

SOUTHEASTERN  
UNIVERSITY  
FACULTY HANDBOOK



ACADEMIC YEAR  
2008-2009

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\*ALL [ACKNOWLEDGMENT FORMS](#) NEED TO BE PRINTED OUT, SIGNED AND RETURNED TO THE ACADEMIC AFFAIRS OFFICE.

## FOREWORD

All full-time and part-time faculty are subject to the responsibilities, guidelines, relationships, and benefits included in this *Faculty Handbook*. This manual has been prepared to furnish the information and policies with which an instructor will need to be familiar. In addition to consulting this *Handbook*, every faculty member will want to familiarize himself/herself with the *University Catalog* and *Student Handbook*. An attempt has been made to make this document sufficiently complete; however, it is recognized that some inadequacies may occur. This *Handbook* will be revised from time to time; therefore, any suggestion for making it more useful may be submitted in writing to the Vice President for Academic Affairs.

## **INSTITUTIONAL ORGANIZATION AND GOVERNANCE**

### **History of Southeastern University**

Southeastern University was founded in 1935 as the Alabama Shield of Faith Institute. Originally located in a former school building in New Brockton, Alabama, the institution opened its doors to students on November 4, 1935, under the direction of four faculty members. Edgar W. Bethany, Karl M. Gygax, Mrs. Helen B. Stewart, and Miss Myrtle G. Eason composed the original faculty. Two years later, the school adopted the name South-Eastern Bible Institute, and in June 1937, the first commencement exercises were held with seventeen students receiving their diplomas.

SEBI continued classes in New Brockton until 1940 when a decision was made to consolidate the school with Beulah Heights Bible Institute in Atlanta, Georgia. The school was known from 1940 to 1942 as the Beulah Heights South-Eastern Bible Institute. In the fall of 1942, the Superintendents of the Southeastern Districts accepted the invitation of Rev. Ralph Byrd and his congregation to move the school to his church's property at 301-7 Capitol Avenue, S.W., in Atlanta. For two years, Rev. Byrd served the school, without remuneration, as principal and business manager.

The school prospered during its time at the Capitol Avenue Tabernacle in Atlanta. It became obvious, however, that if the institution was to continue growing, it would need larger facilities. In 1946, the Board of Directors voted to secure a permanent location for the full development of the school. A new campus location was purchased later that year in Lakeland, Florida, and development of the new site was begun.

While development of the new property got underway, a government property lease just outside Lakeland was secured. Fall classes were held in buildings used by the Lodwick School of Aeronautics during the war. Classes and school operations continued at the temporary campus location until 1952. During the Thanksgiving holiday, the Institute made its final move to its present campus facilities on Longfellow Boulevard.

Student body growth continued at the new Central Florida campus along with the academic program. SEBI became South-Eastern Bible College in 1956 when four-year bachelor of arts degree programs were begun. After adding additional degrees, the college Board of Directors changed the school name to Southeastern College of the Assemblies of God in 1977. With the offering of its first graduate programs in 2005, the institution again changed its name in that same year to Southeastern University.

What began in 1935 as the burden for a Bible-training school in the hearts of Alabama District Superintendent J. C. Thames and other Southeastern District leaders has grown to become one of the largest Assemblies of God endorsed institutions in America.

## **Mission of the University**

A new mission statement was adopted by the university in May 2005, and reads as follows:

Southeastern, a dynamic, Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generations in the Spirit of Christ.

To supplement this concise statement of mission, the university developed a “Mission in Action” statement. This companion statement reads as follows:

From its inception in 1935 as a Bible institute to train pastors and missionaries, Southeastern has rested on a solid foundation of vision and faith. That foundation has held firmly as our school evolved and relocated through the years, gradually expanding its mission and degree offerings along with its student population, and moving in 1952 to our permanent suburban campus in Lakeland, Florida.

Today, vision and faith still underlie Southeastern University. An Assemblies of God university – coeducational and primarily residential – Southeastern enrolls over 3,000 students, both traditional and nontraditional, who represent a variety of denominations, personal interests, backgrounds, states, and countries.

We offer a vital, Christ-centered education that, through a wide range of academic majors leading to the bachelor’s and master’s degrees, prepares our students for a life of world-changing leadership in church-related positions and in other professional fields.

Arriving at Southeastern as people committed to following Jesus Christ, these students graduate ready either to enter graduate study or to serve throughout the world as ministers, teachers/educators, social service and mental health professionals, and business men and women.

Our programs of study span the following academic areas: religion, behavioral and social sciences, education, languages, communication arts, music, natural sciences and mathematics, and business.

Along with academic preparation, Southeastern provides many opportunities for voluntary service and ministry in our local community and abroad. Frequent chapel services, a thriving music program, a variety of clubs and associations, and intercollegiate and intramural sports add to our students' full and busy lives.

Ideally, a student educated within Southeastern's Christian academic community displays these abilities and experiences:

- Orally and in writing, communicates with assessed competence and clarity;
- Demonstrates the knowledge, skills, and maturity necessary for the profession he or she has chosen;
- Has acquired scholarly habits and can perform skilled research;
- Has rendered, to the campus and the community, service appropriate to a Christian citizen;
- Demonstrates a broad cultural perspective informed by a Christian worldview.

Saying “yes” to Christ, we believe, implies not only a zeal to serve, but a commitment to excellence in every activity. Southeastern University seeks to graduate men and women who combine faith, compassion, and humility with self-discipline and careful thinking; who take seriously the Biblically based obligation and privilege of being “the salt of the earth”; and who consequently approach every task--a class assignment, a volunteer project, an internship experience, a career--as an opportunity both to do well and to do good.

### **Commitment to Ministerial Preparation**

Southeastern recognizes the sanctity of service and affirms the profound validity of lay life and the priesthood of all believers. It also celebrates the unique “set apart” character of the Biblical ministry offices such as pastor, evangelist, and missionary. It is Southeastern’s primary and ongoing responsibility to educate and train persons genuinely called to the ministry. Southeastern University has committed itself always to have a College of Religion and Practical Ministry consistent with the original purpose of the institution.

## **Doctrinal Statement**

Southeastern University subscribes to the Statement of Fundamental Truths of the Assemblies of God. The university believes the Bible is the inspired and only infallible and authoritative written Word of God; there is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit; in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years; in the Blessed Hope--the rapture of the Church at Christ's coming; the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ; regeneration by the Holy Spirit is absolutely essential for personal salvation; the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer; the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it; in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life; in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

### **Academic Area Mission Statement**

Southeastern University offers a vital, Christ-centered education that, through a wide range of academic majors leading to the bachelor's and master's degrees, prepares both traditional and nontraditional students in a liberal arts context which integrates faith and learning for a life of world-changing service and leadership in church-related positions and in other professional fields.

### **Culture of Southeastern University**

Culture is neither mission nor vision. Culture is the expression, in a multiplicity of ways, of our composite values. The way we build, because architecture is language, the way we talk, study, create, worship and even play are the expressions of culture. One might say the music, statuary and creative writing of a society are expressions of culture because they reveal its values.

Six phrases have been identified as the cultural foundation of Southeastern University:

#### **Authentic Spirituality**

Genuine devotion, rather than showmanship, sensuality, and self-centeredness inform our expressions of worship, especially public.

### **A Faith-infused World View**

Though certainly not claiming an artificial unanimity on all social and political issues, we have a God-centeredness at the heart of our world view.

### **Character Development for Ethics in Life**

Our Biblical value system and world view must find expression in a truly Christian ethic. That ethical system must be celebrated in relationships, business, and decision making in all of life. Ethics as a belief system must also find the character to be acted upon.

### **A Family-oriented Community of Servants**

Servanthood in leadership as well as relationship means practical kindness in the example of Christ. We do not believe it possible to serve God fully without serving humanity. We likewise believe it is not possible to serve humanity fully without serving the family of God in this place.

### **Professional and Academic Excellence**

Our God is a God who “doeth all things well.” “Good enough for church work” is a repugnant phrase to us. Here at SEU and in the professions and ministries to follow, we hold excellence as being consistent with who God is.

### **Culturally Literate and Sensitive**

If we are committed to serve God and the world in the genuine love of Christ, we must understand the world and its true needs. Sensitivity to the spirits of those around him was at the heart of Christ’s ministry. To understand and respond with sensitive love implies not compromise but compassion.

## **Academic and Vocational Values of Southeastern University**

A good education includes character development as well as academic rigor. We affirm the following values for our academic community to be translated both on our university campus as well as in the various workplaces where our students will put these values into practice.

These building blocks of our corporate academic and vocational DNA prepare our students for excellence in every effort in every aspect of life. “Doing a good job” in everything we do is an essential value and not merely an optional one.

### **Personal and Professional Awareness**

With the integration of faith and academics in the classroom, students learn reliance on the Holy Spirit for guidance, wisdom, and strength. The adage, “Know thyself,” is an important value for mature adults, both in the academic world and in the workplace. Learning to work with one’s strengths and weaknesses is a valuable tool for successful future employment.

### **Presence**

Consistent and punctual attendance in class expresses a respect for the professor as well as for fellow students and conveys an appreciation for the value of the class. This value translates in a practical way to the employer through consistent and punctual attendance on the job, respect for the work and a willingness to collaborate fully with fellow employees, conveying the idea that workers are *fully present*, physically and mentally, in their workplaces.

Respectful presence as affirmed by the Golden Rule, “Do unto others as you would have them do unto you” is vital in all human relationships. The expectation and practice of classroom and campus civility in relationship to dress, interaction, response, and reaction convey respect in all ways possible to all people possible, including professors, staff, and peers. The practice of such inclusive respect translates positively in the workforce, providing a more valued employee.

### **Process**

The value of critical thinking skills learned in the classroom provides for the ability to process important issues, come to appropriate conclusions, and apply the results appropriately.

These skills are vital in a mature adult who hopes to be successful in the workplace.

Opportunities to develop critical thinking skills through group discussion and collaboration, class lectures and class discussions, reading and research assignments, and internship programs also enhance personal creativity and make for a well rounded adult.

Effective communication skills developed through group collaboration, class presentations, interaction with faculty, peers, and student life staff, and in internship programs provide the ability to *communicate* oneself and ideas appropriately and respectfully. Appropriate interaction with peers and professors and, later, with employment supervisors and fellow employees, is an essential adult skill for success.

**Productivity**

The ability to make appropriate practical application of learned educational theories and processes translates from classroom to employer in valuable work ability and ethic. Student ministry practicums, community service projects, and internship programs provide opportunities for students to interpret and integrate what they have learned into real world experience. We know, as do future employers, there is no substitute for good experience.

## **Board of Regents**

The Board of Regents of Southeastern University consists of the District Superintendents of each sponsoring district, one other person chosen by the individual districts, and the chairpersons (or president) of the following groups: Finance and Audit Committee, the Southeastern University Foundation, the President's Leadership Roundtable, and the national Alumni Association.

The primary function of the Board of Regents (hereinafter referred to as the Board) is to perform the mission of the university and to carefully examine its spiritual, educational, financial, and other conditions. The Board is responsible to determine basic policy, conserve and develop financial resources, be custodians of the university's property serving as the Board of Trustees, maintain the plant, manage investments, determine charges and tuition fees, authorize the budget, appoint administrative officers and members of the faculty, and interpret the purposes and programs of the university to its public. The Board carries out its program, and exercises its control through the President, the executive officer of the institution. The *Bylaws* of Southeastern University, Inc., which delineate the functions of the Board are included in this *Handbook* ([Appendix A](#)).

## **Organization and Structure**

The administration of Southeastern University is comprised of the Board of Regents, the Cabinet consisting of the President and all Vice Presidents, staff directors, Deans, Chairs, and other administrative officers. The principal administrative officers are the President; the Vice President for Academic Affairs; the Vice President for Development; the Vice President for Finance and Administration; and the Vice President for Student Development. The titles and functions of all offices are kept on file in the Office of Human Resources. General duties of the Cabinet and administration are stated in the [Bylaws](#) of the university. The faculty and staff are informed of their administrative responsibilities through the *Bylaws*, the *Faculty Handbook*, and the *Staff Handbook*.

## **Administration and Duties**

### **President of the University**

The President of the university has supervision over the administrative officers, the faculty, the staff, and the student body and is responsible for the total operation of the university. The President performs those duties which customarily devolve upon the executive head of such institutions. The President's Office oversees the Office of Institutional Effectiveness. All the Vice Presidents report directly to the President's Office. The President's leadership responsibilities are delineated in the job description filed in the Office of Human Resources.

### **Vice President for Finance and Administration**

The Vice President for Finance and Administration reports to the President and is responsible in the areas of business office, financial aid, admission, information technology, bookstore, environmental services, food services, housing and conference services, human resources, media services, and safety and security. The duties of the Vice President for Finance and Administration are delineated in the job description filed in the Office of Human Resources.

### **Vice President for Development**

The Vice President for Development reports to the President and is responsible in the areas of development, planned giving, public relations, and alumni. The duties of the Vice President for Development are delineated in job description filed in the Office of Human Resources.

### **Vice President for Student Development**

The Vice President for Student Development reports to the President and is responsible in the areas of athletics, student development, student life, student activities, and pastoral care and counseling. The duties of the Vice President for Student Development are delineated in the job description filed in the Office of Human Resources.

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs reports to the President and is responsible for the arranging of the university's curriculum, which also includes the supervision of its operation. The Associate Academic Dean, the Dean of the College of Arts and Sciences, the Dean of the College of Business and Legal Studies, the Dean of the College of Christian Ministries and Religion, the Dean of Education, and the Dean of Library Services report to the Vice President for Academic Affairs. The faculty are administered by the Vice President for Academic Affairs through four colleges, their respective deans and chairs, the departments, and the library. Evening and Online programs are jointly overseen by the Vice-President for Academic Affairs and the Vice President for Finance and Administration. The **Coordinator of Evening and Online Education** reports to the Academic Affairs Office but answers directly to the Vice President for Academic Affairs. The leadership responsibilities of the Vice President for Academic Affairs are delineated in the job description filed in the Office of Human Resources.

## **Associate Academic Dean**

The Associate Academic Dean is responsible to the Vice President for Academic Affairs. Duties and responsibilities of this office are delineated in the job description filed in the Office of Human Resources.

Faculty supported offices are responsible to the Associate Academic Dean: the **Center for Faith and Higher Learning** and the **Faculty Development and Assessment Office**. Each office is overseen by a coordinator appointed by the Vice President for Academic Affairs.

Academic support offices are responsible to the Associate Academic Dean: The **Registrar's Office** and the Office of **Career Services and Placement**. The **Academic Advising Office** and the **Academic Success Office** report directly to the Registrar.

Duties and responsibilities of faculty supported offices and academic support offices are delineated in the job description filed in the Office of Human Resources.

## **Deans**

The deans are responsible to the Vice President for Academic Affairs. They are responsible for curricular content (online and onground coursework) in their respective areas. Duties and responsibilities of this office are delineated in the job description filed in the Office of Human Resources. Deans are appointed to the **College of Arts and Sciences**, the **College of Business and Legal Studies**, the **College of Christian Ministries and Religion**, the **College of Education**, and **Library Services**.

## **Department Chairs**

Department chairs are responsible to the Dean of Arts and Sciences. Duties and responsibilities of this office are delineated in the job description filed in the Office of Human Resources. Department chairs are appointed for the **Department of Behavioral and Social Sciences**, the **Department of Communication**, the **Department of English and Foreign Languages**, the **Department of Music**, and the **Department of Natural Sciences and Mathematics**.

## **Faculty Organization**

### **The Duties of the Faculty**

Faculty members are responsible individually to the Vice President for Academic Affairs, and their responsibilities are broadly defined in Article V and Article VIII of the [Bylaws](#) and further delineated in this *Faculty Handbook*.

### **Faculty Organization Chart**

Refer to [Appendix B](#).

### **Academic Process**

Though several committees are essential to process faculty and academic issues, academic process funnels curricular matters from the academic departments/colleges through the Curriculum Committee, and academic policy matters from various committees and departments/colleges to the Academic Council and Academic Executive Committee. As needed, curricular and academic policy issues are forwarded to the Faculty, the Cabinet, and the Board of Regents. Committees may be created by the authority of the Board of Regents if and when committees are needed to receive reports, suggestions, and to make recommendations. (See Article III of the *Bylaws*; [Appendix A](#).)

## **Guidelines for Faculty Committees**

The Faculty Committee guidelines are delineated as follows:

- a. At the beginning of each academic year, the Vice President for Academic Affairs will announce the membership of the various standing committees and conduct elections for the membership of the Committee on Rank and the Faculty Advancement Committee. Ad hoc committees may be established as needed. Committee assignments are made so that the workload is evenly distributed and capitalizes on the strengths and talent of faculty available to serve. It shall be understood that all committee assignments are for the period of one year.
- b. Committee chairs shall call meetings in compliance with the Schedule of Committee Meetings as published by the Office of the Vice President for Academic Affairs, and as necessary to carry out satisfactorily the charge to their committee. Committee members shall be notified of meetings in writing at least three days prior to the scheduled meeting. Notification of all committee meetings shall be sent to the office of the President, the Vice President for Academic Affairs.
- c. Each committee meeting shall begin with prayer.

- d. All committee activities shall be recorded as directed by the committee chair, and a copy of the minutes shall be forwarded to all members of the committee, directors, chairs, or deans, and the Vice President for Academic Affairs as applicable. Minutes are to be sent no later than seven business days after each meeting.
- e. Committee chairs are responsible to the Vice President for Academic Affairs for the conduct of their committee unless otherwise stated in the guidelines of that committee.

## **Faculty Academic Committees:**

### **Academic Advising Committee**

The Academic Advising Committee is comprised of representatives from the academic departments/colleges, Offices of Academic Advising, Registrar, Academic Success, and the Athletics Department. The chair of the committee is the Registrar. The committee meets regularly after orientation and before registration each term to discuss interests, policies, procedures, and issues related to the advising process.

### **Academic Council**

The Academic Council is comprised of the Vice President for Academic Affairs as Chair, the Associate Academic Dean, the Dean of the College of Arts and Sciences, the Dean of the College of Business and Legal Studies, the Dean of the College of Christian Ministries and Religion, the Dean of Education, and Chairs and Directors from all academic departments. The committee meets regularly each term to discuss interests, policies, procedures, and issues pertaining to the academic sector of the university.

### **Academic Executive Committee**

The Academic Executive Committee is comprised of the Vice President for Academic Affairs as Chair, the Associate Academic Dean, Registrar, Dean of Library Services, the Dean of the College of Arts and Sciences, the Dean of the College of Business and Legal Studies, the Dean of the College of Christian Ministries

and Religion, and the Dean of Education. The assignments for the Academic Executive Committee are as follows:

- a. It shall conduct and sponsor meetings germane to academic planning at the university.
- b. Recommendations as approved by the Academic Executive Committee become academic policy upon approval (except as indicated in “c”). Major recommendations shall be presented to the faculty for approval by the Vice President for Academic Affairs at a regular or called meeting.
- c. Approved policy changes shall be submitted to the Cabinet and Board of Regents for final approval, if necessary and if budgetary matters or general school policy will be affected. If the policies are routinely academic in nature, implementation will be directed by the Vice President for Academic Affairs.
- d. The Vice President for Academic Affairs and the college deans shall constitute an Academic Appeals Committee to consider and resolve matters pertinent to the business of academics.
- e. Members of the Academic Executive Committee also serve as members of the Academic Council.

### **Academic Programs Feasibility Committee**

The Academic Programs Feasibility Committee is comprised of the Registrar, as Chair, the Director of Admission, the Director of Institutional Effectiveness, the Dean of Library Services, and Budget Officer from the Controllers Office. This committee is responsible for reviewing the feasibility of all new academic programs at Southeastern University. The committee shall be responsible for submitting to the Vice President for Academic Affairs and the Budget Committee a summary report for each new academic program being considered. Action of this committee shall precede further consideration by the Graduate Council (if applicable), the Curriculum Committee, and the Faculty Committee.

### **Academic Retention Committee**

The Academic Retention Committee is appointed by the Vice President for Academic Affairs. Members of this committee shall consider the appeals of students who have not been allowed to return to Southeastern University due to inability to maintain standards of satisfactory academic progress.

### **College of Arts and Sciences Committee**

The College of Arts and Sciences Committee is comprised of the Dean of Arts and Sciences and chairpersons from all of the Departments in the Arts and Sciences College: Behavioral and Social Sciences, Communication, English and Foreign Languages, Music, and Natural Sciences and Mathematics, and such additional personnel as may be recommended by the Vice President for Academic Affairs. The purpose of this committee is to propose policy and conduct business as it pertains to the goals of the College of Arts and Sciences.

### **College of Business and Legal Studies Committee**

The College of Business and Legal Studies Committee is comprised of the Dean of the College of Business and Legal Studies, all faculty members in the Department of Business and Legal Studies, and such additional personnel as may be recommended by the Vice President for Academic Affairs. The purpose of this committee is to propose policy and conduct business as it pertains to the goals of the College of Business and Legal Studies.

### **College of Christian Ministries and Religion Committee**

The College of Christian Ministries and Religion is comprised of the Dean of the College of Christian Ministries and Religion, all faculty members in the Department of Christian Ministries and Religion, and such additional personnel as may be recommended by the Vice President for Academic Affairs. The purpose of this committee is to propose policy and conduct business as it pertains to the goals of the College of Christian Ministries and Religion.

### **College of Education Committee**

The College of Education Committee is comprised of the Dean of the College of Education, all faculty members in the Department of Education, and such additional personnel as may be recommended by the Vice President for Academic Affairs. The purpose of this committee is to propose policy and conduct business as it pertains to the goals of the College of Education.

### **Commencement Committee**

The Commencement Committee is comprised of representatives from the Departments or Offices of the President, Academic Affairs, Development, Student Life, Registrar, Music, Environmental Services, Academic Services, Academic Advising, Graduate Programs, Media Services, and the Business Office. The chair of this committee is the Registrar. The purpose of the committee is to participate as part of the support, advertisement, program development, delivery and

service to the process of commencement. The committee shall meet three to four times per semester or as needed to plan the event properly.

### **Committee on Rank**

The Committee on Rank consists of six persons. Five of these persons shall be elected from full-time faculty or library faculty holding the rank of Associate Professor or Professor. The committee shall be elected annually by the faculty in the Fall Faculty Seminar. The chair of the committee shall be elected first. The remaining members shall be elected subsequently. The last elected member of the committee shall serve as the recording secretary. No more than two of the elected persons from the same department shall serve on the committee at the same time, and no elected person shall serve more than two consecutive years. General faculty with more than one-half of their duties designated as administrative including the Library Dean , are ineligible to be elected. The Department Chair of the faculty member whose application is under consideration shall serve ex officio as the sixth member. The committee may invite the Vice President for Academic Affairs to any meeting as an advisor or consultant. The responsibilities of the committee are as follows:

- a. Review all nominations and applications for promotion in rank using the guidelines set forth in the *Faculty Handbook* and the procedures for applying for a promotion in rank.

- b. After due consideration of the portfolio submitted by each applicant, the committee shall by secret ballot make their recommendations for promotion in rank. Nominations from the committee must receive a five-sixths vote.
- c. Forward their nominations to the Vice President for Academic Affairs who shall have the prerogative to forward a nomination to the President or to veto a nomination. The President shall then have the prerogative to forward the nomination to the Board of Regents or to veto the nomination.

### **Curriculum Committee**

The Curriculum Committee is a faculty-based committee comprised of representatives from each of the academic departments and/or colleges, the Registrar, the Dean of Library Services or a professional librarian, the Director of Academic Advising, and a representative from the Office of Institutional Research and Planning. The departmental representatives shall be elected by their respective departments at the beginning of the academic year. The primary function of the Curriculum Committee is to decide issues related to curriculum and program alterations, additions and deletions. The committee is responsible for reviewing, assessing, and approving as detailed below all proposed additions, substitutions, and deletions to the curriculum and programs (all curricular changes) of Southeastern University as approved and submitted by the appropriate academic department(s) and/or college(s).

## **Committee Guidelines**

The Curriculum Committee operates under the following basic guidelines:

- a. The Committee assesses the congruity of the proposed changes to the mission and purposes of the institution, the congruity of the proposed changes to the established goals of the program and department proposing the changes, and the Committee assesses the likely impact on the institution, including personnel recruitment, job placement, etc.
- b. The Committee has the prerogative to return to the departments and/or colleges any curriculum proposals for clarification, to suggest improvements or corrections in format, and/or to reconsider the implications of changes. The Committee does not have the prerogative of amending or modifying proposals without a department's and/or college's approval.
- c. The Committee devises and maintains an acceptable format to which all syllabi must conform.
- d. The Committee has the authority to forward proposals to the Faculty with or without recommendation.
- e. The Committee has the authority to ratify minor program changes and approve syllabi. Major program changes must be forwarded to the Faculty for ratification. Major proposals and those with budgetary and institutional mission implications must be forwarded from the Faculty to

the Executive Committee and Board of Directors, as necessary, for ratification.

- f. The Committee reserves the right to have three working days notice before acting on any proposal, but shall also reserve the right to waive that requirement at its discretion.

### **Committee Responsibilities**

The Curriculum Committee has the following specific responsibilities:

- a. Approve new or deleted courses: Any proposed new course or deletion of an existing course. An official syllabus must be presented with any new course.
- b. Approve substantive alterations to a current course:
  - 1. Pre-requisites or co-requisites: Any proposed addition, alteration, or deletion of any pre-requisite, co-requisite or advisory to a course.
  - 2. Course description change: Any course description that is altered.
  - 3. Classification change: Any change in the level of the course offering; for example, from the junior level to the senior level.
  - 4. Number of credit hours: Any change in the number of credit hours, for example, if a course has been offered and cataloged at two credits and will now be offered at three credits.
  - 5. Course title change: Any course title change.

6. Repeatability: Any request for the number of times a course can be repeated
  7. Official course syllabi: Any course syllabi, including title of course, catalog course description, and Intended Learning Outcomes (ILOs).
- c. Approve new programs or alter existing programs: Any proposal of a new major or minor or other program, or changes made to existing programs.
  - d. Approve deletion of courses or programs: Any courses or programs no longer being offered.
  - e. Approve cross-referenced courses: Any course cross-referenced through any other department or college.
  - f. Approve additions or deletions of courses from approved General Education Core: Any change to the General Education Core.

**Procedures:**

The Curriculum Committee has implemented the following procedures to function within the spirit of its Guidelines and to fulfill its responsibilities:

- a. Proposed changes in curriculum are frequently inconsequential to the mission of the university and the respective department and/or college, and therefore do not merit presentation to the entire Curriculum Committee. If a department and/or college feels its proposed curriculum changes are of this nature, the respective department chair and/or college

dean may petition the chair of the Curriculum Committee and the Vice President for Academic Affairs for an Administrative Curriculum Approval. In this case, the department chair and/or college dean, the chair of the Curriculum Committee, and the Vice President for Academic Affairs function as a subcommittee of the Curriculum Committee. The chair of the Curriculum Committee will report these decisions to the Curriculum Committee.

- b. The following types of changes are not generally perceived as substantive and are normally pursued through Administrative Curriculum Approval. All other changes are generally processed directly through the Curriculum Committee:
  - 1. Grammatical changes
  - 2. Syntactical redactions
  - 3. Update course description
  - 4. Update course title
  - 5. Slight alterations in pre or co-requisites
  - 6. Sequencing of courses
- c. The Curriculum Committee approves new courses, deletion of courses, and all substantive changes in curriculum. Substantive changes in curriculum are defined as changes which affect the mission of the university, the department, and/or the respective program.

- d. Any presentation for a non-substantive change that is processed through Administrative Curriculum Approval or any change that is not required to provide the documentation listed under “e” below (approval by the chair of the Curriculum Committee is necessary), must provide a Course Description Sheet which details the change. The documentation is provided to the chair of the Curriculum Committee well before any meeting for Administrative Curriculum Approval or the Curriculum Committee.
- e. Any presentation for a course or program change made by an academic department and/or college is required to provide the following documentation to the chair of the Curriculum Committee well in advance of the meeting in which it will be presented to the Committee:
1. Complete a Curriculum Committee Submission Packet
  2. Include the list of all affected programs or locations in the catalog that refer to the course or program being changed.
  3. Include your report from the Academic Programs Feasibility Committee if presenting a new program.
  4. Contact the Office of Academic Affairs prior to presentation for any comments concerning the proposal.
  5. Provide enough copies for each member of the Committee plus two file copies.
  6. Make recommendations on pre- and co-requisites.
  7. In some circumstances bring examples of the course description and classification from other accredited institutions.

8. For all new majors, a library Curriculum Impact Form is also required.
  
- f. All approved changes whether through Administrative Curriculum Approval as reported to the Curriculum Committee, or through the action of the Curriculum Committee, must be provided (including copies of all documentation) to each office in areas of academic service of the university, with the documentation provided to the Office of Institutional Effectiveness as applicable emphasizing the connection between the results of assessment of goals and the change/improvement in the course or program.

### **Faculty Advancement Committee**

The Faculty Advancement Committee is comprised of five members of the faculty who are elected by the faculty annually in the Fall Faculty seminar. The chair of the committee shall be elected first. The other members shall be elected subsequently. The last elected member of the committee shall serve as the recording secretary. No more than two persons from the same department shall serve on the committee at the same time, and no person shall serve more than two consecutive years. Deans, department chairs and faculty with more than one-fourth of their duties designated as administration are ineligible. Library faculty members are eligible to serve on this committee. The responsibilities of the committee are as follows:

- a. be responsible for articulating faculty concerns and interests to the university administration.
- b. be responsible for researching and developing data on issues of vital concern to faculty welfare.
- c. have a genuine interest in the personal and professional welfare of each member of the faculty.
- d. have a genuine interest in the continuing educational, spiritual and economic viability of the university.
- e. serve as the faculty voice to the Board of Regents.

### **Faculty Committee**

The Faculty Committee is comprised of the Vice President for Academic Affairs as chair, full-time teaching faculty, and full-time administrative faculty with faculty rank at Southeastern University. Part-time faculty are welcome to attend meetings, but may participate in discussion and/or make presentations only at the invitation of the chair.

The committee's assignments are as follows:

- a. The Faculty Committee shall meet as scheduled on the Schedule of Committee Meetings published by the Office of the Vice President for Academic Affairs, or as the Vice President for Academic Affairs may deem necessary. Faculty members must be notified in writing three days prior to all meetings unless the Vice President for Academic Affairs, after

consultation with the President, determines the need for an emergency meeting with the Faculty.

- b. It shall follow the agenda prepared by the Vice President for Academic Affairs
- c. It shall receive reports from the Administration keeping the faculty informed of the sentiments and feelings, cooperation, and specific interests among the constituents in the supporting districts which sponsor Southeastern University.
- d. It shall receive reports of changing trends in the educational communities nation-wide so that new trends and new concepts may be kept in focus.
- e. It shall receive reports from Standing Committees with recommendations for new policies to be effected when there is a need to solve a specific problem or to direct the activities in a more contemporaneous way.
- f. It shall grant freedom to any member to surface various problems and reports which are not dealt with by regular Standing Committees.
- g. It shall conduct all of its business in accordance with good parliamentary order as determined by the latest revisions of “Robert's Rules of Order.”
- h. It shall have the responsibility of recommending academic policy and curriculum in keeping with [Article VIII](#) of the *Bylaws* and the provisions of this *Faculty Handbook*.
- i. It shall have the privilege of making recommendations to the President and the Executive Committee directly or through standing committees on

non-academic matters which impact the educational mission of the university.

- j. It shall approve all new majors proposed through the academic process.

### **Faculty Development and Assessment Committee**

The Faculty Development and Assessment Committee is comprised of representatives from each of the academic departments as approved by the Vice President for Academic Affairs. The chair of the committee is the Associate Academic Dean. The committee meets regularly each semester to discuss and develop policies regarding the process of faculty assessment.

### **Faculty Social Committee**

The Faculty Social Committee is comprised of faculty members, as recommended by the Vice President for Academic Affairs and approved by the President. The committee assignments are as follows:

- a. It shall plan and promote and make arrangements for the Faculty Appreciation Banquet for the faculty members, administrative personnel, and their families.
- b. It shall gather information concerning faculty members who should be acknowledged for outstanding achievement or promotion and those faculty who are not returning to the college.

- c. It shall be responsible for purchasing, wrapping and distributing gifts to the aforementioned faculty members.

### **Graduate Council**

The Graduate Council represents the interests of graduate education as offered through the various graduate programs of the university's departments/colleges. The Graduate Council consists of the chair of the Graduate Council, program directors of all graduate programs, a library representative, and other academic officers as deemed appropriate by the Vice President for Academic Affairs. Specifically, the Council's assignments are as follows:

- a. Issues that impact graduate policies or procedures, and the graduate curriculum, and the routine business of graduate education are submitted from the graduate faculty of the academic departments/colleges to the Graduate Council.
- b. Policy issues approved by the Graduate Council are submitted to the Academic Executive Committee and into the regular approval process of the university.
- c. Curricular issues approved by the Graduate Council are submitted to the Curriculum Committee and into the regular approval process of the university.
- d. The Graduate Council also handles procedural assignments arising from the current graduate academic policies.

### **Graduate Programs in Behavioral and Social Sciences**

The Graduate Programs in Behavioral and Social Sciences Committee is responsible for the development and operation of graduate programs and policies in the Department of Behavioral and Social Sciences. The committee is comprised of the department's graduate program director who chairs the meeting, the department chair, and the graduate faculty. Also serving on the committee is a member of the library faculty, and any other personnel appointed by the Vice President for Academic Affairs.

### **Graduate Programs in Business**

The Graduate Programs in Business Committee is responsible for the development and operation of graduate programs and policies in the College of Business and Legal Studies. The committee is comprised of the college's graduate program director who chairs the meeting, the college dean, and the graduate faculty. Also serving on the committee is a member of the library faculty, and any other personnel appointed by the Vice President for Academic Affairs.

### **Graduate Programs in Education**

The Graduate Programs in Education Committee is responsible for the development and operation of graduate programs and policies in the Department of Education. The committee is comprised of the department's graduate program director who chairs the meeting, the department chair, and the graduate faculty. Also serving on the committee is a member of the library faculty, and any other personnel appointed by the Vice President for Academic Affairs.

### **Graduate Programs in Religion**

The Graduate Programs in Religion Committee is responsible for the development and operation of graduate programs and policies in the College of Christian Ministries and Religion. The committee is comprised of the college's graduate program director who chairs the meeting, the college dean, and the graduate faculty. Also serving on the committee is a member of the library faculty, and any other personnel appointed by the Vice President for Academic Affairs.

### **Library Committee**

The Library Committee is comprised of the Dean of Library Services as chair, up to three faculty librarians, student representation, other representatives from academic service areas, and at least five faculty members appointed by the Vice President for Academic Affairs and approved by the President. Each academic department at Southeastern must have representation on this committee. The committee serves in an advisory capacity to the library in the areas of planning, policies, and budget.

### **New Faculty Orientation Committee**

The New Faculty Orientation Committee consists of all full-time faculty members within their first year of hire, the Coordinator of Faith and Higher Learning, and the VPAA , who serves as chair of this committee. The purpose of this committee is to provide a means of transition and feedback for new faculty. The committee discusses important university topics such as spiritual formation, development, and areas of resource and support. Other topics include discussion of the educational process at Southeastern University, policies, guidelines, mentorship, advising, and additional needs at they arise. The committee meets on a monthly basis.

### **Teacher Education Screening Committee**

The Teacher Education Screening Committee is comprised of the chair of the College of Education who serves as chair of the committee, a faculty representative from each Teacher Educational major, and such additional faculty personnel as may be appointed by the Vice President for Academic Affairs and approved by the President. Its assignments are as follows:

- a. It shall approve student applicants for admission to the teacher education programs as prescribed by the State Department of Education.
- b. It shall review policies relating to the teacher-education programs and make recommendations for change and implementation when deemed necessary.
- c. It shall develop admission, retention, and exit policies for students in the education majors which are consistent with the policies and requirements of the State Department of Education.

### **Technology Academic Advisory Committee**

This committee is comprised of faculty representatives, a library representative, and the Instructional Technology Specialist. The committee is a subcommittee of the Technology Vision Committee and its purpose is to review, evaluate, and recommend academic technology needs to the Technology Vision Committee.

## **Other Institutional Committees on Which Faculty May Serve:**

### **Affirmative Action Committee**

The Committee is comprised of the Director of Human Resources who serves as chair, and representatives from both faculty and staff. The primary responsibility of this committee is to oversee the administration of the Affirmative Action Plan and to monitor and evaluate on an annual basis the effectiveness of recruitment efforts to increase representation of women and minorities among staff and faculty personnel.

### **Bookstore Committee**

This committee is comprised of the Director of the Bookstore who serves as chair, staff from academic service areas, representatives from faculty, students, Finance and Administration, and Student Life. The committee recommends bookstore operating policies and procedures and provides guidance to both the Bookstore and the institution on Bookstore matters. The committee solicits information from administrators, faculty, staff and students for discussion at committee meetings and reports back resolutions. The committee assists with textbook adoption policies, recommends service policies and products, and serves as a “sounding board” for new services and products. The committee serves as a communication link between the university administration, faculty, students and the bookstore.

## **Bridge**

This is an annual meeting of all college personnel in which each vice president relates to the faculty and staff the state of his/her area and any particular advances and/or challenges, and the President speaks to institutional health and advancement. Goals are central to this discussion

## **Counseling Committee**

The Counseling Committee is comprised of the Vice President for Student Development who serves as chair, the Director of Mentoring and Leadership, the Director of Academic Success and Director of Career Services, the school nurse, and the Student Life Director. The purpose of the committee is to provide support services for students with academic and career concerns, and personal, emotional and spiritual issues that interfere with learning, campus living, and academic progress

## **Enrollment Management Committee**

The Enrollment Management Committee is comprised of the Director of Admission who serves as chair, the President (ex officio), the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Development, the Vice President for Ministries Development, the Director of Financial Aid, and the Director of Institutional Research and Planning. The Enrollment Management Committee has the responsibility for addressing admission/recruitment strategies, tuition and fees recommendations to the Resource Allocation Committee,

financial aid packaging strategies, setting realistic targets for enrollment, maintaining and reviewing data at every stage of the admission cycle, retention strategies, and external economic development.

### **Insurance Committee**

The Insurance Committee is composed of the members of the Faculty Advancement Committee, the Staff Advancement Committee. The Director of Human Resources serves as chair. The committee is responsible for reviewing and offering recommendations to the administration in regard to insurance coverage in the areas related to health, dental, long-term disability, and life insurance for benefit eligible faculty and staff employees.

### **Judicial Review Board**

The Judicial Review Board is comprised of the Director of Mentoring and Leadership and the Student Life Director who serve as co-chairs, and other representatives from the faculty, student life, and administration. The Board is responsible for hearings concerning multiple Level I violations and/or Level II violations of the Conduct Code. The Board may refer an investigation/hearing to the Student Life Conduct Committee. The Board may recommend university expulsion for severe or overt violation(s) of the Conduct Code.

## **Marketing Committee**

The Marketing Committee is comprised of the Director of Admission who serves as chair, the Vice President for Finance and Administration, a representative from the President's office, the Associate Academic Dean, the Director of Athletics, the Director of Media Services, the Director of Student Worship and Ministry, the Registrar, chair of the Music Department, faculty representatives, the Marketing Director, and the Copy Writer/Editor. The task of the Marketing Council is to insure that communication is done with clarity, accuracy, consistency, and quality in order to promote and preserve the mission of Southeastern University. The Marketing Council serves in an advisory role to the President, the Executive Committee, and all departments regarding marketing efforts. All departments may designate a representative to serve on the council. The Marketing Council is responsible for educating the entire campus community about the importance of developing communications to internal and external markets that are consistent with the university's Institutional Positioning and Markets Plan.

## **Performing Arts Council**

The members of the Performing Arts Council are appointed by the council chair based on recommendations from Department Chairs and other members of the Senior Leadership. Membership is generally comprised of key persons in the directorship of the performance events and representatives from other non-academic departments which might be impacted by those performance events. The Performing Arts Council

coordinates the scheduling and promotion of the major performing arts events of the university. The council meets four times a year to compare performance calendars, ensure that schedule conflicts are minimized, and synchronize the use of facilities, resources and rental equipment. In addition, the council produces the annual Performing Arts Brochure highlighting the major performance events, working in conjunction with the Development Office to mail the brochure to key donors and patrons of the university.

### **Quality Assurance Committee**

This committee oversees concerns and planning related to evening and online programs at Southeastern University. This committee has significant representation from all areas of the university including information technology, admission, the business office, academics, media services and staff from the Online Learning Center.

### **Safety and Security Committee**

The Safety and Security Committee is composed of the Director of Safety and Security who serves as chair, the Director of Mentoring and Leadership, the Director of Housing and Conference Services, the Administrative Assistant to Safety and Security, the Director of Facilities, the Coordinator of Academic Success and Career Services, a faculty member, and two students. This committee oversees the safety concerns that pertain to the Southeastern University community. It also is a point of contact for the university Safety Plan and for emergency contingencies which include, but are not limited to hurricanes, evacuations, fires, etc.

### **Scholarship Committee**

The Committee is comprised of the Director of Financial Aid who serves as chair, the Director of Admission, and representatives from faculty, the Development Office, Student Development, the Business Office, and Housing. The Committee reviews Southeastern University's private endowment scholarship applications and selects the candidate(s) best suited for the award. It also notifies staff and faculty of said scholarship recipients.

### **Technology Vision Committee**

The Technology Vision Committee is comprised of the Director of Information Technology who serves as chair, the Vice President for Finance and Administration, staff from academic service areas, the Executive Director of Donor Relations, the Director of Institutional Research and Planning, the Student Life Director, the Assistant Director of Information Technology, the Coordinator of Distributed Learning, and the members of the Technology Academic Advisory Committee. This committee is responsible for the vision and planning of technology at Southeastern University.

### **Traffic Appeals Committee**

The committee is comprised of the Director of Safety and Security who serves as chair, and members of faculty and staff. This committee was established for the purpose of providing an opportunity for students to appeal citations. It also provides an opportunity for the committee to review citations to ensure that policy standards are met.

### **Web Committee**

The committee is comprised of the Vice President for Finance and Administration who serves as chair, representatives from the faculty, Library, Information Technology, Registrar's Office, and Academic Services, and two students. This Committee provides guidance regarding the University's Internet and Intranet's use for the advancement of the University's goals.

## **Other Institutional Committees of Importance to the Academic Area**

### **Executive Committee**

The Executive Committee consists of members of the Cabinet including the President who serves as chair, the Vice President for Academic Affairs, the Vice President for Development; Vice President for Finance and Administration and the Vice President for Student Development. The purpose of the Executive Committee is to serve as the chief administrative body of the university.

### **Facilities Master Plan Committee**

The committee is comprised of the Vice President for Finance and Administration who serves as chair, the President, the Vice President for Academic Affairs, the Vice President for Student Development, and the Vice President for Development. The Committee periodically reviews and updates the university's Facilities Master Plan. The purpose of this committee is to provide institutional management with regard to space and facilities activities such as usage of rooms, classrooms, and labs; the number of rooms assigned to each academic discipline; comparisons of capacity of facilities with their actual utilization; and usage of facilities inventory for space management and facility management decisions.

## **Institutional Effectiveness Committee**

The Institutional Effectiveness Committee is comprised of the Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Development, Vice President for Development, and Director of Institutional Effectiveness who serves as chair. The committee reports its findings and activities to the Executive Committee. The committee's assignments are as follows:

- a. To provide leadership in the planning and assessment process for each area of the university, working within the established framework of the institutional process of planning and assessment.
- b. To represent the interests of each area of the university in the planning and assessment process.
- c. To represent each area of the university in the identification, collection, and dissemination of data and analysis to support the planning and assessment process.
- d. To assist the Office of Institutional Research and Planning in the oversight of the planning and assessment process of the university, the *Master Plan of Advance*.
- e. To review all goals presented by the various areas and department/units to ensure that they enhance the accomplishment of the mission of the university; improve the programs, services, and operations of the university; and that they are feasible, primarily in light of the projections of the five-year financial plan.

- f. To recommend approval, priorities, alteration, or denial of the various goals to the Executive Committee.
- g. To encourage and support regular review of the missions, policies, procedures, and programs of the university.
- h. To oversee the assessment of the planning and assessment process, and the research function of the university.

### **Resource Allocation Committee**

The Resource Allocation Committee consists of the Vice President for Finance and Administration who serves as chair, the President, the Vice President for Academic Affairs, the Vice President for Development, and the Vice President for Student Development. The purpose of the Resource Allocation Committee is to look at the goals of the university and to present a budget to the Board Finance Committee in conjunction with the goals.

## **ACADEMIC POLICIES**

Uniform procedures are required for responsible academic administration. Careful adherence to the academic policies of this section of the *Handbook* is required of all faculty and is subject to periodic assessment for purposes of retention and promotion.

### **Academic Calendar**

The academic program will be structured by the annual calendar printed each year in the *University Catalog* and by a more detailed academic calendar provided each semester by the office of the Vice President for Academic Affairs. All instructional planning should conform to those calendars.

### **Admission to Class**

Students will be officially admitted to class only by means of a class list obtained by the course instructor online from Jenzabar for each class each semester. Students who fail to attend the first class of a semester will be automatically dropped from the class. At the beginning of each term, faculty will enter “NS” in Jenzabar for the student. More detailed instructions will be regularly provided to the faculty by the Registrar’s office.

### **Faith Infusion into the Classroom**

Typically, each class begins with a brief prayer. Disciplines will reflect the infusion of faith in accordance with the university’s mission statement.

### **Class Length**

Classes at the university are typically 50 or 75 minutes in length and in compliance with Florida Department of Education standards, wherein one credit hour is equal to 15 50-minute periods. Class lengths for evening, online, summer, and graduate courses may vary. While instructors have the prerogative of the precise moment of dismissal, they are not to intrude on the time required for passage between classes nor upon the class time of their colleagues. Classes are expected to continue for the full period and are not to be dismissed early without approval from the Vice President for Academic Affairs or the appropriate dean/department chairperson.

### **Attendance Policies**

The class attendance policy is set by faculty action and published online and in the *University Catalog*. Each faculty member is expected to carefully adhere to that policy. Accurate and complete attendance records are encouraged for all students. Absences that are not covered by the attendance policy may be excused by the Vice President for Academic Affairs.

### **Course Addition and Withdrawal Policy**

The full course withdrawal and addition policy is published online and in the *University Catalog*. Students may withdraw from a course without academic penalty through the published date as set forth in the *Academic Calendar*. Forms for course withdrawal are available in the Office of the Registrar.

## **Assessment Policies**

Examinations and/or other assessments are intended to assist in the achievement of the educational goals of the university and should always be purposeful and representative of relevant course content.

### **Major Assessments**

Each faculty member is expected to administer an adequate number of evenly spaced unit examinations and/or assessments to ensure appropriate coverage of the course and accurate measurement of student performance.

### **Major Assessment Notification**

It is recommended that unit examination and/or major assessment dates be included in the course syllabus. In no case shall unit examinations and/or major assessments be given without advance notice. At least one week is recommended.

### **Non-Testing Periods**

The Academic Affairs calendar will identify certain times as non-testing periods for unit examinations and that calendar will prevail. Typical non-testing periods are university sponsored events and classes scheduled for visiting prospective students.

### **Final Examinations**

A final examination or assessment must be administered for each course except for laboratory-type courses where alternate assessment may be appropriate.

### **Final Examination Scheduling**

The final examination schedule for traditional students should be announced by the Registrar one month in advance of the last week of the semester which is the final examination week. All final examinations are to be given at the time scheduled. Faculty members may not reschedule final exams without the approval of the College Deans/Vice President for Academic Affairs.

### **Examination Attendance**

Students are expected to attend all examinations as announced and may be penalized if a makeup exam is missing. Makeup exams are administered by the faculty member.

### **Excused Absences for Make-up Examinations**

Excuses for make-up examinations will normally be allowed only for sickness and emergencies, or authorized university activities.

### **Make-up Examinations**

To ensure fairness and avoid improper advantage to those taking late tests, the faculty members are encouraged to utilize a different examination for make-up exams.

## **General Examination Policies**

All faculty members should carefully adhere to the following general examination policies:

### **Balanced and Comprehensive**

The examination shall be designed to reflect the nature of the course and shall be balanced and comprehensive for the unit under consideration. Faculty members are encouraged to use their own professional judgment as to the form and style of examination that best measures student performance in their classes.

### **Objective and Essay**

Faculty members shall be responsible to achieve a balance between objective and essay-type testing, emphasizing not merely memorization but analytical and verbal abilities as well. Objective-type testing will be understood to be more appropriate to large classes and lower level classes. Essay-type testing will be understood to be more appropriate to smaller classes and higher level classes and should be used to some extent at all levels.

### **Exam Security**

It shall be recognized that examinations are not secure and should be changed regularly. In no case shall faculty members administer the same examinations year after year.

### **Announcement of Exam Grades**

Examinations shall be graded promptly and grades should normally be announced to the students within two weeks of the test date. Concerning the confidentiality of student records, faculty will comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) as articulated in the *University Catalog*. Because of FERPA privacy issues, exam scores may not be posted publicly.

### **Computerized Grading**

Objective-type examinations may be graded by computer when the appropriate answer sheet is utilized. The computer is capable of scaling and grading each student's examination. College offices are available to assist with guidelines and should receive all tests for computerized grading.

## Grading Policies

The utmost care is demanded in the determination, reporting, and recording of grades. Faculty should maintain grade records for a suggested five years. If faculty members are using computer record-keeping software to record course grades, it is imperative that back-up copies be kept.

### Grade Scale

The grade scale to be employed by all faculty is published in the *University Catalog* and the *Student Handbook* and is as follows:

A . . . . Outstanding	90-100	4 Q.P.
B . . . . Good and Above Average	80-89 .	3 Q.P.
C . . . . Average	70-79	2 Q.P.
D . . . . Below Average	60-69	1 Q.P.
F . . . . No Credit	0-59	0 Q.P.
WD. . . Withdrawal from all classes		0 Q.P.

### Incompletes

An “I” grade indicates incomplete course work and may be recorded when a student is passing but cannot complete the course due to an illness or a serious personal emergency. The student is required to initiate consultation with the professor and the department chair by filing a written request for an “I” grade. Supporting documentation must accompany the written request

which must be submitted to both the professor and the department chair or college dean. An “I” may be recorded for a maximum of one semester and is not computed in the student’s GPA.

If an “I” is not changed by the end of the immediate succeeding semester, the grade automatically converts to an “F” and is recorded on the student’s permanent record. An “F” grade is computed in the GPA. Student’s with an incomplete in a previous semester may not register for more than 17 hours including the current semester and the previous incomplete hours.

### **Mid-Semester Reporting/Last Date of Withdrawal for Students**

Each faculty member is expected to submit mid-semester grades for students who have an average of “D” or "F" and/or who are in violation of the attendance policy. Appropriate forms will be provided by the Office of Academic Advising or the Office of the Registrar. Faculty should note the last date of withdrawal for students during each term (dates publicized in the Southeastern University Academic Calendar).

### **Final Grade Reports**

Final grades are due in the office of the Registrar at 9:00 p.m. the first Wednesday following the close of the final test week. Compliance with this deadline is essential for prompt grade reporting to students and the Office of the Registrar should be immediately apprised of unexpected delays. Final grades are submitted by instructors using the Jenzabar system.

## **Final Grade Changes**

Changes in the final grade may be made only for professionally justifiable reasons as an error in computation or a recognizable failure in the assessment process. Change will normally be initiated by the instructor who must, in all cases, be apprised of any change action. Grade changes will be initiated on a grade change form supplied by the office of the Registrar which will show the reason for change. Appeals to a grade made by a student must be made during the semester following the course in question.

## **Make-up Grades**

Students may not be allowed to do extra work, take extra tests, nor have extra time to improve their grades unless the same privilege is announced to all students sufficiently in advance to allow all an equal opportunity.

## **Faculty Grading Freedom**

Each faculty member shall have the freedom to determine his or her grading methods providing that they are fair, objective, impartial, and in keeping with standard professional practice. Sound educational principles demand that grades be accurate and that they reflect meaningful standards of assessment and achievement. Therefore, the use of artificial grading devices such as the “Bell Curve” is generally discouraged. If a curve is necessary, then the faculty member should take a close look at the difficulty of the test or assessment measure or the quality or methodology of teaching to see if other adjustments might be made in the future to assist in the success of the students.

## **Grade Appeal**

Students shall have the right to appeal to the college deans or Vice President for Academic Affairs or the Registrar any unit or final examination grade, or final course grade, that can be demonstrated to be unfair or unprofessional. The Vice President for Academic Affairs and the department chairperson or dean shall form the appeals committee if an impasse is reached in resolving the issue.

## **Classroom Maintenance and Custodial Services**

Basic classroom custodial services are provided by the custodial staff. Faculty members should note any custodial oversights, defective equipment, burned-out bulbs, missing supplies, and so on and submit a work order to the Office of Environmental Services through their respective department or college for correction. They should also ensure that the classroom is left with desks in order, boards erased, and equipment in place. Lights, heat, and air should be kept at an appropriate level at the end of the last class of the day.

## **Instructional Equipment**

Classrooms are equipped with basic instructional equipment such as a whiteboard/chalkboard and other media equipment. Specialized classrooms and labs will be appropriately equipped. Additional audio-visual equipment such as a sound system may be available. Reservations for special equipment may be made through the Office of Media Services.

## **Reporting Defective Equipment**

The first faculty member who experiences a defect or malfunction in instructional equipment is responsible to submit a work order to the Office of Media Services. This may be done through the respective department or college.

## **Classroom Assignment**

Many factors enter into the process of classroom assignment such as class size, specialized class needs, etc. Classroom assignments are made through supervision by the Office of the Registrar or the Office of Academic Affairs. Faculty members may not change their classroom assignments without permission from the Registrar. Classes are not to be scheduled in the library or in the university restaurant without going through the respective scheduling staff or offices.

## **Instructional Supplies**

The university through office, colleges and departmental budgets will provide basic office and instructional supplies. These can be requisitioned from the university bookstore as follows:

### **Textbooks**

Each faculty member though the college or department is responsible to secure a desk copy of each textbook from the publisher. Upon presentation of an unanswered or declined request from a publisher, the university bookstore can assist in the requisition.

## **Office Supplies**

Faculty members will consult with their respective department chairs to ascertain the department's policies and procedures on the purchase of basic office supplies such as pencils, pens, paper, folders, etc.

## **Copy Services**

Instructors are responsible through the departments or colleges for photocopying. The university bookstore can be contacted for large copying needs.

## **Copyrights**

Faculty members are expected to observe all copyright laws relating to the duplication of printed materials, music, media, computer software, etc. Use of illegally duplicated materials in the programs of Southeastern University is prohibited and faculty members who knowingly violate this provision can be subject to termination.

## **Internet and Information Technology Policy**

The Internet and Information Technology Policy at Southeastern University contains the governing philosophy for regulating administration, faculty, staff, and student use of the university's information technology resources. The policy spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university also are bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media (the Policy is located in [Appendix C](#)).

### **Field Trips and Off-Campus Class Activities**

A request is to be submitted at least two weeks in advance to the respective college dean/Vice President for Academic Affairs by any faculty member desiring to conduct an off-campus activity involving an entire class as a part of a class. The request should specify class, date of project activity, purpose and value of the activity, transportation arrangements, costs, supervisors, and so on, along with provisions for any students not making the trip. It is the responsibility of the faculty member to provide the student with the approved form. The student will then submit the form to the respective faculty at least one (1) week before the activity/event. School vehicles are available for off-campus activities upon request to the Office of Environmental Services, but costs for these vehicles will be charged to the group. Box lunches can be arranged in advance with the university restaurant.

### **Studies Abroad**

The university is committed to a worldview of education that extends beyond its on-campus program. As a result, Studies Abroad opportunities, in coordination with the Academic Affairs Office, College of Christian Ministries and Religion and/or Student Development Office may be designed and implemented by faculty members. Information about existing Study Abroad programs and **Southeastern University's International Program in Jerusalem** are available. Faculty members should consult with the Registrar for further guidance.

## **Textbook Selection**

Textbook selection is of utmost importance in a Christian university. Every effort should be made to secure textbooks that are scholarly, current with the discipline, of proper length and readability, reasonable cost and that contribute to objective, analytical thinking without disruptive conflict toward the university's mission statement. Textbook adoption may begin with the individual professor who will make the decision in consultation with his or her department colleagues and subject to the approval of the department chair, dean, and the Vice President for Academic Affairs.

The adoption process requires two steps: 1) preparation and submission of the textbook assessment form and securing of the approvals noted above on that form, and 2) submission to the university bookstore of the actual purchase request form. In the case of a disputed textbook, the [Academic Council](#) will have the right of review and determination.

## **Course Development**

Faculty members will be guided by the *University Catalog* description in preparing all courses and are ultimately responsible to the Vice President for Academic Affairs through the department chairs/deans for course content. New courses may be initiated through the department or college and the Curriculum Committee utilizing the established procedures of those committees.

## **Course Syllabi**

Current syllabi must be submitted for each course each semester. A full syllabus for each course should be filed with the departmental/college office, with a second copy sent to the library. Course syllabi will be maintained in the departmental/college office for a period of five years. The official syllabus for each course from which particular syllabi are constructed is kept on file in the office of the Vice President for Academic Affairs and should only be altered by due process. Due process is recommendation of a syllabus by a department/college and consensus by the Curriculum Committee.

### **Syllabus Preparation**

Each faculty member should develop the course syllabus with great care. [Appendix D](#) is included in this Faculty Handbook as an example. Variations of this syllabus format and for evening and online delivery may be developed and communicated to assigned faculty by the VPAA/college deans. It is the intent of the Academic Affairs Office to have a uniform syllabus with consistent detail available to all students regarding courses content, guidelines, and objectives. For help in this area, it is recommended that the faculty member consult with the dean of their college for current syllabus guidelines and recommendations.

### **Syllabus Distribution**

The syllabus should be presented to the students and reviewed with them on the first day of class each semester.

### **Instructional Ethics**

All faculty are to be guided by the highest ethical values in referring to other pastors, ministers, individuals, and teachers both inside and outside the classroom. It is expected that coursework will instill critical thinking skills from the perspective of a Christ-centered worldview, and be based on objective and scholarly exegetical, theological, and philosophical research. The classroom is not to become a forum for private, irrelevant philosophical and/or theological vendettas.

### **Library Privileges**

All faculty members may utilize the university library for personal enjoyment and professional research, acting responsibly with regard to the number of items checked out and the length of time held. Faculty members have a 180-day checkout period on materials, with renewal privileges. Interlibrary loans may be arranged with the library staff.

### **Library Reserve**

Faculty members desirous of placing books on the reserve list for use by their classes should notify the Head of Circulation at the library in advance of each new semester. All items placed on reserve in the library must be accompanied with proof of copyright compliance, if applicable.

## **Directed Study Courses**

Faculty members may be assigned directed study courses from time to time but no more than three per semester (including both summer sessions) without approval of the college deans/Vice President for Academic Affairs. The course must be approved by the appropriate department chair/dean and administered in such a way as to conform to guidelines issued by the Academic Affairs Office. Directed study is intended to be a narrow door, not one which is open to everyone for any reason. The program is designed for upper level students experiencing difficulty in completing their degree requirements. Students may enroll in such a course only when that course is not offered during a semester or if a student has an extreme course conflict. In order to help students complete degree requirements, deans may set up, oversee, and assign faculty members to teach hybrid-type online courses. These courses may serve as an alternative to directed study.

## **Comparable to Resident Courses**

All directed study courses must be comparable to resident courses. They must have comparable assignments (both in type and number) with the course when it is taught in a classroom setting. Additional assignments may be required to replace classroom time.

## **Time Lines**

The faculty must set up various time lines throughout the semester for the student to submit various assignments. This will enable the student to receive periodic feedback from the professor on the progress and status of his or her work.

## **Syllabi**

Syllabi for directed study courses will follow normal procedures for submission to the department chair or college dean and the Library.

## **Official Bible**

To provide a uniform biblical text for all classes, the New International Version (NIV) is the official Bible used by the Assemblies of God.

## **Externally Funded Grants**

Although Southeastern University is not primarily a research institution, at times various externally funded grants are sought to improve the quality of the institution in such areas as instruction, facilities, and support equipment. Application is made only for those grants which do not violate the religious standards, values, or practices of the Assemblies of God. Also, in accepting funds from outside agencies, the university maintains control of any research, instruction, or activity covered by any grant.

## **Intellectual Property Rights of Faculty**

The rights of faculty in the creation and production of intellectual property are detailed in the Intellectual Property Rights Policy (see [Appendix E](#)).

## **STUDENT RELATIONS**

Every faculty member, in his or her relationship with students, should conscientiously and prayerfully strive to model the character and concern of Christ as depicted in the Scriptures.

### **Classroom Discipline**

Each faculty member is responsible for the control of his or her classroom. While students are to be treated graciously and fairly, the faculty member is to maintain order and insist upon professional respect. Unruly students should be reprimanded and then asked to leave the room if uncooperative. In such cases, an absence will be charged and the student will be readmitted only by arrangement with the instructor. When the student and the teacher are unable to resolve an impasse, the department chair/college dean and the Vice President for Academic Affairs will constitute an appeals committee whose decision shall be final.

### **Classroom Emergencies**

In the event of an emergency in the classroom (especially during evening and/or weekend classes) including disruptive behavior, a student threatening injury to himself/herself or another, and altercations between students and/or faculty, the faculty member will contact the Office of Safety and Security at 5190 or 712-3950. This Office provides the first response and has the appropriate emergency contact information.

### **Academic Advising**

All full-time teaching faculty will be assigned a group of students for purposes of academic advising. Each faculty member is expected to give careful attention to the academic program of each advisee who is required or chooses to see him/her at registration time in order to ensure that the student meets all the requirements of his or her program within the requisite time. New incoming and transfer students are required to meet with advisors during Orientation. Juniors are required to meet with advisors for junior planning to clearly delineate outstanding program requirements to completion. Graduating seniors are required to meet with advisors to validate program requirement completion in the graduating term. The Office of Advising, the Registrar's Office, and advising support staff from the four colleges stand ready to assist faculty as necessary.

### **Organizational Sponsorships**

Student organizations frequently request faculty members to serve as their sponsors. Faculty members are urged to give favorable consideration to occasional sponsorships which can enrich student life. Sponsorships will normally be voluntary; however, the Vice President for Academic Affairs reserves the right to make occasional assignments to faculty when necessary, or to relieve faculty of excessive sponsorships if they conflict with regular assigned duties.

### **Student Ministry**

Faculty members may on occasion be asked by students for guidance in fulfilling a required number of community service or ministry-related hours. To assist in the policies and forms associated with implementation of Southeastern's student ministry programs, please contact your college dean or department chair.

### **Academic Counseling**

All faculty members shall be expected to make time available to counsel with students who have academic needs. A schedule should be placed on or near the instructor's office door where students may sign up for appointments. While faculty members are not expected to do extensive tutoring, they should be willing to provide limited guidance from time to time. Tutoring and counseling services are available through the Academic Success office and the Office of Career Services and Placement.

## **BUSINESS AFFAIRS**

### **Equal Employment Opportunity**

Southeastern University, an equal opportunity employer, espouses the spirit as well as the letter of equal opportunity with regard to race, color, national origin, gender, physical limitations and age. It is the policy and practice of Southeastern University to employ people from all minority groups, to provide genuine opportunities for advancement in accordance with individual capabilities, to provide guidance and training on the job, and to encourage a program of continuing education that will foster an environment that reflects the university's position on equal opportunity.

### **Sexual Harassment Policy**

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment are encouraged to follow the procedures described in this policy. Southeastern University will investigate each complaint and will take corrective action to discipline behavior that violates this policy. The complete Sexual Harassment Policy can be found in [Appendix F](#).

## **Institutional Affirmative Action Plan**

Southeastern University is regionally owned and operated by eight southeastern districts of the Assemblies of God Church. Because of its religious affiliation, the university and its religious standards are exempt from the Civil Rights Act of 1964. Guidelines and laws recognizing the rights of religious institutions to seek personnel and students who support the goals of the institution are followed. As such, Southeastern seeks employees who can subscribe to the Statement of Fundamental Truths of the Assemblies of God. Within the framework of this lawful exemption, it is the policy of Southeastern University to select the most qualified person available for employment without discrimination based upon race, color, national or ethnic origin, age, gender, disability or veteran status. Active efforts will be made to recruit qualified women and minorities for available positions. The following Affirmative Action Plan has been adopted voluntarily to formalize the university's commitment to encouraging diversity in its hiring practices. The complete Sexual Harassment Policy can be found in [Appendix F](#).

## **Pay Periods**

The pay period begins on Wednesday at 12:00 AM and ends on Tuesday at 11:59 PM. Pay distribution occurs on every other Tuesday. If a pay distribution falls on a holiday, payment will be made on the last working day prior to the regular pay distribution. Paychecks are available every other Tuesday at the cashier's desk in the Business Office in the Addison Administration Building. Electronic direct deposit for paycheck is available. See the payroll clerk in the Business Office for details.

### **Involuntary Payroll Deductions**

Certain deductions, required by law, are made from paychecks each pay period. Federal income taxes are withheld each payday based on the number of exemptions claimed by each individual on the W-4 form. Social Security (FICA) taxes are withheld each payday in the amount required by federal law. Report any changes in the number of dependents or other information that would affect your payroll tax deductions to the payroll clerk in the Business Office.

### **Voluntary Payroll Deductions**

Payroll deductions may be requested for university-approved programs such as supplemental health coverage, retirement contributions, donations to university or to the United Way, and for an outstanding student bill. Other programs may be available. The payroll clerk in the Business Office will be able to provide information on the available programs.

### **Notary Public**

A notary public service is provided without charge to university faculty. Contact the Business Office for assistance.

### **Cashier**

Faculty members may utilize check cashing privileges in the business office. Checks should not exceed \$100.00. Two-party checks are not accepted in the business office.

### **Payroll Clerk**

The payroll clerk in the business office will assist in all questions relating to tax withholding and other employee benefits.

### **Campus Bank**

Banking services are available through Wachovia Bank located on the campus of Southeastern University. For information about full banking services and privileges, see the office located on the first floor of the Pansler building.

## **FACULTY APPOINTMENT**

This section of the handbook is designed to clarify the contractual relationship between the university and the faculty, both individually and collectively.

### **Definition of Faculty**

The faculty is defined by [Article V](#) of the *Bylaws* to consist of the President, the Vice Presidents, Deans, Directors that have teaching assignments or duties related to academic process, department chairs, librarians, and all full-time/part-time instructors.

### **Faculty Rank**

Standard university faculty nomenclature is utilized. Full time teaching at Southeastern University or another institution can be counted toward these criteria provided there is solid evidence of excellence in classroom teaching. Years of teaching for which assessment data indicate less than excellent performance in the classroom may be discounted or not counted at all at the discretion of university administration. Basic academic and experience requirements are established as shown for each rank:

Instructor:                      Adjunct faculty will normally be designated with the rank of instructor.

Assistant Professor: **Master's degree** or **doctoral degree** with little or no college or university teaching experience.

Associate Professor: **Academic doctoral degree** and not less than **five years** of full-time teaching experience with evaluative data demonstrating excellence in full-time college or university teaching. **Master's degree, terminal master's degree or professional doctorate degree** and not less than **eight years** of evaluative data demonstrating excellence in full-time college or university teaching.

Professor: **Academic doctoral degree**, and not less than **ten years** of evaluative data demonstrating excellence in full-time college or university teaching. **Terminal master's degree, or professional doctoral degree** with not less than **fifteen years** of evaluative data demonstrating excellence in full-time college or university teaching,

Professor Emeritus: Upon recommendation by the faculty and the Executive Committee, may be conferred by action of the Board of Regents upon a retiring professor with long and distinguished service.

## **Experience**

In determining faculty rank, the university administration may take into account significant professional experience other than full-time college or university teaching for the initial rank upon hiring.

## **Terminal Degree**

In those areas where the master's degree is considered terminal, the university administration may, at its discretion, consider it equivalent to the master's plus, or, if no doctorate is available in the field, as the doctorate. However, when a doctoral degree is available in those fields, the university administration reserves the right to require the doctorate for appropriate designation of initial faculty rank, promotion and pay.

## **Administrative Faculty Members and Rank**

Administrative faculty members enter an office with an earned academic title of Professor. These include Vice-Presidents, the Associate Academic Dean, college deans and those whose primary duties relate to their academic administrative roles at the University. Department Chairs and Directors with primary teaching and advising responsibilities (fifty percent or greater) are eligible for promotion within rank.

## **Library Faculty Rank**

Academic librarians at Southeastern University are accorded faculty status and have the same privileges and responsibilities as other members of the faculty including the standard faculty contract, committee work, administrative responsibilities, and direct and indirect instruction of students. The master's degree in library science is the appropriate terminal degree and is necessary for appointment to a library faculty position.

### **Assistant Librarian/ Assistant Professor:**

A professional library degree from an ALA-accredited school. This is the standard appointment for newly employed librarians with the professional library degree

### **Associate Librarian/ Associate Professor:**

A professional library degree from an ALA-accredited school, a second master's degree in an academic discipline or 30 hours of graduate study in an academic discipline, completion of seven years' professional experience after graduation, completion of three years' service as an assistant professor at Southeastern, evidence of continuing professional growth and experience, and evidence of active involvement in university affairs.

### **Library Dean/Professor:**

Experience and training beyond the position of Associate Librarian. This is the highest ranking library position at the university.

## **Faculty Contracts**

The university utilizes several types of contracts.

### **Full-time Contracts**

Annual contracts are issued to all full-time faculty.

#### **Normal Full Time Contracts**

The basic full-time contract obligates the faculty member for the official, published academic year, typically two standard semesters, including the normal preparatory and concluding meetings and seminars, course preparation and grading, and other faculty related duties, approximately August 1 through May 31, during which twenty-four semester hours of classroom instruction will be taught. Summer sessions are not considered part of the basic full-time contract.

Typically, faculty will not be expected to keep office hours, attend meetings or perform other official duties when the university is officially closed (e.g., holidays and breaks as dictated by the official academic calendar). This would not include special meetings or events where attendance of faculty is announced (e.g., orientation, Fire Fall revival , and commencement)

### **Multiple-Year Contracts**

At the discretion of the Vice President for Academic Affairs and in cases of outstanding faculty service to the university, multiple-year contracts may be issued in increments of two or three years (not to exceed three years). Criteria for such contracts would involve longstanding participation and excellence in teaching and advising, outstanding university and community service, and consistent scholarship and professional development. Conditions for multiple-year contracts would be similar to basic full-time contracts, e.g., expected participation each year from August 1 through May 31, twenty-four semester hours of classroom instruction expected each year, and no required hours of summer participation.

### **Special and Pro-Rated Contracts**

Special needs on the part of the university or special circumstances on the part of the faculty member may dictate a special or pro-rated contract. Terms and/or compensation will be adjusted to the basic contract as agreed between the faculty member and the Vice President for Academic Affairs.

### **Part-time Contracts**

Part-time contracts may be issued by semester for specific credit hour teaching assignments which total less than a twelve-hour load each semester.

**Sufficient Enrollment**

Part-time contracts are valid only if sufficient enrollment warrants the teaching of the class. Determining sufficient enrollment is the responsibility of the Vice President for Academic Affairs and college deans based on cost effectiveness of the proposed courses.

**Terms of Employment**

Part-time employment will be in accordance with the policies established by the Board of Regents and the Executive Committee of the university. The Vice President for Academic Affairs has responsibility for issuing part-time contracts.

**Conduct and Attendance**

Part-time faculty are expected to teach scheduled class sessions in a thoroughly Christian and professional manner and to attend the faculty orientation meeting as directed by the Vice President for Academic Affairs. Absence from any class session may result in a pro-rated deduction of salary.

### **Obligations and Benefits**

There is no implied obligation on either the part of the part-time faculty member or the part of the university for employment in any future semester except as may be mutually convenient for both parties. Service as a part-time member of the faculty does not count toward credit leading to a continuing contract nor are part-time instructors eligible for any of the fringe benefits of the university.

### **Date of Issuance**

Sequential full-time contracts will normally be issued no later than the end of February each year. Faculty will be allowed thirty days to respond. Contracts not returned within thirty days will be understood to be null and void regardless of the tenure status of the affected faculty member. Part-time contracts may be issued at any time, but will normally be offered at the beginning of the semester for which the faculty member is contracted.

## **Length of Contracts**

All contracts are offered only for the period of time specified therein. No promise is made or implied for employment beyond the contract period except as may be specifically stated in the tenure section or in other written agreements made by the president on the basis of established policy expressed in the *Faculty Handbook*. It will be well understood by all parties that, in the absence of specific written assurances of tenure status or limited contract renewal, the contractual relationship ends with the expiration of the current contract.

## **Faculty Salaries**

The university will strive to establish and maintain competitive salaries based on research and comparison with other colleges and universities of a similar size and mission, and based on a national community standard of living index. The most recently published faculty salary schedule is provided in [Appendix G](#).

The university also reserves the right to reward above the schedule for outstanding performance in teaching, scholarship and/or other areas of faculty performance, and also to attract outstanding faculty in competitive disciplines.

It shall be understood that faculty who serve year-round administrative posts will be salaried on the basis of an appropriate administrative schedule.

## **Faculty Files**

Faculty files are items kept on record pertaining to the experience at Southeastern University and important documentation required or needed for employment including faculty contracts, resume, payroll status form, Southeastern application, copies of official transcripts, background check form and results, copies of Faculty Handbook check-off forms, certification in classroom technology, any disciplinary documentation, verification of reference checks, faculty assessments (faculty portfolio; course assessments and performance assessments), INS/Visa information, Faculty Recruitment Check-off Sheet with recommendations from Department Chair and President, approvals from Chair of the Academic and Faculty Development Committee, and Chair of the Board.

The Office of Human Resources serves as the official location for storage of files needed for subpoenas, as in the case of special disciplinary action or dismissal information. In most cases original information pertaining specifically to faculty (not university staff) will be housed in the Office of Academic Affairs; and copies of all faculty information will be housed in the Office of Human Resources.

## **Certification in Classroom Technology**

Faculty are required to be certified in classroom technology in order to receive a contract and to teach at Southeastern University. The university will provide the training or fees as applicable, but it is the faculty member's responsibility to seek the training and to obtain the certification. Failure to keep one's certification current can result in termination.

## **Faculty Selection**

The selection process for full-time faculty of the university shall be as follows:

### **Potential Faculty Candidates File**

The Vice President for Academic Affairs will maintain, according to teaching discipline, an active file of potential faculty candidates to help meet the demand of anticipated and unanticipated faculty vacancies or expansion. The Vice President for Academic Affairs may also elicit the assistance of the respective deans/department chairs in maintaining said files.

### **Denominational Contacts**

The Vice President for Academic Affairs will also be responsible to maintain contacts within the denomination, its schools, graduate schools, and learned societies to identify potential candidates who might not otherwise apply to the university.

### **Vacancies or Expansion**

When vacancies occur or expansion requires, the Vice President for Academic Affairs will consult with the affected deans/department chairpersons to identify the skills, training, and experience desired, keeping uppermost the requisite balance of doctorates.

## **Candidate(s) for Faculty Position**

The Vice President for Academic Affairs and the deans/chairpersons shall identify the candidate or candidates who best answer the description.

## **Search Procedure**

The search for suitable candidates shall utilize the following as needed:

- (a) The candidate files maintained by the Vice President for Academic Affairs.
- (b) The referral services of the Commission on Christian Higher Education of the Assemblies of God.
- (c) The advertising services of the Commission on Christian Higher Education of the Assemblies of God.
- (d) Consultation with the sister educational institutions of the Assemblies of God.
- (e) Consultation with kindred non-Assemblies of God colleges and scholarly societies.
- (f) Advertising in appropriate media: magazines, journals, etc.

## **Personal Qualities**

The following personal qualities will be considered:

1. Deep personal commitment to Christian faith and ethics.
2. Membership in the Assemblies of God generally and, in any event, compatibility with the Assemblies of God tradition.
3. Baptism in the Holy Spirit according to Acts 2:4.
4. Responsible family life.
5. Active church involvement and regular attendance.
6. A commitment to high standards of excellence in teaching and the practice of Christian ministry.
7. Ministerial status, if appropriate, for the post under consideration.
8. Others qualities as described in the promotional criteria.

## **Examination of Candidates**

Examination of candidates will have the following procedure:

### **Background Check**

The Vice President for Academic Affairs, in consultation with the appropriate dean or department chairpersons, will work through the Office of Human Resources for a thorough background check to ensure that the candidate possesses the requisite personal and professional qualities.

### **Campus Visit**

Permission will be secured from the President to invite the candidate to the campus.

### **Interviews**

Interviews will be arranged with the President, the Vice President for Academic Affairs, the deans, the department chairpersons and prospective colleagues within the respective colleges or departments as they are available at interview time. The candidate may be asked to give a presentation to students or faculty as part of the interview process.

### **Assessment by the College or Department**

The deans or department chairpersons shall present the assessment by the college or department in writing to the Vice President for Academic Affairs, who shall then, after his own assessment, recommend to the President. The final administrative decision will be made by the President.

### **Contracts**

Contracts will be issued by the President subject to the approval of the Board of Directors in accordance with the contract provisions of the Faculty Handbook.

### **Initial Contracts**

Initial faculty contracts are considered probationary and subject to early termination in the event of poor performance. In such instance, the Vice President for Academic Affairs and President shall make this determination.

### **Initial Faculty Rank**

Initial faculty rank will be negotiated at the outset in keeping with the criteria of the university for establishing rank.

## **Graduate Faculty**

The purpose of the graduate faculty is to propose policies and procedures for graduate work and to provide graduate instruction. In order to teach in a graduate program, a faculty member must have graduate faculty status. In addition to all the provisions relating to the contractual relationship between the university and the faculty in this section on Faculty Appointment, candidates for graduate faculty status must also meet the following qualifications:

- 1) Have an earned terminal degree in the discipline.
- 2) Demonstrate a high level of scholarship, active professional involvement, and teaching experience at advanced and specialized levels as appropriate for graduate programs. Evidence includes credentials and vitae that confirm quality of scholarship, and the results of faculty assessment and other documentation provided by the faculty member that demonstrates competence in teaching advanced undergraduate and/or graduate courses.
- 3) Receive written recommendation by the graduate faculty and program director in the discipline, and the chair of the Graduate Council.
- 4) Ongoing effectiveness in teaching graduate teaching assignments as demonstrated through the faculty assessment process is required to maintain graduate faculty status.

## **Sexual Orientation**

Southeastern University affirms the dignity of all people, that the grace of God is available to all, and that all sin can be forgiven. In light of our society's current misunderstanding about sexual orientation, however, we feel it necessary to say that a homosexual lifestyle is a sin and is incongruous with a Christian worldview. Homosexuality is incompatible with our theology and is grounds to deny employment or dismiss from the employment of Southeastern University.

## **Assessment**

Regular assessments for all full-time faculty will be utilized to foster excellence in the professional and personal life of individual faculty members. The Faculty Assessment procedure is outlined in the *Faculty Development and Assessment Handbook*, which details the following criteria:

### **Teaching**

Teaching consists of instructional delivery skills, instructional design skills, content expertise, course management, and faith integration.

### **Advising**

Advising consists of program knowledge, advising skill, and availability to students.

**University Service**

University service consists of committee assignments, participation in campus life events, attendance at Chapel and special meetings, collegiality and integrity, student relationships, and administrative responsibilities.

**Community Service**

Community service consists of church activity, and participation in community organizations and service.

**Scholarship and Professional Development**

Scholarship and Professional Development consists of research and publications, participation in conferences and continuing education, involvement in professional organizations, and international service.

**Librarianship**

In addition to the above criteria, library faculty assessment includes librarianship which consists of knowledge of librarianship, helpfulness to library users, quality of work, problem solving skills, and supervisory skills.

## **Faculty Assessment System**

The assessment system is described more thoroughly in the *Faculty Development and Assessment Handbook*, the essential elements of which are summarized here.

### **Student Assessments**

Each class in accordance with the provisions of the *Faculty Development and Assessment Handbook*, classes will be assessed regularly by the students utilizing an instrument which reflects adequately the mission of the university and the nature of the teaching function.

### **Supervisor Assessment**

In accordance with the provisions of the *Faculty Development and Assessment Handbook*, the supervisor will evaluate regularly the classroom teaching of all faculty using an approved form. As described in the *Handbook*, the Department Chair, Dean, or Director of Faculty Development and Assessment will serve as the supervisor. It will also be the responsibility of supervisors to provide ongoing feedback to faculty and to encourage department or college members to keep a written record of relevant interaction in anticipation of review for retention, promotion, or multiple year contracts. In some instances, and with permission from the Vice President for Academic Affairs or the respective college dean, senior faculty members may assist with supervisory assessments.

### **Peer Assessment**

In accordance with the provisions of the *Faculty Development and Assessment Handbook*, faculty may be assessed by their peers utilizing an approved form.

### **Faculty Self-Assessment**

In accordance with the provisions of the *Faculty Development and Assessment Handbook*, each full-time faculty member will be given an opportunity to respond and complete in writing a personal assessment which will be placed in the faculty member's portfolio based on provided criteria. The self-assessment will include yearly stated professional goals and reports.

### **Advising Assessment**

In accordance with the provisions of the *Faculty Development and Assessment Handbook*, the faculty member's advising function will be assessed by his/her advisees using an approved form.

### **Administrative Review**

For issues of faculty or administrative concern, there may be periodic interviews between the faculty member and the Vice President for Academic Affairs. The university president, college dean, and/or department chairperson may be included. Meetings will consider any assessment or issue relative to the faculty member's duties, performance, or employment here at Southeastern University. Subsequent to review, written summary will be provided to the faculty member, to the President, and a copy will be retained in the faculty member's university file.

### **Appeal Due to Negative Review**

In the event of a negative review deemed to be unfair, the faculty member shall have the right to appeal the review (within thirty days) to the President.

## **Promotion**

The university provides a promotion system for full-time faculty to nurture and reward outstanding performance and demonstrated excellence in classroom teaching. Promotion is not to be considered automatic but will involve the following criteria and process.

### **Promotion Criteria**

Criteria for determining fitness for promotion will be based upon the attainment of academic and experience requirements as shown in “Faculty Rank” and the requisite level of performance as determined by the assessment process and criteria of assessment defined in the *Faculty Development and Assessment Handbook*.

### **Promotion Process**

#### **Application**

When basic criteria of experience and education to fulfill eligibility requirements are met, the faculty member shall apply to the Vice President for Academic Affairs. The application shall be processed in a timely manner to allow action in the Spring meeting of the Board of Regents.

#### **Materials to be Submitted to the Committee on Rank**

To initiate the application process and in consultation with the appropriate dean , faculty seeking promotion should submit the following materials to the Committee on Rank at the beginning of the academic year in which they become eligible for promotion:

- Letter of Application for promotion that includes the following:
  - Candidate's name
  - Items verified by the Academic Affairs Office – copied to the VPAA:
    - Years of full-time service at Southeastern University (only count completed semesters and not partial or current semester)
    - Years of full-time service at other universities
    - Years of part-time service at other universities
    - Years of experience to count as equivalent to university teaching (list all service, years, and compute FTE)
  - List all degrees and dates of completion. Specify which degrees are considered terminal, and clarify if the terminal degree is in the area for which the faculty member is applying.
- Department Chair/Dean's Letter of Recommendation (submitted by chair or dean)
- Curriculum Vitae
- Teaching Effectiveness (assessments, advising, counseling, etc., in supporting documents)
- Research efforts (copies of papers in supporting documents)
- Religious Community involvement
- College involvement (sponsorships and committees)
- Professional development (conferences, training, advanced education, etc.)
- Community involvement
- Supporting documents

### **Referral to Dean/Department Chair**

The Vice President for Academic Affairs will meet with the Committee on Rank and consult as necessary with the appropriate dean/department chair for a careful review of the applicant's fitness in terms of the assessment criteria. The faculty seeking promotion may be referred back to the appropriate dean/department chair for re-assessment.

### **Written Assessment**

The college dean or department chairperson shall present any written assessment to the Vice President for Academic Affairs for administrative review in consultation with the President. Such review may result in a positive or negative recommendation and may raise any issues related to the promotional criteria that are considered unmet. Should a negative recommendation be made, the applicant shall be apprised in writing of the basis for such decision and shall have the right to appeal to the President and finally to the Board of Regents. A positive recommendation shall be presented to the Board of Regents for final approval.

### **Final Approval**

Final approval of promotions will be by the Board of Regents.

### **Effective Date**

Promotion and incremental salary adjustments will become effective at the beginning of the next academic year.

## **Tenure**

As fully defined in the section on Faculty Contracts, Southeastern University utilizes annual and multi-year contracts for all full-time faculty members. A process leading to tenure, including tenure track and non-tenure track positions, is not available for faculty members at Southeastern University. Prior to April 10, 2003, faculty members identified as in a tenure-track position could pursue a process leading to tenure. Based on meeting the institutional and professional criteria required under that tenure policy, certain faculty members had received tenure. In honoring its commitment to these faculty members, Southeastern University continues to provide tenure to faculty members who have received tenure prior to April 10, 2003, as defined below.

### **Definition**

Tenure provides for the awarding of sequential annual or multi-year contracts as long as the financial condition of the university permits. Tenure is not to be understood to provide protection for incompetence, insubordination, moral turpitude, nor for departure from the beliefs, mission, and practices of Southeastern University.

### **Termination of Tenured Faculty**

Tenured faculty may be terminated for any of the following reasons:

### **Incompetence and Professional Deterioration**

Tenure was originally awarded to faculty who demonstrated consistent excellence in all areas of faculty performance. It presumes continued, demonstrated excellence in all areas of faculty performance. If a tenured faculty member begins to perform consistently below the 30th percentile overall as measured by the faculty development and assessment system, this will constitute cause for revocation of tenure and termination. Incompetence shall also be defined as failure to teach assigned and proscribed material, consistently poor teaching as measured by the assessment system, and failure to perform committee and extracurricular assignments in a professional manner.

### **Insubordination**

Willful disobedience, defiance and passive aggressive failure to perform any and all normal faculty duties will be grounds for revocation of tenure and termination.

### **Moral Turpitude**

Illegal behavior will be cause for termination.

### **Teachings/Practices of the General Council**

Dismissal for cause may be effected immediately in cases of gross ethical or doctrinal deviation from the tradition of the Assemblies of God.

### **Diminished Physical or Mental Capacity**

Diminished physical or mental capacity which impedes or prevents the performance of normal faculty duties shall be grounds for revocation of tenure and termination. The university reserves the right to verify diminished physical or mental capacity by qualified professionals.

### **Financial Severity**

Financial severity on the part of the university and/or the respective department may be grounds for termination. In such cases, seniority will be applicable only within the affected departments.

### **Right of Appeal**

In the event of termination of tenured faculty, the reason/s shall be placed in writing and the faculty member shall have the right of appeal to an ad hoc committee appointed by the President. The committee shall consist of the Vice President for Academic Affairs, the Vice President for Student Development, the faculty member's department chair/dean, the chair of the Faculty Advancement Committee, and another faculty member of the faculty member's choosing who shall be a non-voting advocate. This committee sends a recommendation to the President, to whom the faculty member may also make one last appeal. The decision of the President in the final appeal shall be final and no other remedy shall be available.

## **Termination**

The university strives to be a fair and beneficent Christian employer. Under certain circumstances, however, termination of employment must occur to ensure the university's ability to fulfill its mission. Termination may occur as follows:

### **Non-reappointment**

Non-reappointment occurs when the faculty member reaches the terminal point of the current contract without tenure and without written notice of reappointment. Written notice of non-reappointment shall be given no later than the end of February.

### **Resignation**

Resignation may be initiated by a faculty member provided notice is given by the end of February. Resignation from the Faculty during the term of annual contract must be negotiated; it shall be recognized that the best interests of the university must prevail in such negotiation.

### **Lay-off**

Financial severity and/or enrollment of the university or any academic department may require lay-off of tenured or non-tenured personnel. Such lay-off shall be bona fide and demonstrably necessary in the event of tenured personnel.

## **Dismissal for Cause**

Dismissal for Cause of tenured or non-tenured faculty may occur for any of the reasons outlined above under *Termination of Tenured Faculty*. Infractions deserving of dismissal for cause shall be identified in a meeting with the faculty member and the Vice President for Academic Affairs. The infractions along with a plan of remediation and a time limit for compliance shall be communicated thereafter to the faculty member in writing.

## **Remediation**

In cases other than gross ethical and doctrinal deviation, the following process of remediation will be utilized before termination is effected:

## **Determination of Compliance**

The Vice President for Academic Affairs shall meet with the faculty member at the end of the stipulated period to assess compliance. In the event of non-compliance, the faculty member will be given written notice of probation, along with a restatement of the remediation process, which may not be less than one semester, or fifteen weeks, in length.

## **End of Probation Period**

Compliance at the end of probation will result in restoration to prior status. Otherwise, termination will be effected immediately.

### **Process of Remediation**

Nothing in this process of remediation shall be construed to extend or renew the expiring contract of an untenured faculty member, nor may a faculty member utilize the process more than once for the same offense, nor more than twice in his or her career.

### **Notification and Appeal**

In the event of lay-off or dismissal for cause of tenured faculty, the reasons for the termination shall be clearly stated in writing and provided for the affected faculty member. An appeal may be made within thirty days to the President and, finally, to the Board of Regents to correct miscarriages of justice.

### **Retirement**

Retirement policies will be consistent with those of the State of Florida and the Federal Government. Continuing service beyond traditional retirement ages presupposes continuing excellence as determined by the annual assessment process regardless of tenure status.

## **Workload**

The university seeks to provide a teaching environment which is nurturing to faculty while effectively accomplishing its educational mission. Working conditions shall be comparable to those of other recognized institutions of higher learning but with a distinctively Christian orientation.

### **Teaching Load**

The normal full-time teaching load will be 24 credit hours per academic year combining all hours taught in all delivery methods both traditional and non-traditional. If advantageous to the faculty and to the university, a faculty member's teaching load may be averaged over several semesters if mutually agreed upon.

### **Intern Supervision**

Intern supervision shall be calculated on a ratio of 24 student credit hours to one faculty credit hour.

### **Applied Music Instruction**

Applied music instruction other than private voice lessons, shall be calculated on a 3:1 (three one-half hour lessons equal one credit hour) ratio. Private voice lessons shall be calculated on a 2:1 ratio.

### **Laboratory and Physical Activity Sections**

Laboratory sections and physical activity sections shall be negotiated between the appropriate department chair and the Vice President for Academic Affairs.

### **Campus Hours**

The normal university work day is 8:00 a.m. to 5:00 p.m. Each full-time faculty member will be required to be on campus for all classes, chapel, faculty meetings and seminars, student counseling, and other meetings or activities vital to the academic process of the university as determined by the Vice President for Academic Affairs. Set office hours may be announced for registration and orientation. Each faculty **member** shall be required to post an open schedule for student access at reasonable times for a minimum of ten hours per week

### **Faculty Absence from Class**

When a faculty member must be absent from class, it is his or her obligation to notify the department chair or dean as soon as possible. In consultation with the faculty, the department chair will determine an appropriate course of action, usually a make-up class or a substitute teacher. Prolonged absences will be handled using the university sick leave policy. Department chairs/deans will keep a record of faculty absences which will be included in an annual report as per the *Faculty Development and Assessment Handbook*.

## **Committee Assignments**

All full-time faculty will be assigned to one or more standing committees required for the academic, social, and ministry functions of the university. Ad hoc committee assignments may also be made. Appointments will be made in accordance with the respective committee guidelines and will be distributed as evenly as possible throughout the faculty.

## **Sponsorships**

All full-time faculty will be expected to be available from time to time to serve as sponsors, consultants, or supervisors for classes, clubs, ministry groups, trips, and so on. Such assignments may be made by the Vice President for Academic Affairs and will be distributed as evenly as possible throughout the faculty.

Every effort will be made to keep the total number of committee and sponsorship assignments for any one faculty member to five or fewer. In the event the total number of committee assignments and sponsorships exceeds five, a faculty member may appeal to the Vice President for Academic Affairs for reassessment of the total non-teaching work load.

## **Special Events**

All faculty are expected to attend all graduation ceremonies unless they have received prior permission from the Vice President for Academic Affairs. Attendance may be occasionally required for special events outside regular office hours such as dinners, chapel services, revival-type meetings, Homecoming and Southeastern Days activities, etc. Notification will be made in writing.

## **Chapel**

Chapel is a vital part of the university ethos. Regular attendance and wholehearted support of the chapel program is expected of all full-time faculty. No committee meeting or class may be scheduled during the chapel hour without the permission of the Vice President for Academic Affairs.

## **Academic Advising**

Assisting students with scheduling, registration, and technical academic advice is expected of all full-time faculty, particularly during registration, pre-registration periods, and advising weeks.

## **Tutoring and Counseling**

Faculty members are expected to be available for limited tutoring to assist students in their courses with academic difficulties and for limited counseling of a personal or academic nature as needed.

## **Working Conditions**

The university will seek to provide basic office space and equipment needed by each full-time faculty member subject to uniform practice and space and budget limitations. Basic equipment on campus will be understood as a computer, telephone, one desk, one filing cabinet, one desk chair, one guest chair, and one bookcase. Access to needed office equipment and duplicating equipment will be provided in the office building or in nearby centers. Part-time faculty will have access to shared office space and equipment. Off-campus arrangements with faculty may be negotiated and will depend on approval from The Southeastern University administration.

## **Overload**

Under certain conditions the university may request a faculty member to accept an overload assignment of additional credit hours or directed studies. A faculty member will not be obligated to accept an overload assignment. If a faculty member chooses to accept such an overload assignment, he/she will be compensated at an established rate. Overload assignments must be considered an exception and shall not exceed 3 credit hours per semester (4 credit hours for a graduate class). Directed studies cannot exceed three per semester (including summer sessions). Exceptions must be approved by the Vice President for Academic Affairs. During the summer terms, faculty are limited to three courses per term in all delivery formats both traditional and non-traditional.

A faculty member may not initiate or request overload work for compensation, and overload compensation will be paid after the drop/add date in the spring semester.

## **Outside Employment**

Each full-time faculty member at the university is expected to give his or her very best to the professional functions of the university in the interest of providing quality Christian education for all students. Any outside employment which prevents such quality inside or outside the classroom is specifically prohibited. This includes work which prevents attendance at events such as graduation, convocation, etc. The following specific guidelines will apply:

### **Report Outside Employment of More than Ten Hours per Week**

Any full-time faculty member regularly employed for more than ten hours per week during a regular semester in outside consulting, counseling, teaching, ministry, or other private or public employment must make an annual report to the Vice President for Academic Affairs no later than thirty days prior to contract renewal.

### **Outside Employment During Regular University Hours**

Employment during the regular, official university hours of Monday - Friday, 8:00 a.m. - 5:00 p.m. is assumed to be intrusive on normal contractual obligations and is prohibited except by permission from the Vice President for Academic Affairs.

### **Written Approval/Disapproval**

Such report of outside employment will be assessed by the Vice President for Academic Affairs in consultation with the President and/or other academic administrators and written notice of approval or disapproval will be given to the faculty member. In the event of disapproval the faculty member will be expected to immediately divest himself or herself of that employment, have negotiated a schedule for doing so, or face dismissal for insubordination regardless of tenure status.

### **Limits of Outside Employment**

It shall be recognized by all parties that certain limited employment may be enriching for all concerned. Such determination, however, shall be made by the university.

## **Faculty Professional Development**

The university maintains a faculty development program to foster faculty professional development through advanced study and professional societies. Full-time faculty members who have one year of service at Southeastern University can apply for funds. These funds are for courses applicable to the faculty member's teaching assignment or degree in either Masters or Doctoral program. Also included in the faculty development program are monies assigned for academic development. These monies cover such expenses such as the attendance of professional conferences, seminars and workshops. Review [Appendix H](#) for the details of the program. Faculty Development begins with new faculty orientation and mentoring to assist new faculty in achieving a successful first year of teaching at Southeastern.

## **Academic Freedom and Responsibility**

Each member of the faculty is expected to subscribe to the following statement adopted by the Board of Education of the Assemblies of God.

Inasmuch as each of the schools of higher education of the Assemblies of God was founded and has been maintained by the denomination (nationally or regionally) for the expressed purpose of strengthening the church and community in both clerical and lay leadership, it is therefore incumbent upon the institutions that they and their constituent members exercise their right of academic freedom within the framework of the specific objectives of the respective colleges.

The naturally sacred right of freedom of expression is, of course, recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any college. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity and loyalty, there are appropriate limitations which society and a parent organization have a right to expect of its institutions which are most distinctly devoted to Christian principles.

These limitations do not extend to the suppression of any academic disciplines or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All officers, faculty members, and other individuals who speak or write publicly or in situations growing out of their official capacity on behalf of the college are expected to contribute to the objectives of the college by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Fundamental Truths of the General Council of the Assemblies of God, the stated purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States of America.

All are expected to show a respectful and sympathetic attitude toward the doctrines of the church and toward American principles of government. Any grave offense against these doctrines or principles must be considered just cause for dismissal from the college according to its recognized procedures for handling dismissals.

## **Grievance Procedures**

The university is committed to a thoroughly Christian ethic which treats all faculty in a just and equitable manner and which values each one as a Christian person. Therefore, if any faculty member feels that he or she has been unjustly treated in terms of the provisions of this *Faculty Handbook*, the following grievance procedure is to be followed:

### **Substantive Grievance**

The grievance must be substantive, capable of proof; the procedure is not designed for frivolous complaints.

### **Presentation of Grievance**

The aggrieved party should first present his or her own case beginning at the administrative level above that at which the grievance occurred, after notification of the lower level that a grievance procedure is being taken. This process may be appealed upward administratively to the office of the President.

### **Appeal to Board of Regents**

In the event that the President denies the grievance, the aggrieved party may appeal to the Board of Regents. A letter requesting a hearing by the Board of Regents is to be submitted to the President along with copies of the request to the Chair and the Secretary of the Board of Regents. The letter of request should state briefly the nature of the grievance being appealed. The decision of the Board of Regents will be final.

## **Smoking**

Use of tobacco in any form is not permitted. Southeastern University is a smoke-free environment and complies with the Florida Clean Indoor Air Act, Florida Statute 386.205 2 (a).

## **Alcoholic Beverages and Illegal Substances**

The possession, use or distribution of alcoholic beverages and/or illegal drugs is expressly prohibited. In addition, each faculty member will be required to sign a statement acknowledging the receipt of and understanding of the federal regulations concerning the possession, use or distribution of illicit substances. This is in accordance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226).

Compliance with this policy is a condition for employment. Any faculty member must notify the Vice President for Academic Affairs of any drug statute conviction for a violation occurring in the workplace. This is in accordance with the Drug-Free Workplace Act of 1988.

## **Questions Regarding Teaching Content and/or Methods**

Following the biblical mandate of Matthew 18:15, any student, parent, member of the university personnel, pastor, or district official who formally objects to any concepts, personal attitudes, teaching methods or information presented by a member of the faculty, shall be informed of the following procedures:

### **Objections or Criticisms Presented**

Any member of the faculty, staff, administration, or Board to whom such objections or criticisms are presented will

- 1) Direct the presenter to the Vice President for Academic Affairs, and
- 2) Notify the Vice President for Academic Affairs of the potential visit.

### **Viable Contact with Faculty Member**

The Vice President for Academic Affairs will

- 1) Direct the presenter to meet or make viable contact with the faculty member before any other action or discussion takes place with the presenter, and
- 2) Notify the faculty member of the potential visit or contact.

### **Recourse for Presenter**

If the presenter is not satisfied with the results of the meeting or contact with the faculty member, the presenter may make a second contact with the Vice President for Academic Affairs.

The Vice President for Academic Affairs will arrange and moderate a meeting or contact between the presenter and the faculty member.

## **FACULTY LEAVES AND FRINGE BENEFITS**

Southeastern University provides a benefit program for its full-time faculty consistent with its nature as a Christian employer and in keeping with its financial resources. These benefits shall fall into the category of leaves, basic fringe benefits, and supplemental fringe benefits.

### **Leaves**

#### **Vacations**

The basic full-time contract obligates the faculty member for the official, published academic year, typically two standard fifteen week semesters, including the normal preparatory and concluding meetings and seminars, course preparation and grading, and other faculty related duties, approximately August 1 through May 31. Unless one's vacation would conflict with these normal contractual obligations, the university will not be involved with scheduling actual vacation dates for faculty. The vacation provisions are controlled by contract and do not increase with longevity. No vacation is provided for part-time faculty.

#### **Sick Leave**

Regular class attendance is critical and expected but the university provides ten days of sick leave annually for each full-time faculty member for unavoidable illnesses, personal needs, or bereavement. Sick leave will be pro-rated over the length of the semesters and may not be taken until actually earned. Sick leave may be accumulated indefinitely to provide income during periods of extended illness and each faculty member is urged to utilize this benefit with care

since the university cannot assume responsibility for extended illness beyond accumulated sick leave. Under no circumstances will cash be paid in lieu of sick leave. No later than 48 hours after the return to campus from the absence faculty will notify their respective departmental secretary in writing for a request for sick leave. Upon approval of the request by the department chair/supervisor, departmental secretaries will provide a regular report of approved sick leave to the Office of Human Resources.

Sick leave may be granted upon approval of the immediate supervisor for the following reasons:

- a. Personal illness.
- b. Illness of a member of the faculty's immediate family.
- c. Medical appointments that cannot be arranged at any time other than during the faculty's normal working hours.
- d. During a national emergency or major disaster usually attributed to an act of God, should there be extensive destruction and injuries, sick pay will be given as it may seem feasible at the time.

Sick pay will not be given under the following conditions:

- a. Sickness or accident resulting from employment for wages outside school service.
- b. Injuries sustained through activities out of harmony with the policies of the Assemblies of God.

## **Maternity Leave**

It is the responsibility of the faculty member to notify the immediate supervisor upon first knowledge of pregnancy. Departmental secretaries will report to the Office of Human Resources and the Office of Academic Affairs regarding the request for leave.

The university considers maternity leave the same as sick leave. If the faculty member needs additional time, it will be considered under the Family and Medical Leave Act of 1993. See [Appendix I](#).

The average maternity leave is six weeks. The maximum maternity leave should not exceed six months unless there are extenuating circumstances. If the faculty member takes an extended maternity leave (beyond the limits of Family and Medical Leave Act of 1993) that creates a hardship for the department in which the faculty member works, the university will not necessarily be required to keep the same job open for that faculty member.

According to the terms of the Family Medical Leave Act 1993, the terms of the maternity leave will apply to either parent.

## **Absence for Death in the Family**

Full-time faculty may by arrangement with their supervisor be granted up to three days for funeral arrangements, funeral attendance, etc. in the event of death in the immediate family. The term “immediate family” includes a faculty member’s parents, spouse, children, sister, half-sister, brother, half-brother, mother-in-law, father-in-law, grandparents or any other close relative who is a member of the immediate household.

### **Jury and Witness Duty**

Full-time faculty members, by arrangement with the Vice President for Academic Affairs, may be allowed time off with pay for jury or witness duty providing every effort has been made to accommodate the faculty member's teaching schedule and providing that the faculty member returns to campus during normal office hours when not actually serving.

### **Medical Appointments**

Medical appointments shall be scheduled to avoid interference with classes, chapel, committee assignments, and other vital faculty functions. Emergency appointments which create such interferences shall be approved by the Vice President for Academic Affairs and may require the utilization of sick leave.

### **Leave of Absence With Pay – Sabbatical Leave**

Leave of absence with pay for special assignments or circumstances will only be authorized by specific action of the Board of Regents. Sabbatical leave is discussed in more detail below under [OTHER INFORMATION \(Sabbatical Leave\)](#).

### **Leave of Absence**

Southeastern University, under the Family and Medical Leave Act of 1993, will provide up to twelve weeks of unpaid job-protected leave to eligible faculty for certain family and medical reasons. For further clarification of this policy please see [Appendix I](#).

During leaves of absence, faculty in most instances will continue their membership in the various employee benefit plans. They will be expected to make necessary arrangements with the Business Office for payment of their portions of the premiums.

### **Unauthorized Absences**

Unauthorized absences from the campus during scheduled teaching, office, or other assigned hours shall be subject to reprimand and loss of pay. Severe or repeated offenses will result in dismissal from the faculty regardless of status.

### **Military Leave**

Any faculty member ordered to annual military training as a member of any United States Armed Forces Reserve may be granted up to seventeen days of leave on a leave of absence basis. Permanent faculty who are inducted into the United States Armed Forces or who are ordered to active duty by initiative of the military service rather than by request of the faculty member will be granted leave of absence if requested for the initial period of induction but not for reenlistment.

### **Holidays**

The nature of the academic calendar is such that faculty members are not normally on duty during most nationally recognized holidays. When classes are in session on a national holiday, faculty are expected to be present. When classes are dismissed for a national holiday, the faculty will observe that holiday with pay. If the recognized paid holiday occurs on

Saturday, the holiday will be observed the preceding Friday. If it occurs on Sunday, the holiday will be observed the following Monday.

### **Basic Fringe Benefits**

Full-time faculty members are entitled to the following fringe benefits. Part-time faculty receive no fringe benefits.

### **Health Care Benefit**

A group health insurance plan chosen by the university will be provided for each full-time faculty member at university expense. Additional coverage in the group insurance plan for the faculty member's immediate family may be purchased at the faculty member's expense, with arrangements for payroll deductions possible in order to cover the additional premiums. Benefits shall be as announced by the plan. Faculty members covered under Medicare will be assisted with a Medicare supplement plan up to the amount of the usual individual health plan cost.

All faculty members eligible for coverage must enroll within 30 days after employment. If not enrolled within the 30-day period, faculty may do so only at the option of the insurance provider and may incur the need for medical exams and/or other limitations. Coverage begins the first of the month following the date of hire.

### **Retirement**

The university provides a retirement program designed to assist the faculty member with retirement income and/or a death benefit.

## **Retirement Age**

Retirement policies will be consistent with those of the State of Florida and the Federal Government. Continuing service beyond traditional retirement ages presupposes continuing competence as determined by the annual assessment process regardless of status.

Full-time faculty are eligible to participate in the university retirement program that is provided by the Board of Directors and begin participation immediately from date of employment.

## **Retirement Programs**

The university will offer participation in any of the recognized retirement programs approved by the Board of Directors. Benefits will not be paid to non-approved programs. Within the limits of the Internal Revenue Service Code, the university will assist faculty members who wish to place a portion of their compensation in tax-deferred annuity contracts.

Faculty members have thirty days to select a retirement program.

The Internal Revenue Code provides that universities and certain other non-profit organizations may place a portion of a faculty member's compensation in a 403b retirement plan owned by the faculty member, and that this portion of compensation will not be taxed currently, but will be taxed instead when benefits are received. Within the

limits of the Internal Revenue Service, Southeastern University contributes an amount equal to seven percent of the faculty's salary to an approved retirement program.

The following retirement programs constitute approved retirement programs:

- a. Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF).
- b. Fidelity Investments.
- c. Minister's Benefit Association.

During a leave of absence with pay, Southeastern University will continue, at the faculty member's request, to deduct from the faculty member's salary contributions to a tax deferred annuity program or supplemental retirement annuity.

### **Tax Deferred Annuities**

Within the limits imposed by the Internal Revenue Service, Southeastern University will permit any faculty member to enter into an agreement whereby the faculty member's salary is reduced and the amount of the reduction is applied to a Tax Deferred Annuity Program approved by the Internal Revenue Service. Benefits will be payable under the options provided in these contracts. Premiums applied under this plan are in addition to any contributions that may be made under Southeastern University's regular retirement plan.

### **Repurchase Provision**

All contributions by the university to a faculty member's retirement program become the sole property of the faculty member under the terms of that specific program and are not subject to a minimum service period for repurchase or vesting insofar as the university is concerned.

### **Plan Administrator**

The Director of Human Resources administers the Southeastern University retirement plan. Faculty desiring further information as to their rights and responsibilities under this program may contact that office or the payroll clerk in the Business Office.

### **Amendment**

While it is expected that this retirement program will continue indefinitely, the Board of Directors reserves the right to modify or discontinue it at any time. Any discontinuance or modification of the program cannot affect the benefits accrued by participants prior to the date of discontinuance or modification.

### **Unemployment Insurance**

Faculty are protected under the State of Florida Unemployment Insurance Program. For further information, contact your department, the payroll clerk or the Business Office.

## **Social Security (FICA)**

The university as an employer and all faculty members are required to participate in the Federal Social Security Program unless exempted as an ordained minister.

## **Dealing with Injuries and Workman's Compensation**

Faculty members are covered by Workman's Compensation. For injuries covered by such insurance, medical care and certain weekly benefits are provided. If you are eligible for sick leave, the university will make up the difference between your regular contract pay and the amount you receive from the insurance company. In case of injury, accident or illness, the faculty member should first notify his or her department chair. In many cases, first-aid will be sufficient. When an on-the-job accident requires the services of a physician, the injured faculty member will be taken or sent to the school nurse or to an immediate health care facility. The faculty member or the department chair should report all serious injuries to the Business Office so that proper records can be made and insurance claims filed, if necessary.

## **U.S. Department of Labor**

The university maintains compliance with state and federal laws regarding wage and hour administration.

## **Disability Insurance**

The university provides a long-term disability plan for full-time faculty. Details of coverage are specified in the policy which can be found in the Office of Human Resources.

## **Housing Allowance**

Within the limits of the Internal Revenue Service code, the Board of Directors will designate each year a portion of a faculty member's salary as a non-taxable housing allowance provided that person is a member of the clergy.

## **Supplemental Fringe Benefits**

Certain other benefits accrue to full-time faculty members of Southeastern University.

## **Tuition Waiver**

All full-time staff, who have been employed by Southeastern University for 12 months of continuous and current full-time service are eligible to apply for tuition waiver in Southeastern University undergraduate and graduate programs. Faculty members and staff employees at the director-level or above are eligible to apply for the waiver immediately.

Following the required waiting period for tuition waiver, full-time employees may enroll without cost for tuition in classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class or study related to the class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office and will be submitted to the Cabinet for final approval.

Current benefits related to tuition waiver as well as those benefits for the following year will be suspended if the employee does not maintain a minimum of a “B” in any given term. Benefits will not be allowed for auditing of courses or for courses unrelated to an approved program of study.

If an employee has an outstanding balance on their individual Southeastern University student account, the employee will not be eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance is paid in full.

Tuition may also be waived, for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Tuition may also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of full-time department directors (no waiting period required).

Any income tax assessments resulting from utilization of this benefit are the responsibility of the employee.

The Tuition Waiver for Graduate Program studies may be amended or abolished at any time by action of the Cabinet of the university without prior notice.

**Discounts**

A 10% discount is available on certain items in the Bookstore. For further information, please contact the Bookstore. Free attendance at most university-sponsored athletic events is available for faculty and their families.

**Facilities**

Use of facilities such as the gymnasium, tennis courts and conference room areas is permitted with proper authorization by the administration.

**Meal Benefit**

One meal is provided daily, Monday through Friday during the two regular semesters, and is provided without charge to full-time faculty.

## **OTHER INFORMATION**

### **Home Office Assignment**

Southeastern University considers home offices to be a viable alternative work arrangement which benefits both the University and the faculty. The home office arrangement must be made with faculty who feel comfortable working with available technologies and know how to conduct business on the general campus without designated office space. The faculty must demonstrate proficiency with wireless and remote technologies and be flexible and disciplined in order to establish meaningful on-campus contact with students. Under no circumstances should faculty meet with students at the home office. Failure to comply would be grounds for immediate termination.

It is understood that all faculty must be able to effectively discharge duties. Faculty approved for a home office will be committed to the entire academic and departmental responsibilities and services based on the faculty contract. Southeastern University will not reimburse for travel expenses to and from the campus, for required meetings, nor for any home related expenses such as construction, renovations, heating/air conditioning, lighting or electricity. Faculty have the responsibility to determine tax and other legal implications for business use at the home office based on IRS and state and local government restrictions.

Each faculty member will be issued a computer laptop and be responsible for arranging his/her cable service and phone lines. Southeastern University will be responsible for the monthly service fees up to an agreed amount. In planning of the home office, the following items will be considered by the Southeastern administration: 1) installation of an additional phone line;

- 2) capped monthly charges including long distance; 3) capped internet monthly access fees; and
- 4) capped total costs for the year.

### **Parking**

Faculty members are required to register their vehicles at the Safety and Security Office. Parking permits should be displayed by hanging them from the rear view mirror. Vehicle or license changes should be reported to the Safety and Security Office. For additional information on faculty parking, contact the Safety and Security Office.

### **Security**

All faculty members are encouraged to assist in the security of the property. Faculty should be alert to areas left unsecured and especially to doors utilized after regular working hours. A faculty member who is issued keys or assigned responsibility for files, records or working areas must maintain the security and integrity of same and upon termination or leaving of employment must turn in all keys.

### **Change of Address or Status**

It is the responsibility of the faculty member to promptly notify his supervisor and the Business Office of a change of address, phone number, personal status or change in tax information. Failure to do so may result in delays in receiving a paycheck and other information.

## **Emergencies and Unusual Occurrences**

Faculty members are asked to report to their department chairs or the Security Office any hazards to safety on campus. Any accidents or emergencies of unusual or of significant nature that may be of general concern should be reported.

## **Release of Public Information**

The university administration is concerned that accurate and appropriate information is communicated to any person, group or news media outside the university campus.

The office of the President is responsible for coordinating and publishing public information to those outside the university campus as the need arises. In the event faculty receive such request for information, the request should be referred to the office of the President for disposition.

## **Faculty Letter of Reference Policy**

Faculty should not write any letter of reference for another faculty member on Southeastern University letterhead. Any letter of reference should be on personal stationery. If a faculty member wants to request a letter of reference on Southeastern University letterhead they must fill out an Employment Reference Release Form at the time they need to request the letter. The Employee Reference is made available by the Human Resources Office and can be downloaded from the intranet. After confirming that the Human Resource Department has a form on file, a Vice-President, Dean, or their Academic Chair may then write a letter of reference on Southeastern University letterhead. See [Appendix M](#) for an overview of this policy.

## **Student Letters of Reference**

If a student requests a letter of reference for his/her file and has signed an appropriate Southeastern Student Reference Request and FERPA Release form, the faculty member may provide the reference on university stationery. If the student has not signed a waiver, and declines to do so, the faculty member may still submit a reference, if so inclined, but it must be considered a personal reference and cannot be on Southeastern stationery. See [Appendix M](#) for a summary of this policy.

## **Mail Boxes**

Official university mail is delivered to the faculty member at the mailbox provided by Southeastern University. All personal mail should be directed to the faculty member's home address. Faculty are requested not to use the school address as their personal mailing address.

## **Acknowledgment Forms**

Faculty are required to sign the Internet and Information Technology Form ([Appendix C](#)), the Sexual Harassment Policy Form ([Appendix F](#)), the Employee's Acceptance of Software Protection Policy Form ([Appendix J](#)); Compliance with Drug-Free Workplace Act of 1988 Form ([Appendix K](#)); and the Family Educational Rights and Privacy Act Form ([Appendix L](#)). Signed copies will be kept on file in the Office of Academic Affairs. The last form acknowledges that the faculty member has read, understands, and agrees to abide by the content of this *Faculty Handbook* ([FACULTY HANDBOOK ACKNOWLEDGMENT FORM](#)).

## **Sabbatical Leave**

Southeastern University supports ongoing professional development of the faculty, and strives to make sabbaticals available as meritorious applications are submitted and funds are available. The criteria for a sabbatical are:

1. Faculty of longer tenure are given preference over faculty of shorter tenure, although length of tenure alone is not a deciding factor.
2. Applicants must use the sabbatical to produce a tangible, measurable product of their time and effort. Some examples, depending on the faculty member's discipline, might be a published article or book, a certification or degree which enhances the faculty member's performance in the classroom and contribution to the academy, a scientific advancement, a play or musical product, etc. In some cases, attendance at a university for professional enrichment may be considered.
3. The faculty member seeking a sabbatical may choose to take a full leave for one semester, or a half-leave for one year. In the case of the full leave for one semester, a faculty member will be relieved of all committee and other responsibilities. In the case of a half-leave for a full year, the faculty member will also have his/her committee and other responsibilities reduced approximately by half. In both cases the faculty member on sabbatical retains his/her full salary and benefits.

A Sabbatical Approval Committee of persons appointed by the Vice President for Academic Affairs receives applications and proposals by February 1 of each year, and the committee submits its recommendations to the Vice President for Academic Affairs by March 1 of the same year. The Vice President for Academic Affairs will notify successful candidates by April 1. The Vice President for Academic Affairs reserves the right to consult with the President and the Board, and can veto recommendations on merit or for financial exigencies.

If funds are available, the sabbatical may be supported by hiring a fulltime faculty member on a temporary basis. As an alternative, the sabbatical may be supported by hiring adjuncts and overloads. If in any year sufficient funds are not available to support a sabbatical, the University reserves the right not to grant one.

### **Availability and Use of the Faculty Handbook**

A general *Faculty Handbook* cannot possibly cover all subjects related to jobs and working conditions that affect faculty. This manual is designed to provide guidance in areas of concern to most faculty members. After thorough review of the *Handbook*, faculty are encouraged to bring any unresolved questions or problems to the attention of their department chairs/deans who will either provide the answer or contact others within the university organization who are knowledgeable in the particular area.

Each faculty member is encouraged to keep this *Handbook* conveniently located so that it can be used as a reference. The current *Faculty Handbook* is available on the faculty and staff Intranet. As policies and practices change, the *Handbook* will be revised accordingly.

## **AUTHORITY TO AMEND**

This *Faculty Handbook* is intended to be a reliable guide for responsible Christian relationships between the university and the faculty. It is based first upon the provisions of the *Bylaws* of the university which may be amended under conditions stated therein. The first part of the *Handbook* up to but not including the Faculty Appointment section, consists largely of administrative regulations which may be amended from time to time by action of the appropriate administrative authority and without notice. The remainder of the *Handbook* represents a contractual relationship between the university and the faculty established by action of the Board of Regents and may be amended only by action of the Board of Regents with or without prior notification.

While it is expected that the policies outlined in this *Handbook* will continue indefinitely, the Board of Regents of this university reserves the right to modify or discontinue these policies at any time. Any discontinuance or modification will not affect the benefits accrued by participants prior to the date of discontinuance or modification.

# Appendix A

## Bylaws of Southeastern University

[PREAMBLE](#)

[MISSION](#)

[MISSION IN ACTION](#)

[COMMITMENT TO MINISTERIAL PREPARATION](#)

[Article I](#)

[Article II](#)

[Article III](#)

[Article IV](#)

[Article V](#)

[Article VI](#)

[Article VII](#)

[Article VIII](#)

[Article IX](#)

[Article X](#)

[Article XI](#)

[Article XII](#)

[Article XIII](#)

[Article XIV](#)

[Article XV](#)

**BYLAWS OF**  
**SOUTHEASTERN UNIVERSITY, INC.**

**(A Non-Profit Corporation)**

**As Amended and Adopted by**  
**The Board of Directors**

**Revised March 2, 2006**  
**Effective July 1, 2006**

## **PREAMBLE**

### **MISSION**

Southeastern, a Christ-centered university, fosters student success by integrating personal faith and higher learning.

Within our loving Pentecostal community, we challenge students to prepare professionally so they can creatively serve their generation in the Spirit of Christ.

### **MISSION IN ACTION**

From its inception in 1935 as a Bible institute to train pastors and missionaries, Southeastern has rested on a solid foundation of vision and faith. That foundation has held firmly as our school evolved and relocated through the years, gradually expanding its mission and degree offering along with its student population, and moving in 1952 to our permanent suburban campus in Lakeland, Florida.

Today, vision and faith still underlie Southeastern University. A university of the Assemblies of God - coeducational and primarily residential – Southeastern offers both undergraduate and graduate degrees and enrolls both traditional and nontraditional students who represent a variety of denominations, personal interests, backgrounds, states, and countries.

We offer a vital, Christ-centered education that, through a wide range of academic majors leading to bachelors and masters degrees, prepares our students for a life of world-changing leadership in church-related positions and in other professional fields. Arriving at Southeastern as people committed to following Jesus Christ, these students graduate ready either to continue graduate study, or to serve throughout the world as

ministers, teachers/educators, social service and mental health professionals, and business men and women.

Our programs of study span the following academic areas: religion, behavioral and social sciences, education, English and foreign languages, communication arts, music, natural sciences and mathematics, and business.

Along with academic preparation, Southeastern provides many opportunities for voluntary service and ministry in our local community and abroad. Frequent chapel services, a thriving music program, a variety of clubs and associations, and intercollegiate and intramural sports add to our students' full and busy lives.

Ideally, a student educated within Southeastern's Christian academic community displays these abilities and experiences:

- orally and in writing, communicates with assessed competence and clarity;
- demonstrates the knowledge, skills, and maturity necessary for the profession he or she has chosen;
- has acquired scholarly habits and can perform skilled research;
- has rendered, to the campus and the community, service appropriate to a Christian citizen;
- and demonstrates a broad cultural perspective informed by a Christian worldview.

Saying "yes" to Christ, we believe, implies not only a zeal to serve, but a commitment to excellence in every activity. Southeastern University seeks to graduate

men and women who combine faith, compassion, and humility with self-discipline and careful thinking; who take seriously the Biblically based obligation and privilege of being “the salt of the earth”; and who consequently approach every task – a class assignment, a volunteer project, an internship experience, a career – as an opportunity both to do well and to do it good.

### **COMMITMENT TO MINISTERIAL PREPARATION**

Southeastern recognizes the sanctity of service and affirms the profound validity of lay life and the priesthood of all believers. It also celebrates the unique “set apart” character of the Biblical ministry offices such as pastor, evangelist, and missionary. It is Southeastern’s primary and ongoing responsibility to educate and train persons genuinely called to the ministry. Southeastern University has committed itself always to have a College of Christian Ministries and Religion consistent with the original purpose of the institution.

**BYLAWS**  
**OF**  
**SOUTHEASTERN UNIVERSITY, INC.**  
**(A Non-Profit Corporation)**

**ARTICLE I**  
**NAME**

The legal name of the organization shall be **Southeastern University, Inc.**

**ARTICLE II**  
**OFFICES**

The principal office of the Corporation shall be located in the City of Lakeland, County of Polk, and State of Florida.

**ARTICLE III**  
**MEMBERS OF BOARD OF REGENTS**

There shall be a Board of Regents consisting of the District Superintendents of each sponsoring district, one other person chosen by the individual districts, and the chairpersons (or president) of the following groups: Finance and Audit Committee, the Southeastern University Foundation, the President's Leadership Roundtable and the national Alumni Association. The Board shall be called the Board of Regents.

**President's Membership.** The President shall also be a member of the Board of Regents.

**Election of Officers.** The Board of Regents shall elect its own officers. A two-thirds majority vote is required for election.

**Board Committees.** There shall be the following standing committees chosen by the Board of Regents:

- A. Faculty and Academic Development;

B. Finance and Audit Committee.

Other committees may be created by the authority of the Board of Regents if and when those committees are needed. The committees shall meet at least once each school year to study their areas of oversight and to receive reports, suggestions, and make recommendations. They shall make recommendation to the Cabinet (defined in Article IV) and Board of Regents for their respective assigned areas. Committee meetings are to be called by the chairperson of the committee, who is appointed by the Board of Regents. A majority of any committee shall constitute a quorum. Each committee shall keep records of the proceedings of its meetings and shall report its decisions to the Board of Regents. The recommendations and actions of the committees and Cabinet shall be subject to the Board of Regents for review, approval, or rejection at the next Board of Regents meeting following the committee meeting. Each committee is to be composed of three or more members who are appointed by the Board of Regents. In case a vacancy shall occur in any of the committees, the Chairperson of the Board of Regents shall appoint another member to serve the unexpired term.

**Removal of a Board Member.** Some members of the Board of Regents serve by virtue of that office in their district or by appointment by their districts. Districts have the responsibility to address any situation that justifies the removal of a person from a district position or appointment, and thus, their removal from the Board of Regents. If an individual is removed (or resigns) from his or her district position or committee/organization chairperson position, that person is immediately removed from the Board of Regents. Those others serving by virtue of committee or organization chairmanship may be removed by action of the Regents.

**Financial Support.** The membership districts shall contribute to Southeastern University, Inc. as determined by each district in association with the minimum standard recommended by the Board of Regents.

#### **ARTICLE IV** **CABINET AND OFFICERS**

**Cabinet.** The Cabinet shall consist of the President and all Vice Presidents of the university.

**Officers of the University.** The officers of Southeastern University, Inc. shall be comprised of the members of the Cabinet.

**Purpose.** The Cabinet shall have supervision of the promotion and operation of Southeastern University, Inc. between meetings of the Board of Regents, with said promotion and operation to be reported to the Board of Regents during the next meeting of the Board of Regents.

**Meetings.** Regular meetings are to be called by the university President. Emergency meetings may be called either by the President or, with the consent of two other Board of Regent members, the Chairperson of the Board of Regents.

The quorum for regular or properly called meetings of the Cabinet is a majority of the members being present.

**Duties.**

**a. Selection of Vice Presidents.** The President, with the approval of the Board of Regents, shall employ or dismiss with or without cause at any time the Vice Presidents of the university. Their terms of office shall be indeterminate.

**b. Appointment of Other Administrative Officers.** Each Vice President appoints administrative officers below the Vice Presidential level with the consultation and approval of the President.

**c. Agenda.** The President, with the advice of the Cabinet, prepares the agenda for meetings of the Board of Regents.

**d. Board of Regents Committees.** The Cabinet shall receive and be responsive to the work of the Board of Regents and its committees.

**e. Administrator Assessment.** The President shall annually evaluate the Vice Presidents of the university and report to the Board of Regents.

**f. Other Assignments.** The Cabinet assumes other assignments made by the Board of Regents.

**g. Staff of the University.** The staff of Southeastern University, Inc. shall include all regular employees who are not recognized as faculty members.

## **ARTICLE V** **FACULTY**

**Faculty.** The faculty of Southeastern University, Inc. shall consist of the President, the Vice Presidents, Deans, Associate Deans, Directors that have teaching assignments or duties related to academic process, department chairs, librarians, and all full time and all part time instructors.

**ARTICLE VI**  
**LEADERSHIP RESPONSIBILITIES OF THE**  
**PRESIDENT OF THE UNIVERSITY**

The President shall supervise and manage the academic and business affairs of the university.

The President shall arrange, together with the Vice-President for Academic Affairs, the curriculum of the university.

The President shall accept or reject any applicant for admission to the university.

The President shall be recognized as the head of the institution and shall have full authority in all of its affairs, subject to the Board of Regents. The President shall have supervision over the officers, the faculty, the staff, and the student body. The President shall be responsible for the conduct of all courses given in the school, the spiritual life, the discipline, the social life, the physical welfare of the student body, and the financial operation of the university. The President shall perform those duties which are customary for the executive head of such institutions.

All purchases for the university shall be under the supervision of the President. The President shall operate the university within the budget approved by the Board of Regents at their regular meeting.

The President shall be authorized to sign checks on all university bank accounts.

Pursuant to the direction of the Chairperson of the Board of Regents, the President shall notify all members of the Board of Regents of regular and special meetings.

**ARTICLE VII**  
**DUTIES OF THE CABINET**

The President shall serve as Chairperson of the Cabinet.

The members of the Cabinet shall be consulted to discuss information, reports, research data, issues and recommendations as related to the growth and development of the university.

The Cabinet shall work in harmony for the promotion of the school.

The Cabinet shall be expected to give careful consideration to all school problems and have written recommendations for the Board of Regents at their regular meetings.

**ARTICLE VIII**  
**DUTIES OF THE FACULTY**

The responsibilities of faculty include the recommendation of academic, advising, and admission policies; and fulfillment of traditional roles in instruction and institutional service. Faculty members are supportive of chapel and other campus activities, and are continuously engaged in professional development and trends in their respective disciplines.

**ARTICLE IX**  
**CURRICULUM**

**Basic Curriculum.** The organization of the university's curriculum shall consist of academic programs offered through authorized departments.

**Adding Departments.** Other departments may be added as authorized by the Board of Regents.

**Standard for Student Work.** The contents of the curriculum and the quality of the student work accomplished shall conform to the requirements of the accrediting bodies with which the university is associated and the requirements of the denomination's *Endorsement Criteria for Collegiate Level Schools*.

**ARTICLE X**  
**AMENDMENTS**

Amendments to the Bylaws may be made by a two-thirds vote of the Board of Regents at any regular or any special business meeting, providing the proposed amendment has been placed before the Board of Regents thirty (30) days prior to the annual or special meeting and that such an amendment is not in conflict with Constitution and Bylaws of the General Council of the Assemblies of God, Springfield, Missouri, and any regulations or amendment thereto from time to time declared and promulgated by the parent aforesaid body.

**ARTICLE XI**  
**DUTIES OF THE BOARD OF REGENTS**

**Meetings.** The Board of Regents shall meet not less than twice annually at the call of the Chairperson. It shall carefully examine the spiritual, educational, financial, and other conditions of the school. The expenses of the Regents for these meetings shall be borne by the university.

**Quorum.** The quorum for regular and properly called Board of Regents meetings is a majority of the members being present.

**Election of President.** The Board of Regents shall reserve the right to employ or dismiss with or without cause at any time the President of the university. The President's term of office shall be determined contractually. The President shall be elected by a two-thirds vote of Board of Regents members present at any regular or duly announced special business meeting.

**Vacancy in the Office of the President.** In the event of vacancy in the Office of the President, a special meeting of the Board of Regents shall be called by the Chairperson, and a successor chosen.

**Board of Trustees.** The Board of Trustees shall constitute the Board of Regents of the Corporation and shall hold title to all property, both real and personal and shall have the right to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of such property as the said Corporation may own or acquire in any manner whatsoever. The Chairperson, Assistant Chairperson, and Secretary of the Board of Trustees shall be empowered to sign all legal documents as authorized by a two-thirds vote of the Board of Regents.

**Vacancies.** Vacancies in any of the Board of Regents officer positions shall be filled through an election by the Regents. The Chairperson of the Board of Regents must be chosen from among the District Superintendents.

**ARTICLE XII**  
**DUTIES OF THE CHAIRPERSON OF THE BOARD OF REGENTS**

The Chairperson shall act as President of the Corporation in all legal and business matters.

**Chairperson of all Meetings.** The Chairperson shall preside as Chairperson of all meetings of the Board of Trustees and the Board of Regents.

**Presiding Officer.** The Chairperson shall perform any other function usual and customary for the presiding officer.

**Ex-Officio Member.** The Chairperson shall be an ex-officio member of all committees.

**Assessment of the President.** Annually, the Chairperson of the Board of Regents shall prepare an assessment of the President and report to the Board of Regents.

**Faculty Hires.** The Board of Regents shall be empowered to appoint a committee to review and approve all faculty hires.

**ARTICLE XIII**  
**DUTIES OF THE VICE CHAIRPERSON**  
**OF THE BOARD OF REGENTS**

The Vice Chairperson shall assist the Chairperson.

The Vice Chairperson shall act as interim President of the Corporation in the absence of the President of the Corporation.

The Vice Chairperson shall perform any other function which is supervised by the Chairperson of the Board and designated by the Board of Regents.

The Vice Chairperson shall act as Vice President of the Corporation in all business matters.

**ARTICLE XIV**  
**DUTIES OF THE SECRETARY**

The Secretary shall make and keep true records of all meetings of the Board of Regents and shall publish the same as approved and directed by the Board of Regents.

The Secretary shall make and keep true records of all business transactions.

The Secretary shall act as secretary at all meetings of the Board of Regents.

The Secretary is hereby authorized to sign all official and legal documents and perform other functions as are customary to his office, or as may be directed by the Board of Regents.

**ARTICLE XV**  
**MISCELLANEOUS**

1. The Corporation shall keep, at the principal office of the Corporation, complete and correct records and books of account, and shall keep minutes of the proceedings of the members, the Board of Regents, or any committee appointed by the Board of Regents, as well as a list or record containing the names and address of all members.

2. The corporate seal shall be in such form as the Board of Regents shall from time to time prescribe.

3. The fiscal year of the Corporation shall be fixed by the Board of Regents from time to time, subject to applicable law.

4. All Bylaws of the Corporation shall be subject to alteration or repeal, and new bylaws may be made, by a majority vote of the members entitled to vote in the election of regents, at a special meeting of the members called for such purpose.

RESOLVED, that the Bylaws are approved and adopted this 2nd day of March, 2006.

Attest:

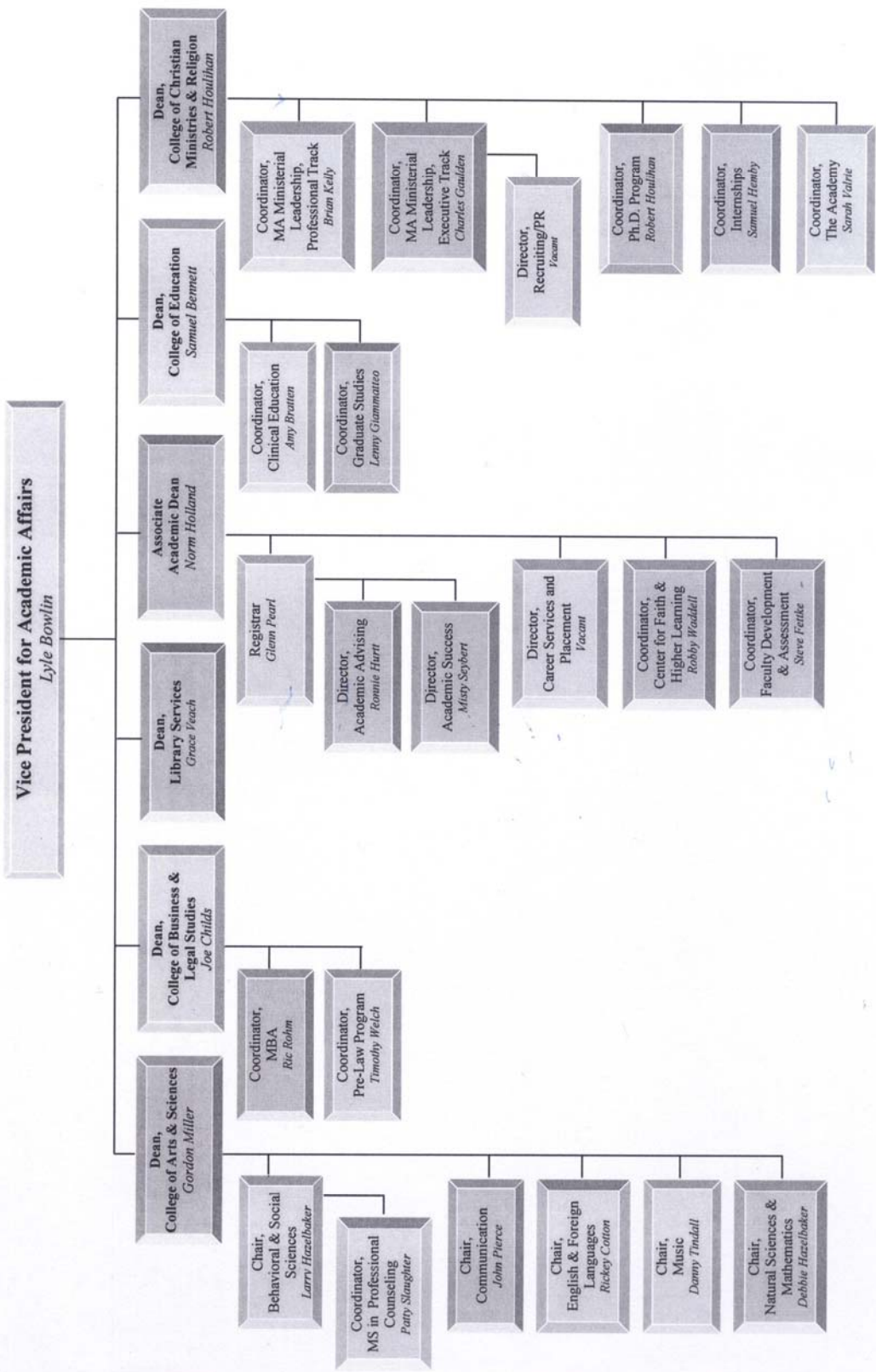
SOUTHEASTERN UNIVERSITY, INC.

\_\_\_\_\_  
Chairperson, Board

\_\_\_\_\_  
Secretary, Board

# Appendix B

## Academic Organizational Chart



# Appendix C

Acknowledgment

Internet and Information Technology Policy

(Form to be signed)

## **SOUTHEASTERN UNIVERSITY EMPLOYEE INFORMATION TECHNOLOGY POLICY**

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating administration, faculty, staff, and student use of the university's information technology resources. The policy spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university also are bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

### **Policy for Responsible Use of Information Technology at Southeastern University**

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Access to the university's information technology facilities is a privilege granted to university administration, faculty, staff, and students. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university.

The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university administration, faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the university. In these cases, the university will require payment of appropriate fees. This policy applies equally to all university-owned or university-leased equipment.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct violations of the university's standards for conduct as outlined in the Southeastern University Staff and Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

### **Computer Network and Internet Access Policy**

#### **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Southeastern University is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Southeastern University is governed by the following policy:

## **Permitted Use of Internet and Southeastern University Computer Network**

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees may also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

## **Computer Network Use Limitations**

**Prohibited Uses.** Without prior written permission from Southeastern University, the Southeastern University computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use Southeastern University's Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the computer network to display, store, or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

**Illegal Copying.** Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

## **Duty not to Waste or Damage Computer Resources**

**Accessing the Internet.** To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to Southeastern University's network must do so through an approved Internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to Southeastern University's network.

**Frivolous Use.** Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

**Virus Detection.** Files obtained from sources outside Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail and files provided by customers or vendors may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately.

## **No Expectation of Privacy**

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

**Waiver of privacy rights.** User expressly waives any right of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment or Internet access. User consents to allow Southeastern University personnel access to and review of all materials created, stored, sent, or received by user through any Southeastern University network or Internet connection.

**Monitoring of computer and Internet usage.** Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

**Blocking sites with inappropriate content.** Southeastern University has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

## **User IDs and Passwords**

Upon employment you may be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk. Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others, e.g. the name of your dog, cat, child, etc.
3. Avoiding use of sequences of numbers or letters.

The use of another's user ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that user ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's user ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at that time. Users should bear in mind that someone using their user ID and password can impersonate them in e-mail and damage their work.

Please ensure that you do not leave the machine, on which you are working, unattended for even a brief time. Always log out.

(7/02)

**ACKNOWLEDGMENT OF UNDERSTANDING FOR  
EMPLOYEE INFORMATION TECHNOLOGY POLICY**

I have read and agree to comply with the terms of the Southeastern University Employee Information Technology Policy, dated July 2002, governing the use of Southeastern University's computer network, software, and hardware. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Appendix D

## Standard Syllabus Format

**Discipline and Course #**

**TITLE OF COURSE**

Professor's Name, Rank

Office Hours, Telephone number, email address, etc.

**TEXT:** (The textbook should be chosen by the professor after consultation with peers, and should be approved by the department chair. The VPAA has the responsibility to review the appropriateness of a textbook should there be a question.)

**UNIVERSITY MISSION STATEMENT:** Southeastern, a dynamic, Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

**CATALOG DESCRIPTION:** (The official catalog description is approved by the department, the Curriculum Committee, and eventually the entire faculty. It can only be altered by due process.)

**Prerequisite:** (Identify any prerequisites to the course.)

Credit Hours: (?)

**I. INTENDED LEARNING OUTCOMES**

The standard syllabus should include "Intended Learning Outcomes" from the Official Syllabus. Intended Learning Outcomes typically describe an unobservable change in mental capacity at a specific level. Terms typically used are: recall, remember, know, understand, comprehend, apply, use, transfer, analyze, perceive, categorize, systematize, synthesize, evaluate, judge, rate, grade.

It is expected that the faculty member will expand on these in the syllabus to be given to the students by adding "Behavior Indicators." Behavior Indicators express an action that can be seen or heard, an actual observable behavior or product. Terms typically used are: write, explain, act out, discuss, perform, circle, underline, list, deliver, prepare.

**II. TOPICS TO BE COVERED**

(List topics/course outline)

**III. INSTRUCTIONAL PROCEDURES**

(List the kinds of teaching/learning activities the course will include; e.g., lecture discussion, small group discussion, role play, multimedia presentations, group problem solving, presentation of case studies, etc.)

**IV. RESPONSIBILITIES OF STUDENTS** (List the activities expected of students such as attendance, reading, participation in discussion, response journal, media reviews, group participation, oral presentations, group problem solving, etc.)

**V. ASSESSMENT**

**VI. STUDENTS WITH DISABILITIES**

Southeastern University is committed to the provision of reasonable accommodations for students with learning and or physical disabilities, as defined in Section 504 of the Rehabilitation Act 1973. If you think you may qualify for these accommodations, notify your instructor. You will be directed to contact the Director of Academic Success (863-667-5157).

**VII. COURSE CALENDAR AND/OR OUTLINE** (Professor should provide the students a course calendar and/or outline important dates for the term including dates of tests and major assignments.)

**VIII. BIBLIOGRAPHY** (The professor should include here a bibliography germane to the course and helpful to the student. So far as possible, verify that the sources are in the Steelman Library. If not, please indicate where the student can locate the resource.)

# Appendix E

## Intellectual Property Rights

# **INTELLECTUAL PROPERTY RIGHTS POLICY SOUTHEASTERN UNIVERSITY**

## **I. Purpose**

Southeastern University seeks to provide an academic environment conducive to the development of original works created by its faculty, staff, and students. This Intellectual Property Policy is intended to delineate the ownership rights of such original works, whether copyrightable works consistent with the United States Copyright Law or patentable works consistent with the United States Patent Law. It is the intent of this policy to provide Southeastern University protection and rights under the following:

Copyright Act; Patent Law; Trademark, including but not limited to Service Marks; Trade Dress; Business Process; Copyright of Software, MD3; File Sharing; Peer to Peer Networking; Trade Secrets; The Digital Millennium Copyright Act; The No Electronic Theft Act; and The Computer Software Copyright Act.

## **II. Applicability**

This Policy is applicable to all copyrightable or patentable works currently in progress or hereinafter created by, at, or with the resources of the University. This Policy applies to all full-time and part-time faculty members, staff employees, students, and all other persons or entities who create copyrightable or patentable works using the University's resources or pursuant to contractual arrangement with the University.

## **III. Definition of Intellectual Property**

Intellectual Property is defined as any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work, tangible property, cyber mark, domain name, and trade secrets. It includes such things as new or improved devices, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, or unique and innovative uses of existing inventions. An invention is a creation of intellectual property that did not exist previously. Intellectual property may or may not be patentable or copyrightable, and it can be created by one or more persons, each of whom, to be an inventor, must have conceived of an essential element of the intellectual property or have contributed substantially to its conceptual development.

## **IV. Ownership of Intellectual Property**

Ownership of Intellectual Property will be determined in accordance with the following categories of creation:

### **A. Sponsor-Supported Projects**

A "Sponsored Project" is research that has a defined scope of work and is funded by one or more non-university entities. Initially, federal and state law defining authorship and inventorship will determine ownership relevant to intellectual property developed during the course of work on projects funded by Sponsored-Project agreements.

Sponsored Project agreements should contain specific provisions with respect to ownership of Intellectual Property developed during the course of such work, in which case, the terms of the Sponsored Project agreement shall establish ownership. Such an agreement should specify and protect the interests of the faculty member, the University, and the outside sponsor in regard to ownership of any patents that result from the work. When the Sponsored Project is silent on the matter, all rights in Intellectual Property shall

vest in the University. Income, if any, from such Intellectual Property developed from Sponsor-Supported Projects shall be shared, subject to the sponsor's requirements.

Agreements with outside sponsors must be approved by the Vice-President for Academic Affairs or his/her designee and will include, at a minimum, clarification of ownership; identification of licensable rights, if any; and an indemnity of the University and the faculty member against damages arising from anything placed into the stream of commerce through the sponsor's efforts.

**B. University-Assigned Projects**

Ownership of Intellectual Property developed as a result of assigned University effort shall reside with the University. Institutional works shall include specific assignments that are "works-for-hire" under the United States Copyright Law, works created by staff employees in the performance of their jobs, works supported by a direct allocation of University funds or other resources for a specific University purpose, and works commissioned by the University. Institutional works shall also include all copyrightable and patentable works under this Policy where it is not possible to determine specific creatorship for the work, such as works developed over a significant period of time by multiple creators.

Notwithstanding the above, however, a faculty member's or student's general obligation to produce scholarly and creative work does not constitute a work for hire or a specific University assignment.

**C. University-Assisted Projects**

The University owns Intellectual Property developed by University employees through an effort which makes significant use of University resources. The University does not construe the use of office space, library resources, personal workstations, or personal computers or web research as constituting significant use of University resources.

Significant use of University resources includes but is not limited to: Use of research funding; use of funding allocated for distance learning programs; use of University-paid time within the employment period; assistance of support staff; use of telecommunication services; use of central computing resources; use of instructional design or media production services; access to and use of research equipment and facilities, or production facilities.

**D. Individual Projects (Non-Institutional Works)**

The ownership of Intellectual Property developed by University Personnel shall reside with the originator of such Intellectual Property provided that:

- 1) there was no significant use of University resources in the creation of such Intellectual Property; and
- 2) the Intellectual Property was not developed in accordance with the terms of a Sponsored-Project agreement; and
- 3) the Intellectual Property was not developed by faculty, staff, or students as a specific University-Assigned or University-Assisted Project.

The University shall not claim ownership of works (e.g., books, journal articles, musical compositions, artistic works such as music, art, dance and film, theses, papers, course

assignments, and course notes) created by the University faculty or students that are not institutional works and did not result from a significant use of the University's resources.

For purposes of this Policy, the normal use of the University's resources and computers, the incidental use of the University's supplies and clerical support, normal expenses for travel to professional meetings, for book purchases, interlibrary loans, computer software and data, the granting of sabbatical leave and faculty development grants are not a significant use of the University's resources.

## **V. Copyright and Patent Administration**

The Vice President for Academic Affairs shall administer this Policy and all copyright and patent matters of the University in consultation with the Vice President for Finance and Administration. In this regard, the VPAA shall be authorized to:

- 1) Prepare and issue policy statements interpreting or further defining this Policy.
- 2) Determine the characterization of all copyrightable works under this Policy and notify the appropriate parties of such determinations.
- 3) Recommend to the President agreements that should be executed for Sponsor-Supported Projects, University Assigned Projects, and University-Assisted Projects.
- 4) Collect any and all proceeds from such license or assignment, and make the appropriate allocation of such proceeds.

In cases where there is no written agreement specifying the sharing of income with respect to commercialization by the University, the VPAA shall recommend a sharing distribution to the President of the University.

## **VI. Consulting**

Consulting for outside organizations may be performed by University faculty pursuant to prior approval by the University and pursuant to this University Policy on Intellectual Property. Any consulting agreement should include a statement that the faculty member has obligations to the University as described in this Intellectual Property Policy, and this Intellectual Property Policy should be attached to the consulting agreement. In the event that there is any conflict between the consultant's obligations to this Intellectual Property Policy and their obligations to the entity for whom they consult, the obligations to this Intellectual Property Policy shall determine faculty involvement in the consulting endeavor.

## **VII. Ownership of Distance Education and Online Courses**

The University has and will enter into agreements with faculty and external vendors to develop and deliver online courses. Online courses developed shall be owned by the University. The online format and structure shall be developed and maintained on the Web by the University or any vendors the University chooses to host such courses for the benefit and use of the University.

The ownership by the University of course content, however, and the substantive material from which the course was developed shall be non-exclusive, and the faculty member shall also have the ownership right to use, modify, edit, and publish that source material outside the context of the University online course. A

mutually satisfactory written agreement will be made in advance between the faculty member and the University for payment for writing an online course.

**VIII. Use of University Name**

The University has an interest in how its name is used. Individual faculty cannot alone decide whether a program should be sponsored by the University. Hence, they must be vigilant when using new information technology as elsewhere to ensure that they do not engage in activities that give the appearance of being sponsored by the University. The faculty member must obtain permission, in writing, from the University to use the University's name.

**IX. Copyright Notice**

All copyrightable works owned by the University shall bear the following copyright notice: c [Year of first publication] Southeastern University.

**X. Adherence to Policy**

The University shall require as a condition of employment that all University faculty and staff agree in writing to recognize and adhere to this Policy. Students and others working on research projects at the University, requiring University assistance or utilization of University facilities, will be required to agree in writing to recognize and adhere to this policy.

(policy 04/20/03)

# Appendix F

Sexual Harassment Policy Acknowledgment  
(Form to be signed)

## **SEXUAL HARASSMENT POLICY**

### **I. POLICY STATEMENT**

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employees are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by the Office of the Vice President for Student Development.

### **II. DEFINITIONS**

Sexual harassment and misconduct have been determined to be a form of “sex discrimination” prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person’s body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person’s clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual’s movements.

### **III. IMPLEMENTATION**

It shall be the responsibility of the President and Cabinet to make sure that all employees and students are aware of this policy.

#### IV. PROCEDURES

Complaints of harassment of misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Director of Human Resources. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will collaborate with the appropriate Vice President and the employee's supervisor, when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President.
3. The Director of Human Resources will confer with the appropriate Vice President and they will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

#### V. DISSEMINATION OF POLICY

This policy will be made available to all department heads, faculty, staff, and students at Southeastern University. Periodically, the university will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

## SEXUAL HARASSMENT POLICY ACKNOWLEDGMENT

I hereby acknowledge that I have received the Southeastern University Sexual Harassment Policy. I have read the policy and understand its contents. I agree to comply with the contents of this policy.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Appendix G

## Faculty Salary Schedule

**Southeastern University**  
**CUPA 3 Faculty Salary Schedule**  
 Approved by the Board of Regents: 04/04/2008

	<b>INSTRUCTOR</b>	<b>ASSISTANT</b>	<b>ASSOCIATE</b>	<b>PROFESSOR</b>
<b>DOCTORATE</b>		<b>\$52,000</b>	<b>\$62,000</b>	<b>\$75,000</b>
<b>†TERMINAL MASTER'S</b>		<b>\$48,500</b>	<b>\$57,500</b>	<b>\$66,000</b>
<b>*MASTER'S PLUS</b>		<b>\$45,500</b>	<b>\$53,500</b>	
<b>MASTER'S</b>	<b>\$40,170</b>	<b>\$42,250</b>	<b>\$49,500</b>	

† M.F.A., J.D., M.D., M.I.L.S., M.L.S., M.S.S.W.

\* A second master's degree or 30 hours beyond the master's degree (assuming either is germane to the professor's teaching assignment)

# Appendix H

## Faculty Development Policy

## **FACULTY DEVELOPMENT PROGRAM**

Revised August 18, 2006

### **Eligibility:**

The Faculty Development Program is for full-time members of the university faculty.

### **Benefits:**

All benefits of the program shall be considered gratuitous and for the sole purpose of enhancing the educational quality of the university. This document shall be understood to provide only for the objective and impartial administration of the program.

Faculty members enrolled in a VPAA approved Master's or Doctoral Degree Program. Priority of funds will be given to tuition and fees, then to travel expenses.

Surplus monies will be distributed in an equitable way to the travel accounts of each academic department of the university for the purpose of faculty attendance of professional conferences, seminars, and workshops. The chairpersons of each academic department will be responsible for the equitable distribution of these monies to faculty members within that department. Monies from the Faculty Development Program would supplement the allowance available in the department's annual budget.

Benefits will be paid only after a full year of experience at the university except in special cases of urgent need on the part of the university. Such need will be determined by the VPAA in consultation with the university President.

In any event, benefits shall be paid only as funds are available for the program.

### **Limitations of Benefits:**

Benefits will not survive resignation, retirement, or other separation from the university.

Benefits will not be payable to faculty upon reaching age 65 except for professional conferences, workshops, or seminars.

Current benefits as well as those for the following year will be forfeited in the event of:

withdrawal from an approved program of study for which benefits have been paid in whole or in part.

failure to maintain a minimum of a "C" in any given quarter or semester for which benefits have been paid in whole or in part.

dismissal from or failure to complete, for any reason, an approved program of study for which benefits have been paid in whole or in part.

Benefits will not be allowed for auditing of courses nor for random courses unrelated to an approved program of study or enrichment.

### **Leave Preference Criteria**

The following criteria will guide the approval of applications for participation in the Faculty Development Program:

The availability of funds.

The academic needs of the university.

The teaching ability and academic promise of the applicant.

The longevity of the applicant.

Presentation of a plan of study leading to a degree in an area of expertise needed by the faculty.

The number of applicants for a given year.

### **Contractual Obligations of Recipients:**

Faculty members receiving benefits from the Faculty Development Program for academic degree programs will contract with the university to serve one additional year beyond their current contract for each \$3,000 of benefits received. One year of service will retire \$3,000. Additional benefits will require additional years of service, and these shall be consecutive, not concurrent.

Debt for benefits received may be retired by years of service beginning with the completion of the degree program or with cessation of benefits.

In the event of separation from the university prior to the completion of the aforesaid contract, faculty members shall agree to repay within one year at ten (10) percent interest from the time of separation, those benefits unretired by continuous service.

### **Administrator:**

The Faculty Development Program will be administered by the VPAA. Applications to the program should be made in writing to this office. Appeals from the decision of the administrator should be made in writing to the President of the university. Appeals from the decision of the President should be made in writing to the university's Board of Regents.

### **Application:**

Participation in the program shall be by written letter made at the earliest possible time. Application shall be supported by a full description of the proposed program, costs of the program as relevant, and evidence of admission to the proposed program. The process for applying for funds will be explained and the deadline announced during the spring semester of each year.

### **Validation:**

Recipients of benefits shall submit official transcripts properly validated by the registrar of the institution attended at the close of each academic year attempted. Failure to comply promptly will result in immediate suspension of benefits.

### **Amendments:**

The Faculty Development Program may be amended or abolished at any time by action of the university's Board of Regents with or without prior notice and without recognition of any contractual relationship with any faculty member of the university.

# Appendix I

Family and Medical Leave Act of 1993

# Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

## Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

## Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

## Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.


## Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.

 U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division  
Washington, D.C. 20210

WH Publication 1420  
Revised August 2001

\*U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/49051

# Appendix J

Employees Acceptance of  
Software Protection Policy  
(Form to be signed)

## SOFTWARE PROTECTION POLICY

Southeastern University, in recognition of its legal obligations under copyright law and its ethical and scriptural obligations towards persons and companies that develop and market computer software, adopts this Software Protection Policy.

- a. No employee or student will make duplicate copies of computer software (on diskettes, tapes or in a computer's permanent storage) without the express written permission of the copyright owner. If authorized by the copyright owner, a single backup copy may be made and used in accordance with the copyright owner's instructions.
- b. No employee or student will make a copy of computer software that is provided for review, loan or any purpose other than sale, without the express written permission of the copyright owner.
- c. No employee or student will boot up more than one computer on a single diskette so as to enable more than one person to access a single-user program, without the express written permission of the copyright owner.
- d. No employee or student will modify, alter, add to, subtract from or in any manner change the contents of a computer program, without the express written permission of the copyright owner.
- e. Employees or students violating any aspect of this Software Protection Policy shall be deemed guilty of unscriptural conduct, and shall be subject to discipline.
- f. This Software Protection Policy shall be communicated to all employees and students having access to computers or computer software, and such employees and students shall be required to sign a statement acknowledging (1) receipt of a copy of the Software Protection Policy, (2) their understanding of its contents and (3) their agreement to abide by the terms of said Software Protection Policy.
- g. Employees learning of any violation of this Software Protection Policy shall immediately notify their immediate supervisor.
- h. Students learning of any violation of this Software Protection Policy shall immediately notify a Resident Life Coordinator, the Director(s) of Student Life or the Vice President for Student Development.
- i. These policies pertain only to legally protected software and accordingly have no application to "public domain" software.
- j. According to United States Copyright Laws, unauthorized reproductions of computer software can result in civil damages of \$50,000 or more, as well as criminal penalties including fines and imprisonment.

This Software Protection Policy shall be implemented beginning April 20, 1990 and shall continue until modified or rescinded. (Rev. 11/90)

I am aware of Southeastern University's Software Protection Policy, I understand its terms, and I agree to abide by them.

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Appendix K

Acknowledgment  
Compliance with  
Drug-Free Workplace Act of 1988  
(Form to be signed)

**COMPLIANCE WITH DRUG-FREE WORKPLACE ACT OF 1988  
ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the booklet titled The Drug-Free Workplace: It's the Law!  
I have read the aforementioned booklet and agree to abide by the contents therein.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Appendix L

Acknowledgment

Statement of Understanding of the  
Family Educational Rights and Privacy Act  
(Form to be signed)

**STATEMENT OF UNDERSTANDING OF THE FAMILY  
EDUCATIONAL RIGHTS AND PRIVACY ACT  
ACKNOWLEDGMENT**

I understand that by virtue of my employment with Southeastern University, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I acknowledge that I fully understand that the intentional disclosure by me of this information of any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Southeastern University's policy and could constitute just cause for disciplinary action including termination of my employment, regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Appendix M

Letter of Reference Policy:  
Faculty and Students

## **FACULTY LETTER OF REFERENCE POLICY**

### **POLICY:**

Southeastern University's general policy in regard to a request for a reference or verification of employment on a current or former employee is to disclose, with written authorization from the current or former employee, only the following information to a prospective employer concerning the current or former employee: (1) the dates of employment, (2) description of the jobs performed, and (3) salary or wage rates.

In exchange for Southeastern University to disclose additional employment-related information, the employee or former employee must agree to release and discharge Southeastern University and Southeastern University's successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Southeastern University's Employment Reference Release Form. Any information provided on current or former employees shall be job-related, factual and demonstrable from the records of the employee contained in the official personnel file of the employee.

### **PROCEDURES:**

All inquiries from prospective employers concerning employment-related information on current and former faculty and staff employees should be directed to Human Resources. Before a reference is released, the Human Resources Director will verify that the Employment Reference Release Form has been completed and signed by the employee or former employee.

### **FACULTY:**

Faculty should not write any letter of reference for another faculty member on Southeastern University letterhead. Any letter of reference should be on your personal stationery. If a faculty member wants to request a letter of reference on Southeastern University letterhead they must fill out an Employment Reference Release Form at the time they need to request the letter. After confirming that the Human Resource Department has a form on file, a Vice-President, Dean, or their Academic Chair may then write a letter of reference on Southeastern University letterhead.

## **STUDENT LETTERS OF REFERENCE**

In their role as advisors and instructors, there is an expectation that faculty members will be called upon to provide students with letters of reference for graduate schools and/or potential employers. Certainly no faculty member is obligated to provide a reference for any student; nevertheless, when the opportunity arises and the faculty member feels comfortable with providing a reference, guidelines have been established to assist with that process.

For Southeastern University faculty to provide an official letter of reference on university stationery, the student must agree to release Southeastern University and its successors, employees, and officers from all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Southeastern University's Student Reference Request and FERPA Release.

1. If a student provides a reference form from a graduate school or potential employer that has a signed confidentiality waiver on it, the faculty member is able to respond appropriately and provide supporting information on university stationery.
2. If a student has not signed the confidentiality waiver, the faculty member may provide a personal reference, not a professional reference, and cannot use university stationery.
3. If a student requests a letter of reference for his/her file and has signed an appropriate Southeastern Student Reference Request and FERPA Release form, the faculty member may provide the reference on university stationery. If the student has not signed a waiver, and declines to do so, the faculty member may still submit a reference, if so inclined, but it must be considered a personal reference and cannot be on Southeastern stationery.

The Student Reference Request and FERPA Release forms will be kept on file in the Registrar's Office.

**FACULTY HANDBOOK ACKNOWLEDGMENT**

I hereby acknowledge receipt of the Southeastern University Faculty Handbook. I have read the Handbook and understand its contents. I agree to comply with the contents of said Handbook on issues where my compliance is expected.

\_\_\_\_\_  
Professor's Name (Please Print)

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date