

**UNITED STATES OF AMERICA  
BEFORE THE NATIONAL LABOR RELATIONS BOARD  
SUBREGION 17**

<b>BETHANY COLLEGE</b>	)		
	)		
<b>and</b>	)	<b>Case No.</b>	<b>14-CA-201546</b>
	)	<b>and</b>	<b>14-CA-210584</b>
<b>THOMAS JORSCH, an Individual</b>	)		
	)		
<b>and</b>	)		
	)		
<b>LISA GUINN, an Individual</b>	)		

**AFFIDAVIT OF WILLIAM JONES**

STATE OF KANSAS	)	
	)	SS:
COUNTY OF McPHERSON	)	

I, William Jones, of lawful age, being duly sworn, upon my oath state, declare and depose as follows:

1. I am over the age of 18 and am competent to give testimony in a court of law. I have personal knowledge of the facts recited in this Affidavit.
2. I am currently the President of Bethany College. I have held this position at Bethany College for all relevant times herein.
3. I have care and custody of the records, books and documents of Bethany College.
4. A copy of the Certificate of Amendment and Restatement of Articles of Incorporation of Bethany College is attached hereto as Exhibit A to this affidavit and is a true and accurate copy of this document.
5. A copy of excerpts from the Bethany College Student Handbook is attached hereto as Exhibit B to this affidavit and is a true and accurate copy of this document.

6. A copy of information maintained on Bethany College's website describing the College's Lutheran Identity is attached hereto as Exhibit C to this affidavit and is a true and accurate copy of this document.

7. A copy of information maintained on Bethany College's website describing the College's Spiritual Development is attached hereto as Exhibit D to this affidavit and is a true and accurate copy of this document.

8. A copy of the Amended and Restated Bylaws of Bethany College of Bethany College is attached hereto as Exhibit E to this affidavit and is a true and accurate copy of this document.

9. A copy of the Bethany College College Handbook dated July 2015 is attached hereto as Exhibit F to this affidavit and is a true and accurate copy of this document.

10. A copy of the Faculty Assembly Minutes dated April 5, 2017 is attached hereto as Exhibit G to this affidavit and is a true and accurate copy of this document.

11. An email communication dated July 20, 2015 from Melody Steed to Thomas Jorsch, Angela Martin, Rachael Pryor and Linda Ball regarding a Core Advisory Committee Meeting is attached hereto as Exhibit H to this affidavit and is a true and accurate copy of this document.

12. An email communication dated September 1, 2015 from Melody Steed to Thomas Jorsch, Angela Martin, Rachael Pryor and Linda Ball regarding a Core Advisory Committee Meeting is attached hereto as Exhibit I to this affidavit and is a true and accurate copy of this document.

13. The agenda for the September 2, 2015 Core Advisory Committee Meeting is attached hereto as Exhibit J to this affidavit and is a true and accurate copy of this document.

14. A list of the Bethany College Higher Learning Commission 2016 Self-Study Committees and Teams is attached hereto as Exhibit K to this affidavit and is a true and accurate copy of this document.

15. A summary of the Higher Learning Committee Self-Study introduction meeting held September 28, 2015 is attached hereto as Exhibit L to this affidavit and is a true and accurate copy of this document.

16. The minutes for the Higher Learning Commission Self-Study Committee for the meeting held October 15, 2015 is attached hereto as Exhibit M to this affidavit and is a true and accurate copy of this document.

17. An email communication dated May 19, 2016 from John Mullen to Kris Ericson, Robert Carlson, Kristin Van Tassel, Holly Thomas, Denise Carson, Duke Rogers and Angela Martin the lists of HLC team members and responses by Kris Ericson and Denise Carson is attached hereto as Exhibit N to this affidavit and is a true and accurate copy of this document.

FURTHER AFFIANT SAITH NOT.

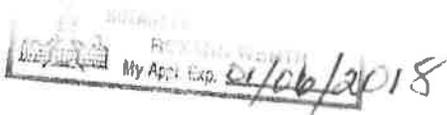
  
WILLIAM JONES

Subscribed and sworn to before me this 8<sup>th</sup> day of November, 2017.



  
NOTARY PUBLIC

My Appointment Expires:



**CERTIFICATE OF AMENDMENT AND  
RESTATEMENT OF ARTICLES OF INCORPORATION  
OF  
BETHANY COLLEGE**

We, Thomas A. Doering and James F. Martin, the duly elected and acting Chairperson and Secretary, respectively, of Bethany College, which was originally incorporated on September 19, 1882, hereby certify that at a meeting of the directors of said corporation, held on the 1st day of May, 2010, after notice was duly given to the directors in accordance with the Bylaws of the Corporation, and as subsequently approved by the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America, the Articles of Incorporation are amended and restated as follows in accordance with the provisions of K.S.A. 17-6602 and K.S.A. 17-6605:

**BETHANY COLLEGE  
ARTICLES OF INCORPORATION  
ARTICLE 1  
Name**

The name of this corporation shall be Bethany College, hereinafter referred to "the Corporation" or "the College."

**ARTICLE 2  
Registered Office and Resident Agent**

The registered office of the College is in McPherson County, Kansas at Pihlblad Memorial Union, 335 East Swensson, Lindsborg, Kansas 67456-1897. The resident agent at that address shall be Bethany College, a domestic corporation of the state of Kansas. The College, by resolution of the Board of Directors, may change the location of its registered office. By like resolution, the resident agent at such registered office may be changed to any other person or corporation. Upon adoption of such resolution, a certificate certifying the change shall be executed, acknowledged and appropriately filed in all places as required by law.

**ARTICLE 3  
Object and Purpose**

The object and purpose of this Corporation shall be to establish and maintain a Christian institution of higher education to be known as "Bethany College"; to serve Jesus Christ and His church by training men and women who seek a liberal arts education under Christian auspices; and to acquaint these students with the cultural, intellectual and religious forces in the field of higher education.

**ARTICLE 4  
Powers**

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SECTION 1: The College shall have the power to acquire, purchase, own, hold, improve, use, mortgage, sell and convey real and personal property of every kind and description; to purchase, construct, operate and maintain necessary and suitable buildings and structures for school purposes with necessary equipment and appurtenances; to borrow money and issue, sell, or pledge bonds, promissory notes, bills of exchange, debenture bonds and other obligations and evidences of indebtedness and to secure the payment or repayment of the same by mortgage, deed, trust, pledge, lien or other security instrument upon any property as may be owned by it; to invest and reinvest funds in mortgages, stocks, bonds, securities and otherwise to receive income therefrom; to grant certificates and diplomas and to confer or revoke degrees as is customary in institutions of higher learning; to accept and receive any rents, profits, annuities, grants, legacies, donations or bequests of any kind whatsoever for the use and purposes aforesaid; and to do every other act and thing not contrary to the constitution and laws of the state of Kansas or of the United States which may reasonably be necessary to promote the purposes of the College.

SECTION 2: The foregoing enumerations shall not be interpreted as imposing limitations or restrictions on the operations of this Corporation, which shall have all rights, powers and authority of a not-for-profit corporation under the General Corporation Code of the state of Kansas.

*ARTICLE 5  
Time of Existence*

The time of existence of the College shall be perpetual.

*ARTICLE 6  
Ownership and Control*

SECTION 1: The College shall be owned by the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America, and supported by the aforementioned synods and other synods of The Evangelical Lutheran Church in America.

SECTION 2: Any reference within these Articles of Incorporation or the Bylaws of the College to The Evangelical Lutheran Church in America or to any Synods of The Evangelical Lutheran Church in America shall be deemed to include such church bodies and their successors in interest.

*ARTICLE 7  
Membership*

SECTION 1: The corporate voting Membership of the College shall be the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America.

SECTION 2: The voting membership of the College shall consist of the Synod Council of the aforesaid bodies as set forth in Article 7, Section 1, hereof.

SECTION 3: The College shall act through its duly elected and qualified Board of Directors.

SECTION 4: The College shall have no capital stock, and no profit shall accrue to the members thereof, nor shall the members thereof be held liable for the debts of the College.

SECTION 5: In case of dissolution of the College, all assets in excess of liabilities shall be the property of the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America.

**ARTICLE 8**  
**Meetings**

Meetings by the Members of the College for the transaction of business pertaining to the College shall be held at such times and places as the Synod Council of the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America deem necessary, but no less often than annually.

**ARTICLE 9**  
**Board of Directors**

SECTION 1: The general management of the business and property of the College shall be vested in a Board of Directors ("Board") consisting of no fewer than 24, but no more than 28 members, exclusive of the President of the College. The Bishops of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, or their designees, shall be ex-officio members of the Board, each having one vote. In addition, one Board member shall represent the appropriate office of higher education of The Evangelical Lutheran Church in America, who shall be an ex-officio member of the Board, but without vote. The elected membership of the Board, each having one vote except as otherwise set forth herein, shall be comprised as follows:

(a) One Board member each shall represent the membership of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America.

(b) Two Board members shall represent the College Alumni Association. These members may be elected without reference to church affiliation.

(c) One Board member shall represent the College faculty. This member may be elected without reference to church affiliation. The College

faculty member of the Board shall have one vote on all Board-related issues brought in a plenary session of the Board, but shall not vote or otherwise be present during executive sessions of the Board.

(d) One Board member shall represent the College students. This member may be elected without reference to church affiliation. The College student member of the Board shall have one vote on all Board-related issues brought in a plenary session of the Board, but shall not vote or otherwise be present during executive sessions of the Board.

(e) Up to 17 Board members shall serve as at-large members. These members may be elected without reference to church affiliation.

SECTION 2: An individual, to qualify as an alumni member of the Board, shall be eligible for membership in the College Alumni Association, as provided in the constitution of such Association. An individual, to qualify as a faculty member of the Board, shall be a full-time faculty employee of the College in good standing. An individual, to qualify as a student member of the Board, shall be a full-time student at the College, in good standing and shall be duly elected by the Student Congress. Except as provided herein, no member of the Board shall be a member of the student body, the full-time faculty, the administration or the staff of the College.

SECTION 3: The term of office for Board members, other than for ex-officio members and the College student member, shall be three years, or until a qualified successor shall be elected or appointed. The term of office for a College student member shall be one year.

SECTION 4: The annual election of Board members shall take place at the Spring meeting of the Board. The term of office of a Board member shall begin July 1, unless a Board member is elected or appointed to fill an unexpired vacancy, in which case the term of office shall begin with the first meeting of the Board following such election or appointment.

SECTION 5: Members of the Board, except for ex-officio members and the College faculty member, shall not be elected to more than three consecutive full terms of office. A member of the Board elected and confirmed to fill an unexpired vacancy of two years or longer in length shall be considered to have served a full term of office. Thus, a board member may serve a maximum of 10 consecutive years. The College faculty member shall not be eligible to serve more than one term in succession, and the College student member shall not be eligible to serve more than three terms in succession. All Board members shall be permitted, however, to serve additional terms if there is at least a one-year absence between permitted terms.

SECTION 6: Terms of office shall be staggered, so as to provide for an equal number of candidates, if possible, to be elected each year to the Board. The Bylaws shall

provide for a revolving schedule which ensures, to the extent reasonably possible, the annual election of a comparable number of members to the Board.

**SECTION 7:** The members of the Board shall be elected according to the following principles:

(a) The President of the College, the Bishops of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, or duly appointed representatives thereof, shall serve by virtue of their office ("ex-officio") and are not required to be elected to Board membership.

(b) Only one nominee shall be presented for election to any seat on the College Board.

(c) The one member of the Board ("ex-officio") representing the appropriate office of higher education of The Evangelical Lutheran Church in America shall be appointed by the presiding Bishop of The Evangelical Lutheran Church in America in consultation with the President of the College and the Chairperson of the Board of the College.

(d) The one member each of the Board representing the Central States, Arkansas-Oklahoma, and Rocky Mountain Synods of The Evangelical Lutheran Church in America shall be elected by such Synods in accordance with their rules established for such purpose. Nominations for these Board seats shall be made in consultation with the President of the College and the Chairperson of the Board of the College.

(e) The two members of the Board representing the College Alumni Association shall be elected by such Association in accordance with its constitution, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(f) The one member of the Board representing the College faculty shall be elected by the College faculty in accordance with the Faculty Handbook, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(g) The one member of the Board representing the College students shall be selected by the Student Congress in accordance with these Articles of Incorporation and with the other Bylaws, policies, or other rules established for such purpose.

(h) Up to 17 at-large members of the Board shall be nominated by a committee of the Board and shall be elected by the Board in plenary session.

**SECTION 8:** Any vacancy occurring in the Board shall be filled in the following manner:

(a) A vacancy occurring with respect to a position elected by the Central States, Arkansas-Oklahoma, Rocky Mountain or other Synods of The Evangelical Lutheran Church in America shall be filled by each Synod in a manner consistent with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(b) A vacancy occurring with respect to a position elected by the College Alumni Association shall be filled by such Association in a manner consistent with its constitution, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(c) A vacancy occurring with respect to a position elected by the College faculty shall be filled by the College faculty in a manner consistent with the Faculty Handbook, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(d) A vacancy occurring with respect to a position elected by the College students shall be filled by the College students in a manner consistent with the rules established by the College Student Congress, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.

(e) A vacancy occurring with respect to an at-large position shall be filled by vote of the remaining members of the Board sitting in plenary session.

(f) An individual elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.

**SECTION 9:** The Board shall govern the College in accordance with the Articles of Incorporation and the Bylaws.

**SECTION 10:** Subject to the limitations of the Articles of Incorporation, the Bylaws and the Kansas Corporation Code, and subject to the duties of members of the Board as prescribed by the Bylaws, all corporate powers shall be exercised by and under the authority of, and the business and affairs of the College shall be controlled by, the Board. Without prejudice to these general powers, it is hereby expressly declared that the Board shall have the following powers, to-wit:

(a) To govern the College in accordance with the purposes stated in the Articles of Incorporation and the provisions of the Bylaws, and with policies and resolutions adopted by the Board from time to time.

(b) To elect the President of the College. In the process, the Board shall engage in consultations with representatives of the faculty, the students, the administration, the alumni, the appropriate office of higher education of The Evangelical Lutheran Church in America and such other groups and organizations or individuals as the Board deems advisable.

(c) To establish and to modify, upon recommendation of the President, the mission, vision and values of the College.

(d) To approve, upon the recommendation of the President, the appointment of those administrative officers who carry the title of provost or vice-president.

(e) To approve, upon the recommendation of the President and to the extent deemed necessary by the Board, the initial establishment of other administrative, faculty and staff positions within the organizational structure of the College.

(f) To appoint, in case of vacancy in the office of the President, an Acting President who shall serve until a new President is elected.

(g) To establish and to modify the academic program upon recommendation of the President and the faculty.

(h) To adopt and to amend rules and regulations for the administration of the academic program of the College, and to empower the faculty to regulate student participation in such program in accordance with such policies.

(i) To establish and to modify policies for the conduct of student life and to empower the administration of the College to regulate the life and conduct of students in accordance with such policies.

(j) To direct the management of the financial affairs of the College, borrow funds, assume liabilities, invest funds, fix salaries, guarantee student loans, have charge of all funds, acquire and dispose of property and enter into contracts, all in accordance with the provisions of the Articles of Incorporation.

(k) To establish tuition and other fees.

(l) To authorize, upon recommendation of the faculty, the granting of baccalaureate degrees and honorary degrees.

(m) To delegate to standing committees of the Board or to the President such responsibility and authority as it deems advisable.

(n) To define and declare conditions of financial exigency and take actions in response to such conditions.

(o) To ensure that the policies and practices of the College reflect a concern for inclusiveness and diversity in the student recruitment process; the employment of faculty, administrators and staff; and the election of the Board. Such policies and practices should emphasize the dignity of all persons, protect human rights, provide equitable access to resources and eliminate injustice.

(p) To enter into formal covenants of mutual service and support with Synods of The Evangelical Lutheran Church in America.

(q) To nominate, appoint and elect individuals to the Board, as further defined by these Articles of Incorporation.

(r) To do and perform all other necessary acts for the purpose of effectuating the objectives of the College.

SECTION 11: The power to adopt, alter, repeal and amend the Bylaws of the College shall reside in the Board without the requirement of obtaining approval of the Members, as long as any such change does not have the effect of reducing any power or authority of the Members, in which case the Board shall notify the Members of any such changes to the Bylaws. Notwithstanding anything to the contrary herein, the Members of the College shall retain the right to adopt, alter, repeal and amend the Bylaws of the College, as is required by Kansas law.

SECTION 12: No member of the Board shall have personal liability for monetary damages for breach of fiduciary duty as a director, except in such instances when liability is caused by (a) breach of the director's duty, of loyalty to the College, (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, (c) approval of unlawful dividends, or (d) any transaction from which the director would derive an improper personal benefit.

SECTION 13: A director may be removed from office by an affirmative vote of two-thirds (2/3) of the total membership of the Board, if such director has (a) been declared of unsound mind by a final order of court; (b) been found by a final order of judgment of any court to be in breach of any duty owed to the College under the laws of the state of Kansas; (c) been convicted of a felony; (d) created liability on the part of the College because of a breach of duty or acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law; or (e) is absent from three or more consecutive regular meetings without a valid excuse.

## **ARTICLE 10**

### **Officers**

SECTION 1: At the Spring meeting of the Board each year, the Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The Board shall also at that time elect a Treasurer, who need not be an elected member of the Board. All officers of the Board shall serve for a one-year term, or until their successors are duly elected, appointed or qualified.

SECTION 2: There shall be a standing Executive Committee consisting of the Board Chairperson; Board Vice-Chairperson; Board Treasurer, if that person is a member of the Board; Board Secretary; President of the College; and the chairpersons of all standing committees.

SECTION 3: There shall be such other standing committees as the Board shall deem necessary and as are specified in the Bylaws of the College.

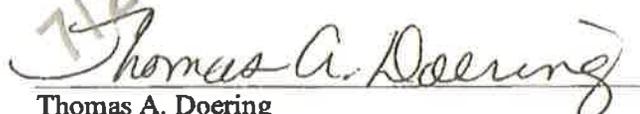
SECTION 4: The establishment of the foregoing standing committees shall not be deemed to limit the power of the board to establish "ad hoc" committees as it may from time to time deem appropriate.

**ARTICLE II**  
*Amendments*

These Articles of Incorporation may be amended by a two-thirds (2/3) vote of the total membership of the Board without the requirement of obtaining approval of the Members, as long as any such change does not have the effect of reducing any power or authority of the Members, in which case the Board shall notify the Members of any such changes to the Articles of Incorporation. Notice of and recommendations for any proposals for amendment of these Articles of Incorporation shall be given to all members of the Board through the regular channels ordinarily provided by the College in establishing its agenda for a meeting of the Board. Notwithstanding anything to the contrary herein, the Members of the College shall retain the right to adopt, alter, repeal and amend the Articles of Incorporation of the College, as is required by Kansas law.

All members and directors entitled to vote on such proposition at the time of the election voted in favor of its adoption.

IN WITNESS WHEREOF, I have subscribed my name as of the 20<sup>th</sup> day of June, 2010.

  
Thomas A. Doering  
Chairperson

ATTEST:

  
James F. Martin  
Secretary

STATE OF <sup>north</sup>~~KANSAS~~<sup>Carolina</sup>, COUNTY OF Wake, SS:

Before me, a notary public, came Thomas A. Doering, Chairperson of Bethany College, who is known to me to be the person who executed the foregoing certificate in his official capacity and duly acknowledged the execution of the same this 19<sup>th</sup> day of May, 2010.

Karen T. Casola  
Notary Public

My Appointment Expires: 10/04/2010

STATE OF Kansas, COUNTY OF mandotte, SS:

Before me, a notary public, came James F. Martin, Secretary of Bethany College, who is known to me to be the person who executed the foregoing certificate in his official capacity and duly acknowledged the execution of the same this 2 day of June, 2010.

Maria Veloz  
Notary Public

My Appointment Expires: 10/04/2011



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## Student Handbook



### LINDSBORG & Area CHURCHES AND PASTORS

Assaria Lutheran Church	124 W 1st St, Assaria	(785) 667-2031
Bethany Lutheran Church	320 N. Main	(785) 227-2167
Elim Lutheran Church	403 N. Lincoln, Marquette	(785) 546-2244
Evangelical Covenant Church	102 S. Washington	(785) 227-2447
First Baptist Church	1101 E. Swensson	(785) 227-2360
Freemount Lutheran Church	8th Av	(785) 227-3154
Marquette United Methodist Church	404 W. Second, Marquette	(785) 546-2337
Messiah Lutheran Church	402 N. First	(785) 227-3977
New Gottland Lutheran Church	Rt 3, McPherson	(620) 654-3421
New Gottland Covenant Church	1700 Pawnee Road, McPherson	(620) 654-3690
Salemsborg Lutheran Church	3831 W. Salemsborg Rd., Smolan	(785) 668-2522
Smoky Valley Independent Baptist Church	780 North Kansas	(785) 227-4451
St. Bridget of Sweden (Roman Catholic)	206 W. Swensson	(785) 227-3588
Trinity United Methodist Church	224 S. Main	(785) 227-3326

### LINDSBORG MEDICAL INFORMATION

Lindsborg Community Hospital	(785) 227-3308
Lindsborg Family Health Care Clinic	(785) 227-3371
Apotek Pharmacy	(785) 227-3374

### Doctors at the Lindsborg Family Health Clinic

Dr. Benjamin Dolezal, M.D.	601 W. Lincoln	(785) 227-3371
Kelsey Swisher, PA-C	601 W. Lincoln	(785) 227-3371
Gregory Lindholm, PA, MPH	601 W. Lincoln	(785) 227-3371

### Chiropractors

Dr. Darrel Loder, D.C.	121 W. Lincoln	(785) 227-4455
Dr. Kendall Banning D.C.	132 ½ North Main	(785) 212-6152

### Dentist

Dr. Erik Peterson, D.D.S.	117 W. Lincoln	(785) 227-2299
If no answer, call		(785) 227-2015

### STUDENT MAILING ADDRESS

Mail must be sent to the following address. Campus residents are required to use their campus mailboxes, and one will be assigned to each campus resident. If a student resides off-campus, s/he may elect to have a mailbox (based on availability). Additionally, please note that it is unwise to send cash through the mail, as there is no way to track it. Please avoid sending cash to students.

Student Name \_\_\_\_\_  
Bethany College Box \_\_\_\_\_  
355 E. Swensson St.  
Lindsborg, KS 67456

Field has a capacity of 2,500. During summer 2008, an artificial turf field was installed at Lindstrom Field to accommodate football and soccer, and a new track was laid.

### **Weight Room**

Also in 2008, a new Weight Room addition was built north of Stroble-Gibson Gymnasium, connecting to the gymnasium via the Cardio Room, which contains treadmills, ellipticals, and stationary bikes. The Weight Room features racked weights, free weights, and weight machines. The facility also houses additional offices and locker room space.

### **Stroble-Gibson Gymnasium**

The Stroble-Gibson Gym, a 20,000-square-foot non-spectator facility, is attached to Hahn Physical Education Building and provides space for all sports to practice. The gym has locker rooms, a cheer/dance studio, batting cage, a main court that can be subdivided, cardio room, and attached weight room building. It also houses athletic offices.

### **Ray D. Hahn Gymnasium**

The Hahn Physical Education Building provides gymnasium and physical education facilities. It houses the offices for the health and physical education and athletic training department. Ray D. Hahn Gym has a capacity of 1,500. In spring 2008, the bleachers were replaced and the floor was refinished.

### **Athletic Training**

The Athletic Training Room is located inside Hahn Physical Education Building, across from the basketball court and visiting team locker rooms.

## **DIVISION OF STUDENT DEVELOPMENT**

The Division of Student Development's mission is to foster the development of the whole person—mind, body and spirit—according to the rubric expressed in the mission and values of the College—namely Integrity, Hospitality, Community, Servant Leadership, and Sustainability. We will do this by providing care, direction, activity, and education in all areas of students' lives outside the classroom. In our areas of influence, we seek specifically to provide students with a rich, dynamic environment in which the intellectual, social, spiritual, and moral spheres of life reinforce one another.

The Division of Student Development has responsibility for student services including such programs as: student leadership training, student code of conduct, co-curricular activities, Swede Government Association (or SGA), orientation, First and Second Year Programming, International Student Services and Study Abroad, Resident Director (RD)/Resident Assistant (RA) training and supervision, and academic, social, and personal counseling. The division staff includes the Dean for Student Development, Associate Dean, Residential Education and Services staff, Counselor, Director of Campus Activities, Director of Health Services, and Coordinator for International Student Services. The central office serves as an informational resource for student concerns and questions, as well as the hub for student IDs. The central office is located in the lower level of the Pihlblad Student Union.

### **Spiritual Development**

Learning at Bethany College takes place in the context of the college's commitment to the Evangelical Lutheran Church in America (ELCA) Lutheran Church, the Christian faith, and the whole global human community. Bethany College sees itself as an active partner in the mission of the Church. As the Church in Mission, Bethany College:

- is committed to the understanding that all learning takes place in the context of the grace of God as manifested in Jesus Christ,
- believes that a liberal education is both grounded in and contributes to religious faith,
- encourages respect for the individual and for diverse beliefs and values,
- fosters Christian faith, witness, and worship,
- prepares students for service in society,
- supports the Church through shared resources.

The Campus Ministry Program of Bethany College is planned in cooperation with other campus programs and organizations to provide opportunities for the college community to express and to grow in its faith. Participation in religious activities is encouraged rather than required; responsible decision-making about one's own spiritual life is seen as an important part of spiritual growth. Religious programming is flexible, designed to meet the expressed needs and interests of students. The ministry of the campus pastor, chapel services, planned religious activities, and the ministries of local congregations provide a framework within which students can explore their own faith and values and channels through which students can develop and express their own leadership skills in ministry and service.

### **Dean of Spiritual and Congregational Development (Campus Pastor)**

The Campus Pastor supervises and coordinates the religious life of the College. The pastor is ordained in the Evangelical Lutheran Church in America and is called to serve the entire campus community - students, faculty, and staff - regardless of religious affiliation. The Campus Pastor's office is located in the Bud Pearson Swedish Chapel and Mabee Foundation Welcome Center). The Campus Pastor works closely with the Counselor in providing personal counseling services and is also available for personal conferences, working with campus organizations and facilitating various interest groups.

### **Chapel Services**

Chapel services are scheduled at 10:30 a.m. in the Bud Pearson Swedish Chapel on Monday, Wednesday, and Friday.

The purpose of these services is to provide opportunity for the College community to gather on a regular basis to celebrate its faith and to reflect on the meaning of life. Resources utilized include individual students, faculty, area pastors, and groups of persons from both within and outside the College community, in addition to the Campus Pastor. A variety of worship experiences and resource people are sought to assist with the Chapel program; and students interested in planning, leading, and participating in chapel services are urged to contact the Campus Pastor.

### **Campus Ministry Opportunities**

- **Worship Services:** Other worship services are scheduled throughout the year to celebrate special events on campus and Holy Days in the Church year. These services include Christmas Vespers, Ash Wednesday, and Maundy Thursday. Students are active in worship leadership for these services.
- **Bethany Youth Ministry Team:** BYMT offers fun and spiritual enrichment for team members and for the churches and youth with whom they minister. Through lock-ins, worship services, and youth events, BYMT reaches out to area and regional congregations to spread the love of Christ and the joy of life in God.
- **Fellowship of Christian Athletes:** FCA presents to athletes, coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church. The Bethany Huddle has weekly meetings which include noncompetitive games, speakers, movies, singing, Bible study and fellowship with friends. Athletes and non-athletes are welcome.
- **Peer Ministry:** The mission of Peer Ministry is to create a community of students helping students. Peer Ministers are specially trained in communication, listening, welcoming, confidentiality, decision-making, and making referrals. These students reach out to help all our students make connections at Bethany.
- **Chapel Choir:** Chapel Choir is open to all students interested in exploring a wide range of choral literature. In addition to concert performances, Chapel Choir sings regularly in Chapel worship and regional church services. They rehearse three times each week (M, W, F -12:00 - 12:50) and occasionally combine with College Choir to perform large works. No audition is required to join Chapel Choir.
- **Chi Alpha and Alpha Omega:** Chi Alpha (women) and Alpha Omega (men) Christian Fellowship Groups provide opportunities for fellowship, study, service and spiritual growth. All students are welcome to join.
- **Other groups as interests indicate:** In addition to those already listed, there are retreats, special emphasis days, and opportunities to learn from visiting scholars and pastors, all of which designed to deepen Christian commitment and growth.
- **Encounters:** Visiting speakers spend two days on campus to teach in their area of expertise. Students have a number of opportunities to meet these people in classroom, chapel, or informal settings.

### **Pastoral Care**

The Campus Pastor's office, in the Bud Pearson Swedish Chapel and Mabee Foundation Welcome Center, offers a place for Campus Ministry groups to meet and work, for confidential conversation, for on-campus meetings, and for occasional parties and get-togethers.

## **STUDENT UNION**

### **Mail Department**

The Mail Department is the central location for incoming and outgoing mail. It is located in the lower level of The Pihlblad Memorial Union, and is open Monday through Friday from 9:00 a.m. - 2:00 p.m. At the Mail Department there are slots labeled for U.S. outgoing mail (needs postage affixed), and inter-office mail (for on-campus distribution). Mail should be pre-sorted, affixed with adequate postage and dropped in the appropriate slots to expedite service. All outgoing mail should include a return address that contains the student's name.

Students will receive a notice through their Bethany College email of package arrival and must claim their package in person from the mail department during office hours. Individuals must present a photo I.D. to receive your package. Department personnel will also assist organizations in preparation and regulations for third-class bulk mailings.

Although the Mailing Department functions similarly to the Post Office, it does not handle money orders, government forms, civil service tests and insurance. These services are available through the Lindsborg Post Office at the corner of 2nd and Lincoln streets.

The mailroom can only receive mail for current, enrolled students, faculty and staff.

If forwarding is ever required, students must provide forwarding address to the mailroom attendant. If we are not provided with a summer forwarding address, all mail received over the summer will be returned to the sender. Mail will not be forwarded to any international address. Keys must be returned to the mailroom upon checkout for summer, graduation, or separation with Bethany College. A fee of \$100.00 will be applied to the student's account for unreturned keys.

### **Swede Nation Station**

The Swede Nation Station is located in the lower level of the Pihlblad Memorial Union. Swede Nation Station is owned by Bethany College. Proceeds help fund projects around campus. The Swede Nation Station carries official Bethany College insignia items, clothing, gifts, greeting cards, and sundries along with art, school, and office supplies. It also has a snack bar with fresh food products, drinks, candy and other snacks.

Bookstore hours for the academic year are:

Monday through Friday                      9:00 a.m. - 5:00 p.m.

\*Special hours will be posted for opening days and other special events.

Bookstore hours for the summer are:

Monday through Friday                      9:00 a.m. - 12:00 noon, and 1:00 p.m. - 4:00 p.m.

### **Food Service**

It is College policy that full time students who are required to live in College housing are also required to be on the College board plan. The current board plan includes several meal plans served in the College dining hall located in the Pihlblad Memorial Union.

The meal plans included are 19, 10 and 7 meal plan. The "Any 19 meals" plan allows a student to eat 19 meals per week and resets every week after dinner on Sunday Evening. The "Any 10 meals" plan allows a student to eat 10 meals per week, and resets every week after dinner on Sunday evening. The "Any 7 meals" plan allows for 7 meals per week and resets every week after dinner on Sunday evening. Any exceptions to this policy must be approved by the Dean for Student Development and the Director of Food Services.

## STUDENT CONDUCT CODE

The purpose of the Student Conduct Code is to maintain the general welfare of the college community. The college strives to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and honor. The college views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the college community and the greater community. All students must follow these standards. Student Conduct Code at Bethany College is administered through the Office of Student Development and is based on promoting a tradition of excellence regarding student conduct. The Student Conduct Code promotes acceptable standards of conduct to be communicated, understood, and upheld by students who attend Bethany College. Policies and procedures in this handbook are subject to change at any time. All updates will be provided to Bethany College students via the students' Bethany College email account and posted on eSwede.

The Bethany College Mission Statement stresses the significance of each person's humanity, and that we are all part of a community of faith. Bethany College students are treated as adults and are held accountable and responsible for their own lives, and thus, the decisions that they make. The Office of Student Development will encourage and facilitate a campus environment where students take responsibility for their actions and inactions. The Office of Student Development emphasizes the importance and significance of students' privileges, opportunities, and responsibilities as members of the Bethany Community. In addition, the Office of Student Development will promote the importance of inclusiveness, self-worth, mutual respect, and how these themes of living and learning impact all of us, and how we interact with each other on a daily basis.

Bethany College is a private independent college owned and operated by the Arkansas Oklahoma and the Central States Synods of the Evangelical Lutheran Church in America. As a result, the institution is guided and supported only by the College's Identity and Principles, mission, focus and collective statements. Bethany College requires of its students superior ethical and moral behavior above and beyond the standards of civil and criminal codes. In support of this, Bethany College, as a private independent college, has broad discretion in establishing disciplinary rules and procedures through its agreement relationships with each student.

Students are required to read the Bethany College Student Handbook. The handbook is available online.

Please note that the College is not a haven from the legal authorities. The College will cooperate with the police in apprehending a violator of the civil or criminal code.

### Philosophical Premise

The Bethany College Student Conduct Code was created to serve three primary functions:

1. To honor and support the mission and values of the college;
2. To assist students in clarifying the role of responsibility, moral courage, tolerance and integrity in contributing to the college experience as well as their personal identity, and;
3. To reinforce the "construct" of a campus community reflective of unity and cooperation as a central building block to creating a worthy college campus community committed to learning and service. Below is a list of six traits that define a positive and engaging campus community\*.

i) An Educationally Purposeful Community

The college is a place where faculty and student share academic goals, and work together to strengthen teaching and learning on campus;

ii) An Open Community

The college is a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.

iii) A Just Community

The college is a place where the sacredness of each person is honored and where diversity is aggressively pursued.

iv) A Disciplined Community

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HOME FUTURE CURRENT ACADEMICS FINE ARTS ATHLETICS ALUMNI ABOUT BETHANY 

# Lutheran Identity



Bethany College is a ministry of the [Evangelical Lutheran Church in America \(ELCA\)](#), owned and operated by the Central States Synod and the Arkansas/Oklahoma Synod of the ELCA.

Bethany College takes its understanding of Lutheran identity from the life and witness of Martin Luther (1483-1546), whose protest against medieval Christianity set off the Protestant Reformation in the 16th century.



- 
- Bethany College takes seriously the example of Luther who continued to courageously defend the Gospel of Christ throughout his life, no matter what powers were arrayed against him. For this reason integrity shapes our identity, and the college endeavors to foster Christian faith, witness and worship in the modern world. The core of Bethany College remains a community of Christians who seek to emphasize these values.
  - Bethany College understands with the Gospel that we are saved by God's grace, and not through human endeavor. All are equally sinners and all are called to holiness through God's redemptive grace. In light of this Bethany College seeks to be a place of mutual hospitality to others, a place where grace constantly makes its presence felt by establishing a community of inclusiveness and diversity, free of all forms of discrimination, and supportive of the rights and dignity of all persons. Bethany College welcomes diversity of religious thought among its faculty and student body.
  - Bethany College recognizes that God's grace has sanctified all creation, and thus that there is, for the believer, no distinction between the natural and the supernatural. All academic studies are profitable for our study, and no questions are prohibited in the pursuit of knowledge. This is one sign of the freedom of the Christian, a sign seen especially in the spirit of Luther's great partner Philip Melancthon (1497-1560),



who revolutionized education in Germany in his day with the spirit of the study of liberal arts and the sciences.

- Bethany College recognizes that each person is called by God into service and love of others. Our calling or vocation involves both our roles and responsibilities in relationship with others, but also the need to exhibit leadership in the human community. Bethany College does not embrace a narrow understanding of vocation as a mere secular profession or a job. The collegiate life is a search for both truth and meaning, and meaning specifically in the work that each individual is called to do in her or his lifetime.
- Bethany College recognizes its responsibility to the church and to its own future by exercising stewardship over its own resources and by supporting the church through those resources. In all this, the college recognizes its own sustainability and that of the church in all its responsibilities, and does so because of its own vocation to be a light to the world.



## GIVE TO BETHANY

## BETHANY GEAR

Change the life of  
a student today.



- HOW TO GIVE
- DONOR BILL OF RIGHTS
- YOUR GIFT'S IMPACT TO BETHANY



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The mission of Bethany College is to educate, develop, and challenge individuals to reach for truth and excellence as they lead lives of faith, learning and service.

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community to  
gather for prayer,  
praise, spiritual

renewal and the sharing of the Word. Students, faculty and staff serve as speakers, worship leaders and musicians. Chapel includes contemporary and traditional styles of worship and music, Holy Communion, and lots of student involvement.

The Chapel Choir helps lead worship, assists the worshipping community in learning new liturgies and music, and sings in Chapel on a regular basis. Academic credit is awarded for faithful participation in the Chapel Choir.

Other worship services are scheduled throughout the year to celebrate special events on campus and Holy Days in the Church year. These services include Christmas Vespers, Ash Wednesday, and Maundy Thursday. Students are active in worship planning and leadership.

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**Bud Pearson  
Swedish  
Chapel  
Office**

**Bud Pearson**  
**Swedish Chapel**  
**M, W, & F: 10:30 –**  
**10:50 a.m.**  
**Phone: (785) 227-3380, ext.**  
**8340**

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**AMENDED AND RESTATED BYLAWS**  
*of*  
**BETHANY COLLEGE**

**ARTICLE 1**  
**OFFICES**

**SECTION 1: Name**

The name of this corporation shall be Bethany College, hereinafter referred to as "the College."

**SECTION 2: Principal Office**

The principal office for the transaction of the business of the College is located at Pihlblad Memorial Union, 335 East Swensson, Lindsborg, Kansas 67456-1897.

**SECTION 3: Registered Office and Resident Agent**

The College, by resolution of its Board ("Board"), may change the location of its registered office as designated by the Articles of Incorporation to any other place in Kansas. By like resolution, the resident agent at such registered office may be changed to any other person or corporation upon adoption of such a resolution. A certificate certifying the change shall be executed, acknowledged, and appropriately filed in all places required by law.

**SECTION 4: Other Offices**

Branch or subordinate offices may at any time be established by the Board at any place or places where the College is qualified to do business.

**ARTICLE 2**  
**THE COLLEGE**

**SECTION 1: Membership**

The voting membership of the College shall be in accordance with Article 7 of the Amended and Restated Articles of Incorporation of the College ("Articles of Incorporation").

**SECTION 2: Meetings**

The voting membership of the College shall meet at least annually as specified in the Articles of Incorporation, Article 8.

**SECTION 3: Fiscal Year**

The fiscal year of the College shall begin on July 1.



#### SECTION 4: Reports

The College President shall give to the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, and such other Synods of The Evangelical Lutheran Church in America that have a formal covenant relationship with the College such reports as the College Board determines is reasonably necessary for the purpose of explaining the progress, condition, and needs of the College. In addition, the College Board shall provide to the voting membership such additional information as is reasonably requested by the voting membership, in writing.

### **ARTICLE 3 BOARD OF DIRECTORS - ORGANIZATION**

#### SECTION 1: Membership

The membership of the Board shall be in conformity with Article 9, Section 1, of the Articles of Incorporation.

#### SECTION 2: Qualifications

Individuals shall be nominated, elected or appointed to the Board in conformity with Article 9, Sections 2 and 7, of the Articles of Incorporation.

#### SECTION 3: Election Procedures and Term of Office

(a) The nomination for and election of the Board shall be conducted in the manner prescribed in Article 9 of the Articles of Incorporation.

(b) The term of office for members of the Board are prescribed by Article 9, Sections 3 through 6, of the Articles of Incorporation.

(c) Terms of office shall be staggered, so as to provide for an approximately equal number of candidates, if possible, to be elected each year to the Board. To provide for the annual election of a comparable number of members to the Board, elections shall be conducted on the following three-year revolving schedule:

(1) Year A

One member from the Central States Synod  
One member from the Arkansas-Oklahoma Synod  
Such numbers of at-large members as will bring the total number of at-large members to a minimum of 8, maximum of 18.

(2) Year B

One member from the Rocky Mountain Synod

Such numbers of at-large members as will bring the total number of at-large members to a minimum of 8, maximum of 18.

(3) Year C

Such numbers of at-large members as will bring the total number of at-large members to a minimum of 8, maximum of 18.

(d) The College faculty member shall be elected every third year and the College Student member shall be elected each year.

SECTION 4: Vacancies

A member may be removed from the Board for the reasons, and in the manner, stated in the Articles of Incorporation. A vacancy on the Board shall be deemed to exist in the case of death, resignation or removal of any director; or if any director elected shall refuse to serve; or if any director shall, during his or her term of office, become unqualified to serve as provided in Article 9, Section 13, of the Articles of Incorporation; or in the event of a special vacancy, as provided in Article 9, Section 5 of the Articles of Incorporation. Any vacancy occurring in the Board shall be filled in a manner consistent with Article 9, Section 8, of the Articles of Incorporation.

SECTION 5: Regular Meetings

Regular meetings of the Board shall be held at least three times each year. All such meetings shall be held on the College campus, unless otherwise designated by the Chairperson of the Board.

SECTION 6: Special Meetings

Special meetings of the Board for any purpose may be held at the call of the Chairperson of the Board. The Chairperson shall be required to call a special meeting of the Board whenever 10 or more members request in writing that such a meeting be called. Notice of such special meetings, unless waived by attendance thereof or by written consent to the holding of the meeting, shall be given by written notice, which may include electronic means, at least 10 days before the date of such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail or other mail delivery service with postage thereon directed to the director at his or her residence or place of business. Notification of any special meeting shall stipulate the purpose or purposes of said meeting, and the agenda shall be limited to the special purpose.

SECTION 7: Electronic Meetings

Members of the Board, or any of its committees, may participate in a meeting of the Board or a committee by means of electronically enhanced meetings (e-meetings). An e-meeting

may be synchronous, such as teleconference or videoconference, in which all participants communicate simultaneously. An e-meeting may be asynchronous, such as by e-mail or fax, in which each person does not participate at the same time.

#### SECTION 8: Executive Sessions

The Board may recess for a closed or executive session upon formal motion made, seconded and carried by a vote of a majority of Board members present. The Board members representing the College faculty and the College students shall not participate in closed or executive sessions, unless the formal motion provides for the presence of one or both members.

#### SECTION 9: Waiver of Notice

The transaction of business at any meeting of the Board, however called and noticed or wherever held, shall be as valid as though made at a meeting duly held after regular call and notice, if a quorum be present, and if, either before or after such meeting, each of the directors not present signs a written waiver of notice, or a written consent to holding such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the College records or made a part of the minutes of the meeting.

#### SECTION 10: Quorum

A majority of the Board shall constitute a quorum for the transaction of business and a majority of a quorum may act, except as specifically provided elsewhere in these Bylaws. Ex-officio members of the Board not present for a meeting shall not be included in the calculation of a quorum.

#### SECTION 11: Officers

The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The Board also shall elect a Treasurer, who need not be an elected member of the Board. If the Treasurer is not an elected member of the Board, he or she shall then serve as a non-voting advisory member. These officers shall be elected at the annual Spring meeting of the Board and shall take office July 1. All officers of the Board shall serve for one year, or until their qualified successors are duly elected or appointed.

#### SECTION 12: Standing Committees

The Board shall establish the following standing committees:

- Executive Committee;
- Audit and Risk Management Committee;
- Board Development Committee; Other such committees specified in resolutions by affirmative vote of a majority of the Directors in office.

### SECTION 13: Procedural Rules

All meetings of the Board or any committee thereof shall be conducted in a manner consistent with any procedural rules contained in these Bylaws or otherwise established by the Board. In the absence of such rules, the most recent edition of Robert's Rules of Order shall be followed in the conduct of all such meetings.

## **ARTICLE 4 BOARD OF DIRECTORS – POWERS AND RESPONSIBILITIES**

### SECTION 1: Powers

The powers of the Board are defined by Article 9, Section 10, of the Articles of Incorporation.

### SECTION 2: Chairperson

The Chairperson of the Board shall preside at all meetings of the Board and of the Executive Committee. The Chairperson may sign, with the Secretary or other appropriate officer of the College authorized by the Board, all documents and legal instruments which the Board has authorized to be executed. In general, the Chairperson shall perform all duties incident to the office and such other duties as may be prescribed by these Bylaws, or by the Board from time to time.

### SECTION 3: Vice-Chairperson

In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the instructions accorded to that office. In addition, the Vice-Chairperson shall have such other powers and shall perform such other duties as may be prescribed by these Bylaws, or by the Board from time to time.

### SECTION 4: Secretary

The Secretary shall generally perform all duties incident to the office of Secretary including, but not limited to, the following:

(a) The Secretary shall ensure that all notices of all meetings of the Board or committees thereof are duly given as required by these Bylaws or law.

(b) The Secretary shall be the official custodian of all corporate records and of the official seal of the College, and shall affix said seal to all deeds, contracts and other legal instruments required to be executed under seal, and to attest to the same.

(c) The Secretary shall cause a complete and accurate record to be kept of the proceedings of the Board.

(d) The Secretary shall have such other powers and perform such other duties as may be prescribed by these Bylaws or by the Board, from time to time.

#### SECTION 5: Treasurer

The Treasurer shall generally perform all duties incident to the office of the Treasurer, including, but not limited to, the following:

(a) The Treasurer shall ensure the receipt and custody of all money, securities and other assets of the College, and shall take such measures for their safekeeping and investment, and shall disburse under such conditions as the Board may direct.

(b) If the Treasurer is not an elected member of the Board, he or she shall serve as an advisor to the Board.

(c) The Treasurer shall ensure that the Board and the President are provided, upon request, an account of all transactions rendered by or at the direction of the Treasurer, and a report of the financial condition of the College.

(d) The Treasurer shall be bonded, if requested by the Board.

(e) The Treasurer shall have such other powers and perform such other duties as may be prescribed by these Bylaws, or by the Board, from time to time.

#### SECTION 6: Standing Committees

The members and the chairperson of each standing committee shall be nominated by the Chairperson of the Board by July 1 and shall be confirmed and shall take office at the annual Summer meeting of the Board. The Chairperson of the Board and the President of the College shall be ex-officio members of each standing committee. Each Board member shall be appointed to serve on at least one of the standing committees.

The standing committees shall be engaged in a continuous study of matters pertaining to the work of the Board, and they shall confer, as occasion warrants, and upon recommendation of the President, with appropriate administrative officers of the College, members of the faculty, and representatives of the student body.

(a) Executive Committee: The Executive Committee shall consist of the following persons: Board Chairperson; Board Vice-Chairperson; College President; and four members from the Board of Directors, as selected by the Board Development Committee. The duties of the Executive Committee shall be as follows:

- (1) transact all business that requires attention between regular meetings of the full Board;
  - (2) act for and on behalf of the Board between such meetings;
  - (3) report their actions to the members of the Board by means of appropriate minutes as speedily as possible;
  - (4) be responsible to the Board for all actions taken;
  - (5) support the College President and assess his or her performance;
- and
- (6) review the College President's compensation and conditions of employment at least annually.

The Executive Committee shall meet as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

(b) **Audit and Risk Management Committee:** The following persons shall be excluded from membership: Chairperson of the Board, Chairperson of the Business and Finance Committee, College President and College administrative staff. The duties of the Audit and Risk Management Committee shall be as follows:

- (1) act as a liaison with the College's external auditors;
- (2) recommend the appointment or reappointment of the external auditors to the full Board;
- (3) meet with College administrators to address any corrective actions required by the auditors' review; and
- (4) review policies governing the school to ensure appropriate development, implementation and monitoring of such programs (for example, sexual harassment, ethics, whistle blower, bond issues, emergency preparedness, immigration, etc.).

The Audit and Risk Management Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

(c) **Board Development Committee:** The Board Development Committee shall consist of six members: the Chairperson of the Board, the College President, the Vice-Chairperson of the Board and three current or former Board members approved by the Board. The duties of the Board Development Committee shall be as follows:

- (1) establish and maintain an effective search-and-recruit procedure for selecting new Board members and take to the Board a recommended slate, which shall include a goal of maintaining at least two member of the Board who are alumni of the College;
- (2) communicate expectations to prospective Board members before such persons become Board members;

(3) create and maintain an orientation program for newly elected Board members, reviewing at least biannually for suggested revisions and additions;

(4) continually evaluate the skills represented on the Board against those determined to be necessary for effective governing, and cultivate new Board members in an effort to achieve a proper balance within the Board;

(5) engage Board members in an annual self-assessment of individual and collective functions, collate these self-assessment responses of Board members and report trends to the Board, and review individual assessments before proposing reelection of a Board member to a successive term;

(6) create procedures to elect, develop and terminate Board service and to assure their use;

(7) develop a system of communications with former Board members to keep them engaged with the college; and,

(8) Select the four members of the Board to serve as "at large" members of the Executive Committee as set forth in Article 10, Section 2 of the Articles of Incorporation.

The Board Development Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

(d) Committees of the Board: The Board of Directors may establish additional committees of the Board, from time to time, as may be specified in resolutions by the affirmative vote of a majority of the Directors in office.

## ***ARTICLE 5 ADMINISTRATION OF THE COLLEGE***

### **SECTION 1: President**

(a) The College President shall be elected by the Board, by written ballot, by a two-thirds (2/3) vote of the total membership of the Board being necessary for election.

(b) The College President shall be or become a member of a Lindsborg congregation of The Evangelical Lutheran Church in America.

(c) The College President shall be the chief executive officer of the College, a member of the faculty and an ex-officio member, with vote, of all College committees. He or she shall, subject to the control of the Board, have general supervision, direction and management of the business of the College, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

(d) The College President shall promote the purpose of the College and its ideals of scholarship and seek the realization of the Christian objectives of the College.

(e) The College President shall nominate to the Board for its approval the appointment of all administrative officers who carry the title of provost or vice-president.

(f) The College President shall recommend for approval by the Board all faculty promotions and leaves of absence and shall have the authority to make emergency and temporary appointments, with the advice and counsel of the Chairperson of the Board.

(g) The College President shall be an ex-officio, non-voting, member of the Board, and shall generally be responsible for coordinating the arrangements of all regular and special meetings of the Board and its committees.

(h) The College President shall cause to be prepared a budget for each year to be submitted to the Board for its approval.

(i) The College President shall present an annual report to the Board covering the work of the College and shall present for the Board's consideration such measures as he or she shall deem necessary or expedient for the welfare of the College.

(j) The College President may be removed from office by a two-thirds (2/3) vote of the total membership of the Board.

#### SECTION 2: Other Officers

Other officers may be appointed as the business of the College may require, subject to the approval by the Board of the establishment of such offices.

#### SECTION 3: Compensation and Benefits

Officers and other employees of the College, including members of the faculty, shall receive such salaries and other compensation, fringe benefits, and retirement benefits as shall be determined by resolutions of the Board, adopted in advance or after rendering of services, or by employment contracts entered into by the Board. The power to establish salaries of officers or other employees, with the exception of the College President, and to enter into employment contracts may be delegated by the Board to the Chairperson of the Board, to the College President, or to a committee of the Board.

### ***ARTICLE 6 THE FACULTY***

#### SECTION 1: Membership and Tenure

(a) The faculty shall consist of the College President, the Chief Academic Officer, all regular professors and instructors and all adjunct professors and instructors, as well as all other individuals designated by the Board upon recommendation of the faculty policy committee referenced above.

(b) The faculty, other than adjunct professors and instructors, shall have the power to designate those members of the teaching and non-teaching faculty who shall have the right to attend and to vote at faculty meetings. However, the College President, the Chief Academic Officer and all full-time members of the teaching faculty shall not be excluded from participating or voting in any faculty meeting.

(c) The College President may invite non-academic members of the administrative staff to attend the faculty meetings in an advisory capacity. These individuals shall not have the right to vote at any faculty meeting.

(d) To obtain the status of permanent tenure on the faculty, a faculty member must fulfill the conditions prescribed by the Board. Tenure shall be granted only by the Board, upon recommendation of the College President.

## SECTION 2: Christian Character

Prospective members of the faculty shall be informed of the ideals and spirit of the College and its Christian mission. Members of the faculty shall be expected to share the sacred trust of safeguarding the defined objectives of the College, upholding its honor, and enforcing its rules and regulations. Each faculty member shall promote the purpose of the College and its ideals of scholarship, and assist in the realization of the Christian objectives of the College. Each faculty member shall be expected to conduct himself or herself at all times in a manner consistent with the standards of Christian men and women. Each faculty member shall be expected to give competent instruction and, with cooperative spirit, to perform such other duties as are consistent with their academic positions.

## SECTION 3: Meetings and Organizations

The faculty shall hold regular meetings during the academic year. It shall appoint a secretary, who shall keep accurate records of its proceedings. Special meetings may be called by the College President, or his or her representative, upon the College President's own volition, or at the written request of not less than one-third (1/3) of the regular professors or instructors. The faculty shall make such rules of procedure and provide for such faculty committees as may be desired, subject to the approval of the Board.

## SECTION 4: Rights and Duties

(a) The faculty shall have the power to enforce the academic standards and policies enacted by the Board, which shall include the power to suspend, expel or otherwise discipline students whose academic performances do not conform to such established policies and regulations.

(b) The faculty shall have the power to make recommendations to the College President, who, after review, will then either take administrative action or forward such

proposals or recommendations to the Board for its consideration. Such recommendations may concern any matter related to the welfare and conduct of the College.

**ARTICLE 7  
THE STUDENTS**

**SECTION 1: Membership**

(a) The College shall be open to all students who meet the qualifications for admission and who abide by the regulations of the Board, the administration and the faculty.

(b) Students accepted for admission to the College are expected to have the maturity and character which are necessary for responsible citizenship within the Christian community. They shall be expected to conduct themselves at all times in a manner consistent with the standards of Christian men and women.

**SECTION 2: Discipline**

(a) The administration of the College, subject to the approval of the Board, shall establish rules and regulations for student behavior and conduct which are consistent with the objectives of the College, and will establish policies for their enforcement. Any student whose behavior is contrary to the objectives, policies, rules or regulations of the College will be subject to disciplinary action.

(b) The administration of the College shall be empowered to initiate, conduct and supervise all non-academic student disciplinary proceedings through such administrative offices and institutional committees as may be deemed necessary or appropriate.

(c) Any student subject to disciplinary action shall be entitled to proper procedural safeguards which insure the student's right of review. Policies and procedures for student disciplinary proceedings will be established by the administration, subject to approval by the College President and the Board, and published in the Student Handbook. Such policies and procedures shall include the right of appeal.

**SECTION 3: Academic Matters**

(a) Academic policies and procedures will be established by the faculty of the College, subject to the approval of the Board, and will be officially published in the Catalog or other official publications of the College.

(b) Any student whose academic performance and progress does not meet the established minimum academic standards will be subject to possible academic probation, suspension and dismissal, or such other actions as may be deemed necessary or appropriate.

(c) Any student subject to academic disciplinary action or whose educational interests are otherwise affected by an academic decision shall be entitled to proper procedural safeguards which insure the right of review. Policies and procedures for student academic proceedings will be established by the faculty, subject to approval by the College President and the Board. Such policies and procedures shall include the right of appeal.

#### SECTION 4: Governance

(a) The students, however organized with the approval of the Board, shall be empowered to make recommendations on matters concerning the welfare and conduct of the College, including non-academic matters related to student life, conduct and activities. Such recommendations shall first be reviewed by the College President who will then either take administrative action or forward such proposals or recommendations to the Board for its consideration.

(b) Student representatives may hold membership on all standing committees of the College.

(c) Nothing in this document should be construed as limiting students from expressing opinions about any matter of concern, but students shall be excluded from Board and committee discussions of specific personnel.

### ***ARTICLE 8 AMENDMENTS***

#### SECTION 1: Amendments

New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds (2/3) vote of the total membership of the Board.

THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Bethany College, a Kansas Corporation; and

(2) That the foregoing Bylaws constitute the Amended and Restated Bylaws of said corporation, as duly adopted by the Board of Directors on May \_\_\_, 2015.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Marie Friedemann  
Secretary

BETHANY COLLEGE  
COLLEGE HANDBOOK  
JULY 2015





The content of this document is provided for the information of the students, faculty, and staff. It is accurate at the time of publication, but is subject to change as deemed appropriate to fulfill Bethany College's role or Mission or to accommodate circumstances beyond the College's control. Any such changes may be implemented without prior notice, without obligation, and, unless specified, are effective when made. The most current College Handbook may be found online at [www.bethanylb.edu](http://www.bethanylb.edu)

All students, faculty, and staff are reminded to read carefully the sections of the catalogue pertaining to them. Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.

The Board of Directors' Handbook is comprised of the Board's Articles of Incorporation and Bylaws.

The Administrative Handbook is the responsibility of the President of the College, as directed by the Board of Directors in Article 5, Section 1.c of the Bylaws of the Board of Directors.

The Faculty Governance Handbook is the responsibility of Faculty of the College, as directed by the Board of Directors in Article 6, Section 4 of the Bylaws of the Board of Directors.

The Staff Governance Handbook is the responsibility of President of the College, as directed by the Board of Directors in Article 5, Section 1.c of the Bylaws of the Board of Directors.

The Employee Handbook, Campus Policy Manual and Campus Procedures Manual are the responsibility of the President of the College as directed by the Board of Directors in Article 5, Section 1.c of the Bylaws of the Board of Directors.

*Board Approved 10/2012*



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## 1.0 BETHANY COLLEGE – BOARD OF DIRECTORS' HANDBOOK

### 1.1 Articles of Incorporation

#### CERTIFICATE OF AMENDMENT AND RESTATEMENT OF ARTICLES OF INCORPORATION OF BETHANY COLLEGE

We, Kris Ericson and Marie Friedemann, the duly elected and acting Chairperson and Secretary, respectively, of Bethany College, which was originally incorporated on September 19, 1882, hereby certify that at a meeting of the directors of said corporation, held on the 1st day of May, 2010, after notice was duly given to the directors in accordance with the Bylaws of the Corporation, and as subsequently approved by the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America, the Articles of Incorporation are amended and restated as follows in accordance with the provisions of K.S.A. 17-6602 and K.S.A. 17-6605:

#### BETHANY COLLEGE ARTICLES OF INCORPORATION

##### Article 1: Name

The name of this corporation shall be Bethany College, hereinafter referred to as "the Corporation" or "the College."

##### Article 2: Registered Office and Resident Agent

The registered office of the College is in McPherson County, Kansas at Pihlblad Memorial Union, 335 East Swensson, Lindsborg, Kansas 67456-1897. The resident agent at that address shall be Bethany College, a domestic corporation of the state of Kansas. The College, by resolution of the Board of Directors, may change the location of its registered office. By like resolution, the resident agent at such registered office may be changed to any other person or corporation. Upon adoption of such resolution, a certificate certifying the change shall be executed, acknowledged and appropriately filed in all places as required by law.

##### Article 3: Object and Purpose

The object and purpose of this Corporation shall be to establish and maintain a Christian institution of higher education to be known as "Bethany College"; to serve Jesus Christ and His church by training men and women who seek a liberal arts education under Christian auspices; and to acquaint these students with the cultural, intellectual and religious forces in the field of higher education.

##### Article 4: Powers

SECTION 1: The College shall have the power to acquire, purchase, own, hold, improve, use, mortgage, sell and convey real and personal property of every kind and description; to purchase, construct, operate and maintain necessary and suitable buildings and structures for school purposes with necessary equipment and appurtenances; to borrow money and issue, sell, or pledge bonds, promissory notes, bills

of exchange, debenture bonds and other obligations and evidences of indebtedness and to secure the payment or repayment of the same by mortgage, deed, trust, pledge, lien or other security instrument upon any property as may be owned by it; to invest and reinvest funds in mortgages, stocks, bonds, securities and otherwise to receive income therefrom; to grant certificates and diplomas and to confer or revoke degrees as is customary in institutions of higher learning; to accept and receive any rents, profits, annuities, grants, legacies, donations or bequests of any kind whatsoever for the use and purposes aforesaid; and to do every other act and thing not contrary to the constitution and laws of the state of Kansas or of the United States which may reasonably be necessary to promote the purposes of the College.

SECTION 2: The foregoing enumerations shall not be interpreted as imposing limitations or restrictions on the operations of this Corporation, which shall have all rights, powers and authority of a not-for-profit corporation under the General Corporation Code of the state of Kansas.

#### **Article 5: Time of Existence**

The time of existence of the College shall be perpetual.

#### **Article 6: Ownership and Control**

SECTION 1: The College shall be owned by the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America, and supported by the aforementioned synods and other synods of The Evangelical Lutheran Church in America.

SECTION 2: Any reference within these Articles of Incorporation or the Bylaws of the College to The Evangelical Lutheran Church in America or to any Synods of The Evangelical Lutheran Church in America shall be deemed to include such church bodies and their successors in interest.

#### **Article 7: Membership**

SECTION 1: The corporate voting Membership of the College shall be the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America.

SECTION 2: The voting membership of the College shall consist of the Synod Council of the aforesaid bodies as set forth in Article 7, Section 1, hereof.

SECTION 3: The College shall act through its duly elected and qualified Board of Directors.

SECTION 4: The College shall have no capital stock, and no profit shall accrue to the members thereof, nor shall the members thereof be held liable for the debts of the College.

SECTION 5: In case of dissolution of the College, all assets in excess of liabilities shall be the property of the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America.

#### **Article 8: Meetings**

Meetings by the Members of the College for the transaction of business pertaining to the College shall be held at such times and places as the Synod Council of the Central States and Arkansas-Oklahoma Synods of The Evangelical Lutheran Church in America deem necessary, but no less often than annually.

## Article 9: Board of Directors

SECTION 1: The general management of the business and property of the College shall be vested in a Board of Directors ("Board") consisting of no fewer than 24, but no more than 28 members, exclusive of the President of the College. The Bishops of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, or their designees, shall be ex-officio members of the Board, each having one vote. In addition, one Board member shall represent the appropriate office of higher education of The Evangelical Lutheran Church in America, who shall be an ex-officio member of the Board, having one vote. The elected membership of the Board, each having one vote except as otherwise set forth herein, shall be comprised as follows:

- a. One Board member each shall represent the membership of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America.
- b. Two Board members shall represent the College Alumni Association. These members may be elected without reference to church affiliation.
- c. One Board member shall represent the College faculty. This member may be elected without reference to church affiliation. The College faculty member of the Board shall have one vote on all Board-related issues brought in a plenary session of the Board, but shall not vote or otherwise be present during executive sessions of the Board.
- d. One Board member shall represent the College students. This member may be elected without reference to church affiliation. The College student member of the Board shall have one vote on all Board-related issues brought in a plenary session of the Board, but shall not vote or otherwise be present during executive sessions of the Board.
- e. Up to 17 Board members shall serve as at-large members. These members may be elected without reference to church affiliation.

SECTION 2: An individual, to qualify as an alumni member of the Board, shall be eligible for membership in the College Alumni Association. An individual, to qualify as a faculty member of the Board, shall be a full-time faculty employee of the College in good standing. An individual, to qualify as a student member of the Board, shall be a full-time student at the College, in good standing and shall be duly elected by the Student Congress. Except as provided herein, no member of the Board shall be a member of the student body, the full-time faculty, the administration or the staff of the College.

SECTION 3: The term of office for Board members, other than for ex-officio members and the College student member, shall be three years, or until a qualified successor shall be elected or appointed. The term of office for a College student member shall be one year.

SECTION 4: The annual election of Board members shall take place at the Spring meeting of the Board. The term of office of a Board member shall begin July 1, unless a Board member is elected or appointed to fill an unexpired vacancy, in which case the term of office shall begin with the first meeting of the Board following such election or appointment.

SECTION 5: Members of the Board, except for ex-officio members and the College faculty member, shall not be elected to more than three consecutive full terms of office. A member of the Board elected and confirmed to fill an unexpired vacancy of two years or longer in length shall be considered to have served a full term of office. Thus, a board member may serve a maximum of 10 consecutive years. Notwithstanding the previous provisions of this Section, a Board member's final term of office may be expanded for one year upon a showing of good cause. The existence of "good cause" shall be determined by a vote of the majority of the voting Members of the entire Board. If good cause is found, said Board Member's successor shall be elected and confirmed to fill what is then considered a special unexpired vacancy of two years. The College faculty member shall not be eligible to serve more than one term in succession, and the College student member shall not be eligible to serve more than three terms in succession. All Board members shall be permitted, however, to serve additional terms if there is at least a one-year absence between permitted terms.

**SECTION 6:** Terms of office shall be staggered, so as to provide for an equal number of candidates, if possible, to be elected each year to the Board. The Bylaws shall provide for a revolving schedule which ensures, to the extent reasonably possible, the annual election of a comparable number of members to the Board.

**SECTION 7:** The members of the Board shall be elected according to the following principles:

- a. The President of the College, the Bishops of the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, or duly appointed representatives thereof, shall serve by virtue of their office ("ex-officio") and are not required to be elected to Board membership.
- b. Only one nominee shall be presented for election to any seat on the College Board.
- c. The one member of the Board ("ex-officio") representing the appropriate office of higher education of The Evangelical Lutheran Church in America shall be appointed by the presiding Bishop of The Evangelical Lutheran Church in America in consultation with the President of the College and the Chairperson of the Board of the College.
- d. The one member each of the Board representing the Central States, Arkansas-Oklahoma, and Rocky Mountain Synods of The Evangelical Lutheran Church in America shall be elected by such Synods in accordance with their rules established for such purpose. Nominations for these Board seats shall be made in consultation with the President of the College and the Chairperson of the Board of the College.
- e. The two members of the Board representing the College Alumni Association shall be elected by such Association in accordance with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- f. The one member of the Board representing the College faculty shall be elected by the College faculty in accordance with the Faculty Handbook, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- g. The one member of the Board representing the College students shall be selected by the Student Congress in accordance with these Articles of Incorporation and with the other Bylaws, policies, or other rules established for such purpose.
- h. Up to 17 at-large members of the Board shall be nominated by a committee of the Board and shall be elected by the Board in plenary session.

**SECTION 8:** Any vacancy occurring in the Board shall be filled in the following manner:

- a. A vacancy occurring with respect to a position elected by the Central States, Arkansas-Oklahoma, Rocky Mountain or other Synods of The Evangelical Lutheran Church in America shall be filled by each Synod in a manner consistent with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- b. A vacancy occurring with respect to a position elected by the College Alumni Association shall be filled by such Association in a manner consistent with its constitution, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- c. A vacancy occurring with respect to a position elected by the College faculty shall be filled by the College faculty in a manner consistent with the Faculty Handbook, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- d. A vacancy occurring with respect to a position elected by the College students shall be filled by the College students in a manner consistent with the rules established by the College Student Congress, and with these Articles of Incorporation and with other Bylaws, policies or other rules established for such purpose.
- e. A vacancy occurring with respect to an at-large position shall be filled by vote of the remaining members of the Board sitting in plenary session.

- f. An individual elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor.

**SECTION 9:** The Board shall govern the College in accordance with the Articles of Incorporation and the Bylaws.

**SECTION 10:** Subject to the limitations of the Articles of Incorporation, the Bylaws and the Kansas Corporation Code, and subject to the duties of members of the Board as prescribed by the Bylaws, all corporate powers shall be exercised by and under the authority of, and the business and affairs of the College shall be controlled by, the Board. Without prejudice to these general powers, it is hereby expressly declared that the Board shall have the following powers, to-wit:

- a. To govern the College in accordance with the purposes stated in the Articles of Incorporation and the provisions of the Bylaws, and with policies and resolutions adopted by the Board from time to time.
- b. To elect the President of the College. In the process, the Board shall engage in consultations with representatives of the faculty, the students, the administration, the alumni, the appropriate office of higher education of The Evangelical Lutheran Church in America and such other groups and organizations or individuals as the Board deems advisable.
- c. To establish and to modify, upon recommendation of the President, the mission, vision and values of the College.
- d. To approve, upon the recommendation of the President, the appointment of those administrative officers who carry the title of CAO or vice-president.
- e. To approve, upon the recommendation of the President and to the extent deemed necessary by the Board, the initial establishment of other administrative, faculty and staff positions within the organizational structure of the College.
- f. To appoint, in case of vacancy in the office of the President, an Acting President who shall serve until a new President is elected.
- g. To establish and to modify the academic program upon recommendation of the President and the faculty.
- h. To adopt and to amend rules and regulations for the administration of the academic program of the College, and to empower the faculty to regulate student participation in such program in accordance with such policies.
- i. To establish and to modify policies for the conduct of Student Development and to empower the administration of the College to regulate the life and conduct of students in accordance with such policies.
- j. To direct the management of the financial affairs of the College, borrow funds, assume liabilities, invest funds, fix salaries, guarantee student loans, have charge of all funds, acquire and dispose of property and enter into contracts, all in accordance with the provisions of the Articles of Incorporation.
- k. To establish tuition and other fees.
- l. To authorize, upon recommendation of the faculty, the granting of baccalaureate degrees and honorary degrees.
- m. To delegate to standing committees of the Board or to the President such responsibility and authority as it deems advisable.
- n. To define and declare conditions of financial exigency and take actions in response to such conditions.
- o. To ensure that the policies and practices of the College reflect a concern for inclusiveness and diversity in the student recruitment process; the employment of faculty, administrators and staff; and the election of the Board. Such policies and practices should emphasize the dignity of all persons, protect human rights, provide equitable access to resources and eliminate injustice.

- p. To enter into formal covenants of mutual service and support with Synods of The Evangelical Lutheran Church in America.
- q. To nominate, appoint and elect individuals to the Board, as further defined by these Articles of Incorporation.
- r. To do and perform all other necessary acts for the purpose of effectuating the objectives of the College.

SECTION 11: The power to adopt, alter, repeal and amend the Bylaws of the College shall reside in the Board without the requirement of obtaining approval of the Members, as long as any such change does not have the effect of reducing any power or authority of the Members, in which case the Board shall notify the Members of any such changes to the Bylaws. Notwithstanding anything to the contrary herein, the Members of the College shall retain the right to adopt, alter, repeal and amend the Bylaws of the College, as is required by Kansas law.

SECTION 12: No member of the Board shall have personal liability for monetary damages for breach of fiduciary duty as a director, except in such instances when liability is caused by (a) breach of the director's duty of loyalty to the College, (b) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, (c) approval of unlawful dividends, or (d) any transaction from which the director would derive an improper personal benefit.

SECTION 13: A director may be removed from office by an affirmative vote of two-thirds (2/3) of the total membership of the Board, if such director has (a) been declared of unsound mind by a final order of court; (b) been found by a final order of judgment of any court to be in breach of any duty owed to the College under the laws of the state of Kansas; (c) been convicted of a felony; (d) created liability on the part of the College because of a breach of duty or acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law; or (e) is absent from three or more consecutive regular meetings without a valid excuse.

#### **Article 10: Officers**

SECTION 1: At the Spring meeting of the Board each year, the Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The Board shall also at that time elect a Treasurer, who need not be an elected member of the Board. All officers of the Board shall serve for a one-year term, or until their successors are duly elected, appointed or qualified.

SECTION 2: There shall be a standing Executive Committee consisting of the Board Chairperson; Board Vice-Chairperson; Board Treasurer, if that person is a member of the Board; Board Secretary; President of the College; and the chairpersons of all standing committees.

SECTION 3: There shall be such other standing committees as the Board shall deem necessary and as are specified in the Bylaws of the College.

SECTION 4: The establishment of the foregoing standing committees shall not be deemed to limit the power of the board to establish "ad hoc" committees as it may from time to time deem appropriate.

#### **Article 11: Amendments**

These Articles of Incorporation may be amended by a two-thirds (2/3) vote of the total membership of the Board without the requirement of obtaining approval of the Members, as long as any such change does not have the effect of reducing any power or authority of the Members, in which case the Board shall notify the Members of any such changes to the Articles of Incorporation. Notice of and recommendations for any proposals for amendment of these Articles of Incorporation shall be given to all members of the Board through the regular channels ordinarily provided by the College in establishing its agenda for a meeting of the Board. Notwithstanding anything to the contrary herein, the Members of the College shall

retain the right to adopt, alter, repeal and amend the Articles of Incorporation of the College, as is required by Kansas law.

All members and directors entitled to vote on such proposition at the time of the election voted in favor of its adoption.

IN WITNESS WHEREOF, I have subscribed my name as of the 15th day of February, 2015.

\_\_\_\_\_  
Kris Ericson  
Chairperson

ATTEST:

\_\_\_\_\_  
Marie Friedemann  
Secretary

STATE OF KANSAS, COUNTY OF \_\_\_\_\_, SS:

Before me, a notary public, came Kris Ericson, Chairperson of Bethany College, who is known to me to be the person who executed the foregoing certificate in his official capacity and duly acknowledged the execution of the same this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My Appointment Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

Before me, a notary public, came Marie Friedemann, Secretary of Bethany College, who is known to me to be the person who executed the foregoing certificate in his official capacity and duly acknowledged the execution of the same this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My Appointment Expires: \_\_\_\_\_

## 1.2 Bylaws

### AMENDED AND RESTATED BYLAWS OF BETHANY COLLEGE

#### Article 1: Offices

**SECTION 1: Name** The name of this corporation shall be Bethany College, hereinafter referred to as “the College.”

**SECTION 2: Principal Office.** The principal office for the transaction of the business of the College is located at Pihlblad Memorial Union, 335 E. Swensson, Lindsborg, Kansas, 67456-1897.

**SECTION 3: Registered Office and Resident Agent.** The College, by resolution of its Board (“Board”), may change the location of its registered office as designated by the Articles of Incorporation to any other place in Kansas. By like resolution, the resident agent at such registered office may be changed to any other person or corporation upon adoption of such a resolution. A certificate certifying the change shall be executed, acknowledged, and appropriately filed in all places required by law.

**SECTION 4: Other Offices.** Branch or subordinate offices may at any time be established by the Board at any place or places where the College is qualified to do business.

#### Article 2: The College

**SECTION 1: Membership.** The voting membership of the College shall be in accordance with Article 7 of the Amended and Restated Articles of Incorporation of the College (“Articles of Incorporation”).

**SECTION 2: Meetings.** The voting membership of the College shall meet at least annually as specified in the Articles of Incorporation, Article 8.

**SECTION 3: Fiscal Year.** The fiscal year of the College shall begin on July 1.

**SECTION 4: Reports.** The College President shall give to the Central States, Arkansas-Oklahoma and Rocky Mountain Synods of The Evangelical Lutheran Church in America, and such other Synods of The Evangelical Lutheran Church in America that have a formal covenant relationship with the College such reports as the College Board determines is reasonably necessary for the purpose of explaining the progress, condition, and needs of the College. In addition, the College Board shall provide to the voting membership such additional information as is reasonably requested by the voting membership, in writing.

#### Article 3: Board of Directors – Organization

**SECTION 1: Membership.** The membership of the Board shall be in conformity with Article 9, Section 1, of the Articles of Incorporation.

**SECTION 2: Qualifications.** Individuals shall be nominated, elected or appointed to the Board in conformity with Article 9, Sections 2 and 7, of the Articles of Incorporation.

**SECTION 3: Election Procedures and Term of Office**

- a. The nomination for and election of the Board shall be conducted in the manner prescribed in Article 9 of the Articles of Incorporation.
- b. The term of office for members of the Board are prescribed by Article 9, Sections 3 through 6, of the articles of Incorporation.
- c. Terms of office shall be staggered, so as to provide for an approximately equal number of candidates, if possible, to be elected each year to the Board. To provide for the annual election of a comparable number of members to the Board, elections shall be conducted on the following three-year revolving schedule:

(1) Year A

One member from the Central States Synod

One member from the Arkansas-Oklahoma Synod

One member from the College Alumni Association

Such numbers of at-large members as will bring the total number of at-large members to 17

(2) Year B

One member from the College Alumni Association

One member from the Rocky Mountain Synod

Such numbers of at-large members as will bring the total number of at-large members to 17

(3) Year C

Such numbers of at-large members as will bring the total number of at-large members to 17

- d. The College faculty member shall be elected every third year and the College Student member shall be elected each year.

**SECTION 4: Vacancies**

A member may be removed from the Board for the reasons, and in the manner, stated in the Articles of Incorporation. A vacancy on the Board shall be deemed to exist in the case of death, resignation or removal of any director or if any director elected shall refuse to serve or if any director shall, during his or her term of office, become unqualified to serve as provided in Article 9, Section 13, of the Articles of Incorporation; or in the event of a special vacancy, as provided in Article 9, Section 5 of the Articles of Incorporation. Any vacancy occurring in the Board shall be filled in a manner consistent with Article 9, Section 8, of the Articles of Incorporation.

**SECTION 5: Regular Meetings**

Regular meetings of the Board shall be held at least three times each year. All such meetings shall be held on the College campus, unless otherwise designated by the Chairperson of the Board.

**SECTION 6: Special Meetings**

Special meetings of the Board for any purpose may be held at the call of the Chairperson of the Board. The Chairperson shall be required to call a special meeting of the Board whenever 10 or more members request in writing that such a meeting be called. Notice of such special meetings, unless waived by attendance thereof or by written consent to the holding of the meeting, shall be given by written notice, which may include electronic means, at least 10 days before the date of such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail or other mail delivery service with postage thereon directed to the director at his or her residence or place of business. Notification of any special meeting shall stipulate the purpose or purposes of said meeting, and the agenda shall be limited to the special purpose.

**SECTION 7: Electronic Meetings**

Members of the Board, or any of its committees, may participate in a meeting of the Board or a committee by means of electronically enhanced meetings (e-meetings). An e-meeting may be synchronous, such as teleconference or videoconference, in which all participants communicate simultaneously. An e-meeting may be asynchronous, such as by e-mail or fax, in which each person does not participate at the same time.

**SECTION 8: Executive Sessions**

The Board may recess for a closed or executive session upon formal motion made, seconded and carried by a vote of a majority of Board members present. The Board members representing the College faculty and the College students shall not participate in closed or executive sessions, unless the formal motion provides for the presence of one or both members.

**SECTION 9: Waiver of Notice**

The transaction of business at any meeting of the Board, however called and noticed or wherever held, shall be as valid as though made at a meeting duly held after regular call and notice, if a quorum be present, and if, either before or after such meeting, each of the directors not present signs a written waiver of notice, or a written consent to holding such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the College records or made a part of the minutes of the meeting.

**SECTION 10: Quorum**

A majority of the Board shall constitute a quorum for the transaction of business and a majority of a quorum may act, except as specifically provided elsewhere in these Bylaws.

**SECTION 11: Officers**

The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The Board also shall elect a Treasurer, who need not be an elected member of the Board. If the Treasurer is not an elected member of the Board, he or she shall then serve as a non-voting advisory member. These officers shall be elected at the annual Spring meeting of the Board and shall take office July 1. All officers of the Board shall serve for one year, or until their qualified successors are duly elected or appointed.

**SECTION 12: Standing Committees**

The Board shall establish the following standing committees:

- Executive Committee;
- Business and Finance Committee;
- Audit and Risk Management Committee;
- Advancement Committee;
- Student Experience Committee;
- Board Development Committee;
- Recruitment and Marketing Committee; and
- Facilities and Technology Committee.

**SECTION 13: Procedural Rules**

All meetings of the Board or any committee thereof shall be conducted in a manner consistent with any procedural rules contained in these Bylaws or otherwise established by the Board. In the absence of such rules, the most recent edition of Robert's Rules of Order shall be followed in the conduct of all such meetings.

**Article 4: BOARD OF DIRECTORS – POWERS AND RESPONSIBILITIES****SECTION 1: Powers**

The powers of the Board are defined by Article 9, Section 10, of the Articles of Incorporation.

**SECTION 2: Chairperson**

The Chairperson of the Board shall preside at all meetings of the Board and of the Executive Committee. The Chairperson may sign, with the Secretary or other appropriate officer of the College authorized by the Board, all documents and legal instruments which the Board has authorized to be executed. In general, the Chairperson shall perform all duties incident to the office and such other duties as may be prescribed by these Bylaws, or by the Board from time to time.

**SECTION 3: Vice-Chairperson**

In the absence of the Chairperson, or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the instructions accorded to that office. In addition, the Vice-Chairperson shall have

such other powers and shall perform such other duties as may be prescribed by these Bylaws, or by the Board from time to time.

#### SECTION 4: Secretary

The Secretary shall generally perform all duties incident to the office of Secretary including, but not limited to the following:

- a. The Secretary shall ensure that all notices of all meetings of the Board or committees thereof are duly given as required by these Bylaws or law.
- b. The Secretary shall be the official custodian of all corporate records and of the official seal of the College, and shall affix said seal to all deeds, contracts and other legal instruments required to be executed under seal, and to attest to the same.
- c. The Secretary shall cause a complete and accurate record to be kept of the proceedings of the Board.
- d. The Secretary shall have such other powers and perform such other duties as may be prescribed by these Bylaws or by the Board, from time to time.

#### SECTION 5: Treasurer

The Treasurer shall generally perform all duties incident to the office of the Treasurer, including, but not limited to, the following:

- a. The Treasurer shall ensure the receipt and custody of all money, securities and other assets of the College, and shall take such measures for their safekeeping and investment, and shall disburse under such conditions as the Board may direct.
- b. If the Treasurer is not an elected member of the Board, he or she shall serve as an advisor to the Board.
- c. The Treasurer shall ensure that the Board and the President are provided, upon request, an account of all transactions rendered by or at the direction of the Treasurer, and a report of the financial condition of the College.
- d. The Treasurer shall be bonded, if requested by the Board.
- e. The Treasurer shall have such other powers and perform such other duties as may be prescribed by these Bylaws, or by the Board, from time to time.

#### SECTION 6: Standing Committees

The members and the chairperson of each standing committee shall be nominated by the Chairperson of the Board by July 1 and shall be confirmed and shall take office at the annual summer meeting of the Board. The Chairperson of the Board and the President of the College shall be ex-officio members of each standing committee. Each Board member shall be appointed to serve on at least one of the standing committees.

The standing committees shall be engaged in a continuous study of matters pertaining to the work of the Board, and they shall confer, as occasion warrants, and upon recommendation of the President, with appropriate administrative officers of the College, members of the faculty, and representatives of the student body.

- a. Executive Committee: The Executive Committee shall consist of the following persons:
  1. Board Chairperson;
  2. Board Vice-Chairperson;
  3. College President; and
  4. Four members from the Board of Directors, as selected by the Chairperson.

The duties of the Executive Committee shall be as follows:

1. Transact all business that requires attention between regular meetings of the full Board;

2. Act for and on behalf of the Board between such meetings;
3. Report their actions to the members of the Board by means of appropriate minutes as speedily as possible;
4. Be responsible to the Board for all actions taken;
5. Support the College President and assess his or her performance; and
6. Review the College President's compensation and conditions of employment at least annually.

The Executive Committee shall meet as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- b. **Business and Finance Committee:** The duties of the Business and Finance Committee shall be as follows:
1. Monitor the College's financial operations and take, or otherwise recommend to the Board, such actions as to assure prudent and sound administration of the financial resources of the College;
  2. Oversee annual and long-range operating budgets;
  3. With the Facilities and Technology Committee, closely monitor the plant fund and the capital budget included in the annual operating budget;
  4. Ensure that accurate and complete financial records are maintained;
  5. Ensure that timely and accurate information is presented to the Board; and
  6. Communicate with and educate the Board.

The Business and Finance Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- c. **Audit and Risk Management Committee:** The following persons shall be excluded from membership: Chairperson of the Board, Chairperson of the Business and Finance Committee, College President and College administrative staff. The duties of the Audit and Risk Management Committee shall be as follows:
1. Act as a liaison with the College's external auditors;
  2. Recommend the appointment or reappointment of the external auditors to the full Board;
  3. Meet with College administrators to address any corrective actions required by the auditors' review;
  4. Review policies governing the school to ensure appropriate development, implementation and monitoring of such programs (for example, sexual harassment, ethics, whistle blower, bond issues, emergency preparedness, immigration, etc.).

The Audit and Risk Management Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- d. **Advancement Committee:** The duties of the Advancement Committee shall be as follows:
1. Give continuous attention to plans, proposals and projects, both short-term and long-term, which focus upon the fiscal stability and public affairs of the College, assuring their alignment to the College mission and vision;
  2. Make recommendations for and provide assistance in the implementation of all funding programs, including annual funding, capital funding, endowment funding, deferred giving and other major gifts to maximize potential;
  3. Coordinate board member activity as it relates to fund-raising with the president and Chief Advancement Officer;

4. Provide leadership in the area of church-college relations, particularly within the Lutheran church;
5. Examine internal trends of the various programs and related publications designed to provide service to College constituencies such as alumni and parents, and analyze implications for the future; and
6. Develop and support a program for former Board members to continue to connect with the College.

The Advancement Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- e. **Student Experience Committee:** The duties of the Student Experience Committee shall be as follows:
1. Give continuous attention to all matters pertaining to the academic program of the College, including recommendations by the President regarding: faculty appointments, promotions and tenure awards;
  2. Give continuous attention to student retention and provide guidance in development and implementation of retention programs;
  3. Recommend substantive changes in curricular offerings;
  4. Recommend candidates for baccalaureate and honorary degrees;
  5. Recommend actions to assure appropriate resources for the library;
  6. Give continuous consideration to the health, activities, living conditions, faculty development, professional development programs and the general physical, psychological and spiritual welfare of the College campus community;
  7. Recommend such actions as to assure vital and active College campus programs in such areas as residence life, athletics, intramurals, student government, sororities and fraternities, student organizations, publications, regulations and discipline;
  8. Recommend such actions as to assure a vital and active on-campus religious life program, consistent with the spiritual nature of the College;
  9. Determine policies to address faculty contract issues including but not limited to salary scales, the terms of conditions of faculty appointments, tenure, and sabbatical leaves;
  10. Review and recommend policy for the administrative, faculty and staff personnel handbooks.

The Student Experience Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate sub-committees.

- f. **Board Development Committee:** The Board Development Committee shall consist of six members: the Chairperson of the Board, the College President, the Vice-Chairperson of the Board and three current or former Board members approved by the Board. The duties of the Board Development Committee shall be as follows:
1. Establish and maintain an effective search-and-recruit procedure for selecting new Board members and take to the Board a recommended slate;
  2. Communicate expectations to prospective Board members before such persons become Board members;
  3. Create and maintain an orientation program for newly elected Board members, reviewing at least biannually for suggested revisions and additions;
  4. Continually evaluate the skills represented on the Board against those determined to be necessary for effective governing, and cultivate new Board members in an effort to achieve a proper balance within the Board;
  5. Engage Board members in an annual self-assessment of individual and collective functions, collate these self-assessment responses of Board members and report trends to the Board, and

review individual assessments before proposing reelection of a Board member to a successive term;

6. Create procedures to elect, develop and terminate Board service and to assure their use; and
7. Develop a system of communications with former Board members to keep them engaged with the college.

The Board Development Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- g. **Recruitment and Marketing Committee:** The duties of the Recruitment and Marketing Committee shall be as follows:
  1. Give continuous attention to the program of student recruitment and admissions, including financial aid and scholarship programs;
  2. Recommend such actions as to ensure a vital and effective student recruitment program; and
  3. Review and recommend actions as to ensure effective brand management.

The Recruitment and Marketing Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

- h. **Facilities and Technology Committee.** The duties of the Facilities and Technology Committee shall be as follows:
  1. Review the property of the College, including the grounds and technology and ensure actions are taken concerning repair, maintenance, safety, construction and compliance;
  2. With the Business and Finance Committee monitor the plant fund and capital budget included in the annual operating budget to ensure alignment with strategic plan;
  3. Ensure the development and maintenance of a viable, long-term master plan;
  4. Ensure the development and maintenance of a prioritized plan including estimates where practical for all major repairs, modifications and rehabilitation of college property, including deferred maintenance and the anticipated source of project funding.

The Facilities and Technology Committee shall meet before each plenary Board meeting and as needed during the year. In addition, such committee may delegate any of the foregoing duties to appropriate subcommittees.

## **Article 5: Administration of the College**

### **SECTION 1: President**

- a. The College President shall be elected by the Board, by written ballot, by a two-thirds (2/3) vote of the total membership of the Board being necessary for election.
- b. The College President shall be or become a member of a Lindsborg congregation of The Evangelical Lutheran Church in America.
- c. The College President shall be the chief executive officer of the College, a member of the faculty and an ex-officio member, with vote, of all College committees. He or she shall, subject to the control of the Board, have general supervision, direction and management of the business of the College, and shall have such other powers and duties as may be prescribed by the Board or these Bylaws.
- d. The College President shall promote the purpose of the College and its ideals of scholarship and seek the realization of the Christian objectives of the College.
- e. The College President shall nominate to the Board for its approval the appointment of all administrative officers who carry the title of CAO or vice-president.

- f. The College President shall recommend for approval by the Board all faculty promotions and leaves of absence and shall have the authority to make emergency and temporary appointments, with the advice and counsel of the Chairperson of the Board.
- g. The College President shall be an ex-officio, non-voting, member of the Board, and shall generally be responsible for coordinating the arrangements of all regular and special meetings of the Board and its committees.
- h. The College President shall cause to be prepared a budget for each year to be submitted to the Board for its approval.
- i. The College President shall present an annual report to the Board covering the work of the College and shall present for the Board's consideration such measures as he or she shall deem necessary or expedient for the welfare of the College.
- j. The College President may be removed from office by a two-thirds (2/3) vote of the total membership of the Board.

#### SECTION 2: Other Officers

- a. Other officers may be appointed as the business of the College may require, subject to the approval by the Board of the establishment of such offices.

#### SECTION 3: Compensation and Benefits

- a. Officers and other employees of the College, including members of the faculty, shall receive such salaries and other compensation, fringe benefits and retirement benefits as shall be determined by resolutions of the Board, adopted in advance or after rendering of services, or by employment contracts entered into by the Board. The power to establish salaries of officers or other employees, with the exception of the College President, and to enter into employment contracts may be delegated by the Board to the Chairperson of the Board, to the College President, or to a committee of the Board.

### Article 6: The Faculty

#### SECTION 1: Membership and Tenure

- a. The faculty shall consist of the College President, the CAO, all regular professors and instructors and all adjunct professors and instructors, as well as all other individuals designated by the Board upon recommendation of the faculty policy committee referenced above.
- b. The faculty, other than adjunct professors and instructors, shall have the power to designate those members of the teaching and non-teaching faculty who shall have the right to attend and to vote at faculty meetings. However, the College President, the CAO and all full-time members of the teaching faculty shall not be excluded from participating or voting in any faculty meeting.
- c. The College President may invite non-academic members of the administrative staff to attend the faculty meetings in an advisory capacity. These individuals shall not have the right to vote at any faculty meeting.
- d. To obtain the status of permanent tenure on the faculty, a faculty member must fulfill the conditions prescribed by the Board. Tenure shall be granted only by the Board, upon recommendation of the College President.

**SECTION 2: Christian Character**

- a. Prospective members of the faculty shall be informed of the ideals and spirit of the College and its Christian mission. Members of the faculty shall be expected to share the sacred trust of safeguarding the defined objectives of the College, upholding its honor and enforcing its rules and regulations. Each faculty member shall promote the purpose of the College and its ideals of scholarship, and assist in the realization of the Christian objectives of the College. Each faculty member shall be expected to conduct himself or herself at all times in a manner consistent with the standards of Christian men and women. Each faculty member shall be expected to give competent instruction and, with cooperative spirit, to perform such other duties as are consistent with their academic positions.

**SECTION 3: Meetings and Organizations**

- a. The faculty shall hold regular meetings during the academic year. It shall appoint a secretary, who shall keep accurate records of its proceedings. Special meetings may be called by the College President, or his or her representative, upon the College President's own volition, or at the written request of not less than one-third (1/3) of the regular professors or instructors. The faculty shall make such rules of procedure and provide for such faculty committees as may be desired, subject to the approval of the Board.

**SECTION 4: Rights and Duties**

- a. The faculty shall have the power to enforce the academic standards and policies enacted by the Board, which shall include the power to suspend, expel or otherwise discipline students whose academic performances do not conform to such established policies and regulations.
- b. The faculty shall have the power to make recommendations to the College President, who, after review, will then either take administrative action or forward such proposals or recommendations to the Board for its consideration. Such recommendations may concern any matter related to the welfare and conduct of the College.

**Article 7: The Student****SECTION 1: Membership**

- a. The College shall be open to all students who meet the qualifications for admission and who abide by the regulations of the Board, the administration and the faculty.
- b. Students accepted for admission to the College are expected to have the maturity and character which are necessary for responsible citizenship within the Christian community. They shall be expected to conduct themselves at all times in a manner consistent with the standards of Christian men and women.

**SECTION 2: Discipline**

- a. The administration of the College, subject to the approval of the Board, shall establish rules and regulations for student behavior and conduct which are consistent with the objectives of the College, and will establish policies for their enforcement. Any student whose behavior is contrary to the objectives, policies, rules or regulations of the College will be subject to disciplinary action.
- b. The administration of the College shall be empowered to initiate, conduct and supervise all non-academic student disciplinary proceedings through such administrative offices and institutional committees as may be deemed necessary or appropriate.
- c. Any student subject to disciplinary action shall be entitled to proper procedural safeguards which insure the student's right of review. Policies and procedures for student disciplinary proceedings will be established by the administration, subject to approval by the College President and the Board, and published in the Student Handbook. Such policies and procedures shall include the right of appeal.

**SECTION 3: Academic Matters**

- a. Academic policies and procedures will be established by the faculty of the College, subject to the approval of the Board, and will be officially published in the Catalog or other official publications of the College.

- b. Any student whose academic performance and progress does not meet the established minimum academic standards will be subject to possible academic probation, suspension and dismissal, or such other actions as may be deemed necessary or appropriate.
- c. Any student subject to academic disciplinary action or whose educational interests are otherwise affected by an academic decision shall be entitled to proper procedural safeguards which insure the right of review. Policies and procedures for student academic proceedings will be established by the faculty, subject to approval by the College President and the Board. Such policies and procedures shall include the right of appeal.

#### SECTION 4: Governance

- a. The students, however organized with the approval of the Board, shall be empowered to make recommendations on matters concerning the welfare and conduct of the College, including non-academic matters related to student life, conduct and activities. Such recommendations shall first be reviewed by the College President who will then either take administrative action or forward such proposals or recommendations to the Board for its consideration.
- b. Student representatives may hold membership on all standing committees of the College.
- c. Nothing in this document should be construed as limiting students from expressing opinions about any matter of concern, but students shall be excluded from Board and committee discussions of specific personnel.

### Article 8: Amendments

#### SECTION 1: Amendments

New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds (2/3) vote of the total membership of the Board.

#### CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Bethany College, a Kansas Corporation;

and

(2) That the foregoing Bylaws constitute the Amended and Restated Bylaws of said corporation, as duly adopted by the Board of Directors on May 1, 2010.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Marie Friedemann Secretary



## 2.0 BETHANY COLLEGE – ADMINISTRATIVE HANDBOOK

### 2.1 Preamble

The Administrative Handbook is the responsibility of the President of the College as directed by the Board of Directors in Article 5, Section 1.c of the Bylaws of the Board of Directors.

### 2.2 Administration

#### 2.2.1 Board of Directors

The Articles of Incorporation for Bethany College (contained in the Board of Directors' Handbook) vest general control of the business and property of the college in a Board of Directors which consists of no fewer than 24, but no more than 28 members. The Board of Directors is comprised of individuals who represent the Central States, Arkansas/Oklahoma and Rocky Mountain Synods of the Evangelical Lutheran Church in America, some at-large members, members who represent the Bethany College Alumni Association, one faculty member and one student member. The Bishops of the aforementioned synods and the President of the College are ex officio members of the Board.

#### 2.2.2 President

The President is the chief executive officer of the college, member and chairperson of the faculty, and ex officio member of all college committees. The President is charged with the responsibility of promoting the purposes of the college and its ideals of scholarship, and seeking the realizations of the Christian objectives of the college. The President is appointed by and responsible to the Board of Directors.

Positions reporting directly to the Office of the President are the Faculty Athletic Representative, the CAO, the Vice President of Finance and Operations, and the Vice President of Advancement.

#### 2.2.3 Faculty Athletic Representative

The Faculty Athletic Representative is appointed by the President from the regular faculty to represent Bethany College on the governing council of the Kansas Collegiate Athletic Conference, and at meetings of the National Association of Intercollegiate Athletics. The Faculty Athletic Representative is responsible for determining the academic and athletic eligibility of all Bethany student athletes. The Faculty Athletic Representative serves as ex officio member of the Athletic Committee.

#### 2.2.4 Provost and Dean of the College (CAO)

The Provost and Dean of the College is the CAO (CAO) of the College, second in authority only to the president. During the absence of the president, the CAO shall serve as acting President.

The CAO participates in the development of institutional goals, priorities, policies, and the allocation of resources, and advises the President and Board of Directors. He/she is responsible for day-to-day decisions in the operation of the College and has oversight of those areas directly affecting the education of current students,

- Admissions and Financial Aid
- Academic Affairs
- Student Development
- Athletics
- Spiritual Development,

- The Learning Center,
- Enrollment Services

The CAO supervises and directs the academic program by providing leadership for the development of sound education objectives, policies, plans and programs. She/he promotes the enhancement of academic excellence through periodic appraisal of academic programs and of the performance of faculty and related personnel; supervises the faculty and staff in providing effective academic advising, and other support programs for students; develops and monitors the annual academic program budget, in cooperation with department chairs and appropriate administrative personnel.

The CAO coordinates the faculty recruitment and evaluation program and recommends to the President appointment, retention, promotion and dismissal of faculty and related instructional personnel. The CAO also promotes teaching effectiveness and professional growth of the faculty by giving direction to institutional programs or policies of evaluation, professional development, leave, promotion, tenure, work load, compensation and assignment of instructors.

The CAO coordinates the preparation of the annual academic calendar, and collects course outlines and syllabi, as well as assessment data across the campus.

The CAO coordinates the academic concerns of the college with those of other member institutions of the Associated Colleges of Central Kansas, and discharges such other duties as may be delegated by the President.

As a member of the President's Council, the CAO participates in the development of institutional goals, priorities, and policies and the allocation of resources.

### **2.2.5 Vice President of Finance and Operations**

The Vice President of Finance and Operations is in charge of all financial matters, including, with the assistance of the President, the preparation of the annual budget. The Vice President of Finance and Operations is responsible for the operation of the Student Financial Services Office of the College and for the receipt and custody of all money, securities and other assets of the college, including supervision of the endowment and related investments in cooperation with the Bethany College Endowment Trustees. Directly responsible to the President, the Vice President of Finance and Operations is an advisory member to the Board of Directors for fiscal matters. The Vice President of Finance and Operations shall review and approve all significant contracts.

The Vice President of Finance and Operations is also responsible for all service functions of the college including Facilities Maintenance and Construction, Motor Pool, Master Plan, Bookstore, Financial Aid, Human Resources, Mailroom, Switchboard, and Food Service. As a member of the Presidents Council, the Vice President of Finance and Operations participates in the development of institutional goals, priorities, and policies and the allocation of resources.

### **2.2.6 Vice President for Advancement**

The Vice President for Advancement is responsible to the President, and is a member of the President's Council. The Vice President is responsible for the overall resource development function, including planning, implementation and management of all activities designed to position and advance the mission of Bethany College. Activities include writing of the college fund-raising policies and procedures; resource development and special events related to resource development; managing annual giving and major gift programs; managing a planned giving program; and capital campaigns. The Vice President for Advancement is responsible for providing leadership to and supervision of the Advancement staff. As a member of the President's Council, the Vice President takes part in campus wide policy making.

## **2.3 Institutional Committees**

Institutional committees are committees that report to the President of the college. Faculty representatives to faculty and institutional committees are either elected at the faculty meeting in February, appointed by the President of the Faculty Senate, or appointed by the President.

A person is an advisory member of a committee by virtue of designation in the description of the committee in the Faculty Handbook. An advisory member is invited to all meetings, is to review all committee materials, receive copies of committee minutes, and to advise the committee with regard to the advisory member's special expertise or function. Advisory members are not allowed to vote. A person is an ex officio member of a committee by virtue of his/her office. An ex officio member is entitled to attend all committee meetings, to vote, and to receive a copy of all minutes. The President is an ex officio member of all faculty and institutional committees. Other ex officio members are designated in the description of each committee.

A majority of each committee (including ex officio members) shall constitute a quorum for the transaction of business, and a majority of a quorum may act. Faculty members representing the faculty on an Institutional Committee shall report to the faculty on the activities of the committee at least once each academic year.

Faculty, administration and staff should assign responsibilities to standing committees whenever possible instead of creating additional ad hoc committees or task forces. Faculty, administration and staff may consult with the President of the Faculty Senate before making appointments of faculty members to institutional and faculty ad hoc committees or task forces.

### **2.3.1 Admissions Committee**

The purpose of the Admission Committee is to review student applications which do not meet the current standards for admission. The Committee meets 1-3 times a month.

Members:

- Dean of Admissions and Financial Aid (chair)
- CAO
- Director of Financial Aid
- Director of the Academic Center for Excellence
- One faculty member chosen by the chair

### **2.3.2 Art and Historical Gift Committee**

The Art and Historical Gift Committee makes decisions concerning accessions and de-accessions in light of the current policy on both art and historical gifts to Bethany College. The committee also evaluates the current policy and may recommend changes concerning the College's art collection.

Membership:

- Vice President of Finance and Operations or appropriate designee;
- Vice-President for Advancement or appropriate designee;
- Chair of the Department of Art or appropriate designee;
- Director of the Library and Bethany College Archivist or appropriate designee;
- Other faculty, especially with expertise in art history, staff members or outside consultants with relevant expertise, as invited by the Chair of the Department of Art

### **2.3.3 Budget Advisory Council**

The Budget Advisory Council advises the President, the President's Council, and the Board of Directors on the construction and monitoring of the annual budget; in the development of a longer-term financial plan to ensure that the college budget supports the college's mission, vision, and strategic goals; and in linking the college budget with college planning. Additionally, the council serves as an advocate for the process and outcomes to the rest of the college community. The council is chaired by and works to support the Vice President for Finance and Operations. The Budget Advisory Council shall have the following specific responsibilities

- a. To clarify and communicate the budgeting process within the council and across the campus

- b. To develop the college's annual operating budget and long-term budget forecasts
- c. To recommend to the President's Council the annual college budget
- d. To review monthly financial reports, monitor spending and propose modifications or amendments to the budget as needed based on year to date actual revenue and expenditure activity

The Budget Advisory Council meets at a minimum once per month during the academic year. Generally the Budget Advisory Council will adhere to the following schedule:

- a. Monthly the council will review the prior month's financial reports and propose modifications or amendments of the budget to President's Council.
- b. During September, the council will review the prior year's budget and provide a commentary on the budget versus actual result to President's Council.
- c. During September, the council will review projected tuition and fee revenue based on fall enrollment to determine if budgetary adjustments are necessary.
- d. During October, November, and December, the council discusses planning guidelines, projections, and assumptions for next year's budget.
- e. During December and January, the council reviews comparative compensation data (including benefits) to make a recommendation on next year's faculty salary pool increase to the President's Council.
- f. During January, February, and March, the council serves in an advisory capacity to the President's Council on the construction of next year's operating budget.
- g. During February and March, the council reviews comparative compensation data (including benefits) to make a recommendation on next year's staff salary pool increase to the President's Council.
- h. During March and April, the council reviews the proposed next year's budget and provides a recommendation to the President's Council.

The Budget Advisory Council shall consist of the following members of the campus community

- a. Vice President of Operations and Finance (Chair)
- b. Member of the Faculty, Vice Chair (appointed by the Faculty Senate)
- c. Member of the Faculty Senate (appointed by the Faculty Senate)
- d. Member of Staff Senate (appointed by the Staff Senate)
- e. CAO
- f. Dean of Admissions and Financial Aid
- g. Dean of Athletics
- h. Dean for Student Development
- i. Controller
- j. Director of Financial Aid
- k. Treasurer of Student Congress
- l. President, ex officio

### **2.3.4 Financial Aid Awards Committee**

Financial Aid Awards Committee is responsible for reviewing appeals from students regarding their Bethany scholarships and awards as well as their eligibility for Federal Aid. Members of the Committee will be trained on both federal and institutional regulations regarding student financial aid. They will be charged with determining if a student meets exceptions to the regulations based on the circumstances provided in the student's appeal. They are allowed to require the student prove they are following through with the statements made during the appeal. The committee will meet throughout the year when needed, typically at the beginning and end of each awarding season. Meetings for appeals regarding aid

for the fall will occur once in April, May, June, and July, weekly in August, and twice in early September. Meetings for the spring will occur once in November and December, twice in January, and twice in February.

The committee shall consist of five members:

- a. 1 faculty member,
- b. 1 student,
- c. the Dean for Student Development,
- d. the Registrar, and
- e. the Controller.

The members should be such as to bring knowledge and voice regarding the student's academic behaviors (Registrar), academic expectations (faculty member), voice from a peer (student), unattached voice (Controller), and general behavioral expectations (Dean of Student Development).

### 2.3.5 Financial Aid Reconsideration Committee

The Financial Aid Reconsideration Committee is responsible for reviewing appeals from students and their families regarding reconsideration of their financial situation in the form of a professional judgment or dependency over-rides. Professional judgments include any changes in family situations such as loss of job, divorce, etc. Dependency over-rides include situations where students may have lost parents, have been kicked out of the house, etc. The committee will determine whether or not the forms and documentation support a change to the FAFSA (Free Application for Federal Student Aid).

This committee shall be comprised of 3 members of the office of student financial services. It will meet on a monthly basis throughout the year, including summer. However, meetings may be scheduled more frequently if the amount of appeals requires it.

### 2.3.6 Food Service Committee

The Food Service Committee shall serve as an advisory committee to the Food Service General Manager on the quality of food, menu and service, and suggestions for their improvement.

The Food Service Committee shall be composed of representation of each class and each housing area. The Director of Food Services, the Vice President of Finance and Operations, the Dean for Student Development and the President of Swede Government Association (SGA) shall serve as ex officio members.

Class representatives will be appointed annually by SGA, and housing representatives will be elected annually by their constituencies

Regular meetings shall be held at least monthly during the academic year. Special meetings may be called by the Chairperson when deemed appropriate.

### 2.3.7 Handbook Committee

The responsibilities of the Handbook Committee include the following:

- a. To publish updated handbooks each academic year.
- b. To determine the nature and variety of handbooks as appropriate.
- c. To solicit or accept proposals for changes from Faculty and Staff Senate or administrators or the President or from other members of the College community. ***Proposed changes will be forwarded to the appropriate body that oversees that portion of the Handbook.***
- d. To regularly review the content of the materials in the Handbook(s) to judge for consistency and adequacy.
- e. To obtain legal counsel as necessary for review of proposals.

- f. To assure that Handbook(s) or parts of Handbooks, as appropriate, are distributed **each year on or before July 1** to all employees of the College.

The committee shall consist of

- a. CAO (chair)
- b. Faculty member appointed by Faculty Senate
- c. Staff member appointed by Staff Senate
- d. Human Relations Director (ex officio)
- e. One employee (not represented by the Staff or Faculty Senates) chosen by the President

All terms except for the CAO and Human Relations Director are limited to one year, renewable annually as desired.

The Handbook Committee shall meet at least twice a year, but more often as needed.

### 2.3.8 Honorary Recognition Awards Committee

Bethany College Recognition Awards are given to those who have distinguished records of achievement over time which have had a national or international impact or reputation, which are in harmony with the mission and goals of Bethany College and which are in academic areas in which the College offers programs or courses. Recognition awards are offered in light of one or more of the following achievements: (1) Service to Bethany College – representing significant contributions to support and advance the aims, ideals, and work of Bethany College; (2) Service to the Church – representing significant contributions to the work of the Church locally, nationally or world-wide; and (3) Service to Society – representing significant contributions to society through the professions they represent.

Three kinds of Recognition Awards are offered by Bethany College

- a. Distinguished Citizen
  1. For those whose service to society over time is distinguished and whose reputation is at least regional
  2. For non-alumni only
  3. Normally awarded at a major convocation or specially designed event
  4. Recipient must be present to receive the award (except if awarded posthumously)
- b. Distinguished Service to Bethany College
  1. For those who have contributed in some substantial way to the College either through extraordinary service or through contributions that have had (or will have) a significant impact on students over time
  2. Normally awarded at a major convocation or specially designed event
  3. Recipient must be present to receive the award (except if awarded posthumously)
- c. Community Service Award
  1. For those who have given outstanding service to the Lindsborg (Smoky Valley area) community either through an extraordinary event or over time through consistent, possibly even quiet work
  2. For Smoky Valley area residents only
  3. Normally awarded at a major convocation or specially designed event
  4. Recipient must be present to receive the award (except if awarded posthumously)

The committee shall consist of the President (chair) and an indeterminate number of faculty members and members of the Board of Directors, all of whom are selected by the President. Recommendations for the Recognition Awards will be submitted to the Faculty Senate as a consent agenda item, and to the Board of Directors for final approval.

### 2.3.9 Information Technology Advisory Council (ITAC)

The purpose of the Bethany College Information Technology Advisory Council (ITAC) is to proactively support the appropriate use of information technology in achieving and maintaining the mission and strategic goals of the College. The ITAC is an advisory council that reports to the President and the President's Council and whose focus is on forward looking strategic IT issues. As such, the ITAC will work closely with the Chief Technology Officer, but will have no responsibility or role in the day-to-day operations management or governance of the Technology Services Organization.

The responsibilities of the ITAC include the following:

- a. Maintain a current and annually revised Strategic Plan for Information
- b. Technology at Bethany College including a practical vision of how the College will employ IT to support its mission.
- c. Assure the designed execution component of the IT Strategic plan is achievable within the resource limits available for implementation and maintenance.
- d. Create, monitor, and appropriately evolve the policies, procedures, and standards required to:
  1. Define student, faculty, and staff IT user resource allocations
  2. Define internal service level agreements
  3. Coordinate IT relevant compliance issues related to FERPA, HIPPA, GLB Act (Gramm-Leach-Bliley), among others.
- e. Gather and assimilate campus IT needs information necessary to inform and prioritize mid-to-long-term IT initiatives.
- f. Maintain the currency of institutional knowledge about IT trends and solutions in the academic community.
- g. Advise, inform, and make fully justified recommendations on computing, networking, telephony, video, and other IT deployment issues at Bethany College
- h. Communicate and appropriately inform all segments of the Bethany College Community regarding the
  - a. IT vision for the College,
  - b. Strategy to achieve the vision
  - c. Significant IT initiatives and prioritized efforts of the College
  - d. Status and progress towards goals and objectives
  - e. Relevant resource availability and allocations
- i. Cultivate new resources as funding advocates for the College's IT needs in coordination with college advancement by:
  1. Informing and supporting IT specific advancement initiatives
  2. Identifying and vetting potential external funding sources

ITAC will consist of 11 members invited by the President as follows:

1. ITAC Chair (1)
2. Faculty (2)
3. Technology Support Office (TSO) Staff (2)
4. Staff (not from TSO) (2)
5. Students (2)

ITAC Members will serve staggered three-year terms at the pleasure of the President and may be reappointed.

### 2.3.10 Pearson Scholar Committee

The purpose of the Pearson Scholar Committee is to faithfully and effectively plan and carry out the mission and vision of the Pearson Distinguished Scholar in Swedish Studies as established by Bud Pearson. The members of the Pearson Scholar Committee at Bethany College are appointed by the President, in consultation with the CAO and the Vice President of Advancement. The Committee reports directly to the President.

a. Chair

1. Convenes the Pearson Scholar Committee each year and as needed in order to determine the scholar at least three years in advance and to keep the Professorship active and ongoing
2. Ensures that the work of the Committee is accomplished in timely and effective ways
3. Ensure that the President's Office is given all materials to maintain the master file with complete information of the program and its history
4. Serves as the person designated by the President to answer questions from invited candidates and initiates the process for developing the plan for each Scholar
5. Communicates with the Scholar regarding arrival and departure dates. Other members of the committee may help with airport transportation
6. Convenes the Selection Advisement Committee, made up of individuals with influential connections to Sweden, as well as a member of the Pearson family, to suggest candidates to the Committee for the Professorship
7. Maintains regular communication with the Pearson family of the process, plans, and details of the Professorship
8. Assists the Academic Coordinator and Advancement Coordinator with hospitality and hosting.

b. Academic Coordinator (stipended position)

1. Coordinates with faculty the possibilities and options for course work
2. Communicates with the Professor regarding scheduling of on-campus events.
3. Maintains the Master Schedule of the Professor's visit, including off-campus events.
4. Plans and hosts an opening reception for faculty, students, administration, and local Board members to welcome the Professor to campus and Lindsborg.
5. Coordinates other areas of student connection with the Professor, for example, Chapel, meetings with students, etc.
6. Plans and hosts 2 public lectures, one near the beginning and one near the end of the residency. Takes care of all arrangements and arranges for publicity on campus and in the community.
7. Arranges for videotaping of public presentations and ensures that these videos are added to Bethany's permanent archives.
8. Hospitality and hosting to make the residency a success.
9. Negotiates what is a fair amount of work on campus for the Professor and works with various departments on campus.
10. Hosts a closing dinner at their house, or other appropriate venue, with appropriate guests to be invited.
11. Ensures that the Sandzén House is at its very best for the Professor's arrival. This may include having a basket of fruit and/or flowers on the table in the foyer, and securing minimal groceries for a first meal – coffee, bread, cheese, fruit.
12. Facilitates the publishing of work from the Professor's residency, as appropriate.
13. Transports the Professor to the Social Security office to receive their number.

14. Arranges visits to cultural/historical/regional sites relevant to the Swedish Scholar's expertise or interest.
- c. Advancement Coordinator
    1. Works with the President to issue the initial letter of invitation to the recommended Professor(s). This letter indicates the contact person (Chair) regarding any questions and further work on the process of developing the plan for the Professorship
    2. Works with the Academic Coordinator to arrange outreach to community groups and events, such as Kiwanis, Lions, Rotary, Alumni, Swedish American Club, Lindsborg Sister City Committee, The Swedish Friendship Club, the American Scandinavian Society of the Great Plains, the Wichita Scandinavian Society, area churches (if appropriate) and other events in the Professor's area of expertise.
    3. Helps with hospitality and hosting.
    4. With the College Relations office, works with local news media in announcing the selection and background of the Pearson Professor and subsequent publicity for the scheduled activities and events.
  - d. Swedish Community Coordinator
    1. Works with the Advancement Coordinator in planning and hosting visits to the various Swedish/American groups listed above.
    2. Assists in hospitality and hosting
    3. With the College Relations office, helps determine Swedish-American media outlets that may be interested in the story of the Pearson Professor and offers interview opportunities for the Swedish-American press.
  - e. Vice-President of Finance and Operations– not a member of the committee, but holds the following responsibilities:
    1. Works with the Professor and the US State Department to obtain necessary travel documents (visa, etc.)
    2. Negotiates contract, stipend, and other financial matters with the Professor.
    3. Arranges for food allowance and lodging.
    4. Arranges for use of College car and insurance.
    5. Provides for reimbursement of round trip airline ticket for the Professor, who purchases the ticket him/herself.
    6. Takes care of all financial arrangements.

If the CAO and the Vice President of Advancement do not officially serve in the above capacities, they serve as ex-officio members. It is the Chair's responsibility to keep them, along with the President, informed about the activities and actions of the Committee. They are welcome to attend Committee meetings as they see fit.

The Committee may be expanded to include additional people with the duties detailed above assigned appropriately.

### **2.3.11 Student Development Committee**

The Student Development committee reviews and considers issues that include campus living, student organizations, extra-curricular activities, and college rules and regulations. It makes referrals and recommendations to student and/or faculty committees and organizations, and to the President. The Student Development Committee is also a consulting and advising committee to the Office of Student Development, giving counsel in matters relating to that office. This committee also serves to hear appeals for off-campus living.

The Student Development Committee consists of the following members:

- a. one faculty member, appointed by Faculty Senate for a three-year term
- b. two students selected by the Student Congress at its first fall meeting
- c. six ex officio members: the Dean for Student Development, Residential Education Coordinator, Campus Pastor, Director of Campus Facilities, and President and Vice President of Student Congress Officers:
- d. A Chairperson is elected from the membership of the committee at the first meeting of the academic year. This first meeting shall be called by the Dean for Student Development.

### **2.3.12 Intellectual Property Rights Committee**

The intellectual property rights committee hears cases involving any dispute between a creator or inventor of intellectual property and Bethany College.

The creator/inventor of the intellectual property shall submit a written account of the dispute in question, and request a hearing. The College may also submit a written account of its stance in the dispute and shall submit this as well to the committee.

The committee will meet within 14 days of the submission of the account written by the creator or inventor of the intellectual property, and shall hold a hearing within 7 days. A decision shall be rendered within 30 days of the end of the hearing, and shall be in writing, with copies to all parties.

The creator or inventor of the property may appeal the decision to the President of the College or his/her designee, whose decision is final.

Membership of the committee:

CAO (ex officio chair of the committee)

If a faculty issue, three faculty members selected by the Faculty senate

If a staff issue, three staff members selected by the Staff senate

## **2.4 Amendments**

The Administrative Handbook may be amended by President of the College upon the recommendation of the CAO, the Vice President of Finance and Operations, the Vice President for Advancement or the Chair of Faculty Senate. Notice of any amendments shall be given to all members of the College through the regular channels.



## 3.0 BETHANY COLLEGE – FACULTY HANDBOOK

### Part A: Faculty Governance

#### 3.1 Constitution for Faculty Governance

*(Est. FM 10-17-06; BM 11-06-06)*

##### Preamble

The faculty of Bethany College establish this Constitution in order to create a governance structure that will provide a forum for and give a voice to college-life issues, including curriculum, student success, research and creative activities, as well as institutional and professional development.

##### Article 1: Name

SECTION 1: Faculty governance at Bethany College will be by a Faculty Assembly of the Whole and a Faculty Senate.

##### Article 2: Purpose, Authority, Rights, and Responsibilities

###### SECTION 1: Purpose

- a. The Senate shall act in a representative capacity on behalf of the Faculty Assembly in matters which affect the general welfare of the college and its educational programs.
- b. The Senate shall provide an opportunity for direct participation in the process of decision-making affecting the life of Bethany College.
- c. The purpose of the Senate shall be to participate in the formation, implementation, and review of College policy and to provide means for the faculty to act effectively on matters with which it is concerned.

###### SECTION 2: Authority

- a. The Faculty Senate of Bethany College shall carry out its responsibilities and functions subject to the authority and approval of the Board of Directors, President of the College, and CAO consistent with the ELCA.
- b. Such responsibilities and functions shall be regulated by the Bylaws accompanying this Constitution.

###### SECTION 3: Faculty rights include, but are not limited to the following:

- a. To exercise academic freedom,
- b. To form a representative body to develop legislation concerning the professional activities of the faculty,
- c. To elect representatives to appropriate governance bodies,
- d. To have primary authority through the Senate to initiate, develop, recommend, review, and approve Bethany College policies and standards with regard to the responsibilities outlined in Section 4,
- e. To submit proposals directly to the Faculty Senate or any committee.

###### SECTION 4: Responsibilities

- a. The Senate shall function as the legislative and administrative body having primary authority to initiate, develop, recommend, review, and approve college policy, including but not limited to, the following:

***Academic Affairs***

1. academic advising
2. assessment of student and course outcomes
3. degrees
4. course and program approval
5. admissions and transfers
6. instructional
7. library
8. distance education
9. academic suspension or dismissal
10. other matters directly concerned with the academic program of the college

***Faculty Affairs***

1. compensation
2. evaluation, promotion, and tenure
3. sabbatical leave
4. appointment, reappointment, and termination
5. teaching
6. research and creative activities
7. service
8. workload
9. professional ethics
10. faculty development
11. faculty fit with the aims and purposes of the College
12. grants and contracts
13. other matters affecting the welfare of the faculty

- b. The Senate shall function as a review body for administrative matters, including but not limited to, the following:

1. budget
2. calendar
3. administrative organizational chart
4. physical facilities
5. academic catalog
6. course scheduling
7. support services including information technologies
8. diversity
9. safety

- 10. community outreach
- 11. other matters affecting the welfare of the college
- c. The Senate shall serve as a clearinghouse for the distribution of information of general concern and interest to Bethany College faculty and to articulate matters requiring a timely response to the CAO or other administrator's concerns.
- d. The Senate shall develop and recommend to the CAO protocols for the approval and deletion of academic programs.
- e. The Senate shall provide faculty representatives for the appropriate governance bodies.
- f. The Senate shall support student and staff constituencies on matters of mutual concern.

### Article 3: **Membership**

#### SECTION 1. Eligibility

- a. Faculty Assembly - Members of the Faculty Assembly include all full-time faculty as defined by the Faculty Handbook.
- b. Faculty Senate
  - 1. Those eligible for membership in the Faculty Senate are tenured members of the Faculty Assembly. Shared positions will be treated as one for purposes of membership
  - 2. Faculty members on any type of sabbatical leave are not eligible to serve as members of the Faculty Senate.

#### SECTION 2. Designation

- a. The membership of the Faculty Senate shall consist of elected representatives hereinafter referred to as Senators.

#### SECTION 3. Composition of the Senate: The Senate shall consist of the following:

- a. Faculty Senators. The Senate shall be composed of six faculty members.
  - 1. Elected by and from the Faculty Assembly.
  - 2. All tenured members of the faculty holding the rank of professor, associate professor, and assistant professor are eligible for election to the Senate.
- b. CAO: The CAO shall be a non-voting, ex officio member of the Senate.

#### SECTION 4. Terms of office

- a. The normally designated term of office for Faculty Senate members is three years.
  - 1. Terms of members will be staggered so that two vacancies occur each year among senators elected from the faculty.
  - 2. No senator may serve more than two full terms consecutively.
- b. Vacancies shall be filled expeditiously in the manner designated for that position in the Bylaws and shall be for the unexpired term of the position.

#### Section 5. Officers

- a. The officers of the Faculty Senate shall consist of a President, a Vice President, a Secretary.
- b. The Faculty Senate President shall be elected from the six elected Senators by the Faculty Assembly.
- c. The Faculty Senate Vice-President and Faculty Senate Secretary shall be elected from the total membership of the Senate at the special Senate meeting in April called at the adjournment of the regular April meeting of the Senate.
- d. If not elected to the Senate, the faculty Board Representative shall be a nonvoting, ex-officio member of the Senate.
- e. It shall be the responsibility of the College Librarian to preserve copies of all Faculty Senate minutes and the minutes of the faculty assembly meetings

## Article 4: Duties of Membership

SECTION 1. Duties include, but are not limited to, the following:

- a. Faculty Senate President
  1. facilitates the business of the Faculty Senate, such as elections and appointments, setting agendas, and leading meetings;
  2. nominates faculty for appointment to standing committees and task forces;
  3. chairs Faculty Assembly meetings;
  4. serves as an ex-officio, non-voting member of all standing Senate committees;
  5. appoints members of the Faculty Assembly to ad hoc committees.
- b. Faculty Senate Vice-President
  1. assists the Faculty Senate President in conducting the business of the Senate;
  2. serves in the place of the Faculty Senate President in all capacities with commensurate authority and responsibility when the Faculty Senate President is not available;
  3. serves as the faculty elections officer.
- c. Recorder
  1. The Recorder, who need not be a member of the Faculty Senate, will be appointed by the Faculty Senate Secretary from the faculty or staff of the College.
  2. If the Recorder is not a member of the Faculty Senate, he/she shall not have voting privileges.
  3. The Recorder shall prepare meeting agendas, keep the minutes for all meetings, and notify the members of all meetings.
- d. Parliamentarian
  1. The Parliamentarian, who need not be a member of the Faculty Senate, will be appointed by the Faculty Senate President.
  2. If the Parliamentarian is not a member of the Faculty Senate, he/she shall not have voting privileges.
  3. The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure.
- e. Secretary
  1. Provide correspondence
  2. Assist the President with the preparation of Senate agendas, meeting minutes, the correction of the minutes and dissemination as necessary.
  3. Preserve detailed records of the deliberations of the Senate.
  4. Appoint and direct the Recorder.
- f. Faculty Senators
  1. participate as voting members of the Faculty Senate in the deliberation of its business;
  2. articulate, on a regular basis, all pertinent matters between the faculty and the Faculty Senate;
  3. undertake academic and administrative work of the Faculty Senate, as it becomes apparent.
- g. Senators' Workload Release. The effort inherent in service on the Faculty Senate and its committees will be recognized as follows:
  1. The Faculty Senate President – a minimum of 6 workload credits per year. This requirement may not be waived. The Faculty Senate President may not elect out of the reduction in load. The Administration of Bethany College will provide the necessary resources to allow the reduction in load.
  2. The other Senators shall serve on no other committees.
- h. The CAO
  1. participates in the discussions of the Senate;
  2. communicates with the Faculty Assembly regarding Academic Affairs, Faculty Affairs, and Administrative Matters;
  3. works with the Faculty Senate President to help set the agenda for the Senate's regular meetings by bringing forth issues, concerns, and opportunities of which the Faculty Assembly should be aware.

## Article 5: Committees

SECTION 1. Standing Committees. At present, there shall be 1 standing committee of the Faculty Senate. Their membership, terms of service, reporting relationship to the Senate, and duties are established in the Bylaws.

- a. Curriculum Committee – See Curriculum Committee Bylaws
  1. Curriculum Committee actions will flow to the Faculty Senate President for review. The Faculty Senate President and the Chair of the Curriculum Committee will work together to determine if any consent or action items need to be addressed by the Faculty Senate. If no consent or action is required by the Faculty Senate, the Faculty Senate President and the Chair of the Curriculum Committee will forward the Curriculum Committee actions to the CAO.

SECTION 2. Additional committees

- a. Additional committees may be established for specific ad hoc, tasks or advisory purposes according to procedures outlined in the Bylaws. Their charges and reporting relationships shall be determined by the Senate.

## Article 6: Meetings

SECTION 1. Frequency

- a. There shall be at least one regular meeting of the Faculty Senate every month of the academic year from August through May.
- b. There will be two Faculty Assembly meetings per year; one in the fall semester and one in the spring semester chaired by the Faculty Senate President. The purpose of these meetings is to conduct elections and serve as an open forum.
- c. Additional meetings may be held as the Faculty Senate determines, or as called by the Faculty Senate President or Faculty Senate Vice President in the Faculty Senate President's absence.
- d. Faculty members should communicate their professional concerns to Senators, if possible, a minimum of two weeks prior to the monthly meetings of the Senate.
- e. A special meeting of the Senate may be called at a designated time by the Faculty Senate President, or by a petition signed by twenty-five percent of the total membership of the faculty.

Section 2. Parliamentary Authority

- a. All Senate business will be conducted in open, public meetings. Senate members may not hold private discussions about Senate business unless a personnel issue requires an executive session. All Senate actions must occur in an open session.
- b. All meetings will follow the Modern Rules of Order or Robert's Rules of Order. The original Faculty Senate will adopt one of these at their first meeting.
- c. Faculty will be trained in workshops for General Open Meetings Laws and the Modern Rules of Order or Robert's rules of Order.
- d. Meetings will be held for a minimum of one hour.
- e. Time and procedure will be established to allow for public input at each meeting.
- f. The Faculty Senate President and/or a person he/she designates as parliamentarian shall be the final authority on parliamentary interpretation.

SECTION 3. Quorum

- a. The presence of a simple majority of four of the voting members of the Faculty Senate constitutes a quorum.
- b. A presence may be established by participation in an audio- or videoconference.

SECTION 4. Voting

- a. Proposed motions, unless otherwise specified in the Constitution or By-laws, will pass with a majority vote of the Senate membership.
- b. A majority vote will require four of the six members voting in favor of a motion.
- c. Votes by proxy are not allowed.

**SECTION 5. Faculty Senate President's Substitute**

- a. Should the Faculty Senate Vice President not be able to serve in the Faculty Senate President's stead, the Faculty Senate President may appoint any Senator to fill his/her place for specific purposes and/or periods of time.

**SECTION 6. Addressing the Faculty Senate**

- a. Any member of the Faculty Assembly may address the Senate at any meeting on any issue. Time will be allowed at every meeting for public input.
- b. Proposals for changes may be submitted directly to the faculty senate.

**SECTION 7. Removal from office**

- a. If any Senator fails to attend three consecutive, regularly scheduled meetings, the Faculty Assembly shall elect a new Senator.

**SECTION 8. Minutes**

- a. A first draft of meeting minutes will be e-mailed to Senators for editing.
- b. Within three working days following a Senate meeting, the revised minutes will be posted electronically to the Faculty Senate web site, marked "DRAFT."
- c. Notice of the posting of the draft minutes will be sent to all tenure-track, nontenure track, and term faculty, including Senators.
- d. Minutes will be revised as needed and approved at the following Senate meeting.

**SECTION 9. Agenda**

- a. The Faculty Senate President, in consultation with the Faculty Senate Vice President, will set the agenda based on old business and continuing business and new business as may be determined via the College President, CAO, Faculty Senators, or proposals from any Faculty member.
- b. Agenda items should be submitted to the Faculty Senate President in time for distribution and no later than two weeks prior to the next Faculty Senate meeting.
- c. The Senate shall receive written suggestions for agenda items from any member of the faculty, the administration, student organizations, or the Board of Directors.
- d. All operating procedures governing the transaction of Senate business shall be set forth in the Bylaws of the Faculty Senate
- e. Distribution.
  1. Agendas will be distributed electronically as early as 10 days prior to a meeting and no later than one week before a meeting.
  2. Agenda attachments that cannot be transmitted electronically will be distributed in printed form.

**Article 7: Communication**

- a. In the interest of efficiencies in time and resources, Senators will endeavor to use available technologies to increase communication.
- b. The support staff from the CAO's office may be called upon to assist the Faculty Senate President in maintaining records for Senate business.
- c. Faculty Assembly meetings may be used to communicate Senate business to all faculty and to facilitate discussions of members' concerns.

**Article 8: Amendments to the Constitution****SECTION 1. Proposals**

- a. Amendments to this Constitution may be proposed by members of the Senate or members of the Faculty Assembly and copies will be sent to all members of the Senate.
- b. Motions for an amendment must be formally read and incorporated into the minutes of the Senate meeting.

- c. A motion for an amendment should include an effective date that either coincides with the CAO and College President's approval of the amendment or post-dates it.

#### SECTION 2. Approval

- a. A motion for approval of an amendment to the Constitution requires a two-thirds vote of the Faculty Assembly.
- b. Approval cannot occur sooner than 28 days from the date of the meeting at which the amendment was first read and discussed.

#### Section 3. Implementation

- a. An amendment becomes effective either on the date of the Board of Director's approval or on a later date if so stated in the proposal for the amendment.

### Article 9: Senate Actions

#### SECTION 1. Actions

- a. Actions of the Faculty Senate shall be passed as motions by majority vote of Senators and may include findings, resolutions, recommendations, amendments or reports.
- b. The Faculty Senate President shall notify the College President and CAO in writing within seven business days of any action taken by the Faculty Senate that includes resolutions or recommendations regarding policies or procedures.

#### SECTION 2. Effect

- a. Actions of the Senate shall become effective upon approval of the College President and/or Board or on the effective date mentioned therein, e.g. at the commencement of Academic Year.

### Article 10: Appeals

- a. Any decision of the Faculty Senate may be appealed to the Faculty Assembly.
- b. To appeal a decision of the Faculty Senate, a notice of appeal must be signed by 25 percent of the full time faculty and filed with the President of the Faculty Senate.
- c. Upon receipt of the notice of appeal, the President of the Faculty Senate shall within thirty days call a meeting of the full Faculty Assembly to hear and decide the appeal.
- d. The decision of the Faculty Senate shall be reversed if an absolute majority of the full time faculty votes in favor of the appeal whether they are in attendance or not.

(BM 11-4-06)

### Article 11: Amendments

- a. This constitution may be amended only by a vote of the Faculty Assembly.
- b. Upon submission to the President of the Senate of a proposed constitutional amendment presented by two Senators or 25% of the faculty, the President shall within 30 days call a meeting of the full Faculty Assembly to decide whether the proposed amendment shall be approved.
- c. The amendment shall be approved if 60% of the membership of the Faculty Assembly votes in favor of the amendment.

(BM 2-17-07)

## 3.2 Bylaws for Faculty Governance

### Section 1. General Provisions

- a. The Bylaws enumerated below, in conjunction with the Constitution for Faculty Governance, represent the procedures by which faculty governance shall operate at Bethany College.
- b. The Faculty Senate of Bethany College shall carry out its responsibilities and functions subject to the authority of the Board of Directors, College President, and CAO consistent with the regulations of the ELCA.

### Section 2. Initial Elections

#### a. Election of Senators

1. The Senate shall consist of six (6) Senators
2. The seats shall be organized and elected by position.
3. Nominations and elections for each position will come from the Faculty Assembly at the November 2006 Faculty Meeting. The Ecclesiastical ballot system will be used. The six elected senators will draw straws after the Faculty Senate President is elected to determine which position they will fill for the initial term.
4. The positions are as follows:
  - a. Position 1: Elected by the Faculty Assembly to serve a three-year term.
  - b. Position 2: Elected by the Faculty Assembly to serve a three-year term.
  - c. Position 3: Elected by the Faculty Assembly to serve a three-year term. The initial term will be for two years.
  - d. Position 4: Elected by the Faculty Assembly to serve a three-year term. The initial term will be for two years.
  - e. Position 5: Elected by the Faculty Assembly to serve a three-year term. The initial term will be for one year.
  - f. Position 6: Elected by the Faculty Assembly to serve a three year term. The initial term will be for one year.

#### b. Election of the Faculty Senate President

1. The elected Faculty Senate President will serve a one year term with a limit of six consecutive terms.
2. The eligible candidates will be the six elected Senators.

### Section 3. Annual Elections

- a. The normally designated term of office for Faculty Senate members is three years.
  1. Terms of members will be staggered so that two vacancies occur each year among senators.
  2. No senator may serve more than two full terms consecutively.
- b. At the Spring meeting of the Faculty Assembly, elections shall be held as described in Section 2 to fill the two vacant seats and any other vacancies that may have occurred.
- c. The election for Faculty Senate President shall be conducted annually at the November meeting of the Faculty Assembly after the election of the Senators.
- d. If a vacancy occurs during the academic year, the Faculty Assembly shall elect an alternate member to fulfill the remainder of the senator's term.

**Section 4. Terms of Office**

- a. Each Senator assumes his/her position at the beginning of the new academic year and retains that position until it is assumed by a new member.

**Section 5. Procedures**

- a. Meetings will be held as outlined in the Constitution Article VI, Section 1.
- b. Faculty members should communicate their professional concerns to senators, if possible, a minimum of two weeks prior to the monthly meetings of the Senate.
- c. Agenda will be prepared and posted no less than one week prior to the Senate meeting.
- d. Proposals shall be submitted to the Senate a minimum of two weeks prior to the monthly meetings via email and the website when it is operational.
  1. All faculty members will also be emailed copies of proposals by the writer until the website is operational and then faculty may access this website to view proposals.
  2. Proposals will be considered for the agenda after all parties involved have been contacted.
  3. When accepted for the agenda, the proposal will be discussed and acted upon at the next scheduled meeting.
  4. If the proposal is rejected, the secretary shall return the proposal with a rationale for the rejection. It may then be revised and resubmitted

**Section 6. Committees****a. Standing Committees****1. Curriculum Committee**

- i. Composition of the committee includes six (6) members including a member appointed by the Education Department.
- ii. Faculty Senate members are not eligible for selection or election to the Curriculum Committee.
- iii. Selection of committee members – See Curriculum Committee Bylaws.

**b. Additional Committees**

1. By majority vote of the quorum at any meeting, the Senate may establish an ad hoc committee, when deemed necessary for the conduct of Faculty Senate business.
2. The Faculty Senate President shall appoint members to any ad hoc committee.
3. On an as-needed basis, members of the Faculty Assembly will be asked to serve on ad hoc, task or advisory committees to undertake special assignments in various areas, including but not limited to the areas of Bethany College policy, curriculum, and faculty affairs.
4. Ad hoc committees are formed for explicit periods of time, usually until their objectives are met.

**Section 7. Amendments to the Bylaws****a. Proposals**

1. Amendments to the Bylaws may be proposed only by members of the Senate and copies will be sent to all members of the Senate.
  - i. Individual faculty may propose amendments through member(s) of the Senate.
  - ii. Amendments must be formally read and incorporated into the minutes of the Senate meeting.
  - iii. An amendment should include an effective date that either coincides with the approval of the College's CAO and President or post-dates it.

**b. Approval**

1. Approval of amendments to the Bylaws requires a majority vote of four of the six Senators, not just a majority of a quorum at any particular meeting.
  2. Approval cannot occur sooner than 28 calendar days from the date of the meeting at which the amendment was first read and discussed.
- c. Implementation
- An amendment becomes effective either on the date of the College President's approval or on a later date if so stated in the proposal for the Amendment.

**Section 8. Amendments to the Faculty Code of Conduct and Ethics, the Faculty Governance Handbook**

- a. Proposed amendments to the Faculty Code of Conduct and Ethics or the Faculty Governance Handbook will be on the Faculty Senate agenda for a minimum of one meeting of the Faculty Senate. Input regarding the change shall be solicited from all faculty members via normal channels.
- b. Proposed amendments must be approved by a majority of a quorum of Faculty Senate members.

### **3.3 Faculty Code of Conduct and Ethics**

#### **3.3.1 Preamble**

- a. As members of the Bethany College community all faculty are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. Bethany College values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices. It is the intent of the Faculty Code of Conduct and Ethics to protect academic freedom, to help preserve the highest standard of teaching and scholarship, to promote collegiality among all faculty, and to advance the mission of Bethany College.

#### **3.3.2 Definitions**

For purposes of this document, the following definitions apply:

- a. The term College means Bethany College, Lindsborg, KS.
- b. The term "student" includes all persons taking courses at Bethany College either full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Bethany College or who have been notified of their acceptance for admission are considered "students", as are persons who are living in Bethany College residence halls, although not enrolled in this institution.
- c. The term "faculty member" means any person hired by Bethany College to conduct classroom or teaching activities or who is otherwise considered by Bethany College to be a member of its faculty.
- d. The term "staff" includes any full-time and part-time employee of Bethany College who holds managerial, administrative, clerical, technical, skilled craft, service or other positions designated by Bethany College to be subject to these rules, policies, procedures and benefits.
- e. The term "Bethany College official" includes any person employed by Bethany College, performing assigned administrative or professional responsibilities.
- f. The term "member of the Bethany College community" includes any person who is a student, faculty member, volunteer, Bethany College official or any other person employed or contracted by Bethany College. A person's status in a particular situation shall be determined by contract, work agreement, or official student enrollment.
- g. The term "Bethany College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Bethany College.
- h. The term "policy" means the written regulations of Bethany College as found in, but not limited to, the Faculty Code of Conduct and Ethics, the Bethany College website, Student Development Handbook, Administrative, Faculty, and Staff Handbooks, and Academic Catalogs.
- i. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

#### **3.3.3 Ethical Standards**

- a. Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice and model intellectual honesty. Although faculty may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- b. As teachers, faculty encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and advisors. Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship

- between faculty and student. They avoid any exploitation, harassment or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- c. As colleagues, faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty show due respect for the opinions of others. Faculty acknowledge academic indebtedness. They strive to be objective in their professional judgment of colleagues. Faculty accept their share of faculty responsibilities for the governance of their institution.
  - d. As members of an academic institution, faculty seek above all to be effective teachers and scholars. Although faculty have a right to academic freedom, this right does not limit the faculty member's responsibility and requirements to follow all provisions in this Faculty Code of Conduct and all other Bethany College policies. Faculty give due regard to their paramount responsibilities within the institution in determining the amount and nature of work done outside of it. When considering the interruption or termination of their service, faculty recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
  - e. As members of their community, faculty have the rights and obligations of other citizens. Faculty measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for Bethany College. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### 3.3.4 Proscribed Conduct

- a. Jurisdiction of the Bethany College Faculty Code of Conduct and Ethics

The Faculty Code of Conduct and Ethics shall apply to conduct that occurs on Bethany College premises, at Bethany College sponsored activities, and to off-campus conduct that adversely affects the Bethany College community and/or faculty member's fitness to perform his/her professional and teaching responsibilities. Each faculty member shall be responsible for his/her conduct through his/her employment relationship with Bethany College. The CAO shall decide whether the Faculty Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

- b. Conduct – Rules and Regulations

In the spirit of the ethical standards set forth above, faculty are required to comply with the following Bethany College policies and may be subject to disciplinary action as outlined in the Bethany College Faculty Handbook for failure to comply:

1. Failure to fulfill instructional or other professional duties, including but not limited to the following:
  - i. arbitrary denial of access to instruction;
  - ii. significant intrusion of material unrelated to the course
  - iii. significant failure to adhere, without legitimate reason, to the rules of the faculty in the conducting of courses, to meet class, to keep office hours, or to hold examinations as scheduled;
  - iv. evaluation of student work by criteria not directly reflective of course performance; and
  - v. undue and unexcused delay in evaluating student work.
2. Violations of the Student Records Privacy Policy (see Bethany College Handbook 3.4.22). Faculty members must comply with all federal laws, state laws, agreements with third parties, and Bethany College policies and principles pertaining to the use, protection, and disclosure of various types of confidential, proprietary, and private information. Such policies apply even after the faculty member's relationship with the institution ends.
3. Violations of Bethany College's Policy Prohibiting Discrimination (see Bethany College Handbook 6.2). Discrimination, including harassment, against another community member, including but not

- limited to students, faculty, staff, administrators, volunteers, and independent contractors, on political grounds, or for reasons of race, religion, sex, age, disability, and any other basis prohibited by state, federal, and/or local law, or for other arbitrary or personal reasons. Where actions are found to have occurred that violate this standard, Bethany College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.
4. Harassment of any person, including, but not limited to, violation of the Sexual Harassment Policy (see Bethany College Handbook 6.4).
  5. Violation of the policy on consensual sexual relationships (see Bethany College Handbook 6.4.10).
  6. Theft, misuse, or abuse of Bethany College resources. Bethany College resources should be reserved for business purposes on behalf of the Bethany College. They should not be used for personal gain. Bethany College resources include, but are not limited to, the use of Bethany College systems, such as telephone systems, data communication and networking services, and the domain for electronic communication forums; and the use of Bethany College equipment; and the use of procurement tools such as purchasing cards and petty cash; and the time and effort of other staff, students, and others at the Bethany College. (See Bethany College Handbook: 6.10 Acceptable Use Policy for Technology Resources; 6.11: Local Area Network Acceptable Use Policy; 6.12: Bethany College Computer Use; 6.13: Electronic Information and Communication)
  7. Fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted as proper for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.
  8. Disruption or obstruction of lawful institutional activities and functions (see Bethany College Handbook 6.3).
  9. Threats, intimidation, physical contact, physical abuse harassment, coercion and any other conduct which threatens or endangers the health or safety of any person (see Bethany College Handbook 6.3).
  10. Attempted or actual theft, unauthorized possession, and/or damage to property of Bethany College, any person, or any other entity.
  11. Unauthorized use of institutional resources or facilities for personal, commercial, political, or other improper purposes.
  12. Violation of safety rules and policies.
  13. Unauthorized possession or use on the Bethany College premises of any weapon (i.e. firearms and dangerous knives), dangerous instruments, explosive devices, fireworks, or dangerous chemicals (see Bethany College Handbook 6.3).
  14. Theft, abuse, and/or misuse of computer facilities and resources,
  15. Evaluating faculty members by criteria not directly reflective of professional performance.
  16. Violations of other published Bethany College policies in hard copy or available on the Bethany College website.
  17. Intentionally misrepresenting personal views as the position of the institution.
  18. Conviction of criminal acts which demonstrate unfitness as a faculty member.
  19. Engaging in a romantic and/or sexual relationship with a student. (see Bethany College Handbook 6.4).
  20. Unauthorized use of alcohol or being under the influence of alcohol while performing job duties, (see Bethany College Handbook 6.8).
  21. Illegally providing alcoholic beverages to any student under legal drinking age.
  22. Possession, distribution, sale or use, or being under the influence of, illegal drugs while on Bethany College premises, participating in Bethany College-sponsored activities, representing the Bethany College, or performing job duties. Illegal drugs, as referred to in this policy, include

drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes (see Bethany College Handbook 6.9).

23. Violation of intellectual property rights as defined in the Bethany College Copyrighted Materials Policy (see Bethany College Handbook 3.4.11). Faculty members must abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information. Faculty must refrain from any activity that constitutes infringement of individual or Bethany College intellectual property and properly attribute the ideas and work of others. (Faculty are referred to the National Association of College Stores web site, which provides guidelines for copyright issues; see Bethany College Handbook 3.4.11)
24. Interference with disciplinary procedures, including but not limited to destroying or concealing evidence, providing false or misleading information, intimidation of witnesses, or inducing a witness to provide withhold information or provide false information.
25. Violation of Whistleblower Policy (see Bethany College Handbook 6.5).
26. Failure or refusal to cooperate in or interference with an investigation by Bethany College.
27. Violation of the Non-Solicitation Policy (see Bethany College Handbook 5.20.4).

### 3.3.5 Academic Freedom

(Quoted material is from the AAUP 1940 Statement of Principles.)

- a. "Teachers are entitled to full freedom in research and in publication of the results (including due credits to his or her employing institution), subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."
- b. "Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment."
- c. "College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."
- d. "During the probationary period a teacher should have the academic freedom that all other members of the faculty have."
- e. "Each member of the faculty shall have scholastic and general control of his/her classes, including the grading of student, limited only by such regulations as are adopted by the faculty, or by the faculty member's division or department."
- f. "The teacher is concerned with the student's freedom to learn and to express himself or herself and should undertake to respect and guard these rights of the student."

## 3.0 BETHANY COLLEGE – FACULTY HANDBOOK

### Part B: Academics

#### 3.4 Academic Mission and Focus

##### 3.4.1 Statement of Academic Mission

To accomplish its mission, Bethany College offers academic programs leading to the Baccalaureate degree in the context of a comprehensive education.

We believe that a liberal education stimulates intellectual curiosity, identifies vocation, refines the sense of aesthetics, and strengthens religious faith. It helps one recognize alternative solutions to issues faced in a complex and dynamic global community. Bethany College, serving as the Church in Mission in Higher Education since 1881, is committed to the task of educating its students for the well-being of the individual and the welfare of society.

What does this mean?

An educated person is one who:

- **Communicates** articulately in oral, written, and other forms of communication.
- **Thinks** logically, imaginatively, and creatively while engaged in rational inquiry.
- **Comprehends** a variety of fields of knowledge and the relevant skills and methods involved in those disciplines.
- **Understands** one's own identity in relation to the global community.
- **Engages** questions of concern as these are addressed especially in the Judeo-Christian tradition and its relation with major religions of the world.
- **Leads** with integrity, empathy and compassion in working with others to identify, evaluate, and resolve problems.
- **Acts Responsibly** in meeting obligations to one's self and vocation, one's family and society.

As the Church in mission in higher education, Bethany supports this concept of the liberally educated person by striving to be a community of faith which:

- **Encourages respect for the individual and for diverse beliefs and values:** welcomes those with diverse viewpoints to an environment of free and honest inquiry which will promote exploration of questions of faith, truth and meaning; encourages students in their development of moral conviction and understanding of and respect for the dignity of the individual in a global society.
- **Fosters Christian faith, witness and worship:** seeks to stimulate the student's desire to know and to understand personal relationships and relationships with God in light of the Gospel of Christ; provides a setting where regular worship is encouraged and where students, faculty and staff members may offer Christian witness through their lives and teaching.
- **Prepares students for service in society:** offers a total campus experience within which the student can grow into a philosophy of life that recognizes in selfless service to God and humanity the most rewarding opportunities for self-fulfillment; educates students who will contribute significantly toward the development of constructive Christian thought and expression in human life and society; assists the student in incorporating Christian values and service into chosen careers.

- **Supports the church through shared resources:** provides for the Church of Christ on earth dedicated and informed leadership to assist in the determination and implementation of its future goals; serves the Church through continuing education programs for laity and clergy, and as a resource for congregations and the Church in the modern world.

### 3.4.2 Academic Focus

The primary focus of Bethany College is undergraduate degree programs that prepare students for professions as well as for further studies at the graduate level of education. All majors provide for a blend of liberal learning, critical thinking across disciplines, and development of skills to apply knowledge in various ways. The college serves students of all ages in a primarily residential experience, with supportive programming for students with off-campus living arrangements. Bethany emphasizes interactive, personalized learning by supporting and encouraging multiple modes of teaching and learning including mentor relationships, experience-based education, and online learning as supplements to traditional classroom settings. The college seeks to enhance the experiences of all students by intentionally encouraging interaction of intergenerational, cultural and ethnic populations both inside and outside the classroom. Bethany College also offers programming for continued cultural, intellectual and religious learning in service to its students, the city of Lindsborg and surrounding communities. As a demonstration of our global awareness, the college sponsors events and programs with national and international relevance.

## 3.5 Degrees Awarded by Bethany College

### 3.5.1 Degrees Awarded

- a. Degrees awarded by Bethany College are listed in the current year's Catalog.

### 3.5.2 Changes to Degree Awarded

- a. Proposals for adding or deleting degrees may be initiated at any level, but then will be approved by the sponsoring Department, the Education Department (if there is an effect on Teacher Education), Curriculum Committee, and Faculty Senate. The recommendation of the Faculty Senate will be forwarded to the President who may recommend to the Board of Directors.

### 3.5.3 Posthumous Degree Policy

- a. Bethany College seeks to recognize the academic achievements of students who were enrolled and had attended classes at the College at the time of their death, and to commemorate those achievements for the benefit of their families and the community. This goal must be achieved with due attention to academic and institutional integrity. Posthumous degrees may therefore be awarded under the criteria and procedures set forth in this statement.
- b. This policy is designed to establish consistently administered criteria and procedures under which posthumous degrees may be awarded.
- c. This policy applies solely to the award of degrees to students enrolled in degree programs at Bethany College at the time of their death. It does not apply to honorary degrees, which may be awarded under applicable criteria and procedures.
- d. Any member of the College community may recommend a student enrolled in a Bethany College degree program at the time of the student's death for consideration for posthumous award of the degree.
- e. The request must be submitted to the CAO who will first verify the death of the student and next ascertain his or her enrollment status and academic standing. Once these steps are completed, the CAO will initiate and oversee the progress of the consideration and approvals required by Faculty Senate and the Bethany College Board of Directors.
- f. The CAO will advise the individual who made the request of its final disposition. If the final decision is favorable, the CAO will also notify the family, who will accept or decline the honor.

- g. A posthumous degree will be conferred at a regularly scheduled commencement exercise at which the student would have graduated. (Example: If a first-year student passes his/her first semester, the student will receive their posthumous degree four years later with his/her classmates.) It will be presented to a member of the student's family, their representative, or the Class President of the student's graduating class.
- h. The commencement program will note that the degree was presented posthumously. The graduation application fee shall be waived. A posthumous degree may also be presented by an appropriate College official to the family in a private gathering.
- i. The Office of the Registrar shall post the notice of the award of the posthumous degree to the student's transcript.

### 3.6 Academic Calendar

- a. The Faculty shall have the power to make recommendations to the College President regarding the structure of the calendar of the College, as well as the calendar for each year. (see Bethany College Handbook 1.2, Article 6, Section 4, Part (b)).
- b. Final examinations for each semester are scheduled during a period of four days. A Fall 2-day break and a Spring 1-week break are normally scheduled to agree with the ACCK Academic Calendar, and coordinated with the local public school system, as much as possible. Because of commitments involving the annual Messiah Festival, and the responsibilities of residence life staff, Spring Break will not be scheduled during the following 3 week period: Holy Week, the week previous and the week following.

### 3.7 Faculty Instruction

#### 3.7.1 Absence of Faculty

- b. A teacher who finds it necessary to be absent because of illness or other good reason should notify the appropriate department chair as well as the office of the CAO.
- c. The faculty shall post appropriate notices through eSwede and make every effort to provide online opportunity to replace the lost class time.

#### 3.7.2 Syllabi

- a. Electronic copies of course syllabi (using institutionally supported software) are to be submitted to the CAO's Office before the first class meeting of each semester and posted on eSwede. Syllabi should represent the most current expectations and content for each course. The syllabus outline format adopted by the faculty is available from the office of the CAO.
- b. It is required that the following statement be included on all Bethany syllabi. It is recommended that all instructors share the following statement orally with their classes.

***"Students with Special Needs or Disabilities*** In order to be provided with reasonable accommodations, you must identify yourself privately to the Director of the Academic Center for Excellence preferably within the first week of classes."

#### 3.7.3 Class Grade Reporting

- a. The mid-term and final grades are reported by the instructor to the Enrollment Services Office.

#### 3.7.4 Class Rosters

- a. The Enrollment Services Office will supply each instructor with a class roster after the add-drop period and prior to the final week. Grade rosters are sent to faculty prior to final week.

### 3.7.5 Attendance Policy

- a. Each instructor shall set an attendance policy for each course taught. The class attendance policy statement shall be included in the course management section of the course syllabus. The policy shall recognize the validity of college-sponsored activities. All other absences are to be judged by the instructor. This policy may include dismissal from the class or grade adjustment.
- b. Faculty members are cautioned not to use grade adjustment to force 100% attendance. An alternative would be to build a statement into the syllabus indicating that the instructor will observe the student's performance for studio or discussion purposes.
- c. Faculty members shall submit to the CAO's office, prior to the beginning of the academic year, a syllabus for each course they will be teaching that semester. This syllabus should include their attendance policies, which may be different for each particular course. The policies must be clear at the first class meeting.
- d. Each instructor will handle the problem of class attendance before and after vacations. A faculty member has the right to refuse to excuse an absence unless a student presents a valid reason.

### 3.7.6 By-Arrangement Course Definition, Eligibility and Guidelines

- a. **Definition:** A By-Arrangement course is defined as a regular catalog course that a student wishes to take during the summer or during the regular term under circumstances which do not permit the students to enroll in that course as offered during the regular term.
- b. **Eligibility:** A student is eligible for a By-Arrangement course if classified as a student in good standing. If the student desires a By-Arrangement course during a regular term, there must be circumstances which do not permit the student to enroll in that course during a regular term.
- c. **Guidelines:**
  1. The total amount of work time required of the student for a By-Arrangement course of given semester hours credit is about the same as is required in a course for the same amount of credit during a regular term (about 40 hours for each semester hour of credit).
  2. For each semester hour of credit, there should be a minimum of four hours of periodic consultations between the faculty member and the student after registration for the course. These consultations must be face to face.
  3. The student must complete the written description of the By-Arrangement course on the form provided to the satisfaction of his/her advisor, the course instructor, and the CAO, including their signatures, before registration is permitted.
- d. **Faculty:** Faculty who agree to teach a by-arrangement course do so in the spirit of student support. Faculty are not obliged to agree to teach a by-arrangement course and students should not rely on by-arrangement courses to complete their degree on a timely basis.

### 3.7.7 Directed Independent Study (DIS)

- a. **Definition:** A DIS course is defined as a course which is not a regular catalog course. It must be described in writing by the student, although this may be done in consultation with the teacher. The proposed DIS course should include a title, description, procedures used in completing the course, outcomes or products to be evaluated, the plan for meeting the minimum consultation requirements with the course instructor, the projected time schedule for completion, and a bibliography.
- b. **Eligibility:** A student is eligible for a DIS if in good academic standing. A student participating in an independent research project must have a minimum GPA of 3.0.
- c. **Guidelines:**
  1. The total amount of work time required of the student for a DIS should be proportional to a semester course of identical credit hours.
  2. For each semester hour of credit, there should be a minimum of two hours of periodic consultations between the faculty member and the student after registration for the course.

These consultations may be face-to-face conversation, in the form of correspondence, or by telephone at the student's expense, among others.

3. The student must complete the written description of the DIS on the form provided and in the ePortfolio system to the satisfaction of his/her advisor, the course instructor, and the CAO, including their signatures, before registration is permitted.
- d. Faculty: Faculty who agree to teach a DIS course do so in the spirit of student support. Faculty are not obliged to agree to teach a DIS course.

### **3.7.8 Copyrighted Materials – Guidelines**

- a. On-line information from the National Association of College Stores (NACS)
- b. Questions & Answers on Copyright for the Campus Community
- c. Go to: <http://www.nacs.org/toolsresources/cmip/copyright.aspx>
- d. All personnel are expected to comply with current copyright laws.

### **3.7.9 Academic Dean's Honor Roll**

- a. A student will be listed on the Academic Dean's Honor Roll for a given semester if the student satisfies the following criteria:
  1. has a semester grade point average of at least 3.50, and
  2. was a full-time student that semester, and
  3. had no incompletes for that semester other than for MU001, EBE units, or an ongoing DIS with satisfactory progress report, and
  4. earned PS grades in all PS/FL courses attempted that semester, and
  5. if less than 12 hours of graded work was attempted that semester, earned a GPA of at least 3.5 for that work and has an earned cumulative GPA of at least 3.5 by the end of that semester.

## **3.8 Administration: Academic and Non Academic**

- a. The college officers shall make every effort to provide students, faculty, and appropriate staff with accurate information in the College Catalog, class schedule, and other publications. Both prospective and enrolled students and faculty must regard the catalog (and officially approved supplements) as authoritative and reliable description of courses, degree programs, and college requirements.
- b. Students normally graduate by meeting the course requirements in the catalog for the year in which they matriculate. Changes in curriculum shall not become effective until published in the catalog, unless specifically approved for an earlier implementation prior to appearing in the catalog, students affected by the change shall be informed. Non-curricular changes may be implemented at other times.

## **3.9 Coordinators for Majors and Minors**

- a. Each academic department or departments in the case of contract majors designates an advising coordinator for each major, minor, or credential and pre professional program. The advising coordinators for each major and minor will:
  1. Be responsible for, but not necessarily perform, all the activities associated with developing and maintaining an effective and visible advising program for current and prospective majors and minors, including those in credential programs.
  2. Serve as liaison for the major or minor, and consult with the Career Services, Counseling Office, and Registrar's Office, or other agencies when appropriate.

### **3.10 Academic Advising at Bethany College**

#### **3.10.1 Working Definition of Academic Advising at Bethany College**

- a. Academic advising is conducted as a part of their regular responsibilities by faculty members and is an important and integral part of the learning process for students. Following is a working definition for academic advising at Bethany College:
- b. Academic advising is a continuing dialogue between an advisor and a student in which the advisor, who is responsible for having a thorough knowledge of the institution and its goals, attempts to help the student, who is responsible for understanding the degree requirements and procedures of the institution, understand his/her needs and potential and match them with available institutional resources.

#### **3.10.2 Functions and Responsibilities Related to Academic Advising**

- a. Academic Advisors
  1. Advisors are understood to assume overall responsibility for the following functions of academic advising, though they are encouraged to use fully special counseling and other resources available at the College in the performance of them. The list of functions is placed in order of priority, but not necessarily in order of performance, since it is understood that the needs of individual students may vary considerably.
  2. Helps students to understand the nature and purpose of higher education and the role of liberal education;
  3. Promotes self-knowledge in students by helping them to clarify their values and goals in terms of their abilities;
  4. Assists students in choosing educational and career objectives commensurate with their interests and abilities;
  5. Helps to make students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives at this college;
  6. Assists students in exploring the possible short and long-range consequences of their choices;
  7. Provides students with appropriate information on policies, procedures, and programs of the College;
  8. Assists students in continual monitoring and evaluation of their educational progress;
  9. Keeps adequate records of the individual student's progress, and assists the student in monitoring his/her own progress;
  10. Maintains the advising files of his/her advisers, including those of exploratory students until a major is declared.
- b. Change of Advisor
  1. Students may desire to change advisors as their interests develop and change, and as they make decisions to leave or join programs. The process of advisor change is as follows:
    - i. If there is a declaration of major or change of major, the MAJOR DECLARATION and/or ADVISOR FORM is used, and an advisor in the major is assigned.
    - ii. If a change or declaration of major is not involved, then the student should obtain a MAJOR DECLARATION and/or CHANGE OF ADVISOR FORM from the Registrar and follow the procedures outlined on the form.
    - iii. The former advisor will be notified of the change so that the student's advising file can be made available to the new advisor.
- c. Advisors on Leave

1. For faculty on leave, advisees are temporarily reassigned usually to the advisor's replacement. In any case, the student should be informed by the advisor of the change and advising files transferred to the advisors as needed.
- d. Faculty Evaluation and Academic Advising
  2. Effectiveness of academic advising is one of the items reviewed in regard to retention, tenure, and promotion.

### 3.10.3 Students Responsibilities in the Advising System

1. It is the responsibility of each student to know and meet graduation and other requirements and to make every reasonable effort to obtain adequate academic advising. Frequent contact with the advisor by the student helps to ensure that the student has current academic information and is making adequate progress toward education goals.
2. New and *re-admitted students* are required to see their academic advisor prior to their initial registration.
3. *Continuing students* are to see their academic advisor at designated times, as well as whenever the need arises.

### 3.10.4 The Role of the Registrar in Academic Advising

- a. The Registrar shall:
  1. Gather and disseminate appropriate academic advising materials;
  2. Act as a reference service and respond to questions from major and minor coordinators, as well as from academic advisors and students;
  3. Be familiar with campus wide advising problems and formulate and make suggestions for the improvement of the advising program;
  4. Schedule initial faculty academic advisor appointments.

## 3.11 Services for Students with Disabilities

- a. One role of the Academic Center for Excellence at Bethany College is to assist students in negotiating the removal of disability-related barriers that impede the pursuit of their education.
- b. The Director of the Academic Center for Excellence will verify the student's disability status and appropriate accommodations, determine appropriate academic accommodations, and (working under the authority of the CAO of Bethany College) will inform instructors of accommodations to be granted.

### 3.11.1 Confidentiality

- a. Instructors are not to share information about a disability status or accommodations with anyone other than the student and the Director of the Academic Center for Excellence.
- b. Students are not required by Bethany College to disclose information regarding your disability unless accommodations are requested.

### 3.11.2 Accommodations

- a. Depending on the nature of the disability, academic or Student Development accommodations might include:
  1. Priority classroom seating
  2. Accessible classrooms and dorm rooms
  3. Change of classroom
  4. Faculty member facing the class when speaking

5. Tape recording of lectures, exam questions, and exam answers
6. Use of scribes or stenographers, signers (interpreters), and note takers
7. Use of computers in taking tests
8. Copies of overhead demonstrations and lecture notes
9. Copy of syllabus in advance
10. Syllabus and course handouts in large print
11. Enlarging exam questions or lecture notes
12. Leniency in grading spelling for in-class work
13. Exam or assignment delays
14. Alternative access to material covered in field trips
15. Extra time on tests, exams, and quizzes
16. Alternative test or assignment formats
17. Library materials retrieval assistance

### **3.11.3 Requesting Accommodation**

- a. Students are responsible for informing Bethany College of the need for accommodations in academics or Student Development in a timely fashion.
- b. Accommodations can go into effect only after the eligibility has been verified and an accommodation plan has been established.
- c. Generally, the process will follow these steps:
  1. The student will make an appointment with the Director of the Academic Center for Excellence to discuss disability status and possible accommodations.
  2. The student will be asked to submit a written request outlining the necessary accommodations.
  3. The student will be asked to submit documentation no older than 3 years from a licensed professional qualified to diagnose the disability. These professionals may include:
    - i. medical doctor (MD)
    - ii. educational psychologist
    - iii. psychologist
    - iv. audiologist
    - v. speech pathologist
    - vi. vocational rehabilitation counselor
    - vii. physical therapist
    - viii. occupational therapist
  4. It is the student's responsibility to pay for any supplemental evaluation, testing, or documentation that might be needed.
    - i. The student will be asked to sign a confidential "Release of Information," allowing Bethany College to inform key Bethany College personnel of the accommodation plan.
    - ii. Once the disability has been verified, the Director of the Academic Center for Excellence will determine reasonable academic accommodations for you and send a memo outlining these recommendations to each of your instructors.
    - iii. The student is responsible for meeting with each instructor to discuss the accommodation plan. A student might need an academic accommodation if the student:

1. Was enrolled in special education classes in high school or followed an Individualized Education Plan (IEP).
2. Has a diagnosed learning disability.
3. Has a visual, physical, speech, or hearing disability.
4. Has been diagnosed with Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD).
5. Is being treated for a mental illness such as depression or has been diagnosed as having a psychoneurotic or personality disorder.
6. Is chronically ill and being treated for a condition such as a heart condition, Epilepsy, Hemophilia, Sickle Cell Anemia, HIV/AIDS, or Lupus.

### 3.11.4 Americans with Disabilities Act of 1990

- a. A student with a disability requiring accommodation under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 is obligated to inform Bethany College, through official documentation, in order to receive reasonable accommodation to ensure equal access to educational opportunities, programs, and activities.

## 3.12 Authority of Registrar

- a. The **registrar shall have the authority to ensure** that: (1) Bethany College Core Experience courses and core courses (offered by each department) are spread more appropriately across the grid, (2) the times of course offerings do not transgress the campus grid's time slots without a compelling reason (namely, courses with a lab component), and (3) all courses will be spread appropriately across the academic year.
- b. Individual course offerings will be submitted to the registrar through department chairs. If the registrar identifies a problem, as described above, s/he will contact the department chair and request a revision/adjustment. The chair will contact individual faculty members. If a given department has a compelling reason to request an exception to the grid enforcement, the department chair must submit an "exemption" request. (See the attached form.) The registrar will consult with the CAO and/or the Curriculum Committee if necessary.
- c. The registrar may place caps on the number of courses offered during a given time slot. It is understood that the registrar will aim for fairness in enforcing the policy. For example, if competition between departments emerges, prime-time teaching slots will be distributed on a rotating, alternate-year basis.
- d. In order to offer a course outside of the campus grid or offer a class during a prime-time slot that is already full, departments must provide an explanation for the exemption. Exemptions will be approved at the discretion of the registrar (in consultation with the CAO).

*Board Approved 2/11*

### 3.12.1 Academic Activity / Credit for Continuing Education Courses

- a. If academic credit is to be offered for continuing education courses and experiences (e.g., summer workshops), the program must be submitted through regular channels at an early date so that faculty approval can be granted prior to advertisement of the event.
- b. Bethany College will not host any activity on campus for which college credit is granted by another college or university. Exceptions may be made by the CAO.

## 3.13 Program Changes

Introduction and Assumptions:

- a. In higher education, the bedrock of institutional excellence and endurance is the teaching, scholarship, creative performance and service of the institution's faculty members and the academic

courses and programs they teach and oversee. Maintaining a teaching faculty, in terms of numbers and qualifications appropriate to the mission and purpose of the institution, is fundamental to all colleges and universities, and includes coordinated institutional efforts in faculty salary and benefits, faculty development, faculty performance evaluation, and faculty leadership in program governance, planning, and review. Institutional approaches to these tasks must demonstrate respect for individual faculty, academic freedom, and faculty leadership in governance of the College while at the same time effectively marshaling teaching and program resources with attention to both traditional commitments and to changes in institutional environment.

- b. The purpose of the guidelines and procedures outlined below is to protect and to maximize both institutional and faculty resources through the establishment of decision making procedures that use the fullest available information and that facilitate the widest possible faculty participation in the decisions concerning instructional personnel and academic programs.

### **3.13.1 Academic Programs (Majors/Minors/Concentrations/Endorsements/etc.)**

- a. Academic Programs at Bethany College include majors and minors, concentrations within the majors and minors, and any other set of prescribed requirements for attaining a specified level of expertise in the discipline or area. Each such academic program has a coordinator determined by the Department. (see Bethany College Handbook 2.3.4.11 Major or Subject Coordinator)
- b. The term "major" refers to the prescribed way of attaining expertise in a student's primary area of study. The major may be comprised of one or more academic disciplines, such as "chemistry major" or "history-political science major." A major is usually made up of courses from a certain discipline, known as departmental courses, and of courses drawn from other disciplines, known as supporting courses.
- c. The term "minor" when used on the transcript shall refer to a prescribed way of attaining expertise in an area outside the student's major area. It is not mandatory that any student have a minor. It is not mandatory that there be a minor in each discipline.
- d. The term "concentration" when used on the transcript in the phrase "a major in (A) with a concentration in (B)" shall be a prescribed way of meeting the requirements of the major (A). A concentration shall meet the guidelines for majors. The term "emphasis" is used similarly to "concentration" but with minors. The term "endorsement" is used for certain education preparation programs.

*Board Approved 2/09*

### **3.13.2 Academic Programs – New Programs**

Guidelines for creating new Majors, Minors, Concentrations, etc.:

#### **3.13.2.1 Criteria**

- a. Answer questions about the proposed program such as:
  1. Does the new program support the mission and vision of the college?
  2. What additional resources (people, budgets, facilities, etc.) would be required? (Include sharing of current resources.)
  3. What is the potential to enhance enrollment?
  4. What are the benefits to students?
  5. Is there a market niche for this program?
  6. Is the major complementary to existing programs, i.e. to what extent does it share courses with other programs?
- b. Coordinate with departments providing supporting courses, such as:
  1. Availability of courses to non-majors

2. Effects of pre-requisites.
- c. Chain of Approval
  1. Originates in the department(s) offering the program, initiated by the Department, the CAO, or the President.
  2. Sent to the CAO's office for catalog and procedural check. (CAO's office will consult with the Registrar and other departments, as needed.)
  3. Returned to the department of origin by the CAO's office with comments and any additional information.
  4. Sent by department of origin to the Education Department if it affects any teaching majors or programs,
  5. Sent to Curriculum Committee.
  6. Sent to Faculty Senate (if approved by Curriculum Committee).
  7. Sent to the President of the College who takes it to the Board (if approved by the Faculty Senate).
  8. \*When the President or CAO has initiated such changes they are to go through all the steps for the recommendation of the faculty to the President.

### **3.13.2.2 Academic Programs – Changing or Deleting Current Programs**

- a. Chain of Approval to change or delete current academic programs is basically the same as adding a new program. Small changes to programs, etc., usually will skip Step 2 and stop with a decision by the Faculty. However, if the change is substantial, if it affects number of faculty required, or if it was initiated by the President or CAO, it is to go through all the steps.

### **3.13.3 Comprehensive Program Review**

- a. Program review refers to a comprehensive process of data collection, analysis and evaluation of academic programs. Program review may originate in requests from the Board of Directors, the President, the CAO, the Curriculum Committee or any program unit desiring review, but shall not be less than once every five years, with all programs being evenly distributed and scheduled within a five-year cycle. The purpose of program review is to promote excellence and efficiency in academic programs and to inform decisions regarding the allocation of faculty and program resources. Program review includes consultation and reporting by a faculty program review committee appointed by the CAO in consultation with the program unit under review and with faculty colleagues. Consultants from outside the Bethany community should be involved in the review process, as detailed below.
  - b. While similar in some aspects, program review is different from various outside accreditation reviews in that the focus is on the program's role and effectiveness, both programmatically and fiscally, within the mission and budget of Bethany College rather than the program's capacity to fulfill sets of standards adopted by an accrediting organization.
  - c. Issues of pedagogy present particularly difficult concerns for program review. Therefore it should be remembered that faculty evaluation and program review are separate and distinct processes. In practice the two processes should not overlap or interact. However, assessment of student learning is critical to the academic excellence of any program, and the nature and involvement of faculty in such assessment should be taken into account. Pedagogical creativity and development should also be noted, especially as it impacts on student learning.
- Board Approved 2/09*
- d. Steps in the Review
    1. The Curriculum Committee in consultation with the CAO sets priorities for the order of the reviews, and sets schedules for the reviews. The faculty shall be notified annually by the office of the CAO of all programs to be reviewed in the following academic year.

2. The CAO, in consultation with the Curriculum Committee and the program unit under review, appoints a faculty Program Review Task Force. The Task Force shall consist of two members of the department, and one other faculty member from another department. One of the two departmental members shall be elected to serve as the Chair and will bear final responsibility for the final written review.
3. The CAO will select a qualified external consultant(s) after consultation with the program unit under review and coordinates consultation interviews and meetings.
4. The Academic Program Review Report will include the following:
  - i. responses to each of the narrative items/questions presented below;
  - ii. informational data as provided by the office of the CAO, with interpretation as needed or required;
  - iii. the external consultant's report;
  - iv. findings and recommendations.
- e. Following submission of the Academic Program Review Report by the Program Review Task Force, the Curriculum Committee will develop its own recommendation(s) for consideration by the appropriate program unit, and shall forward a copy of the original Report as well as the recommendations of the Curriculum Committee within three months to the Faculty Senate, to the CAO and to the President.
- f. The results of the program review may be used (1) for the improvement of courses, majors, minors, and programs; (2) for projecting personnel, technological, and computer needs for the program; (3) for the improvement of pedagogy and techniques of assessment; and (4) for the elimination of courses, programs and personnel if this will result in better recruitment, retention, and education of students.

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- g. Content of the Program Review Report

	<b>Narrative Questions</b>	<b>Data Provided by Program or Department</b>	<b>Data Provided by CAO's Office</b>
<b>A. Program Mission and Objectives</b>	<ol style="list-style-type: none"> <li>1. Are the program goals and objectives clearly established?</li> <li>2. How does the program fit into Bethany's mission and goals?</li> <li>3. How do the goals and outcomes acquired through this program relate to identified institutional goals and outcomes for a liberally educated person?</li> <li>4. <i>Does the program enrollment stand alone or does it serve students from other disciplines?</i> [N.B. This is removed from Section C below.]</li> </ol>	<p>Mission statement of the program Goals/Objectives/Outcomes</p> <p>Number of courses that qualify for general education program</p> <p>Connection of program to Bethany College Core Experience Program</p> <p>List of all other related programs utilizing courses from this program</p> <p>Number of courses that qualify for credit in other programs</p> <p>Relation of Program to other majors, minors, etc.</p>	
<b>B. Aspects of Program Quality</b>	<ol style="list-style-type: none"> <li>1. Is the program conceptually sound and well integrated?</li> <li>2. Do individual courses relate to the purpose and objectives of the program?</li> <li>3. How does the program compare with national and regional standards for programs in this discipline?</li> <li>4. Are faculty adequately prepared in terms of expertise to fulfill program and department objectives?</li> <li>5. Do adequate facilities and equipment exist to offer the program?</li> <li>6. Describe the results of program operation. What are the program's outstanding characteristics? What are the program's weaknesses?</li> <li>7. Do students come to Bethany specifically because of this program?</li> <li>8. Do program graduates have a good placement record? What trends are suggested for the next five years?</li> <li>9. Are program graduates admitted to graduate and professional schools? Do they successfully complete their graduate education?</li> </ol>	<p>Rationale for curriculum in the program</p> <p>Curriculum map</p> <p>Faculty expertise for program</p> <p>Variety of teaching techniques utilized in classes</p> <p>Improvement in pedagogy in classroom teaching over the last 5 years</p> <p>Facilities, equipment, technology utilized for program by faculty</p> <p>Student evaluation of faculty use of technology</p> <p>Evidence of student learning (assessment)</p> <p>5-year history of assessment work in the program</p> <p>Student satisfaction with the program</p> <p>Evidence of prospective interest in the program</p> <p>Positive/Negative distinctiveness of program</p>	<p>Average ACT or SAT of entering freshman students who become declared majors</p> <p>Average GPA of entering transfer students who become declared majors</p> <p>Number of declared majors each year for the past five years</p> <p>Five year history of results of graduating student surveys/exit interviews</p> <p>Job placement records of graduated students from the last five years</p> <p>Evidence of student acceptance into graduate programs in the last five years</p> <p>Evidence of student completion of graduate programs in the last five years</p> <p>List of all students graduating in the program in the last 5 years, by year</p>

	<i>Narrative Questions</i>	<i>Data Provided by Program or Department</i>	<i>Data Provided by CAO's Office</i>
<b>C. Aspects of Program Efficiency and Viability</b>	<ol style="list-style-type: none"> <li>1. How many students are currently participating in the program?</li> <li>2. What is the current number of majors? What is the number of graduates over the last <del>ten</del> five years?</li> <li>3. What are the prospects for future enrollment in this program?</li> <li>4. How does program efficiency and cost compare with similar programs regionally and nationally?</li> <li>5. In an ideal situation, how many FTE faculty members would be desirable to staff the program? What additional expertise or preparation would be required of the faculty?</li> <li>6. What are the major costs of this program outside of personnel? What is the total cost of this program?</li> </ol>	<p>Scholarly productivity of faculty (full-time and part-time)</p> <p>External funding sought (grants) and awarded (if any)</p> <p>Administrative support staff</p> <p>Library resources</p> <p>Computer/software resources</p> <p>Average yearly cost of this program (exclusive of personnel) in the last five years</p>	<p>Average number of full-time faculty/year for the last 5 yrs.</p> <p>Average number of part time faculty per year for the last 5 yrs.</p> <p>Number of courses offered each year (excluding multiple sections of same course)</p> <p>List of courses added in the last 5 years</p> <p>List of courses deleted in the last 5 years</p> <p>Number of sabbaticals approved in the last 5 yrs.</p> <p>5 year enrollment of students in all program courses, by course</p>
<b>D. Summary Listing of Findings and Conclusion</b>	<ol style="list-style-type: none"> <li>1. What major findings and conclusions can be drawn from the review of the program?</li> </ol>		
<b>E. Recommendations for Action</b>	<ol style="list-style-type: none"> <li>1. What specific actions should be taken with regard to the program under review? Make recommendations for immediate actions and long range plans for the program.</li> </ol>		

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### 3.14 Faculty Committees

- a. Faculty committees are committees that report, either directly or indirectly, to the faculty of the college pursuant to Section 6 of the Bylaws of the Faculty Senate. Some faculty committees may also report to other committees, as appropriate or required. Unless stated otherwise, faculty representatives to faculty and institutional committees will be appointed at the first Faculty Senate meeting prior to the academic year (i.e., August faculty meeting) unless otherwise stated.
- b. A person is an ex officio member of a committee by virtue of his/her office. An ex officio member is entitled to attend all committee meetings, to vote and to receive a copy of all minutes. The President is an ex officio member of all faculty and institutional committees. Other ex officio members are designated in the description of each committee. A person is an advisory member of a committee by virtue of designation in the description of the committee in the Bethany College Handbook. An advisory member is invited to all meetings and is to review all committee materials, receive copies of committee minutes and to advise the committee with regard to the advisory member's special expertise or function. Advisory members are not allowed to vote.
- c. The chairpersons for several committees are elected from the respective memberships of those committees. For each new academic year, the chairperson from the previous year shall call each of these committees together for election of a chairperson and reorganization. Student members shall not be eligible for election as chairperson.

- d. A majority of each committee (including ex officio members) shall constitute a quorum for the transaction of business, and a majority of a quorum may act. Each faculty committee chair shall report to the faculty on the activities of the committee at least once each academic year.
- e. Faculty, administration and staff should assign responsibilities to standing committees whenever possible instead of creating additional ad hoc committees or task forces.

### **3.14.1 Curriculum Committee**

#### **3.14.1.1 Introduction**

The Curriculum Committee (CC) is a standing committee of the Faculty Senate as defined in the Faculty Senate Bylaws. Composed of regular and advisory members representing the faculty and administration, the Curriculum Committee makes recommendations "to the Faculty Senate concerning college-wide academic policies" and reviews "particular programs and courses to determine whether they meet established standards" The Constitution of the Faculty Senate and the Bylaws of the Curriculum Committee govern operation of the Curriculum Committee. The mission of the CC is not simply to consider passage of curricular and academic proposals but to insure the development of high quality undergraduate courses, programs, and academic policies that will help the College fulfill its academic mission.

#### **3.14.1.2 Bylaws**

- a. Name. The name of the body is the Curriculum Committee (CC).
- b. Affiliation. The Curriculum Committee is a standing committee of the Faculty Senate and is subject to the regulations established in the Faculty Senate Constitution.
- c. Purpose. The Curriculum Committee shall have two types of responsibilities:
  1. To make proposals to the Faculty Senate and the CAO concerning college-wide academic policies, and
  2. To review programs and courses to determine whether they meet established standards.
- b. Functions of the CC. The functions of the Curriculum Committee shall be
  1. To review existing academic programs and new academic program proposals in light of the college's mission statement.
  2. To review any academic matter, such as admission requirements, awarding of academic credit, degree and graduation requirements, standards of scholastic achievement, and rules and regulations governing faculty-student relations.
  3. To review existing courses and new courses having significant consequences that cross college lines.
  4. To recommend all credit and no-credit courses for approval.
  5. To recommend program changes, major course changes, or deletions for approval.
  6. To review the master schedule and recommend modifications as necessary.
  7. To promote and encourage academic assessment.
  8. To recommend graduation requirements and general education requirements.
  9. To encourage development of new curricula and dissemination of curricular material.
  10. To study any curricular matter it chooses.
  11. To study academic matters assigned to it by the Faculty Senate.

#### **3.14.1.3 Membership of the CC**

- a. Composition

1. Curriculum Committee Representatives (voting)
2. Faculty Representatives—Five elected from the faculty at the Spring Faculty Assembly.
3. Representative of the Education Program
- b. Advisory Members (non-voting)
  1. The CAO or appointed representative.
  2. The Registrar.
- c. Qualifications
  1. Faculty representatives will be tenured or tenure-track employees of the, excluding Faculty Senators.
- d. Terms of Office
  1. All voting representatives shall serve three one-year terms from August 1 through July 31 and may be elected or appointed to successive terms of office, not to exceed two consecutive terms. The original terms will be staggered over three years.
- e. Vacancies
  1. If a voting member of the Committee is absent from two regularly scheduled Committee meetings during an academic year and fails to provide an eligible alternate, then the Chair may declare the member's position vacant.
  2. If the position of a curriculum committee representative is declared vacant, the Faculty Senate and Curriculum Committee, as appropriate, shall hold a new election to fill the remaining term.

#### **3.14.1.4 Officers and Their Functions**

- a. Chair
  1. The Chair will be elected by the Curriculum Committee from among its voting members at the first meeting of each fiscal year and shall preside at the meetings of the Curriculum Committee, set meeting agendas, insure proper recording of the minutes of each meeting, create ad hoc and advisory committees as needed, and appoint members to ad hoc and advisory committees.
  2. In addition the chair shall serve as editor of curriculum proposals, prior to their being placed on the agenda.
  3. The Chair shall continue to serve until a new chair is elected.
  4. The Chair shall receive at least a six credit hour work load release for the academic year. The Chair must follow this policy.
- b. Vice Chair
  1. The Vice Chair will be elected by the Curriculum Committee from among its voting members at the first meeting of each fiscal year.
  2. The Vice Chair shall perform all of the duties of the Chair in the absence of the Chair and shall assume other duties at the request of the Chair.
- c. Recorder
  1. The Recorder, who need not be a member of the Curriculum Committee, will be appointed by the Chair from the faculty or staff of the College.
  2. If the Recorder is not a member of the Curriculum Committee, he/she shall not have voting privileges.
  3. The Recorder shall prepare meeting agendas, keep the minutes for all meetings, and notify the members of all meetings.
- d. Parliamentarian

1. The Parliamentarian, who need not be a member of the Curriculum Committee, will be appointed by the Chair.
2. If the Parliamentarian is not a member of the Curriculum Committee, he/she shall not have voting privileges.
3. The Parliamentarian shall insure that meetings are conducted according to standard parliamentary procedure.

### **3.14.1.5 Elections**

- a. Representatives to the Curriculum Committee will be elected from the faculty at large at the Spring Faculty Assembly as scheduled by the Faculty Senate.
- b. Subcommittees
- c. The Chair of the Curriculum Committee may create other subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

### **3.14.1.6 Meetings and Rules of Procedure for the CC and Subcommittees**

- a. Regular meetings of the Curriculum Committee shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the CC. The Faculty Senate meeting schedule should be taken into consideration for their agenda timing. Special meetings of the Curriculum Committee may be called at the discretion of the Chair.
- b. Meetings and agendas of the subcommittees shall be arranged by their respective chairs. The subcommittee chair shall notify members of the subcommittee of meetings and agendas.
- c. The agenda for each Curriculum Committee meeting shall be prepared by the Chair and the Recorder. Agenda items must be submitted to the Chair according to the schedule established by the Chair.
- d. The CC agenda shall be distributed to the members of the committee and the faculty as a whole at least seven days prior to the meeting. For consent and action items, appropriate information shall be distributed with the agenda. All materials shall be made available by email and on the on the CC website when it is operational.
- e. A quorum shall consist of a simple majority of four of the six voting members of the Curriculum Committee.
- f. Modern Rules of Order or Robert's Rules of Order shall be the parliamentary authority of the Curriculum Committee and its subcommittees. The CC will adopt one of these at their first meeting. Modern Rules of Order or Robert's Rules of Order and training shall be provided to CC members.
- g. All meetings of the CC shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the CC at the discretion of the chair. The Chair shall provide a public input session at the beginning of each meeting.
- h. The procedures for proposal routing and formats, types and formats of agenda items, deadlines, and other procedures not specified herein but deemed necessary for carrying out the mission of the CC as defined in these Bylaws shall be governed by the CC Guidelines, which shall be emailed to the faculty and posted on the CC website when it is operational.
- i. Changes to the Bylaws of the CC require a 2/3 majority vote of the Curriculum Committee and the Faculty Senate. Changes to the Guidelines, proposals formats, forms, and operation procedures require a 2/3 majority vote of the Curriculum Committee.

### **3.14.2 Faculty Development Committee**

- a. The Faculty Development Committee promotes increased teaching competency and stimulates the personal and professional growth of individual faculty members.
- b. The Faculty Development Committee is composed of four members appointed from across the disciplines. The existing membership of the Faculty Development Committee shall submit to the

Faculty Senate a list of nominees to replace the outgoing member of the Faculty Development Committee. The Faculty Senate will then appoint one of the nominees to the Faculty Development Committee, with the appointment effective immediately, or on the date specified in the nomination. To give continuity to the work of the committee, each member serves a three-year staggered term. No more than two members shall be appointed in any one year.

### **3.14.3 Bethany College Core Experience Advisory Committee**

- a. To monitor the Bethany College Core Experience Program by shaping and articulating the views on Bethany College Core Experience and by proposing changes to the Bethany College Core Experience program. These may include such topics as overall structure, objectives, assessment plan, curriculum, course scheduling, and staffing.
- b. The Bethany College Core Experience Committee is a sub-committee of the Curriculum Committee. It collects input from all departments. It recommends action directly to the Curriculum Committee.
- c. Two members will be appointed by the Chair of the Curriculum Committee for a one year term. A third faculty member, who will head the committee and provide it continuity, shall be appointed by the Chair of the Curriculum Committee for a three-year term, and shall be given release time of one course per year. One of the three members appointed by the Chair of the Curriculum Committee must be a member of the Curriculum Committee as well. One student member shall be appointed annually by the SGA.

### **3.14.4 Interterm Committee**

The Interterm Committee is responsible for proposing an Interterm theme (subject to faculty approval) and developing a theme-related program.

The Committee will be comprised of the following members:

- a. Two faculty members appointed by the Curriculum Committee at the February Curriculum Committee meeting to serve 2 year rotating terms (i.e. Each year the Faculty will elect one new member.)
- b. Chairperson to be elected by the committee from its membership
- c. Two students serving for two year terms (with one selected each year) selected by the Interterm Committee on the basis of advice from the faculty, from current student members of the committee, and from Student Congress. The student term will begin in April to coincide with the decision cycle of the committee.
- d. One ex officio member: the CAO

### **3.14.5 Academic Dispute Committee**

The Academic Dispute Committee is convened by the CAO when a student submits a written letter concerning a conflict which affects his or her educational interests, and which could not be resolved through informal discussions with the professor and/or department chair.

The committee will be comprised of the following members

- a. Two (2) faculty members appointed by the CAO from a randomly generated list of names of full-time faculty.
- b. One student appointed by the CAO.
- c. All members of the committee will be expected to disclose any possible conflict of interests and to recuse themselves if necessary.

The Committee shall have the following responsibilities:

- a. The Committee at its first meeting shall elect from its membership a chair person and a recorder. The Chairperson is responsible for producing a final decision of the committee.

- b. The Committee shall interview the student, who may be represented by anyone except legal counsel. The student has the right to invite any observer to the proceeding.
- c. The Committee is obliged to solicit testimonies from all involved parties, though no party is required to render such evidence. All parties have the right to question witnesses.
- d. The burden of proof rests on the student to establish bias, arbitrariness or capriciousness, illegality, error, or policy violation.
- e. A written record will be kept of all proceedings of the committee.
- f. A written decision should be submitted within 5 days of the conclusion of the work of the committee, which should only rarely take more than 3-4 weeks to complete.
- g. A copy of the written decision should be provided to the student. The original signed version of the decision, along with all notes of all proceedings, should be submitted to the CAO.

### 3.14.6 Honorary Degrees and Procedures

- 1. The Faculty Senate, in concert with the President and the CAO, shall serve as a committee to screen and propose candidates for honorary doctorate degrees.
- 2. The Faculty approve candidate degrees, both earned and honorary.

Candidates are recommended by the Faculty Senate and President to the Board for authorization for the granting of honorary degrees.

Honorary degrees are normally awarded at a major convocation or commencement and it is expected that the recipient must be present

Honorary degrees are given to those who have distinguished records of achievement over time which have had a national or international impact or reputation, which are in harmony with the mission and goals of Bethany College and in academic areas in which the College offers programs or courses. Honorary degrees are offered in light of one or more of the following achievements: (1) Service to Bethany College – representing significant contributions to support and advance the aims, ideals, and work of Bethany College; (2) Service to the Church – representing significant contributions to the work of the Church locally, nationally or world-wide; and (3) Service to Society – representing significant contributions to society through the professions they represent.

Honorary degrees offered by Bethany College include the following:

- a. Doctor of Divinity (D.D.) – Conferred in recognition of important contributions and service rendered to the church in parochial, denominational, or ecumenical areas, or of significant contribution to theological learning or research.
  - b. Doctor of Humane Letters (L.H.D.) – Conferred in recognition of one who embodies the spirit and ideals of the humanities, and who has made important contributions either within the field itself or in ways that the humanities might be advanced.
  - c. Doctor of Letters (Litt.D.) – Conferred in recognition of achievement in the field of letters, as author, critic, or interpreter of literature, or for support to advance the field.
  - d. Doctor of Science (Sc.D.) – Conferred in recognition of creativity and service in the field of natural science, both in its theoretical and applied aspects.
- a. Doctor of Laws (LL.D.) – Conferred in recognition of distinguished service to society in such areas as government, education, administration, or the professions.

### 3.14.7 Faculty Representative to the Board of Directors

- a. Faculty representation on the Board of Directors was adopted by the Board October 1994. Board membership will include one faculty representative serving a three-year term, having full Board membership and voting privileges, but with the following exceptions. The Faculty Representative shall not be eligible for election as an officer or a committee chairperson and shall not attend executive sessions of the Board of Directors.

- b. The faculty, at its last meeting of the academic year as needed, shall elect one member from among the tenured faculty, to serve the three-year term so designated as the faculty membership on the Board of Directors. The faculty member elected shall be limited to no more than one consecutive term as Board of Directors member.
- c. This election shall be conducted with a nominating ballot consisting of the names of all tenured faculty members with each full-time teaching faculty voting for one faculty member to be nominated. The two members receiving the highest number of nomination votes will appear on the subsequent ballot. The faculty member receiving a majority of the votes on a subsequent ballot(s) will be selected to serve as the Board of Directors member.
- d. Faculty representatives to the various committees of the Board of Directors shall be elected by the Faculty Senate.

### 3.14.8 Governance of the Teacher Education Program

The Education Department consists of the regular teachers who teach the Education courses and one regular teacher from each academic department having one or more secondary teaching majors. The selections of the regular faculty members representing each of the secondary teaching fields and is the responsibility of the academic department in consultation with the Chairperson of the Education Department and is subject to approval by the CAO.

The Education Department is responsible for:

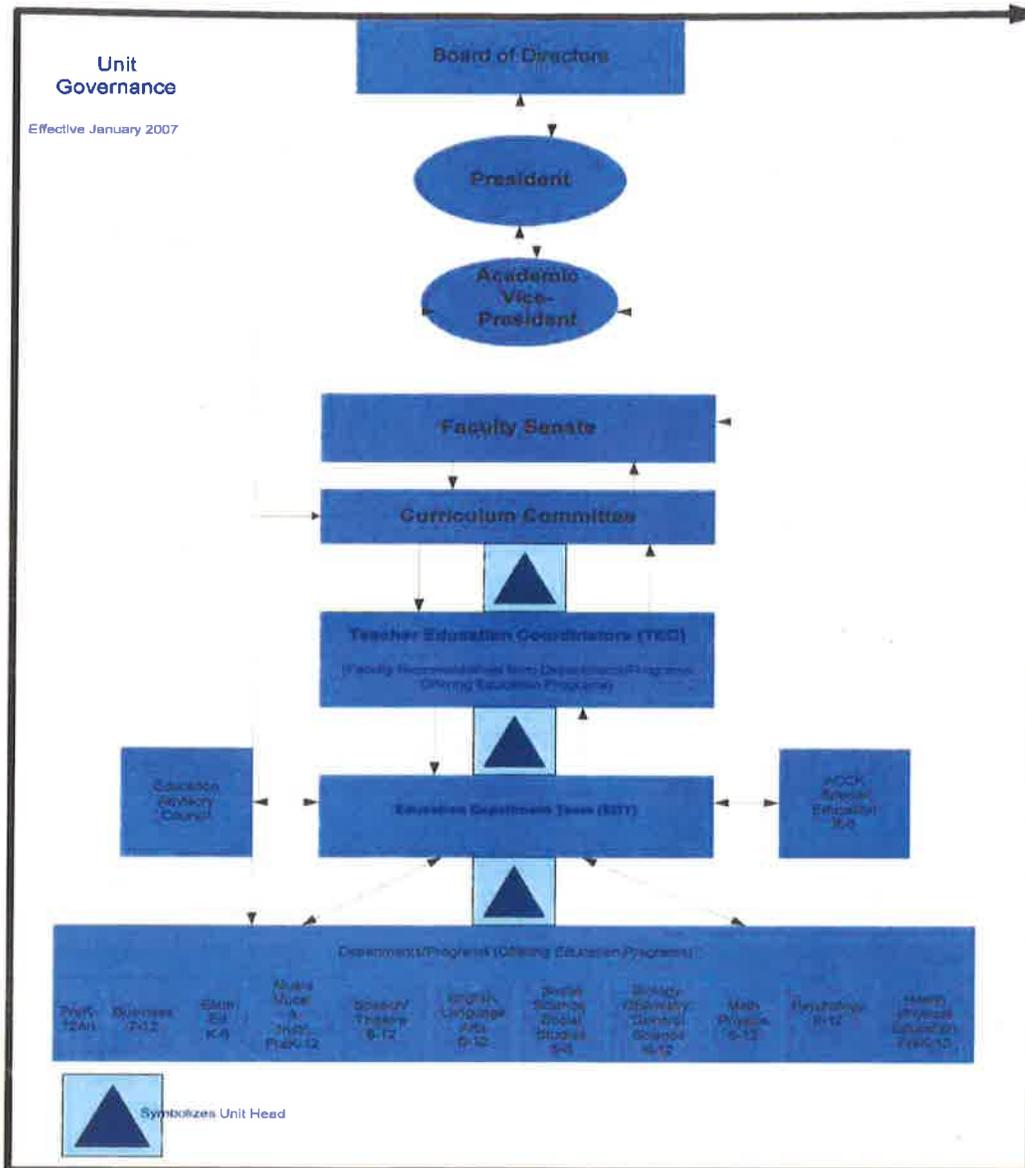
- a. Recommending curricular programs and academic policies governing program design, implementation, evaluation and modification of the Teacher Education Program to the appropriate Academic Department for action and subsequent consideration by the Curriculum Committee, the Faculty Senate, and the Board of Directors.
- b. Setting the admission standards and policies governing students' entrance and continuance in programs leading to teacher certification
- c. Licensure of Bethany program completers.

The Education Department Chairperson is appointed by the President from the full-time staff of the Education Department every three years.

The Education Department Chairperson is responsible for the overall administration of the Teacher Education Program and the implementation of stated policies in regard to that program. As such, the responsibilities of the Chairperson of the Education Department are:

- a. Monitor the Kansas State Department of Education and other accrediting agencies for changes in standards and regulations and initiate appropriate study forums to consider changes in programs.
- b. Prepare the agendas for the Teacher Education Coordinators (TEC) and conduct same.
- c. Report recommendations for changes in curricular programs, policies, and staffing to the appropriate Academic Department Chairperson for inclusion in the monthly agenda of that Department and to the Curriculum Committee.
- d. Develop the annual Education Department Budget in consultation with the members of the Education Department Team (EDT) and recommend the same to the CAO. Upon adoption approve expenditures against the departmental budget.
- e. Serve as the designated institutional representative to state and national education associations to which the College belongs (Unit Head, NCATE, KAPCOTE, KACTE)..
- f. Work with the College's designated licensure Officer to represent the College at State Departments of Education meetings.
- g. Serve as a member ex-officio of the Curriculum Committee of the College.
- h. Arrange for contracts for the placement of student teachers with Unified School Districts.
- i. Monitors the supervision of all Bethany student teachers.
- j. Hire, supervise and evaluate adjunct and office personnel.

Teacher Education Program Organizational Chart



## **3.15 Guidelines of the Bethany College Curriculum Committee**

### **3.15.1 Introduction**

The Curriculum Committee (CC) is a standing committee of the Faculty Senate. Composed of regular and advisory members representing the faculty and administration, the Curriculum Committee makes recommendations "to the Faculty Senate and the CAO concerning college-wide academic policies" and reviews "particular programs and courses to determine whether they meet established standards". Specific functions of the Curriculum Committee are covered under CC Bylaws Section IV. The Constitution of the Faculty Senate and the Bylaws of the Curriculum Committee govern operation of the Curriculum Committee. The mission of the CC is not simply to consider passage of curricular and academic proposals but to insure the development of high quality courses, programs, and academic policies that will help the College fulfill its academic mission.

As part of that, the CC operates under the general idea that the consideration and facilitation of proposals, and the implementation of academic courses, programs, and policies is its overriding concern.

### **3.15.2 Navigating the Curriculum Committee**

These Guidelines are intended to help proponents navigate the CC. Passed and approved by the CC, the Guidelines establish the basic rules for proposal routing and formatting, as well as the other minutia of the committee. It may seem like a laborious process, but while it takes a few months because of meeting schedules it should not be all that difficult.

Keep in mind that the CC exists to guide, advise, and recommend to the Faculty Senate and the CAO "college-wide academic policies" and in "particular programs and courses to determine whether they meet established standards," as per the College Charter. That means that the proponent will have to do the majority of the work—and in some cases a great deal of work—to bring a new course to final fruition. It may be helpful to think of the process in terms of a grant application. That is, for any new policy, new course, or revision of a course, proponents should think in terms of how to justify that proposal to the College-wide community that is represented by the CC and the Senate. So, particular care must be taken to get the process right and to present a proposal case in the best way possible. Additionally, CC documents become part of the permanent record of the College, so proponents should take great care in their preparation.

### **3.15.3 General Guidelines for Meetings and Proposals**

The Curriculum Committee is governed by its Bylaws as approved by this Committee and the Faculty Senate.

Meetings of the CC shall occur at a place and time agreed upon by the Committee at its initial August meeting and will be published on the CC website, itself available from the Faculty Senate website (at Bethany's LMS site/My Groups/Curriculum Committee). Regular meetings will occur two weeks and two days prior to the meeting of the Faculty Senate.

The chair of the Curriculum Committee will develop the agenda for the meeting, based on faculty input and in consultation with the CAO. Items for inclusion on the Curriculum Committee agenda must be submitted to the Curriculum Committee chair 10 days before the meeting in order that they may be circulated among all faculty members 7 days before the meeting.

Programs with items on the Consent Agenda need not be represented at the Curriculum Committee meeting. However, if an item is moved from the consent agenda to the action agenda and the affected program is not represented, that item may be postponed until the next meeting of the Curriculum Committee.

It is the responsibility of the program with an item on the Action Agenda of the Curriculum Committee to insure that a knowledgeable representative—in general the proponent or the head of the program—is present at the CC meeting when the agenda item is being considered.

The proposal submission schedule for the CC will be published and updated on the CC website.

Appeals

Any action item that the Curriculum Committee rejects shall be returned to the proponent and program, accompanied by a written rationale for the rejection. The proponent shall have the opportunity to revise the proposal and resubmit it to the same committee. If the proposal is rejected a second time, the program shall have the right to appeal its case to the Faculty Senate by submitting the proposal to the Chair of the Faculty Senate to be placed as an action item on the Senate agenda.

The Curriculum Committee does not permit distribution of significantly revised proposals during the course of a meeting. If a proponent must make substantive revisions to a proposal that is scheduled for consideration at a Curriculum Committee meeting, the proponent is advised to withdraw the proposal and resubmit it for a future CC meeting.

The proponent and program shall be responsible for ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the CC. Proposals that require substantial editing may be returned to the proponent at the discretion of the CC chair.

### **3.15.3.1 Taking a Proposal Through**

All proposals should first be considered by the program or department which the proposed change will affect. The proposal should be approved by the program or department before coming to the Curriculum Committee. If an individual faculty member wishes to forward a proposal for change that has been rejected by the proposer's program or department, both the program and the faculty member making the proposal should be present to answer questions at the Curriculum Committee meeting when the proposal will be considered.

Having been considered by the program or department, a proposal is then forwarded to the curriculum committee no later than ten (10) days before the Curriculum Committee meeting at which the proposal is to be considered.

An important consideration for getting a proposal through the CC is determination of the type of item represented by the proposal. First, determine if the proposal is an Information Item, Consent Item, or Action Item. The various proposals fall under the following categories:

- Information Items (no vote required)
  - Proposals to offer courses on a one-time only basis
- Consent Items (vote required)
  - change course numbers
  - change course titles
  - change a course prefix (subject area)
  - change course prerequisites/co-requisites/special requirements
  - change catalog course descriptions (as long as course content is not changed)
  - suspend courses
  - reactivate courses
  - cross-list courses
  - change program (major, minor, certificate) titles
- Action Items (vote required)
  - change course credit hours
  - create new courses
  - create concurrent courses (courses taught at H.S. for Bethany College credit)
  - delete courses
  - re-offer "one-time-only" courses
  - suspend programs

- delete programs
- reactivate programs
- revise programs
- create new certificate programs
- create new minors
- create new degree programs and majors
- create academic policies and regulations
- revise academic policies and regulations

Proposals to the committee must be submitted in the format appropriate for the proposal. Informational, Consent, and Action forms have been developed and are available on the CC Website, on the FacWorks Drive and in the Public Outlook Folders. In addition, each faculty member will receive a copy of the approved forms at the beginning of each academic year.

These proposals formats are the **required** formats for getting a proposal through the Curriculum Committee and on to final approval. Use of the wrong form will result in the proposal being returned to the proponent for reworking and resubmission.

Actions flow from the program or department, to the Teacher Education Coordinators as appropriate, and to the CC. If the TEC objects to the proposal, a representative should be present when the proposal is heard by the CC. It is recommended that the TEC's approval be obtained before it is submitted to the CC, so that disputes can be resolved early in the process. CC actions will flow to the FS President for review. The FS President and the Chair of the CC will work together to determine if any consent or action items need to be addressed by the Faculty Senate. The FS President and the Chair of the CC will forward the CC actions to the CAO if consent or action is not required by the FS.

### **3.15.3.2 Proposal Formats**

All proposals must use the approved forms. Incomplete proposals and proposals that do not follow the designated format will be sent back to the sponsoring unit.

All items in a proposal form must be included in a completed proposal; if a particular item is not applicable to the proposal, the item should still be included with the notation "not applicable." Additional outline levels or items should not be added to a proposal.

In completing a proposal, use of the first person should be avoided. Underlining, boldface, spacing and other formatting should be used to make the proposal easy to read. Syllabi must follow the format of the previously adopted "Syllabus Standard."

### **3.15.3.3 Proposal Routing**

Curricular proposals, (e.g., proposals for new courses, new programs, or new majors) may originate with an individual faculty member, or with an existing program or department. Curricular policy proposals (e.g., proposals to change the academic calendar, proposals on academic honesty, proposals on graduation, etc.) may originate from a number of college units, including departments and programs, the Office of the Registrar, and the Office of the CAO, the Faculty Senate, the Teacher Education Coordinators, or the Committee itself.

As a rule, curricular proposals from programs or departments shall be routed through committees as specified in the Curriculum Committee Guidelines.

Depending on the type of proposal, then, here are the routing guidelines for proposals, which takes into account not just the CC but also to any related sub-committees

All proposals are posted to the CC web site at least seven days prior to the CC meeting at which they will be considered. A discussion forum is opened for each of the proposals. The members of the CC are responsible for reading the comments prior to the meeting of the CC. The chair will have copies of the comments available at the CC meeting. Faculty comments are part of the information to be considered at

the CC meeting regarding any proposals brought forward for consideration. However, faculty should be aware that their presence at the meeting will allow them to comment further on the proposals. If a program representative, TEC representative or Gen Ed task force representative is not present at a CC meeting at which a proposal which has been submitted to them for consideration, the CC will presume that there is no objection to the proposal.

#### 1. Existing Courses

##### 1. General Guidelines

- i. Changes to existing courses begin with the proponent, move through the program, after which the proponent forwards the proposal to the CC.

##### 2. Proposals with Teacher Education (TE) Component

- i. The Teacher Education Coordinators forward their comments on the proposal to the CC.
- ii. The Teacher Education Coordinators forward their comments and has a representative present at the meeting.

##### 3. Proposals with a Bethany College Core Experience Component

- i. Existing courses begin with the proponent, move through the program, and are forwarded to the CC and the Bethany College Core Experience task force for comment.
- ii. The Bethany College Core Experience task force forwards its comments to the CC, and has a representative present at the meeting.

#### 2. New Courses

##### 1. General Guidelines

- i. In general new courses move through the process in much the same way as existing courses.
- ii. New courses begin with the proponent, move through the program, after which the proponent forwards the proposal to the CC.

##### 2. Proposals with a Teacher Education Component

- i. New courses with a Teacher Education component begin with the proponent, move through the program, and are forwarded to the CC and Teacher Education Coordinators.
- ii. The Teacher Education Coordinators forward their comments to the CC, and have a representative at the meeting.

##### 3. Proposals with a Gen Ed Component

- i. Adding an existing course to the Bethany College Core Experience program of the college begins with the program and goes directly to the Bethany College Core Experience task force. The Bethany College Core Experience task force forwards a list of courses approved for Bethany College Core Experience twice a year, in the Fall and Winter terms.

##### 4. Proposals to create a new Major, Program, or to suspend, delete or reactivate the same.

- i. In general, all such proposals follow the same route as a proposal for a new course, for deleting a course, for reactivating a course. All proposals originate with the department or program and are submitted to the CC by the proponent. Majors or programs that have a connection to the Teacher Education program must be submitted to the CC and the Teacher Education Coordinators.
- ii. The Teacher Education Coordinators forward their comments to the CC, and have a representative at the meeting.

Any proposal that is amended at a Curriculum Committee meeting and subsequently approved must have a corrected copy submitted by the proponent to the Chair of the Curriculum Committee within one week following the meeting. The Committee is responsible for overseeing submission of accurate copies of proposals to the Faculty Senate, the CAO and the registrar.

### **3.15.3.4 Then What?**

CC-approved proposals are forwarded by the CC Chair to the Faculty Senate President for review. The Faculty Senate President and the Chair of the Curriculum Committee will work together to determine if any consent or action items need to be addressed by the Faculty Senate. If no consent or action is required by the Faculty Senate, the FS President and CC Chair will forward the CC actions to the CAO, the Registrar, the College President, and the Board of Directors for final consideration.

### 3.16 Student Responsibilities

#### 3.16.1 Student Leave of Absence Policy

- a. See the current Bethany College Academic Catalog for Student Leave of Absence Policy

#### 3.16.2 Scholarships and Awards

- a. See the current Bethany College Academic Catalog for a listing of scholarships and awards available to students through Bethany College.

#### 3.16.3 Student Records Privacy: Policy and Procedure

- a. Bethany College is committed to affording all of its students their full rights as required by The Family Educational Rights and Privacy Act (FERPA) which imposed obligations upon all colleges regarding the maintenance, confidentiality and disclosure of students' educational records. Questions regarding Bethany College's policy should be directed to the offices of the CAO, Student Development, or Enrollment Service.
- b. Definitions:
  1. **Consent:** Consent shall be in writing and shall be signed and dated by the student giving consent. It shall include (a) specification of records to be released, (b) purposes for the release, and (c) parties or class of parties to whom such records may be released.
  2. **Custodians:** Custodians are heads of an academic or administrative office responsible for maintaining educational records. At Bethany College, the following offices maintain educational records:
    - i. Enrollment Services: Nature of records—The official academic permanent record is maintained in this office. Grades and information pertaining to academic performance are maintained. Files also include transcripts, test scores and other information provided by the student as part of the enrollment process.
    - ii. Admission: Nature of records--Files include transcripts, letters of recommendation, test scores and other information provided by prospective students as a part of the enrollment process.
    - iii. Financial Aid: Nature of records—A record system is maintained which contains information pertinent to each current student who has applied for, or received any assistance, award and/or part-time campus employment. Financial records of students' parent(s) submitted as a part of the financial aid process are not open to student access.
    - iv. Career Services: Nature of records—Records generally consist of the employment-related information as supplied by the student and other information requested by employers in connection with placement. Credential files and letters of reference are maintained at the request of the student.
    - v. Accounting Office: Nature of records—Information is maintained on the payment of tuition and fees and related incidental fees or fines. Information is also maintained on student employees as pertains to positions held on campus.
    - vi. Student Development: Nature of records—Information maintained includes all housing contracts, individual client counseling records, members and officers of all student organizations, disciplinary records, parking permits and fines, and individual student records consisting of personal correspondence with the student, notifications of honors, awards or appointments, and letters of reference written by the staff of this office at the student's request. Directory information is also maintained by this office on each individual student.
  3. **Directory Information:** That information about a student which a college can use for publicity and other purposes without written consent of the student: name, current address and telephone number, permanent address, date and place of birth, gender, level and school, major field of study, faculty advisor, dates of attendance, previous institutions attended, degrees, honors and awards received, past and present participation in officially recognized activities and sports,

height and weight of members of athletic teams, and name(s) and address(es) of the student's parent(s) or guardian(s).

4. **Educational Records:** Those records which directly relate to a student and which are maintained by Bethany College or by a party acting for Bethany College. Excluded from the category of "educational records" and to which the law does not guarantee the right of student access are the following: (1) Records created by an individual faculty or staff member which are in the sole possession of the maker and are not revealed to any other individual; (2) medical and psychological records which are maintained only in connection with provision of treatment to the student and which are not available to persons other than those providing treatment except that such records may be personally reviewed by a physician or other appropriate professional of the student's choice and with the student's consent; (3) financial information provided by the student's parent(s) or guardian(s); (4) confidential letters of recommendation respecting admission or honorary recognition; (5) employment records of any person if maintained in the normal course of business and used only for the purposes related to the employment, except for records related to student hourly employment; and (6) records which contain only information relating to a person after that person was no longer a student at Bethany College, e.g. alumni records.

### 3.16.4 Academic Dispute Resolution: Policies and Procedures

- a. **Introduction and Purpose:** Bethany College is a four-year liberal arts college of the Evangelical Lutheran Church in America which is dedicated to the liberal education of its students for the well-being of the individual and the welfare of society. In order to promote a spirit of intellectual inquiry and integrity, the College has the responsibility to provide an explicit statement of the rights and responsibilities of both students and faculty, as well as procedures for resolving academic disputes which might affect a student's educational interests or compromise the intellectual integrity and judgment of faculty members.
- b. We recognize that a student may be reluctant to approach a faculty member or academic administrator for the purpose of questioning the appropriateness or validity of a decision, action or judgment which affects the student's educational interests. Faculty members and administrators should be prepared and be willing to assist students in understanding their rights and responsibilities, and the processes which have been developed to protect their rights.
- c. **Student Academic Rights and Responsibilities:** The following fundamental academic rights and responsibilities of students are recognized at Bethany College: Student Academic Rights. Students should be:
  1. Free to take reasoned exception to data, interpretations or views offered in the classroom or other academic settings;
  2. Clearly informed at the beginning of each term of the factors used in the evaluation of their performance and the weighting of these factors;
  3. Able to judge their progress through the return of evaluated material at reasonable intervals; and
  4. Permitted to review and copy their own educational records and to question misleading or inaccurate material and information contained in such records
- d. **Student Academic Responsibilities.** Students are expected to:
  1. Maintain standards of academic performance established by the college and for each course in which they are enrolled;
  2. Honor commonly-accepted standards of academic ethics--based upon the recognition that plagiarism, cheating or other forms of academic dishonesty subject the student to disciplinary action;
  3. Assume primary responsibility for decisions related to earning and completing the baccalaureate degree, including the selection of a major, selecting and scheduling courses which satisfy general education requirements and specific course requirements for the majors, and the quality of work accomplished;

4. Act as a responsible member of the campus community.
- e. A student is entitled to seek review of an academic decision, judgment or action which affects or might affect the student's educational interests.
- f. Bethany College recognizes the rights and responsibilities of its faculty members and academic administrators to make decisions which affect students' educational interests, both collective and individual. Decisions made by faculty members must be placed within the context of principles of academic freedom, tenure and scholastic judgment. Faculty members are uniquely qualified to judge matters of scholarship, as each must distinctively shape the classroom experience in terms of educational objectives, course content and pedagogical techniques. Scholastic evaluations are left to the professional judgment of professors, so long as the evaluation is not biased, arbitrary or capricious, unlawful, erroneous or contrary to college policy.
- g. **Examples of Academic Decisions Subject to this Policy:** There are two categories of academic decisions which fall within the coverage of this policy: scholastic judgments and disciplinary decisions. Scholastic judgments are those matters which involve academic standards resting upon the subjective judgment of professional educators. Disciplinary decisions are those matters which involve violations of academic policies, procedures or other rules of conduct unrelated to academic achievement.
- h. **Examples of Scholastic Judgments**
  1. A grade, whether for a test, a quiz, a presentation, a paper, or a course;
  2. Teacher education evaluations; and
  3. Other academic evaluations, such as a critique.
- i. **Examples of Disciplinary Decisions**
  1. Faculty withdrawal of a student from class, and
  2. Disciplinary measures for any form of academic dishonesty, cheating or plagiarism.
  3. Some actions involve both scholastic judgments and disciplinary decisions, such as:
  4. A decision to place the student on academic probation or suspension, or to dismiss the student for academic reasons;
  5. Denial of entrance into or withdrawal from any major or pre-professional program; and
  6. Non-conferral of the baccalaureate degree.
- j. These procedures do not apply to issues related to privacy of student records, or to student employment, or to restructuring, withdrawal or denial of financial aid for any reason, or to disciplinary action arising from social misconduct. Nor does this policy address the matter of appeals from decisions which place a student on academic probations or which suspend or dismiss the student from Bethany College. Other review procedures have been developed for addressing such matters. The Catalog and Student Handbook should be consulted for references to these other review procedures.

### **3.16.5 Procedures for Seeking Review of an Academic Decision**

- a. A student seeking review of an academic decision which affects his or her educational interests is required first to seek informal resolution of the matter through regular administrative channels. A student wishing reversal or modification of an academic decision by a faculty member should consult first with the faculty member, and then with the head of the faculty member's department.
- b. It is recognized that in some instances, the student may find a direct informal approach difficult. If so, the student is encouraged to enlist the support of an on-campus advocate, whether another student or faculty member. Administrators may be consulted by the student to determine the nature and range of his or her rights and responsibilities, but may not take part in any informal resolution of the dispute.

- c. In the event that informal meetings do not result in a satisfactory resolution, the student's request for impartial review shall be referred to an ad hoc Academic Review Committee appointed by the CAO. A written request for this review must be submitted to the CAO; the request shall include a statement which explains the basis for the request.
- d. The Academic Review committee shall consist of three (3) disinterested individuals: two faculty members and a student. The term "disinterested" specifically means that none of the members of the committee shall be personally acquainted with the student initiating the academic dispute. Faculty members assigned to the committee should represent academic areas removed from the situation of the conflict. At its first meeting, the Committee shall elect from its membership a chairperson and a recorder.
- e. All involved parties (student and faculty member) shall be entitled to make a presentation and to submit germane written or testimonial evidence to the Committee. The student may be represented by a non-attorney or on-campus advocate, and is entitled to invite any observer to the proceeding. Other individuals may be called by the Committee to make statements or to offer evidence which are germane to the issue. All involved parties have the right to question witnesses, and the right to be present for all sessions of the committee hearing, though that right may be waived.
- f. The Academic Review Committee shall conduct its inquiry according to the following standards of review: In matters of scholastic judgment, the scope of the Committee's inquiry shall be limited to determining whether the faculty member's decision was biased, arbitrary or capricious, unlawful, erroneous, or contrary to institutional policy. In such instances, the Committee shall be restrained from questioning or reversing sound, professional evaluations based upon the individual faculty member's subjective judgment. The burden shall be on the student to establish bias, arbitrariness or capriciousness, illegality, error, or a policy violation.
- g. Proceedings will normally be conducted on an informal basis, but the Committee may determine that a case requires more formal procedures. A written record of all proceedings whether formal or informal, conducted by the Committee shall be maintained and shall be available for inspection at all subsequent stages of this review process.
- h. If the student remains dissatisfied by the decision of the Academic Review Committee, she or he may seek a review of that decision by the CAO. A written request for this review must be submitted to the CAO; the request shall include a statement which explains the basis for the request. The CAO shall have the authority to reverse or modify the decision in question. The CAO shall inform the student in writing of his or her decision. The decision of the CAO shall be final.
- i. It is expected that all informal and formal review stages shall be initiated by the student and administratively concluded within four or five weeks after the Academic Dispute Committee begins its work.
- j. No student, faculty member or administrator shall be subjected to any form of harassment as a result of utilizing or assisting others in utilizing these review procedures.

### 3.16.6 Academic Honesty

- a. Students of Bethany College, as members of an academic community dedicated to the achievement of excellence, are expected to meet the highest possible standards of personal, ethical, and moral conduct. The discovery, advancement, and communication of knowledge are best achieved through commitment to these standards. Furthermore, without the trust that these standards are observed, an academic community cannot exist. The principle of academic honesty, therefore, applies to the integrity of every project, presentation, examination, or assignment presented by every student, and any departure from high standards of personal, ethical, and moral conduct shall be considered as academic dishonesty.
- b. Examples of academic dishonesty include, but are not limited to:
  - 1. Plagiarism (see definition below);
  - 2. Submission of work that is not the student's own, but is the work of another person;
  - 3. Submission or use of falsified data;

4. Theft of or unauthorized access to an examination;
  5. Use of alternate, stand-in, or proxy during an examination;
  6. Use of unauthorized material, including books, notes, computer programs, or any electronic device in the preparation of an assignment or during an examination;
  7. Supplying or communicating any unauthorized information to another student in preparation of an assignment or during an examination;
  8. Collaboration in the process of an assignment unless specifically permitted or required by the instructor;
  9. Submission of the same work for credit in two courses without prior approval of all instructors involved.
- c. Plagiarism is defined as the wrongful act of theft of the research, work, and/or intellectual or creative product of another person by presenting that other person's intellectual or creative product as one's own. In an institution of higher learning, plagiarism includes the presentation, without proper attribution, of intellectual work of some person other than the student who expects to receive credit for the work. "Intellectual work" is defined as ideas, writings, analysis, conclusions, discoveries, compilation of facts, opinions, compilation of data, interpretations, phrasing, and/or words.

#### **3.16.6.1 Responsibilities under this policy**

- a. All syllabi must have a clear statement defining plagiarism in a manner consistent with this policy and other forms of academic dishonesty, as well as warnings about repercussions that may occur for violations of this policy, including dismissal from the College.
- b. Each faculty member has responsibility to explain what is considered plagiarism or academic dishonesty in the discipline and to clarify what constitutes legitimate collaboration for the course.
- c. Every student has responsibility to comply with this policy. Compliance includes honest and truthful participation in any academic disciplinary proceedings held under this policy. A student's failure to cooperate with the academic disciplinary procedure may lead to separate disciplinary action, up to and including suspension or expulsion.

#### **3.16.6.2 Disciplinary procedures for academic dishonesty**

- a. When academic dishonesty is suspected, three courses of action are possible.
  1. Upon investigation, the professor determines there was a misunderstanding or an honest error occurred and there was no overt act to commit academic dishonesty or intellectual fraud. In this circumstance, the situation is left to the instructor and the student to resolve in an appropriate manner.
  2. If it is determined that an act of academic dishonesty occurred, the instructor and student may reach an agreement appropriate for the offense. A form (Academic Dishonesty and Resolution Form) acknowledging the act of dishonesty and indicating the agreed upon resolution, signed by both the instructor and the student, is sent to the Registrar and CAO. The form shall be entered into the student's academic file.
  3. If the student and the instructor cannot reach an agreement for an appropriate penalty, or the student disputes the accusation of academic dishonesty, the instructor shall report the incident using the Incident of Academic Dishonesty Form to the office of the Registrar, who serves as chair of the Academic Dishonesty Hearing Committee, and the process proceeds as outlined below.
- b. The Registrar shall notify the student of the report in writing and the specific charge against the student within 10 days after having received the charge, unless unusual or complex circumstances exist. Further, the Registrar shall inform the student that the student shall be considered on academic honesty probation unless within 10 days after meeting with the Registrar the student requests a hearing before the Academic Dishonesty Hearing Committee. Unless

- there are extenuating circumstances, this hearing will be held within 30 days of receipt of the request for a hearing by the Registrar.
- c. The Registrar shall inform the student how to request a hearing before the Academic Dishonesty Hearing Committee under this policy and notify the student.
  - d. Every student accused of academic dishonesty is entitled to a hearing of the charges against himself or herself provided he or she requests such a hearing in accordance with the above procedure. Furthermore, the college must be diligent in its commitment to academic integrity. For these reasons, a hearing of the Academic Dishonesty Hearing Committee will be convened in accordance with the procedure set forth in this policy to determine the innocence or guilt of the person charged with academic dishonesty when requested by the student or required by rule.
  - e. The Academic Dishonesty Hearing Committee shall be composed of two students appointed by the President of the Student Congress, three faculty members selected at random by the CAO, and the Registrar, who will serve as chair. A committee member shall recuse himself or herself from a hearing in the event of a possible conflict of interest. The student may see the list of potential members. The student may remove one member of such Committee, without giving a reason and additional persons upon stating a reason(s) in writing, which the chair deems reasonable. The chair in ruling on this issue shall attempt to assure both parties of a fair, impartial and unbiased panel. The chair may add additional students or faculty to the Committee if members of the Committee have recused themselves or been dismissed pursuant to the above procedure.
  - f. If the accused student timely requests a hearing under this policy, the Registrar, as chair, will convene a meeting to hear charges of dishonesty. When the Academic Dishonesty Hearing Committee meets to hear a case, all six members must be present. The chair shall not vote except for the purpose of breaking a tie. A videotape record shall be made of such hearing.
  - g. In all hearings before the Academic Dishonesty Hearing Committee, the accused shall have the right to question his or her accuser(s) in a respectful and appropriate manner and to respond to the evidence brought against him or her. The Registrar shall have the authority to ensure that the hearing is conducted in a respectful manner that is consistent with the academic mission of the College. The accused and accuser shall also have the right to call witnesses or friends to speak on his or her behalf. A student may be represented by a member of the student body, faculty, staff, or administration, not in the chain of appeal. The rules of evidence applied in a courtroom (such as the hearsay rule) are not applicable to these proceedings. These hearings should be informal with the intent of being fair to all parties as determined by the chair. The chair shall be guided by the principle that each party should have the opportunity to present and respond to all evidence that is relevant to the issue to be decided.
  - h. To find that a student has committed an act of academic dishonesty, it is required that a majority of the Academic Dishonesty Hearing Committee find by a preponderance of evidence that such an act did in fact occur. The phrase "preponderance of evidence" means that it is more likely than not that the alleged conduct occurred. This decision shall be final, unless the student files a timely appeal pursuant to the procedure set forth below. The committee shall issue a written decision that sets forth the facts that support its conclusion. This decision should normally be issued at the conclusion of the hearing or within 5 days of the hearing, unless unusual or complex circumstances exist.
  - i. A student may appeal a decision of the Academic Dishonesty Hearing Committee on the grounds that there was bias, discrimination in the proceedings, or the incorrect application of College policies by the Committee, but not on the substance of the charge. The appeal shall be submitted in writing to the CAO within 10 days of the student having received the written decision of the Academic Dishonesty Hearing Committee. The decision of the CAO should be issued in writing within 10 days of receiving the student's appeal. The CAO's decision is final.
  - j. The conviction of academic dishonesty by a student shall result in automatic academic probation for a period of one year from the date of the decision or the date when the student admitted the act of academic dishonesty unless the Academic Dishonesty Hearing Committee determines that

the infraction is so egregious that additional sanctions are warranted, up to and including suspension, expulsion, or denial of diploma. Faculty who teach that student may receive notification of the student's infraction. The Registrar and CAO will together decide which faculty, if any, will receive such notification.

- k. Upon the report of a second incident of academic dishonesty, and if the student requests a hearing in front of the Academic Dishonesty Hearing Committee, a second hearing shall be conducted as set forth above. No members of the Academic Dishonesty Hearing Committee who served on the first Committee shall be on the second Committee except for the registrar. Unless the second Academic Dishonesty Hearing Committee finds that extenuating or mitigating circumstances exist, if the student is found to be guilty of this second charge and if the student is not successful in his or her appeal of any such decision, the result shall be dismissal of the student from the College at the end of the semester at the end of the then-current semester or, in grievous cases, automatic and immediate dismissal. Furthermore, the student's professors shall be immediately notified of this action on the recommendation of both the Registrar and the CAO.



## 4.0 BETHANY COLLEGE – STAFF GOVERNANCE HANDBOOK

### 4.1 Staff Senate and Staff Assembly

#### SECTION 1: Purposes

- a. Acknowledge the importance of each individual's relationship and contribution to Bethany College;
- b. Serve as a liaison and voice between staff and the administration (for the purposes of this document staff shall mean all full and part time employees of the college who are not members of the faculty or the Presidents Council); The Vice President for Finance and Operations or his/her designee shall be the Administrative contact for the Staff Senate;
- c. Conduct quarterly meetings of the staff;
- d. Review and seek improvements of working conditions and policies affecting all staff;
- e. Serve as a resource of input on new policies and procedures, administrative changes, benefits, communication, etc.;
- f. Provide recommendations for the appointment of staff members to serve on official standing and ad-hoc committees.
- g. In conjunction with other campus groups, sponsor and facilitate social events throughout the year to enhance employee morale;
- h. Sponsor and facilitate training events throughout the year to enhance staff skills.

#### SECTION 2: Meetings of Staff Senate

- a. The Senate shall normally meet monthly, with special sessions scheduled as needed by the Chairperson.
- b. Meeting time, location and a request for agenda items shall be sent to the entire staff at least two weeks prior to the meeting. Agenda items should be emailed to the Senate Secretary 1 week plus 2 working days prior to the meeting.
- c. The agenda will be made available to the entire staff one week prior to the meeting.
- d. Quorum shall be met by two-thirds of the Senate members.
- e. All meetings shall be open to the entire staff.
- f. The Staff Senate may exercise its right to move into executive session if topics warrant confidentiality.
- g. All meetings will be conducted using basic parliamentary procedures.

#### SECTION 3: Senate Membership

- a. All staff are eligible to serve on the Staff Senate, excluding those who have completed their eligibility (see Section 4e below).
- b. There shall be nine (9) members of the Staff Senate representing the following areas on campus: hourly staff, salaried staff and coaching staff.
- c. Subcommittees may be formed or created as needed to conduct business or explore issues.
- d. Members are expected to be present and participate in meetings of the Senate. Four (4) absences within a 12 month period may be cause for removal of a Senate member. Discussion and voting to remove of a Senate member shall be conducted in an executive session of the Senate.

#### SECTION 4: Election and Term of Staff Senate Members

- a. Three (3) members shall be elected in May of each year by the staff. The election can be conducted via e-mail or written ballot.
- b. At least four weeks prior to the election the Staff Senate shall inform employees eligible to serve on Staff Senate of the upcoming election. Employees not wishing to serve shall notify the Staff Senate at least one week prior to the election of their intent not to run and their names shall be removed from the ballot.

- c. All staff will be allowed to vote for up to three staff members from the prepared ballot. The ballot shall be designed to distinguish between hourly, salaried and coach candidates. The hourly compensated staff member, salaried employee and coach receiving the highest number of votes will be elected to serve. In the event of a tie within one of the staff categories a run-off ballot will take place between the staff members that tied within that category.
- d. The newly elected members shall take office at the first meeting subsequent to the May election.
- e. Members shall serve a three-year rotating term. No member may serve for more than two consecutive terms.
- f. Vacancies shall be filled through appointment by the Staff Senate and shall be from the corresponding constituent group. The appointee shall complete the remaining term of the vacated position.

#### SECTION 5: Officers of Staff Senate

- a. The officers of the Staff Senate shall consist of a Chairperson and a Secretary.
- b. The Staff Senate Chairperson shall be elected from the Staff Senate membership by a majority vote of the Staff Senate immediately following the election of the new Staff Senate Members. The outgoing Staff Senate Chairperson shall conduct the election. A member shall have at least one year of Senate experience to be eligible for the position of chairperson.
- c. The Secretary of the Staff Senate shall be elected from the staff Senate membership by a majority vote of the Staff Senate immediately following the election of the new Staff Senate Members. The newly elected Staff Senate Chairperson shall conduct the election.
- d. Officers shall be elected to serve a one-year term. There is no limit on successive terms.
- e. Duties of the Senate Officers are as follows:
  - 1. Chairperson:
    - i. Chair meetings of the Staff Senate
    - ii. Chair meetings of the Staff Assembly
    - iii. Chair executive sessions of the Staff Senate
    - iv. Represent the Staff in campus meetings and events
    - v. Assist the Secretary in the preparation of the agendas for Senate and Assembly meetings
  - 2. Secretary
    - i. Prepare agendas for Senate and Assembly meetings
    - ii. Send staff notices announcing
      - Staff Senate meetings and a call for agenda items
      - Staff Senate agendas
      - Staff Assembly time, location and agenda at least one week prior to the Staff Assembly meeting.
    - iii. Secure meeting locations for Staff Senate and Staff Assembly
    - iv. Record attendance of Staff Senate members at Staff Senate meetings and inform the Staff Senate Chairperson of Staff Senate members not meeting the required attendance policy as set forth in section 3d of this document.
    - v. Chair meetings of the Staff Senate and/or Staff Assembly in the absence of the Chairperson.
    - vi. Prepare minutes of the Staff Senate meetings and documentation/notes on Staff Assembly meetings. Following approval of the minutes by the Staff Senate and Staff Assembly, these materials are to be housed permanently in the office of the VP for Finance and Operations and the College archives
- f. The Senate may take action to remove an officer from his/her duty if the officer is not performing the assigned duties of the office and/or not meeting the required attendance policy as set forth in section

3d of this document. Any member of the Staff may request a review of the attendance or performance of a Staff Senate member or Staff Senate Officer.

#### SECTION 6: Staff Assembly

- a. All full and part time staff are members of the Staff Assembly.
- b. Staff Assembly meetings shall be held quarterly, normally following a Board meeting. Meetings will be chaired by the Staff Senate Chairperson.
- c. Quarterly meetings shall be brief and informative. The agenda and topics for discussion will be generated by the Staff Senate and sent to the eligible members of the Staff Assembly at least one week prior to the meeting.
- d. Staff Assembly meetings will be held during normal working hours and supervisors are encouraged to support attendance.

#### SECTION 7: Amendments to the rules for Staff Senate and Staff Assembly

- a. Proposed amendments to the rules for Staff Senate and Staff Assembly will be on the Staff Senate agenda for a minimum of two successive meetings of the Staff Senate. Input regarding the change shall be solicited from all staff members via email, electronic posting, regular and special meetings or other means, as appropriate.
- b. Proposed amendments must be approved by a two-thirds favorable vote of Staff Senate members.



## 5.0 BETHANY COLLEGE – EMPLOYEE HANDBOOK

### Part A: Faculty

Asterisks indicate provisions which are contractual in nature.

#### 5.1 Definitions

##### 5.1.1 Definition of Faculty Personnel

FM/2-03

- a. Faculty members are employees of the college directly involved with the academic pursuits of the college and may be either full-time or part-time. Faculty members are such by virtue of the fact that they hold positions defined as faculty. The President of the college and the CAO of the college are ex-officio members of the faculty. A listing of faculty positions is published by the CAO each year.
- b. The annual contract of each faculty member shall define the position occupied by the teacher as a faculty position. Faculty members shall hold one of three professorial ranks (Assistant Professor, Associate Professor, Professor) and may or may not be on tenure track. Faculty members shall have the right to vote in faculty meetings and to receive salaries and fringe benefits in accordance with the Faculty Salary Schedule.
- c. Faculty members are expected to attend each faculty meeting. They may bring motions before the faculty and shall serve on faculty committees to which they have been elected.
- d. Select or designated instructors, lecturers and members of the administrative staff and other invited guests may attend faculty meetings in a reporting and/or advisory capacity if invited by the Chair of the Faculty Senate. Instructors and lecturers are not elected to faculty committees, but they may serve as resources to faculty committees.

##### 5.1.2 Definition of Non-faculty Instructional Personnel

- a. All part-time academic personnel who are not faculty members are either instructors or lecturers. The contract of each instructor or lecturer (if applicable) defines the position as "instructor" or "lecturer." Instructors and lecturers do not hold professorial rank, are not on tenure track, and do not have the right to vote in faculty meetings.

#### 5.2 Faculty Table

- a. The following table describes the "faculty" rights and responsibilities for each type of faculty position. To assist in understanding the abbreviations used in the table column headings, the following amplifications are provided:
  - Full-Time—Tenure Track = Full-Time, Tenure Track, official regular instructional personnel
  - Load = Normal expected teaching load for each position (typically, a 2-year average).
  - FT/PT = Full-Time or Part-Time position.
  - Sal Schedule = Salary Schedule, policy which determines compensation.
  - Faculty Svc = Is Faculty Service expected (committees, advising, etc.)?
  - Scholar Requirement = Is Scholarship expected?
  - Convert to TT = Could this position be converted to tenure track?

- 2yr Contract Eligible = Could this position be eligible for a 2-year contract?
- Faculty Vote = Right to vote in Faculty Meetings.
- Ten Track = Is the position a tenure track position?
- Promo Eligible = Is this position eligible for academic rank promotion?

See notes 1-3 on the following chart for limitations on 2-year contracts and non-tenure track positions.

Faculty Definitions 12/10/02- Rev. 5/10							Note 1		Note 2	
Proposed				Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Full-Time— Ten Track	Load	FT/PT	Salary Schedule	Faculty Svc.	Scholar Require- ment	Ten Track	Promo Eligible	Convert to TT	2yr Con- tract Eligible	Faculty Vote
Asst. Prof.	24	FT	Faculty	Y	Y	Y	Y	N/A	N/A	Y
Assoc. Prof.	24	FT	Faculty	Y	Y	Y	Y	N/A	N/A	Y
Prof.	24	FT	Faculty	Y	Y	Y	Y	N/A	N/A	Y
<b>Full-Time—Non-Tenure Track—normally do not exceed 15% of regular tenure track faculty with exceptions to be discussed with Faculty Senate. Note 3</b>										
Asst. Prof. (Note 3)	24	FT	Faculty	Y	N	N	N	Y	Y	Y
Assoc. Prof. (Note 3)	24	FT	Faculty	Y	N	N	N	Y	Y	Y
Prof. (Note 3)	24	FT	Faculty	Y	N	N	N	Y	Y	Y
<b>Part-Time</b>										
Instructor	Varies	PT	Part Time	N	N	N	N/A	N/A	N/A	N
Lecturer	Varies	PT	None	N	N	N	N/A	N/A	N/A	N
<b>Notes</b>										
1. Promotion refers to academic rank only										
2. 2 yr contract decision rests with CAO, department										
3. Non-tenure track positions normally do not exceed 15% of regular tenure track faculty with exceptions to be discussed with Faculty Senate.										

### 5.3 Faculty Appointment Policies

- a. The need for an additional full-time appointment is studied by the Department Chairperson with the CAO. A recommendation for an additional appointment may then be forwarded to the President. If

approved, candidates are then secured and screened by the common efforts of the Department and the CAO, who then with the approval of the President selects one of the candidates.

- b. The contract contains the following information:
  1. Position and rank
  2. Length of appointment
  3. Salary
  4. The Department or Departments to which the person is assigned
  5. Other stipulations specific to the appointment, including recruitment activities. The length of appointment shall normally be considered to be the academic year. The academic year begins on Monday of the week of Fall Faculty Workshop and ends on the Tuesday following graduation, when all semester grades are due.

*BM 4/97*

The precise terms and conditions of every appointment are stated in writing and are in the possession of both College and faculty member.

## **5.4 Reappointment Policies**

- a. Each spring, on or before March 1, each faculty member or instructor/lecturer who is to be retained for the following year receives a contract which contains the information designated above. Signed contracts are due in the Office of the CAO by 5:00 p.m. on April 1, or on the next following business day, should April 1 fall on a weekend.
- b. A teacher may submit a written request to the CAO for a single extension of time, not to exceed six weeks, within which to return his/her signed contract. When requesting an extension of time in order to complete a search for another position, it is expected the teacher will share this information with the College so that preliminary consideration can be given to the possible eventuality of conducting a search process for a replacement.
- c. Failure to return a signed contract by April 1 or by the conclusion of any granted extension period may be treated as a resignation, which shall entitle the President to declare the position vacant and to initiate a search process for a replacement.

*Board Approved 2/09*

## **5.5 Course Load**

### **5.5.1 Regular Course Load**

- a. Full-time faculty members are expected to teach the equivalent of twenty-four (24) semester hours in each academic year. Faculty members are expected to use their own judgment in accepting Independent Study students. Rarely should these exceed three in number when the instructor has a full course load. The contract or work agreement of the instructor/lecturer who is a part time employee of the college shall specify the course load for the semester. Directed Independent Study (DIS) and By-Arrangements courses do not count in the calculation of teaching load.

*Board Approved 2/09*

## **5.6 Appointment to Distinguished Professorships**

### **5.6.1 Distinguished Professorships**

- a. Distinguished Professorships are awards of honor bestowed upon individual full-time tenured professors in recognition of exceptional achievement in teaching, scholarship, and service at Bethany College. The awards consist of the appropriate title and an annual stipend in addition to the professor's contractual salary. The amount of the stipend is normally \$3,000, but is subject to the availability of funds. The term of appointment is for three academic years and may be renewed.

- b. Appointment or reappointment to a Distinguished Professorship shall be by the President of the College upon the recommendation of the CAO and approval by majority vote of the Faculty Senate. A Distinguished Professor position need not be filled if, in the judgment of the above officers or senators, there are no qualified faculty members at the time.
- c. Distinguished Professorships and eligible faculty positions:
  - Billue-Burnett Distinguished Professorship in Music
    - Professor in Music (other than Director of Bethany Oratorio Society)
  - Milfred Riddle McKeown Distinguished Professorship in Science
    - Professor in Biology, Chemistry, Mathematics, Physics, Psychology
  - Mary Mingenback Distinguished Professorship in Art
    - Professor in Art
  - Margaret H. Mountcastle Distinguished Professorship in Humanities
    - Professor in Communications, English, History, Philosophy
  - Oscar D. Nelson Distinguished Professorship in Business
    - Professor in Business, Economics
  - Elmer F. Pierson Distinguished Professorship in Music
    - Director of Bethany Oratorio Society
  - John Paul Rohm and Helen Louise Rohm Distinguished Professorship in Sociology
    - Professor in Social Service
  - Johan E. Seleen Distinguished Professorship in Religion
    - Professor in Religion

## 5.6.2 Faculty Recognition and Development Funds

### 5.6.2.1 Woodward Endowment

- a. Lester and Marianne Woodward established the Woodward Endowment for Creative Teaching and Learning in 1987. Dr. Woodward served 16 years on the Bethany College Board of Directors, three of those years as Chairman. Through their gift, the Woodwards envisioned a variety of activities to enhance creative teaching and effective learning at Bethany. The endowment plays a significant role in maintaining an informed, enthusiastic, and committed teaching faculty.

### 5.6.2.2 Burmeister Endowment

- a. The Burmeister Endowment for Faculty Scholarship and Creativity in memory of Henry Louis and Olinda M. Burmeister was established by their children and their families. Henry Burmeister received a bachelor's degree from Bethany College in 1917, after first attending the Academy, and the college experience favorably affected the whole of his succeeding life. His wife Olinda Burmeister had educated herself after the eighth grade, and strongly supported the education of her children. They in turn have established this award to encourage the development of our faculty.

### 5.6.2.3 Mortvedt Endowment

- a. Robert Mortvedt, Bethany's President from 1953 to 1958, was a distinguished teacher, scholar, and administrator. His family has established the Mortvedt Teaching Excellence and Campus Leadership Award to emphasize quality of teaching, to encourage faculty in their pursuit of excellence, and to assist Bethany in nurturing an academic climate which fosters teaching at its best and enhances teaching as a profession.

#### **5.6.2.4 The Woodward Endowment for Creative Teaching and Learning**

- a. The Woodward Endowment for Creative Teaching and Learning will support a variety of activities to enhance creative teaching and effective student learning at Bethany College. Through this endowment, faculty may receive support to develop new strategies in a particular course by integrating computer skills, writing skills, problem solving, and/or critical thinking skills into the course content and the course assignments. Support will also be provided to teams of faculty for the development of interdisciplinary courses or seminars.

#### **5.6.2.5 Burmeister Endowment for Faculty Scholarship and Creativity**

- a. Faculty scholarship and creativity exist at the juncture of important individual faculty interests. Scholarship and creativity are defined, in the first instance, by the objective and special competencies of the individual scholar, and therefore make a significant contribution to the scholar's satisfaction and sense of professional well-being. At the same time, scholarship and creativity contribute to fresh, vital, imaginative, and informed teaching.
- b. When faculty are engaged in scholarly and creative endeavors, opportunities can be created for student involvement and participation as collaborators and assistants, providing an excellent avenue for faculty mentoring and modeling. In these instances, students receive valuable experience and training and faculty receive personal satisfaction from observing the achievement, development, and maturation of the students.
- c. The support and encouragement of scholarly and creative interests of faculty are therefore essential in maintaining an informed, enthusiastic, and effective teaching faculty. Scholarly and creative activities of the faculty also bring recognition to the College and communicates both internally and externally the College's desire for excellence and distinction.
- d. The Burmeister Endowment for Faculty Scholarship and Creativity will support a variety of activities to encourage and enhance scholarship and creativity of the Bethany faculty. Among the annual activities which might be supported from endowment earnings are:
  1. To defer costs associated with the publication of faculty scholarly works;
  2. To assist with costs associated with scholarly research projects;
  3. To assist with expenses associated with special scholarly activities and projects associated with sabbatical leaves; or
  4. To provide support for participation in seminars and/or workshops which are directly related to one's professional or scholarly development not able to be supported through annual faculty travel.

#### **5.6.2.6 Mortvedt Teaching Excellence and Campus Leadership Award**

- a. This award is presented annually to one Bethany College faculty member who has at least two years or more full-time teaching at Bethany, and meeting the criteria listed below. The Mortvedt Selection Committee will select a nominee using the criteria listed below. The selection will be presented to the CAO and the Faculty Senate for approval.
- b. The voting membership of the Mortvedt Selection Committee will consist of an odd number of the former Mortvedt recipients that are not eligible for nomination and are available. The CAO will ask for a volunteer to reduce the size of the committee when an even number of former recipients are available. If there are less than three former recipients available, the Faculty Senate will appoint an appropriate number of faculty members to the committee. The CAO will call the first meeting and act as an advisor and resource person. The most recent Mortvedt recipient of the group will serve as the chairperson.
- c. With the honor of this award, the selected faculty member receives a \$1,000 personal grant, and his/her department receives \$500 to be used for library materials or other enhancements to the department's program. The name of the recipient will be announced before Commencement (usually at the end-of-year employee dinner), and a nameplate added to the plaque in Presser Hall lobby.

The certificate and grant is usually presented at one of the public ceremonies of the college, and the recipient may be asked to speak at the event.

- d. An individual may receive the award no more than once every ten years.
- e. Background and Purpose:
- f. Criteria in three areas are as follows:
  1. Model classroom teaching
    - promotes the goals of liberal education,
    - communicates an enthusiasm for learning,
    - relates course content to wider dimensions of the human experience,
    - organizes course materials well,
    - involves students in the classroom learning experience, and
    - advises and counsels students effectively.
  2. Distinctive teaching methodology and creative course development
    - adapts teaching methods to specific situations,
    - uses class activities which promote effective thinking,
    - involves students in research or scholarly work,
    - develops creative strategies to enhance student learning, and
    - uses class activities which develop communication skills.
  3. Campus leadership
    - contributes to the College's intellectual and academic life,
    - assists with student recruitment,
    - participates actively and effectively in campus governance and committee work,
    - supports and participates in cocurricular programs of the College,
    - generates useful ideas for the improvement of the College, and
    - provides leadership in carrying out the work of the College.

## **5.7 Professional Ranks and Promotions**

### **5.7.1 Assistant Professor, Associate Professor and Professor**

- a. The following ranks with their normal minimum qualifications are understood to apply to full-time faculty:
  1. Assistant Professor: Earned terminal degree or Masters degree plus at least fifteen additional hours of graduate study and four years of college teaching experience or earned terminal degree; acceptable teaching; acceptable professional and scholarly activity; and acceptable college and public service.
  2. Associate Professor: Earned terminal degree or Master's degree plus at least thirty additional hours of graduate study in the discipline for which he/she has been employed to teach and six years as Assistant Professor; superior teaching, acceptable professional and scholarly activity; and acceptable college and public service.
  3. Professor: Doctorate or MFA in Studio Art; seven years as Associate Professor; superior teaching; superior professional and scholarly activity and acceptable college and public service; or acceptable professional and scholarly activity and superior college and public service.
- b. Exceptional professional attainment and/or related experience in the field may be considered in lieu of part of these requirements.

- c. In addition to the criteria enumerated above, the following factors are considered in promotion:
1. Teaching faculty:
    - i. quality of teaching.
    - ii. evidence of professional and scholarly activity.
    - iii. college and public service.
  2. Librarians:
 

Criteria for promotion will be based upon job description, standards of the profession, and criteria indicated below for librarians and media directors.
- d. Nominations for faculty promotion normally originate with the CAO. The Department Chairperson or the individual faculty member may initiate the review. Evaluation of teachers will serve as the basis for recommendation for promotion and should be made early in each academic year. Notification of the evaluation will be given the semester prior to the evaluation process. The President will bring the recommendation before the Board of Directors for action.

### 5.7.2 Emeritus/a Status

- a. It is understood that any retired member may continue to use her/his academic rank title modified by the suffix "(Retired)". However, this policy outlines the procedures for selection and the privileges of appointment to the rank of Professor Emeritus/a for those retiring faculty who are awarded that status. The award of Emeritus/a status to a selected retiring, or retired faculty member is to be considered an honor bestowed in recognition of meritorious contribution to Bethany College.
1. Upon full retirement (not partial retirement or resignation) from Bethany College, a tenured faculty member shall be automatically considered for emeritus/a status by the Faculty Senate. Consideration itself is to be automatic, but not the conferral of the status itself.
  2. Considerations for emeritus/a status include but are not limited to: 1) service of ten (10) or more years of teaching at Bethany, and 2) continuous demonstration of commitment to Bethany College, its goals, and to the general welfare of its academic community.
  3. Recommendations from the Faculty Senate shall be submitted to the President for consideration and recommendation to the Board of Directors.
- 4/27/81
- b. The faculty status of Emeritus/a will carry with it the following privileges, provided or arranged for by the CAO's office, contingent on resources availability:
1. Invitation to participate in all ceremonial events such as Baccalaureate, Commencement, and special convocations.
  2. Bethany College campus identification card for admittance to college events available to current employees
  3. Use of standard Bethany College business cards printed at the expense of the Emeritus/a.
  4. Appropriate and reasonable professional use of College stationery
  5. On-Campus Internet access
  6. Library privileges and services accorded to those with faculty status.
  7. Continued eligibility for discounts accorded to those with faculty status.
- c. The Emeritus/a shall be recognized at an appropriate public event.

### 5.7.3 Proportional Faculty

- a. Definition of Proportional Faculty: "Proportional faculty" shall refer to those full-time tenured faculty members who shall be expected to teach for a minimum of 14-15 credit hours during two semesters

- of a single academic year. Proportional faculty, like all full-time faculty, will be expected to engage in scholarship and service proportionate to their half-time teaching load. The pay of proportional faculty members shall be one half of the standard year pay for full-time employment. Salary increases would be given on a proportional basis.
- b. **Rights and Responsibilities of Proportional Faculty:** The rights and responsibilities of faculty with proportional status are the same as those listed in the Faculty Handbook, only in proportion with their teaching loads. Proportional Faculty shall have the right to vote at faculty meetings, and shall have the right to assume leadership on all campus committees for which they are qualified.
  - c. **Grant Eligibility:** Proportional faculty are eligible to apply for funds to travel to professional meetings on a pro-rata basis.
  - d. **Sabbatical:** Proportional faculty are eligible for sabbatical on a basis proportional to their teaching load.
  - e. **Compensation of Proportional Faculty:** Salary for proportional faculty shall be in proportion to their teaching load assignment. Proportional faculty are included in the insurance and retirement benefit programs of the College. Benefits shall be pro-rated according to teaching load.
  - f. Proportional faculty may apply to be reinstated at a full-time level of employment, but only with the permission of the College and in view of its financial circumstances.
  - g. Faculty members who opt for proportional category may not take early retirement as outlined in the Faculty Handbook. However, faculty who do not opt for proportional faculty status are free to take early retirement.

## **5.8 Dismissals and Resignations**

- a. The contract of a part-time instructor shall be for all of one academic year, or for part of the year, at the discretion of the Department Chair and the CAO. A notice of intention not to renew shall not be expected or required.
- b. Notice of intention not to renew the initial one-year contract of a full-time non-tenured faculty member shall be given as early as possible by the administration, and normally shall not be later than March 1.
- c. Except in case of financial retrenchment or financial exigency, a full-time, tenured faculty member whose position is eliminated shall receive a terminal contract for appropriate work for the academic year following notification of termination.
- d. It is expected that all faculty and instructor/lecturers will observe the ethics of the teaching profession and submit resignations early enough for the college to find adequate and well-qualified candidates. Resignations should be submitted before April 1 in any given year, or by the agreed upon extension date for submitting one's contract. The return of a signed contract by a full-time faculty member shall be treated as an immediate binding commitment by both teacher and college for the next academic year, subject to termination by the college only for reasons of cause or due to conditions of retrenchment or financial exigency. A teacher who seeks to be released from a signed contract should submit a written request to the President outlining the basis of the request. Such a request may be granted only in the most compelling and unusual of circumstances.

## **5.9 Bethany College Retirement Options**

### **5.9.1 Retirement Options for Faculty**

- a. In order to provide options for faculty, a number of alternatives are available and defined as follows:
  1. **Normal Retirement:**
  2. Defined as the termination of duties at the conclusion of the twelve-month period ending August 31 at which the age of 65 is reached.
  3. **Partial Early Retirement:**
  4. Defined as partial termination of duties at age 58 and continuing through age 64.
  5. **Full Early Retirement:**

6. Defined as termination of duties at or after age 62 and before age 65 providing there have been at least 10 full-time years of employment at Bethany.
- b. Waning interest after many years of teaching, a desire to increase scholarly activity, interest in career change, exploration of self-employment, or the pursuit of various personal interests while productive and healthy years remain may be some of the reasons why an early retirement option would be an attractive alternative for some faculty.
- c. Early retirement is a potential benefit to the College as well as to the faculty who chooses it. Early retirement can create the flexibility that is needed to maintain vitality and keep the academic program abreast of current needs. Younger faculty members who replace early retirees may bring new ideas and teaching pedagogies to the campus.
- d. The early retirement plans discussed below result in a modest annual cost to institution through the early retiree's 64th year. The return on the institutional investment is the flexibility and the goodwill generated through a retirement policy that provides for creative transition into retirement, thus reducing the risk of low morale caused by feelings of entrapment.
- e. Opting for early retirement is always a voluntary choice. However, concerning early retirement may be initiated by either the College or a faculty member. Once initial agreement on the terms of early retirement is reached between the College and a faculty member, reemployment and an increase in employment can take place only at the initiation of the College administration.
- f. Bethany College shall make available the following perquisites for fully retired faculty members: free admission to all appropriate College functions, free use of the library, and use of office space as available. Upon full retirement, the following benefits will terminate: professional memberships, travel benefits, sabbaticals, sick leave, and faculty development opportunities.

### 5.9.2 Partial Early Retirement

- a. Full-time tenured faculty members may request partial early retirement (PER) following his/her fifty-eighth (58) birthday. Partial retirement requests are considered on an individual basis and must be mutually agreed upon and witnessed by written contract between the administration and the employee. Voluntary partial retirement requests should be submitted to the CAO before the beginning of the final semester of full-time employment. Details of each type of retirement are as follows:
- b. Full-time tenured faculty members may be granted PER by action of the Board of Directors upon recommendation of the President. The following guidelines for employment and benefits shall be in effect for full-time tenured faculty members who have been granted PER. For purposes of the Bethany College Handbook such persons shall be called "Senior Professors".
  1. A Senior Professor shall teach the equivalent of a three-hour or four-hour course (excludes Interterm) each semester (actual assignment negotiable each year). Also, he/she may continue with non-teaching assignments (committee work, advising, admissions work, etc.) as mutually agreeable to the CAO and the Senior Professor. Upon request and approval, a Senior Professor may teach an adjusted schedule for example, two courses one semester and none the second semester.
  2. A Senior Professor shall be paid an annual PER salary equal to one-third of the salary for his/her last year of full-time employment. Salary will be subject to an annual adjustment reflecting the average increase given full-time faculty. A Senior Professor teaching more than a two course assignment annually will be compensated on a per course basis an amount equivalent to other part-time faculty. A faculty member considering PER should check with the local Social Security Office for the most current information. If the faculty member is entitled to social security benefits, earnings may alter those benefits.
  3. A Senior Professor should refer to his/her TIAA/CREF Annuity Contract to determine benefits and rights of withdrawal. Bethany College shall continue to contribute the annually announced percentage of the Senior Professor's salary to TIAA/CREF for the purchase of annuity contracts. The amount contributed to the annuity contract would be excluded from income as long as the

applicable exclusion limitation continued to be met. Employees may work part-time and still receive benefits from TIAA.

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- c. Bethany College shall continue to make available until complete retirement, the necessary arrangements for voluntary employee contributions for purchase of additional annuities.
- d. Individuals retiring under this program will have one-half of the employee portion of the College medical care plan paid by the College until complete retirement. Following complete retirement, these individuals will be eligible to remain in the College medical care plan until they reach age 65 or Medicare eligibility but will be required to pay the entire premium.

*Last sentence added Sp 01 by Board action*

- e. Senior Professors shall have the same family educational benefits specified in the Bethany College Handbook for full-time faculty members.
- f. Upon electing PER the following benefits will be terminated: travel benefits and sabbaticals. Office space will be arranged through the office of the CAO.

### 5.9.3 Full Early Retirement

- a. A full early retirement (FER) incentive program is provided for those employees carrying faculty status and electing full early retirement. This program is designed to facilitate early retirement for contract faculty employees of ages 62 through 64. Requests for FER should be submitted to the CAO before the beginning of the final year of full-time employment. Full early retirement under this incentive program is granted by action of the Board of Directors upon recommendation of the President.
- b. The following guidelines shall be in effect for this program:
  - 1. Contract employees carrying faculty status, with a minimum of ten years of service (excluding voluntary leaves of absence without compensation) and who actually retire between the age of 62 and 64, are eligible for this program. Employees who have elected PER are not eligible for this program until they elect full retirement under this plan.
  - 2. Employees qualifying for this program shall be compensated a percentage of their final FTE contract as follows:
    - Age 62 contract year: 33%
    - Age 63 contract year: 25%
    - Age 64 contract year: 20%
    - Age 65 contract year: 20%

This salary changes annually at the same percentage rate applied to the base salary for full-time faculty. The salary terminates at the conclusion of the contract year during which age 65 is reached.
- c. Fully retired employees should refer to their TIAA/CREF contracts to determine benefits and withdrawal rights. Bethany College shall continue to contribute the annually announced percentage of the FER salary to TIAA/CREF for the purchase of annuity contracts, each year.
- d. Contract employees participating in this FER incentive plan shall have the same family educational benefits specified in the Bethany College Handbook for regular full-time faculty members.
- e. Individuals retired under this program will have the one-half employee portion of the College medical care plan and the premium of the college endorsed life insurance policy paid by the College until the end of the academic year during which age 65 is reached.
- f. Implementation of the PER or FER Program shall be by contract between an individual member of the faculty and the College and neither option may be claimed unilaterally as a right by a faculty member, nor imposed unilaterally by the College upon a faculty member, in lieu of other personnel policies contained in the Bethany College Handbook.

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## 5.10 Sabbatical Leaves and Study Leaves

- a. A full-time faculty member may apply for a study leave for the purpose of additional graduate work, research, retraining or other scholarly pursuits after completion of one or more years of teaching at Bethany College.
- b. A full-time faculty member may apply for a sabbatical leave upon completion of at least six years of teaching at Bethany College and granting of tenure. Note: A sabbatical may be granted during the year in which tenure becomes effective following the completion of at least six years of teaching. After receiving a sabbatical leave, a full-time faculty member may not be eligible for another until completion of six additional years of teaching at Bethany College, exclusive of time spent in study leaves. Study leaves do not count as time required for sabbatical qualification.
- c. Sabbatical leaves shall be for the purpose of study, research, travel, and/or any other activity that contributes to the mutual good of Bethany College and of the full-time faculty member.
- d. A sabbatical leave may be requested for one full academic year at one-half the regular salary, or for one term and Interterm at full salary.
- e. A request for a study leave or for a sabbatical leave shall be made in writing to the CAO by September 1 of the year previous to the leave being requested, if the leave is for a fall semester or for a full year. Contact the CAO's office for the sabbatical leave application form.
- f. When a full-time faculty member receives sabbatical leave, that faculty member shall agree to return to Bethany College for a minimum of one standard full academic year (i.e. fall semester, interterm and spring semester) after the academic year in which the sabbatical leave was taken. For example, if a full-time faculty member goes on sabbatical leave for the Fall 1996 semester, that faculty member shall teach at Bethany for the full 1997-98 academic year, unless that faculty member is otherwise excused for a "study leave" as otherwise defined herein. If that faculty member resigns, and the resignation becomes effective before the end of the standard full academic year that the faculty member is required to teach as stated above, that faculty member shall compensate Bethany for the amount that faculty member received in salary while on sabbatical leave. Such amount repaid to Bethany shall be prorated against the portion of that faculty member's obligation to return to Bethany to teach that the faculty member fulfilled. For example, if a full-time faculty member went on sabbatical leave for the Fall 1996 semester and returned to Bethany and taught only the Fall 1997 semester before leaving, that faculty member shall compensate Bethany for 5/9 of that faculty member's salary received while on sabbatical leave.

Further, a full-time faculty member who violates this part of the Bethany College Handbook shall be responsible for the payment of all legal fees and expenses incurred by Bethany to enforce this Section. The Bethany Administration and Board of Directors will pursue legal means to enforce this Sabbatical Leaves and Study Leaves policy.

Further, any full-time faculty member who is granted a request for sabbatical leave shall be required to sign a Sabbatical Contract, which will include reference to this Section and the specific dollar amount of that faculty member's salary to be paid to that faculty member while on sabbatical leave from Bethany. Either the President of Bethany or the CAO will personally explain the Sabbatical Contract to the faculty member(s) being asked to sign it. The faculty member going on sabbatical leave is encouraged to seek independent legal counsel, at their own cost, if they have any further questions about the Sabbatical Contract. In addition to the signature of the full-time faculty member going on sabbatical leave, the Sabbatical Contract shall include the signature of either the President of Bethany or the CAO.

- g. At the end of the sabbatical leave, a written report of activities shall be submitted to the CAO. The deadline for submission of sabbatical reports is Oct. 15 for full-year or spring sabbaticals taken in the previous academic year, and March 15 for Fall sabbaticals in the same academic year. Faculty members will also present oral reports to Departmental meetings, and to other appropriate audiences.
- h. Guidelines on Sabbaticals:

The following guidelines give an indication of the factors and priorities in the consideration of sabbatical proposals. They do not replace the policy of sabbaticals as stated in the Bethany College Handbook, but serve as a supplement to that policy and provide additional guidance for faculty and administration relative to sabbaticals.

1. Ordinarily, no two members of the same department should receive sabbatical leaves in the same academic year.
2. Proposals to complete graduate degrees, retrain for approved shifts in job responsibilities, and/or conduct research or creative endeavors should receive highest priority consideration.
3. Ordinarily, the faculty member on sabbatical leave should be absent from the Bethany College environment during the greatest portion of that leave.
4. The faculty member on sabbatical leave shall not be required to participate in faculty meetings, committee meetings, commencement, convocations, and other formal college activities.
5. Aside from the ELCA loan-grant funds and the salary received from Bethany College, the faculty member should be expected to secure necessary additional funding for the sabbatical activities from non-Bethany related sources.
6. Funds will be provided to faculty members on sabbatical leave to attend professional meetings as described in the Bethany College Handbook. Ordinarily, temporary faculty members replacing such individuals on sabbatical leave will not receive funding to attend professional meetings.

## 5.11 Salaries

### 5.11.1 Full-time Faculty Salaries

- a. The formula for computing beginning salaries for new faculty is as follows:

Salary = \$28,000 base plus any and all of the following as appropriate:

1. Rank (\$500 for Assistant Professor; \$1500 for Associate Professor; \$3000 for Full Professor)
2. Terminal Degree (\$2000)
3. Total previous years of higher education teaching experience (\$100 per yr.)
4. Total previous years at Assistant Professor level (\$100 per yr.)
5. Total previous years at Associate Professor level (\$200 per yr.)
6. Total previous years at Full Professor level (\$300 per yr.)
7. Total previous years of higher education teaching with terminal degree (\$100 per yr.)
8. Discretionary Amount (determined by the CAO).

- b. Minimum Salaries for each rank are:

<u>Rank</u>	<u>Amount</u>
Instructor	\$28,000
Assistant	\$30,000
Associate	\$38,000
Professor	\$45,000

### 5.11.2 Salary Increases for Promotions

- a. The increase in salary for promotion to Associate Professor or to Full Professor is normally \$2000. If the previous salary plus \$2000 does not equal the minimum pay for the new rank, then the salary is automatically that of the base pay of the new rank, and that will be more than \$2000. If the previous salary plus \$2000 equals or exceeds the minimum pay for the new rank, then the salary is the sum of those two numbers, plus any other stipend as appropriate.

### 5.11.3 Part-time Salaries and Mileage

- a. Salaries for Part-time Instructor teaching will be on the following schedule effective 8-1-2007:
  - Academic Teaching = \$600 per credit hour
  - Music Lesson Teaching = \$200 per ½ hour lesson
  - Practicum course and/or faculty supervising placement = 20% of tuition paid per course/per student up to 5 students.
- b. Mileage is paid for travel to campus for part-time instructors who live 20 miles or more from campus. It is paid at the per mile rate established in the Bethany College Accounting Office for the given academic year.

### 5.11.4 Summer School Teaching Remuneration

- a. Compensation for summer school teaching at Bethany is based upon the following: a) the per-hour summer school tuition (found in the College Catalog for the previous academic year), and b) number of tuition paying students enrolled in the class. The maximum number of students for which there is compensation is five (5). When fewer than five tuition-paying students are enrolled, it is left to the individual instructor to decide if the class will be taught for prorated compensation. Formulas for determining summer school compensation, and the variations in tuition rates, are listed below.
- b. Regular classroom course:
  - 80% of tuition paid per course/per student up to 5 students.  
 Example A: Eight students take a 3-hour course paying \$300 per hour tuition. The instructor is paid for the maximum of five (5) students = (5 students x 3 hours) x \$300 per hour tuition x 80% = \$3600 instructor salary.  
 Example B: Five students take a 3-hour course, but one is auditing, and one has tuition remission and only 3 students pay the \$300 per-hour tuition, 1 student pays Senior Citizen audit rate \$30 per-hour, and one pays nothing = (3 students x 3 hours) x \$300 tuition x 80% + (1 student x 3 hours) x \$30 senior citizen audit rate per hour x 80% = \$2232 instructor salary.
- c. Practicum, EBE course and/or faculty supervising placement:
  - 20% of tuition paid per course/per student up to 5 students. (see examples above)  
 Examples of variations in tuition rates that can affect an instructor's decision whether or not to teach the class:
    - Students allowed to utilize their benefit of tuition remission pay no tuition. Instructor receives no compensation. If there are fewer than 5 full-tuition paying students in a course, students otherwise eligible for tuition remission need to pay full tuition (unless the instructor agrees to teach the course for the prorated compensation).
    - Students who are auditing a course pay a minimal per-hour auditing fee. Instructor receives 80% of fee paid.
    - Students on the Bridge Program (High School) pay a minimal fee per course. Instructor receives 80% of that minimal per course fee.

*Board Approved 2/09*

### 5.11.5 Faculty Statements Concerning Salaries

- a. The Faculty Senate and the faculty reaffirm the goal of Level III on the AAUP scale for comparable (IIB) colleges.
- b. Salaries should be earned without discrimination because of age, marital or family condition, race, creed, or sex.

- c. Whatever a teacher may earn outside the base salary (as a result of college duties or opportunities or any other activities) is not a factor to be taken into consideration for purposes of decisions on salary changes based on inequities.
- d. The following factors are significant in the consideration of inequities in salaries presently earned:
  1. Rank
  2. Years of college teaching experience
  3. Work experience, when relevant
  4. Degree
  5. Years of college teaching experience after receiving the terminal degree
- e. Within a rank, people of the same or equivalent degrees and experience in college teaching or other relevant work experience should receive essentially the same pay. People in higher rank with equivalent or better degrees and experience qualifications compared with those in a lower rank should not be paid less than those in lower rank.

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## 5.12 Professional Memberships

- a. Bethany College will reimburse each full-time faculty member one of the following options: 1) fifty percent (50%) of the cost of two professional memberships, or 2) one hundred percent (100%) of the cost of one professional membership per academic year.
- b. Payment for the Professional Memberships can be made by sending the completed organization membership form to the CAO's office with request for payment directly to the organization. If the request is for one-half of a membership, or options above the basic membership are taken, a check to the organization for the difference needs to accompany the payment request. If the faculty member pays the membership directly to the organization, the reimbursement request needs to include information about the membership (types of membership, amount of dues, type of organization), and copy of receipt of payment, or of current membership card.

### 5.12.1 Professional Meeting Attendance and Scholarly Activity

- a. Full-time faculty members are encouraged to attend regional and professional meetings of their academic disciplines, or to participate in scholarly activity. A sum of money is available to faculty for this purpose. Forms for obtaining the monetary allowance for such activities are available from the CAO's office.
- b. Full-time faculty members shall be reimbursed for their expenses incurred during attendance at a professional meeting/showing at the international, national, state, or regional level, or for other scholarly activity (such as graduate coursework, travel to regional libraries, costs associated with publication of scholarly works, etc.) to a combined maximum college contribution of \$250 when receipts and documentation are submitted to the CAO's office. In the event that the \$250 is not exhausted at an initial meeting, the remainder may be applied to additional meetings. On occasions when a full-time faculty member is one of the presenters at a professional meeting, it is resolved that the college will reimburse an additional \$50, increasing the maximum from \$250 to \$300. Status as a presenter will be determined by the CAO.
- c. If a college-owned vehicle is used, the cost for that vehicle is paid first up to the maximum available. Reimbursement to the faculty member for additional expenses would come from the remainder after the vehicle expense is covered.
- d. The college contribution may come from federal funds, foundation grants, and/or the operating budget of the college. Individuals may not accumulate such funds beyond the end of the fiscal year.

### 5.13 Faculty Review Policy and Procedures

- a. Faculty reviews at Bethany will be conducted for purposes of (1) evaluating current professional development; (2) supporting and encouraging activities that will lead to further emphasis will focus on promoting the faculty member's professional development through the use of goal setting and assessment procedures. The evaluative emphasis will focus on the institution's need to assess faculty performance. There are two primary institutional reviews, one in the third year, and another in the sixth year. Reviews in the first, second, fourth, and fifth years are termed Pre-Tenure Reviews and will be primarily developmental. Post-tenure reviews will also be both developmental and evaluative and will also be referred to as Institutional Faculty Reviews.
- b. To sum up: the types of reviews are as follows:
  1. Pre-Tenure reviews (years 1, 2, 4, 5) for faculty on tenure track;
  2. Institutional reviews (years 3, 6) for faculty on tenure track; also for faculty seeking promotion in rank (which may be combined with a regular institutional review as appropriate);
  3. Post-tenure reviews (every six years after tenure);
  4. Annual reviews for non-tenure track faculty members.
- c. The areas which serve as the focus for review are teaching, assessment activities, scholarship (of teaching, discovery, integration, and application), and service (professional, campus, and community). One's total attributes distinguish an individual's work at Bethany, the most important of which is teaching. Even so, it is expected that a candidate shall make substantial contributions in the area of scholarship. Service is also important to the mission of the college. Procedures for these reviews are outlined below.

#### 5.13.1 Times for Reviews

- a. Review of faculty performance will take place at the following times:
  1. Pre-Tenure Faculty Reviews will take place no later than mid to late January of years one, two, four, and five.
  2. Institutional Faculty Reviews (in years three and six for tenure) will take place during the fall semester, as will reviews for rank promotion and post-tenure reviews. Post-tenure reviews for each tenured faculty member will occur every six years.
- b. Additional reviews may be convened upon request of the faculty member, Department Chair (if one exists), CAO, or President.
- c. Sabbatical leaves of absence shall count toward time in service for purposes of review.

#### 5.13.2 Review Committees

##### 5.13.2.1 Pre-Tenure Faculty Reviews

- a. The Pre-Tenure Faculty Review shall be conducted by a tenured faculty member (reviewer) chosen by the CAO in conjunction with the faculty member being reviewed. This process will utilize a portfolio approach that enables development of goals and an assessment of the progress achieved. For each of these reviews, the member of the Review and Promotion Roster shall provide the faculty member and the CAO with a written report assessing the faculty member's professional development progress.
- b. Responsibilities and Procedures:
  1. The CAO shall meet with all newly appointed faculty to acquaint them with the Faculty Review process.
  2. The faculty member shall compile a portfolio detailing teaching, scholarship, and service activities. Goals and a time line for achieving them will be mutually established by the faculty

- member and the Reviewer. A plan for scholarship will be outlined, to be revisited and modified annually.
3. The Reviewer shall be responsible for scheduling a meeting with the faculty member late in the fall semester to discuss the portfolio. The emphasis in these reviews will be to help the faculty member promote his/her professional development.
  4. The Reviewer shall prepare a written report assessing the faculty member's professional development, encouraging activities that will lead to further professional development, and suggesting changes that will lead to better performance. A copy of this report will be forwarded to the CAO.
  5. The CAO may provide written feedback or comments on this report to the parties involved.

### **5.13.2.2 Institutional Faculty Reviews (First review, Tenure, or Rank)**

- a. The review committee for Institutional Faculty Reviews in years three and six (for tenure) shall consist of the following:
  1. CAO who shall serve as convener and facilitator of the review committee
  2. Institutional Faculty Review Committee that is comprised of three tenured faculty members who are elected by the Faculty Assembly in the Spring meeting to serve three year, staggered terms beginning with the next academic year.
    - a. Position 1: Tenured, Full Professor (1<sup>st</sup> term is three years).
    - b. Position 2: Tenured from any rank (1<sup>st</sup> term is two years.)
    - c. Position 3: Tenured from any rank (1<sup>st</sup> term is one year.)
- b. Each member of the review committee shall have one vote. The majority shall rule. The CAO shall send a separate letter and a copy of the committee report to the faculty member being evaluated. Any additional information helpful in promoting the professional growth of that faculty member should be included. Copies of these documents will become part of the college faculty file and will be submitted to the President.
- c. Responsibilities and Procedures:
  1. The CAO shall initiate the process stating the specific type of review: three year, six year (for tenure), or rank promotion, and providing a specific week for scheduling the review, informing the faculty member via letter during the semester preceding the academic year in which the review will take place.
  2. The office of the CAO shall be responsible for contacting members of the review committee to determine an agreeable specific date and time for the review.
  3. The faculty member shall distribute appropriate evidence and materials to each member of the review committee by September 1 using the various sources identified in Section 5.14.4, Criteria for Review. The faculty member should facilitate class visitation by providing each committee member with a detailed class calendar for the term. This calendar will help committee members to visit and properly assess as many classes as possible and help to ensure a thorough review of classroom teaching.
  4. Each member of the review committee shall respond in writing providing to the Chair of the Committee an assessment of each of the three factors in **Section 4.15.4 Criteria for Review**. This document should be in electronic form (on diskette or an email attachment). The review committee shall examine the evidence of data pertaining to the faculty member being reviewed and participate in the face-to-face interview of the faculty member.
  5. The Chair of the Committee shall write a draft report summarizing the comments from the committee members and shall make this summary report available to the committee members and the CAO before the face-to-face session. This document should be in electronic form. This report will serve as a basis for the review with the candidate.
  6. At the completion of the evaluation interview, the Chair of the Committee shall finalize the summary report of the review session which will be submitted to the CAO. This report will reflect

the committee's recommendation for continuing the appointment, awarding tenure, or promoting as appropriate. The report will state the basis for the recommendation. Where relevant, the report will recommend strategies for improvement.

7. The CAO shall send a letter of his/her evaluation and recommendation, and a copy of the committee's report, signed by all members of the committee, to the faculty member being reviewed, informing the faculty member of the recommendation of the committee. Any additional information that could be helpful in promoting the professional growth and development of that faculty member should be included. These documents will become part of the personnel file. A copy of these documents will also be submitted to the President.
8. All recommendations will be submitted to the President. For recommendations concerning tenure and rank promotions the President shall, if in concurrence, submit them to the Board of Directors.
9. If the President does not concur with the recommendation of the committee, the committee, along with the CAO, shall meet with the President to discuss the recommendation. The President may elect, after meeting with the committee, to concur with the committee's recommendation, in which event the recommendation will be submitted to the Board, or the President may elect to disagree with the recommendation, in which event the recommendation will be reported to the Board.
10. Faculty who are denied tenure by the Board of Directors and faculty who do not apply for tenure at the stated time will not be offered any future contract by Bethany College.
11. Any faculty member being reviewed who does not agree with the recommendation sent to the Board of Directors may exercise the right to a review through the Faculty Grievance Procedure, beginning at the formal grievance stage.

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### **5.13.2.3 Institutional Faculty Reviews (Post Tenure)**

- a. The committee for Institutional Faculty Reviews (Post-tenure) shall consist of the CAO and a tenured faculty member of equal or higher rank, chosen by the CAO. The purpose of the post-tenure review is to aid in the continuing professional growth of the tenured faculty member.
- b. Responsibilities and Procedures:
  1. The CAO shall initiate the review process by informing the faculty member via a letter during the semester preceding the academic year in which the review will take place.
  2. The faculty member shall prepare a written self-evaluation to be submitted with supporting documents by October 1 (February 1 for spring reviews). This self-evaluation should reflect on teaching strengths and weaknesses. It should summarize the design and revision of courses accomplished during the past six years. This statement should highlight goal achievement of the past three years pertaining to teaching, scholarship, and service, and assess the degree to which goals were achieved. Supporting documents must include student course assessment data as discussed in Section 5.14.4.
  3. The faculty member shall identify and describe three or more goals or objectives relative to teaching, scholarship, and service to be achieved over the next three years.
  4. The faculty member shall send a copy of the self-evaluation and supporting materials to the reviewer from the Review and Promotion Roster. The reviewer shall comment in writing concerning the self-evaluation, the appropriateness of the goals or objectives, and any other recommendations and provide a copy to the faculty member and the CAO.
  5. The faculty member may prepare a written response to any or all of the reviewers' comments. All review materials will be collated into a review packet by the Office of the CAO. Copies will be sent to the faculty member, the reviewer, the personnel file, and the President.
  6. A meeting of the faculty member may be called by the reviewer from the Review and Promotion Roster, the CAO, or by the faculty member being reviewed if there is a need for additional clarification of the plan or of the responses to the plan. The criteria in 4.15.4 are to be considered in the review process.

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### 5.13.3 Guidelines for Use of Student Evaluation of Faculty

- a. In order to help promote teaching effectiveness and ensure accountability, all instructors are expected to solicit student evaluation of their courses according to the following guidelines:
  3. Student evaluations (using the institutionally approved evaluation form) are required of all faculty, both tenure and non-tenure track, for all courses taught in the two semesters (excluding summers) preceding a pre-tenure, an institutional, or a post-tenure review. They are also required of all part-time faculty and instructors/lecturers for the first two semesters of each course taught. The CAO may require evaluation of any course at any time. Faculty members may request course evaluations at any time.
  4. At a convenient time during the last four weeks of the course, or the last week of Interterm the institutionally approved student form shall be administered, and returned to the office of the CAO no later than the last day of final exams.
  5. Neither the instructor in the class nor any student in that class may supervise the administration of student evaluations. Instructors are expected to ask another responsible party to do this task. Those who perform this task shall collect the completed forms, place them in the provided envelope, seal it, and deliver the envelope to the Office of the CAO.
  6. The Office of the CAO shall create a summary report of both the quantitative and open-ended responses to the evaluation forms and store the original evaluation forms in a secure environment for at least three years after which the originals may be destroyed.
  7. After the course grades are turned in to the Registrar, the Office of the CAO shall provide copies of the summary to the instructor and the Department Chair. One copy will become part of the faculty member's personnel file in the Office of the CAO. The instructor is encouraged to give the CAO any information about the course being evaluated which might help to better understand the summary of student responses.
  8. Instructors, Department Chairs, and the CAO should use the summaries as information about student satisfaction. They should be used as encouragement when students give positive responses, and as motivation to make improvements when students express criticisms.
  9. The summary results will become part of the evaluation materials that each instructor shall submit for the regularly scheduled faculty review. Untenured faculty members shall include all summaries since employment at Bethany College. Tenured faculty members shall include all summaries since the previous review.
- b. It should be remembered that student evaluations of faculty members are only one source of data about performance and should not be the sole basis for any personnel decision.

### 5.13.4 Criteria for Review

The following factors are to be considered in the review process:

#### 5.13.4.1 Teaching

- a. Teaching is the most important criterion for review of faculty. Several actions that together make for the effective teachers are listed below. All of these are necessary for effective teaching. All faculty should strive for excellence in teaching, which is indicated by excellence in each of these actions. Excellent teaching shall be defined as teaching which is based upon informed pedagogy, actively engages students in the learning process, makes knowledge accessible to students, fosters students' intellectual growth, and assists them to think independently and synthesize ideas. The actions below are followed by examples of evidence.
- b. The effective teacher is one who:
  1. remains professionally current, revising course content and developing new courses when appropriate;

2. develops clear teaching goals, organizes course materials and teaching methods in a manner consistent with those goals;
  3. establishes clear, rigorous, and reasonable standards for student achievement and appropriate methods for evaluating those achievements;
  4. successfully adapts teaching methods to differing student needs, subjects, class sizes, levels, and teaching situations;
  5. helps students to develop the capacities for independent thinking and self-motivated learning;
  6. helps students to develop effective thinking, learning and writing skills;
  7. promotes the active involvement of students in their own learning;
  8. devotes the time and effort necessary to advisee and counsel students effectively;
  9. actively promotes the liberal education of students; affords students the opportunity to relate specific course content to wider dimensions of human experience;
  10. promotes interdisciplinary inquiry;
  11. conveys enthusiasm for the discipline, models the discipline for learners, and involves students, where possible, in one's scholarly and creative work;
  12. earns the respect of students and colleagues;
  13. communicates with students an enthusiasm for learning;
  14. establishes rapport with students;
  15. shows evidence of being organized and efficient in following syllabus, returning student work, etc.
- c. Evidence of excellence in teaching may include a variety of information such as:
1. peer observation in classes;
  2. student evaluations—see Section 4.15.3, paragraphs #7 and #8.
  3. reliable and valid assessments of students' progress toward the goals of the class or classes;
  4. awards;
  5. documentation of graduates' success;
  6. testimonials from graduates and professionals outside Bethany College; [these should be identified as "solicited" or "unsolicited."]
  7. faculty description of how one is keeping current;
  8. course syllabi;
  9. evidence of course changes along with rationale;
  10. minutes of Educational Policies Committee regarding new courses;
  11. record of Directed Independent Studies and other student/faculty project work such as the Partners in Scholarship program;
  12. the professor's thoughtful and reflective examination of pedagogy and philosophy.

#### **5.13.4.2 Contribution to Assessment and Accreditation Activities**

- a. Effective teaching at Bethany College is understood to include commitment to, and participation in, those assessment activities required for accreditation by North Central and other external accrediting agencies, such as NCATE, NASM, and CSWE. Results of assessment activities in courses are primarily for the personal use of the instructor for the betterment of teaching, but will be utilized in faculty reviews to give evidence of cooperation with assessment requirements in a timely and effective manner. Failure to conduct assessments jeopardizes both the welfare of Bethany College and its students, and will be taken into consideration in all faculty reviews.

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### 5.13.4.3 Scholarship

- a. As a liberal arts institution, Bethany College welcomes and offers appropriate support for diversity of scholarly or professional creativity among its faculty. Faculty are encouraged to consider the many facets of scholarship, including the scholarship of teaching, discovery, integration, and application. Excellence of scholarship must ultimately be judged in light of the particular circumstances of each case. Evidence includes but is not limited to the examples given below.
1. **Scholarship of teaching**--defined as contributing new knowledge or practice to the improvement of pedagogy.
    - i. publication of a textbook or a book on pedagogical theory or practice;
    - ii. publication of an essay on pedagogical theory or practice in a journal of education or a journal in one's discipline;
    - iii. a presentation on pedagogy in a conference with one's academic peers in the discipline;
    - iv. submission of an external grant proposal to support the scholarship of teaching.
  2. **Scholarship of discovery**--defined as innovative and original research that contributes new knowledge, theory, or interpretation to a discipline, or creative and original presentation and/or performance of art, theater, music, or creative writing.
    - i. publication of a book in one's discipline if that book has undergone peer evaluation by scholars in the discipline;
    - ii. publication of a refereed book chapter;
    - iii. publication of a scholarly article in a peer-reviewed journal in one's discipline;
    - iv. publication of an article among refereed proceedings;
    - v. presentation of a conference paper at a scholarly conference of specialists within the discipline if acceptance of the essay is based upon peer review of its content or an abstract thereof;
    - vi. participation in a panel at a scholarly conference;
    - vii. musical or theatrical performance in which the performer was invited to participate on the basis of demonstrated excellence in the field;
    - viii. exhibition of art work when the invitation has been solicited on the basis of demonstrated excellence;
    - ix. publication of creative writing (fiction, drama, poetry) in a journal or through a publisher of established excellence which bases publication on peer review by writers and/or critics;
    - x. professional musical recordings;
    - xi. guest musical conducting or theatrical directing when the invitation has been solicited on the basis of demonstrated excellence;
    - xii. submission of an external grant proposal to support the scholarship of discovery.
  3. **Scholarship of integration**--defined as summary, synthesis, and/or dissemination of discovery, knowledge, theory or innovation in one's discipline and/or making connections of such discovery, knowledge, and theory between or among disciplines. Peer review is not a requirement, the medium and audience being more general than that of the Scholarship of Discovery. Still the prestige of the medium (paper, journal, conference) and the composition and scope of the audience may be considered as a measure of quality.
    - i. publication of a book review;
    - ii. publication of a review of an art exhibition or musical performance;
    - iii. publication of research or discovery in a journal or newspaper for the general public;
    - iv. performance or reading of one's creative work for a general audience;

- v. presentation of research or discovery at a conference or for a group of the general public (for example, a regional or state arts council or history council, a business or professional organization);
  - vi. organization for public review of a significant artistic presentation or cultural event;
  - vii. writing liner notes for a performance or recording;
  - viii. submission of an external grant proposal to support the scholarship of integration.
4. **Scholarship of application**--defined as especially creative and original applications of theory, discovery, and knowledge to persons and institutions in a manner that contributes to the betterment of real world situations, including, but not limited to practical solutions in environmental, business, civic, educational, or cultural endeavors.
- i. written testimonials;
  - ii. newspaper, magazines, or journal articles;
  - iii. Collaboration agreements;
  - iv. grant proposals;
  - v. other records;
  - vi. Continuing education.

#### 5.13.4.4 Service

- a. At Bethany service is defined as contribution to the welfare of others and shall consist of professional service, campus service, and community service.
1. **Professional service**--includes but not limited to areas of service outside of the campus community that draws upon the professional expertise of one's discipline. Activities in this area include but are not limited to:
- i. serving as an officer or on a committee of a professional organization within one's own discipline;
  - ii. presenting a workshop in one's discipline;
  - iii. planning a major conference in one's discipline;
  - iv. acting as a professional consultant or evaluator.
2. **Campus service**--includes but not limited to the Bethany College community, activities on campus or related directly to some aspect of campus life but not necessarily limited to the physical boundaries of the campus. Activities in this area include but are not limited to:
- i. service as Department Chair;
  - ii. active and participatory engagement in committees and administrative duties;
  - iii. clearly identifiable campus leadership when not connected with committee work or teaching;
  - iv. attendance at summer time activities;
  - v. recruitment activities;
  - vi. mentoring students, faculty, and staff.
3. **Community service**--includes but is not limited to service to one's community beyond the college and one's profession. Activities in this area include but are not limited to:
- i. service to church;
  - ii. community development;
  - iii. local government;
  - iv. working with the elderly or disabled;

- v. recreation and sports activities;
- vi. arts organizations;
- vii. activities related to children;
- viii. local schools/education;
- ix. honor societies;
- x. health/safety organizations.

**Examples of Evidence:**

- i. reports from committee chair(s);
- ii. visibility on campus;
- iii. letters from involved students, faculty and other constituencies;
- iv. catalogs of events or brochures;
- v. public records;
- vi. newspaper articles or other written materials;
- vii. elected office.

## **5.14 Tenure Statement**

- a. Tenure is the right of any full-time teaching faculty member to the continuance of appointment without periodic notice, except under the conditions specified below. It is granted by the Board of Directors of the College upon recommendation of the President of the college as a deserved recognition of quality of teaching, contribution to the learning environment of the College, educational attainment and related experience, character, scholarship or creative activity and service.
- b. Ordinarily, tenure may be awarded in the rank of Assistant Professor or above after six years of continuous full-time service which has not been terminated by notice of final appointment. Tenure or lengthy service at other institutions may be considered, but in no cases will the length of service at Bethany College be less than two years before tenure. When making the case for the granting of tenure, the regular teacher should submit evidence that spans his/her whole professional career, but especially the entire period of service at Bethany.

### **5.15.1 Rationale for Tenure**

- a. Tenure is the primary means of ensuring and protecting academic freedom, stability, and economic security for the community of scholars. Tenure motivates faculty toward establishing community roots, becoming interested in new measures for the good of the College, and supporting and giving continuity to long-range College endeavors.
- b. Tenure affects faculty productivity by obliging the tenured faculty member to assume responsibility for self-renewal and professional growth and by fostering new ideas which come from experience. Tenure affects the learning environment of the college because of the tenured faculty member's continuing responsibility to contribute significantly to that environment.
- c. Tenure provides the continuity which helps to promote faculty interest in and knowledge of student performance.
- d. Tenure is beneficial in attracting the most qualified new faculty who might have a choice between a position with the possibility of tenure and one without that possibility. It forces an institution to review faculty members at a specific time and to release those who are unqualified on the basis of the stated criteria.

### **5.15.2 Criteria for Tenure**

- a. The faculty member for appointment with continuous tenure must demonstrate competence in the subject matter field as reflected in the confidence of professional peers as well as students,

colleagues, and administrators; must demonstrate experience as reflected in the apprenticeship served in college teaching and related activities; and will normally hold an appropriate terminal degree. Exceptional professional attainment and/or related experience in the field may be considered in lieu of part of these requirements. The specific criteria for tenure are as follows:

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1. Excellence as a teacher as reflected in quality of and enthusiasm for teaching, effectiveness of methods, interest in subject matter, concern for student learning, effective advising of students, and continued academic preparation and improvement.
2. An emerging pattern of professional activities as reflected, for example, by publications, presentations at scholarly meetings or conferences and, in the arts, by manifestations of creativity demonstrated through exhibits or performances; another example may be involvement in professional and/or public organizations, boards, and commissions related to one's academic fields or college assignments.
3. An emerging pattern of involvement in the activities of the College.
4. Continuing evidence of sympathy with the aims and purposes of Bethany College as stated in the Mission Statement of the College.
5. Evidence may include:
  - i. student evaluations since commencement of Bethany employment;
  - ii. written evaluations by peers;
  - iii. letters of recommendation;
  - iv. documentation of excellence in teaching, scholarship, and service;
  - v. documentation of awards and honors;
  - vi. identification of publications, performances, presentations, etc.;
  - vii. samples of scholarly work such as manuscripts, slides of art, tapes of music, examples of exceptional student projects, etc.

## 5.16 Procedure for Dismissal of a Tenured Faculty Member for Cause

### 5.16.1 General Procedures for Dismissal

- a. When reasons related to violation(s) of the Faculty Handbook arise to the level that causes the College to question the fitness for duty of a tenured College faculty member, the following procedures shall be followed:
  2. **Personal Conference.** The CAO shall discuss the matter with the faculty member in a personal conference. At that conference, the CAO shall bring to the faculty member's attention, and shall constructively discuss with the faculty member, the reasons why the CAO questions the faculty member's fitness for duty.
  3. **Remediation Plan.** As part of the personal conference, the CAO shall provide to the faculty member a remediation plan that includes measurable standards by which the faculty member's performance will be evaluated and a deadline by which such remediation plan must be completed. If such remediation plan does not result in measurable improvement, leading the CAO to determine that termination proceedings should be initiated, then the CAO shall call the faculty member to a meeting to discuss a mutually satisfactory resolution of the matter.
  4. **Dismissal Committee.** If a mutually satisfactory resolution cannot be reached, an ad hoc committee of two tenured faculty members designated by the Faculty Senate and a third tenured faculty member chosen by the accused will be charged with the function of determining whether the charges, if true, would constitute cause for dismissal. The three person committee will convene within one week and render a judgment on this matter in writing within three weeks after being convened. Any statement formulated by the CAO calling for the dismissal of a tenured

faculty member for cause must be clear and specific as to the reasons for dismissal. If the committee's decision supports the faculty member, the matter is closed. If the committee's decision does not support the faculty member, the CAO may institute dismissal proceedings.

3. **Dismissal Proceedings.** Dismissal proceedings should be commenced by written communication addressed to the faculty member by the CAO informing the faculty member of the intent to terminate the faculty member's employment. This communication must state clear and specific reasons for dismissal and specifically why those reasons should result in termination of employment.
  1. **Right to Request a Hearing.** Within fourteen (14) days after receiving this communication, the faculty member may, in writing, request a hearing challenging the intent to dismiss. Failure to request a hearing will result in termination of employment, unless the faculty member requests an extension of time to request a hearing and the President of the Faculty Senate determines that extenuating circumstances exist that prevented the faculty member from requesting a hearing within this time period. A denial of the request for extension may be appealed by the process detailed in Section 8 of this policy.
  2. **Request for Hearing.** If the faculty member requests a hearing, upon receipt of that request, the CAO shall, within seven (7) days, set a date for the hearing and shall, in writing, inform the Faculty Senate and the faculty member of this date. The date of the hearing shall be within thirty (30) days of the CAO's receipt of the faculty member's request for the hearing, unless unusual or complex circumstances exist. The hearing date may be continued by the President of the Faculty Senate for good cause upon request of either party. In setting the date of the hearing, sufficient time should be allowed so that the faculty member can prepare a defense. The faculty member shall be informed of all procedural rights by the Faculty Senate simultaneous with setting the date of the hearing.
4. **Status of Faculty Member Pending Hearing.** The faculty member shall remain a salaried employee, with full benefits, until the completion of all phases of the termination procedures. The CAO reserves the right to employ another person to temporarily fulfill the teaching responsibilities of the faculty member in question while such termination procedures are pending. In addition, while such termination procedures are pending, the faculty member may be suspended and barred from campus if the CAO determines that the faculty member is a danger to himself/herself, to others, or to campus property, as detailed in the Faculty Code of Conduct.
5. **Hearing Committee.** A committee of five faculty members to conduct the hearing and reach a decision shall be chosen by lottery: three members from the Faculty Senate and two from the tenured faculty. The faculty member may request the replacement (by lottery) of one member of this committee. The five-member hearing committee shall elect a chair for the duration of the hearing. If for sufficient reason, any member of the Faculty Senate is unable or unwilling to serve, the President of the Faculty Senate shall select any new member by lottery of tenured faculty members. A verbatim, written record of the hearing shall be made at the College's expense.
6. **General Rules for Hearing.** Before the hearing, the faculty member and the College shall have a reasonable opportunity to obtain witnesses, specific documents, or other specific evidence reasonably related to the reason for dismissal. The committee should only review the statement of reasons for dismissal before the hearing. The hearing shall be private. The CAO or an appropriate representative shall attend and present the case for termination. The hearing committee is not bound by legal rules of evidence and may admit any evidence of probative value in determining the issues. The hearing committee shall make every reasonable effort, however, to base its decision on the most reliable evidence that is related only to the specific charges.
7. **Hearing Protocol.** Each party may be represented by counsel. Each party, or their counsel, shall have the right to question all witnesses who testify orally. Each party shall have the opportunity to confront all adverse witnesses. If a witness cannot or will not appear, but the hearing committee determines that his or her testimony is necessary to a fair adjudication of the issue(s), the hearing committee may admit as evidence the sworn affidavit of the witness. In that event, the hearing committee shall disclose the affidavit to both parties and allow both parties to submit written interrogatories to the witness. Each party has the right to make a closing argument. Although the hearing committee will normally not be subject to formal rules of court procedure, the hearing

committee may determine the general order of the hearing, including the list of witnesses, the list of exhibits each party intends to use, and the estimated time needed by each party to present their respective cases. The burden of proof that adequate cause for termination of employment exists rests with the College and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

8. **Decision of Hearing Committee.** After the presentation of all evidence and after hearing closing arguments, the hearing committee shall retire to deliberate and ultimately issue a written decision. The committee may proceed to arrive at a decision without having a transcript available. However, if during deliberation the hearing committee determines that it requires any portion of the hearing to be transcribed, such will be provided. The hearing committee shall make a finding on each reason offered for termination of the faculty member as to why termination is, or is not, warranted. Each finding shall be supported by the facts offered in evidence at the hearing and the hearing committee shall provide its rationale as to why the facts support, or do not support, the charge(s) against the faculty member. Finally, the hearing committee shall state its conclusion as to whether or not the College has met its burden of proof to dismiss the tenured faculty member. As stated above, the hearing committee must find, by clear and convincing evidence, that the reasons for termination have been proven by the College. The hearing committee's work is completed after all parties receive its written decision. If the hearing committee finds for the faculty member, its decision is final.
9. **Appeal of Hearing Committee's Decision.** The President shall transmit to the Executive Committee of the Board of Directors the decision of the hearing committee if the finding is to dismiss the faculty member. If the hearing committee finds that the faculty member should be dismissed, then the faculty member has the right to appeal the hearing committee's decision to the Executive Committee of the Board of Directors. Notification of such appeal must be made by the faculty member within fourteen (14) days of his or her receipt of the written decision of the hearing committee by filing a notice of appeal with the President. The appeal shall be written, shall be based solely on the record of the previous hearing (including the record of the hearing), and shall be based only on an assertion of bias, procedural error, and/or incorrect application of College policies by the hearing committee. The Executive Committee of the Board of Directors shall then meet and make a decision within thirty (30) days of the date they receive the notice of appeal from the President. The decision of the hearing committee shall either be sustained or reversed.
10. **No Public Statements.** Public statements by any party to the case should be avoided. In the case of a faculty member being ordered to remain off of the campus or if the safety of individuals requires it, the appropriate authorities will be notified.

## 5.16.2 Procedures for Creating and Eliminating Faculty and Instructor/Lecturer Positions

### 5.16.2.1 Guidelines

1. Faculty membership and instructor/lecturers are defined in sections of 4.1 and 4.1.1 of the Bethany College Handbook. All proposals for the creation or elimination of faculty and/or instructor/lecturer positions who teach 12 semesters hours or more per academic year, are subject to review under these policies and procedures.
2. Proposals for the creation or elimination of faculty and/or instructor/lecturer positions may be initiated by any of the following: the Board of Directors, the President, the CAO, or any other duly constituted committee, task force or organizational unit of the college. All such proposals are directed to proceed from Faculty Senate and are coordinated by the CAO.
3. The Faculty Senate makes recommendations to the CAO with regard to final decisions concerning creation or elimination of full-time faculty positions. The CAO makes final decisions on these positions within the budget approved by the Board of Directors.
4. The Faculty Senate shall consult with and receive comments from the Curriculum Committee and from the faculty as a whole with regard to proposals for the creation or elimination of full-time faculty positions or part-time faculty and/or instructor/lecturer positions involving 15 semester hours or more teaching load per academic year. In every instance such proposals shall be discussed at no fewer than two meetings each of the Faculty Senate and the Curriculum Committee, and one regularly

scheduled meeting of the faculty as a whole to insure opportunity to hear from all concerned persons. These five meetings may take place in any sequence except that the last must be the faculty meeting.

5. The deliberation on such proposals shall be informed by the results of Program Review whenever possible.
6. The makers of the proposal shall clearly explain the effect of each proposed creation or elimination of faculty and/or instructor/lecturer positions on the provision of academic courses, majors, concentrations, minors, and/or programs, and on the provision of the general education program.
7. Each academic year the CAO shall prepare and make available to the Faculty Senate an "Instructional Personnel Report" consisting of a list of the faculty and/or instructor/lecturer positions (whether those positions are currently occupied or not), the names of the persons occupying the faculty and instructor/lecturer positions including the number of hours taught by each part-time faculty member and/or instructor/lecturer.
8. The "Procedures for the Creation and Elimination of Faculty and Instructor/Lecturer Positions" do not apply in instances where part-time faculty and/or instructor/lecturers are contracted to teach courses normally taught by a full-time faculty member on sabbatical or leave. Neither do these procedures apply to temporary employment of part-time faculty and/or instructor/lecturers faculty contracted to teach courses or sections offered because of extraordinary demand or circumstance.

#### **5.16.2.2 Steps in the Procedure During Normal Operating Times**

1. Proposals for the creation or elimination of faculty and/or instructor/lecturer positions are submitted to the Faculty Senate. The proposal must clearly explain the effect such changes would have on the academic program including any changes or reductions in the academic courses, major, concentrations, minors, and/or programs offered and on the provision of the general education program.
2. The Faculty Senate, after initial review and clarification with the organization unit submitting the proposal, shall announce the initiation of such deliberations to the faculty at the next regular faculty meeting. The Faculty Senate shall invite the faculty to make comments and recommendations. Such comments and recommendations may be entered into the record of the faculty meeting and reported to the Faculty Senate by the Faculty Secretary, or directed to the Curriculum Committee and/or the organizational unit making such proposals.
3. The Faculty Senate shall submit the proposal for review and comment to the Curriculum Committee. The Curriculum Committee shall prepare written comments that include both findings and recommendations which are submitted to both the Faculty Senate and the organizational unit submitting the proposal.
  - a. The Curriculum Committee reviews the proposal with regard to its effect on the academic program including the general education program and all academic courses, majors, concentrations, minors, and/or programs affected. The Curriculum Committee also considers the effect of the proposal on the total academic program including academic courses, majors, concentrations, minors, and/or programs in academic programs not directly involved in proposals for the creation or elimination of faculty and/or instructor/lecturer positions. Special attention shall be given to gaps in the range of program elements essential for a liberal arts program and to duplication of program elements.
  - b. The Faculty Senate reviews the proposal with regard to its effect on such concerns as faculty salaries and benefits, distribution of ranks, tenure and faculty positions, faculty rights, and academic freedom.
4. The Faculty Senate, after consultation with the organizational unit proposing the change, shall prepare final recommendations with regard to the proposal.
5. The organizational unit proposing the change reviews the Curriculum Committee and Faculty Senate comments and may then prepare a written response.
6. The comments and recommendations of the Faculty Senate and the Curriculum Committee and the proposing unit's response are submitted to the CAO for decision.

7. The decisions of the CAO are reported to the Faculty Senate, the Curriculum Committee and to the faculty as a whole.
8. In the event that tenured faculty are terminated as a result of the procedure for creation, reduction or elimination of faculty positions the following procedures will be implemented.
  1. Before a full-time, tenured faculty member is terminated due to reduction or elimination of a major, concentration, minor, or program, the college shall seek to identify one or more available positions in the college for which the faculty member concerned might be suitable. If any such positions are identified, the college and the faculty member may agree to a plan for the faculty member to prepare for and fill an appropriate position. The final determination of available positions, the faculty member's suitability, and the appropriateness of a transition plan shall be made by the administration of the college in consultation with the Faculty Senate.
  2. In all cases of the elimination of a tenured faculty position, the position concerned shall not be filled by a replacement or set of part-time faculty from outside the college within a period of three years, unless the released faculty member has first been offered reinstatement and a reasonable time in which to accept or decline it (within one month).

### **5.16.2.3 Steps in the procedure During Periods of Financial Retrenchment**

#### Financial Retrenchment Policy

##### **5.16.2.3.1 Introduction**

1. The primary responsibility of Bethany College is to provide a quality educational program for its students. This goal can be realized only if the fiscal affairs of the college are carefully managed to maintain financial integrity.
2. Careful planning must take place on a continuous basis in an attempt to enable the college to avoid financial exigency. Whenever the college anticipates reduced income, it must make plans for reduced expenses. Since the single largest area of expense is found in faculty and staff compensation, reductions in personnel levels need to be studied whenever an income reduction is anticipated.
3. In the academic area, this means an ongoing review of low-enrollment classes, low-enrollment majors and programs, as well as majors and programs where a decline in enrollment or interest calls for staffing adjustments. Plans to avoid financial exigency may involve discontinuance of programs and academic majors, with a corresponding reduction in staffing.
4. A corresponding ongoing review of administrative and staff support areas shall be made to ascertain possible reductions in force to respond to anticipated reductions in income.
5. In an effort to avoid financial exigency, the following retrenchment policy will provide an orderly procedure whereby the college may be able to implement changes in program and staff in the event of exceptional fiscal problems.

##### **5.16.2.3.2 Procedural Guidelines**

1. Implementation of the policy shall be warranted when it is judged by the Board of Directors that the college is facing exceptional fiscal problems which cannot reasonably be alleviated by measures other than those involving reduction in faculty or staff personnel or the discontinuance of selected programs or academic majors.
2. The President will present necessary information to substantiate the need to implement retrenchment to the Board of Directors and a committee made up of the faculty representative to the board, the President of the Faculty Senate and the chair of the Curriculum Committee, as well as two other faculty members appointed by the Faculty Senate, shall be assembled in order to provide assistance to the President.
3. Exceptional fiscal problems necessitating retrenchment may be illustrated by any of the following:
  1. A Fiscal FTE enrollment decline of more than 5% in one year.
  2. A deficit of more than 5% of the total budget.

3. A composite financial ratio of less than 1.0.
4. Following presentation of the necessary information outlined above, the Board of Directors may declare this policy to be in force, and will direct the Administration to develop a specific timetable and program to alleviate the fiscal concerns being faced.
5. Procedures for program and/or position changes during a state of retrenchment given below supersede those listed for normal operations.
6. The President will be responsible to develop specific proposals concerning reductions in force and/or reduction or elimination in programs and majors. Relevant data will be gathered in consultation with appropriate individuals and committees. For example: The Curriculum Committee shall be consulted in the case of the elimination of academic programs or majors; the Faculty Senate will be consulted in the case of faculty terminations.

Plans for recovery from retrenchment, as well as progress toward recovery, should be reviewed with the committee made up of the faculty representative to the board, the chairs of the Faculty Senate and the Curriculum Committee and the two appointed faculty members.

7. A written recommendation will be prepared by the President for presentation to the Board of Directors for discussion and action.
8. Guidelines for notification of termination and right of appeal are noted in the Faculty and Administrative Handbooks. Any formal grievance process must be initiated within one month of notice of termination.

#### **5.16.2.3.3 Principles of Retrenchment/Reduction in Force**

1. While "fairness" would seem to dictate across-the-board reductions in faculty and staff, such a policy could be damaging to institutional viability. As a result, reductions in faculty or staff positions or in programs or academic majors will be made selectively, with the good of the whole institution held in view.
2. As a general policy, vacancies created by retirement or resignation will not automatically be filled. New appointments in each case will require careful study. In the case of faculty, this will be done by the CAO, in consultation with the chairperson and department concerned and such committees or persons as may be designated by the Dean's Office. In the case of staff or administration, this will be done by the Chief Financial Officer, in consultation with any appropriate department heads.
3. When faculty positions within a department must be closed, the following will be considered in priority order: (1) impact on the academic program, (2) tenure, (3) quality of teaching, (4) quality of service to the college and its constituents, (5) evidence of promise for continued growth and making significant contribution to the institution, and (6) length of service to the institution.
4. In the event that it is necessary to terminate the services of a tenured faculty member, that person shall be given reasonable opportunity to redirect within that person's or a related discipline, or to train for an administrative or professional staff position if one is available. For the 2010-11 and 2011-12 academic years, if a tenured faculty member is notified by October 15 that his or her contract will not be renewed, the current contract will be considered terminal.
5. Reductions in administrative staff positions will proceed along similar lines, with consideration of (1) impact on the institutions ability to serve students, (2) effectiveness in the position, (3) evidence of capacity to make significant future contributions, and (4) length of service to the institution.
6. Particular faculty members given notice of termination under financial retrenchment shall have the right to appear before the Faculty Senate and have access to the regular grievance procedure.

#### **5.16.3 Procedures for Financial Exigency**

1. Financial exigency is defined as a bona fide financial emergency, which threatens survival of the college. Financial exigency may result when steps taken in retrenchment are not successful. Declaration of financial exigency is an extreme measure. It is an extraordinary financial crisis which cannot be alleviated by less drastic means. The declaration of financial exigency enables the Board of Directors to reorder the financial expenditures of the College in an expeditious manner including

the implementation of a series of orderly procedures for the reduction in number of or the reallocation of tenured faculty. The faculty, through the Faculty Senate and the Curriculum Committee, provides guidance in determining where program and faculty reductions should be made.

2. If financial exigency has been declared, salary obligations of the college to the tenured faculty member are considered completed at the end of the contract in force at the time of notification.
3. The decision to declare financial exigency shall be made by the Board of Directors or its Executive Committee after consultation with the President. The Faculty Senate shall also be consulted prior to a declaration of financial exigency.
4. The retention of a viable academic program must be the primary goal in financial exigency, and the faculty must not bear an undue proportion of the necessary economies. Decisions regarding any program and/or faculty reductions will be made by the Board of Directors on recommendation by the President. The President will act on recommendations made by the CAO, the Faculty Senate, and the Curriculum Committee. The Board of Directors will be provided copies of all of these comments and recommendations.
5. When faculty positions within a department must be closed, the following will be considered in priority order: (1) impact on the academic program, (2) tenure, (3) quality of teaching, (4) quality of service to the college and its constituents, (5) evidence of promise for continued growth and making significant contribution to the institution, and (6) length of service to the institution.
6. Particular faculty members given notice of termination under financial retrenchment shall have the right to appear before the Faculty Senate and have access to the regular grievance procedure.

## 5.0 BETHANY COLLEGE – EMPLOYEE HANDBOOK

### Part B: Staff Employees (Hourly and Salaried)

#### 5.17 Employee at Will

(BOD 7-1-04)

- a. Bethany College extends employment contracts to faculty employees only, normally issued on a nine-month period. Administrators who hold faculty rank or status are issued a faculty contract and are subject to the provisions of the Faculty Handbook.
- b. Employees who do not hold faculty rank or faculty status are "employees-at-will." All employees of Bethany College, except faculty employees who have signed a contract, are "employees-at-will" and as such, are free to resign at any time, with or without notice, and with or without cause.
- c. Likewise, Bethany retains the similar right to terminate the employment of any employee-at-will at any time, with or without notice, and with or without cause.
- d. Nothing contained in this Handbook, or any other document or policy, is intended to be, nor should it be, construed as an employment agreement or contract with Bethany, nor a guarantee that either employment, or any benefit, will be continued for any period time.
- e. Any salary figures provided to employees in annual or monthly terms are stated for the sake of convenience, or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

##### 5.17.1 Policies

- a. Employees are expected to abide by all policy requirements. Violations of policy provisions may result in disciplinary action, up to and including termination of employment.

##### 5.17.2 Hiring Procedures

- a. When a staff vacancy occurs, notices will be posted on the Bethany College website. Applications are made to Human Resources. Current Bethany employees are not required to notify their supervisor when submitting an application for a posted position. However, if they are a finalist for the position, their supervisor will be notified before the completion of the application process, for among other things, a recommendation. An interview will follow for the purpose of evaluating the applicants' qualifications for the particular position. The supervisor will then contact the applicant selected with a job offer indicating position, salary, and beginning date. After the selected applicant has accepted the job offer, the Human Resource Officer will notify all other applicants. The President or his/her designee is the only official who can make binding employment contracts, all of which must be in writing.

#### 5.18 Personal Records

##### 5.18.1 Pre-employment Files

- a. All files relating to the recruitment process for a particular administrative position will be maintained in the manner described in the College's Record Management Policy.

### 5.18.2 Personnel Files

- a. Bethany maintains personnel files on each employee. These files contain documentation regarding all aspects of an employee's tenure with Bethany, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of recommendation. Employees may review their personnel file at such times as may conveniently be scheduled by the employee and Bethany's Director of Human Resources.
- b. Any employee interested in reviewing their file should contact the Director Human Resources to schedule an appointment. To ensure that personnel files are up-to-date at all times, employees should notify the Director of Human Resources and their supervisor, if appropriate, of any changes in their name, telephone number, home address, marital status, number of dependents, beneficiary designations, etc.

### 5.18.3 Grievance Files

- a. All files relating to any informal complaints or formal grievance procedures initiated by a non-faculty will be maintained in separate file by the Director of Human Resources.

## 5.19 Performance Standards

- a. Certain standards of performance and conduct must be maintained within any work group. Generally, those standards are recognized and observed by the employee without any need for direction by the supervisor. Failure to observe those standards may result in disciplinary action. An annual employee evaluation will be conducted the observance of these standards. The evaluation will be feedback for the employee as to how they are conducting themselves in the place of employment. The supervisor should inform the employee of his/her strengths, weaknesses, and help establish the employee's goals for this upcoming year. This evaluation will be conducted by each employee's supervisor and kept in the employee's personnel file for future reference. The following standards may be evaluated:
  1. Capabilities
  2. Cooperation
  3. Efficiency
  4. Dependability
  5. Initiative
  6. Punctuality
  7. Quality
  8. Accuracy
  9. Courteousness
  10. Regular attendance
- b. Forms are to be individually completed and discussed by both the employee and the supervisor. Then the two should discuss the completed forms. Copies of the evaluation will be filed by the Director of Human Resources.

### 5.19.1 Performance Appraisal

- a. The performance appraisal process for non-faculty employees provides a means for the discussion of job descriptions, professional development and job performance between the non-faculty and the non-faculty's immediate supervisor. Performance appraisal is a process because it is designed to begin at the beginning of each anniversary of hire and concludes with the completion of the performance appraisal form and the appraisal interview at the anniversary of hire.
- b. At the beginning of each year, non-faculty employee will endeavor to meet with their supervisor(s) to discuss the appraisal process, finalize the job description and work objectives, and discuss professional development needs. Periodic discussions about the non-faculty's performance in relation

to job expectations will likely occur throughout the year. Performance appraisal should be conducted on a regular basis.

- c. The results of the performance appraisal, which may be placed in the non-faculty's official file, will serve as one of several bases for subsequent decisions concerning promotions transfer, salary increases, dismissal, or other administrative actions.
- d. A formal evaluation will be conducted periodically for each non-faculty employee. A written evaluation form has been designed by the Director of Human Resources and President's office. This formal evaluation process serves primarily as a tool for the non-faculty's professional development; results will not be used as a basis for any decision affecting the non-faculty's employment status.

## **5.20 Employment Responsibilities**

### **5.20.1 Confidentiality**

- a. Bethany's policy is to ensure that its operations, activities, business affairs, and the files of alumni, faculty, employees, and students are kept confidential to the greatest possible extent. During the course of their employment, employees will acquire confidential or proprietary information about Bethany, employees and its students. Such information shall be kept in strict confidence and not discussed with anyone other than the appropriate Bethany employees. Employees also are responsible for the internal security of such information. Violation of this policy shall subject the employee to disciplinary action up to and including termination of employment.

### **5.20.2 Public Relations**

- a. Each employee should recognize that he/she is a spokesperson for Bethany College when speaking to students, alumni, and other campus visitors. It is important that every employee of Bethany College project a friendly, helpful, and courteous image in every possible way. It is hoped that all employees will be well-informed of campus events and locations so that they may assist others in finding their destination. If a visitor requests general information about the College, they should be directed to the Director of Communication.

### **5.20.3 Non-Solicitation**

- a. In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees shall not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g. those on lunch hour or breaks) shall not solicit employees who are on working time for any cause or distribute to them literature or printed material of any kind in working areas at any time. Non-employees are likewise prohibited from distributing material or soliciting employees on Bethany's premises at any time.

### **5.20.4 Work Assignments**

- a. Because of varying workloads and the College's commitment to provide stable working conditions and continuous employment, it may occasionally become necessary to assign different duties and/or locations to an employee.

### **5.20.5 Personal Appearance**

- a. Each employee should present a neat and attractive appearance, avoiding extremes in clothing and grooming. Attention to personal hygiene is also important.

### **5.20.6 Voting**

- a. Normal work schedules allow sufficient time for employees to vote in elections before or after working hours. Employees entitled to vote but unable to arrange their schedules to fit the hours the polls are open may request their supervisor to authorize an absence. Such an absence shall be requested in

advance of the absence. The employee's supervisor shall designate the hours of the absence. The hours of absence shall be made up.

### **5.20.7 Lines of Authority**

- a. Good communication is an essential ingredient for the smooth and orderly operation of any organization. In the event of a problem, concern, or question, it is suggested that the employee first visit with his/her immediate supervisor. If further discussion is needed, the employee is encouraged to then contact the appropriate member of the President's Council. The President is ultimately responsible to the Board of Directors for the administration of the College.

### **5.20.8 Unprofessional Conduct**

- a. Members of the Bethany College administration are expected to act in a manner appropriate to professionals within the higher education community. Unprofessional conduct cannot be condoned and subjects the non-faculty to possible disciplinary action, which may include immediate termination of employment. Unprofessional conduct includes, but is not limited to the following:
  2. exploitation of another person for private advantage;
  3. appropriation of another person's work without appropriate credit;
  4. sexual harassment;
  5. unreasonable and substantial interference with another person's work performance;
  6. creating an intimidating, hostile or offensive working environment based upon sex, race, religion, age political belief, disability, or national origin;
  7. dating a student in violation of the provisions stated in Section 6.4.

### **5.20.9 Outside Employment and Consulting**

- a. Staff employees who wish to engage in non-college employment in addition to their responsibilities to Bethany College must first secure approval from the President through the non-faculty's immediate supervisor.

### **5.20.10 Nepotism**

1. Relationship by family or marriage constitutes neither an advantage nor a deterrent to appointment by Bethany, provided that the individual meets the standards for the position to be filled. This general policy is applied to all terms and conditions for employment, except where there is a compelling and essential need to avoid business-related conflicts of interest, or to avoid the reality or appearance of improper influence or favor. Examples of situations in which the college will be compelled through business necessity to deny such terms or conditions of employment include the following:
  2. Where one spouse or immediate family member would have the authority (existing or potential) or practical power to supervise, appoint, remove or discipline the other spouse or other immediate family member;
  3. Where one spouse or immediate family member would be responsible for auditing the work of the other spouse or other immediate family member; and
  4. Where other circumstances exist which would place the two spouses or two immediate family members in a situation of actual or reasonable foreseeable conflict between the college's interest and their own.

## **5.21 Leaves with Pay**

### **5.21.1 Vacations**

The amount of vacation to which employees are entitled depends on the employee's anniversary date and the employee's classification.

**5.21.1.1 Vacation Pay**

- a. Vacation pay shall be based on the employee's straight-time rate of pay.

**5.21.1.2 Vacation Carry-over**

- a. Employees may not carry over any vacation time beyond their next anniversary date. For example, an employee eligible for 5 days of vacation on their first anniversary date of service with Bethany must use this vacation time before their second anniversary date and so on. Any exception to the use it or lose it policy, will be dealt with on a case by case basis with the employees supervisor and the Director of Human Resources.

**5.21.1.3 Pay in Lieu of Vacation**

- a. Employees are required to use their vacation for time away from work. No cash payments will be made in lieu of taking vacation during the year.

**5.21.1.4 When Vacation is Earned**

- a. Vacation days are intended to be taken during the year following the year in which they are earned. Use of vacation days during the first year of service and/or the year which they are earned should be granted only as an exception to the rule and cannot exceed the vacation time earned to date. Approval of such exceptions must be obtained from the employee's supervisor and the Director of Human Resources.

**5.21.1.5 Holiday within Vacation Period**

- a. If a holiday(s) observed by Bethany falls within a scheduled vacation period, those days will be charged to Holiday pay not accrued vacation.

**5.21.1.6 Vacation Scheduling**

- a. Vacations may be taken as weekly periods or as individual days as long as the periods chosen meet with the approval of the employee's supervisor. Vacations must be taken at a time mutually acceptable to the employee and his/her supervisor. Employees are asked to submit a vacation request to their supervisor at least two weeks before the date they wish their vacation to begin. Bethany reserves the right to deny such vacation request if the vacation would result in the inadequate coverage for the employee's work unit.

**5.21.1.7 Reporting Vacation**

- a. Employees are required to submit within two working days of return a detail of their hours taken for vacation to the Director of Human Resources.

**5.21.1.8 Vacation for Terminating Employees**

- a. Upon termination of employment for any reason, a staff member who has completed twelve or more months of continuous employment may request that he or she receive compensation for any vacation earned but not yet taken. However, Bethany reserves the right, when dictated by budgetary or other considerations, to require staff members to take their vacation time prior to the termination of employment.

**5.22 Absenteeism and Tardiness**

- a. Bethany expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Bethany has certain plans described in this Handbook to compensate certain employees for time lost for legitimate medical reasons. (Employees should consult the appropriate sections of the Handbook and the specific plans for information regarding these benefits.)



- c. No payments shall be made for accrued but unused sick days at the end of any calendar year or upon termination. This policy is designed to benefit employees who are ill and unable to be on the job. An employee may be granted sick leave for the following reasons:
  - 1. Illness or injury of the employee or member of his/her immediate family
  - 2. Medical or dental appointment of the employee or an employee's immediate family
  - 3. Death in the immediate family (absence in excess of 5 days)
  - 4. Funeral attendance (see Bereavement above)
  - 5. Disabilities caused or contributed by pregnancy, miscarriage, abortion, or childbirth
- d. When an employee is unable to report to work as scheduled, due to illness, the supervisor should be notified by 8:00 a.m. if possible during the day of the absence. Medical evidence may be required for time claimed as sick leave. A written statement from a physician may be required for sick leave or leave of absence due to medical reasons in excess of 10 days. Abuse of sick leave or leave of absence privileges may result in disciplinary action or termination.
- e. When a staff member loses time from regular work because of illness, injury, or disabilities caused or contributed to by pregnancy, miscarriage, abortion or childbirth, the employee may use accrued sick time. If accumulated sick leave is expended, the employee shall be placed on leave of absence without pay, with the employee's option to use or not use all or part of the accumulated vacation leave. The length of leave of absence without pay is subject to the limitations outlined in policies covering leave of absence.
- f. The supervisor and/or the Director of Human Resources shall have the authority to require a medical statement from an employee wishing to return to work following sick leave or leave of absence in cases where there is concern about the employee's ability to perform his/her normal or customary work assignment.
- g. The Director of Human Resources shall have the authority to relieve an employee of active employment if he/she is not physically capable of performing the major functions of his/her job. Time off will be charged to sick pay. The employee will be allowed to return to work when he/she can provide a doctor's certificate indicating the employee is physically capable of performing major job functions.

### 5.21.5 Reporting Sick Leave

- a. Employees are required to submit within two working days of return a detail of their hours taken for sick leave and personal leave to the Director of Human Resources.
- b. If you take leave because of your own serious health condition or to care for a covered relation, you must contact Bethany at least once a month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as is practicable (within two business days if feasible) if the dates of the leave change or are extended or were unknown initially.

## 5.22 Unpaid Leave of Absence

### 5.22.4 Personal Leave of Absence:

- a. Unpaid personal leave of absence for a period of up to 30 days may be granted at the discretion of the Director of Human Resources or supervisor for full-time, three-quarter-time, half-time, and part-time employees who have completed at least one year of continuous service. A personal leave of absence may be granted for justifiable reasons. ***A Personal leave shall not be granted until the employee has exhausted all accrued, but unused vacation leave and personal time.***
- b. Employees shall submit their written request for personal leave of absence to their supervisor to be approved by the Director of Human Resources at least two weeks before the time they wish such leave to begin. If a personal leave of absence is necessitated by an emergency, the employee or a member of their immediate family shall notify the employee's supervisor or the Director of Human Resources as soon as is practicable. The employee should follow up with a written explanation of the

- nature of the leave and the expected length of absence. In such emergency situations, the written explanation shall be submitted within three days of the beginning of the employee's leave.
- c. Employees may request an extension of their leave of absence if they submit their request in writing before the expiration date of their original leave. Employees shall submit their written request to the Director of Human Resources. Failure to return to work at the end of an approved personal leave of absence shall subject the employee to disciplinary action.
  - d. Unless applicable federal, state or local law requires otherwise, Bethany cannot guarantee reinstatement to any employee returning from a personal leave of absence. Employees shall receive notification from the Director of Human Resources regarding any such right to reinstatement before commencement of their leave. Bethany endeavors, however, to place employees returning from personal leave in their former positions, or positions comparable in status and pay. This endeavor is subject to budgetary restrictions, Bethany's need to fill vacancies, and Bethany's ability to find qualified temporary replacements.
  - e. All benefits operating on an accrual basis (e.g. vacation, personal time, sick days) do not continue to accrue during a personal leave of absence. During a personal leave of absence, an employee has no tuition remission privileges.

#### **5.22.5 Family and Medical Leave of Absence:**

Revised and Effective July 1, 2004 (See Bethany College Handbook 6.6)

#### **5.23 Job Related Illness or Injury**

- a. An employee who suffers a job-related illness or injury will continue to receive his/her wages or salary from the college. This will ensure that all fringe benefits remain intact and there will be no delay in receiving compensation. Any compensation checks the employee receives from Worker's Compensation Insurance will be supplemented by the College. Time off for job-related illness or injury will not be charged to accumulated sick leave.
- b. When an employee suffers job related illness or injury, he/she must report to his/her supervisor immediately and complete a Worker's Compensation Report of accident form. The supervisor must notify the Director of Human Resources of an illnesses or injuries, no matter how minor, so that a Worker's Compensation Report of the accident can be completed within 24 hours of discovery/diagnosis of injury.

#### **5.24 Holidays**

- a. The majority of college designated holidays will be observed on the calendar day on which each falls, except that a holiday falling on Sunday will be observed on the following Monday, and a holiday falling on Saturday will be observed on the preceding Friday. The number and dates of holidays will be determined each year by President's Council. Once the holidays are determined they will be distributed to all employees in the form of a memo at the beginning of each fiscal year.
- b. Employees shall obtain permission from their supervisor to use vacation days to extend or coincide with a holiday. The decision whether to grant such a request shall be based on workload and equitable treatment of all employees.

#### **5.25 Personal Day**

- a. Each full-time employee is entitled to one 8 hour day paid personal time off each year based on the employee's anniversary date. Each three-quarter-time employee is entitled to 6 hours of paid personal time off each year based on the employee's anniversary date. The personal day is designed to be used when an employee needs a day off. The personal day cannot be carried over to the following year, nor can an employee receive compensation in lieu of unused time. The personal day leave cannot be broken into segments and, therefore, the entire day must be taken at one time.

## 5.26 Other Absences

### 5.26.1 Volunteer Community Service

- a. The full pay of an employee (full-time, three-quarter-time, half-time, and part-time) shall be paid for the time spent during the regular working hours that he/she:
  1. Fights fires or answers other public alarms, provided that the employee is a member of the volunteer fire department which is engage in the activity.
  2. Serves as ambulance driver or attendant, provided that the employee is a member of the volunteer ambulance corps which is engaged in the activity.
  3. Performs services as a Red Cross Volunteer in disaster areas.

### 5.26.2 Inclement Weather

- a. In the event that bad weather (e.g. blizzard) prevents an employee from reporting to or remaining at work, the employee will not be paid for those hours missed. Absences due to bad weather can be charged only to accrued vacation time. If an employee has no accrued vacation time, then such time missed will be considered an excused absence without pay. If the college is closed due to weather, employees will be paid regular wages.

### 5.26.3 Military Leave of Absence

- a. Bethany grants a leave of absence without pay for active military, military reserve, or National Guard duty to full-time, three-quarter-time, half-time, and part-time employees. Employees called to active military duty, military reserve, or National Guard training, or volunteering for the same, shall submit copies of their military orders to their supervisor as soon as is practicable. These employees shall be granted a military leave of absence without pay for the period of such military service, in accordance with applicable federal and state laws. Eligibility for reinstatement after completing military duty or training is determined in accordance with applicable federal and state laws.

## 5.27 Retirement Benefits

### 5.27.1 Retirement Plan

- a. The College's retirement plan is placed with the Teacher's Insurance and Annuity Program (TIAA) and the College Retirement Equities Fund (CREF) of New York. Employees are not fully vested in the plan until one year after employment. All employees who work more than 1,000 hours in a twelve month period are eligible to participate in this retirement plan. An eligible employee may begin participation on a voluntary basis the first day of employment. The college contributes to a full-time employee's retirement account an amount up to 8.75% of gross salary or wages. The employee may contribute additional sums through payroll deduction or reduction. A booklet entitled Your Retirement Annuity provides more detailed information regarding the TIAA/CREF retirement program, and may be obtained from the Director of Human Resources who also serves as Plan Administrator. While it is expected that the College will continue to provide this retirement program, the Board of Directors of Bethany College reserves the right to modify or discontinue the plan at any time.

## 5.28 Promotion

- a. Promotions are effected as warranted and as the need arises. They sometimes take the form of title changes (with or without salary increases) and sometimes involve assignments of new or increased authority and responsibility, particularly where there is evidence that a non-faculty's professional competence has increased.
- b. As position vacancies arise, each non-faculty has the opportunity to apply for them. Permanent positions are advertised internally as vacancies occur. Non-faculty who apply, who have properly prepared themselves, and who have proven records of performance will be seriously considered during the selection process.

## **5.29 Compensation**

### **5.29.1 Payroll Periods**

- a. Salaries are paid in twelve equal installments on a monthly basis and are distributed by the Director of Human Resources on the last business day of each month.

### **5.29.2 Payroll Advances**

- a. Bethany College does not provide advances on any employee's compensation.

### **5.29.3 Payroll Deductions**

- b. The law requires the college to make certain deductions from an employee's salary, e.g. federal and state income tax, social security, and Medicare. In addition, the college requires deductions to be made for certain fringe benefits, e.g. worker's share of medical and dental insurance plan. Each employee may voluntarily authorize additional deductions to be made, whether for additional payments into the individual's retirement plan, for family health insurance coverage, section 125 contributions, or for financial contributions to the college.

### **5.29.4 Compensation Increases**

- a. Each year, each supervisor reviews the employee's work recorded and past job performance for consideration of salary or wage increases. A recommendation is made by the supervisor to the Director of Human Resources who, in consultation with the President, determines the extent of any compensation increase. Compensation increases will be approved by the Bethany College Board of Directors annually. These increases will be based upon the College's financial situation.
- b. Campus Benefits (See Bethany College Handbook 6.14.)

## **5.30 Fringe Benefits**

- a. The open enrollment period normally is held in November for the new calendar year. The fringe benefit sheets are available in the Human Resource office.

## **5.31 Separation**

### **5.31.1 Resignation**

#### **5.31.1.1 General**

- a. As stated in this Handbook, all administrative employment relationships with Bethany are on an "at will" basis. Thus, although Bethany hopes that its relationships with administrative employees are long-term and mutually rewarding Bethany reserves the right to terminate the employment relationship at any time, and Bethany understands that administrative employees, also, may terminate the relationship at any time.

### **5.31.2 Voluntary termination by employee**

- a. Administrative employees desiring to terminate their employment relationship with Bethany shall notify Bethany at least two weeks in advance of their intended termination date. Such notice shall be given, in writing, to the employee's supervisor. Proper notice generally allows Bethany sufficient time to calculate all monies to which an employee may be entitled and include such monies in the employee's final paycheck. If Bethany asks the employee to leave before the completion of their two week notice period, Bethany shall pay that employee up to the end of their two week notice period.

### 5.31.3 Retirement

- a. Employees planning to retire are urged to provide Bethany a minimum of two months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

### 5.31.4 Exit Interview

- a. Exit interviews with the Director of Human Resources shall be scheduled for outgoing employees after the supervisor receives a notice of resignation or intent to retire. Exit interviews also shall be conducted for employees whose termination is initiated by Bethany. The purpose of this interview is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Bethany property (keys, staff ID) that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

### 5.31.5 Discipline

- a. Discipline is defined as action which helps one to develop self-control and efficiency and as treatment which corrects a lack of self-control or sub-standard performance. Such action or treatment will not often be required.

#### 5.31.5.1 Disciplinary Determination and Termination Procedures

1. Disciplinary determination. Bethany College non-faculty employment relationships are on an "at will" basis. Thus, although Bethany hopes that its relationships with employees are long-term and mutually rewarding, Bethany reserves the right to terminate the employment relationship at any time.
  1. Some causes for discipline determination are:
    - ii. Failure to perform the duties for which the employee is hired by the College;
    - iii. Inefficiency, incompetence, or negligence in the performance of duties;
    - iv. Insubordination or willful disobedience;
    - v. Habitual failure to report for duty at the assigned time or place;
    - vi. Inexcusable absence without leave;
    - vii. Loitering, loafing, or abuse of lunch and rest periods;
    - viii. Working under the influence of alcohol, narcotics, or illegal substances;
    - ix. Theft or attempted theft of College-owned property, or property owned by its visitor, students, patrons, or employees;
    - x. Willful neglect or destruction of College-owned property;
    - xi. Discourteous treatment of public, other employees, or students;
    - xii. Conviction of a crime;
    - xiii. Unauthorized disclosure of confidential information from College records;
    - xiv. Acts of disloyalty injurious to the College;
    - xv. Abuse of sick leave privileges.
  2. Depending upon the severity of the employee's conduct, disciplinary action may take one or more of the following forms: warning, making up of lost time, withholding wage or salary increases, demotion, suspension or termination of services.
  3. Disciplinary action is accomplished upon the written recommendation of the supervisor and with the approval of the Director of Human Resources. The supervisor shall give written notice to the employee of the effective date of any disciplinary action. Fairness and consistency require that certain principles of administering discipline be followed by all supervisors and that the Director of

Human Resources coordinate the disciplinary process. The Director of Human Resources is available to discuss the nature of appropriate courses of action in any particular case.

#### **5.31.5.2 Discipline – Procedure**

1. If an immediate supervisor finds it necessary to discipline a staff member or non-faculty, the following is a list of steps that the supervisor, or other levels of management, may follow in administering disciplinary action. Employees **MUST** understand that these steps are guidelines only and may not always be followed. Disciplinary action may be initiated at any step in this process, at Bethany's discretion, depending on the performance problem, the type of conduct, or the nature of the offense involved. Discharge also may result without any other advanced warning being given, where Bethany deems such action appropriate.
  - a. Attempt to bring about improved performance by teaching.
  - b. Keep a written record of performance problems.
  - c. Communicate freely but in private.
  - d. Counsel the non-faculty employee.
  - e. Issue oral warnings only if counseling fails.
  - f. Issue written warning only if oral warning fails.
  - g. If improvement to a satisfactory level does not result from the written warning and the case is fully documented, dismiss the non-faculty with the consent of the President.

#### **5.31.6 Discharge as a Result of Program Reduction or Financial Exigency**

- a. In the event of a change in program or service, whether or not there is a financial exigency, or in the event of a financial exigency the President may initiate a reduction and/or reallocation in work force. The magnitude of any reallocation in work force is determined by those circumstances in existence at the time of the decision.
- b. The President will ordinarily consult with members of the President's Council, who in turn will obtain advice from subordinate non-faculty employees in reaching a decision on the reductions to be affected. Among the many factors to be considered are: a) the essentiality of the function to Bethany; b) Bethany's mission, strategic priorities and objectives; c) the professional competence and relevant progress of possibly-affected non-faculty employees; and d) Bethany's equal employment opportunity obligations.
- c. Once the decision is made and accepted by the President, written termination notices will be communicated expeditiously to all affected non-faculty employees. This communication will be signed by the President, with copies to the appropriate supervisor. Bethany will strive to provide the earliest possible notification of such decisions.

## 5.0 BETHANY COLLEGE – EMPLOYEE HANDBOOK

### Part C: Policies for Hourly Staff

#### 5.32 Classification

The College classifies its employees as follows:

- a. Full-time Employees: Employees hired to work Bethany's normal, full-time, 40 hour workweek at least 52 weeks each year, or at least 2,080 hours annually on a regular basis.
- b. Three-Quarter-time Employees: Employees hired to work an average of 30 to 40 hours per week on a regular basis, which totals 1,560 to 1,999 hours per year.
- c. Half-time Employees: Employees hired to work an average of 20-30 hours per week on a regular basis which totals 1,000 to 1,599 hours per year.
- d. Part-time Employees: Employees hired to work an average of less than 20 hours per week on a regular basis, which totals less than 1,000 hours per year.
- e. Temporary Employees: Employees engaged to work on Bethany's payroll with the understanding that their employment shall be terminated no later than upon completion of a specific assignment. (A Temporary Employee may be offered and may accept a new temporary assignment with Bethany and still retain temporary status.)
- f. Bethany shall inform employees of their employment classification upon their initial date of employment. Employees changing their positions during their employment as a result of a promotion, transfer, or otherwise, shall be informed by the Director of Human Resources of any change in their status. Employees should direct any questions regarding their employment classification to the Director of Human Resources.

#### 5.32.1 Continuous Employment

- a. Employment is considered continuous when it is uninterrupted, unless there have been approved leaves of absences. If an employee terminates employment without an approved leave of absence and should return at a later time, he or she will be considered a new employee in regard to employee benefits.

#### 5.32.2 Bridging

- a. If an employee terminates employment at Bethany, but then returns within one year from the date of termination, that employee may be eligible to "bridge" the two periods of employment. Bridging occurs after the employee has worked a full year following rehire. Bridging will be used in the calculation of vacation benefits as far as the number of years of service. There will be no benefit to bridging other than the above mentioned years of service benefit.

#### 5.32.3 Work Periods

- a. A work year consists of twelve months, less vacation time. A normal work week consists of forty hours, starting at 12:01 A.M. Wednesday morning, and ending at 12:00 midnight Tuesday evening. Some staff positions, due to their nature, require a different work schedule. There are times and circumstances when the schedule may vary according to the work assignments, emergency situations, or other factors.

(CFO 1-08)

### 5.32.4 Rest Periods

- a. Staff employees are permitted reasonable rest periods during the workday. Under normal circumstances, the College allows a fifteen minute rest period in the middle of each half of the eight hour day. Supervisors may request that rest periods be shortened during heavy or emergency work periods. Rest periods should be taken at a time designated by the supervisor and in a manner which does not interfere with the employee's responsibilities or the efficiency of the office. Supervisors may stagger breaks for employees within the same office in order to maintain uninterrupted service. Rest periods are for the benefit of the employee and may not be accumulated or used for lost time away from the job or for any other purpose.

### 5.32.5 Vacations

*(Revised and Ratified by BOD 5/1/2004)*

- a. Because Bethany recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, Bethany grants annual, paid vacations to its staff employees who are designated as full-time, three-quarter-time, or half-time employees. The amount of vacation to which employees are entitled depends on the employee's anniversary date and the employee's classification.
- b. The vacation schedules are as follows:

Years of Service as of anniversary date	Employment Classification	Number of Vacation Days
1 through 6	Full-time	10.0
	Three-quarter-time	7.5
	Half-time	5.0
7 through 11	Full-time	15.0
	Three-quarter-time	11.25
	Half-time	7.5
12 or more	Full-time	20.0
	Three-quarter-time	15.0
	Half-time	10.0

## 5.33 Compensation

### 5.33.1 Pay Periods

- a. Payment of wages and salaries are made on a biweekly basis. Paychecks are normally distributed by the Business Office.

### 5.33.2 Time Sheets

- a. It is the College's policy to comply with applicable laws requiring records to be maintained of the hours worked by employees. To ensure that accurate records are kept of the hours actually worked (including overtime hours where applicable), the accrued leave time taken, and the employees are paid in a timely manner, employees shall use the time clock system and record on the College's official time Record of Absences form. The Director of Human Resources shall provide employees with this form. This form shall be completed daily. After reviewing the form and resolving any discrepancies, the employee and his/her supervisor shall sign the form and the employee will bring it to the Business Office on the required due date. Employees shall make sure that their actual hours worked and leave time taken are recorded accurately. Falsification of any time record will subject the employee to disciplinary action set forth in the Bethany College Policy Handbook.

### **5.33.3 Overtime**

- b. In compliance with the Fair Labor Standard Act, if it should become necessary for an employee to work overtime, he/she will be paid at an hourly rate equal to one and one-half times the individual's base hourly rate. Authorized time worked by an employee that is in excess of forty hours per week is considered to be overtime. Advanced approval from the supervisor is required for overtime work.

### **5.33.4 Compensatory Time**

- a. Bethany College does not recognize the practice of compensatory time. Bethany College pays nonexempt (hourly) employee for all hours worked, and overtime for every hour an employee works more than 40 hours.



## 5.0 BETHANY COLLEGE – EMPLOYEE HANDBOOK

### Part D: Salaried Employees

#### 5.34 General Employment Responsibilities

- a. In addition to the specific terms and conditions of employment outlined by a Conditional Offer of Employment and/or position description, each Administrator will be expected to observe all policies in this Handbook. This Handbook contains the guidelines for salaried employees' responsibilities and benefits. The contents of this Handbook are presented as a matter of information only and do not necessarily contain all the information employees will need during the course of their employment. Additional information will be received through various postings, notices, and newsletters, as well as orally. Further, each Administrator will be expected to conduct himself or herself in a manner consistent with Bethany's Articles of Incorporation and Bylaws. Each Administrator will be informed of the ideals and spirit of Bethany and its Christian mission. Each Administrator shall promote the purpose of Bethany and assist in the realization of its objectives as the Church in mission in higher education. Each shall be expected to conduct himself/herself at all times in a manner consistent with the standards of Christian men/women.

##### 5.34.1 Policies

- a. Employees are expected to abide by all policy requirements. Violations of policy provisions may result in disciplinary action, up to and including termination of employment.
- b. The term "administration" has been defined in many ways. It is generally synonymous with management, e.g. having to do with the authority to direct programs, personnel and/or money. Three widely-used definitions of "administration" are:
- c. "Administration: 1. Responsibility for efficient and effective operation and procedures. Area of management concerned with interpretation of policy and translating it into effective executive action. 3. In public service, may be synonymous with management.
- d. For simplicity, the term "administrator" in this Handbook refers to all salaried personnel, with the exception of teaching faculty.
- e. All administrators at Bethany are exempt from the requirements of the Fair Labor Standards Act and the Kansas Administrative Code. In other words, administrators may be expected to work more than 40 hours per week without being accorded overtime pay.

##### 5.34.2 Work Week

- a. Owing to the nature of an Administrator's responsibilities, it is not possible to define a "typical" or expected workweek. Each week generally develops a different pattern, occasionally demanding evening hours and weekends. An Administrator is charged with an area of responsibility and given authority accordingly to carry out these responsibilities without regard to traditional office hours. This policy reflects the high regard in which Bethany holds its Administrators. They occupy positions of special trust and confidence. In living up to this trust, each Administrator is expected to keep hours which will when considered in the aggregate, reflect his or her concern for diligent performance and reflect favorably to staff members who are assigned more rigid hours.

#### 5.35 Recruitment and Employment Procedures

- a. A detailed set of guidelines has been developed to guide the administration of all recruitment and employment procedures.

### 5.35.1 Full-time Positions

- a. Search processes for full-time administrative positions will normally be conducted on either a regional or national basis.

### 5.35.2 Part-time Positions

- a. Generally, all part-time administrative positions are appointive positions, and are not required to be advertised.

## 5.36 Leaves with Pay

### 5.36.1 Vacations

- a. All full-time administrators with less than seven months of continuous employment are not entitled to any paid vacation. Full-time administrators with seven to twelve months of continuous employment are entitled to paid vacation on a pro rata basis from the date of employment; vacation time accrues at the rate of 1.67 days per month (20 working days per year). All full time administrators are entitled to four weeks (or twenty working days) paid vacation after the completion of twelve month's continuous employment.
- b. Three-quarter-time employees (9 and 10 month administrators) do not receive paid vacation time.
- c. Consideration will be given to all requests for vacation time and the administrator's preference will be respected wherever practicable. However, Bethany reserves the right to arrange vacation schedules in order to meet operating needs.
- d. Upon termination Bethany may, under normal circumstances, pay a departing administrator for accumulated, but unused, vacation at the time of termination. However, Bethany reserves the right, when dictated by budgetary or other considerations, to require administrators to take their vacation time prior to the termination of employment.
- e. Bethany College understands that there are times when illness occurs without warning. If an employee is ill during a scheduled vacation, and if the employee has accrued but unused sick days available, then the number of days the employee is ill may be charged by the employee to accrued but unused sick leave, in which case, the same number of days shall be granted as additional paid vacation time. If the employee has no accrued but unused sick days, then the number of days the employee is ill will remain charged against the employee's paid vacation time.

### 5.36.2 Reporting Vacation

- a. Administrators are required to submit within two working days of return a detail of their hours taken for vacation, sick leave, and personal leave to the Director of Human Resources.

## 6.0 BETHANY COLLEGE – CAMPUS-WIDE POLICY MANUAL

### 6.1 Chapel Services

Chapel services are an integral part of the Bethany College program. Faculty, staff and Administrators are encouraged to attend and also to encourage students to attend. It is expected that organizational meetings, classes, or events of any other kind should not be scheduled during the time set aside for chapel. The Campus Pastor may ask faculty members for assistance from time to time.

*Rev. FM 10/03*

### 6.2 Equal Opportunity Statement, Prohibition of Discrimination, Affirmative Action Officer

#### 6.2.1 Equal Employment Statement

Bethany provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, Veteran or special disabled veteran, or status in any group protected by law in accordance with applicable federal laws. In addition, Bethany complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

#### 6.2.2 Prohibition of Discrimination

Bethany expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam era or special disabled veteran, or status in any group protected by law. Bethany does not tolerate improper interference with the ability of its employees to perform their expected job duties.

#### 6.2.3 Affirmative Action Officer

Bethany has an affirmative action officer who is appointed by the President to be generally responsible for monitoring progress and compliance with Bethany's equal employment opportunity policy, developing appropriate and necessary policy statements, conducting periodic position analyses to assure that equal title and pay are accorded for equal qualifications and responsibilities, and monitoring recordkeeping responsibilities.

### 6.3 Workplace Violence/ Weapons

#### Zero Tolerance:

Bethany College has a policy of zero tolerance for violence. Employees engaging in any violence in the workplace, or who threaten violence in the workplace, will be terminated immediately. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, striking, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with Bethany College, including employees and students, never feels physically threatened by any employee's actions or conduct.

#### Workplace Security Measures:

In an effort to fulfill this commitment to a safe work environment for employees, students, and others, a few simple rules have been created. These are:

- Access to Bethany College's property is limited to those with a legitimate business interest.

- All employees may be required to show Bethany College identification card and all employee vehicles entering the property must display Bethany College identification.

#### All Weapons Banned:

Bethany College specifically prohibits the possession of weapons by any employee while on Bethany College property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off Bethany College's business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

#### Incident Management:

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, Bethany College will provide initial counseling and support services to employees.

As the crisis passes and support systems are put into place for individuals affected by the incident, Bethany College will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, students, and other who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.

*Board Meeting 11/06*

## 6.4 Bethany College Sexual Harassment Policy

*(Board Approved - Feb 19, 2011 / Attorney Approved – Feb 21, 2011)*

Bethany College is concerned about sexual harassment because of the ethical and moral principles involved in discriminatory conduct and also because of the related questions of power and role. Sexual harassment is a violation of federal and state law, as well as professional ethics. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Kansas Act Against Discrimination. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Bethany is committed to providing an academic and employment environment that will foster respect among all members of the campus community. Each member of the administration, staff, and the faculty is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

Sexual Harassment is an ethical issue that is no less serious than any other breach of ethics. It also has a discriminatory and damaging impact upon the special relationships of trust that should exist among all individuals who are employees and students at Bethany. It is Bethany's policy, therefore, that any member of the academic community who sexually harasses another member is subject to disciplinary action, consistent with existing procedures and policies.

### 6.4.1 What is Sexual Harassment?

Sexual harassment takes a variety of forms. Bethany defines sexual harassment, as follows:

- Unwelcome sexual advances;
- Request for sexual favors; and
- All other verbal or physical conduct of a sexual or otherwise offensive nature, especially where,

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct is used as the basis for employment, academic, athletic, or other decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or in academics, athletics, or other extra curricular activities, or of creating an intimidating, hostile, or offensive environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Students, faculty, or staff should not be penalized in the evaluation of their performance, whether at work, or in academics, athletics, or other extracurricular activities, for refusing to accept unwanted sexual attention or advances as a condition for receiving awards for such performance. Sexual harassment occurs when acceptance of such attention is made a condition of reward, or of penalty, for such performance.

Sexual harassment may occur when there is a power difference between the persons involved, such as when an administrator, faculty member, coach, or supervisor exploits his or her relationship with students or subordinates. Sexual harassment also may occur between persons of the same campus status, e.g. student-student, faculty-faculty, staff-staff.

Bethany administrators, faculty members, coaches, and supervisors who become aware of such harassment shall contact either Bethany's Director of Human Resources, who serves as the Equal Opportunity Officer (Presser Hall, 785-227-3380, x 8115), or the Campus Conduct Hotline (1-866-943-5787) which is a confidential, independent risk management service that provides a simple, anonymous way to alert administrators of harassment, so that steps can be taken to prevent continuation of the harassment.

#### **6.4.2 Examples of Sexual Harassment**

Examples of the types of conduct expressly prohibited by this policy include, without limitation, the following:

- Unwanted touching, such as rubbing, massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;
- Sexually suggestive touching;
- Grabbing, groping, kissing, or fondling;
- Violating someone's "personal space,"
- Whistling; improper gestures, or offensive remarks;
- Lewd, off-color, sexually oriented or explicit comments or jokes;
- Foul, derogatory, obscene or otherwise offensive language;
- Leering, staring, or stalking;
- Suggestive or sexually explicit posters, screen savers, calendars, photographs, graffiti, or cartoons displayed in public;
- Unwanted or offensive letters or poems;
- Sitting or gesturing sexually;
- Offensive electronic mail or voice mail messages;
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, comments regarding one's sex life, body, sexual activities, deficiencies, or prowess;
- Questions about one's sex life or experiences;
- Unwelcome and repeated flirtations, propositions, or advances;
- Repeated requests for dates;

- Sexual favors in return for employment, athletic, academic, or other rewards, or threats if sexual favors are not provided; or,
- Sexual assault or rape.

Whether or not the offending individual meant to give offense, or believed his or her comments or conduct were welcome, is not significant. Rather, Bethany's sexual harassment policy may have been violated when other members of the Bethany community, whether recipients or observers are, in fact, offended by sexual comments or conduct.

### 6.4.3 What to do about Sexual Harassment?

Any Bethany student or employee may initiate a complaint of sexual harassment that occurs on Bethany's campus or at a Bethany-sponsored activity occurring off campus. Visitors and other persons attending Bethany programs, utilizing Bethany facilities or participating in a Bethany-sponsored activity also may initiate a complaint of sexual harassment. Persons who experience, or witness, such harassment should carefully document all incidents, noting dates, specific behaviors, and their effect.

A person who has been subjected to, or witnessed sexual harassment may be reluctant to report an incident. All persons should be reassured that Bethany takes complaints of discrimination and harassment very seriously and will endeavor to keep such matters in strictest confidence to the extent reasonably possible. [The Campus Conduct Hotline (1-866-943-5787) which is a confidential, independent risk management service that provides a simple, anonymous way to alert administrators of harassment, is available to everyone.] Bethany also will endeavor to provide a supportive framework within which a person may seek resolution of a substantive complaint without fear of reprisal.

In many cases individuals will take corrective action when they are made aware of how their behaviors and actions are perceived. Bethany encourages individuals who believe they are being sexually harassed to promptly make it clear to the offender that his or her behavior is unwelcome and that it must stop. Bethany also recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so. If the individual is not comfortable confronting the offender, or if the individual has spoken to the person and the behavior does not stop, the individual may speak to his or her supervisor to intervene to resolve the problem, or contact the Equal Opportunity Officer or call the Campus Conduct Hotline (1-866-943-5787).

A person who believes he/she is being sexually harassed, or is concerned about the sexual harassment of someone else, should:

- Make his/her disapproval immediately known to the accused or appropriate authority;
- Make a written and signed record of all incidents, noting dates, specific behaviors, their effect and the name of any witnesses; and,
- Report the incident to the Equal Opportunity Officer, or his/her supervisor, or the accused's supervisor, or call the Campus Conduct Hotline.

Notwithstanding anything to the contrary stated above, there is no need to follow any formal chain of command and the complaining person may bypass anyone in his/her direct chain of command.

Individuals filing complaints ("complainants") are encouraged to file their complaints within one calendar year of the most recent occurrence of the alleged harassment. The Equal Opportunity Officer will consider complaints received after one calendar year of the alleged harassment, however, the Equal Opportunity Officer may determine that the complaint cannot be investigated effectively due to a significant lapse of time.

### 6.4.4 Equal Opportunity Officer:

Upon receiving any complaint, the Equal Opportunity Officer shall notify the President and evaluate the complaint and determine the appropriate action required. The Equal Opportunity Officer is responsible for:

- Ensuring that both complainant and the accused individual (“respondent”) are aware of the seriousness of a sexual harassment complaint;
- Explaining Bethany’s sexual harassment policy and investigation procedures to the complainant and the respondent;
- Exploring informal means of resolving harassment complaints including further inquiry, discussion with the persons involved, mediation between the parties, assignment to relevant training and/or counseling, a letter of apology, or other informal actions;
- Notifying the police if criminal activity is alleged; and
- Arranging for an investigation of the harassment and the preparation of a summary report and recommendation, if determined appropriate. Any investigation will be prompt and confidential to the extent reasonably possible.
- If the complaint is a student-to-student complaint, a Judicial Officer in the Office of Student Development will be notified. The Judicial Officer will work collaboratively with the EEO Officer to investigate the complaint and serve as directed by EEO Officer in resolution of the situation. The Student Code of Conduct applies to all sanctions up to expulsion.

#### **6.4.5 Supervisors, Administrators, Faculty, and Coaches**

Supervisors, Administrators, Faculty, and/or Coaches must deal expeditiously and fairly with allegations of harassment within their departments whether or not there has been a written or formal complaint. Supervisors, Administrators, Faculty and/or Coaches must, therefore, endeavor to:

- Ensure that harassment or inappropriate sexually oriented conduct is promptly reported to the Equal Opportunity Officer; and,
- Take corrective action to prevent prohibited conduct from reoccurring.

Supervisors, Administrators, Faculty, and/or Coaches who fail to comply with these directives are in violation of this policy.

#### **6.4.6 President or President’s Designee**

Notwithstanding anything to the contrary stated above, the President or President’s Designee is responsible for:

- Reviewing the investigative report and any statements submitted by the complainant or respondent;
- Discussing results of the investigation with the Equal Opportunity Officer, Management, and/or Legal Counsel as appropriate, and,
- Conducting independent research, if appropriate; and,
- Deciding what action will be taken.

In the event the President is the accused, the Chairman of the Board will serve as the President’s designee. In the event the Equal Opportunity Officer is the accused, the direct supervisor of the Equal Opportunity Officer will serve as the Equal Opportunity Officer’s designee.)

#### **6.4.7 Disciplinary Action**

Recommendations for disciplinary action, or other appropriate action, will be made to the President or President’s Designee based upon the results of the investigation. If the President or President’s Designee determines that an individual is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee or student, up to and including termination of employment or expulsion from Bethany. As stated above, in cases involving a student or students, the EEO Officer and the Judicial Officer will work collaboratively and the Code of Student Conduct will apply. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, or other problematic conduct not amounting to sexual harassment is revealed, preventative action will be taken. If after investigating any complaint of harassment or unlawful discrimination, the President or President’s Designee determines that the complaint is not bona fide and

was not made in good faith, or that an individual has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information. Failing to cooperate or providing false information during an investigation shall be grounds for discipline, up to and including termination or expulsion.

#### **6.4.8 Retaliation**

Retaliation against persons who file sexual harassment complaints also is a violation of this policy and the law. Bethany prohibits any form of retaliation against any person for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation can result in disciplinary action up to and including termination of employment, or expulsion from Bethany.

#### **6.4.9 Confidentiality**

All inquiries, complaints, and investigations are treated confidentially to the extent reasonably possible and appropriate under the circumstances. Confidential information will be revealed only on a "need to know" basis. Discussions with Bethany Management for the purpose of obtaining general information or advice will remain confidential. No action will be taken if it is the individual's wish to only make an inquiry and no disclosure of any identifying information about himself/herself or about the accused (e.g. names, departments, positions) is provided. However, the anonymity described above cannot always be maintained if the individual wishes to have Bethany take some sort of corrective disciplinary action. Moreover, Bethany may be legally obligated to take action once it is informed that alleged discrimination, harassment, or retaliation occurred, or may be occurring, regardless of the complainant's wishes to the contrary. If an individual discloses identifying information, and if that information is complete and specific enough to allege a claim of discrimination, harassment or retaliation, then the individual will be considered to have filed a complaint. Although confidential information will be revealed only on a "need to know" basis, the identity of the complainant must be revealed to the respondent and any alleged witnesses. A copy of the investigation report and final decision will be included in the official campus record of the respondent if the investigation concludes that the complaint is substantiated. No record of a complaint is kept in the complainant's personnel file, unless the investigation concludes that the complaint was false, frivolous, or vexatious.

#### **6.4.10 Consensual Romantic or Sexual Relationships of Unmarried Couples**

The purpose of the policy is to ensure that the unmarried couple understands the College's situation.

- The desire to pursue a social/personal relationship must be mutual between both parties.
- There must be no obligation by either party to continue the relationship
- Both parties agree to abide by the organizations' harassment policy and sign the Bethany College Relationship Contract.

It is also essential to understand that consenting romantic or sexual relationships between administrators, faculty, subordinates, coaches, and students may lead to unforeseen complications. The respect and trust accorded a supervisory person by lower-level staff member, or between a Bethany administrator or faculty employee and a student, as well as the power held by the administrator, faculty, coach, or any employee, or supervisor in evaluating or otherwise supervising the lower-level employee or student, could diminish the extent to which the lower level employee or student really feels free to choose. Accordingly, Bethany specifically prohibits administrators, supervisors, faculty, coaches, or any other Bethany employees from having any contact of a sexual nature, whether consensual or not, with any student enrolled in, or otherwise attending their class(es), or over whom the administrator, supervisor, faculty, coach, or any other Bethany employee has any authority concerning the student's matriculation through Bethany, whether in academics, athletics, or other endeavors. In addition, each administrator, supervisor, faculty employee, and coach should be aware of the possible risks of even an apparently consensual sexual relationship. An administrator, supervisor, faculty employee, or coach, who enters into a sexual relationship with another employee, where there exists a difference in seniority or power between the individuals involved, should be aware that, if a complaint of sexual harassment is subsequently made, it could be exceedingly difficult to prove immunity on grounds of mutual consent. With this in mind, Bethany

may reassign or rearrange reporting functions or other roles of parties engaged in a consenting relationship to avoid potential problems in this regard.

#### **6.4.11 Campus Support**

If an individual knows someone who is being harassed, he/she may provide important support. He/she should encourage the person to take action, or report the harassment. If any supervisor, faculty member, or administrator sees or hears about conduct that in his or her judgment constitutes harassment under this policy, he/she must immediately contact the Equal Opportunity Officer or the Campus Conduct Hotline. No one should accept sexual harassment as something to be endured in the academic environment. Even though confronting sexual harassment is difficult and takes personal courage, each individual who comes forward to stop sexual harassment improves the campus community. When co-workers or fellow students leave the campus or are unable to function properly because of sexual harassment, every member of the campus is affected negatively.

Inquiries regarding sexual harassment, affirmative action, gender discrimination, racial harassment, or equal opportunity on the Bethany campus may be made to Director of Human Resources and Equal Opportunity Officer, Presser Hall, 421 N. First Street, (Mailing: 335 E Swensson St), Lindsborg, KS 67456, phone 785-227-3380, ext. 8115.

### **6.5 Policy on Disclosure of Misconduct (Whistleblower Policy)**

*(Board Approved – May 1, 2010)*

#### **6.5.1 Purpose and Applicability**

The purpose of this policy is to set forth the Bethany College policy on disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all students, employees, directors, and officers of Bethany College and to applicants for jobs at Bethany College.

#### **6.5.2 Statement of Policy**

It is the policy of Bethany College that complainants shall be free without fear of retaliation to report conduct within Bethany College what they, in good faith, reasonably believe may constitute misconduct including but not limited to the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institution resources, and abuse of authority.

A representative of Bethany College shall not take or refuse to take any employment action in retaliation against a complainant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Bethany College policy. However, complainants who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and in the case of an employee may be subject to discipline, including termination of employment.

#### **6.5.3 Process for Disclosure**

A complainant shall disclose all relevant information regarding evidenced misconduct to the President or his/her designee in a signed written document within ninety (90) days of the day on which he or she first knew of the misconduct. If the complainant would rather contact a source outside of Bethany College, he or she may contact the confidential Campus Conduct Hotline service.

The President or his/her designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of the Bethany College Board of Directors. The Chairperson shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

The disclosure recipient will be responsible for:

Ensuring all investigations, which shall generally be done in the manner described in Section V.C. below, are carried out in a fair and unbiased manner.

Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

#### **6.5.4 Complaints of Retaliation as a Result of Disclosure**

If an employee or applicant believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.

For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

#### **6.5.5 Process for Adjudication of Complaints Stemming from Disclosure**

An employee or applicant must file a complaint with the President or his/her designee within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse employment action.

Complaints shall be filed in writing and shall include:

- Name and work address of the complainant;
- Name and title of Bethany College official(s) against whom the complaint is made;
- The specific type(s) of adverse employment actions(s) taken;
- The specific date(s) on which the adverse employment action(s) were taken;
- A clear and concise statement of the facts that form the basis of the complaint;
- A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
- A clear and concise statement of the remedy sought by the complainant.

Within sixty (60) calendar days of receipt of complaint, the President or his/her designee (or the Chairperson of the Bethany College Board of Directors in the case involving the President) shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall report to the complainant the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.

The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the President or Chairperson of the Bethany College Board of Directors shall be final.

#### **6.5.6 False Allegations of Wrongful Conduct**

Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with college/university rules, policies and procedures.

### **6.5.7 Policy is not a Contract**

This policy is not a contract and it can be modified at any time, with or without notice. It does not provide greater or lesser rights than applicable law provides.

### **6.5.8 Salary Checks**

Monthly direct deposit slips are placed in the mailboxes on the last working day of each month. Income tax withholding and other items are worked out in consultation with the Director of Human Resource. Direct deposit is available upon request from the Human Resources Office.

## **6.6 Family and Medical Leave of Absence Policy**

The Family and Medical Leave Act (FMLA) provides eligible employees with up to twelve (12) workweeks of paid or unpaid leave for certain family and medical reasons during a twelve (12) month period. Bethany College will follow federal and state regulations related to FMLA. For more information about the FMLA go to the federal Web site at [www.dol.gov](http://www.dol.gov).

## **6.7 Bethany College Philosophy & Policy on HIV / AIDS**

### **6.7.1 Philosophy Statement on HIV/AIDS**

Acquired Immune Deficiency Syndrome (AIDS) is a life-threatening disease capable of inflicting devastating harm to the human population. Despite medical advances in knowledge about the manifestation and spread of the virus, it remains a disease without a cure. People who have AIDS or who have tested positive for Human Immunodeficiency Virus (HIV), are the victims not only of the disease's potentially debilitating effects, but also of the discrimination and moral condemnation that is born of the fear and ignorance of others. Discrimination may take the form of derogatory remarks or jokes, social isolation, verbal and physical harassment, and even the denial of housing, employment and education. It is imperative that all societal institutions address the seriousness of this disease and its impact upon those afflicted with or threatened by it.

In response to the tragedy of this disease, Bethany College is committed to the following goals which affect all members of the College community:

- An atmosphere of respect for human dignity and an appreciation for human diversity and inclusiveness, and compassion for those with disabilities, such as persons with HIV/AIDS, who are members of the College community.
- Continuing education for students and employees in the College community about the disease and its prevention.
- Fair and equal treatment of any student or employee in the College who has HIV/AIDS.
- A just and equitable balance between the rights and responsibilities of individuals with HIV/AIDS and the rights and responsibilities of the College community.

In order to implement these goals, a Bethany College Policy Statement on HIV/AIDS has been developed. The statement articulates specific policies and practices through which the College will insure the fair and equal treatment of persons with HIV/AIDS in all facets of life within the College community. As medical advances occur, these policies and practices will be amended as appropriate to incorporate the most recent information.

### **6.7.2 Policy Statement on HIV/AIDS**

The most current information available indicates that neither students nor employees with HIV/AIDS pose a health risk to other students or employees in an academic setting. Medical research indicates that HIV is spread mainly through the exchange of bodily fluids, for example blood and semen. It may also be contracted at birth from an infected person or by sharing infected needles. The greatest risk to most people today is through unprotected sexual contact.

Current evidence indicates that HIV can not be transmitted through casual physical contact. Living in the same building or room as an infected person, caring for an HIV patient, eating food handled by an infected person, being coughed or sneezed upon or even kissed by an infected person does not place an individual at risk of contracting the HIV.

Bethany College will not discriminate in the admissions or employment process and will not restrict regular classroom attendance, access to campus facilities, jobs and activities solely on the basis of someone having HIV/AIDS. Individuals with HIV/AIDS will be able to choose their associations and activities as long as they are deemed to be physically and mentally able to function as a member of the College community.

The latest medical information does not indicate any risk to those who share residence rooms with someone with HIV/AIDS. However, there may be in some circumstances reasonable concern for the health of students who are infected when they might be exposed to other diseases or are exhibiting risk behavior. The Director of Residence Life in consultation with the Director of Health Services and the infected person will make appropriate housing decisions for each situation.

While Bethany College will not exclude someone with HIV/AIDS from being a member of the College community, it is highly encouraged that such an individual inform the Health and Counseling Services to enable the College to provide whatever medical, counseling, educational or social support may be needed.

To the fullest extent possible, the College will protect the privacy of HIV-infected members of the College community. Appropriate College staff members will be informed of the existence or identity of infected persons only on a need-to-know basis, and specific or detailed information will generally be provided only with written consent of the individual.

A team, comprised of the infected person's physician, a College administrator (as appropriate for the student, faculty member, or staff member), the Director of Health Services, the infected person or person's representative, and the College Counselor or College Pastor will evaluate each individual case to deal with special considerations and policies as necessary. The team will study and determine risks and benefits for the infected person and the other members of the College community. Determinations by the group will be periodically updated based on medical information, legal considerations and condition of the infected person.

All members of the Bethany College community will be provided opportunities for education on the most current information available on HIV/AIDS. Furthermore, all members who, in their work and activities on the campus come into contact with bodily fluids, may be required to receive in-service education and training in the procedures to use to safeguard health and welfare regarding HIV/AIDS.

Bethany College encourages all members of the community to take effective precautions against contracting and/or spreading the HIV/AIDS virus, and to be aware of activities and behaviors that would place them at greater risk. Safe health practices will reduce the risks. For further information, contact the Director of Health Services, the College Counselor, the Campus Pastor or a member of the Student Development staff.

## **6.8 Alcohol Policy**

By policy Bethany College is a dry campus. We continue to maintain that policy for all events held on campus whether they be official Bethany events or other off campus groups using the facilities for an event. Obviously, this also means no students or staff (individuals or groups) are allowed to consume alcohol on campus.

Bethany also does not pay for alcohol at any events off campus. We do not reimburse for alcohol consumed with a meal, whether it be for staff members on official College business or for others who attend a meal paid for by the College.

We do allow for alumni or friends of the College to host events and personally pay for alcohol as part of their hosting. This sort of event may only occur when no underage individuals are going to be present or the host will monitor to be sure that no alcohol is consumed by a minor at an official event of the College.

However, alcohol should never be part of any student recruitment event no matter who hosts or where it is held.

President 7/2/04

## 6.9 Bethany College Workplace Substance Abuse Policy

Bethany College is committed to providing a safe, secure and supportive work environment conducive to the health and well-being of all its employees. In keeping with that commitment, the College has adopted the following policy as a supplement to existing personnel policies, practices, and procedures.

Compliance with the terms of this policy is a condition of employment for all Bethany College employees, regardless of part of full-time status, whether classified as faculty, staff, administrator, or student worker.

### 6.9.1 Definitions

"Drug" means any substance that has known mind or function-altering effects on human beings, specifically including psychoactive substances but also including (though not limited to) any substances controlled, regulated or prohibited by state and federal law.

"Authorized substance" means only 1] lawful over-the-counter drugs (excluding alcohol) in prescribed or recommended amounts; and 2] medically prescribed substances which are being taken under the direction of a physician.

"Workplace" means any office, building or property, including parking lots, owned or operated by the College, or any other work site at which a Bethany employee is to perform work for the college.

"Impaired" means being unable to perform regular or assigned job-related duties safely and effectively, due to substance use or abuse.

### 6.9.2 Behavioral Expectations

Bethany College assumes its employees will behave responsibly on the job, and will avoid engaging in any of the following conduct:

\*The illegal use, possession, manufacture, distribution, or sale of drugs, or drug paraphernalia, while on College premises or in College vehicles, or while conducting College business.

\*The possession, use or distribution of alcohol on the College campus or in College vehicles.

\*Reporting to work while impaired by use of any substance, drug or alcohol, with the exception of authorized substances, as defined above.

If the use of an authorized substance impairs an employee's ability to perform regular or assigned duties safely and effectively, it is assumed the employee will so inform his or her supervisor, who can then temporarily reassign the employee to other duties if necessary.

### 6.9.3 Physical Examination and Testing

Bethany College will not engage in random testing of its employees for the purpose of detecting substance use or abuse. If, however, an employee's performance on the job over a period of time deteriorates in such a way and to such an extent that there are reasonable ground for believing that the employee is or has been improperly using substances in violation of this policy, the College may request that an employee undergo a physical examination or clinical testing designed to detect the presence of drugs.

The College recognizes and values the employee's right to privacy. ***Only those who have a bona-fide need to know will be informed about the physical examination or clinical testing of a fellow employee for substance abuse, and it is expected that such information will be held in strictest confidence.*** Testing will be conducted only by laboratories licensed by the State of Kansas.

## **6.9.4 Employee Assistance**

Bethany College offers a variety of educational and benefit programs dealing with substance use and abuse in the workplace. Educational programs in a given year might include speakers, workshops, films, printed materials and other resources. Benefit programs include coverage for both in-patient and out-patient substance abuse treatment programs for employees who are enrolled in the current College health insurance plan, and limited counseling and referral services for all employees. The Office of Personnel, with programming assistance from the Office of Student Development, coordinates and provides information about assistance programs available to employees.

Bethany College affirms the view that whenever possible rehabilitation and restoration of an employee to full productivity is always preferable to termination or discipline. Employees are thus encouraged to seek assistance for substance abuse before job performance is significantly impaired. In any event, an employee who is found to have a substance abuse problem may remain in his or her position, provided that (1) an approved treatment or rehabilitation program is followed; and (2) all standards of job performance and conduct are met.

Employees who require time away from work to participate in a recognized treatment or rehabilitation program may do so in accordance with the terms of Bethany's leave of absence policy. Information about employees participating in such treatment will be held in strictest confidence.

Supervisors will be provided training to help them work with fellow employees to bring about and maintain a drug-free work environment which is sensitive and responsive to the rights and needs of all employees.

## **6.9.5 Reporting Obligations**

In accordance with the Drug-Free Workplace Act of 1988, any employee who is convicted of criminal conduct related to drugs in the workplace must notify the Office of Personnel or the Office of the President within five days of any such conviction.

## **6.9.6 Consequences of Policy Violations**

Employees who do not comply with the terms of this policy may be subject to appropriate disciplinary action up to and including termination.

If it is determined that local, state or federal laws have been broken on College premises, or in the conduct of College business, the College may also, at its discretion, notify appropriate law enforcement agencies.

## **6.10 Acceptable Use Policy for Technology Resources**

### **6.10.1 Introduction and Purpose**

This document compiles official College policies for the management of computing and communication resources that are owned or administered by Bethany College. These policies apply to all users of BC computing and communication resources. It is expected that resource users will cooperate with each other so as to promote the most effective use of these resources and will respect each other's ownership of work even though it is in electronic rather than printed form. Individuals and organizations will be held no less accountable for their actions involving computing and communication resources than they would be in the protection of other College property and situations.

Computer Services is responsible for the maintenance of this document and administration of all policies and procedures contained within.

### **6.10.2 Access**

#### **6.10.2.1 General**

The College's computing and communication resources are to be used by students, faculty, staff, or official guests for purposes related to the College's mission of education, research, and public service. They are not intended for use by persons unaffiliated with the College.

Access to the College's computing and communication resources is granted through provision of authorized physical access to devices and/or creation of computer accounts. A default level of access is granted to certain resources based on membership in particular "groups" (e.g. employees, registered students). Access to other resources must be specifically requested and approved. Each resource has a designated custodial office or department responsible for granting access. The College has the right to extend, limit, restrict, or deny access to its computer resources. Access to College technology resources or data may require compliance with additional access or usage policies or procedures beyond the scope of this document.

Access to computing and communication resources by persons not registered or employed by Bethany College, including volunteers, requires initial and periodic approval by a College Volunteers whose service includes work with the computing and communication resources must agree to abide by all rules and regulations pertaining to such use. A volunteer's access may be limited to the type and duration of access that is necessary to perform his or her service. Should a volunteer fail to abide by these policies his or her access will be terminated. Requests for access by a volunteer must be accompanied by the reason for the access and the length of time for which the access will be required.

Eligibility to access Bethany College computing resources will be verified automatically and Other sources may be used where these databases do not accurately reflect ongoing affiliation.

Members of the Bethany College community that choose to use their personal computers or other individual computing resources within the College's computing environment are solely and completely responsible for the support and maintenance of such resources, and must comply with the terms and conditions of this policy document and all other policies and procedures related to the use of the College's computing resources.

#### **6.10.2.2 Student Access**

Student access to resources is granted or continued per academic term. Students not registered for classes when eligibility is verified may have the contents of their accounts deleted and their accounts closed without notice.

Student access to resources may be revoked for violations of these policies. Student disciplinary policies and procedures are described in the Code of Student Rights and Responsibilities found in the Student Handbook.

#### **6.10.2.3 Termination of Access for Employees**

Department chairs, directors, and administrators are responsible to notify the Computer Services and the Office of Human Resources when employees resign or otherwise end employment, so that account access can be terminated in a timely manner. Contents of employee accounts may be made available to the employee's supervisor upon written request. Contents of employee accounts will normally be deleted from central systems thirty days after separation from Bethany College.

#### **6.10.2.4 Computer Account Usage Agreement**

The Computer Account Usage Agreement (see Appendix A) specifies the conditions of use for Bethany College's computing and communications resources. The usage conditions apply to ALL computer accounts and access an individual may have throughout the duration of their relationship with the College.

All users of the College's computing resources are bound by the terms and conditions of this agreement. A reference to the agreement will be sent to all new account holders as an e-mail message.

Data and computing resources are valuable College assets. Failure to abide by the provisions of the Computer Account Usage Agreement may be grounds for the suspension of computer accounts and loss of computer resource access privileges at Bethany College, as well as disciplinary action and, when appropriate, civil or criminal liability. The willful and knowing unauthorized use, alteration, interference with, or destruction of data, systems, and/or computing and communication resources is a computer related crime and is punishable under Kansas law including, but not limited to, Kansas Statutes Annotated §21-3755.

The severity of the incident will determine the appropriate response. A severe case of misconduct may result in immediate action such as dismissal from employment, suspension from classes, or legal prosecution. Incidents will be referred to the appropriate College unit for disciplinary action: incidents involving employees will be referred to the employing department and/or Human Resources, while incidents involving students will be referred to the Dean of Students. These units will follow their documented policies and procedures in responding to these incidents.

#### Responsibilities of the User

Usage of the Bethany College's computing and communication resources requires acceptance of certain responsibilities. These responsibilities are outlined below:

#### **6.10.2.4 Institutional purposes**

Use of Bethany computing and communication resources, including network capacity, is for purposes related to the College's mission of education, research, and public service. All users may access resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and their other College-sanctioned activities. The use of Bethany College resources for commercial purposes is permitted only by clear and written agreement with the appropriate College administrator.

#### **6.10.2.5 Security**

The user is responsible for correct and responsible use of the tools each computer system provides for maintaining the security and confidentiality of information stored within it. Examples include but are not limited to the following guidelines:

- Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others.
- The user should select an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- Users will be responsible for any activity associated with their account.
- The user should be aware of computer viruses and other destructive computer programs, and comply with policies or procedures implemented, to avoid being their victim or unwitting accomplice.

#### **6.10.2.6 Legal usage**

Computing and communication resources may not be used for illegal purposes. Examples include but are not limited to:

- Harassment of other users.
- Intentional interference with, destruction of or damage to equipment, software, or data belonging to Bethany College or other users.
- Intentional disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted material.
- Installation and or use of software to circumvent College computer use policies.

An example of statutes dealing with the legalities of computer usage is Kansas Statutes Annotated §21-3488 and §21-5455.

#### **6.10.2.7 Ethical usage**

Computing and communication resources should be used in accordance with the high ethical standards of the College community. Examples include but are not limited to:

- Violations of computer system security.

- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- Use of computing facilities for private business purposes unrelated to the mission of the Bethany College or Student Development.
- Academic dishonesty (plagiarism, cheating).
- Violation of software license agreements.
- Violation of another user's privacy.

#### **6.10.2.8 Misuse of resources**

Misuse of the Bethany College's computing and communication resources, abuse of the system, or other violation of this policy may result in loss of computing privileges, disciplinary action, and legal action.

#### **6.10.2.9 Security**

Bethany College will assist users of its shared computing resources in protecting the information they store on those resources from accidental loss, tampering, or unauthorized use, to the extent that is practical and consistent with available resources and with applicable statutes or judicial orders.

Appropriate information on the security procedures implemented on each central or campus resource will be made available by the system administrator upon request. The College does not guarantee that loss of or damage to data in user accounts will not occur.

#### **6.10.2.10 Confidentiality of Data**

Individuals shall not access, copy or disseminate confidential information except to the extent necessary to fulfill their assigned responsibilities, and then only to the extent that the individual is authorized.

Individuals are reminded that individual student records are subject to special protections, including but not limited to the Family Educational Rights and Privacy Act of 1974

(<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Violation of these protections may be cause for dismissal from employment or enrollment and civil or criminal penalties.

Individuals are responsible to take appropriate action to insure the protection, confidentiality, and security of the College's information. These obligations to maintain confidentiality and security of information continue beyond the termination of the individual's relationship with the College. Persons who exceed their authority in using confidential information or who gain access to such information through unauthorized means are in violation of this College policy. Such conduct may be in violation of the law and could subject the user to disciplinary action, fines, and/or imprisonment.

#### **6.10.2.11 Censorship**

The free expression of ideas is a central tenet of the academic environment. Bethany College computer system administrators will not remove any information from individual accounts unless the appropriate system administrator finds that:

- The presence of the information involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
- The information in some way endangers computing resources or the information of other users (e.g., a computer worm, virus, or other destructive program).
- The information is inappropriate because it is unrelated to or is inconsistent with the mission of the College, involves the use of obscene, bigoted, or abusive material on Bethany College resources, or is otherwise not in compliance with the responsibilities described within this document.

Bethany College system administrators may remove from central computers any information that is inappropriate, as defined above. Users whose information is removed will be notified of the removal as soon as is feasible.

#### **6.10.2.12 Electronic Communications – Email**

Electronic mail at Bethany College is an important resource for academic and administrative communications, and has become an essential element in the College's conduct of daily activities. The College is the owner of the e-mail and other messaging systems and all content that resides on those systems. The use of electronic mail is monitored for resource consumption and storage management. The content of electronic mail and message communications is not normally read or reviewed by any authorized individual supporting the computing systems; however, they may do so in the course of investigating or resolving network communications problems, preventing system misuse/abuse, enforcing College policies, and complying with warrants and judicial orders.

Distribution of chain letters, solicitation for commercial or personal gain, obscene language, and harassment are examples of misuse of the College's electronic communication facilities. With electronic mail and messages, the intent of the communication along with the perspective of the recipient is considered when investigating complaints regarding misuse or misconduct.

Spoofed mail is specifically prohibited. Spoofed mail is defined as any electronic communication that intentionally appears to come from either an account other than that of the sender or an anonymous source.

#### **6.10.2.13 Monitoring/Management**

To properly maintain and manage the College's computing and communication resources, the College may exercise its right to inspect, record, transfer, and/or remove all information contained within those systems that is in conflict with College policies, standards, or regulations and take other appropriate action if unauthorized or improper usage is determined. However, such inspection, recording or removal may also be done in order to make the most efficient use possible of the College's resources.

Monitoring or inspection of the contents of network traffic or user accounts by Computer Services may occur in the process of managing the College's computing resources. Such monitoring shall be conducted with the highest regard for the confidentiality of such data. If such monitoring or inspection of account contents is requested for other purposes, such requests will only be honored with written authorization by Human Resources, Director of Operation, the appropriate Vice President, the College's legal counsel, or the President.

#### **6.10.2.14 Software Copyrights**

Bethany College insists on respect for the intellectual property rights of others and expects users of the computing resources to abide by applicable intellectual property laws, including copyright law and licensing agreements, which control the use of software and associated documentation. Creating or using unauthorized copies of software is a violation of this College policy. Such conduct may be in violation of the law and could subject the user to disciplinary action, fines, and/or imprisonment.

Most computer software and documentation are protected by copyright law. It is illegal to copy or distribute software or its documentation without permission. Lack of copy-protection does not constitute permission to copy. If you have an authorized, or legal, copy of software, you may normally make a single archival copy of the software for backup purposes. However, use of that copy is only authorized if the original software is destroyed or fails to work. If the original software is transferred to another individual, the backup copy must also be transferred or destroyed.

If software is used on the College's computing resources, but said software is not supplied centrally as a computing resource, it is the responsibility of the user or installer to ensure that suitable records are maintained to prove the computer software is an authorized and legal copy. This includes the original disks containing the software, the license agreement, proof of purchase (e.g. copy of purchase order or receipt), and the original manual with the serial number of the product. These materials must be maintained on College premises and must be easily accessible by Computer Services.

*Board Approved 2/17/07*

### **6.10.3 Bethany Computer LAN Usage Policy**

Access to the Local Area Network (LAN) must be considered a privilege, not a right. Violation of the guidelines and prohibitions, both in the attached document and as may be subsequently added, may result in consequences listed in the policy statement. The Director of the Computer Network is the designated System Administrator.

1. Users will agree to abide by all Bethany College Computing Policies governing the use of campus computing resources.
2. Residents are responsible for troubleshooting, maintaining and repairing their personal computer systems. This includes installation and configuration of network cards, cables, and software used to connect to the network.
3. Users will follow all instructions regarding network configuration and addressing. Using a network address other than the one assigned to you is strictly forbidden.
4. Each account belongs to the person to whom it is issued and only that person is authorized to use it, other than as indicated in the guidelines below.
5. Any attempt to gain unauthorized access into other's accounts or computer systems on or off campus will result in immediate loss of network connection as well as any necessary disciplinary and/or legal action.
6. Users will not tamper with or modify any College owned networking equipment or wiring connections. This applies to all network wiring, hardware, and in room jacks.
7. Users of the LAN must comply with all local, state, federal and international laws regarding the distribution of copyrighted materials.
8. Forgery or misrepresentation of one's identity via electronic mail or any other form of electronic communication will be prosecuted under State and Federal laws.
9. The Director of Computer Services has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.
10. Your account may be monitored, tracking the time you spend on the system and your use of resources, such as disk storage, pages printed, messages mailed, and Internet time.
11. The Director of Computer Services and Bethany faculty have the right to distribute files necessary for class work to individual accounts and have the right to view those files that are for the purpose of that faculty member's class(es).
12. Each user will be expected to exercise responsible behavior when on the LAN.
13. Each user may be held accountable for work created when the user's account has been accessed. Do not leave an account open when you leave a computer terminal.
14. You may not use the LAN to annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
15. Use of computing resources for academic purpose takes precedence over personal use.
16. You may not use Bethany College computing resources to support or advocate any commercial, political, or non-profit organization without written permission of the Bethany College administration.

The following are examples of unacceptable use of the LAN. Note that this list is not exhaustive:

1. Using or attempting to use someone else's network account.
2. Using the network for any illegal activity, including violation of copyright or other contracts.
3. Using the network for financial or commercial gain.
4. Degrading or disrupting the functioning of hardware or software or system performance.
5. Vandalizing, altering, or tampering with the data of another user.

6. Accessing systems, whether on or off campus, in an unauthorized or inappropriate manner.
7. Knowingly disturbing or creating a computer virus, worm, or Trojan Horse.

Repeated discourteous use of the network may also result in penalties. Examples of such discourteous use are:

- a. excessive use of system resources, such as disk space and bandwidth;
- b. excessive printing;
- c. deleting, examining, modifying, or copying another user's files without permission;
- d. downloading or displaying obscene images or messages;
- e. sending unwelcome or offensive electronic messages;
- f. disturbing other network and lab users;
- g. unplugging or reconfiguring college equipment to make it difficult to use;
- h. refusing to yield computing resources for higher-priority activities.

Violation by any user of the guidelines or prohibitions provided in this document, by Computer Services, or by Bethany College may result in:

1. restricted network access.
2. loss of your access to an account.
3. disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

#### **6.10.3.2 Penalties**

Failure to comply with any of the above policies may result in termination of in room network services.

Computer Services reserves the right to disable any in room computer connection without notice should it be determined to be causing network problems that results in a disruption of services to others.

If your in room network connection is terminated due to violations of the above policies, a port reactivation fee will be charged to regain access to the network.

Student violations of the above policies will be handled through the Office of Student Development; other violations will be referred, as appropriate, to the Dean of Students, Computer Services, and/or the Bethany College Security Department.

#### **6.10.3.3 Support Policy**

Residents are responsible for maintaining and repairing their own computer systems. This includes the installation of Ethernet devices, cables, and software used to connect to the network. While Bethany College Computer Services will make reasonable efforts to get student computers online, the Bethany staff is not able to do maintenance on privately-owned computers. Computer Services will only provide support for troubleshooting your network software installation and configuration on computers meeting Minimum System Requirements. Such advice and assistance will be provided on an "as available" basis.

#### **6.10.3.4 Electronic Information and Communication**

Since technology is advancing so rapidly, this policy does not attempt to list each and every element of Bethany College's policy on electronic information and communication usage. Rather, it is merely a reference tool, outlining Bethany College's philosophy and general principles and prohibitions to be applied when using Bethany College-owned equipment. If you have any doubts on a particular issue or use, check with your supervisor first.

The telephone system, facsimile machines, voice mail system, electronic mail system (e-mail), computers, computer network system, the Internet, any other electronic communication system, and the equipment and data stored on these systems, the Bethany College's "electronic information and communication systems" are Bethany College-owned property and remains so at all times. All messages

and transmissions composed, sent, stored or received on Bethany College's electronic information and communication systems are and remain the exclusive property of Bethany College and are not to be considered private property of any employee. As Bethany College-owned property, all messages on Bethany College's electronic information and communication systems are subject to disclosure to law enforcement or government officials, or to other parties through subpoena or its equivalent.

Bethany College has invested significant time and money in its electronic information and communications systems for efficiency purposes and to better serve our customers. All employees are required to learn how to use the systems by reading the instructions or by asking management for assistance. All users of Bethany College's systems must comply with all software licenses, copyright and intellectual property laws, as well as all other state, federal or local laws.

The electronic information and communication systems of Bethany College are to be used for business purposes only. If the systems are used for personal reasons, such communications on the systems shall be treated in the same manner as all other messages in accordance with this policy.

Employees cannot expect privacy rights to extend to the use of Bethany College-owned equipment or supplies. From time to time, such as when an employee is on vacation, a business trip or a leave of absence, when it is suspected that a Bethany College rule, regulation or policy is being violated, if it is suspected that Bethany College property is being used improperly, or simply to monitor job performance, a Bethany College representative may gain access to your voice mail or e-mail messages, your computer files, or any other Bethany College property to better serve our customers and for other business or legal needs. For these reasons, you should not expect messages left on your voice mail, e-mail or other communication device to be private. In fact, you should consider this information accessible like any other shared business file.

Although employees have individual passwords, encryption keys or access codes to their voice mail, e-mail and computer network systems, communications created, stored, sent or retrieved on such systems are not confidential, as these systems are accessible at all times by Bethany College. Even when a communication is erased or deleted, it is still stored and can be retrieved and reviewed. Bethany College may review, audit, intercept, monitor, access, print or disclose all messages created, received, stored or sent over Bethany College's information and communication systems, if and when business purposes require with or without notice.

Employees may not use passwords or access codes that are unknown to management. All system passwords or access codes are the property of Bethany College and must be available to management. Employees are restricted from using passwords or access codes of other employees to gain access to another employee's e-mail, voice mail, or other stored communication without prior approval from the other employee or from a supervisor. Employees are prohibited from "hacking" into other systems or "cracking" other passwords or access codes. No electronic communication may be created, transmitted or stored which attempts to hide the true identity of the creator or sender.

Employees are prohibited from using Bethany College's information and communication systems in any way that may be deemed illegal, fraudulent, embarrassing, intimidating, disruptive or offensive to others, which includes, but is not limited to the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, gender specific comments, or any other comment or message that offensively addresses someone's age, religions or political beliefs, national origin, disability, veterans status, or anything else that may be construed as harassing, discriminating or disparaging to or of others. Users encountering or receiving such material should immediately report the incident to their supervisor. Use of Bethany College's information and communication systems in violation of a Bethany College policy, or that will damage the reputation of Bethany College, or use for solicitations, advertisements or promotions (whether for charitable, political, religious or other reasons) is prohibited unless prior approval from your supervisor is obtained. Users may not install software into their individual computers or the network without first receiving prior approval from management.

Employees are prohibited from disclosing any proprietary or confidential information of Bethany College or another without first receiving approval from their supervisor. When authorized, employees are expected to exercise significant caution when transmitting proprietary and confidential information over an electronic communication system because of the abilities of others to "crack" the system. Any such

message containing proprietary and confidential information should begin with a warning declaring that such information is confidential and proprietary to Bethany College.

Employees are prohibited from recording a voice mail greeting or leaving an e-mail message that indicates that any message left on the system is confidential or private.

Inappropriate use of Bethany College's information and communication systems may result in disciplinary action, including but not limited to immediate termination. This policy applies to all employees of Bethany College, or authorized users of Bethany College's systems.

#### **Appendix A: Computer Account Usage Agreement**

##### Computer Account Usage Agreement

I acknowledge responsibility for the use of all computing and communication resources made available to me at Bethany College, in accordance with the policies and procedures specified in the College's Acceptable Use Policy for Technology Resources document as published by Computer Services. I agree to:

- use the computing facilities in an appropriate and ethical manner;
- abide by software and digital media copyright agreements, to respect the property rights and associated restrictions of others, and to refrain from actions or access which would violate the terms of such licensing and nondisclosure agreements;
- respect the confidentiality of data, complying with federal and state statutes and Bethany College policies regarding access to College data and to not release such data without proper authorization;
- take appropriate steps to safeguard access codes and passwords, to protect against unauthorized use of these resources, and to notify Computer Services of suspected unauthorized use;
- not make unauthorized use of the accounts and not knowingly grant use of the accounts for unauthorized purposes;
- respect the rights of all other users of the system and to not knowingly use computing resources in any way which is disruptive or damaging to the system or any other user;
- not use the electronic communication facilities in any way to offend, annoy or harass other users;
- abide by all policies and procedures implemented to manage computing and communication resources, not limited to but including disk space restrictions;
- take proper precautions to safeguard data for recovery;
- accept any and all consequences due to my misuse or abuse of the College's technology resources.

I understand Bethany College does not warrant the functionality or performance of the resources, made available by the use of the computer accounts, to meet my particular purposes or use and realize that I bear the risk of loss or damages which may arise from their usage.

I understand computing and communication resources are the property of Bethany College and access to the accounts or the data contained within them may be granted to others to facilitate the transfer of responsibility or the retrieval of data.

I understand that misuse of the computing resources, abuse of the system, or other violation of this agreement, by myself, or by an individual to whom I have permitted use of the computer accounts, may result in loss of computing privileges, disciplinary action, and legal action.

#### **Appendix B: Computer Account Usage Agreement E-mail Note**

Subject: Computer Account Usage Agreement

The Acceptable Use Policy for Technology Resources describes your responsibilities as a user of the College's computing and communications resources. Please take a moment to become familiar with this document.

Continued use of the College's technology resources signifies your agreement to these usage conditions. If you do not agree to these usage conditions, you must stop using your accounts.

Please direct any questions about the agreement to Computer Services via email to [support@bethanylb.edu](mailto:support@bethanylb.edu).

### **Appendix C: Glossary of Terms**

#### **Authorized Access**

Permission granted to a resource user by an appropriate supervisor and system administrator to access computer resources for instructional, educational, research, or employment-related responsibilities. Authorized access may be granted through, but not limited to, the issuance of passwords or keys to a computer resource.

#### **Central Computing Resource**

Computers or related devices, including software, operating apart from or as part of a network, purchased, maintained, or operated by Computer Services and made available to the College community.

#### **Computing and Communication Resources**

Include, but are not limited to, College data files, software, computers, networks, email or electronic messaging systems, telephone systems, and voice mail systems.

#### **Individual Computing Resource**

Computers purchased for use by an individual member of the College community, and which can be made available to other individuals or groups.

#### **Network**

The complete mechanism of hardware and software components by which computers and peripherals are connected.

#### **Networked Computer**

A computer device that is connected to any Bethany College data network

#### **Resource User**

Bethany College faculty, staff, students, officers, volunteers, and holders of sponsored guest accounts, including all persons providing contractor services to Bethany College, who use, process, or store computerized data relevant to College operations and to computer resources made available to individuals to assist in the pursuit of educational or scholarly activities.

#### **Shared Computing Resource**

A networked computer or peripheral device that can be used by more than one person.

#### **System Administrator**

The person having executive authority over one or more networked computers.

#### **System Manager**

The person or group responsible for the operation and security of one or more networked computers (the person or group with system privileges).

## **6.11 Campus Benefits**

1. All employees are issued complimentary activity tickets (through the use of the employee ID) that entitle the employee, his/her spouse (or guest, if the employee is not married), and dependent children to attend all athletic and most other extra-curricular (music, art, drama) activities without charge. The card can also be used at other KCAC colleges for athletic events. All employees, their spouses, and children are allowed to use the physical fitness facilities of Hahn Gymnasium and Stroble-Gibson Center when not being used by the College's sports teams. Any child under age 18 must be accompanied and supervised by the parent at all times when using these facilities.

Employees should check with the Building Coordinator regarding the rules and regulations for the use of Hahn Gymnasium and Stroble-Gibson Center.

2. The college cafeteria offers staff rates for meals for employees and immediate family (spouse and children).

### 6.11.1 Tuition Benefit Policy

(BOD 7/12)

#### 6.11.1.2 Purposes

1. The purposes of the Bethany College Tuition Benefit Policy are:
  - a. to provide to eligible employees and their eligible dependents tuition benefits for coursework, primarily leading to a bachelor's degree,
  - b. in a manner and to the extent that is prudent for the institution in regard to
    - i. reasonable work time for employees and
    - ii. limitation of the burden on academic resources.
2. to correct inequities of benefit availability among employees of various classifications and work schedules, and
3. to minimize power of decision by one employee over another (e.g., supervisors, faculty members)
4. Those currently participating in the program will have the academic year of 2012-2013 as a "grandfather" year. Beginning Fall 2013, everyone will fall under the plan as outlined below.

#### 6.11.1.3 Basic Terms

Benefit eligible employees of Bethany College have the tuition benefit available for themselves, their dependent children, and their spouses. The amount of tuition benefit is capped at the level of employment; for example those employed  $\frac{3}{4}$  time will have tuition benefit available up to  $\frac{3}{4}$  of the amount of tuition.

The tuition benefit is not available for employees during the summer term and interterm. Exceptions may be granted for interterm if the course is required for completion of a degree and is not offered during the spring or fall semesters or if the class is required by the supervisor. Spouses and dependent children are eligible for interterm courses.

The tuition benefit is not available for the Bridge program, Directed Independent Studies (DIS), by arrangement courses, international study, overload charges and any non-tuition charges such as books, supplies, room, board, and all fees whether student courses (including on-line courses), disciplinary or other fines, or other non-tuition charges including charges related to courses, such as art courses. Spouses or dependent children wishing to study abroad are allowed to utilize the regular scholarship program if they choose during their semester abroad as long as they are degree seeking and enrolled full-time. Employees are not eligible for scholarship assistance if they choose to study abroad.

Those employed temporarily, seasonally, less than 50%, or as an independent non-employee contractor do not qualify for the tuition benefit.

#### Employee Specific Terms

Employees wishing to utilize this benefit:

- Must have a valid Tuition Benefit Request Form on file in the offices of Human Resources and Financial Aid
- May take one (1) course each semester for personal enrichment with tuition benefit, included in the 7-hours per semester cap
- Must apply and be accepted through the Bethany Admissions process for courses other than personal enrichment
- Must have a valid FAFSA on file in the financial aid office if seeking a degree and enrolled in six (6) or more hours
- Must be seeking a/the first bachelor's degree, wishing to strengthen job skills for a current position, or taking a course for personal enrichment

- Must take no more than one (1) class during work hours per semester and have arrangements with his/her supervisor to make up the lost hours at another time during the week
- Must not receive tuition benefit for more than seven (7) hours per semester
- Must have permission from his/her supervisor to take classes
- Must be attending an officially scheduled on-campus class(es) in a regular classroom setting (exceptions are granted for classes held at ACCK) or Bethany on-line course, by paying any associated fees for all courses.
- Will not receive benefit for more than the first time taking any given class except for the following conditions: additional semesters are required for the degree being sought, or course is being taken for personal enrichment

Employees taking classes will be treated as regular students in those classes. However, preference for enrollment in classes will be given to regular tuition-paying students. Therefore, if a class is full and a regular tuition-paying student needs in, the employee utilizing tuition benefit may be dropped from the course to allow space for the tuition-paying student.

#### **Spouse or Dependent Child Specific Terms**

Dependent children and/or spouses of employees who wish to attend Bethany full-time and are seeking their first bachelor's degree may choose to utilize either the tuition benefit or the regular scholarship and awards program offered at Bethany. They must notify the Offices of Human Resources and Financial Aid in writing of their choice. The Tuition Benefit form serves as written notification for utilization of the tuition benefit.

If the employee wishes to utilize this benefit for a spouse:

- Spouse must meet IRS spousal qualifications
- He/she must have a valid Tuition Benefit Request Form on file in Human Resources and Financial Aid
- One (1) course per semester may be taken for personal enrichment
- The spouse must have a valid FAFSA on file in the financial aid office if enrolled in six (6) or more hours
- For courses other than personal enrichment, the spouse must be seeking a first bachelor's degree (exceptions may be made for those who have lost employment and need to obtain further education to find new employment, or who are being asked by their current employer to take additional course work; additional paperwork may be requested)
- Must apply and be accepted through the Bethany Admissions process for courses other than personal enrichment
- The spouse must be attending on-campus classes (exceptions are granted for classes held at ACCK), or on-line, by paying all fees associated with the classes.
- Benefit is available only for the first time taking any given class for courses other than personal enrichment

If the employee wishes to utilize this Benefit for a dependent child:

- He/she must have a valid Tuition Benefit Request Form on file in Human Resources and Financial Aid
- The child must have a valid FAFSA on file in the financial aid office if enrolled in six (6) or more hours
- The child must be seeking a first bachelor's degree
- Must apply and be accepted through the Bethany Admissions process
- The child must be attending on-campus classes (exceptions are granted for classes held at ACCK)
- Benefit is available only for the first time taking any given class
- The child must qualify as a dependent according to the applicable [Free Application for Federal Student Aid \(FAFSA\)](#) *Please reference the FAFSA for more information regarding the following federal standards:*
  - Less than 24 years of age
  - Single
  - Working on an undergraduate degree
  - Not currently serving on active duty in the U.S. Armed Forces for purposes other than training

- Not a veteran of the U.S. Armed Forces
- Cannot have children or other dependents which they support 50% or more
- From age 13 forward cannot have been orphaned or in foster care or been a ward of the state
- Cannot be an emancipated minor
- Cannot be in legal guardianship
- Cannot have been or currently be considered homeless
- Cannot have been or be considered a runaway

Tuition benefit for spouses and dependent children ends after ten (10) semesters for those attending full-time with the understanding the average degree should be completed within four (4) to five (5) years if the person is attending full time and progressing appropriately, or equivalent for part-time attendance. Summer and interterm are not included in the semester count.

#### **6.11.1.4 FAFSA (Free Application for Federal Student Aid)**

Benefit eligible employees, eligible spouses, and eligible dependent children taking at least six (6) or more hours and seeking a degree are required to file a FAFSA and complete all required financial aid paperwork. Gift aid will serve to decrease the amount of the tuition benefit and will not be awarded in addition to the tuition benefit. Self-help aid (loans) will be awarded in addition to the tuition benefit. Employees are not eligible to participate in the Federal Work Study program as they already have employment obligations with the College.

#### **6.11.1.5 Remaining in Good Standing**

Use of this benefit by employees, eligible spouses, and eligible dependents is subject to their remaining in good standing with the College. Remaining in "Good Standing" refers to being in compliance with College policies and practices, such as Successful Academic Progress. Employees, eligible spouses, and eligible dependents not in good standing with the College are subject to removal from the tuition benefit program. Employees, eligible spouses, and their eligible dependents are responsible for reading the appropriate College handbooks and catalog in order to learn the policies and practices they must abide by. If they do not remain in good standing, they may lose privileges indefinitely.

#### **6.11.1.6 Withdrawal**

Employees, their spouses, and/or dependent children who are utilizing the tuition benefit program and are withdrawn from classes, whether voluntarily or involuntarily, are subject to the College's withdrawal policy. It is the responsibility of the employee, her or his spouse, and her or his dependent child(ren) to read this policy located in the College Catalog.

#### **6.11.1.7 Termination/Cessation of Employment**

If an employee ceases to be employed at Bethany College, his or her tuition benefit will be terminated. If the employee is currently enrolled in a class or classes, the tuition benefit will be pro-rated to account for the time the employee was employed while the class was in session. The employee will be responsible for any remaining balance. His/her eligible spouse and/or dependent children who are attending Bethany and pursuing a degree or certificate will be able to utilize the benefit for the remaining semester during which the employee ceased to be employed. After the semester is completed, they will be allowed to switch to the regular financial aid program currently offered at the College. Any spouse and/or dependent child who is taking a class and utilizing the tuition benefit program but not pursuing a degree or certificate will lose benefits at the time the employee ceases employment. Their benefit will be prorated based on the time the employee was employed while the class(es) were in session and the spouse and/or child(ren) will be responsible for any remaining balance.

#### **6.11.1.8 Death**

If an employee passes away while employed at Bethany, the spouse and/or dependent child(ren) will be allowed to finish the current academic year without pro-rating the benefit. If the employee was employed at least five (5) years, the spouse and/or dependent child(ren) will be allowed to continue utilizing the

tuition benefit to complete their degrees. They are still subject to the specific terms as noted in this and any related policies.

#### **6.11.1.9 Permanent Disability**

If an employee is deemed permanently disabled while employed at Bethany, s/he and the spouse and/or dependent child(ren) will be allowed to finish the current academic year without pro-rating the benefit. If the employee was employed at least five (5) years, he or she, the spouse, and/or dependent child(ren) will be allowed to continue utilizing the tuition benefit to complete their degrees. They are still subject to the specific terms as noted in this and any related policies.

#### **6.11.1.10 Tuition benefit Outside of Bethany College**

Bethany College participates in tuition exchange programs such as the ELCA and the Council of Independent Colleges. Benefit eligible employees of Bethany College as well as their dependent children and spouses are allowed to utilize this benefit.

If an employee wishes to utilize this benefit for himself/herself, his/her spouse, or his/her dependent children, he or she must:

- Be eligible for tuition benefit at Bethany College
- Have a valid Tuition Benefit Request Form on file in Human Resources and Financial Aid
- Have a valid FAFSA for the student on file in the financial aid office if seeking a degree and enrolling in 6 or more hours
- Have a valid form on file in Human Resources and Financial Aid requesting tuition benefit or tuition exchange at the institution the employee, child, or spouse plans to attend

Those employed temporarily, seasonally, or less than 50% time, or as an independent non-employee contractor do not qualify for tuition exchange programs.

Each institution in these programs may administer its tuition benefit program differently from Bethany College. It is the responsibility of the employee to obtain more information from their institution of choice regarding implementation of the program. There is no obligation of acceptance for the other institution, so employees and their families are encouraged to work closely with the school of choice to ensure deadlines are met to have the best opportunity possible to participate in the program.

## **6.12 Fundraising Policies and Procedures**

At Bethany College, fund raising is a community endeavor. Students, faculty and staff are encouraged to participate in supporting the college and its mission. The Fundraising Policies and Procedures document is a guide that directs fund raising activities to achieve success across the campus.

In order to maximize success, avoid duplication of effort, and assure adherence to the college's professional priorities and policies, the Office of Advancement will serve as the coordinating agent for all Bethany College fundraising. Gift solicitation, proposals for gift solicitation or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Bethany College and its affiliates shall require prior approval from the Office of Advancement of Bethany College.

Failure to abide by Bethany College's fund raising policies may result in a fundraising probationary period for the individual or organization.

### **6.12.1 Before Seeking Approval**

Before seeking approval for a fundraiser, all options for funding from normal budgetary sources, including from student fees (managed by Student Congress) must be pursued. The organization, department, program or individual requesting approval will need to articulate the need for the fundraiser, describe the efforts to receive funds from normal budgetary sources, describe the fundraiser through an action plan, and describe the target audience. Criteria for approval include but are not limited to need for the funds, benefit to or impact on the college, and the likelihood of success of the project.

### 6.12.2 Tax-Exempt Status

The ability of Bethany College to seek and receive philanthropic gifts and grants is dependent upon the continuing recognition of its tax-exempt status by the IRS. The college must protect this status by abiding by all relevant laws and regulations, including using its tax-exempt status solely for its own benefit and by not sharing it with other organizations.

A ruling by the Internal Revenue Service, states that Bethany College is exempt under section 501(c)(3) of the Code as an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

This ruling is important for Bethany College because it establishes:

1. The exemption of the college from federal income tax and federal unemployment tax
2. The deductibility, for general income, gift, and estate tax purposes, of contributions by donors to the college.

### 6.12.3 Requests to Conduct Fundraising Activity

The primary responsibility for approving fundraising efforts belongs to the Director of Advancement Services with specific tasks delegated to other Advancement staff members. Any faculty, department, school, student organization, employee or student of the college shall secure the approval of the Director of Advancement Services. Further, the Advancement Office must be consulted prior to the solicitation of individuals, corporations, foundations, government agencies or constituent groups to ensure the effective coordination of the college's effort in fundraising.

Prior to any solicitation of gifts or contributions, a Fundraising Request Form must be submitted and approved by the Director of Advancement Services.

### 6.12.4 Fundraising Procedures

The following steps will be completed for submission of the *Fundraising Request Form*:

- a. The *Fundraising Request Form* will be submitted to the Director of Advancement Services by emailing it to: [fundraising@bethanylb.edu](mailto:fundraising@bethanylb.edu).
- b. Upon review and approval of *the Fundraising Request Form* by the Advancement staff, Director of Student Activities and Summer Programs and organization advisors, the form will be returned to the applicant to begin the fundraising process.
- c. For all proposals, direct-mail, or target market solicitations (see below for definitions), the applicant will submit all materials (including but not limited to applications, grant proposals, cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) to the Advancement Office for approval prior to submission to the prospective donor(s). The Advancement Office will ensure that all included budgetary and financial information is correct and in line with Bethany College policy by seeking the approval from administration.
- d. Upon approval, all materials will be returned to the applicant and he/she may submit their request(s) for funding to the prospective donor(s). A copy of all materials submitted will be kept on file in the Advancement Office and entered into an electronic database.
- e. All funds are submitted to the Advancement Office *as soon as collected* so that donors may be receipted immediately. The gifts will be posted to the department that made the original appeal for its intended purpose. If gifts are initially received by the Advancement Office the original applicant will be notified of its receipt.

#### 6.12.4.1 Definitions of Fundraising Activities

The Advancement Office includes the following in its scope of fundraising initiatives under its supervision, as defined by the Association of Fundraising Professionals:

- a. Proposal: a written request or application for a gift, grant, or service.

- b. Direct-mail fundraising: the solicitation of funds by mass mail, whether electronic or paper.
- c. Target market solicitation: a group of potential donors or other constituents that have certain characteristics in common, toward which a concerted effort is to be directed.

Examples of activities to be coordinated through the Office of Advancement Affairs include, but are not limited to, the following:

1. Any program or event designed to solicit or acknowledge/recognize financial support and donors, including banquets, special events, telephone fundraising, golf classic events, etc.
2. Requests to private or public sources, such as foundations or government agencies, for the funding of new or existing academic programs or in support of individual faculty members, scholarships, students, staff, or projects.
3. All other programs or activities to solicit gifts.

#### **6.12.4.2 College and Non-College Fundraising Initiatives**

The college is aware that students and employees often engage in fundraising activities for which the college is not the intended beneficiary. These activities may range from campus based efforts to raise funds for groups such as the United Way or Habitat for Humanity or employee/student participation in their local churches or clubs. When an activity is not intended to benefit Bethany College, administrative approval is still required from the Advancement Office.

### **6.13 Tobacco**

In recognition of environmental concerns, Bethany College will provide a healthy environment as practicable for all students, faculty, staff, and guests emphasizing the importance of the college's core value of sustainability through healthy lifestyle choices. The right of a non-user to protect his or her health and comfort will take precedence over another's desire to use tobacco products.

#### **6.13.1 Regulations**

1. All areas of the Bethany College premises and grounds are smoke-free, with the following exception: smoking will be permitted for controlled research, theatrical, educational or religious ceremonial purposes, with prior approval of the vice president for finance & operations or director for the facility.
2. This includes the use of all smoking products (e.g. hookah), not just tobacco related smoking products.
3. The use of smokeless tobacco products (for example, chewing tobacco) is banned within all campus buildings and facilities, and all athletic playing fields and courts.
4. The use of smoking products and smokeless tobacco is banned in Bethany College vehicles and in vehicles on the Bethany College campus.

#### **6.13.2 Procedures**

1. All faculty, staff, students, visitors, contractors, and deliveries are required to abide by this policy, and it will be the responsibility of employees to inform visitors and students of the policy.
2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of users and non-users of tobacco products. All faculty, staff, students and guests share the responsibility for adhering to and enforcing the policy. Any concern should be brought to the attention of the individuals responsible for the operation of the college facility in question such as the building coordinator, facility manager, or department supervisor responsible for the work area.
3. Anyone confronting an alleged smoking policy violation by a student is to report his or her factual observations of the case through the Student Conduct System. Incident reports can be filed by students, faculty, staff or administrators and should be submitted to Director of Residential Education and Services or the Dean for Student Life. Determination of who is in violation of the tobacco policy will be made through the Student Conduct System. The punishment for a first violation may include a disciplinary warning, a meeting with Counselor to be completed within two weeks of sanction notification, and five hours of restorative service. A second violation may include placement on

- Disciplinary Probation for a semester, \$50 fine to fund student wellness programming, and complete a Tobacco Education Program and ten hours of restorative service. A third violation (and each subsequent violation) may result in twenty restorative service hours, \$100 fine to fund student wellness programming.
4. Anyone confronting an alleged smoking policy violation by a staff or faculty is to report his or her factual observations of the case to the alleged offender's superior. A letter of reprimand will be placed in the file of any staff or faculty member found to be in violation of the policy.
  5. The supervisor of any project that requires contract workers is responsible for informing the workers of the Bethany College Tobacco Policy. Anyone confronting an alleged smoking policy violation by a contractor is to report his or her factual observations of the case to the supervisor of the project. The contractor will be re-informed of the policy and the incident may impact hiring of the company in for future projects.
  6. It will be the responsibility of the staff to inform visitors of the Bethany College Tobacco Policy through printed signs and announcements at events. Anyone confronting an alleged smoking policy violation by a visitor is to report his or her factual observations to the event's coordinator or school security. If the visitor repeats the action after warning they may be asked to leave the campus.

#### **6.14 Change of Name, Address, or Other Personal Information**

All employees are requested to report immediately to Director of Human Resources and to their supervisor, if appropriate, any changes in important personnel information, such as changes in name, address, telephone number, children, and whom to notify in the event of an emergency.

#### **6.15 Reference and Credit Information on Employees**

Bethany's policy is to release only basic reference information on employees. Specific employee approval is required for the release of additional information. For employee credit inquiries, or when questioned about employee work and performance history, Bethany shall verify job title, date of service, whether a job is regular or temporary, and eligibility for rehire. Additional information shall be released only when the inquirer submits the request in writing and/or authorized in writing by the employee, or former employee, in question.

#### **6.16 Positive and Effective Resolution – Grievance Procedure**

##### **6.16.1 Positive and effective resolution**

The parties involved in the resolution procedure may be represented by an advocate, who shall not be an attorney. However, attorneys are permitted to observe the procedures. Stenographic services may be employed in connection with the investigations at the discretion of either party at its own expense. This form is to be used to document the process.

##### **6.16.2 Grievance Procedure**

1. It is Bethany College's purpose to provide an effective way for employees to bring problems concerning their well-being at work to the attention of Bethany College's management. Therefore, an informal grievance procedure has been established for the benefit and use of the employees.
2. When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation or creates a problem, he/she is encouraged to discuss the condition or treatment with management.
3. Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to himself/herself or the agency, the employee should follow the procedure described here for bringing the complaint to management's attention.
4. The parties involved in the grievance procedure may be represented by an advocate, who shall not be an attorney. However, attorneys are permitted to observe the procedures. Stenographic services may be employed in connection with the investigation at the discretion of either party at its own expense. The form for Positive and Effective Resolution should be used to document the process.

- a. Step 1. Discussion of the problem with the immediate supervisor is encouraged as a first step. The supervisor will have five working days to provide employee with a written response to the grievance. If the employee is unsatisfied with Step 1, the employee should proceed directly to Step 2.
  - b. Step 2. If the problem is not resolved after discussion with the supervisor or if the employee thinks a discussion with the supervisor is inappropriate, the employee is then encouraged to request a meeting with the Human Resources Manager. The Human Resources Manager will conduct an investigation and consider the facts and may review the matter with a member of the President's Council. The employee will normally receive a response regarding the problem within ten working days of written submittal with copies to the supervisor and the Department Head and ultimately the President if appropriate.
  - c. Step 3. If the employee is not satisfied with the decision and wishes to pursue the matter further, he/she may prepare a written summary of the concerns and request that grievance is taken to Step 3. This request should be made through the Human Resources Manager, who will notify the Senior Management (President and the President's Council). The President and his appointed two members, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the employee of its decision, usually within 15 working days. The decision of the Senior Committee will be final.
5. In the event the President is the subject of the grievance, the Board of Directors should be notified through the Board President or member of the Executive Committee of the Board of Directors.
  6. A grievance file shall be made available only to the aggrieved and the president or their respective advocates, members of the grievance hearing committee, the affirmative action officer except in response to a legal subpoena or court order.



**Grievance Procedure  
Step 2 – Employee Relations**

Grievance no. \_\_\_\_\_ Grievance date \_\_\_\_\_

**Human Resources wrote response:**

Date grievance received: \_\_\_\_\_

Your name: \_\_\_\_\_

Please give written response to the above grievance:

**If you are unsatisfied with Step II. response, check below to take this grievance to Step III. – Senior Management, then return this form to Human Resources. Human Resources will have 15 working days to give you a written response.**

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

\_\_\_\_\_  
Date you received written response (Employee)

**Grievance Procedure  
Step 3 – Senior Management  
President and two appointed members**

Grievance no. \_\_\_\_\_ Grievance date \_\_\_\_\_

Aggrieved employee \_\_\_\_\_

**Senior Management written response:**

Date grievance received: \_\_\_\_\_

Your name: \_\_\_\_\_

Please give written response to the above grievance:

**I have received the Step III – Senior Management response to my grievance and understand that the decision of Senior Management shall be final and binding on the parties, without further right to appeal.**

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

\_\_\_\_\_  
Date you received written response  
(Senior Management)

*Board Approved May 2007*

## 6.17 ADA: Service Animal Policy

Bethany College prohibits a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Bethany College's – controlled buildings and premises, with the exception of animals providing ADA accommodations for a person with disabilities (service animals).

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal must contact the HR department and complete a Documentation of disability Form. All service animals must be registered with the HR department.

Requirements of service animals and their owners include:

- All animals need to be immunized against rabies and/or other diseases common to that type of animal. All vaccinations must be current.
- All animals must wear a rabies vaccination tag.
- State law required that all dogs be licensed.
- Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Animals must be in good health.
- Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- The owner/partner must provide the HR department staff information as to how the animal accommodates for the individual's disability.

Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to be removed from Bethany College's facilities if the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of animal waste.





## 7.0 BETHANY COLLEGE – CAMPUS PROCEDURES MANUAL

### 7.1 Mailing Department Services and Procedures

Please see eSwede for additional information and guideline regarding Mailroom procedures.

### 7.2 Purchasing Policy and Procedures

All purchases are to be approved by the Department Head. Purchase Order/Check Requisition forms are available from the Business/Accounting Office for those items that cannot be obtained through the on-campus sources (Bookstore, Mailing Department, or Campus Facilities). Purchase Orders need to be requested when there is not time to request a check, or it is advisable to postpone payment until a later time. Nothing of substantial value (a purchase in excess of \$250.00) is to be ordered without having a Purchase Order number so that the budget will be encumbered, and the purchase authorized.

#### 7.2.1.1 Purchasing Policies

Purchase of all materials, equipment, supplies, and services necessary to support the work of the college needs to follow the basic guidelines listed below. A Bethany College Purchase Order form with requested signatures and attachments needs to be sent to Student Financial Services for processing. Employees should allow 2 – 3 days for processing.

##### GUIDELINES:

1. Budgets need to be followed for departments, divisions, and offices. All purchases in excess of \$250.00 will require a Purchase Order number. This number will be issued by Student Financial Services and no orders will be placed until you have received the purchase order number. The purpose of the purchase order is to reserve the amount in your budget.
2. The "Bethany College Purchase Order" form is available from Student Financial Services and in Public Folders/Forms/ in Microsoft Outlook and needs to be used for all requests for purchase orders.
  - f. Two signatures will be required for acceptance by Student Financial Services, the individual making the request and his supervisor.
  - g. The Requisition form should be accompanied by an estimate from the company you want to order from. (P.O. Request will not be accepted without an estimate.)
  - h. After the invoice is received please write the P.O. number on the invoice before submitting to Accounts Payable.

If the purchaser(s) fails to abide by the above requirements, the person(s), (not department budget,) could be subject, but not limited to, one or more of the following: loss of ordering privileges, and/or other disciplinary actions. The appropriate action will be determined by the Controller and the Supervisor.

This policy is subject to change by Student Financial Services. Effective July 14, 2006

#### 7.2.1.2 Technology Purchase Policy

The Director of Computer Services must approve all purchases of technological equipment and software. Examples include but are not limited to computers, printers, projectors, scanners and office software. This policy applies regardless of the specific budget that is charged. This oversight will allow the College to make wise purchases and minimize maintenance by promoting consistency where it is appropriate.

CAO 10/2/02

## 7.2.2 Mail Service

- a. Each member of the faculty is assigned a mailbox in the mailroom located in the basement of Pihlblad Memorial Union. Box numbers and combinations may be obtained from the mailroom. Campus communications may be placed in these boxes.
- b. Departments may have one mail box
- c. Part-time faculty can request mailboxes in the lower level of Pihlblad Memorial Union. Box numbers and combinations may be obtained from the mailroom.

## 7.3 Policy for Campus Keys

To provide security for campus facilities and to provide for the administration and control of keys, the following guidelines for key use and key issuance have been formulated. The policy does not include Residence Halls or Residence Apartments.

### 7.3.1 Definitions

- a. **Campus Keys:** Those keys which open campus buildings or facilities
- b. **Central Key-Control File:** Those records maintained by the office of Campus Facilities identifying keys by the number and function, and listing personnel in possession of Campus keys.
- c. **Key-Control Methods:** Methods used by the Key-Control Manager to assure access to all work, study or research areas only by authorized personnel. The names of all persons to whom keys are issued and the number of keys will be recorded.
- d. **Keying System:** Numerical combinations, which can be used to extend or limit the variety of keys a department can use.
- e. **Key-Control Manager:** That person in Campus Facilities who will manage the keying systems and be responsible for issuing, recording, and recovering keys in accordance with these guidelines. Current Key-Control Manager: contact Campus Facilities.
- f. **Key-Coordinator:** Persons authorized to review and forward key request forms to the Key-Control manager. Current Key Coordinator is the Director of Human Resources. Key request forms are also available from the Director of Human Resources.
- g. **Department Head:** This refers to the Chair of an Academic Department or Division, to the supervisor of an office, program or administrative unit, or other person responsible for a particular area of the college.
- h. **Building Coordinators:** Building Coordinators are appointed at the beginning of each academic year after consultation of the Vice President and CAO, the Dean of Student Development, and the Vice-President of Operations and Chief Financial Officer. The building coordinator arranges for schedules of campus events within the building for which they have accepted responsibility. The building coordinator also actively participates in the Bethany College emergency preparedness plan for the institution.
- i. **Eligibility:** Keys will be issued to individuals to which unrestricted access is essential to the performance of the employee's responsibilities. Normally one employee is not given access to another employee's office.

After approval by the immediate supervisor, key requests for faculty will be subject to approval by one of the Key Coordinators. Key Coordinator will forward the approved request to Campus Facilities and/or the Key-Control Manager for key issuance. In certain instances, a key request may also need the approval of the Building Coordinator.

#### 7.3.1.1 Procedure for Obtaining and Returning Campus Keys

- a. When keys are issued, the employee must sign a Key Agreement Form for each key. The Key-Control Manager will keep a record of keys issued by name and key number.

- b. Keys are to be returned to Campus Facilities or the Director of Human Resources at the time of the exit interview. When keys are returned, the Key-Control Manager will issue a receipt for the employee's records, and for the personnel file.

#### **7.3.1.2 Transferring Keys within a Department**

1. Keys must be returned to the Key-Control Manager. Keys are to be reissued only with written approval of a Key Coordinator.
2. Persons being transferred within a department will be issued keys by the Key-Control Manager after approval by a Key Coordinator.

#### **7.3.1.3 Recovering Keys from Campus Personnel**

- a. To facilitate recovering Campus keys, the Director of Human Resources will send to the Key-Control Manager a list of individuals leaving college employment.
- b. When an employee has returned all keys issued, the Key-Control Manager will notify the Enrollment Services office to release final grades, or notice to Accounting to release final payment to contractors.

#### **7.3.1.4 Loss or Theft of Campus Keys**

- a. Loss or theft of Campus keys must be reported immediately to the Key-Control Manager or the Key Coordinator.
- b. The Key-Control Manager will note on the key records the loss of the key, the key-holder's name, number of key, and date.
- c. In accordance with the fees listed on the Key Agreement Form, the person who is missing a key will normally be required to pay the fee.
- d. The Key-Control Manager will coordinate his Lost-Key Records with Campus Security.

#### **7.3.1.5 Re-keying and Lock Changes**

- a. All requests for re-keying and lock changes must be submitted on a work order form.
- b. The Key-Control Manager will coordinate all re-keying and issuing of keys.
- c. Before any new locks are installed, all personnel affected will be informed. Process of determining who gets what keys must be completed and all keys cut and distributed before locks are changed.
- d. As soon as re-keying is completed, each individual is to take old keys to the Key-Control Manager for a receipt of keys turned in.

#### **7.3.1.6 Special Security Keying and Changes of Keying**

- a. Special security locks and keys for areas of special consideration may be permitted, with the approval of a Key Coordinator and the Department Head.
- b. No unauthorized special locks may be used for space control, nor may locks be changed without prior approval of the Department Head and the Key-Control Manager. Unauthorized locks will be removed by the Key-Control Manager after consultation with the Department Head.

Areas approved for special locks will not receive maintenance and custodial services.

#### **7.3.1.7 Division of Responsibility**

##### **7.3.1.7.1 The Safety Supervisor will be responsible for:**

- a. Creating a keying system, in coordination with Campus departments and Campus Security, this will ensure security and reasonable convenience to departments occupying buildings or facilities.
- b. Selecting Building Coordinators after consultation with the Dean for Student Development and the Vice President of Finance and Operations and the CAO.

- c. Recovering all Campus keys from personnel who are terminating or transferring to another office.

**7.3.1.7.2 The Key-Control Manager will be responsible for:**

- a. Maintaining the Central Key-Control File and up-to-date records of keying systems.
- b. Fabricating and issuing all keys. Campus Facilities will receive original keys furnished under new building or alteration contracts directly from the hardware manufacturer.
- c. Securely storing all unassigned keys pending their reissue.
- d. Performing all lock work except that required under construction contracts.
- e. Coordinating re-keying with all departments affected.
- f. Coordinating lost-key records. Determination whether re-keying is required (e.g. because of a lost key) will be based on a consultation between the Key-Coordinators, Campus Security, the Building Coordinator, and the Department Head concerned.
- g. Furnishing to Building Coordinator upon request listings of keys issued in the Department by name and by key number.

**7.3.1.7.3 The Department Head will be responsible for:**

- a. Authorizing the issuance of keys to staff as necessary and in accordance with these guidelines.
- b. Reporting to the Director of Human Resources all key holders who are leaving college employment or transferring to another department or activity.
- c. Reporting lost keys to the Key-Control Manager or the Key Coordinator.

**7.3.1.7.4 Personnel to whom keys have been issued are responsible for:**

- a. Signing a Key Agreement form.
- b. Maintaining security of any key issued.
- c. Keeping key in possession, and not allowing others to use key.
- d. Promptly reporting loss or theft of keys to the Key-Control Manager and the Department Head.
- e. Returning keys to the Office of Campus Facilities upon leaving college employment, or transfer to another department or activity.
- f. Not permitting unauthorized duplicates to be made.
- g. Payment of fee for missing keys as stipulated on the Key Agreement form.

## **7.3.2 How to Reserve Rooms at Bethany College**

Room Reservations are accommodated through eSwede.

## **7.3.3 Travel Fund Advances for Bethany Authorized Bethany College Functions**

When a Bethany group travels out of town for an authorized Bethany College function, an advance may be requested from Student Financial Services. On return to campus, itemized receipts and/or money totaling the advance amount must be returned to the Business Office. The advance will be charged to the respective department, e.g., football, basketball, volleyball, tennis, cross-country, track, softball, choir, ensemble groups, etc.

A computerized check preparation program prepares checks weekly on Wednesday. The request for the advance must be made by 10:00 a.m. Tuesday to receive the check on Wednesday of that same week.

The Bethany College Expense Statements (available in Student Financial Services and in Public Folders/Forms/ in Microsoft Outlook) for travel advances must be completed and submitted to Student Financial Services within one week of return to campus. The appropriate supervisor must verify that the receipts equal the amount reported and that the receipts attached to the Statement are for valid business expenses. An individual who does not return the advances within one week of return will not be eligible for new advances until the prior expense statement and/or excess dollars are submitted to Student Financial Services. Failure to comply with any one of these requirements may cause the employee to be ineligible for future travel advances.

### 7.3.4 Vehicle Usage Policy

1. The College owns and maintains a small fleet of automobiles and vans that may be requisitioned by faculty, staff or administrators for College business.
2. Vehicles may be scheduled or reserved by contacting Campus Facilities through campus mail using the vehicle reservation form. This form needs to be fully completed one week prior to receiving vehicle to insure a safe and clean means of transportation.
3. Vehicles may be scheduled only for a specific time period, and must be scheduled separately for each trip. All vehicles that are scheduled to go out may **NOT** be taken off of the parking lot until the time of usage and need to be **RETURNED** when specified on reservation form. If needed before scheduled time permission must be given by Director of Campus Facilities or Administrative Assistant before doing so.
4. All vehicles are to be parked in designated areas in the parking lot adjacent to the Johnson Maintenance Building. Personal vehicles driven to Campus Facilities to pick up reserved college vehicles may be parked in space where college owned vehicle is stored. Parking of personal vehicles must be in designated space or they will be towed. Please ensure that the personal vehicle has a college sticker or inform the Campus Facilities department where vehicle is parked.
5. Keys and trip tickets are available only in the Campus Facilities Office, and must be returned to the Campus Facilities Office immediately upon completion of any scheduled trip. It is the driver's responsibility to complete the travel ticket and to record the starting and ending mileage. It is essential that a completed trip ticket be returned to the Campus Facilities Office immediately after use of any College vehicle.
6. The college now has available cell phones that may be requested when using college vehicles. These cell phones must be used for emergency use only. The time on the phones are checked and recorded prior to issue. For use of the cell phone, check cell phone policy form located in phone bag. Cell phones **MUST** be put, when not in use, under the driver's seat of vans and in the trunk of cars.
7. In the event of an accident or breakdown, it is the driver's responsibility to immediately notify the Campus Facilities Office (795) 227-3380, ext. 8143 and to seek instructions on how to proceed. In the event such a call must be made after business hours, the following individuals should be contacted at home in the order they are listed. For minor repairs take initiative and correct the problem. If money or access to credit cards is not available please contact the Director of Campus Facilities. Some of the college vehicles have passenger side air bags. Do not allow children to ride in passenger side because air bags cannot be turned off. Some air bags will not work if the seat belts are not in use.
8. Director of Campus Facilities – cell phone 906-0210
9. Upon return of vehicle, check for personal items.
10. Please remember the vehicle must be filled with fuel. If the car is empty, there will be a \$10 charge. Typically, a gas credit card is issued at the same time as the vehicle keys. If you use a College Gas Credit Card the following guidelines must be met:
  - Gas receipts for an **authorized** Bethany College trip with a college owned fleet vehicle must be turned in with the keys and trip ticket to Campus Facilities immediately upon return to campus.
  - Use of the gas credit card for rental vehicles and school owned non fleet vehicles for an **authorized** Bethany College trip must be turned in immediately after the trip.
  - Failure to turn in receipts or miss use of the gas credit card may result in losing the privilege of using a gas credit card. This determination is at the discretion of the Director of Campus Facilities but may result in the individual paying for non submitted receipts.
11. All excess trash must be removed when the vehicle is returned to Campus Facilities. If trash is not removed there will be a charge of up to \$25 depending on condition of vehicle.
12. In the event any traffic or parking citations are incurred while using any College vehicle it is the driver's responsibility to pay any fine.

13. Campus vehicles should be used as much as possible i.e.... not parked at airports for long periods of time. This could prevent the vehicles being available for others. Any questions call Director of Campus Facilities.
14. When a school owned vehicle is not available and a personal vehicle must be used for an authorized Bethany College activity, a gas card may not be used. Instead a person must keep detailed records of the mileage for the trip. The person may then submit a check request to be reimbursed for mileage.
15. Please remember vehicle must be filled with fuel and all excess trash be removed when the vehicle is returned to Campus Facilities. Be sure all lights are turned off, dome, park, etc. If not filled with gas and trash removed the privilege of using a college vehicle may be withheld or fines could be issued as stated in the Vehicle Use Policy.
16. Keys, trip sheet and credit cards may be picked up between the hours of 8 am to 12 p.m. and 1pm to 5pm. If leaving prior to 8 am keys, trip sheet and credit cards must be picked up the day before. All vehicles that are scheduled to go out may **NOT** be taken off the parking lot until the time of usage. If needed before scheduled time permission must be given by Director of Campus Facilities or Administrative Assistant before doing so. Trip tickets must be filled out completely. If they are not privileges for using college vehicle may be withheld. Credit cards **MUST** be turned in after every trip unless given permission in advance.
17. Be sure the person who will be driving the vehicle pickups the keys and trip sheet. Driver's license must be presented at time of pick up, as required by College Insurance Company. Yearly update of all drivers' license should be on file with Campus Facilities.
18. Cell phones are now available upon request but to be used for emergency use only. Cell phones **must** be put, when not in use, under the driver's seat of vans and in the trunk of cars. Cell phones are to be brought back to the maintenance office to be checked in and not left in vehicles.
19. If you have a problem with the vehicle, call 785-227-3311, ext. 8143 if during normal workday. If not during normal workday, call 620-241-8761 or 785-906-0217. Have a good trip and a safe return!

### 7.3.5 Vehicle and Parking Regulations

#### Registration and Hangtags

All motor vehicles (including automobiles, trucks, motorcycles, and motor bikes) parking on Bethany College property must be registered with the Student Development Office. Registration of vehicles is usually completed during the first week of employment, but can be done throughout the year at the Student Development Office. The decal must be affixed to the lower driver's-side corner of the rear window of cars and trucks; for motorcycles, motor bikes and cars with tinted windows, place the sticker on the (driver's-side) lower portion of the front windshield.

#### Designated Parking Lots

The parking lot to the west of Nelson Science Hall is reserved for faculty and staff. Student parking lots are found north of Deere Hall East, to the south side of Hahn Gymnasium, the center and north row of spaces east of Messiah Church, and south of Gregory Hall. A new lot for general college parking is located across the street west from the Nelson Science Hall lot. Vehicle registration is required for parking in all of these lots except for very short-term campus visitors or special events.

#### Fire Lanes and Parking Restrictions

The area behind Alma Swensson Hall is a Fire Lane, not a parking lot, although it is permissible to do very short-term loading and unloading of vehicles. The parking lot north of Messiah Church is for campus visitors and church member use only. Vehicles are not to be driven or parked on grassy areas, campus sidewalks or drives, or on the Miller-Stromquist Pedestrian Mall. All campus parking lots have yellow lines or other markers to indicate parking procedures. Yellow curbs or signs denote no parking areas. Maintenance and service vehicles are the only exceptions to these rules. Violators will be ticketed.

#### Handicap Parking Spaces and Special Authorization

There are parking places on campus and on the streets reserved for the more severely ambulatory-impaired. Vehicles parked there must have disabled-status license plates/cards or special authorization from the Student Development Office. Special permission for additional parking may be requested from the Director of Campus Security.

#### Public Parking

All parking on public streets (which includes the area west of Deere West, Messiah Church/Sandzen Gallery, and the Library) is subject to city ordinances and is routinely patrolled by the Lindsborg Police Department.

#### Fines, Towing, and Suspension of Parking Privileges

Failure to register a vehicle parked on campus and parking in reserved and/or restricted areas, Fire Lanes or No Parking Zones, will result in a ticket and fine for each offense. Violations will result in a minimum fine of at least \$10.00 and any ground repair cost for each offense. The College also reserves the right to have vehicles towed at the owner's expense, should they disregard suspended parking privileges or obstruct traffic or access.

#### Abandoned Vehicles

Vehicles may not be left on campus during the summer months without permission. Bethany College policy is to have abandoned vehicles towed away at the owner's expense. An abandoned vehicle is any motor vehicle that does not have a current Bethany College parking sticker and current license plates. Vehicles left on College property are considered abandoned after 30 days and they will be towed. State law allows towing companies to obtain a mechanic's lien on the vehicle if towing and storage fees are not paid and they can then take possession of the vehicle and sell it. Requests to leave motor vehicles on campus should be directed to Office of Student Development.

*Director of Campus Facilities, Rev. March 2004*

### 7.3.6 Procedure for Emergency Maintenance Service

DURING NORMAL BUSINESS HOURS: MONDAY THROUGH FRIDAY; 8AM TO 5PM

CAMPUS FACILITIES OFFICE: 785-227-3380 EXT: 8143

CAMPUS FACILITIES SUPERVISOR'S OFFICE: 785-227-3380 EXT: 8316

#### **AFTER HOURS AND WEEKENDS:**

For any situation that is immediately life-threatening such as fire, explosion, etc., call 911 first and then call the Campus Facilities Department.

Please note that our emergency on-call program is for maintenance emergencies only.

#### **EMERGENCY SITUATIONS INCLUDE:**

- Catastrophic emergency (fire, explosion, etc.)
- No heat during the heating season
- No air conditioning when the outside temperature is above 80 degrees
- **Complete** loss of electricity
- No water or no hot water
- Water leaks, flooding
- Sewer backup
- Any other circumstance which may endanger life or property.

Emergency situations do **NOT** normally include a plugged toilet, a light bulb out, lost room keys, etc. These types of situations can either be taken care of by on-campus personnel or can wait until the next day.

Do not call for emergency maintenance until you have **personally** checked out the reported problem. All too often, the on-call technician is given third-hand inaccurate information concerning the nature and

location of the problem. In addition, many times the problem is much less severe than as reported and an emergency call-in is not necessary.

A FACILITIES MAINTENANCE TECHNICIAN IS ON CALL AT ALL TIMES. IF YOU HAVE AN EMERGENCY SITUATION, PLEASE FOLLOW THESE STEPS **IN ORDER**:

STEP 1: Call the on-call technician at 785-906-0211. Under normal circumstances, the technician will answer the phone. However, if there is no answer, leave a message detailing the problem and a phone number where you can be reached. **NEVER call the on-call phone without leaving a message and your contact information.** Please be accurate and specific about the location and nature of the problem. Please note that whenever you call the on-call phone from an on campus phone, the only number that appears on the on-call phone is the campus main number. So if you do not leave a message with your direct phone number or extension, the technician has no way of knowing who called or how to contact you. **NEVER call the on-call phone without leaving a message and your contact information.** You should receive a timely response from the technician.

STEP 2: If you do not receive an answer on the on-call phone, you have left a detailed message, and you have not received a response from the on-call technician within a reasonable amount of time, then call the Campus Facilities Supervisor cell phone at 785-906-0210. Under normal circumstances, the supervisor will answer the phone. However, if there is no answer, leave a message detailing the problem and a phone number where you can be reached. **NEVER call the supervisor's phone without leaving a message and your contact information.** You should receive a timely response from the supervisor.

Please direct any questions concerning this policy to the Campus Facilities Supervisor.

### 7.3.7 Business Cards

Business cards are available for all faculty and administration through the Office of Publications.

### 7.3.8 Identification Card

Each employee, spouse, and child age 16 and over, of the College should obtain a free identification card from the Student Development Office, to be used at athletic, music, theatre, and other events on campus. It will also be used by Food Service for those who have purchased meal plans, etc., and by the Library.

### 7.3.9 Policy on Printers and Printer Cartridges

Printing is an essential business function and Bethany College is committed to providing printing devices that one only meet the needs of faculty and staff but are also economical and environmentally friendly to operate. The following policies and procedures are endorsed by ITAC:

- a. Bethany College has formed a relationship the Better Image, Inc. to provide printer repair and toner cartridges. Services provided by Better Image include delivery of toner cartridges as well as recycling of used cartridges. (See contract information below)
- b. Each department will contract computer services via email at [support@bethanylb.edu](mailto:support@bethanylb.edu) when a printer problem occurs; Computer services will assess the situation and then decide whether to seek repair assistance from Better image.
- c. Each department will be responsible for contacting Better image to order toner cartridges in most cases Better image has already established a minimum inventory or a delivery schedule for each department based on printer utilization. Normally delivery of cartridges will take place on Tuesday or Thursday, however, if circumstances warrant a special delivery department personnel should contact Better image. Every effort will be made to accommodate special requests.
- d. Departmental budgets will be charged for toner cartridges and printer repair.

**FACULTY ASSEMBLY MINUTES**

**April 5, 2017 3:30 p.m.**

**Lindquist Hall**

**Attendance:** Kristin Van Tassel, Bob Carlson, Jimmy Caiola, Ed Pogue, Duke Rogers, Greg LeGualt, Denise Carson, Marlysue Holmquist, Melody Steed, Tom Jorsch, Marcus Hensel, Arminta Fox, Tyler Atkinson, Eleanor Heimbaugh, Mark Lucas, Joyce Pigge, Andrea Ring, Lillian Green, John Mullen, Dan Masterson, Gail Konzem, Heather Morris, Luke McCormick, Pari Ford, David Frost. Mark McDonald, Gretchen Norland, Laura Stenlund

**Call to order**-Kristin Van Tassel

Adopt agenda-**Approved by consensus**

**Announcements**

- Dane talked about the alternative enrollment night for this semester.
- Bob gave an update on the HLC process and conference in Chicago. Reports we are still hearing positive feedback from our visit. Discussed the next steps in the process.

1. Elections

Faculty Senate Election: Elect two representatives from the *tenured* faculty.

Position 5 (term runs Fall 2017 – Spring 2020) **Tom Jorsch** elected

Position 6 (term runs Fall 2017 – Spring 2020) **Mark McDonald** elected

Elect Faculty Senate Chair/President of the Faculty **Kristin Van Tassel** elected

Curriculum Committee election: Elect two representatives from the *tenure-track* faculty.

Position 4 (term runs Fall 2017 – Spring 2020) **Pari Ford** elected

Position 5 (term runs Fall 2017 – Spring 2020) **Luke McCormick** elected

Faculty Review Committee election: Elect one representative from the *tenured* faculty.

Position 3 (term runs Fall 2017 – Spring 2020)

Elect Faculty Representative to the Board (term runs Fall 2017-Spring 2020) **Joyce Pigge** elected

2. Request faculty affirmation of ILO draft proposal-Some minor changes were suggested to the wording. There was also discussion about “how” and/or “if” these objectives will be measured.

**Adjourned @ 5pm**





Linda Ball <lball@bethanylb.edu>

**Fwd: Core Advisory Committee Meeting**

1 message

**Melody Steed** <steedm@bethanylb.edu>

To: Linda Ball <lball@bethanylb.edu>

Wed, Nov 8, 2017 at 9:57 AM

**Melody Steed**

Associate Professor of Music  
College Organist  
Bethany College  
335 E. Swensson  
Lindsborg, Kansas 67456  
785-227-3380, x8141

----- Forwarded message -----

From: **Melody Steed** <steedm@bethanylb.edu>

Date: Mon, Jul 20, 2015 at 1:54 PM

Subject: Core Advisory Committee Meeting

To: **Thomas Jorsch** <tjorschtf@bethanylb.edu>, **Angela Martin** <martinar@bethanylb.edu>, **Rachael Pryor** <pryor@bethanylb.edu>, **Linda Ball** <lball@bethanylb.edu>

HI All,

I am trying to plan a Core Advisory Committee meeting so I will be sending you a Doodle poll shortly.

Thanks much, Melody

**Melody Steed**

Assistant Academic Dean  
College Organist  
Bethany College  
335 E. Swensson  
Lindsborg, Kansas 67456  
785-227-3380, x8141





Linda Ball <lball@bethanylb.edu>

**Core Advisory meeting tomorrow is in Library 141**

2 messages

**Melody Steed** <steedm@bethanylb.edu>

Tue, Sep 1, 2015 at 7:21 PM

To: **Thomas Jorsch** <jorschtf@bethanylb.edu>, Linda Ball <lball@bethanylb.edu>, Rachael Pryor <pryor@bethanylb.edu>, Angela Martin <martinar@bethanylb.edu>

Please see the attached agenda.

Thanks, Melody

**Melody Steed**  
Assistant Academic Dean  
College Organist  
Bethany College  
335 E. Swensson  
Lindsborg, Kansas 67456  
785-227-3380, x8141

**Core Advisory Committee Meeting, September 2, 2015.docx**  
13K

**Melody Steed** <steedm@bethanylb.edu>

Wed, Nov 8, 2017 at 9:57 AM

To: Linda Ball <lball@bethanylb.edu>

**Melody Steed**  
Associate Professor of Music  
College Organist  
Bethany College  
335 E. Swensson  
Lindsborg, Kansas 67456  
785-227-3380, x8141  
[Quoted text hidden]

**Core Advisory Committee Meeting, September 2, 2015.docx**  
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## Core Advisory Committee Meeting

### Agenda, September 2, 2015

1. Report on Gen. Ed./Core Experience statistics
2. Revision of program -- discussion
  - a. Tom Jorsch proposal
  - b. Including the Core Integration Committee in the discussion
  - c. Timeline for program revision
3. Timeline for Portfolio Competency teams
  - a. Choose teams and notify on September 15



## Bethany College Higher Learning Commission 2016 Self-Study Committees and Teams

<u>Committee</u>	<u>Chair</u>	<u>Team Members</u>	
<b>Executive Committee</b>	John Mullen	Linda Ball (Administrative Assistant), Sarah Zehnder (Researcher), Bob Carlson, Criteria Team Captains	
<b>Administrative Assistant Committee</b>	Linda Ball	Christina Becker, Molly Rohr, Tessa Peters, Gretchen Norland, Jane Asche	
<u>Criterion</u>	<u>Team Captain</u>	<u>Administrative Assistant</u>	<u>Team Members/Resources Consultants</u>
<b>Criterion One - Mission</b> The institution's mission is clear and articulated publicly; it guides the institution's operations.	Kristin Van Tassel	Christi Becker	<i>Team Members:</i> Mark McDonald, Brian Kinnaird, Dane Pavlovich, Frank Shaw  <i>Resources Consultant:</i> Kris Ericson
<b>Criterion Two – Integrity: Ethical and Responsible Conduct</b> The institution acts with integrity; its conduct is ethical and responsible.	Holly Krech-Thomas	Taylor Deutscher	<i>Team Members:</i> Adam Pryor, Loranelle Lockyear, Cory Peterson, Matt Riordan, Paul Hubbard, Jenni Kinnaird  <i>Resources Consultants:</i> Bill Gusenius, Dane Pavlovich, Clair Oleen, Kristi Hays
<b>Criterion Three – Teaching and Learning: Quality, Resources, and Support</b> The institution provides high quality education, wherever and however its offerings are delivered.	Denise Carson	Tessa Peters (No Longer Here & Has Not Been Replaced)	<i>Team Members:</i> Greg LeGault, Marcus Hensel, Andrea Ring, Vicki Cornett, Tom Jorsch, Heather Morris  <i>Resources Consultants:</i> Dan Callihan, Lori Brack, Amy Riordan



<p><b>Criterion Four – Teaching and Learning: Evaluation and Improvement</b></p> <p>The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.</p>	<p>Duke Rogers</p>	<p>Gretchen Norland</p>	<p><i>Team Members:</i> David Slack, Laura Pope, Gail Konzem, Mark Lucas, Luke McCormick, Na Peng</p> <p><i>Resources Consultants:</i> Melody Steed, Bette Zehnder, Ed Pogue, Roxie Sjogren</p>
<p><b>Criterion Five – Resources, Planning, and Institutional Effectiveness</b></p> <p>The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.</p>	<p>Jean Hall</p>	<p>Jane Asche</p>	<p><i>Team Members:</i> Laura Moreno, Dennis Stugelmeyer, Roxie Sjogren, Andrew Bartman, Christi Paulsen, Dan Masterson, Lisa Guinn</p> <p><i>Resources Consultants:</i> Mark McDonald, Matt Pfannenstiel, Board Members</p>

HLC Self-Study

Criterion 3

September 28<sup>th</sup>, 2015

4:00-5:00pm

Introduction meeting

Present: Greg LeGault, Marcus Hensel, Denise Carson, and Tessa Peters

Not Present: Heather Morris

Denise passed out the criterion standards document along with the Assumed Practices list and the evidence list from the 2010 HLC report.

This is only part of the committee, the other half consisting of Tom Jorsch, Vicki Cornett and Andrea Ring will meet on Thursday mornings.

We all took a few moments to read through the standards of Criterion 3 and asked questions about how the process would work this year (hard copy vs. electronic).

Denise said that reading the 2010 report might be a good place to start to get your mind focused and thinking about the topic.

We talked for several minutes about ACE and the core experience and how information on these two topics will be beneficial to our criterion.

We looked at the evidence list from the 2010 report to get ideas of where evidence was found so we have an idea of where we can look for evidence and information for this report.

Denise talked about how it's going to be a lot of work but should be fun to uncover what we do well here at BC!

The steering committee is meeting on Friday and should have more of a timeline laid out for us.

We briefly talked about who would be interested in finding evidence for each section of criterion 3. Marcus can assist with section B and Tessa is interested in section E.

Meeting adjourned at 5:05pm

Submitted by: Tessa Peters, Criterion 3 Administrative Assistant



**HLC 2016 Self-Study**

**Criterion 3**

**Thursday, October 15, 2015**

**Library room 122**

**Present:** Denise Carson, Tom Jorsch, Heather Morris, Greg LeGault, Andrea Ring, Tessa Peters

**Absent:** Marcus Hensel and Vicki Cornett

**Call to order:**

Meeting called to order by Denise Carson

Approval of last meetings minutes

**Information Items:**

- We will not be meeting next Tuesday because that is when the executive team is meeting.
- Midland University Update: They just turned in their report on Friday, so fairly recent/ fresh in their minds. They told us to keep an open mind whether it's good, bad or ugly. John Mullen is writing a story/plan that our criterion evidence will lead into. They went as far to say to get rid of people who aren't on the bus, or who are dragging their and aren't really helping.
- From the Lunch with Midland: They all had individual mindsets of where they were headed as an institution so this helped them all get on board. They also have actual advisors to help guide and lead students. Faculty were mentors. They were knocked by the HLC on Finances, Enrollment, and Assessment.

**Action Items:**

- All evidence needs to be made into a PDF. We can only use/ attach 6 URL's for the entire document. Evidence in PDF formats
- When Midland was addressing issues, they listed things in short-term, mid-term and long-term goals. This is where the 2010 report will come into play.
- We helped brainstorm ideas of example of evidence and where to look for artifacts for sections B, D and E.
- Denise really wants to give John Mullen a very rough draft of what we have thus far by the end of October.

**Other Items:**

Next meeting: Tuesday, October 27<sup>th</sup> at 12pm in the Library Commons Study Room





Denise Carson &lt;carsond@bethanylb.edu&gt;

## Lists of HLC team members

3 messages

John Mullen &lt;mullenj@bethanylb.edu&gt;

Thu, May 19, 2016 at 4:31 PM

To: Kris Ericson &lt;kericson@lobo.net&gt;

Cc: Robert Carlson &lt;carlsonr@bethanylb.edu&gt;, Kristin Van Tassel &lt;vantasselk@bethanylb.edu&gt;, Holly KrechThomas &lt;krechthomash@bethanylb.edu&gt;, Denise Carson &lt;carsond@bethanylb.edu&gt;, Duke Rogers &lt;rogersk@bethanylb.edu&gt;, Angela Martin &lt;martinar@bethanylb.edu&gt;

Kris,

Hello. At the Board meeting last weekend you requested a list of everyone who worked on the data-collection for the HLC report. The list is below, and I believe it's complete. However, I have copied Bob Carlson and all the Team Captains just in case I left someone off, or in case someone was brought in mid-year without my knowledge. Team Captains, please let Kris and me know if anything below is not correct. In addition to those listed below, Linda Ball served as the Admin. Assistant for the Executive Committee, and Sarah Zehnder served as the committee's researcher.

Best,

John

\* = Board member

Team 1: Captain - Kristin Van Tassel; Admin. Asst. - Christi Becker; Team members - Mark McDonald, Dané Pavlovich, Brian Kinnaird, Frank Shaw; Resource contacts - Kris Ericson\*

Team 2: Captain - Holly Krech-Thomas; Admin. Asst. - Molly Rohr; Team members - Matt Riordan, Paul Hubbard, Corey Peterson\*, Jenni Kinnaird, Loranelle Lockyear, Adam Pryor; Resource contacts - Lisa Easter, Bill Gusenius\*, Dané Pavlovich, Clair Olèen

Team 3: Captain - Denise Carson; Admin. Asst. - Tessa Peters; Team members - Greg LeGault, Marcus Hensel, Tom Jorsch, Heather Morris, Vicki Cornell; Resource contacts - Lori Brack, Dan Callihan, Amy Riordan

Team 4: Captain - Duke Rogers; Admin. Asst. - Gretchen Norland; Team members - David Slack, Laura Pope, Luke McCormick, Gail Konzern, Mark Lucas, Na Peng; Resource contacts - Bette Zehnder, Melody Steed, Ed Pogue, Roxie Sjogren

Team 5: Captain - Angie Martin; Admin. Asst. - Jane Asche; Team members - Laura Moreno, Roxie Sjogren, Jean Hall, Andrew Bartman, Dan Masterson, Lisa Guinn, Christi Paulsen; Resource contacts - Mark McDonald, Matt Pfannenstiel

Kris Ericson &lt;kericson@lobo.net&gt;

Thu, May 19, 2016 at 6:10 PM

To: John Mullen &lt;mullenj@bethanylb.edu&gt;

Cc: Robert Carlson &lt;carlsonr@bethanylb.edu&gt;, Kristin Van Tassel &lt;vantasselk@bethanylb.edu&gt;, Holly KrechThomas &lt;krechthomash@bethanylb.edu&gt;, Denise Carson &lt;carsond@bethanylb.edu&gt;, Duke Rogers &lt;rogersk@bethanylb.edu&gt;, Angela Martin &lt;martinar@bethanylb.edu&gt;

Thanks so much for compiling this for me, John. I appreciate it very much!

Kris

Kris Ericson, PhD  
Ericson Consulting  
7804 Loma del Norte Rd NE  
Albuquerque, NM 87109-5419  
505-822-5038  
505-710-9551 (Mobile)  
kericson@lobo.net



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Denise Carson <carsond@bethanylb.edu>  
To: John Mullen <mullenj@bethanylb.edu>

Fri, May 20, 2016 at 1:00 PM

John,  
Andrea Ring is missing from Team 3.

Thank you,  
Denise  
[Quoted text hidden]

*Denise Carson, M.L.S.  
Assistant Professor  
Director of Wallerstedt Learning Center  
carsond@bethanylb.edu  
785-227-3380 ext. 8342*