CENTRAL BAPTIST COLLEGE
EMPLOYEE HANDBOOK

A GUIDE TO POLICIES AND PROCEDURES
FOR CENTRAL BAPTIST COLLEGE EMPLOYEES

2011-2012
This handbook will remain in effect until superseded
Organizational Chart
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PREFACE
This volume offers a systematic digest of the policies and procedures in effect as they relate to individuals who are employed at Central Baptist College. It has been compiled in an effort to provide employees with a convenient reference to institutional practices.

Pronouns such as "he" or "she" are intended to be used interchangeably for purposes of reference to both genders.

It is the responsibility of employees to keep their employee handbook up-to-date as new or altered materials are made available. Employee suggestions for improvement of this publication are welcome.

Since changing methods of work or business conditions may require revision of these policies, Central Baptist College may add to, modify, or withdraw any provision at any time for any reason. Therefore, this handbook is not intended to constitute a contract of employment or a guarantee of the benefits or policies stated herein.

Sections I, II, III and V apply to all employees unless limited by employee category in the specific policy.

Section IV applies to all faculty unless limited by employee category in the specific policy.

Employee Categories

Full Time (Contract):
- Administrators (12 month)
- Administrative Staff (12 month)
- Administrative Staff (9-11 month)
- Support Staff (12 month)
- Support Staff (9-11 month)
- Faculty
- Coaches

Teaching personnel under full time contract shall be considered full time when teaching an average of at least 12 semester hours or performing equivalent work as approved by the chief academic officer during the fall and spring terms.

Non-teaching personnel under full time contract shall be considered full time when employed at least 1,000 hours during a 12 month period. (A nine-month employee working 30 hours a week for 36 weeks equals 1,080 hours worked).

Part Time (Stated Contract)
- Faculty
- Non-Teaching
• Adjunct
• PACE
• Coaches

Part Time (No Contract)
• Hourly
• Dining Services

NONDISCRIMINATION STATEMENT
Central Baptist College is committed to providing equal opportunity for all persons and will not discriminate in regard to admissions, programs, or any other educational function or service on the basis of race, color, creed, national origin, sex, age, religion, or disability toward any person who meets the College's admission criteria and is willing to abide by the College's standard of conduct. In employment, including hiring and other conditions of employment, Central Baptist College does not discriminate on the basis of race, color, creed, national origin, sex, age, or disability, but does require adherence to the basic religious tenets of the Baptist Missionary Association of Arkansas, as authorized by federal law.
SECTION I: PERSONNEL & ADMINISTRATIVE POLICIES

PRIVACY PRACTICES & COMMUNICATION

CONFIDENTIALITY POLICY

Individuals with access to personnel files and/or personal information are required to hold said files and information in strict confidence. Further, it is their responsibility to ensure that any of the aforementioned information in their possession is kept in a secure, confidential manner. All must recognize that an individual's right to privacy is fundamental.

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

The following information is considered directory information and is subject to release unless a student restricts it by signing a Restriction of Directory Information in the registrar’s office:

- Name
- Address
- Telephone listings
- Date and place of birth
- Campus e-mail address
- Photograph
- Major
- Classification
- Current Enrollment
- Dates of attendance
- Awards
- Degrees, Honors, Graduation Date
- Previous institutions attended
- Participation in officially recognized activities and sports
- Vital statistics on team members

The following items ARE NOT considered directory information and CANNOT be released to third parties:

- GPA
- Grades
- Country of citizenship
- Race/ethnicity
- Gender
- Social Security Number

If the student gives permission for their parents to see their educational records, it will be documented at the bottom of the SRUPDATE screen in Student Records. Otherwise, the parent will need to submit documentation of the student’s dependent status. You may verify this information by calling the Registrar’s office.
Information that is protected by FERPA and is not considered directory information may be released to the following persons:

- The student concerned
- Parents of dependent students as defined by the IRS
- Officials of the college with legitimate educational interests
- Written consent by the student for other parties
- Authorized government representatives
- Organizations conducting studies for the college
- Accrediting agencies
- Court of legal jurisdiction
- Appropriate officials in a health and safety crisis

PERSONNEL AND STUDENT REFERENCES POLICY

Job and other references requested on behalf of present or former employees and students will be given only after receipt of written permission by the one about whom the reference is requested. That person must also agree in writing not to hold Central Baptist College liable for any ramifications caused by responding honestly and frankly to questions posed by those requesting such information.

DEALING WITH THE MEDIA

All questions from the media should be referred to the president’s office unless the questions relate specifically to the everyday function of your office or area of service. They should be referred to the president’s office even then, if you feel uncomfortable in answering them.

The President and the Director of Alumni and Public Relations are responsible for releasing all College news to newspapers and other publicity outlets. To obtain the best public relations for the College the closest possible liaison between the faculty and these two officers is necessary. Individually, each faculty member is requested to keep them informed about his/her academic activities and all off-campus professional engagements, professional speaking engagements or plans to attend meetings as soon as the arrangements are made.

Members of the faculty who learn of students or alumni who have received fellowships, scholarships, and other academic awards in other colleges and universities should report these honors to the President and/or Director of Alumni and Public Relations. Summer activities of the faculty, particularly travel plans and positions at other educational institutions, are of public relations interest.

Under no circumstances should news stories or pictures pertaining to the College be released except through the office of the President or the Director of Alumni and Public Relations.

COMMUNICATION

All College personnel shall notify the receptionist concerning information surrounding the death
of persons connected with the college or college personnel. The receptionist shall notify the president and e-mail all employees.

The president’s office sends communications regarding campus events and other important information to employees with the exception of PACE, Dining Services and Adjunct. The PACE administrative assistant, the director of dining services, and the vice president for academic affairs are responsible to pass relevant communications to their personnel.

SOCIAL MEDIA GUIDELINES

Social media is a very large and progressive avenue of growth for our institution. It will not only aid in a communicatory sense, but will also provide Central Baptist College with a brand image for those that visit our sites. That being said, as great of a tool social media can be, if used in a poor, unorganized way it can have the opposite effect on the college. These are the guidelines for all social media usage at Central Baptist College. Everyone associated with the college is expected to follow and adhere to this policy. With new technology emerging these guidelines are subject to be amended in accordance with social media changes.

WHAT IS CONSIDERED SOCIAL MEDIA?

- Social media is considered to be any social networking sites such as Facebook, Twitter, MySpace; Photo sharing sites (Flickr, etc.), Video sharing sites (YouTube, etc.), blog accounts (wordpress, etc.).
- It should be noted that there are other windows of social media that exist and as previously mentioned, with the popularity growth for other social media sites and emerging technologies, these guidelines will be updated to accommodate these situations.

WHAT IS OUR GOAL FOR SOCIAL MEDIA?

- Respect and professionalism is expected by all users of social media associated with Central Baptist College. All posts, tweets, updates, links, etc. should not only relay a positive message for you and your department, but Central Baptist College as a whole.
- Interact with students in an effective and efficient way.
- Promote our institution in a positive way.
- Add value to Central Baptist College.
- People will pay attention to and be more apt to engage with you if you write what would be of value to them. Central Baptist College’s goal for social communication is to build a larger sense of community, help viewers improve their knowledge and understanding of CBC, and promote not only your department, but work together as an institution and help grow interest for the college as a whole. We are a team and should be unified even more so in our social media habits.

CONDUCT RELATED TO SOCIAL MEDIA

- Avoid controversial topics and discussions.
- Announce what is relevant to your department or group.
- The best tool to use when conducting any conversation or postings to a social media site is common sense. It is not a place to begin or carry on an argument or debate. In the case
of hateful or obscene postings to a site, the specified administrator is responsible for removing the post. If it calls for disciplinary action to take place then it will follow standard Central Baptist College procedure.

- Confidential information concerning Central Baptist College, a student (ex. Finances, grades, etc.), or employees is not to be posted on or translated through a social media site.

PROCEDURE FOR USING SOCIAL MEDIA
- All social media should be created by the Director of Social Media. A dedicated administrative account will be used to create the social media site. We will then proceed to make individuals in your area administrators. No students will be allowed as administrators to any social media related to Central Baptist College. This should be communicated clearly to any student worker or volunteer you may have associated with the affairs of your department.
- Once departmental social media sites are set up by the Director of Social Media, that department is responsible for the content development for that site.

ACTIVITY ASSOCIATED WITH SOCIAL MEDIA
- It takes time. Consider this before creating. It takes commitment to keep it running.
- All social media should be updated at least two times per week. Failure to do so will result in the direct termination of the social media site.
- A social media site should be created only when there is a constant and steady flow of information or interaction needing to be communicated to students or other employees. In the case that there is only minimal need, seek to go through a preexisting social media site closely related to your department or area of study.

HOW DO YOU NAME YOUR SOCIAL MEDIA PRESENCE?
- “Central Baptist College” should be found in the official title if at all possible. This will be setup by the director of Social media.

WHAT PICTURES AM I ALLOWED TO USE?
- Pictures identifying your social media site (ex. Facebook profile picture, twitter profile picture, etc.) must be approved by the Director of Social Media.
- All pictures attached to your social media site must be related to Central Baptist College and must be considered professional and respectable. It is important to remember that a picture denotes a powerful message since it is often the first thing a person sees. All pictures identifying your social media site must communicate a positive message for Central Baptist College.

WHAT IF SOCIAL MEDIA ALREADY EXISTS FOR MY DEPARTMENT?
- In the case that some form of social media pre-exists for your department at the time of this policy the first action is to make the Director of Social Media aware of it. The decision from that point concerning the continuation or termination of the site will be based upon the guidelines already covered in this policy.
Contact the Director for Social Media for information concerning pre-existing social media, creation of new social media sites, or any questions relevant to social media for Central Baptist College.

BENEFITS

RETIREMENT PROGRAM
All non-ministerial personnel participate in FICA/Medicare, with the individual’s contribution being matched by the College. The College adds comparable amounts to the salaries of ministerial personnel.

The College participates in TIAA/CREF and contributes 3% of a full-time employee's salary as a retirement benefit. An additional 1% is matched by the College when the employee contributes at least 1% of base salary from personal funds. A full-time employee becomes eligible to participate in TIAA/CREF and receive College contributions only after one year of service to the College.

INSURANCE
The College provides a group life insurance policy on each qualified full time employee in the amount of $20,000.

The College provides a group disability plan for qualified full time employees which guarantees 60% of salary in conjunction with social security disability.

The College provides group health insurance plans for qualified full time employees. Administrators, faculty, and administrative staff currently pay 75% of the premium, with the College paying the remaining 25%. Support staff pay 50% of the premium, with the college paying the remaining 50%.

EMPLOYEE FEE REMISSION
Full-time employees, their spouses, and unmarried children who are claimed as dependents and living within the parent’s household, will be eligible for remission of tuition charges if there are four full-paying students enrolled in the course.

Any student benefiting from the fee remission policy shall be required to maintain a minimum grade point average of 2.000 to retain the benefit.

EMPLOYEE OF THE YEAR AWARD
An Employee of the Year Award is given annually. Employees and students place nominations by means of a letter describing how the nominee meets the following criteria: (1) loyalty to the institution; (2) demonstration of good work ethics; (3) positive attitude toward fellow workers and students; and (4) professionalism. All full-time College personnel are eligible to receive the
award except teaching faculty and the recipient in the immediate prior year. A plaque and a monetary award is presented to the employee who is selected.

**ABSENCE FROM DUTY**

**SHORT TERM SICK LEAVE**
A paid leave of absence for illnesses of a short-term nature (less than 30 days) shall accrue to full-time employees on the basis of one work day per month of contract work.

**EXTENDED SICK LEAVE:**
A paid leave of absence for extended illnesses shall be granted as follows to full-time employees:

- Salary, medical insurance, disability insurance, and retirement benefits for which such personnel qualify at full level for one month and at 1/2 level for one month for employees with 1-10 years of experience at Central Baptist College.

- Salary and the above mentioned benefits for which one qualifies at full level for 2 months and at 1/2 level for 2 months for employees with from 10-19 years of employment at Central Baptist College.

- Salary and the above mentioned benefits for which one qualifies at full level for 3 months and at 1/2 level for 3 months for employees with 20 or more years of employment at Central Baptist College.

Each case shall be considered specifically for the purpose of properly coordinating institutional benefits with any non-institutional benefits for which one qualifies to insure that extending College benefits does not delay other benefits or cause them to be denied.

The following rules and regulations govern the use of sick leave:

- Personnel may use only days that have accrued during prior months and may not borrow from anticipated future accruals.
- Sick leave days for short-term illnesses can be carried over from one year to another for a maximum of 30 such leave days.
- Personnel are responsible for reporting all sick leave days taken to their immediate superior and for assisting the immediate superior in making satisfactory arrangements to cover ones College responsibilities while on leave.
- Sick leave days must be reported monthly. Cumulative sick leave records shall be maintained by the president’s office.
- No compensation for accumulated sick days shall be made to personnel when they leave the institution either voluntarily or involuntarily.
- The College may request a doctor's statement or other documentation of illness at any time.
MATERNITY LEAVE
A written request for maternity leave should be submitted by full time employees to one’s immediate supervisor no later than the third month of pregnancy and should be accompanied by a letter from the attending physician giving the following information:

- Expected date of delivery
- The date beyond which working is not permitted because the work normally performed by the employee will seriously endanger the health of the employee and/or unborn child.

An employee may combine vacation and sick leave time for which she qualifies to cover the date of delivery and thereafter. After the vacation and leave time have been used, the employee will be considered to be on maternity leave of absence without pay which is limited to 60 days after delivery unless an extension of such leave is determined necessary by the attending physician.

The College will make every effort to retain the employee’s position while she is on maternity leave. However, the College retains the right to assign the employee to a comparable position upon return from maternity leave, or any such position as may be available for which the employee is eligible. Failure to return to work within sixty (60) days after delivery (unless an extension is determined medically necessary by the attending physician), or extinguishment of vacation and sick leave, whichever may be later, may be interpreted as a voluntary resignation, and will constitute grounds for termination from employment.

PERSONAL DAYS:
Full-time twelve-month employees shall be granted personal leave days with compensation on the following basis per calendar year:

- 2 days - after 1 year
- 4 days – after 2 years
- 6 days - after 3 years

Full-time nine to eleven-month employees shall be granted personal leave days with compensation on the following basis per academic semester:

- 1 day - after 1 year
- 2 days – after 2 years
- 3 days - after 3 years

Scheduling of personal leave days should be made at least forty-eight (48) hours in advance under normal circumstances by contacting one’s immediate superior, and one must make provision for covering College responsibilities in a manner satisfactory to the immediate superior.

Personal days should be scheduled at a time which will prove least inconvenient to the College
and its program of work. Personal leave days must be reported monthly & cumulative records shall be maintained in the president’s office.

No compensation for unused personal days shall be made to personnel when they leave the institution either voluntarily or involuntarily.

**VACATIONS:**
Vacation time for full-time twelve-month personnel shall be granted with compensation on the following basis:

Administrators
- 10 days after 1 year
- 1 additional day for each year of employment thereafter for a maximum of 20 work days

Administrative Staff:
- 10 days after 1 year
- 1 additional day for each year of employment thereafter for a maximum of 15 work days

Support Staff:
- 5 days after 1 year
- 10 days after two years

Earned vacation time for the year of one’s departure from Central Baptist College whether voluntary or involuntary shall be calculated as a percentage of the total vacation days for which the employee would qualify if he or she remained employed for the entire calendar year. The percentage used shall represent the percentage of the entire calendar year worked by the employee. For example, an employee who worked six months and decided to leave the institution would be entitled to 50% of the employee’s qualified vacation time for that calendar year. Compensation shall be made for any unused days.

Note: Vacation schedules should not include more than 10 consecutive work days without permission from one’s immediate supervisor and the College President. Unused vacation time cannot be carried forward from one calendar year to another. Compensation for unused vacation time for the year of one’s departure from the College shall be granted.

**FUNERALS**
All employees will be permitted time off for funerals of family members, fellow church members, and close friends.

**HOLIDAYS**
A detailed holiday schedule for full time employees will be issued by the president’s office at the
beginning of each year. Paid holidays usually include: New Years, Martin Luther King Day, one week for spring break, Memorial Day, Fourth of July, Labor Day, one week for Thanksgiving, and one week for Christmas.

If an employee has responsibilities to perform during scheduled days off, he may take those days at a later time.

**JURY DUTY**
In the event you receive notice to report for jury duty, please notify your supervisor immediately so that arrangements can be made to have your duties covered until you return to work. If, however, this time is not convenient for the institution, you may be provided with a letter to request that your jury duty be postponed.

Time spent on jury duty will be counted as regular working time. The employee must return to work for any reasonable time the court is closed during normal work hours. No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts.

**VOTING**
Employees who are registered voters are entitled to one hour off, with no loss of pay, only if he or she has insufficient time outside working hours in which to vote. Time off to vote must be arranged with the employee’s immediate supervisor.

**OTHER LEAVE**
Full time employees who pastor will be free to conduct funerals, be with families who are having major surgery, and respond to emergency situations within their church membership when called upon. However, regular visitation (hospital and other), preparation of newsletters or bulletins, and other pastoral duties, must be taken care of off-campus and before or after defined working hours.

In addition, revivals for which faculty members serve as evangelists must be scheduled at times other than those which would cause them to be absent from classes for which they are responsible -- unless such time would be counted as personal leave days or they are willing to either forfeit their regular College compensation for that time or contribute the revival income to the College. In any case, they will be responsible for satisfactorily covering any classes missed.

Administrators who are preachers shall be allowed to be absent from their offices for a maximum of one week per calendar year for the purpose of preaching revivals from which they personally retain the proceeds. A maximum of two additional weeks may be spent in revival work if the administrator is willing to either forfeit his regular College compensation for the time spent away from campus or contribute the revival income to the College. No limit shall be placed upon the number of revivals preached to which the administrator can commute after regular office hours, and he may retain the proceeds from such. Revivals which require that the administrator be absent from his office shall be scheduled so as not to occur more frequently than once every three
months within any calendar year.

Administrators who are not preachers shall be allowed to be absent from their offices for a maximum of one week per calendar year for speaking engagements or for other activities from which they personally retain the proceeds. A maximum of two additional weeks may be spent in such activities if the administrator is willing to either forfeit his regular College compensation for the time spent away from campus or contribute the proceeds from the speaking engagement or other activities to the College. No limit shall be placed upon the number of such activities to which the administrator can commute after regular office hours, and he/she may retain the proceeds from such. Time away from the office shall be scheduled so as not to occur more frequently than once every three months within any calendar year.

The President shall be allowed to be absent from his office a maximum of three weeks per calendar year for the purpose of preaching revivals with the understanding that the proceeds received from all except one will be deposited in the general operating fund of the College and that such revivals shall be scheduled so as not to occur more frequently than once every three months within any calendar year.

Teaching at Other Educational Institutions: those who desire to teach at other educational institutions must schedule such work at times which will allow them to meet the requirements specified in the definition of working hours at Central.

Summer Tours: College personnel who wish to visit or conduct summer tours to BMA mission fields under the auspices of Central Baptist College, which may include solicitation of CBC students as tour participants, must first gain approval of their request by the Vice President for Academic Affairs and ultimately the College President.

- All such tours must be scheduled at times other than those which would result in either College personnel or students missing classes for which they are responsible.
- All personnel who choose to make such visits or conduct tours shall be responsible for payment of all costs associated with the visit or tour, including insurance.
- The opportunity to conduct other tours under the auspices of the College shall require approval of the College Board of Trustees. Requests for conducting such tours should be submitted to the College President for submission to the Trustees. Such tours must be of an educational nature complementary of Central Baptist College.

Annual meeting of the Baptist Missionary Association of America and the Baptist Missionary Association of Arkansas: free time to attend when it meets at a location other than Central College shall be granted on the following basis:

- Annually to those asked by the president to represent Central College.
- Annually to personnel who are elected as messengers from the church where they hold membership.
- On a rotating basis, annually, two faculty members who are not elected as church
messengers may attend. The rotation shall be based on an alphabetical listing by the last name.

- On a rotating basis, annually, one administrator other than the official representative of the College may attend. The rotation shall be based on an alphabetical listing of the administrators by the last name.

Note: All personnel who are granted leave time for such meetings shall be responsible for their own cost of attendance and for making sure that any classes for which they are responsible shall be covered in a manner satisfactory to their department chair and the Vice President for Academic Affairs.

**Paid Time Off for Ministry**

Full-time employees (as defined in the Employee Handbook) shall qualify for up to five (5) paid days annually to participate in a short-term mission trip, church youth trip, church or related ministry event (VBS, conference, etc.). Request for the paid time off must be in the form of a letter or e-mail to the employee’s immediate supervisor stating the destination, time period, purpose, and rationale for the trip/event. The supervisor must then gain approval from the President prior to approving the leave. The supervisor and/or President may deny permission for the trip if the employee is not meeting expectations or the needs of the department require the employee to be available during the time period requested. Trips/events for which the employee is compensated do not fall under this policy.

Time off for other reasons will be considered according to each situation at the discretion of the supervisor.

**INCLEMENT WEATHER WORK POLICY**

In an effort to ensure consistency throughout the institution regarding work schedules and class schedules when inclement weather occurs, the following policy shall be followed:

- When the weather appears severe enough for all travel to be dangerous, classes will be dismissed and administrative offices will be closed. **Announcements of such closings and cancellations will be broadcast over area media and the SchoolCast alert system early the day of such closings.** PACE class cancellations will be announced by noon on the day in which the evening classes are to occur.

- **The president, or in his absence, the vice president for academic affairs, shall be responsible for notifying the broadcast media.**

- In the event inclement weather is not severe enough to cause all travel to be dangerous, the following procedure shall be followed:
  - All personnel who can travel safely should report to work at regular times, and all students who live off campus and can travel safely should report to scheduled classes. Note: All students living on campus shall report to classes.
If one's circumstances are such that travel is dangerous, students should call their instructors to notify them and college personnel should notify their immediate superior. Note: Students who must miss classes under such circumstances shall be granted an excused absence.

**BEHAVIOR, TERMINATION & GRIEVANCE POLICIES:**

**DRESS CODE**
Employees are expected to dress professionally, neatly, and modestly. Shorts are considered inappropriate with the exception of maintenance, and faculty teaching physical education classes and coaching athletic teams during practice sessions. Jeans are not allowed except for fundraising days.

**ADDITIONAL OUTSIDE EMPLOYMENT**
Since many will form their opinions about the institution based upon its personnel and their activities, full time administrators, administrative staff and faculty must present requests for additional employment to the president for approval prior to accepting such. In addition, additional employment for all personnel is subject to annual review by the President and/or Board of Trustees.

**ATTENDANCE AT COLLEGE FUNCTIONS**
Commencement: Administrators and faculty members without exception are expected to be in academic attire and to participate in the commencement exercises. The administration arranges (at the faculty member’s expense) for rental of caps, gowns, and hoods for persons not having their own.

Employee meetings: Full time employees are expected to be in attendance at the monthly employee meeting. A member who must be absent should so indicate to the President’s Executive Administrative Assistant prior to the scheduled meeting stating the reason for your anticipated absence.

**ADDRESSING THE BOARD OF TRUSTEES**
The interested party shall contact the President’s Office requesting to speak to the Board. The President will notify the Chairman of the Board of Trustees regarding the number of parties desiring to speak, as well as their respective positions concerning their specific matters of interest. The chairman of the Board of Trustees, in conjunction with the President, will then determine the order of the speakers, and the timing of their speaking with respect to the order of the agenda.

Each person that speaks will be allowed up to a maximum of five minutes of speaking time to present his/her side of an issue. A maximum of three (3) individuals and/or groups will be allowed to speak for any one side of the issue, i.e., three (3) pro and three (3) con arguments.
After each person has been allowed to speak, further participation will be allowed at the discretion of the chairman.

**EMPLOYEE TRAVEL WITH OPPOSITE SEX**

Purpose: To protect the integrity of the working relationship among employees.

For the purposes of college-related travel, every effort should be made so that one male and one female employee are not alone with each other for an extended period of time. In addition, it is advisable that the situation not occur for even a brief period of time. This can often be avoided by supplementing the travel party with one additional member.

Unmarried male and female employees are prohibited from sharing lodging quarters while on overnight trips.

**EMPLOYEE-STUDENT RELATIONSHIP POLICY**

Central Baptist College employees are prohibited from dating anyone while that person is a student at Central Baptist College. In addition, employees should exercise care in all situations which involve dealing with members of the opposite gender in an effort to prevent the appearance of impropriety.

**DRUG-FREE/ALCOHOL-FREE WORKPLACE POLICY**

Central Baptist College is a drug and alcohol-free workplace. Personnel violating this policy could face immediate termination.

**SUBSTANCE ABUSE TESTING POLICY**

All employees are subject to substance abuse testing. The approximate cost of each drug screen is $60. The cost for the drug screen will be paid by Central Baptist College. If the employee fails the drug test, the employee will then be responsible to reimburse Central Baptist College for the cost of the test. The President may require any employee to submit to a drug screen when that employee demonstrates behavioral changes suspected to be related to substance abuse. The decision to drug screen may be drawn from, but is not limited to, the following observances:

- Observable phenomena, such as the direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wild mood swings, and/or deterioration of work performance.
- Information that an employee has caused or contributed to an accident as a result of substance abuse.
- Information that an employee has been arrested or charged with a substance abuse related offense.
- Conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse related offense.
POLICY FOR GENERAL BEHAVIOR

Purpose:
Central Baptist College employees are expected to demonstrate conduct that is above reproach. In the event behavior should occur which proves to be offensive or harmful to the health, safety or morale of other employees or students or to the interest of the churches of the Baptist Missionary Association of Arkansas, the College shall be responsible for taking corrective action upon learning of such behavior.

Scope:
This policy applies to all employees. Standards of behavior included in this policy are not intended to be all-inclusive, but to be a guideline to follow, subject to interpretive application at the discretion of the administration and further modification as circumstances may require.

College and Employee Responsibilities:
College Responsibilities:
The Administration shall take appropriate action when made aware of policy violations or when employee behavior is deemed by it to be detrimental to the College.

Employee Responsibilities:
Employees are responsible for making themselves aware of institutional behavior policies, for seeking clarification if needed from their supervisor, and for adhering to such policies.

No employee will be penalized in any way for bringing an honest, good faith concern to the attention of a supervisor.

Minor Violations
Minor violations include, but are not limited to, actions that interfere with effective job performance or that cause morale problems.

The employee’s supervisor is responsible for reporting violations to the appropriate administrator and for keeping a written record of the violations.

Minor violations may result in progressive corrective action up to and including termination.

Dealing with Minor Violations
Identifying the Problem:

Poor performance or other forms of unacceptable behavior call for corrective or disciplinary action. The problem may involve a single incident or a series of infractions.

Behavioral problems are defined as violations of specific policies.
To the extent possible, the problem must be stated in factual language in written form.

**Progressive Discipline:**
In most cases, disciplinary action will be taken progressively, with discharge occurring only after other appropriate measures have proven unsuccessful in correcting the problem.

Step 1: The supervisor will counsel the employee, defining the problem in specific terms and working with the employee toward identifying a solution. A written record of this first step will be entered into the employee’s personnel file, and the employee will be given a copy of the written record.

Step 2: If follow-up procedures are unsuccessful or the problem recurs, meetings will be scheduled with the supervisor and the institutional grievance committee. During the second meeting, the employee will be warned that continued violations will lead to probation, suspension or termination.

The meeting will be recorded and a transcript of the recording signed by the employee, the supervisor and the chair of the institutional grievance committee. The employee should be given a written reprimand. All written documentation associated with these deliberations will remain in the employee’s personnel file for a period of two years.

Step 3: If the problem recurs, a third meeting will be scheduled with the supervisor, the employee and the President. During this meeting, a specific disciplinary action will be taken. This action will depend on the nature of the violation, the record of the employee and the needs of the College. The action may be probation, suspension, or termination.

The record of this meeting will be signed by all parties before being entered into the employee’s personnel file.

For all disciplinary actions, it is essential that the events and the circumstances surrounding the action be carefully documented. Warning letters, records of counseling, interviews, reports and other pertinent data will be placed in the employee’s permanent personnel file.

**Employee Right of Appeal**
An employee against whom disciplinary action has been taken shall have the right to appeal such an action. The appeal shall be made in the following order:

1. To the employee’s supervisor.
2. To an institutional grievance committee, composed of one administrator (selected by the administrative committee), one faculty member (selected by the faculty council), one support staff member (selected by the support staff organization), and one (1) administrative staff (selected by administrative staff personnel) to make a recommendation to the President.
3. To the appropriate Vice President (if different from employee’s immediate supervisor).
4. To the College President.
5. To the College Board of Trustees.

Employees must provide written notification to the appropriate person or group, in the hierarchical order provided above, of their intent to appeal within 15 days of the disciplinary action. If employees wish to continue the appeal, a maximum of 15 days between each step shall be allowed for required notification.

Note: Decisions made by the College Board of Trustees are final; however, nothing herein shall prevent the Board from amending its decision on its own motion if circumstances require.

Major Violations
Personal misconduct or failure to meet professional responsibility are classified as major violations. They are of such severe nature that immediate discharge may result. They include but are not limited to:

- Acts of teaching of heresy;
- Fraud, dishonesty or falsification of school documents;
- Theft of College, employee, or student property;
- Being under the influence or in the possession of alcohol on College property;
- Possession of illegal drugs;
- Willful insubordination;
- Any form of harassment;
- Conduct violating common decency or that which is morally offensive by Christian standards (including profanity);
- Unauthorized possession of firearms or other illegal weapons on College property;
- Any activity which could result in injury or intimidation of others;
- Disloyalty or any act which would damage the College’s reputation;
- Willful destruction, misuse or damage of College property.

Major violations of the general behavior policy will be put in writing by the employee’s supervisor and submitted to the President for inclusion in the employee’s personnel file. An employee may be immediately terminated, or may be suspended with pay during investigation of, a major rules violation. The supervisor will consult with the President to determine whether the employee will be terminated immediately or if progressive discipline will be administered. A decision to terminate will be communicated to the employee by the President.

**IMMEDIATE TERMINATION**
Immediate termination of employment is the prerogative of the President alone. When immediate termination is carried out by the President, the appeal by the employee is to the Board of Trustees only and must be made through the Office of the President. The employees must provide written notification to the President of his/her intent to appeal to the Board of Trustees.
within 15 days of the date of termination. The President will notify the Chairperson of the Board who will set the time and date for the appeal. The decision of the Board of Trustees is final and any subsequent reversal of action must be approved by the entire board.

There may be other occasions when immediate termination of employment will be considered by the College. The facts leading to the termination must be reviewed with the President and documented for the employee’s personnel file.

**HARASSMENT POLICY**

*It is the policy of Central Baptist College that all personnel have a right to work and/or study in an environment free from illegal discrimination, including all types of harassment. Central Baptist College will not tolerate harassment of its employees or students by anyone, including but not limited to supervisors, faculty, staff, students or alumni. Harassment is an insidious practice which demeans individuals and creates unacceptable stress for the entire organization. Significant costs are involved. Morale is adversely affected. Work effectiveness declines. More importantly, such harassment is against Biblical principles upon which Central is founded and operates. Persons who are found to have harassed others will be dealt with swiftly and vigorously.*

- **Policy**
  - No employee or student of Central Baptist College, male or female, may engage in the following conduct toward another employee or student.
  - Making sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment, or a condition affecting a student academically or otherwise; or
  - Making submission to or rejection of such conduct the basis for employment decisions affecting an employee; or making submission to or rejection of such conduct the basis for academic decisions affecting a student; or
  - Creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct; or creating an intimidating, hostile or offensive, academic environment or otherwise substantially interfering with an individual's academic pursuits by such conduct; or
  - Retaliating against an employee or student for complaining against such conduct.

- **Examples of Sexual Harassment**
  Sexual harassment can occur intentionally or unintentionally. Some examples of conduct that are prohibited by policy are listed. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this
policy, you should discuss it with your supervisor.

- Unwelcome sexual flirtations, propositions, and invitations to social events;
- Offensive physical contact or physical closeness;
- Use of offensive words of a sexual nature describing body parts or the sexual act, telling "suggestive" jokes or stories, and conversations about sexual exploits, sexual preferences, and desires;
- Displaying in the work place or in the academic setting sexually suggestive objects, pictures, cartoons, pornographic magazines, or representations of any action or subject which is sexual in nature and which can be perceived as offensive;
- Sabotaging an employee's or student's character, reputation, work effects, or property because of sex;
- Direct and indirect suggestions that a student's academic standing or an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations.

• Examples of Disability Harassment
  - Some examples of conduct that are prohibited by policy are listed. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor.
  - Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class; as a result, the harassed student has difficulty doing work in class;
  - A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom;
  - A teacher subjects a student to inappropriate physical restraint because of conduct related to disability, with the result that the student tries to avoid school through increased absences;
  - A professor repeatedly belittles and criticizes a student with a disability for using accommodations in class with the result that the student is so discouraged that he or she has great difficulty performing in class and learning.
• Penalties for Sexual Harassment
  o A violation of this policy may be grounds for immediate discipline, up to and including discharge or expulsion or other appropriate action. (Central Baptist College recognizes that false accusations of harassment can have serious effects on innocent men and women. Accordingly, accusations which are not made in good faith may also be grounds for discipline, up to and including discharge or expulsion, or other appropriate action.) Sanctions, if any, will be determined on a case-by-case basis, after a review of relevant information.

• Complaints Relative to Harassment
  o An employee or student who believes he or she has been subject to sexual harassment may make his or her concerns known by:
    o Telling the person engaging in harassing conduct or communications that the conduct or communication is offensive, against this policy and the law, and must stop;
    o If the issue is not resolved, the individual who believes he or she is a victim of harassment should immediately report the alleged act(s) to the appropriate official. Depending upon the classification of the aggrieved individual, the following lists the preferred reporting officials:

<table>
<thead>
<tr>
<th>Aggrieved Person</th>
<th>Reporting Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>President</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Faculty</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Academic Support Staff</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Non-Academic Support Staff</td>
<td>Vice President for Financial Affairs</td>
</tr>
<tr>
<td>Students</td>
<td>Director of Student Services</td>
</tr>
</tbody>
</table>

If the aggrieved person feels uncomfortable or for any reason feels that he or she cannot report the alleged acts of harassment to the designated official, the aggrieved person may report the matter directly to the President of the College.

  o The aggrieved person will be asked to specifically outline the nature of the complaint. The person to whom the report is made will make a written report of the incident and the appropriate officials will be notified. The alleged harasser will then be contacted by the appropriate official and informed of the seriousness of the allegation. The official will review with the alleged harasser our policy and indicate a charge of harassment has been made. The alleged harasser will then be given an opportunity to respond to the allegation verbally and in writing. Interviews will be held with other students, employees or persons if they are named or if they are witnesses to, or knew or had reasons to know of, the alleged
behavior or incident. Potential witnesses' knowledge or lack of knowledge of any events may be documented.

NOTE: All claims of sexual harassment should be filed with appropriate College authorities within 30 days following any alleged acts of harassment. Failure to file a claim within the required time frame shall not, however, bar the enforcement of College policy.

- **Statement of Confidentiality**
  - In formal resolution of complaints of harassment, all parties including the complainant, the alleged harasser, witnesses, and those investigating the complaint must strictly uphold rules of confidentiality. Due process is guaranteed the alleged offender, including the right to be informed of the specific charges, the opportunity to respond, and the opportunity to present information and witnesses.

- **Method of Appeal**
  - To appeal a sanction due to a sexual harassment charge employees should follow the problem resolution procedures as outlined in the Employee Handbook. Students are to follow the student grievance procedure outline in the Student Life Handbook.

- **Non-Retaliation Statement**
  - Intimidation, retaliation, or discrimination against anyone for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

**COMPUTER USE POLICY**

**General Principals**

Central Baptist College believes that access to computing and network resources are a significant benefit to the productivity of all individuals. Such access to computing systems and networks owned or operated by Central Baptist College are considered a privilege which imposes certain responsibilities on users and obligations to users and is granted subject to College policies. Acceptable use is considered to be ethical, reflecting academic honesty and showing restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation, harassment, and malicious annoyance. Violations of these rules will be reviewed through established procedures and could result in restrictions, expulsion, or criminal procedures. Punitive actions may be appealed through the same procedures.

**Guidelines**

In making acceptable use of resources, one must:

- Use resources only for authorized purposes.
- **Protect one’s account and system from unauthorized access (the employee is responsible for all activities on his/her account or that originates from his/her system).**
• Access only files and data that are one’s own, that are publicly available, or to which one has been given authorized access.
• Use only legal versions of copyrighted software in compliance with vendor license requirements.
• Be considerate in one’s use of shared resources by refraining from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, or other resources.
• Abide by restrictions associated with one’s account.

In making acceptable use of resources, one must not:
• Disclose privileged or sensitive information to which one has access other than in the course of official College business.
• Use another person’s system, account, password, files, or data without permission.
• Use computer programs to decode passwords or access control information.
• Attempt to circumvent or subvert system or network security measures.
• Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, installing software, removing icons, or damaging data.
• Use College systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
• Make or use illegal copies of copyrighted materials, store such copies on College systems, or transmit them over College networks.
• Use mail or message services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
• Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amount of paper.
• Use the College’s systems or networks for personal gain, for example, by selling access to your resources or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
• Engage in any other activity that does not comply with the rules of Computing presented above.

Abuse of Computer Access
The following guidelines outline abuse of computer access. Abuse of computer time includes, but is not limited to:
• Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
• Unauthorized transfer of a file.
• Unauthorized use of another individual’s identification and password.
• Use of computing facilities to interfere with the work of another student, faculty/staff member or College official.
• Use of computing facilities to send or procure obscene or abusive materials.
• Use of computing facilities to interfere with normal operation of the College computing or
any other system.

The Director of Information Technology may freeze (lock) user accounts due to failure to follow these guidelines until the particular infraction can be reviewed for possible further action.

Policy for Use of Campus Computer Network
Central Baptist College has expanded computer network access beyond the computer labs to include access in residence hall lobbies utilizing a wireless system. This system is meant for transmission of data using authorized connections and not for anyone to connect and roam on campus. It is a violation of the computer use policy to connect to the Campus Computer Network using wireless connectivity or any other means without prior permissions, and such violations will be dealt with in the strongest manner possible.

Accounts
All computer accounts are assigned upon employment at Central Baptist College. They remain active as long as the employee is actively employed at Central Baptist College. Accounts are dropped when:

- The employee terminates his/her employment at the College.
- The employee is denied access because of disciplinary action.

When an account is dropped, all files and e-mails are erased.

Legal Note
Unauthorized copying or use of digital material (e.g. computer software, movies, music, intellectual material) is illegal and unethical. Central Baptist College strictly prohibits copying licensed software. Users are allowed, however, to make a copy for backup or archival purposes of duly licensed software. Central Baptist College will not knowingly encourage, condone or support the illegal acquisition, possession, or distribution of copyright protected materials in any form. Specifically, if Central Baptist College becomes aware of persons utilizing the campus network for such purposes, those persons will be considered in violation of these Rules of Computing Practices, and appropriate actions will be taken. If one is in doubt of whether or not he/she owns a legal copy of one’s digital material, he/she may contact the Technical Services Department for assistance.

Being connected to a network may involve security risks including viruses. Central Baptist College is not responsible for damages resulting from connection to the network. We recommend taking appropriate measures such as using antivirus software and regular backups.

Central Baptist College cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or information saved in network folders. Electronic communication is vulnerable to interception, misdirection, or rerouting. Therefore, highly confidential materials should be delivered or stored in another manner. Be aware also that occasionally a representative of the College may see all or part of an
electronic message sent by you or addressed to you. College personnel may also view files saved
in network folders. Information contained in electronic messages or network directory files may
be used against you in disciplinary proceedings.

*All software on campus must be installed by the Technical Services department. Any software
that is discovered installed on a resource owned or operated by Central Baptist College during a
routine inspection or when work is performed on the machine will result in possible punitive
actions being taken. Such violations will be reviewed using the established procedures to
ascertain possible action.

Disclaimer
The above does not cover every situation that pertains to proper or improper use of the
computing resources at Central Baptist College, but it does suggest some of the responsibilities
that one accepts if he/she chooses to use Central Baptist College’s computing resources or any
network access that the College provides. These rules are intended to work for the benefit of all
users by encouraging responsible use of limited computing resources.

Any portion of these rules may be changed at any time. New versions of the rules will supersede
all previous versions. You will receive notification of any changes that are made.

GRIEVANCE PROCEDURE
In an attempt to find solutions to grievances as easily and quickly as possible, employees should
first share their concerns with their immediate supervisor. If the concerns are not satisfied at that
level, the employee should continue up the organizational chart to the president’s office where
the concern may be referred to the grievance committee.

The grievance committee shall be responsible for investigating the issue to determine the facts
and shall make a recommendation to the president for resolution of the matter. The president
shall not be bound by the committee’s recommendation and may conduct his own investigation
prior to making a final decision regarding the matter. The president’s decision is subject to
appeal to the CBC Board of Trustees.

SUPPORT STAFF REPRESENTATIVE TO THE PRESIDENT
Before the beginning of each academic year support staff employees will select one person as
their official representative to serve as a means of representation and avenue of communication
to the president's office.

FINANCIAL AFFAIRS

BUDGETARY PROCEDURES
The structure of the College budget, with its plan of expenditures and estimates of income, is the
administrative function of the President with the assistance of the Vice President for Financial
Affairs. It is the responsibility of these officers to make a complete study of each department and phase of College operations to insure their efficient and equitable support. Each department chair should submit an annual budget for his/her department to the appropriate supervisor.

It is the responsibility of the Vice President for Financial Affairs to supervise expenditures and to issue instructions concerning the control of expenditures.

- Any planned expenditure prior to fall registration shall require permission by the Vice President for Financial Affairs.
- Total expenditures shall be limited to fifty percent of one’s total budget per semester unless exceptions are granted by the Vice President for Financial Affairs.

**PURCHASE CONWAY POLICY**

Purchases for the College are to be made in Conway (subject to availability) with the exception of big ticket items and quantity purchases if purchasing the same elsewhere shall result in significant savings to the College over and above expenses involved in traveling to another location including compensation for one’s time away from the College.

**PURCHASING PROCEDURES**

The College shall be responsible for paying costs of items ordered by means of an accurately executed purchase order unless the total invoice amount is less than $100. Purchases of less than $100 do not require a purchase order. The following steps must be followed by one wishing to make a College related purchase:

Be sure the anticipated purchase will not exceed the amount budgeted for that purpose for the fiscal year (Requests to the business office for updated expenditures must be submitted by e-mail and will be responded to within 2 days).

For purchases of less than $100, the receipt must show the correct budget line item on the receipt. (Note: the supervisor will have the responsibility of double checking to be sure anticipated purchase orders will not exceed the amount budgeted for that purpose for the fiscal year).

Purchase orders for cost of $100 or more are to be submitted to the business office for final approval before the purchase is made.

All invoices greater than $100 submitted for payment are to reference the purchase order number authorizing the purchase. Invoices without a purchase order number will not be processed for payment.

**NOTE:** The business office will only approve those purchase orders which contain signatures of approval from one’s immediate supervisor and are completely filled out.
Purchases made without proper approval are subject to payment by the purchaser.

Rental and Lease Agreements
All rental or lease agreements must be submitted through the Business Office for approval. Agreements for less than $100 per month may be approved by the Vice President for Financial Affairs. Agreements for $100 per month or more must be approved by the President.

CREDIT CARD POLICY
Central Baptist College issued credit cards are for CBC expenses only. Personal use of credit cards is prohibited unless approved by the Vice President for Financial Affairs.

Credit card usage must be supported by a valid purchase order unless the expense is for travel expenses away from campus, or the purchase is for less than $100.

All credit card charges must be supported with a receipt. Monthly statements must have all receipts attached, and statements with receipts are to be submitted to the Business Office by the 28th of each month.

Failure to include all receipts will result in undocumented charges becoming the responsibility of the cardholder.

TRAVEL DOCUMENTATION
All travel expenses of Central Baptist College employees are to be properly documented. These expenses include meals, lodging, supplies and miscellaneous expenses incurred while traveling on CBC business.

Receipts are required for all travel checks written for departmental travel. All departments requesting a travel advance must document all expenses. Upon returning from a trip, all receipts must be turned in to the Business Office. Any funds in excess of the receipts must be returned to the Business Office. If expenses exceed the travel advance, then a check will be written to reimburse the employee.

RENTAL OF COLLEGE PROPERTY TO STUDENTS
Central Baptist Conway owned properties other than dormitory rooms shall not be rented to single Central Baptist College Students.

EXTENSION OF CREDIT TO STUDENTS
1. At registration, students are expected to pay all tuition and fees. Students living on campus are also expected to pay one month’s room and board.

2. Students who request credit for any reason will be required to provide the business office with a postdated check in the amount of credit given.
3. This check will be held until the financial obligation is met, but no later than mid-term. If the student does not clear the financial obligation, the check will be cashed and the funds will be applied to the student’s account.

**STUDENT FOOD ALLOWANCE**

When students, due to required attendance in a College activity, are unable to eat in the College cafeteria, have meals provided by the College cafeteria, or eat at home, the institution will pay $5 per student per meal. This amount must be covered in the respective department’s budget and a check request must be submitted to the Business Office in advance with a list of students and the number of meals that are required. Do not use College credit cards to charge student meals.

**Athletic Meals:**
- Coaches should make every effort to leave campus after the scheduled campus meal time or arrange with Jill McCollum, Director of Dining Services, for a box lunch.
- When returning from trips, coaches should make every effort to return to campus in time for students to eat in the Dining Hall.
- The on-the-road per meal cost shall not exceed $6
- Coaches will receive the $6 per meal equivalent in cash for each athlete times the number of meals to be eaten on the road.
- Coaches will be responsible for distributing the cash to the athletes. The athletes will then be responsible for the cash.
- Coaches should plan ahead and make a check request to the Business Office for the proper number of athletes traveling, including coaches traveling with the team, at least 24 hours in advance.
- No receipts will be required to be submitted to the Business Office. However, if it is determined that an inaccurate count has been provided to the Business Office, the coach will be responsible for returning the unused cash.

**SALARY AND PAYROLL INFORMATION**

Personnel may choose to receive salary payments in nine equal monthly installments during the academic year or in twelve equal monthly installments.

Each employee is requested to supply to the business office the necessary information for state and federal withholding tax and social security early in the first pay period and report any subsequent changes promptly.

Direct deposit is mandatory for full time employees and occurs on the 25th of each month. The employee will receive an itemized statement at each pay period showing salary, deductions and
the amount of each monthly check. If there are questions on these amounts the employee should inquire in the business office for further information.

**Tax Form Reports of Salary Earned.** Federal Tax (Form W-2) will be issued no later than January 31.

**EXPERIENCE INCREMENTS**
Central Baptist College shall grant experience increments to newly employed full-time administrators, administrative staff and faculty on the following basis:

- One experience increment shall be granted for each year of full-time employment at another college or university.
- One-half experience increment shall be granted for each year of full-time employment at an elementary or secondary school, or for ministry experience on a full-time basis as a pastor, denominational worker, youth minister, church education minister, or church music minister.

**SOLICITATION**
Solicitation of employees and/or on-campus gatherings for the purpose of selling product or recruitment of employees to sell product and or join organizations is prohibited. It is not the intention of this policy to prevent employees from placing order information and/or catalogues (Avon, Premiere Jewelry, etc.) in the faculty lounge or other employee gathering areas nor is it the intention of the policy to prevent children of employees from selling products for their school and/or athletic team fundraisers.

**FUND RAISING FOR SPECIAL PROJECTS**
All such projects must be approved in advance by the President or Development Office. The project proposal must include a list of prospects from which donations will be solicited. This avoids the embarrassment of having more than one College person call on the same prospective donor within a short period of time.

**RECEIVING MONEY ON BEHALF OF THE COLLEGE**

**Receiving Cash**
The BMA of Arkansas and the Board of Trustees have delegated to the President, Development Office, and Vice President for Financial Affairs full responsibility for collecting, recording, and safekeeping of all funds of the College. This responsibility includes care of any and of all payments required of students or customers by any department or activity of the College. No faculty member or any other employee is authorized to accept any funds on behalf of the College except persons as designated by the President, Development Office, and Vice President for Financial Affairs.

**Receiving Contributions:**
All contributions, including cash, check, gifts-in-kind (non-cash personal property), received
from any entity (individual donor, church, church group, business, organization, etc.) for the benefit of Central Baptist College must be presented to the President’s Administrative Assistant for proper receipting. The gift should include: 1) Name of donor; 2) Mailing address; 3) Purpose of gift; 4) what, if any, benefit the donor received in return for the contribution (tickets, merchandise, etc.), and the value of such benefit, and 5) Gifts-in-kind must include a reasonably detailed description and value of the item(s) donated. If you bring a group of gifts you must provide the total amount.

The College is responsible to provide a contemporaneous, written receipt to all donors. In some cases, the donor’s tax deduction may be disallowed if this procedure is not followed. A penalty(s) can be imposed on the College if proper disclosure is not made regarding value of benefits received.

Fee or Fine Collection:
All fees for services or fines assessed by College offices and/or departments are to be paid in the business office and will be deposited into the current fund.

In the case of fees assessed for services, such services should be rendered only after the student presents written verification of payment from the College business office.

**COLLEGE FACILITIES AND EVENTS**

**SCHEDULING COLLEGE FACILITIES**
Scheduling of facilities for all events, except those held in the A.R. Reddin Fieldhouse, must be submitted to the ImaMustang calendar and approved by the Director of Special Events. Once the event is approved, the event organizer will be sent an Event Initiation Form via email by the Director of Special Events. This form must be completed and returned to the Director of Special Events within 24 hours of receipt. Room set-ups must be finalized at least **THREE DAYS** prior to the event. For information about catering, please refer to the DINING SERVICES-CATERING policy in this handbook.

Scheduling of facilities for all recognized student organization events must be submitted by the organization’s employee sponsor, and the employee sponsor must be present at the event.

A professional, college-appointed technician must be used to run sound or audio visual equipment. Should your event require this equipment please notify the Director of Special Events when you schedule the room, and they will make the appropriate arrangements. If it’s an after-hours or non-school event, the department and/or employee will be responsible to pay the technician.

**DINING SERVICES-CATERING**
Steps for scheduling a catered event at Central Baptist College:
1. The facility and date should be reserved as soon as possible through the Director of Special Events. Contact Jessica Faulkner at either 501-329-6872 or jfaulkner@cbc.edu.

2. Plan the menu with the Director of Dining Services at least 14 calendar days prior to the event (an estimated guest count will also be needed at this time). Contact Jill McCollum at either 501-329-6872 or jmccollum@cbc.edu.

Please note: CBC provides catering services during the Fall and Spring semesters according to the academic calendar (usually the second week of August through the first week of December & the second week of January through the first week of May). If catering is needed at any other time it will have to be approved by the Director of Dining Services.

Guarantees and Cancellations

- An estimated guest count is required at least 14 calendar days prior to the event.
- A final guest count is required at least 7 calendar days prior to the event. Please note that some menu choices may require that a final guest count be given sooner.
- If a final guest count is not received, food will be ordered based on the estimated guest count.
- If the actual guest count exceeds the final guest count, the event sponsor will be billed for the actual guest count.
- After a final guest count is given to the Director of Dining Services, the person/organization sponsoring the event will be financially responsible for that number.
- There is no charge for cancellations made at least 7 calendar days prior to the event (unless the menu choice requires that more notice is given). Cancellations made less than 7 calendar days prior to the event are subject to charges of cost already incurred.

Labor

- A charge of $15.00 per hour per staff member will be assessed.
- Each staff member has a two hour minimum.

Special Notes

- The employee/department will be charged $2.00 per tablecloth and $5.00 per table skirt.
- No other persons besides CBC employees are allowed in the kitchen or are allowed to use any equipment or supplies from CBC Dining Services.
- When using CBC Dining Services as your caterer, no other food may be brought in except for wedding cakes. All other food will be prepared by CBC Dining Services.
- CBC does not allow alcoholic beverages on campus.
- CBC Dining Services only charges for food and labor for preparing and serving the selected menu. Additional cost may be incurred for room rental, room set up, sound, audio-visual equipment, etc. These charges will be discussed with the Director of Special Events when the event is scheduled.
MAINTENANCE
Building services (janitorial, light, heat, water) are the responsibility of the Vice President for Financial Affairs and any concerns should be reported to that office.

Changes in classroom and office furniture (chairs, desks, files, tables) may be made only with the approval of the Vice President for Financial Affairs. Each instructor is expected to leave the classroom in an orderly condition at the end of each class period.

AFTER HOURS
Students are not permitted in the Cooper Complex, Student Services Building or Gymnasium after hours without employee supervision.

KEYS
Maintenance is only authorized to open facilities for events scheduled on the College calendar. College personnel should not loan their key or use their key to allow unauthorized use of facilities. Student workers will be issued a key if needed to perform their work assignments, and the key will be turned in upon completion. Under no circumstances should keys be duplicated.

CONSTRUCTION
All construction by departments or offices on the campus of Central Baptist College is to be approved in advance by the Vice President for Financial Affairs.

Construction is defined as any modification, alteration, addition to, or improvement of any campus buildings that is of a permanent nature. This construction may involve carpentry, electrical, plumbing, painting, or other maintenance.

Requests for approval should be made in writing and include the requesting department, the specific nature of the project, the estimated cost of the project if known, who will be responsible for completing the project, and how the project will be paid for.

GENERAL

JOB DESCRIPTION
Each employee will be supplied with a job description of his or her work responsibilities. This description will summarize the job requirements, particular duties, compensation, and benefits.

NEPOTISM
Central Baptist College permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the college, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The college will use sound judgment in the placement of
related employees in accordance with the following guidelines:

Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the immediate chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative.

Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the college, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any exceptions to this policy must be approved by the Administration Committee.

**STUDENT DISCIPLINE**

Student discipline is the responsibility of the Director of Student Services and those they empower and train to assist them in carrying out their duties. For the sake of consistency, please refer handbook violations and/or behavior you consider to be inappropriate to the Director of Student Services. Please note that behavioral issues that occur in a classroom setting should be handled by the faculty member present.

**STUDENT ORGANIZATIONS AND SPONSORSHIP**

The College catalog and Student Life Handbook describes the recognized student organizations at Central Baptist College. It is felt that these groups are important and deserve employee support and cooperation.

The guidelines for forming a new recognized student organization (RSO) can be found in the Student Life Handbook. Changes to constitutions and by-laws of existing RSO’s must be submitted to the Assistant Director of Student Services for approval.

Each student organization is required to have an employee adviser or sponsor. An employee member accepting appointment or election as a sponsor must obtain approval from their immediate supervisor and is expected to be an active participant in the organization.

- He/she should attend all meetings of the group.
- He/she should take an active part in fostering leadership development among the officers in particular and the members in general.
- He/she will be expected to submit all organization activities to the ImaMustang calendar and attend all social activities of the organization.
• He/she should encourage the members to achieve a continuous evaluation of their programs.
• He/she should oversee organization budgets, both on and off campus accounts.

REPRESENTING THE INSTITUTION
Any individual or group desiring to represent the College in some manner must have approval from the administrative committee.

LOGOS & PRINTING OF RECRUITING, ADVERTISING
Only the official College seal, word mark, or an authorized version of the Mustang athletic logo may be used on publications, in advertising or any publicity representing Central Baptist College. The new CBC logos can be found in the Share drive/Public/New Logos folder. The new CBC Seal, Word Mark and the three Mustang logos each have their own folder and contain several formats (jpg, tif, gif, pdf, and eps). The official pantone colors are in a word document in the Share drive/New Logos folder. **Always provide pantone numbers when sending a print job to a professional printer.** Do a press check (go to the print shop and look at the first run of the job to see that the colors are consistent with the original logo colors) with the printer whenever possible.

When practical, the mark of affiliation provided by the Higher Learning Commission is to be included on all publications. Download the usage regulations from: [http://www.ncahlc.org/download/MarkUsageRules.pdf](http://www.ncahlc.org/download/MarkUsageRules.pdf) The mark of affiliation can be found in the Share drive/Public/HLC folder. Two formats are available: pdf and tif.

Bids must be received from two or more printers to assure the best price possible on a printing job.

All recruiting, advertising, and promotional material for PACE and Admissions must be approved by the Director of Special Events. All recruiting, advertising, and promotional material from any other office must be approved by the Director of Alumni and Public Relations.

LETTERS FROM THE PRESIDENT
Letters that go out under the president’s signature, digitized signature, or using his letterhead must have the president’s approval.

RAISER’S EDGE SOFTWARE POLICY
Employees with access to Raiser’s Edge Software must use it for all fund raising purposes including mailing lists and record keeping for alumni, donors and prospects unless you get prior approval from the president’s assistant. A Raisers Edge mailing list should be used one-time only.
CANDLES & INCENSE POLICY
Burning of candles and incense is not allowed on campus due to the potential fire hazard. Candles will be allowed for fragrance purposes so long as the wick has never been burned.

MAIL POLICY
First Class
All faculty mailings with 10 or fewer pieces should be delivered to the faculty secretary by 3:00 p.m. each day for receipt of postage. Departments will continue to be responsible for placing postage on larger mailings.

The postage meter cannot be used for personal mail even if you reimburse the College.

FedEx
Items related to College business must go by FedEx if you want help from the receptionist. You must get items to her by 2:45 p.m. the day of shipping. Before bringing your item to the office call the receptionist for the correct procedure.

The College cannot be used for personal shipping even if reimbursed.

Deliveries
Provide the bookstore with the Company/Individual you are expecting the delivery from, and the delivery arrangements.

Bulk Mail
A mail service must be used for mailings of 200 or more pieces unless approved by your supervisor (the VP for Academic Affairs must approve faculty requests). Before beginning any part of your mailing consult with the receptionist regarding the procedure. General Overview: You must email the mailing list and letter to the mail service so they can print the envelopes and letters in the correct order. You need to provide the mail service with our bulk envelopes, and if needed our business reply envelopes (reply envelopes must be specially marked). Inserts can be hard or electronic copies.

Address corrections are expensive so use the most updated address list we have. If Raisers Edge is your source, get an updated list each time you do a mailing.

Note to Bookstore Mailroom: All address corrections should go to the receptionist first, and she will pass them to the appropriate department.

FAX POLICY
Sending and receiving FAX's shall be restricted to authorized College personnel. No charge shall be assessed when the machine is used to send or receive information involving College business. The following fees will be imposed for all non-college business uses:

Fees for Receiving
$1 for up to 7 pages and .20 per additional page

Fees for sending within the U.S.
$3 for the first page and $1 for each additional page

Fees for sending outside the U.S.
$8 for one page and $2 for each additional page
NOTE: There is no charge for the cover sheet.

All personnel are encouraged to send their own business related faxes. The receptionist will assist you if needed.

**TOLL FREE PHONE NUMBER**
Please be aware that the toll free number for the College is not to be used for personal conversations. It was secured primarily for the purpose of providing a means for prospective students to call the College for information without cost.

Your help in seeing that the number is restricted to business uses only will be appreciated.

**VOICE MAIL POLICY**
Voice mail is a wonderful addition to our telephone system and is designed to improve communication among employees and with our various constituencies.

Everyone with a campus extension is expected to activate his or her voice mailbox with a personal greeting, name, and password. Instructions can be obtained from the receptionist.

Everyone is expected to use the voice mail system. When you are away from your desk, or on the phone, voice mail will better serve our callers by letting them leave a message. This frees up the few lines we have because the receptionist will not have to keep the caller on hold and you can receive your messages in a timely manner.

**GUEST MEALS**
Departments on campus wishing to purchase meals for campus guests should notify the Director of Dining Services to set up an account and be issued a campus guest meal card. At the time an account is established, the Director of Dining Services will need to know the budget item to be charged. Meals will be charged once per month to that department’s budget. The following is a sample list of campus guest that could qualify for guest meals in the Central Baptist College Dining Hall:

- Chapel speakers
- Official College consultants
- Volunteer workers
- Prospective students* (when making official campus visit)
• Administrators and faculty members from other institutions when making an official visit to our campus

* Prospective students must have an appointment with an admissions counselor or the admissions director to qualify for a complimentary pass.

FLOWER-CARD POLICY
CBC will send flowers or a plant on the following occasions for full-time employees:
- Employee is in the hospital
- Employee funeral
- Funeral for employee’s spouse, children or parents
- Funeral for retired employees
- Funerals $50, Hospital $30

Cards will be sent to other individuals at appropriate times. If you know of one of these situations, please contact the receptionist.

RETENTION OF EMPLOYMENT APPLICATIONS
All applications for employment at Central Baptist College and related information shall be kept on file for a period of at least one year. Information indicating the procedure for receiving applications, a description of the screening and interviewing process, and the procedure for selection of employees shall be included in the file.

COLLEGE VEHICLE DRIVER
All non-Central Baptist College employees and non-Central Baptist College students must be pre-approved by the Vice President for Financial Affairs before being allowed to drive College vehicles. College employees desiring such persons to drive must submit the name of the person and a copy of his/her driver’s license to the Vice President for Financial Affairs at least three (3) days prior to the College trip.

This policy is necessary to insure coverage of such persons by our insurance company. Severe penalties may be imposed upon any College employee who fails to comply with the policy.

TRAFFIC VIOLATIONS POLICY
Individuals who receive traffic violations while driving a College vehicle or while driving their personal vehicle on College business shall be personally liable for fines imposed with such violations.

PARKING VIOLATIONS
Parking tickets are to be issued by the maintenance supervisor, or in his absence, an individual designated by the Vice President for Financial Affairs.

ATHLETIC POST-SEASON PLAY
Central Baptist College teams must win forty percent (40%) of games played during the regular
season and must have the recommendation of the Athletic Director in order to participate in post-
season play.

If a team fails to meet the requirement of winning forty percent (40%) of its regular season
games, but feels it has just cause to participate in post-season play, the Head Coach and Athletic
Director must present their case to the college administration for approval.

SECTION II: FACULTY ONLY

GENERAL

FACULTY ASSOCIATION AND FACULTY COUNCIL
The Faculty Association shall consist of all full and part-time instructional personnel as well as
Librarians, Director of Admissions, Director of Student Life, and Registrar. College
administrators may attend meetings of the Association and/or Council only at the request of the
Council President.

The Faculty Council shall consist of five members elected by the Faculty Association and will
serve as a means by which concerns and recommendations of the Association may be determined
and communicated to the Administrative Committee at its monthly meetings and submit written
reports to the Board of Trustees through the President of the College.

The Faculty Council may suggest activities for instructional development, motivational
techniques, and educational ethics.

CONDITIONS OF APPOINTMENT
Those appointed to full-time faculty of Central Baptist College must be in agreement with the
purposes and objectives of the College.

Academic preparation and excellence are of utmost importance in the consideration of an
applicant for appointment. The minimal educational attainment before an applicant is considered
(unless under exceptional circumstances) is a Master’s degree or its equivalent in the appropriate
field. First priority shall be given to applicants with doctoral degrees and who meet other
institutional qualifications. Exceptions to the policy will be made only in the following
instances:

1. No qualified person can be found who has begun a doctorate in the field. In most
cases, the person hired must have a Master’s degree and be willing to sign a contract
committing himself or herself to enrolling in an appropriate doctoral program at the end
of his or her second year of employment.* The College will pay the tuition incurred in
obtaining the degree.
If a person is hired without a Master’s degree, that employee has three years from the date of hiring to complete an appropriate graduate degree. After completing the Master’s degree, the employee has two years to enroll in an appropriate doctoral program. The College will pay the tuition incurred in obtaining the degrees.

2. Or, the otherwise qualified person has reached the age of 45. Since it would not be reasonable to require him or her to pursue a doctorate, an appropriate professional development plan, which could include completing an appropriate graduate course, or attending a professional seminar in the field, or both, will be developed by the Department Chair and Vice President for Academic Affairs every two years.

*Read the terminal degree policy.

Notes:
1. All position vacancies will be advertised in BMA newspapers. All applicants will be considered equally without consideration of gender or nationality.

2. No action shall be considered final in hiring, promotion in rank, selection as chairperson of a department, or promotion to the administration until the completion of a one-year probationary period, with review, and an additional year of probation, if deemed necessary.

**APPOINTMENT**

Appointments to the faculty of Central Baptist College are made by the Board of Trustees upon the recommendation of the President of the College.

The majority of faculty appointments are made for nine-month periods, mid-August through mid-May. Pay periods may cover either nine months or twelve months. The practice of annual appointments for all personnel conforms to the requirements of budgetary planning and provides a check point for salary and rank adjustments. Notification of appointment or reappointment by the Board of Trustees is conveyed in the form of a written contract which is administered by the President's office. An appointment is considered complete when the contract has been signed by the chairperson and secretary of the Board of Trustees, and by the appointee.

The terms of employment of faculty members are established at the time of employment. Upon initial appointment, faculty members agree that they are in agreement with the doctrinal statement of the BMA of Arkansas. Each year faculty members reaffirm their agreement with the doctrinal statement with the signing of their annual contract.

**FACULTY EMPLOYMENT PROCEDURES**

1. The position will be advertised in the Baptist Trumpet and the Chronicle of Higher Education (if deemed necessary).

2. Applications for employment are received and examined by the Department Chair and the Vice President for Academic Affairs.
3. References of potential candidates are checked.
4. Candidates are selected for interviewing.
5. The Department Chair makes a recommendation to the Vice President for Academic Affairs, and the Vice President for Academic Affairs makes a recommendation to the President.
6. The President approves the faculty appointment.
7. A new faculty member is appointed to an academic rank that is justified by training and experience.

TERMINAL DEGREE POLICY
1. Departments which lack terminal degreed faculty must hire qualified faculty with terminal degrees in the discipline or hire qualified faculty who have begun or intend to begin pursuit of a terminal degree in the discipline.

2. All department chairs hired after the effective date of this policy must hold a terminal degree or be willing to pursue one. Department chairs hired without a terminal degree will be considered “acting” until the degree is completed.

3. Any new four-year degree programs created after the effective date of this policy must have at least one full-time faculty member with a terminal degree or have a full-time faculty member who has begun or intends to begin pursuit of a terminal degree.

Implementation
1. Faculty members who are required to pursue a terminal degree must enroll in a regionally accredited institution.

2. Faculty who are enrolled in a terminal degree program agree to complete it within seven years. An extension of time may be granted in some cases. Faculty who wish to obtain an extension must submit a written request to the vice president for academic affairs.

3. Faculty who accrue at least 24 credit hours but fail to complete the degree within the allotted time must repay 75% of the principal amount plus simple interest at a rate comparable to a twelve-month certificate of deposit being paid by Conway financial institutions. The interest rate is subject to annual adjustment. Interest will accrue from the date of initial tuition payment by the College. Monthly repayment will begin six months following the date set by the College for degree completion.

4. Faculty who choose to quit the terminal degree program before accruing 24 credit hours are subject to non-renewal of contract and full repayment of the principal amount paid by the College toward their terminal degree work plus simple interest at a rate comparable to that being paid on a twelve-month certificate of deposit by Conway financial institutions. The interest rate is subject to annual adjustment. Interest will accrue from the date of initial tuition payment by the College. If the faculty member is allowed to continue his/her employment at Central Baptist College, monthly repayment will begin six months.
following the date of withdrawal from the terminal degree program. If employment is not allowed to continue, repayment will begin the first of the month following his/her departure.

5. Faculty who complete a terminal degree and leave the institution before completing four additional years of service at CBC must repay the tuition in full plus simple interest at a rate comparable to that being paid on a twelve-month certificate of deposit by Conway financial institutions. The interest rate is subject to annual adjustment. Interest will accrue from the date of initial tuition payment by the College. Monthly repayment will begin six months following the date of resignation. Repayment will be prorated for each year of service completed at CBC after receipt of the terminal degree.

Notes:
1. When replacing or adding faculty, a department does not have to hire a candidate with a terminal degree if 25% of the classes in the department are being taught by faculty with terminal degrees.

2. Faculty who are under contract to pursue a doctorate but who have not yet enrolled in such a program, are required to begin work on a terminal degree by the end of their second year of employment. An exception can be made if 25% of the classes in the department are being taught by terminal degreeed faculty. Faculty who wish to apply for an exemption must submit a request in writing to the department chair. The department chair, in consultation with the vice president for academic affairs, will make the determination regarding the request. A faculty member may appeal the decision to the president, who may refer the concern to the grievance committee. The grievance committee shall be responsible for investigating the issue to determine the facts and shall make a recommendation to the president for resolution of the matter. The president shall not be bound by the committee’s recommendation and may conduct his own investigation prior to making a final decision regarding the matter. The president’s decision is subject to appeal to the Central Baptist College Board of Trustees.

3. Faculty members who are under contract to pursue a doctorate but who choose not to start a terminal degree program at the conclusion of their second year of employment will not receive a contract for a third year.

4. In some disciplines, the master’s degree in the discipline may be considered the terminal degree, such as the M.F.A.

5. In some cases, a master’s degree in the discipline, coupled with a doctoral degree in a related discipline, is considered appropriate if the closest doctoral program in the discipline is outside the state or deemed not feasible by the College. This is considered a measure of last resort and should not be used unless all other options have been exhausted. Such options should include distance education programs and alternative course delivery formats from regionally accredited institutions.
Benefits (Effective 7/1/01)
Full time faculty members who pursue a terminal degree will receive the following benefits:

1. Tuition reimbursement*
2. Eligibility for sabbatical leave after two years of employment at CBC
3. $400 stipend per semester while enrolled in a minimum of 6 semester hours (dissertation hours excluded)**
4. Dissertation binding cost up to $300
5. Academic regalia cost up to $1,000

* CBC will pay tuition for graduate study at Arkansas public institutions. It will pay tuition at a private institution or an out-of-state public institution at a rate equal to the average tuition rate charged by graduate schools at Arkansas public institutions. In some cases, the College will pay tuition above that rate if the in-state degree is not deemed feasible by the College and the closest terminal degree program in the discipline is in a state other than Arkansas. The College reserves the right to approve or reject requests for tuition reimbursement above the average tuition charged by graduate schools at Arkansas public institutions.

**Stipends will be paid upon submission of a final grade report to the Vice President for Academic Affairs.

ADVANCED DEGREE POLICY
Institutional Approval
Full time College personnel who wish to benefit from the advanced degree policy must gain approval by the College President before entering a degree program and must enroll in a regionally accredited institution.

Benefits
Central Baptist College will pay full tuition for graduate study at Arkansas public institutions. It will pay tuition at a private institution or an out-of-state public institution at a rate equal to the average tuition rate charged by graduate schools at Arkansas public institutions. In some cases, the College will pay tuition above that rate if the in-state degree is not deemed feasible by the College and the closest degree program in the discipline is in a state other than Arkansas. The College reserves the right to approve or reject requests for tuition reimbursement above the average tuition charged by graduate schools in Arkansas public institutions.

Employee Responsibilities
Employees who enroll in an advanced degree program agree to complete it within three years. The College President may grant an extension of time in some cases. Employees who wish to obtain an extension must submit a written request to the President explaining their justification for the request.

Employees who enroll in courses paid for by Central Baptist College but who withdraw from the
course must repay the College the amount paid on behalf of the employee. Repayment will be
due upon withdrawal from the course.

Employees who fail to complete the degree program must repay the College the full amount paid
on their behalf. Interest shall accrue from the date of the initial payment by the College and
repayment will begin six months following withdrawal from the degree program if the employee
is allowed to continue his/her employment at Central Baptist College. If employment ceases,
repayment begins immediately. Simple interest at a rate being paid on a twelve-month certificate
of deposit by Conway financial institutions shall be added to the principal amount. The interest
rate is subject to annual adjustment.

Employees, who complete the degree and leave the institution before completing four additional
years of service at Central Baptist College, must repay the full amount paid by the institution on
their behalf plus simple interest at a rate being paid by Conway financial institutions on a twelve-
month certificate of deposit. Such interest rate shall be subject to annual adjustment. Interest
will accrue from the date of the initial payment by the College and monthly repayment will begin
six months following the date of resignation or immediately after dismissal. Repayment will be
prorated for each year of service completed at Central Baptist College after receipt of the
advanced degree.

**FACULTY RANK POLICY**

**Minimum Educational Preparation and Experience for Promotion Eligibility:**

_Instructor_ – Master’s degree from a regional accredited institution.

_Assistant Professor_ – Master’s degree from a regional accredited institution.
   To be eligible for the rank of assistant professor the faculty member should have a
   minimum of three years of College teaching or other appropriate experience.

_Associate Professor_ – Earned doctorate or equivalent from a regional accredited institution.
   To be eligible for the rank of associate professor the faculty member should have a
   minimum of six years of College teaching or other appropriate experience.

_Professor_ – Earned doctorate or equivalent from a regional accredited institution.
   To be eligible for the rank of professor the faculty member should have a minimum of
ten years of College teaching or other appropriate experience.

**Criteria for Promotion for Professor, Associate Professor, and Assistant Professor Ranks:**

_Teaching:_
At Central Baptist College, the faculty member’s primary responsibility is to create a
learning environment. Teaching in support and achievement of that goal is the most
important criterion in faculty evaluation.

Effective teaching presumes currency, breadth, and depth of knowledge. In addition,
Central Baptist College expects its faculty to communicate information, ideas and values by using teaching methods and techniques that recognize a variety of learning styles, cultural backgrounds, and instructional settings. Whenever possible, faculty should approach teaching with an intent to demonstrate the interrelatedness of disciplines and of learning. Instructional and curricular innovations that are directed to these goals should be developed. Likewise, faculty should provide ways for students to become actively engaged in the work of the discipline(s). Recognizing that much learning goes on outside of the classroom, faculty should also be effective and skillful formal and informal advisors to students.

Accepting the creation of a learning environment as the primary professional responsibility of Central Baptist College faculty is an expression of its commitment to the fullest development possible of our students as life-long learners and as persons. Faculty and peers will use the following pieces of evidence to evaluate effectiveness in meeting this responsibility:

- Peer review of teaching – Provide annual peer review evaluations from at least two different members of the faculty.
- Self-evaluation – Provide a personal statement which reflects one’s educational philosophy and how it has been implemented in the area of teaching, including instructional and curricular innovation.
- Course documents – Provide course syllabi and selected materials for each course taught.
- Student evaluation – Provide annual results of student evaluation of instruction.
- Assessment – Provide annual assessment results of student learning in courses taught.

Engaging the Profession
Since the primary professional responsibility of Central Baptist College faculty members is the creation and enrichment of the College's learning community, it follows that a corollary expectation is engagement with the discipline. Central Baptist College expects its colleagues to provide documentation of their achievements as teacher/scholars from peers in the discipline. Faculty must maintain a record of professional engagement, as enumerated below, which is appropriate to the nature of the discipline, the level of their program, and the level of support. A continuing scholarly activity agenda (both disciplinary and interdisciplinary) can be manifested in a variety of ways. The candidate should present at least two pieces of substantive work since the last promotion from the following categories:

- Scholarly activity (basic or applied) that results in a refereed publication. "Refereed" is used to indicate that manuscripts submitted for publication are examined both by an editor and one or more specialists in the individual field before approval is given to publish. For purposes of documentation, include a copy of the published scholarly activity in the portfolio.
• Presentation of a scholarly paper at a refereed professional conference or seminar. For purposes of documentation, include a copy of the conference proceedings and a copy of the presentation in the portfolio.
• Attendance at a regional or national conference in the appropriate discipline. For purposes of documentation, include a copy of the conference proceedings in the portfolio.
• Artistic creation or performance in one's discipline that is reviewed by peers, including persons from outside the institution. For purposes of documentation, include written reviews by external peers of artistic creations or performances in the portfolio.
• Successful preparation and completion of competitive external grant proposals in the discipline. For purposes of documentation, include a copy of the grant proposal that was submitted and funded in the portfolio.
• Professional practice or consulting that is documented as enriching the discipline and as continuing one's professional development. This must be agreed upon in writing by the Department Chair and the Vice President for Academic Affairs. For purposes of documentation, include a copy of the initial request from the client for the practice/consultation, a copy of the peer evaluation of its outcome, and evidence of its qualitative equivalence to expectations in other categories of this criterion. If it cannot be documented, it cannot be used to meet this criterion.
• Other scholarly activity (e.g. textbook, case study, software, member of editorial board of scholarly journal, substantive leadership in professional associations).

Institutional, Professional, and Community Service

CBC faculty are members of the College community and of communities beyond the boundaries of the campus. Because Central Baptist College expects those who are part of the faculty to use their energy, knowledge and values to enrich the quality of life in their communities, it includes evaluation of performance in them among the criteria of professional achievement.

Since the possibilities for service in the internal and external communities are so diverse, it is understood that the following is only a partial list of how this criterion of performance might be met. Documentation of the level and quality of performance should be presented for those items in which significant effort was expended.

Institutional Service:
• Administrative responsibility as a department chair, program director, or other directorship. For purposes of documentation, include in the portfolio a description of administrative responsibilities and evidence of effectiveness.
• Other responsibilities such as:
  o Officers of College committees
  o Departmental committee work
  o Participation in the following: student recruitment, development, alumni affairs, student life, or other programs of the College
- Mentoring other faculty
- Effective academic advising
- Other areas of institutional service as agreed upon by the faculty member and the Vice President for Academic Affairs.

Professional Service
- Service to professional associations
- Speaking engagements using professional expertise for a general audience
- Support of learning at other levels of the educational enterprise
- Community outreach
- Professional practice or consulting which does not meet the criterion for Engaging the Profession

Community Service
- Participation in community organizations
- Volunteer activities
- Church involvement

Immediate Promotion to Assistant Professor
An individual initially appointed to the rank of Instructor will automatically receive the rank of Assistant Professor upon certification of completing a doctoral degree. It is the candidate's responsibility to submit this certification to the Vice President for Academic Affairs.

Procedures for Promotion - Applications for promotions in rank are normally initiated by the individual faculty member.

Application Form and Dates:
The candidate obtains an official promotion application form from the Vice President for Academic Affairs. Once completed, this form becomes the first page in the candidate’s portfolio. In addition to the application, the candidate must submit a letter of recommendation from the Department Chair. If the Department Chair is applying for promotion, he/she must have a letter of recommendation from the Vice President for Academic Affairs.

The fall dates listed below are relevant if the application is to be considered by the Faculty Rank Committee at the fall semester meeting; the spring dates are relevant if the application is to be considered by the Faculty Rank Committee at the spring semester meeting.
**September 1 to October 6**
**February 1 to March 8**
The candidate will prepare a portfolio for promotion and submit it to the chair of the Faculty Rank Committee.

**October 7 to November 2**
**March 9 to April 1**
The candidate’s portfolio will be reviewed by the Faculty Rank Committee. During the review process, the committee will meet with the candidate to discuss the documentation. The committee chair will write an evaluation and a recommendation on whether promotion should be granted. One copy will be sent to the candidate and another copy will be placed in the portfolio. The portfolio will then be given to the Vice President for Academic Affairs.

**November 3 to December 1**
**April 1 to April 22**
The Vice President for Academic Affairs will review the portfolio and the recommendation of the Faculty Rank Committee regarding promotion of the candidate and prepare a recommendation to be placed in the portfolio. A copy of the Vice President for Academic Affairs’s recommendation will be sent to the candidate and to the chair of the Faculty Rank Committee. The portfolio will then be given to the President.

**December 1 to 20**
**April 23 to May 25**
The President will make the final promotion decision after considering the recommendations of the Faculty Rank Committee and the Vice President for Academic Affairs.

For all of the above evaluative reviews, the candidate has the right to comment on the review and have such comment added to his/her portfolio and personnel files. The recommendation of the President may be appealed through the established grievance procedure.

**Faculty Rank Committee Membership**
The Faculty Rank Committee shall consist of all faculty members who hold the rank of professor. The Faculty Rank Committee shall appoint its own chair. The term of the appointment shall be two years. The faculty member who holds the chair position can be reappointed if desired by the committee to serve another two-year term.

It is the duty and responsibility of all members of the Faculty Rank Committee to review each candidate’s portfolio documentation prior to a meeting of the Faculty Rank Committee. In addition, the committee has the primary responsibility for ensuring that the evidence the candidate has submitted is both appropriate and sufficient.

After members have discussed the evidence that the candidate has submitted in all three categories, each member will decide if the candidate has met the criteria for promotion. The committee should also discuss and comment on the collegiality of the candidate. The
decision may be recorded in a secret ballot. The committee chair will immediately count the votes and communicate the results to the committee.

The committee chair will draft the recommendation. The recommendation should, at a minimum, discuss whether and how the candidate has met the criteria for promotion that are included in the rank and tenure provisions. If the committee votes against recommending promotion, the recommendation should include, at a minimum, the specific criteria the committee believes the candidate has not met. If there are minority views, these must be reflected in the report. The written recommendation would then be circulated to members of the committee. The recommendation must include the vote tally and be signed by the committee chair.

When the written recommendation has been approved by the Faculty Rank Committee, one copy is sent to the candidate and another copy is placed in the candidate’s portfolio to be forwarded to the Vice President for Academic Affairs.

All deliberations of the Faculty Rank Committee are confidential.

**TENURE**

Central Baptist College has no provision for granting tenure to faculty members.

**REASSIGNMENT**

The College reserves the right to reassign faculty members to other courses or other professional activities when it becomes necessary to cancel offerings because of insufficient enrollment or other reasonable causes.

**PAYMENT FOR DESIGNING AND TEACHING CORRESPONDENCE COURSES**

The instructor will receive $15 upon initial student registration and $60 upon course completion. The $60 designated for course completion will be pro-rated for incompletes.

The instructor will receive $495 for developing a new correspondence course or updating an older correspondence course; updates and development of correspondence courses must be approved by the Vice President for Academic Affairs before work begins. Payment for the update or development of a correspondence course will be made through installments over three enrollments in the course. Note: payment for course development and grading over three enrollments amounts to $720.

The instructor will be responsible for the handling of all correspondence with the student except the initial mailing of the order.

**PART-TIME COMPENSATION FOR RETIREMENT AGE FACULTY**

The administration is authorized to compensate long-term full-time faculty personnel at a higher rate than regular part-time faculty (2/5 of full-time salary) at such time the faculty member desires to teach less than full-time contingent upon the following:
The faculty member must have taught full-time at Central Baptist College for a minimum of twenty years and be at least sixty-five years of age.

The institution must have a demonstrated need for the continued service of the faculty member on a part-time basis and be able to employ additional part-time personnel to teach classes formerly taught by the said faculty member at a total cost equal to or less than the full-time compensation of the said faculty member.

The higher rate of compensation shall be limited to three academic years.

The faculty member will teach 15 hours per year.

**LEAVE OF ABSENCE**

Leave of absence without pay may be granted to a member of the full-time faculty when such leave is considered to be in the best interest of the College. The written application for such leave must be submitted to the President at least thirty days before action of the Board of Trustees is expected. The length of time for a leave of absence without pay is determined by the Board of Trustees in each individual case.

Leave of absence with 60 percent of pay is allowed for one semester for those faculty persons who are pursuing a terminal degree. Arrangements for such leave should be made with the Vice President for Academic Affairs in sufficient time for a temporary replacement to be found.

**SABBATICAL LEAVE POLICY**

Sabbatical leave should be considered a privilege, rather than a right, and should be viewed as a means of personal enrichment which leads to improvement of instruction at Central Baptist College. Leave is conditioned upon the following:

- Sabbatical leave is granted for professional development purposes only. Professional development includes study and/or research at another institution of higher learning, a fellowship or assistantship to teach at another institution, foreign travel which includes research or some other type of professional development, interstate or foreign mission work, grant development or acceptance, or professional writing.
- A full-time faculty member is eligible to apply for an initial sabbatical following six years of teaching service at Central Baptist College and for subsequent sabbaticals after every six years of additional teaching service thereafter.
- Members of the full-time teaching faculty who qualify are permitted one semester of sabbatical leave at 60% of current salary with all benefits to remain the same.
- Requests for sabbatical leave must be made at least six months in advance and can only be granted when the institution has secured a replacement.
- No more than one faculty member from a department will be permitted sabbatical leave the same College year.

Procedures:

- In consultation with the department Chair and the Vice President for Academic Affairs, the applicant should prepare a letter of application.
- The application letter should set forth in detail the dates of the proposed
sabbatical, the purpose of the sabbatical, and the goals for enrichment that would enhance teaching at Central Baptist College.

- The letter of application, along with a signed copy of this policy statement should be submitted to the Vice President for Academic Affairs no later than 6 months before the planned sabbatical is to begin. The letter of application should also be signed by the department chair if applicable.
- Final approval cannot be given until arrangements have been made to cover classes and other duties. Final approval rests with the Vice President for Academic Affairs and the President of the College.
- The applicant must intend to return to Central Baptist College to continue employment immediately after the sabbatical leave. A written evaluation of the sabbatical experience should be filed with the Vice President for Academic Affairs.
- The applicant agrees to repay the College for salary and benefits received during a sabbatical, if the applicant does not return to CBC at its conclusion. One third of the obligation would be removed for each year served following the sabbatical.

**RELIGIOUS PREFERENCE IN HIRING POLICY**

In compliance with Section 703 (E)(2) of Title VII of the 1964 Civil Rights Act, Central Baptist College reserves the right to practice religious preference in hiring employees.

The College will hire full-time faculty who hold active membership in a Baptist church. Non-BMA Baptists shall be hired only after efforts have failed to find a qualified applicant who agrees to hold active membership in a BMA Baptist church. The College shall hire only those who agree to hold active membership in a BMA Baptist church as full-time members of its Bible Department.

The College may hire a non-Baptist for a part-time or adjunct faculty position under the following circumstances: 1) The course does not involve doctrinal content; 2) The applicant will be recommended to the President by the Vice President for Academic Affairs; 3) The applicant shall be a person of integrity, good moral character, and testify to his/her salvation experience.

**FACULTY EXCELLENCE AWARD**

The College gives an award for faculty excellence annually. The procedures for selecting the recipient are established by the Faculty Association.

**SPECIAL REQUIREMENTS**

**PERSONNEL RECORDS**

Faculty members are responsible for supplying the required information to the following offices:

- To the Vice President for Academic Affairs’ office: transcripts of all academic credits, records of specialized training and experience, and instructional schedule
(including office hours).

- To the business office: information required for federal income tax, FICA/Medicare, retirement program investment preference, and state income tax withholding.

PROFESSIONAL COURTESY

- Even though it is expected that an instructor’s field of study will assume a place of great importance to him/her among the scholarly disciplines, he/she should not imply to his/her students that the subject matter of other instructors is relatively inconsequential. If it is necessary to correct another instructor’s error, it should be done in a manner that will not destroy students’ confidence in him/her.

- Classes should begin and end on time. Excessive tardiness by an instructor results in low student morale.

- Classes should be held to the end of the period, but no longer. If students are dismissed early, the noise in halls may deny other students the full use of their class period and disturb the work of another instructor.

- Chalkboard materials should be erased after each class period.

FACULTY ASSIGNMENT

TEACHING LOAD POLICY

Instructional assignments are determined by the chair of the department and the individual faculty member with the approval of the Vice President for Academic Affairs and the President. A normal teaching load for a full-time faculty member without administrative duties is considered to be 15 credit hours per semester. The normal teaching load for the chair of a department is 12 credit hours per semester. Adjustments in load may be made by the administration upon assignment of other duties.

Note: 1 credit hour of internship is equivalent to .5 credit hour for the purpose of assigning faculty teaching load.

Upon occasion the institution may need to utilize faculty time on an overload basis. In such instances where the teaching load assignment is above 15 credit hours per semester, compensation above and beyond the salary of the faculty member will be paid at the rate of the current salary for adjunct faculty. Courses taught at night or at other non-traditional times do not constitute a justification for overload pay; the teaching load must be above 15 credit hours per semester in order to receive overload compensation. An overload assignment must be authorized by the Vice President for Academic Affairs and the President.

COMMITTEE SERVICE

Faculty members may be asked to serve on any of the standing committees of the College or on
various ad hoc committees. Assignments are made by the administration or are an inherent part of a given responsibility. Committee assignments may be changed to broaden faculty experience and to obtain the maximum faculty contribution.

**STUDENT ADVISING**

All faculty members are spokespersons for the College program. Thus every instructor influences student program planning through his/her personal contacts. An informed instructional faculty member, therefore, is of paramount importance in a student advisory program.

Each department head should concern himself/herself with the academic programs of majors and minors and, through consultation with the various class advisers, give positive direction to the students. Faculty members who serve as class advisers provide additional and vital service to students in planning their programs.

**RESEARCH ACTIVITIES**

The College recognizes that good teaching and scholarship are vitally related. Thus research activity is encouraged.

**OFFICE HOURS**

Faculty office hours are considered to be very important in view of the College’s emphasis on teaching, advising, and personal contact between faculty and students.

Full-time faculty members must post and maintain a schedule of regular office hours amounting to at least eight hours per week. One of those eight hours, however, may carry the stipulation of appointment only. During periods of registration, faculty members are expected to schedule more office hours to meet the needs of their advisees. Office hours should be scheduled at times which are convenient to students.

Part-time faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Each faculty member must file a schedule of office hours with the Vice President for Academic Affairs at the beginning of each term and should announce it to each class. Notice of schedule changes during the term should also be sent to the Vice President for Academic Affairs and announced to classes. Whenever possible, advance notice of office hours that will be missed should be posted with the schedule on the office door.

**ACADEMIC FREEDOM**

- The teacher is entitled to full freedom in research and in the publication of the results provided there is no conflict with the doctrinal statement of the BMA of America or the stated purpose and mission of Central Baptist College, subject to the adequate performance of his/her other academic duties. Research for pecuniary return should
be based upon understanding with the authorities of the institution.

- The teacher is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into his/her teaching controversial matters which have no relation to class subject.

- The College teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the teacher’s special position in the community imposes special obligations. As a person of learning and an educational officer, the teacher should remember that the public may judge his/her profession and institution by his/her utterances. Hence the teacher should at all times be accurate, should exercise appropriate restraint, and show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

If publishable materials are prepared on theological and doctrinal subjects or involve data or documents related to the College, the President should be allowed to review the material before publication.

**ACADEMIC GRIEVANCE POLICY**

If an academic grievance is made against a faculty member, resolution of the concern will be handled in the following manner:

- **Complaints from Outside the Institution**
  
  **Step One**
  1. If the person who has an academic grievance discusses the issue initially with the faculty member, the faculty member will attempt to resolve the matter. The faculty member will file a written report of the grievance and efforts to resolve the issue with the Department Chair and the Vice President for Academic Affairs. If the grievance cannot be resolved at this level, the faculty member will refer the matter to the Department Chair. If the Department Chair cannot resolve the grievance, he or she will refer the matter to the Vice President for Academic Affairs. The Department Chair will file a written report of the grievance and efforts to resolve the issue with the Vice President for Academic Affairs.

  2. If the person who has an academic grievance attempts to discuss the issue with an employee other than the faculty member, Department Chair, Vice President for Academic Affairs, or President, the employee should refer the matter to the Vice President for Academic Affairs.

  3. If the person who has an academic grievance discusses the issue with the President or Vice President for Academic Affairs, the College administrator will log the comments and send a written transcript of the discussion to the person...
who filed the grievance, asking him or her to confirm the accuracy of the written statement.

**Step Two**
After receiving confirmation that the written statement is accurate, the President and Vice President for Academic Affairs will meet to discuss the issue. They can respond to the academic grievance in one of the following ways:

1. The President and Vice President for Academic Affairs will seek means to resolve the grievance.

2. The Vice President for Academic Affairs will schedule a meeting with the faculty member and forewarn him or her of the nature of the meeting. Three people shall be present at the meeting. If the grievance is against a department chair, the following personnel shall attend the meeting: Vice President for Academic Affairs, faculty member, and a member of the Faculty Council (as elected by the Faculty Association). If the grievance is against an instructor, the following personnel shall attend the meeting: Vice President for Academic Affairs, faculty member, and the Department Chair.

The Vice President for Academic Affairs will review the written complaint with the faculty member and ask him or her for a response. The Vice President for Academic Affairs will log the comments and prepare a written transcript of the discussion, which will be confirmed for accuracy by the faculty member.

The President and the Vice President for Academic Affairs will meet to discuss the faculty member’s response and determine a course of action.

**Step Three**
The President or the Vice President for Academic Affairs will choose one of the following methods of response to the grievance:

1. The President or Vice President for Academic Affairs will send a letter to the complainant explaining that his or her grievance has been investigated and that no further action is warranted. The faculty member’s response may be included with the letter if appropriate.

2. The President will send a letter to the complainant explaining that the matter has been referred to the Grievance Committee for further investigation.

**Step Four**
If the second method of response is chosen, the institution’s grievance procedure will be followed. The President will ask the Grievance Committee to begin investigation of the academic grievance.
• *Complaints from Inside the Institution*

**Student Complaints:**
Students who have an academic grievance will follow the grievance procedure outlined in the current Student Life Handbook.

**Faculty Complaints:**
Faculty members who have an academic grievance will follow the grievance procedure outlined in the current Employee Handbook.

**ADJUNCT INSTRUCTORS**
Adjunct personnel may be needed to fill temporary vacancies in faculty positions, reduce some teaching loads, or supplement faculty qualifications in some fields.

Departmental chairpersons should submit to the Vice President for Academic Affairs a request for adjunct departmental personnel at the time of annual budget preparation. Department chairs should review qualifications of potential adjunct faculty members and submit recommendations to the Vice President for Academic Affairs.

**ADJUNCT FACULTY HIRING AND CONTRACTS POLICY**
Department chairs shall consider the possibility of employing full-time employees with teaching credentials before seeking to fill adjunct positions.

All adjunct faculty are required to sign a contract to teach at Central Baptist College.

Contracts must be signed by the instructor, approved by the Department Chair or Pace Program Director, and signed by the Vice President for Academic Affairs before the instructor will be allowed to teach a class.

PACE adjunct faculty who are full-time employees shall receive a $75 gas stipend per course taught at Camp Robinson.

**PACE ENROLLMENT VERIFICATION POLICY**
All PACE faculty are required to check attendance on the first night of class and verify enrollment by contacting the Registrar’s Office the following day. Faculty who do not verify enrollment will receive a written warning from the PACE Program Director. The second offense will result in a six month teaching suspension in the PACE program. Faculty who violate the policy for the third time will not be allowed to teach in the department.
INSTRUCTIONAL AND GENERAL ACADEMIC POLICIES

CURRICULUM PLANNING AND APPROVAL
The curricula of a College are of primary importance in the achievement of its objectives. Curricular planning and organizational responsibilities of the faculty are essential with each member working through department heads and the Vice President for Academic Affairs for the development of courses and programs which will help in the achieving of institutional objectives.

The initiation of new courses and/or of curriculum changes should follow a general plan. The person seeking to initiate the change should carefully outline the objectives of the change, the manner of its implementation, the contribution the change will make to the College program, and the relationship of the change to the other aspects of the educational endeavor. This outline should be submitted to the Chairperson of the Department in which the change is proposed or to the Vice President for Academic Affairs if the proposed change is interdepartmental. If the proposal is submitted to a department head and if he/she feels it has sufficient merit, he/she will submit it to the Academic Affairs Committee for counsel and approval. The Academic Affairs Committee approves and monitors programs of the institution; it determines if the proposal conforms to the mission of the College and meets the needs of the college and its constituents. (2) The Academic Affairs Committee may approve the proposal and recommend it to the Administrative Committee for approval, or the Academic Affairs Committee may return the proposal to the Department Chair with suggestions and recommendations. (3) The Administrative Committee will review the proposal and submit it to the Board of Trustees for approval if the proposal has merit. In all cases, accrediting associations will be consulted, as appropriate.

COLLEGE CATALOG
The College catalog describes the instructional program of the College. It is the official guide for instructional requirements and regulations. Each department head is responsible for seeing that the instructional program for his/her department is properly described in the College catalog.

The College catalog is revised on a biannual basis.

SCHEDULE OF CLASSES
A list of courses to be offered each semester are submitted to the office of the Vice President for Academic Affairs by the department heads. The schedule of classes is prepared from these course lists by the Registrar and the Vice President for Academic Affairs.

BOOK ORDERS FOR COURSE OFFERINGS
Faculty members should present textbook requests to their department chair. The department chair will submit all departmental textbook requests to the Bookstore Manager. The following policies apply:

- All departmental textbooks must be approved by the department chair.
• Multiple sections of the same course are asked to use the same text. The text may be agreed upon at a departmental meeting.

• The departmental chair is responsible for seeing that all textbook requests for all courses offered by the department, including part-time personnel, are properly completed and submitted on time.

• The department chair should use forms provided by the bookstore to submit textbook requests.

Textbook decisions are made public on April 1 for the fall semester and November 1 for the spring semester.

**INSTRUCTIONAL SERVICES**

**INSTRUCTIONAL AIDS**
Computers, data projectors, and classroom response systems are available in all classrooms. Video conferencing is available in LC110.

**COLLEGE LIBRARY**
The J.E. Cobb Memorial Library is an open-shelf library. Its design encourages self-motivation, exploration, and independent study.

The adequacy of the library collection is, in part, a faculty responsibility. Its proper growth and effective use depend upon faculty leadership.

**Faculty Book Loans.** Faculty members may borrow books without time limits. They should remember, however, that the library serves the entire College, and they should therefore return books as quickly as possible.

**Ordering New Books.** Faculty members may initiate orders for new books to be placed in the College library as long as their requests remain within their departmental budgets. The librarians provide order cards and periodically publish lists of new acquisitions.

Orders from the teaching faculty should not include books for personal use. Rather, the faculty should request source materials that are of immediate and foreseeable value to their department.

The library does not provide textbooks for the use of students.

**Reserve Materials.** Instructors may place personal or library materials on reserve. Students do not have access to these materials except by request. They may not take reserved material from the library.
Reference Materials. The following reference materials are available in the library:

- Tapes and records of sacred and classical music, sermons, lectures, plays and poetry readings; filmstrips; and other audio-visual media which instructors may use.


FACULTY-STUDENT RELATIONSHIPS

COUNSELING
Faculty members serve as advisers and provide a vital service to students by helping them to plan their programs. Advisers should confer with all the students for whom they are responsible each semester to plan courses of study and to explore needed adjustments in the students’ long-range programs.

REGISTRATION
Participation in registration is the responsibility of all faculty members. All faculty should be well-informed concerning the College catalog, curricular regulations and registration procedures to insure effective advising and efficiency in the registration process.

Registration is the direct responsibility of the registrar. The Registrar must approve registration for more than seventeen hours.

Faculty members should not make changes in the published schedule (e.g., changing, closing or adding sections and/or room assignments) without approval from the Vice President for Academic Affairs.

CLASSROOM PROCEDURES
Faculty members may present their subject as they consider best, but they should maintain complete records of student performances, utilize the full class hour, and keep regularly scheduled office hours.

CLASS ATTENDANCE
Attendance at all lectures and labs is expected of all students and is regarded as a course requirement.

When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make up work. The responsibility for initiating make-up work rests with the student. Arrangements for such work are to be made with the instructor on the first day the student returns
from an excused absence. Absences may be excused by the instructor for the following reasons:

- Illness of the student which is certified by a physician or, in the judgment of the instructor, is serious enough to warrant an excuse;
- Other personal demands which, in the judgment of the instructor, are serious enough to warrant an excuse;
- External interference judged by the instructor to be legitimate and unavoidable through normal precaution; and
- Institutional field trips, choral/band activities, and sports for which the employee sponsor provides written notice to the faculty prior to the function. Students who participate in these activities should understand that they cannot exceed the maximum number of absences allowed for each class.

NOTE: If an instructor considers the absence unexcused, the student may request review of that judgment by the Academic Affairs Committee. This request is to be made immediately following notification by the instructor that the absence is unexcused.

During a semester, a student may miss (excused or unexcused) no more than twice the number of lectures or other regularly scheduled class activities that would normally be scheduled during a week. Absences in excess of that number may result in the student being dropped from class with a grade of “F”. For example, a student may be dropped upon the seventh absence in a 3 hour course meeting three times a week or on the fifth absence in a Tuesday/Thursday 3 hour class. For other classes, see the class syllabus for specific details.

NOTE: This is the general institutional attendance policy. Instructors have the right to modify the attendance policy to meet course objectives. If this is the case, the course syllabus takes priority over the general institutional attendance policy.

ACADEMIC DISHONESTY
The College believes that academic dishonesty is not to be tolerated and should bring severe punishment. Instructors should take all precautions in safeguarding tests and in proctoring examinations in order to prevent acts of dishonesty. If such an act is detected, a failing grade should be assigned to the assignment or exam. Incidents involving dishonesty should be reported to the Vice President for Academic Affairs.

TESTS AND TESTING
Instructors may test students as they see fit. However, all faculty members should observe the following practices:

- Explain testing policies and procedures to each class at the beginning of the semester.
- Follow a variety of testing procedures.
- Review all tests in class so that tests may be effective teaching devices
- Give F’s for avoidable absences from examinations and a make-up test for unavoidable absences.
Instructors should report mid-semester grades based upon an adequate evaluation of the first nine weeks’ work. Final examinations must be given in all courses unless the special character of the work in a particular course is such that a final examination is unnecessary.

No incomplete final grades will be given. If necessary, a grade change can be made by the instructor after the student has completed all course requirements.

**GRADES AND GRADING**

The College uses a four-point system. The letter grades used are: A, B, C, D, F, I, WP, WF, BD, CR, NC, S, and U. A is the highest mark; D is the lowest passing grade.

The unofficial, not mandated, grading scale of the College is 100-90, A; 89-80, B; 79-70,C; 69-60; D. Instructors should vary from this scale no more than 2 points upward.

The grades assigned are: A, excellent, four quality points; B, above average, three quality points; C, average, two quality points; D, below average, one quality point; F, failure; I, incomplete; WP, withdrawn passing; WF, withdrawn failing, BD, withdraw from Bible course; CR, credit; and NC, no credit. Arrangements must be made to make up an I within one year or it becomes F. Withdrawal from a course without permission is recorded as F.

Deadline for Submitting Grades. Students receive grades at the end of the first nine-week period and at the close of each semester. Instructors should have all grades in the registrar’s office within two days after the final examination.

Change of Grade. After grades have been reported to the registrar’s office, they may not be changed except on the instructor’s request and with the approval of the Vice President for Academic Affairs. Such requests are granted only in exceptional cases.

Only a clerical error or a calculation error may be used as a basis for changing a grade. Additional work after grades have been reported may not be used as a basis for a grade change. No administrative officer may modify an instructor’s grade evaluation of a student at the student’s request. Such questions are referred to the instructor concerned. For further information, please refer to the Student Grade Appeal Policy in the College catalog.

**SECTION III: CAMPUS SAFETY & SECURITY**

**CAMPUS SECURITY**

The safety and security of all Central Baptist College personnel and students is important. Central Baptist College hopes that all constituents have a safe and enjoyable experience while on campus. Following is a summary of the programs and services Central Baptist College provides to promote a safe campus environment. However, safety is the primary responsibility of each community member.
In order to promote a safe environment, vehicle office, and residence hall room doors should remain locked at all times, residence hall outside doors should not be propped open, and people should not walk alone outside at night. Suspicious behavior should be reported to the appropriate college officials.

Central Baptist College provides the following services to promote safety on campus:

- CBC has a closed campus policy which states that CBC is a closed campus from 12:00 midnight and 6:30 a.m. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- Weapons of any kind are not allowed on campus. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- CBC is an alcohol, drug, and tobacco free campus. Signs have been posted at all major entrances to campus to make all campus visitors aware of this policy.
- Computerized card access systems have been installed in both residence halls. All students living in the residence halls are issued a card that gives them access to their residence hall 24 hours a day, 7 days a week. These systems restrict non-residents access to the residence halls 24 hours a day.
- Campus-wide fire drills are conducted at least once per year. Residence hall fire drills are conducted at least once each semester and tornado drills once per year to educate students on proper procedures in case of fire or severe weather emergencies.
- CBC employs campus security officers who work at key hours at night, seven nights a week, to patrol the campus. Campus security officers are authorized to stop and questions any person(s).
- CBC has installed a campus-wide security camera system that is operational 24 hours a day.

CAMPUS NOTIFICATION SYSTEM

Through CBC Alert, students, and employees will be able to receive time sensitive emergency messages via text and voice messages to cell phones and home phones, in addition to the existing avenues of e-mail, and the Web page. This system will enable the College to better inform the campus community of imminent danger situations and will not be used for any other purpose than emergencies. Participation in this system is not mandatory, but enrollment is strongly encouraged. New employees should contact the Vice President for Student Services to be enrolled. CBC Alert is a secure system and will not send advertising or spam to personal phones. Text messages will be sent through the system only in an emergency and for mandated system testing. In addition, students and employees can change the settings on their account so that text and/or voice messages cannot be received.

To access the CBC ALERT Dashboard (a private and secure Web page where students and employees can update and maintain contact information as well as review all messages sent via CBC Alert), go to https://www.myschoolcast.com/go/cbc and use the user name and password you were assigned. If you forget your password, go to www.myschoolcast.com and click on forgot your password.” An email containing the password will be emailed to the primary email
address listed in the CBC Alert System. Note: If deemed appropriate by College administration, non-emergency messages may be sent via CBC Alert.

CRISIS MANAGEMENT PLAN

Crisis Situation:
A crisis shall be defined as any situation or event identified by the President’s office or the Office of Public Relations as having a major impact on the campus community as a whole. The term “crisis” refers to the period of time immediately following a situation that has wide spread interest among the local, state and national community.

Operations:
To ensure that the College's public information response to an emergency is quick, accurate, sensitive, and responsible, the President's office will communicate with all media. If the President is unavailable, the Director of Public Relations, the Vice President for Advancement, the Vice President for Academic Affairs or the Vice President for Financial Affairs will serve as the College’s official spokesperson, respectively.

Phases of Response:
I. Immediate
   A. In the event of any emergency, the first step for all faculty, staff and students is to immediately notify the appropriate personnel. The faculty and staff will notify their immediate supervisor. The students will notify the Student Life Leaders, Resident Director and the Director of Student Services, respectively. The appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled. NOTE: If the person designated to be notified is not available, please notify another college official.

   B. If the emergency is a crisis situation, the appropriate personnel will immediately notify the President who will call a meeting with the Vice Presidents to coordinate the plan of action to be taken by the College.

II. Action Plan
   A. The President and the Director of Public Relations will instruct all staff in the administration building of the proper channel for receiving phone calls from the media and establish an appropriate time for a press conference. The President and the Director of Public Relations will devise a plan for all communication with the public.

   B. The Vice President for Academic Affairs and the Vice President for Advancement will also notify their appropriate staff concerning the dissemination of information to the press. A meeting of the student body will also be called to inform them of any details concerning the crisis and ask for their help in directing all questions to the President’s office. The Vice President for Academic Affairs and the Vice President for Advancement will also establish (if needed) a counseling center to help with student needs and address any student concerns and notification of family members.
C. The Vice President for Financial Affairs will notify all office and maintenance staff of the channel of communication. The Vice President for Financial Affairs and the maintenance staff will assess any damage to college property and take appropriate action to ensure safety. The Vice President for Financial Affairs will also be responsible to look at site logistics and notify the insurance companies if necessary.

III. Follow-up
   A. The President and Director of Public Relations will handle all questions and make statements throughout the time of crisis and the weeks and months to follow. Efforts will be made to secure the funds needed to rebuild, replace or restore any damaged or destroyed college property.

   B. The Vice President for Academic Affairs and the Vice President for Advancement will continue to meet any student needs including relocation and counseling.

   C. The Vice President for Financial Affairs will facilitate any physical plant needs.

**EMERGENCY EVACUATION**
In the event of evacuation or campus crisis, Central Church at 3333 Dave Ward Drive will be the relocation point.

In the event of a campus evacuation:
- All commuter students are to leave campus immediately. If they are unable to get home, they are to go to the evacuation site.
- All students who live in the residence halls are to report to their residence halls immediately. Students who live in the residence halls are not to leave campus until they have checked in with their resident director.

Once at the relocation point, students are to check in with the designated college official. Students are not to leave the evacuation site until the Director of Student Services, or their designee, gives permission to do so.

**Campus Emergency Evacuation Procedures**
(During normal business hours)

Once the decision has been made to evacuate, the President notifies the emergency evacuation location.

**Campus Notification Guidelines**

- President: notify Vice-Presidents, Receptionist, and Executive Administrative Assistant
- Receptionist: contact Athletic Director, Faculty Secretary, and Maintenance Supervisor
- Executive Administrative Assistant: send a campus wide email with the evacuation
notification (PLEASE INCLUDE THE FOLLOWING THREE STATEMENTS IN THE EMAIL):

1. The college administration has decided to evacuate campus. Please begin your duties as assigned in the Campus Emergency Evacuation Guidelines. If you have not been given specific duties, please check in with your immediate supervisor for further instructions.
2. All commuter students need to be told to leave campus. If they are unable to get home, they can come to the campus evacuation site.
3. All residence hall students need to be told to report to their residence hall immediately. They are not to leave campus until they have checked in with their resident director.

- The Vice President for Advancement will send out a message over the CBC Alert System to all employees and students to begin evacuation procedures and with more specific instructions.

Specific Duties

Administration Building
- Vice President for Financial Affairs: Work with Maintenance Supervisor to shut down the campus*
- Bookkeeper and Business Office Clerk: secure vault (make sure cash, checks, etc. that are being worked with are put into the vault or are secured)*
- Receptionist: Inform the Library and clear the Administration Building*

Cooper Complex
- Faculty Secretary: clear JC wing*
- PACE Administrative Assistant: clear PB wing*
- Assistant Registrar: clear KB wing*
- Registrar: clear LC wing*
- Technology Director: clear and secure computer labs in Cooper*
- Vice President for Academic Affairs: double check Cooper Complex and give assistance where needed*

Gymnasium
- Chair of the Physical Education Department: clear the gymnasium*

Student Services Complex
- Director of Special Events: leaves immediately for the evacuation site to begin signing in students as they arrive. The Director of Special Events is in charge until the Director of Student Services arrives. Once signed in, students are not to leave the evacuation site until given instructions and permission by the Director of Student Services. The Director of Student Services is responsible for arranging meals for the students until the campus is reopened.
- Vice President for Advancement: oversees the student evacuation. The Vice President for Advancement does not leave campus for the evacuation site until all students are accounted
for and the campus is cleared.

- **Director of Dining Services**: Shut down kitchen and gather any bottled drinks and snack type food to take to the evacuation site. Once finished, check in with the Vice President for Advancement and head for the evacuation site.

- **Recruitment Director or Assistant Director**: lock Student Services offices, make sure Student Services Complex is clear, lock outside doors of the Student Services Complex. When finished, check in with the Vice President for Advancement and then go to the evacuation site.

- **Williams Hall Resident Director**: evacuate Williams Hall (when Williams Hall is empty and all students are accounted for, check in with the Vice President for Advancement and then go to the evacuation site)

- **Bruce Hall Resident Director**: evacuate Bruce Hall (when Bruce Hall is empty and all students are accounted for, check in with the Vice President for Advancement and then go to the evacuation site).

- **House Directors**: evacuate rental property housing (when your house is empty and all students are accounted for, check in with the Director of Student Services and then go to the evacuation site).

**Maintenance**

- The Maintenance Supervisor and Maintenance Staff will double check to ensure that all buildings are clear and that all exterior doors are locked. Also determine if water, gas, etc. needs to be turned off.*

*When employees have finished their assigned duties, they are to check in with their immediate supervisor for further instructions. At this time, supervisors can give further instructions or give the employee permission to leave campus.

**Residence Hall Evacuation Procedures**

As soon as an evacuation is seen as a possibility, the Vice President for Advancement will contact the Director of Student Services who will in turn contact housing staff.

The Director of Student Services will immediately meet with the housing staff to begin preparation.

1. Pack an overnight bag (so this will not have to be done while the building is being cleared and students are being accounted for)
2. List of all residents and contact numbers (Each Student Life Leader should have a list of the residents on their floor. This list should include name, cell phone number, work place and number, emergency contact number. The Resident/House Directors should have a master list).
   a. At this time, the Student Life Leaders will begin determining who is on campus, who is at work, etc. No students will be notified as of yet.
As soon an evacuation order is given, the Vice President for Advancement will notify the Director of Student Services. A meeting with all residents will be held in the lobby of each residence hall. The residents will be told of the evacuation and will be given ten minutes (if time allows) to pack an overnight bag. When the student is packed, they are to check out with their Resident Assistant who will be stationed in the lobby of the building. **ALL RESIDENT STUDENTS ARE TO REPORT TO THE EVACUATION SITE!** If a student has a car they can leave for the evacuation site, if the student needs a ride they can wait in the lobby to ride with their Student Life Leader. When all of a Student Life Leader’s residents have checked out, the Student Life Leader is to recheck and lock all rooms on their floor and check out with the Resident Director. They can then leave for the evacuation site (if any of their residents need a ride, they are to take them too).

The Resident/House Directors are not to leave campus until all residents of their building are accounted for.

When all students are accounted for, the Director of Student Services is to check in with the Vice President for Advancement and then leave for the evacuation site.

**Emergency Preparedness Team**

Central Baptist College has established an Emergency Preparedness Team whose mission is to ensure the safety of the Central Baptist College campus and its constituents through the following measures:

- Develop policies and procedures
- Provide appropriate training for designated individuals
- Provide communication to all constituents
- Determine what resources are currently available and what resources are needed
- Serve as a liaison to external constituents (i.e. city, county, state & federal agencies)

The following are members of the CBC Emergency Preparedness Team:

- President
- Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Advancement
- Director of Student Services
- Assistant Director of Student Services
- Director of Public Relations
- Maintenance Supervisor
- Maintenance Assistant
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