce classroom decorum and respect for others and cultivate appropriate relationships with students.

Faculty for main campus courses should not miss more than 10% of scheduled classes, except in the case of serious illness. When teachers are absent from class they are to submit a report to the Academic Dean's office explaining the reason for the absence and a statement of arrangements made.

### **3.1.2 Evaluation of Student Work**

Faculty members are responsible for the evaluation of students' coursework. Caution must be exercised in assigning this task to student assistants. If grading is done by students, the faculty member must be responsible for the student assistant's work and be able to defend the assistant's qualification to make just evaluations.

### **3.1.3 Academic Assessment**

In conjunction with the institution's commitment to continuous improvement, all faculty members are expected to participate in ongoing academic assessment, including class embedded assessments, at the direction of the Assistant Academic Dean.

## **3.2 Faculty Research and Service Expectations**

### **3.2.1 Research**

All full-time faculty are expected to continue to grow in their knowledge and understanding of the field in which they teach. In conjunction with this, faculty are encouraged to be active in research activities in their areas of teaching and service. Research by OCC faculty can be demonstrated through various avenues including:

- Publishing authored or edited, books, book chapters, articles, editions, translations, or research reports;
- Delivering invited lectures, conference papers, or participating in conference panels;
- Organizing, coordinating, and developing international and national professional conferences;
- Preaching, teaching, or other leadership activities at national conferences;
- Other intellectual inquiry that demands a significant portion of time and energy for the benefit of the institution.

### **3.2.1.1 Writing for Publication**

Faculty members are encouraged to write for various publications and publishing houses. Care should be taken that writing projects do not interfere with teaching responsibilities. Additionally, writing projects should reflect the beliefs and policies of the institution. If a faculty member anticipates their writing would be controversial to the constituency of the institution, they should notify the Academic Dean in advance of publication.

## **3.2.2 Faculty Service to the College**

### **3.2.2.1 Participation in Shared Governance**

All full-time faculty members will participate in shared governance through active engagement in faculty meetings, field area councils, and various committees (see 3.3.3 and 4.5).

### **3.2.2.2 Academic Advising**

Full-time faculty members will assist in academic advising of students. Program directors will oversee the academic advising for students in their major program and coordinate with additional faculty members. The Dean of Online Learning will oversee the academic advising for INET students.

### **3.2.2.3 Mentor Groups**

All full-time faculty members are expected to lead a weekly mentor group comprised of students.

### **3.2.2.4 Student Counseling and Mentoring**

Faculty members are encouraged to assist students in both personal, academic, and vocational issues. Students with significant needs should be referred to counseling services or the LAMP office.

## **3.2.3 Faculty Service to the Constituents of the College**

Full-time faculty members are to be available for service trips up to two times per month or as otherwise determined by the Academic Dean. Full-time faculty members with a ten-month working agreement will be required to give three weeks of service in the summer or as otherwise determined by the Academic Dean. Faculty members are free to make their own schedule of events (speaking, leadership training, etc.). An annual report of the faculty service will be submitted to the Academic Dean through the faculty service travel report (see Financial Policies).

### **3.2.3.1 College Relations**

Faculty members have the privilege of representing Christ and the ministry of Ozark Christian College. When faculty members do this effectively, it represents the College in a way that builds people's trust.

All media inquiries must be directed to the Communications office. The Director of Communications will provide appropriate resources and talking points so as to assist faculty and other staff in telling the story of Ozark Christian College clearly, consistently, and accurately.

## **3.3 Additional Faculty Expectations and Responsibilities**

### **3.3.1 Office Hours**

All full-time faculty are expected to keep office hours during the fall and spring semester. Office hours should be posted to provide students opportunity to come to them for assistance. Online instructors are expected to keep virtual office hours weekly throughout the modules.

### **3.3.2 Faculty/Staff Lunch and Meeting**

All full-time faculty members are expected to attend the weekly faculty/staff meeting that begins at 12:45 p.m. on most Fridays during the fall and spring semesters. Faculty are invited to attend the lunch that precedes this meeting. Part-time and adjunct faculty members are invited to attend both lunch and the meeting, but are not required.

### **3.3.3 Faculty Meeting**

All full-time faculty members are expected to attend the weekly faculty meeting that begins immediately following the Friday faculty/staff lunch (approximately 1:15 p.m.). Attendance at these meetings is taken and reported to the Academic Dean. Full-time faculty who are absent from a meeting should notify the Academic Dean's office regarding their absence and are responsible for learning information shared through the weekly minutes distributed following the meeting.

Part-time and adjunct faculty members are invited to attend, but are not required. If they are unable to attend, they are encouraged to read the faculty meeting minutes.

### **3.3.4 Chapel**

All full-time faculty members are expected to attend weekly chapel services.

### **3.3.5 Faculty Retreat and In-Service**

All full-time faculty members are expected to attend the annual faculty retreat the week prior to the fall semester and the in-service day the week after the final week of the spring semester. Part-time and adjunct faculty may attend if available.

### **3.3.6 Commencement**

All full-time faculty are required to participate in the spring Commencement exercises and to wear academic regalia. Requests to be excused from participation must be submitted to the Academic Dean a month prior to Commencement.

## **3.4 Faculty Rights, Privileges, and Limitations**

### **3.4.1 Academic Freedom**

Ozark Christian College recognizes the freedom of expression and pursuit of truth as essential to the goals of collegiate education. All faculty and students are free to research and explore ideas appropriate to various disciplines and to express ideas and views without fear of reprisal. Within the boundaries of their commitment to the doctrinal statement, mission, and objectives of Ozark Christian College, faculty members are given the right and responsibilities of academic freedom. Faculty and students have freedom of expression in the classroom but should avoid the classroom as a forum for personal agendas not relevant to the discipline or to the objectives of the course.

### **3.4.2 Intellectual Property**

Ozark Christian College values the contributions that all faculty make inside and outside the classroom. To that end, OCC has adopted a policy on intellectual property that is meant to honor those contributions of the faculty, while protecting the stewardship responsibilities of the institution. Faculty who develop and teach a course for the College may use the content in another context without permission of the College. OCC may use the course design and content with any qualified instructor of its choosing without permission of any previous course developer or instructor.

### **3.4.3 Disability Accommodation**

Ozark Christian College provides reasonable accommodation for any student or employee, including faculty, with special needs, provided that the individual's disability is known either through observation or self-disclosure, and that the individual provides the necessary information regarding any accommodation request sufficiently in advance to assess the request and provide an accommodation. OCC reserves the right to request official documentation of an individual's disability in those cases where the nature and scope of the disability is not observable.

Questions about an employee's request for accommodation should be referred to the Human Resources office.

## **SECTION FOUR: Governance**

### **4.1 Board of Trustees**

The Board of Trustees constitutes the directors and final arbiters of policies pertaining to Ozark Christian College. No policy or practice may be adopted by the faculty or the President that is inconsistent with or contradictory to policies established or decisions made by the Board of Trustees. The Board of Trustees may unilaterally change, add, or eliminate any policy listed in the Faculty Handbook, including those policies that would otherwise require faculty approval.

### **4.2 Faculty Voting**

Any decision subject to the approval of the faculty of Ozark Christian College requires a simple majority vote of all full-time faculty, eligible part-time faculty, and eligible administrators present at a faculty meeting. Voting may be conducted by voice or in writing.

### **4.3 Chief Academic Officer**

The Executive Vice President of Academic Affairs/Academic Dean serves as the Chief Academic Officer of Ozark Christian College. The Academic Dean is responsible for the oversight of all the institution's educational offerings regardless of modality or location of delivery. The Academic Dean is also responsible for the oversight of all faculty and additional academic personnel. In all student matters, such as academic disciplinary matters, complaints, academic appeals, or the like, the student will be subject to the oversight of the Academic Dean.

### **4.4 Deans and Assistant Dean**

Reporting to the Academic Dean are the Dean of Online Learning and Assistant Academic Dean.

The Dean of Online Learning provides oversight and direction for all aspects of the online degree program and associated learning technologies.

The Assistant Academic Dean serves as the director of student learning assessment and academic advising.

#### **4.5 Faculty Committees, Area Councils, and Program Coordinator**

Full-time faculty members may be asked to serve on one of several committees or councils. Part-time faculty members who have taught for several years may also be asked to serve on these committees as needed.

##### **4.5.1 Curriculum Committee**

The curriculum committee meets every other month during the fall and spring semesters. The committee has the following responsibilities. 1) Continually review the curriculum. 2) Evaluate degree requirements and recommended changes from area councils or program directors. 3) Recommend new programs and courses.

The Academic Dean serves as chair of the Curriculum Committee. This committee is comprised of the following: Assistant Academic Dean, Dean for Online Learning, Vice President of Institutional Research and Effectiveness, Chairs of the Area Councils, Co-op Program Advisor, Registrar, and Librarian.

##### **4.5.2 Area Councils**

Three area councils (General Education, Biblical Education, and Professional Education) meet twice during each of the fall and spring semesters and are chaired by a full-time faculty member appointed by the Assistant Academic Dean. Each council is comprised of full-time (and occasional part-time) faculty members invited to participate by the chair of the committee in consultation with the Assistant Academic Dean. The area councils have the following responsibilities: 1) Provide input on course scheduling. 2) Make proposal concerning any curricular changes in their field. 3) Discuss the application of assessment data. 4) Develop and implement yearly action plans for their area. 5) Report through the area chair to the curriculum committee. Additionally, members of the council may be asked to assist in the hiring and interviewing process of potential faculty candidates.

##### **4.5.3 Library Committee**

The Library Committee has these responsibilities: 1) Advise the library director in establishing and evaluating policies for the operation of the library. 2) Advise the library director in decisions concerning significant library purchases. 3) Assist in gaining from faculty and others recommendations of additional titles in the areas where teachers need to improve the library's collection. 4) Facilitate communication between the library staff and the faculty and vice versa. The director of library services serves as chair.

##### **4.5.4 Student Conduct Committee**

Two full-time faculty members will serve on the Student Conduct Committee. This committee is called when a student conduct situation requires the use of a formal process as outlined in the Student Handbook.

#### **4.5.5 Faculty Development Committee**

The Faculty Development Committee has the following responsibilities: 1) To study and make recommendations to the Academic Dean for on-going faculty improvement. 2) To make suggestions to the Academic Dean regarding faculty or academic policies. 3) To assist with new faculty orientation. 4) To work with the Academic Dean to consider ways to make faculty meetings more productive.

#### **4.5.6 Online Program Advisory Committee**

The Online Program Advisory Committee (OPAC) reviews course proposals, program policies, and other issues related to the online program.

#### **4.5.7 Over-absent Committee**

The Over-absent Committee will meet at the conclusion of the fall and spring semester to consider student petitions regarding absences.

#### **4.5.8 Ad Hoc Committees**

The Academic Dean may appoint faculty members to an ad hoc committee to meet specific needs of the institution.

#### **4.5.9 Program Coordinators**

A full-time (or in special cases, a part-time) faculty member will serve as the program coordinator for the majors offered in conjunction with the programs offered by the institution. The program coordinators will be responsible for the following: 1) Provide academic advising to students enrolled in the major (and coordinate with other faculty advisors if needed). 2) Provide an annual program assessment and report to Assistant Academic Dean. 3) Conduct regular program review as outlined and scheduled by the Assistant Academic Dean. 4) Coordinate with the Academic Dean regarding the scheduling of courses and faculty assignments for the major program. 5) Recommend curricular changes for the major program in conjunction with academic policy. 6) Coordinate with the Academic Dean regarding hiring faculty for the program. 7) Assist in recruitment of prospective students in conjunction with the Admissions Department.

### **SECTION FIVE: Academic Policies**

Faculty should be familiar with all policies outlined in the Academic Catalog of the institution. Faculty members are expected to be familiar with the catalog, abide by the academic policies and grading scale, and work in harmony with co-workers so that faculty members speak with a united voice on academic matters. Any questions concerning academic policies should be referred to the Academic Dean or Registrar. Online instructors should contact the Dean of Online Learning regarding academic policies specific to the online program. Additionally, faculty are required to follow the following policies.

#### **5.1 Course Expectations**

##### **5.1.1 Course Syllabi**

Faculty members for main campus courses are required to utilize the OCC Syllabus Template provided. Course syllabi are to be uploaded to the course Canvas LMS account for student

access. An electronic copy of all syllabi should be posted to the Faculty Exchange within two weeks of the start of the semester/module. Adjunct faculty and visiting instructors may request assistance from the Assistant Academic Dean or another faculty member in utilizing the syllabus template and providing it to the Academic Dean's office. Faculty may request that bookstore print copies of the syllabi for purchase by students.

### **5.1.2 Course Grading**

Faculty for main campus courses are required to enter final grades through the OCC web portal (JICS) by the day and time indicated on the annual academic calendar. Additionally, regular main campus courses will also submit mid-term grades by the day and time indicated on the annual academic calendar. Faculty are required to use the Canvas LMS for grading to provide students and the Director of Student Success timely information about the student's academic progress. Faculty may also use a gradebook available from the bookstore.

The grading scale of OCC found in the Academic Catalog must be followed.

### **5.1.3 Graduating Student Grades**

Faculty will notify the Registrar by the last day of regular classes if any candidates for graduation will fail the class. Teachers have the discretion to exempt students who are graduating with four- or five-year degrees from final exams during their final semester if they have a "B" average in the course. An instructor may decide to make no exemptions from final exams.

### **5.1.4 Student Attendance (Residential Courses)**

The equivalent of two weeks of absences plus one additional absence in a class will result in the student receiving an "F" for the course. ***Any absences for school sponsored activities (such as varsity sports, courses that require travel, or employment responsibilities at the College) are not counted towards this number of absences.*** In cases of extenuating circumstances (such as an extended illness) beyond the student's control, appeal for credit may be made to a faculty-led committee. This appeal must be in writing stating reasons for the absences, and must be presented to the Assistant Academic Dean before final exams begin for the semester in question. Petition forms are available from the Executive Assistant to the Academic Dean.

Professors will email a list of over-absent students (along with the dates of the absences) to the Academic Dean's office by the Friday before the last week of class. The Dean's office will email the students about their need to appeal. Students will fail the course unless they complete an appeal. If a student should go over-absent during the last week of class, his/her name should be emailed to the Dean's office by the last Friday of classes. The only absences to be recorded on JICS at midterm and at the end of the semester are those absences not related to school-sponsored activities.

The faculty Over-absent Committee may deny the appeal, accept the appeal, or accept the appeal with a grade reduction. The student and teacher of the class will be informed of the faculty committee's decision in writing within the final exam week.

In rare cases where a student knows before the semester that he/she will miss over two weeks of class due to ministry related work (CIY, Choices), the following process will be followed. The

student will be directed to the Dean's office. S/he will be asked to complete an "excessive absence learning contract." The learning contract will list each day the student knows s/he will be absent. Faculty will be able to assign additional work to compensate for the student's absences. The student is not approved for the absences without the signatures of the Dean or Assistant Dean, the instructor of each course affected, and his/her immediate supervisor in the off-campus work. The only students who will be approved for going over-absent are students who will be participating in activities which support institutional learning outcomes.

## **5.2 Course and Program Approval Process**

### **5.2.1 New Course Approval**

New courses may be proposed by faculty members for inclusion in the catalog and the schedule of courses through the following process.

New course proposals shall include the following information:

- Course name, course level, course catalog designation, credit hours
- Course catalog description, including prerequisites
- College Learning Outcome(s) appropriate to the course
- Core Competencies appropriate to the course (if course is designed for specific professional major)
- Course Objectives
- Course/content outline
- Brief rationale for the new course, including a statement describing how the course fits into the overall program for which it is intended, identification of potential faculty/instructor, and if there would be any special needs for this course (materials, equipment, library resources, etc.)

### **Main Campus Undergraduate Courses**

New course proposals will be submitted to the chair of the appropriate Field Area Council for review. If a course is specific to a professional major, the course proposal should also be first submitted to the Program Director for the major and then brought to the Professional Education Field Area Council. New courses designed as elective options for any area of the curriculum can be approved by the Field Area Council and submitted to the Academic Dean without further approval. Any course designed to modify the core requirements or serve as a new option for core requirements of any degree program will be submitted to the Curriculum Committee and the full faculty for approval.

### **INET Courses**

New course proposals for the online program will be submitted to the Dean of Online Learning and reviewed by the Online Program Advisory Committee. They may also be reviewed by the appropriate Field Area Council for additional assistance in review. Courses will be submitted to the Academic Dean for final approval.

### **Graduate Courses**

New course proposals will be submitted to the Dean of Graduate Studies and reviewed by the Graduate Studies Committee. Courses will be submitted to the Academic Dean for final approval.

### **5.2.2 New Major Program Approval**

New majors may be proposed for offering in conjunction with current degree programs through the following process.

New major program proposals shall include the following information:

- List of courses to be offered in the major program
  - Course name, course level, course catalog designation, credit hours
  - Course catalog description, including prerequisites
  - Course/content outlines
- Core Competencies for the major program
- Rationale for the new major program including a statement describing how the major program fits into the mission of Ozark Christian College, identification of potential faculty/instructors, special needs for the program (materials, equipment, library resources, etc.), and information regarding potential student populations for the program

New major program proposals will be submitted to the Academic Dean for initial comment. Proposals for new professional majors in conjunction with the BACM will be submitted to the Professional Education Field Area Council for review, comment, and approval. Proposals for new majors in conjunction with the BTh will be submitted to the Biblical Education Field Area Council for review, comment, and approval. Approved proposals will be submitted to the Curriculum Committee and to the full faculty for final approval.

### **5.2.3 New Degree Program Approval**

New degree programs for Ozark Christian College will require an extensive development and review process to ensure that the program is appropriate to the mission of the school and meets a need of the current and future constituency of the institution.

The Academic Dean will appoint a task force to create a proposal for new degree programs. The process of evaluating the needs for a new degree program should include the following steps:

- Survey and analysis of potential student populations for degree program
- Survey and analysis of church constituents regarding degree program
- Survey of sister institutions and other higher education institutions offering similar programs
- Survey of the current human, financial, and other physical resources of the institution available to support the new degree program

Data from surveys should be presented to the Academic Dean. Upon approval from the Academic Dean, the task force complete further research to compile a program proposal which should include the following information:

- Program alignment with mission of the institution

- Identified student population(s)
- Program distinctions (with comparison to sister institutions)
- Accreditation requirements
- Modality of the program
- Connection to College Learning Outcomes
- Specific program learning outcomes (if needed)
- Program requirements
- Potential course offerings
- Potential course schedule
- Potential faculty
- Financial resources needed
- Additional information as requested by Executive Leadership

A degree program proposal will be reviewed by Executive Leadership for comment and further study by the Task Force. Upon approval, the degree program will be submitted to the Curriculum Committee, Faculty, and the Trustees for approval.

No new degree program offering will be advertised by Ozark Christian College until it has received final approval from all appropriate committees and has been approved for offering by the appropriate accrediting agencies.

## **SECTION SIX: Institutional Policies**

All faculty members are responsible to be familiar with and follow the institutional policies found in the Personnel Handbook. These policies include, but are not limited to, the following:

- Equal Employment Opportunity
- Code of Ethics
- Campus Safety
- Drug-Free Workplace
- Harassment and Sexual Assault
- Electronic Communications
- Unauthorized File Sharing
- Non-Discrimination Policy
- Guidelines for Maintaining Moral Integrity
- Statement on Religious Beliefs on Human Life, Gender, Marriage, and Sexuality

### **6.1 Faculty Non-fraternization Policy**

Romantic relationships that do not involve prohibited sexual activity may nonetheless create the appearance of or fact of an abuse of power or of undue advantage. Any romantic relationship between faculty members of disparate power (i.e. supervisor and supervisee) is particularly problematic, and should be avoided unless the relationship existed prior to the affiliation of both individuals with OCC or before their roles at OCC involved disparate power. Romantic relationships between OCC faculty and OCC students are strictly prohibited unless the relationship existed prior to the affiliation of the student or faculty member with OCC.

Exceptions to this policy may be granted by the President in certain circumstances where there are not concerns about disparate power.

## **6.2 Release for Student Reference**

Faculty are often requested to provide references for current or former students. It is prudent to honor such requests with careful attention to safeguarding both the faculty member and the institution from any potential liability. Because FERPA provides legal protection for the privacy of a student's educational records, faculty who are asked to serve as a reference must have the student sign a written release form before discussing the student's educational performance or record. If serving as a reference, faculty should focus on objective factors that are measurable, use specific examples where appropriate, avoid speculating on areas outside one's own direct knowledge, and in all things "speak the truth in love" (Ephesians 4:15). A release form is available by contacting the Registrar's office.

## **6.3 Marriage and Divorce**

Scripture teaches that "*marriage should be honored by all, and the marriage bed kept pure*" (Hebrews 13:4). While marriage is certainly not a condition of employment, those who are married are expected to honor that covenant and commitment faithfully. In light of society's casual regard for the sacred covenant of marriage as opposed to Scripture's strong teachings, Ozark Christian College, as a private religious institution, calls and retains only those personnel who share its high regard for Scripture's teaching on marriage and divorce. In terms of calling new personnel, a prior divorce or marital difficulty does not in itself disqualify one from applying, but any final candidate for a position must summarize the pertinent circumstances with the Academic Dean and President to determine if those circumstances are in conflict with Scripture. In terms of retaining existing personnel, any permanent staff or faculty employee who is unfaithful to his or her marriage covenant is subject to discipline.

## **SECTION SEVEN: Financial Policies**

In addition to the salary and benefits stated in the working agreement, faculty should be familiar with the policies outlined in the Personnel Handbook including:

- Employment Policy
- Introductory Period
- Compensation Policies
- Family and Medical Leave, Short-term Absence Time, Extended Sick Leave
- Long-term Disability
- Health Insurance, Health Care Reimbursement, Flexible Spending Account
- Life Insurance
- Retirement Plans

The following outlines additional benefits or further describes the financial policies specific to faculty.

### **7.1 Faculty Professional Development Funds**

OCC is committed to helping its full-time faculty develop professionally. Such development efforts are coordinated by the Academic Dean, though each faculty member bears the primary responsibility for his or her own professional development. It is expected that faculty will continually seek to grow and improve as teachers, scholars, and academic professionals. Each full-time faculty member has available each year up to \$800 for professional development. This

can include further education in one's area of instruction, clinics, seminars, conventions, research projects, professional dues, books/journals/software, overseas missions trips. In addition, a technology fund of \$1,000 every three years is available to faculty.

## **7.2 Faculty Sabbatical**

The sabbatical program has the purpose of permitting qualified faculty members to be released from regular teaching duties so they can improve their effectiveness in the teaching ministry of the College. Full-time faculty members will become eligible for sabbatical leave consideration after six years of full-time faculty service. If granted, faculty members will receive full salary and benefits during a sabbatical leave (whether six months or twelve months).

Application for sabbatical leave must be made to the Academic Dean in writing at least 18 months prior to desired sabbatical. The application should describe succinctly but clearly the purpose of the sabbatical and how it will help the faculty member as well as the institution, including the tangible product that will result from the sabbatical (e.g. article, book, etc.). Permission of the Academic Dean, in consultation with the President, is required on the basis of the quality of the sabbatical proposal and the ability of the institution to support the request in light of available finances and scheduling needs.

Normally no more than one sabbatical leave will be granted in one school year. If more than one proposal is received for the same time period, seniority will generally be given first consideration.

Gainful employment beyond Sunday engagements is normally considered contrary to the purposes of the sabbatical program. Any exceptions to this policy must have prior written approval from the Academic Dean. Faculty service during sabbatical leave will be subject to the faculty travel and honorarium reimbursement policies outlined in the Faculty Handbook. Royalties from books are not included. If a faculty member on sabbatical leave receives a major grant in excess of travel or other personal expenses, the salary from the school may be reduced proportionately. No faculty member may raise money for sabbatical leave through contact with churches or individuals who support the school without written permission from the Academic Dean.

Within one month of the completion of the sabbatical, a full report of the results of the sabbatical must be provided in writing to the Academic Dean. Faculty granted sabbatical leave shall serve at least three more years at Ozark Christian College following their sabbatical. If teachers fail to do so, they will be required to reimburse the College for one-third of their sabbatical leave salary and benefits for each of the three years that were not completed.

## **7.3 Continuing Education Tuition Assistance and Grant**

Continuing Education Tuition Assistance is available to full-time faculty pursuing advanced degrees for up to \$2,500 a year for a total of four years equaling \$10,000 to help with tuition costs. Forms to request this assistance are available in the Academic Dean's Office and must be approved by the Academic Dean.

A Continuing Education Grant is available for faculty members pursuing a terminal degree. The faculty member can receive up to \$6,000/year for a total of four years equaling \$24,000. Due to federal regulations, the amount of the grant given in excess of \$5,250 during a calendar year is a taxable benefit. Also, funds used for software, travel, lodging, or meals are also a taxable benefit. Grants are available per application, are only granted as funds allow, require a commitment of the faculty member regarding years of future service, and are not in addition to the \$2,500 tuition assistance listed above. See the Academic Dean for more information regarding Education Grant.

## **7.4 Other Benefits**

### **7.4.1 Housing Allowance**

For full-time, qualified (ordained or licensed) persons, a portion of one's remuneration can be designated as housing allowance. Application is made annually through the Office of Human Resources and approval is made by the Board of Trustees.

### **7.4.2 Tuition Benefits**

See the Personnel Handbook for details regarding taking courses for credit or audit at Ozark Christian College. The Personnel Handbook also includes information regarding tuition benefits for dependents of faculty members.

## **7.5 Faculty Expenses**

### **7.5.1 Faculty Travel Expenses and Honorarium Policy**

Full-time faculty members will be involved in faculty service as described above. All speaking and leadership training events are considered faculty service regardless of how contact was made for their participation in the event. Upon return from the service, faculty members will complete a Faculty Service Travel and Expense Report and submit this along with any honorarium received to the Academic Dean's office for submission to the Business Office. Faculty will be reimbursed for all personal travel expenses (see the Personnel Handbook for travel reimbursement policies) from the honorarium provided or institutional funds in the event the honorarium does not cover the expenses incurred. The institution does not charge a fee for faculty services to churches and other organizations, but does encourage that faculty request that travel expenses be met if at all possible. After expenses are paid, the faculty member will receive 90% of the honorarium and the College will receive the remaining 10%. The exception to this is for summer travel; following the third week of summer service, the faculty member may elect to keep the entire honorarium for any continued service, but are also responsible for all expenses incurred.

If a teacher is asked to preach or present a workshop at the North American Christian Convention or asked by the Academic Dean to represent OCC, the College will pay mileage plus one night of lodging. If a faculty member makes a presentation on another day, an additional night of lodging can be paid by the College.

#### **7.5.1.1 Interim Ministries**

Full-time faculty members may be asked to serve in an interim ministry. The following guidelines have been established so as to not conflict with the faculty member's responsibilities to the College.

- a. Check with the President and Academic Dean before accepting an interim ministry.
- b. The church is responsible for making arrangements when the faculty member is not available due to other College service or faculty responsibilities.
- c. In regard to financial arrangements, regular faculty service policy will be followed.
- d. Involvement should be limited to weekend services. Any needed counseling or special meetings in addition to the preaching and teaching could all be accomplished in a well-planned day each week.
- e. The length of an interim ministry should be limited to three months, unless special arrangements are made with the Academic Dean and President.
- f. The church should communicate with the President before approaching the faculty member about becoming their permanent minister.
- g. The elders should be given a copy of these guidelines before one accepts an interim ministry.

### **7.5.2 Ordinations, Weddings, and Funerals**

Full-time faculty preaching for student ordinations will have travel expenses reimbursed up to \$100. Participating in weddings or funerals will not be reimbursed as faculty service. An exception would be made when the College requests a teacher to attend a funeral as a representative of the College which would be remunerated as regular faculty service. Any payment received for participating in a wedding or funeral may be retained by the faculty member.