

William Jessup University

Faculty Manual



WILLIAM JESSUP
U N I V E R S I T Y

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Policy and Governance

AG 2.0 Student Learning Outcomes

The Academic Council, in consultation with the Executive Team and the Provost Office Team, shall not fail to develop, maintain, and review annually educational outcomes for students that are consistent with the Mission, Vision, Statement of Faith, and Community Covenants of the University. Outcomes (known as University Learning Goals) shall provide a template for and drive the University's multi-year review and assessment efforts.

Education at William Jessup University is:

Christ-centered education
Biblical education
Liberal arts education
Applied education
Missional education

In partnership with the Church, the purpose of William Jessup University is to educate transformational leaders for the glory of God.

Educational Objectives

At William Jessup University we seek to develop the whole person by developing skills in communication, quantitative reasoning, and critical thinking and by exposing students to a broad cross-section of knowledge in science, social science, and the humanities.

University Learning Goals

William Jessup University desires that its students will exemplify transformational leadership in church and society through the integration of their faith, learning, and critical thought in the arenas of Christian literacy, communication and intellectual skills, professional competence, and global citizenship

WJU students will be prepared to:

- *Articulate the relevance of Jesus Christ, His teachings, and a Biblical worldview to their personal and professional lives*
- *Communicate effectively across cultures*
- *Demonstrate critical, analytical, and creative thinking*
- *Exhibit competence in their chosen disciplines*
- *Engage in a lifelong pursuit of knowledge, character formation, and service to their local and global communities (Global Citizenship)*

Assessment of Student Learning Outcomes

The purpose of the assessment plan is the fulfillment of the University's mission through student learning outcomes. The University has five target areas that undergo a multi-year review (see above). The scope of assessment efforts includes the academic, co-curricular, and institutional elements of the University as they support the mission.

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AG 3.1 Academic Program Organization

Academics shall be organized into the following Schools, Faculties, and Divisions: the School of Christian Leadership, the Faculty of Theology, the School of Education, the Natural & Applied Sciences Division, the Humanities & Social Sciences Division, the Performing & Visual Arts Division, and the Business Division, subject to the approval of the Provost in consultation with the Faculty Council.

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AG 3.2 Faculty Roles and Responsibilities

The faculty of the University shall not fail to be responsible for the creation, development, and approval of the curriculum and educational processes of the University. The faculty shall not fail to meet regularly as determined by the Provost and the Faculty Council Co-Chair (elected annually by the Faculty of the Whole) for purposes of professional development, faculty business, the fostering of community and collegiality, and prayer.

Role of Faculty

The faculty are responsible for the curriculum and the educational process of the University. The faculty function as the primary culture carriers of the University. From academic planning to personal role modeling and mentoring to leading learning communities, faculty contribute holistically to the lives of students in critical ways, and model a spirit of collegiality that is facilitated by regular gatherings for business, professional development, and prayer.

All-Faculty Meetings

Core faculty and administrative faculty, are required to attend All-Faculty Business meetings. Designated administrative personnel and adjunct faculty are encouraged and welcome to attend All-Faculty Business meetings. All-Faculty Meetings for the purpose of prayer and professional development are not required, but Faculty who are eligible to attend All-Faculty Business Meetings are encouraged to attend.

Faculty Council Co-Chair

The Provost or, in his or her absence, the co-chair of the Faculty Council (i.e. the “Faculty Chair”) shall preside over All-Faculty Business Meetings. The Faculty Chair shall be selected from among willing and otherwise qualified core faculty members on a yearly basis.

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AG 3.3 Faculty Representation

The faculty shall not fail to be represented by the following Standing Councils: the Faculty Council, the Academic Council, and the Personnel Council, along with other Academic Committees as appointed and determined by the Provost. Unless otherwise noted, the term of service on a Standing Council or Academic Committee shall be for one year.

AG 3.3.1 Faculty Council

The Faculty Council shall not fail to represent the academic interests of the University and is comprised of the Academic Deans, Division Chairs and the University Librarian. The Faculty Council answers directly to the Provost and is accountable to the President and the Board of Trustees. The Faculty Council's main responsibilities are to: make decisions concerning department and ad hoc committee proposals; make recommendations concerning admissions policies as they impact academic programs; provide recommendations to the Provost concerning the budgetary needs of academic programs; initiate the search process and provide recommendations to the Provost regarding the hiring of core faculty personnel; and provide feedback and make recommendations to help inform all Academic Program processes.

AG 3.3.2 Academic Council

The Academic Council shall not fail to work in an advisory capacity with the Provost and is responsible for long-range academic planning, major changes in program and curriculum development, and acts in consultation with the Provost's Office regarding academic petitions. Appointed members shall serve for one two-year term, and may be appointed for an additional term subject to approval of the Provost.

AG 3.3.3 Personnel Council

The Personnel Council shall not fail to work in advisory capacity with the Provost and is responsible for creation and implementation of policies around faculty evaluation, the awarding of tenure, qualify of faculty life, promotions, compensation, and professional development. Appointed members shall serve for one three-year term, and may be appointed for an additional term subject to approval of the Provost.

Academic Committees

Academic Committees are subject to change depending on need as determined by the Provost. Academic Committees typically include the CORE, Educational Effectiveness, Institutional Research Board, Graduate Academic, Online Advisory Task Force, Non-traditional Curriculum and Discipline Appeals Committees.

CORE

The CORE Committee works to affirm the interrelationship of all knowledge and is mandated by its Christian character to seek truth in a variety of contexts. An education based on this philosophy equips the student to understand and appreciate the natural order, to think logically and critically, to develop social skills, and to create bonds of commonality with all people. Students are challenged to acquire a broad worldview in order to contextualize the Christian message.

Educational Effectiveness Committee

The Associate Provost for Educational Effectiveness coordinates campus assessment efforts, supporting both academic and co-curricular programs. The Committee on Educational Effectiveness, in coordination with the Director of Institutional Research, oversees the implementation and analysis of assessment at the institutional level, reporting to the Faculty Council. Based upon their findings and recommendations, the Faculty Council will determine necessary actions to remediate or improve pedagogy and learning.

Institutional Review Board (IRB)

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The IRB shall not fail to protect the rights and welfare of human and animal research subjects recruited/used to participate in research activities conducted by any member of the Jessup community or an external party at or in association with Jessup. The purpose of the IRB is to review, approve, require modification of, or disapprove all research activities that fall within its jurisdiction as specified by both federal regulations and Jessup Institutional policy.

The IRB receives proposals from faculty members, staff, students and external persons who wish to conduct research on campus or in association with Jessup. In other cases, when data is gathered for institutional effectiveness, plans shall be presented to the IRB Chair for approval. IRB Membership is to include a minimum of five members with varying backgrounds and professional competence.

Research Proposal Elements:

1. Description of the purpose of the research
2. Discussion of the structure and procedures of the research project, including time line
3. Description of and copy of the instruments to be used by the researcher, and any other written material to be given to the subjects
4. Copy of the informed consent form given to the subjects, which clearly specifies: optional nature of the subject's participation in the research project and discussion of the subject's rights to decline participation at any time; procedures; reimbursement, if any; confidentiality; exact procedures for maintaining anonymity and procedures for storage of the raw data collected; discussion for subjects of risks of participation; and options for debriefing if the subject experiences any adverse effects from participation; opportunity to request a copy of research results; and reference names/phone numbers if the subject has further questions
5. Discussion of the costs of the research, including any financial expenses to the University
6. Discussion of the potential of the research project to generate revenue, and the researcher's proposal to the IRB concerning the use of the funds.

Review Process

The IRB meets in closed session to discuss the research proposal. As needed, the IRB may interview the researcher. Research procedures may be modified by mutual agreement of the researcher and the IRB. Unanimous agreement between IRB members and clear, written agreements between the researcher and the IRB must be developed concerning all elements of the research proposal before final approval. Acting as delegate, the chair shall sign 3 copies of the research proposal: 1) one for the researcher, 2) one is placed in the faculty member's personnel file, and 3) one for the IRB minutes. The Academic Council shall be apprised of the authorized research on a periodic basis.

Researchers have an ethical responsibility to protect the welfare of the human subjects of research. William Jessup University is committed to a policy of safeguarding the rights and welfare of all human subjects in research. The IRB shall manage the following guidelines will ensure this protection:

1. Freedom from Coercion: Subjects cannot be coerced to participate. For example, if the subject is a student, grades cannot depend on participation in a study nor may special academic favor be offered to those who participate. Individuals must be fully free to change their minds and withdraw from the study at any time.
2. Informed Consent: Subjects must be given a full description of the research project before they are asked to participate.
3. Concealment of Purpose: Sometimes a study must be conducted without the subject's knowledge of the true purpose of the study. However, this concealment may not involve aspects that would influence a subject's decision to participate. Following participation, each subject must be informed immediately concerning the true intent of the study.
4. Subjects have a right to know the results of the study and will be given an opportunity to request the results.

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5. Researchers must protect the subject's right to anonymity, confidentiality, and privacy. No observation or recording of interviews or behavior may be made without written permission by the subject. The identity of individuals will not be disclosed.
6. Subjects are offered an opportunity to debrief with a professional, upon request, to aid them in resolving any negative impact their participation in the study may have had on them.

If subjects believe their rights have been violated, they may appeal to the investigator for clarification or to the Office of Academic Research for investigation and corrective action if appropriate.

Graduate Academic Committee

The Graduate Academic Committee shall be accountable to the Academic Council and will provide direction, input, and feedback to the Academic Council on all graduate programs proposals.

Online Advisory Task Force

The Jessup Online Task Force serves as an advisory body to the Director of Jessup Online. The committee helps prioritize goals, evaluate outcomes, and strategize for the future growth and development of Jessup's fully-online courses and programs. ADA compliance, accreditation standards, and online faculty recruitment, support, and development comprise some of the topics addressed by the group.

Non-traditional Curriculum Committee

All proposals for partnerships without outside programs, including the creation of Certificate programs, will be approved by and fall under the purview of the Non Traditional Curriculum Committee

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AG 4.0 Academic Program Offerings

The Traditional Undergraduate Program (TUG), the School of Professional Studies (SPS), and Graduate Programs shall not fail to administer the University's academic program offerings, which shall consist of graduate degrees, bachelor's degrees, associate degrees, and certificates in a variety of liberal arts and mission-related fields, and no program shall fail to incorporate the integration of faith and learning as described in the University Learning Goals.

Traditional Undergraduate Program

William Jessup University offers undergraduate degrees that prepare students for a career or further study in graduate school. The curriculum, founded on the integration of faith and academia, encourages students to think critically and problem-solve for lifelong learning, and includes daytime on-campus and online offerings and degrees.

School of Professional Studies

Students in the School of Professional Studies must be 25 years of age or older, transfer at least 60 transferable units and have a minimum GPA of 2.0 for all university courses accepted by WJU. SPS students must follow the same admissions standards as all WJU students, taking placement and proficiency tests as appropriate. General education requirements are determined by the General Education faculty of the traditional undergraduate program.

Graduate Programs

Growing out of its commitment to Christ-centered liberal arts education, William Jessup University offers graduate programming that is designed to hone analytical and professional skills to produce thoroughly competent, transformational graduates.

Integration of Faith and Learning

In pursuing the primary goal of the integration of faith and learning, WJU affirms the unity of all knowledge under God and perceives no contradiction between the truth of the Christian revelation and that of scholarly investigation.

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AG 4.1 Institutional Research Office

Under the direction of the Provost's Office, the Institutional Research Office shall not fail to coordinate assessment efforts and assist in securing assessment tools and data and the dissemination of information, especially in instances of multiple uses of data. Surveys and other research may be requested by administration, faculty, or staff, but shall not be conducted without with the consultation and involvement of the Institutional Research Office.

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AG 4.2 Academic Program Development

Under the direction of the Provost's Office and in consultation with the Academic Council, the Academic Program Development (APD) process shall not fail to develop and implement procedures for the purpose of reviewing the viability of précis and proposals for new academic programs. Proposals that complete the APD process shall be submitted the Faculty of the Whole and the President before implementation.

Academic Program Development

The Academic Program Development (APD) process brings key stakeholder groups together to help a new academic idea become an academic program. There are three major phases in the APD process:

Précis Development. An idea is formulated into a 2-page summary, known as a Précis. The Précis is distributed to the Executive Team (ET), the Provost's Office Team (POT), and the Academic Council for informational and review purposes.

Proposal Development. Ideas with merit are developed into a full proposal with the help of the APD team (see below).

Approval. A proposal must receive the approval of the faculty and the President before implementation.

The process for new degree proposals or major alteration in delivery systems, (e.g., online delivery of a current program) is as follows:

Modifications to curriculum shall submitted through the regular process to the Academic Council. New academic program ideas that represent significant institutional commitment but do not lead to a degree shall complete the Précis phase only (e.g., the WJU Academy, waiver programs, certificate programs).

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AG 4.3 Academic Program Review

Under the direction of the Provost's Office, the Academic Program Review process shall not fail to facilitate internal and external stakeholders for the purpose of reviewing the quality of existing academic programs, making recommendations for improvement, and following up to ensure that the program is fully supported in its efforts to address the outcomes of the review.

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AG 4.4 Academic Program Changes

Deans/Division Chairs shall not fail to review their programs every five years and, if needed, submit proposed program changes, including requests to add new or delete new courses, for the Academic Council's consideration.

Adding or Deleting Courses

Deans/Division Chairs members shall review their programs periodically. As a result of this evaluative process, the Dean or Division Chair may submit proposed program changes. The Academic Council is responsible for responding to these proposed changes. Courses to be added or deleted from any program are considered and approved by the Academic Council. Deans and Division Chairs shall project new course proposals in their program reviews in May of each year.

1. New course proposals are placed on the Academic Council calendar no later than the semester before the course is proposed to be taught.
2. Course outlines for new courses are submitted to all Academic Council members on the appropriate date for consideration.
3. Academic Council members evaluate the new course for its contribution to program design and need, mission of the program and institution, and course design. Additionally, members consider overlap with other courses in the total curriculum. Members also discuss how the course might be useful in other programs within the total curriculum.
4. Academic Council members vote concerning the adoption of the new course after ample discussion.
5. The Dean or Division Chair is commissioned to administer the development/teaching/evaluation of the course within their department if the course is adopted.
6. Suggested changes may be called for prior to resubmitting the request, or all members may agree that the course is not needed in the curriculum if the course is not adopted.
7. Course deletions within programs may be voted on at the time the program review is presented to the Academic Council or decision may be delayed to a later Faculty Council calendar date prior to the development of the course schedules for the coming year.
8. Division/Departments may use the designator 299 for occasional special study course offerings, which do not require Academic Council approval.

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AG 4.5 Academic Program Cancellation

Academic Deans and Division Chairs shall not fail to provide evidence in support a department or program's continued existence in light of the University's mission and vision statements when requested by the Provost or President to do so. Proposals to significantly change or cancel a program shall be reviewed with the Provost and then submitted to the Academic Council. The final decision shall be submitted to the President by the Provost for approval.

Terminating Programs

Departments are regularly reviewed and it is the responsibility of the Division Chair to justify the department's continued existence in light of the mission statement. If the Division Chair wishes to make a proposal to change or eliminate a program, the Division Chair will first review with the Provost and then submit the proposal to the Academic Council. The final decision will be submitted by the Provost to the President for approval.

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Operations and Administration

AO 5.0 University Calendar and Events

Under the direction of the Provost's Office, the Registrar's Office shall not fail to maintain the University's official Academic Calendar. Faculty and staff shall not fail to consult and follow the Provost's Office Event Checklist to ensure timely notification of approval of requests to host University Events, including those co-sponsored by outside entities and held off-campus by University sponsored departments or groups.

Academic Calendar

The official Academic Calendar is maintained in the Registrar's Office with this order of priority in scheduling events:

1. The official dates pertinent to each semester as established by the Provost's Office and published in the catalog.
2. The administration and faculty.
3. The student body (through the Student Government).
4. Student groups, in the order of requests made through the Student Development Office.

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A0 5.1 Course Schedules

Under the direction of the Provost's Office, the Registrar's Office shall not fail to provide a schedule of courses each semester that is periodically updated. Courses may be cancelled if enrollment does not meet minimum thresholds as determined by the Provost's Office in consultation with the Registrar's Office; affected parties shall be notified in a timely fashion.

Cancelled Classes

The Registrar will track the number of students enrolled in each course during registration and notify the Provost of any courses that might be in danger of being cancelled. The decision to cancel the course should be made no later than midway through the first week of classes so that students have ample time to be notified of the cancellation and alter their schedules. The Registrar will be responsible for completing all of the notification steps outlined below.

As soon as it is determined that a course for the semester is to be cancelled, the following steps should be taken:

1. Post a notice on the classroom door informing students of the cancellation,
2. Put a notice on *myjessup* informing students of the cancellation, and
3. Notify all students by email of the cancellation.
4. Update Faculty Portal

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AO 5.2 Course Requirements

Faculty shall not fail to ensure that courses comply with the Credit Hour Policy and that course syllabi and content follow procedures and requirements for classroom protocol (including the use of technology in the classroom and attendance policies), grading, and reporting as established by the Academic Council. One-time cancellations or location changes shall be cleared with the Dean or Division Chair and the Registrar's Office so that timely notice can be given to affected students.

AO 5.2.1 Credit Hours

The Registrar shall not fail to implement credit hour requirements under a semester credit hour system of approximately 15 weeks each semester in the academic year, or its equivalent in summer sessions.

This policy shall not fail to codify the University's requirement of course contact hours and demonstrate compliance with Federal and accrediting agency guidelines.

Credit Hours

One unit of credit in lecture, seminar, and discussion courses should approximate 50 minutes of direct faculty instruction and a minimum of two hours of out-of-class student work per week through the 15-week semester. The requirement is the same for undergraduate and graduate courses, although the level of activity is expected to differ. The course syllabus should include a statement of this expectation and describe the nature of the out-of-class work, e.g., readings, research, threaded discussions.

The unit credit hour is assigned to three hours of student work per week in other academic activities, e.g., labs, internships, independent study, studio, hybrid, or online, throughout the 15-week semester, or approximately 45 hours of work. Syllabi for these courses should articulate expectations of student work that will demonstrate equivalency to warrant the credit awarded.

For hybrid courses and accelerated courses, where some face-to-face instruction has been replaced with an online component, the syllabus should communicate to students the expectation of 45 hours per semester for each unit of credit through class, online, and other out-of-class work.

New courses should be reviewed and approved by the appropriate Academic Committee for compliance. Periodic review of credit hours and student workload should be conducted and reported in the program review.

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction.

WJU measures student learning in accordance with the WSCUC Policy on Credit Hours, which relies on the federal regulations on the definition and assignment of credit hours. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency.

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Grades Due

All grades shall be turned in to the Registrar within one week after the close of finals. Grade reports are given as A, B, C, D, or F. "Pass/Fail" grades are given only in designated courses, such as internships or practicums.

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Schedule Changes

A scheduled class should not be canceled by an instructor for any but the most serious reasons.

1. Any deviation from the published class schedule as to place or time of regular meetings is to be cleared with the Registrar's Office in consultation with the appropriate Dean or Division Chair.
2. A class meeting change should be announced to the class in advance.
3. Permanent changes of information in the published schedule, e.g., location or time, should be arranged with the Registrar's Office, in consultation with the appropriate Dean or Division Chair.

Course Plan

Faculty must provide a course plan/syllabus for each class, which includes format and standards as determined by the Academic Council. An approved course plan model is available on the Shared Drive, at the Faculty One Stop Shop Site or through the Provost's Office. Plan information includes, course number and title, professor's name and title*, academic semester and year, course objectives, course requirements, required and reserve textbook(s), grading policy, credit hour statement, and attendance policy. One copy each is due before the start of the semester to the Administrative Assistant to the Provost Office; one copy is due at the first class meeting to each student registered for the class.

Class Attendance and Conduct

Faculty shall not fail to state the Academic Council attendance policy in course plans. Consistent class attendance is expected of all students. Faculty shall keep records of attendance and deal directly with students concerning absences.

A typical classroom hour is a 55 minute hour. In order to successfully complete the learning outcomes for this course, students should expect to spend two hours outside of class completing work for the course for every one hour in class. Class participation is expected and necessary to successfully complete this course.

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AO 5.3 Program Mentoring

Faculty shall not fail to be available at designated times during the semester for the purpose of providing program mentoring to students regarding course prerequisites and course sequencing within their academic program in a manner that complements the academic advising that they receive from the Registrar.

Program Mentoring

As a part of the faculty workload, each core faculty member may be assigned 15 students for program mentoring. Students are assigned to a mentor whose teaching responsibilities are consistent with the students' declared major; however, a student request to change advisors will be considered, if it does not adversely impact an advisor's faculty workload contract.

The responsibility of the program mentor is to assist the student in planning an academic program. Specifically, the advisor will sign up students for classes each registration period, advise students regarding prerequisites and course sequencing, assist in the selection of an appropriate academic program and graduation plan that fulfills the graduation requirements.

Although not responsible for the successful completion of a graduation program, the advisor is responsible to maintain clear communication with advisees and provide information for the students to use in decisions about their academic future. Therefore, advisors annually receive current student records, degree audit forms, and opportunities for training in academic advising.

Policy on Prerequisites

Academic advisors may not enroll students for classes for which they have not fulfilled the prerequisites.

Course Numbering System

100-x99 are lower division courses designed primarily for freshmen and sophomores;

300-x99 are upper division courses designed primarily for juniors and seniors.

500-699 are designated as graduate level courses

In general, the first digit of the course number indicates the year level at which it is recommended that the course be scheduled (1=freshman, 2=sophomore, 3=junior, 4=senior, 0=remedial). Lower division courses are to be completed before upper division courses may be taken, with the exception of second bachelor degree students.

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AO 5.4 Reserve Materials

Faculty shall not fail to submit requests to place books and other supplementary materials on reserve to which members of a specific class may require priority in writing to the University Librarian at least one week before the semester begins.

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AO 5.5 Final Exams

Final exams shall not fail to be assigned in all classes and administered as scheduled and published by the Registrar; any exception must be cleared with the Office of the Provost. Final exams shall be two hours in length and shall not be substituted for take home exams, which measure a different kind of learning. Any exceptions to this policy must be cleared by the Registrar for scheduling purposes.

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AO 5.6 Academic Integrity

Faculty shall not fail to follow policies and procedures regarding the upholding of academic integrity as established by the Academic Council; typically, this means giving a zero for the first incident and reporting all incidents to the Registrar's Office.

Academic Integrity

Academic integrity is an essential component of Christian higher education. Instances of plagiarism will not be treated lightly. If it is a student's first offense, the paper will simply receive a zero. The student may or may not have the option to re-write the assignment for half credit, according to the instructor's discretion. If evidence of plagiarism exists a second time the student will receive no credit for the assignment.

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AO 5.7 Evaluation of Academic Work

Faculty shall not fail to incorporate a variety of measurements of student accomplishment, so that grades are based upon realistic and accurate evaluations and take into account diverse learning styles. Course plans shall clearly indicate a variety of projects, tests, and other means of assessment. Student participation in learning is expected and should not be rewarded; thus, participation points are not to be included in the grade. The Registrar's Office shall not fail to maintain policies to govern the reporting of final grades, and changing of final grades in the event of a clerical error. If an instructor chooses to change a final grade for any reason other than clerical error, the instructor must seek approval from the Registrar's Office.

Grading

Professors shall incorporate a variety of measurements of student accomplishment, so that grades are based upon realistic and accurate evaluations and take into account diverse learning styles. Course plans shall clearly indicate a variety of projects, tests, etc.

Letter Grades and Grade Point Average

The University employs a simple four-point grade system to determine academic averages (A = 4, B = 3, C = 2, D = 1, F = 0). The grade point average is computed by dividing the total grade points by the total units attempted, per the University Catalog.

Pass/Fail

Certain courses are offered only on a pass/fail basis whereby the student will receive a grade of "P" or "F", rather than a letter grade. A limited number of courses are offered on this "P/F" basis, and no courses are offered with an option of either "P/F" or A-F grading. Courses graded only on "P/F" are identified in the catalog. Policies and procedures governing pass/fail grading are:

1. The grade of "P" is not used in computing the grade point average; F grades are included in averages.
2. A Pass grade indicates work at a "C" or better level.

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AO 5.8 Incompletes and Withdrawals

The Registrar's Office shall not fail to maintain procedures regarding the assignment of incompletes or the granting of permission to withdraw from a course. Faculty may, but are not required to, consider requests from students for incompletes. In order to be considered, petitions must be submitted, and an incomplete petition should outline the outstanding work and due dates agreed upon between the faculty member and student; the maximum amount of time granted to complete the work shall be 10 weeks.

Incompletes

A student who has incomplete work at the end of the semester might be eligible to receive an I grade; the student must initiate the process with the Registrar (see below) before the week of finals.

A student may petition before the start of final exams to receive a grade of I (Incomplete) if a) the student has satisfactorily completed at least three-fourths of the semester; b) for reasons beyond the student's control (health or family emergency) the student is unable to complete the last part of the course; and c) the instructor believes that the student can finish the course without repeating it. The petition should outline the outstanding work and due dates agreed upon between instructor and student; the maximum amount of time granted is 10 weeks. The approved petition is submitted to the Registrar, who will track and record the grades, and an I grade is indicated on the Marks Gathering Form by the instructor. "Petition to Receive an Incomplete" forms are available online at *myjessup* or in the administrative office.

If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students making up an Incomplete do not register for the course, but make individual arrangements with the instructor who assigned the I grade.

To report the make-up, the instructor changes the grade through the faculty portal.

Note that Incompletes are not available to students in online courses, due to the inability of students to "make up" the dialogue provided by the online learning community. However, students may still withdraw from the course per below.

Withdrawals

Students who must withdraw either from school or from a class should go immediately to the Registrar's Office in order to obtain clearance.

Official Withdrawals

A student may drop classes in their schedule during the first week of instruction without penalty. A student may withdraw from a course after the late registration period, receiving a W grade, until the end of the tenth week of the semester.

Unofficial Withdrawals

Students who fail to withdraw officially from class generally will be given an F for the class. Under certain circumstances, students may petition the Academic Committee to receive a U (Unofficial Withdrawal). A U grade does not affect the GPA but any refund is forfeited.

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AO 5.9 Appeals of Final Grades

Student appeals of final grades shall be directed first to the instructor, then to the Department/Division Chair. If neither the instructor nor the Department/Division chair chooses to change the grade, the student may file a petition with the Provost. The decision of the Provost shall be final. The deadline to file a petition with the Provost is six months from the last day of the semester following that of the course in question.

Students have the right to appeal a course grade. Appeals must be directed first to the instructor, then to the Department/Division chair. No new or additional coursework may be considered. If either the instructor or the Department/Division chair chooses to change a final grade, they must submit a change of grade form to the Provost's Office for final approval. If neither the instructor nor the Department/Division chair chooses to change the grade, the student may file a petition with the Academic Committee. The decision of the Academic Committee shall be final. The deadline to file a petition with the Academic Committee is the last day of the semester following that of the course in question.

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AO 5.10 Record Keeping

Faculty shall not fail to retain records of completed course work and grades for a period of one calendar year from the date of the last day of the semester. Part-time, relocating, and retiring instructors shall provide these materials to their Dean or Division Chair.

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AO 5.11 Student Support Resources

Faculty shall not fail to become informed regarding procedures and resources in place to assist them with students in need of additional support, including but not limited to the Early Alert system, the Learning Commons, and additional supports for students.

Early Alerts

Early Alert is a referral and support program to help identify and reach students at risk of academic difficulty or failure. The purpose of Early Alert is to reach students before they fail. Faculty should contact the student with initial concerns, and refer the student to appropriate services on campus. Early alerts referrals should be made online to the Success Center if initial attempts to rectify situation are unsuccessful.

Students will receive an outreach email for each Early Alert submission indicating, at minimum, the reason for the alert and the person submitting the form. Student will be encouraged to talk with instructors and advisers. They will also be highly encouraged to seek assistance in the Learning Commons. Information collected through Early Alert is shared on a need-to-know basis and does not become part of a student's permanent record.

The Success Center will send out a request for Early Alert reporting email twice per semester. The first will come by week 6 and the second by week 10. This request comes to all instructors with known academic "At-Risk" students. At-Risk students are typically enrolled in an academic support program at WJU.

Success Center

The Success Center was created to partner with the academic support needs of all students and provide the personal motivation needed to finish strong. The Success Center was created to partner with the academic support needs of all students, serving two main groups: those with documented disabilities and those who need extra academic support or motivation. Students with documented disabilities may receive special accommodations, and all Success students may benefit from the various services offered for personal growth and development.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Success Center provides eligible students a variety of specialized support services and reasonable accommodations. These services are intended to assist college students with disabilities to more successfully participate in regular college programs and activities.

The Success Center is available to partner with faculty in the administration of exams for Success students and to facilitate meetings with Success students to facilitate academic progress.

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AO 6.0 Classroom Resources and Equipment

The Registrar's Office shall not fail to maintain procedures regarding the assignment of classrooms. The Facilities/IT Departments shall not fail to ensure that classrooms are appropriately equipped, and faculty shall ensure to maintain the physical appearance of classrooms by leaving the room ready for the next class.

Classroom Assignments

Assignments of rooms for individual class periods will be made each semester by the Registrar. Classrooms have standard configurations as posted in the room and should be returned to the assigned configuration at the end of each class.

Furnishings and Equipment

Projectors, slide projectors, and recorders for classrooms are available through the Library. The Library houses computers, a media lab, and student media equipment.

Classroom Maintenance

Faculty members are requested to leave the room ready for the next class.

Buildings and Ground Maintenance

Maintenance/janitorial needs are to be reported directly to the Facilities Department.

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AO 6.1 Textbook Ordering and Purchase

Deans/Division Chairs shall not fail to populate their faculty portals with textbook selections (representing the latest editions available) by the appropriate deadlines as established by the Registrar. Textbooks shall be ordered through the University's online apparatus; purchases shall be subject to approval by the Provost.

Textbooks, Supplies and Equipment

Textbooks are ordered online and through Follett (contact the University bookstore for assistance). Textbooks selections shall be populated in the Faculty Portal by the Dean or Division Chair by deadlines established by the Registrar. Any purchase must be approved by the Provost. Grade books will be supplied by the Registrar's Office. When a faculty member discontinues service with the University, the grade book should be returned to the Registrar's Office.

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AO 6.2 Offices and Workspace

The Provost's Office shall not fail to assign offices for faculty. Adjunct faculty may use available cubicle workspaces on both faculty office floors, in the School of Education wing, or in the library. Conference rooms shall be reserved using the Google calendar prior to use.

Faculty Conference Room

Faculty conference rooms may be reserved on Google calendar.

Copier

Copiers are available to faculty for instructional use in the Faculty Office areas.

Offices

Office assignments for faculty members shall be made by the Provost. Every attempt will be made to keep Division/Department members together.

Part time Faculty Workspace

Adjunct faculty may use as needed and available cubicle workspaces on both faculty office floors, in the School of Education wing, or in the library.

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AO 6.3 Travel

Faculty and staff shall not fail to turn in all expense accounts, with the detailed receipts, to the Administrative Assistant for the Office of the Provost for reimbursement.

Business Expenses

Faculty and staff shall use the Business Expense Reimbursement Form available at myjessup.edu; mileage shall be calculated according to current federal guidelines.

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AO 6.4 Faculty Portal

Faculty shall not fail to access their unique Faculty Portal for Moodle shells and access the resources contained therein for courses, grade reports, attendance reports, assigned classes, student contact information, and available technology trainings.

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AO 7.0 Assigning Credit

The Registrar shall not fail to determine policies for the transfer of credit or the awarding of credit by examination.

Challenge for Credit

1. A challenge is appropriate when a student has taken a course at an unaccredited institution that is similar in content to a regularly scheduled course in the WJU curriculum.
2. All challenges must be initiated by a petition to the Registrar.
3. The Dean or Division Chair must determine that a specific course is appropriate for credit by challenge.
4. A student may not challenge a course if he/she has previously enrolled and withdrawn from or failed the course while at WJU.
5. The student will enroll in the course and pay the appropriate tuition when the challenge is approved by the Academic Committee.
6. The professor of the course may determine what learning activities, including attending certain sections of the classroom lectures, may be required of the student prior to the challenge exam.
7. The student is given full credit for the course and a "pass" grade upon successful challenge.
8. The transcript will note the course by the phrase, "credit by challenge."

Credit by Examination

William Jessup University recognizes the College Level Examination Program (CLEP), DANTES, and the United States Armed Forces Institutes (USAFI) as means of earning college credit. Students may submit scores on examinations taken through these programs to the Academic Office for evaluation. A maximum of 16 units may be awarded for CLEP and/or DANTES examinations.

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AO 7.1 Special Study Experiences

The Registrar shall no fail to maintain policies for special study experiences in consultation with the Academic Council and Faculty Council.

Travel Studies Tours

Travel Studies Tours are available to sophomores, juniors, and seniors, are limited to a maximum of four credits, and must be available by the Dean or Division Chair.

For Full Procedures look here:

<http://onestop.jessup.edu/faculty/travelstudies>

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AO 7.2 Independent Study

Independent Study courses, as a general rule, shall not be offered. Exceptions may be made upon approval by the Provost, but any resulting overload must be approved by the Provost and the cost for the independent study course must be borne by the requesting student.

Directed Independent Study

Only upper division students with at least one semester residence at Jessup and a 3.0 GPA may take credit by this means. A student is limited to earning a maximum of 12 units in this manner and each course must be approved by an instructor and the Registrar.

The academic standards recommended per unit of independent study are 500 pages of reading, 10 pages of writing, and one contact hour with the appointed faculty member. See online fee schedule for current per unit cost.

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AO 7.3 Internships and Careers

The Office of Career and Life Planning shall not fail to maintain procedures to manage institutional requirements for internships and a database of regularly updated internship opportunities.

Internships

Internships shall be offered for 3 units of credit if required by an academic program and shall meet the 135 hour course requirement. The Office of Career & Life Planning shall collaborate with faculty and other stakeholders to support the professional experiences of students through career counseling, career readiness workshops, and other events.

Internships are for juniors and seniors only. They are limited to a maximum of 10 units and must be approved by the appropriate Dean or Division Chair. Internships are an integral part of Jessup's program of study and serve the following purposes:

1. To enable students to make wise vocational choices by guided practical experiences in Christian vocations.
2. To enable students to grasp the relevance of classroom instruction through guided practical experiences which draw upon the
3. content of classroom instruction.
4. To allow students to work with mature and effective leaders and thereby grasp in a living, practical context the whole range
5. of experiences involved in special Christian ministries.
6. To enable students to experience the difficulties and rewards of Christian vocations.
7. To develop certain basic practical skills necessary for success in specific Christian ministries through supervised experiences.
8. To gain a greater appreciation of the importance of Christian vocations in the plan and purpose of God.

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AO 7.4 Spiritual Formation Groups

The Office of Student Life shall not fail to maintain procedures for the awarding of credit for and the successful completion of Spiritual Formation Groups in accordance with the Student Handbook.

Spiritual Formation Program

Traditional students must attain SFG credit for three quarters (3/4) of the time they are enrolled full-time at WJU. See the Student Handbook for attendance and appeals policies and procedures. Spiritual Formation Groups (SFGs) (Education Learning Communities?) are at the heart of WJU's mission. Each new student shall be involved in a learning community of 8-10 students led by a faculty, staff, or administration member. The purpose of these small groups is to *connect* with others in the WJU community and *grow* in all aspects of the Christian faith. Credit is awarded per the Student Handbook.

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AO 7.5 Chapel and Community Service

The Office of Student Life shall not fail to maintain procedures regarding chapel attendance and community service requirements in accordance with the Student Handbook.

Chapel

Regular Chapel attendance is required for all traditional full-time students desiring to receive a degree or certificate at WJU. Students are required to have chapel credit for three quarters (3/4) of the time they are enrolled full-time at WJU. See the Student Handbook for attendance and appeals policies and procedures.

Christian Service

Service hours are required for all full-time traditional students (12+ units) desiring to receive a degree or certificate at WJU. These may be earned through various areas of service within the community which may include church ministry, civic ministry, missions, other areas of outreach, or enrollment in designated service learning courses. To receive a semester of service credit, a student must serve in a volunteer ministry for which they do not receive pay or other academic credit for a minimum of thirty (30) hours during a given term (spring, summer, or fall).

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Academic Personnel and Human Resources

AP 8.0 Faculty Selection

The Provost shall not fail to appoint core faculty under the authorization of the President after recommendation from the appropriate Faculty Selection Committee, following a formal cascading interview process. Core faculty shall not fail to subscribe to the Statement of Faith contained in the Articles of Incorporation and the University's Community Covenant Chapters as approved by the Board of Trustees. The Faculty Personnel Council shall not fail to maintain policies regarding minimum requirements for faculty, subject to approval and consideration by the Provost on an individual basis.

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AP 8.1 Faculty Titles

William Jessup University employs the following faculty designations: Core faculty, Administrative faculty, and adjunct faculty. Research Faculty and Emeritus Faculty categories, unless otherwise indicated, shall be honorific and are not employees of the University. Core faculty members may be designated as full time or part time; only full time core faculty members are appointed to a faculty rank (Assistant Professor, Associate Professor, or Professor) and shall be eligible for promotion, tenure, sabbatical and other employment conditions specific to core faculty, pursuant to procedures recommended by the Personnel Council and approved by the President and Provost.

Faculty Appointment

- Core faculty members are appointed by the Provost in support of one or more academic departments housed within an Academic Division, School, or Faculty, for the primary roles of teaching, scholarship, and service.
- Core faculty members may be designated for full time or part time roles. Full Time Core faculty members are appointed to a faculty rank and are eligible for promotion, tenure, sabbatical and other employment conditions specific to core faculty.
- Core faculty members are subject to a twelve month contract with terms specific to core faculty roles.

Faculty Rank

Core faculty members will, upon hire, be designated according to one of the following ranks:

Full Professor

The highest faculty rank shall be Professor. Minimum qualifications: An earned doctorate degree in the discipline and at least ten years' university level teaching experience.

Associate Professor

The second highest faculty rank shall be Associate Professor. Minimum qualifications: An earned doctorate or other terminal degree in the discipline and the equivalent of at least five years of university level teaching experience.

Assistant Professor

The entry level rank shall be Assistant Professor. Minimum qualifications: An earned doctorate or other terminal degree in the discipline and at least the equivalent of two years of university level teaching experience. A person can be a doctoral candidate when hired, with the assumption the doctorate will be completed. Exceptions must meet approval of the Provost. Assistant Professor is the standard hiring rank for new core, tenure-track faculty with an earned doctorate or other terminal degree.

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AP 8.2 Faculty Responsibilities

Core faculty shall not fail to be responsible to the Provost or the Provost's designee (usually a Dean or Division Chair) for achieving self-generated annual professional development goals in the areas of research, instruction, and community service, as agreed by the core faculty member and their supervisor.

Responsibilities

- The core faculty member and their supervisor shall agree on annual professional goals.
- Core faculty members are expected to attend all academic and general personnel meetings including but not limited to: All-Faculty Business Meetings, the annual Faculty Retreat, Jessup "family meetings," Commencement, etc.
- Core faculty members are encouraged, pursuant to their own professional development or promotional goals, to attend academic-sponsored campus events as appropriate and practicable.
- Core faculty member are expected to serve the academy at large by serving, at the request of the Provost, on one or more Standing Councils, Academic Committees, or Task Forces annually, including Faculty Selection and Ad-Hoc Committees as requested.
- Core faculty members are expected to possess a doctoral or terminal degree. to ensure the highest quality faculty. Exceptions can be made based on programmatic needs at the discretion of Provost
- The degrees and credentials of core faculty members must have been earned from recognized regionally accredited institutions and, at a minimum, the highest degree earned shall be in a field related to major instruction. The extent to which a degree has been earned from online courses should be noted in determining whether a degree meets University standards.

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AP 8.3 Administrative Faculty

Administrative faculty shall not fail to be appointed by the Provost to serve in an academic or closely related institutional role involving extended (outside-of-the classroom) leadership responsibilities. Administrative faculty shall be supervised by the Provost or his designee.

Administrative Faculty

- Administrative faculty are appointed by the Provost to serve in an academic or closely related institutional role involving extended (outside-of-the classroom) leadership responsibilities;
- Administrative faculty are not assigned a faculty rank and are not eligible for rank-based promotions or tenure;
- Administrative faculty are typically offered a twelve month contract supported by a job description and annual leadership goals.
- Administrative faculty are supervised directly by the Provost or his/her designate and provide supervision to academic and/or non-academic staff (not core faculty);
- Administrative faculty are expected or required to attend campus meetings and events and are eligible to attend academic/faculty meetings, including: faculty business meeting, annual faculty retreat, all personnel day; and commencement, etc.
- Administrative faculty may serve as a member of an academic division, department, or school upon invitation from the academic program.
- There is no internal service expectation with respect to administrative faculty for related to committees, councils, or task forces but in cooperation with their supervisor, may serve on any campus committee, council, or task force.

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AP 8.4 Adjunct Faculty

Adjunct faculty (part time non-core faculty) shall not fail to be appointed by the Provost in cooperation with the Division/Department Chairs to teach one or more courses per academic year (with a limit of 30 semester hours over twelve months).

Adjunct Faculty

- Any non-core faculty member who is not designated as full-time in their annual contract will be considered as a part-time faculty member for purposes of this policy.
- Part time faculty may participate, but not as a requirement of employment, in any all scheduled campus personnel and academic meetings and events. Notwithstanding the above, certain meetings during the year may be required with advanced notice provided.
- The Dean or Division Chair will contact the part time faculty member on a semester or annual basis related to specific assignments.
- Part time faculty are expected to complete up to 3 hours of work per semester hour taught per week in assigned courses, during a 14-week semester.
- Certain adjunct meetings during the year may be required with advanced notice provided.
- Part time non-core faculty are under no internal service obligation related to committees, councils, or task forces but are eligible to serve on any campus committee, council, or task force.

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AP 8.5 Research Faculty

Division/Department Chairs may designate as Research Faculty or a Research Fellow researchers who are not currently employed as a core, administrative, or adjunct faculty member. Research faculty shall be appointed by the Provost in consultation with the Dean or Division Chair of the academic group with which the Research faculty member will be listed.

Research Faculty

From time-to-time researchers who are not currently employed as a core, administrative, or adjunct faculty member may be designated as Research Faculty (or Research Fellow).

- Research faculty are appointed by the Provost in consultation with the academic division dean or chair in which the Research faculty member will be listed
- Research Faculty shall sign and affirm all of the University's seminal documents including Statement of Faith and Community Covenant.
- Research Faculty shall represent an honorific appointment as a contributing faculty member for the purposes of mutually beneficial affiliation, publication, and grant-writing.
- Research Faculty are not expected to be active community members, but are eligible to have the same general benefits of those serving in a part time faculty role, at the discretion of the Provost or Dean/Division Chair
- Research Faculty will not be assigned office space, technology access, or other benefits of a regular employee.
- Research Faculty will provide an annual report to the Provost and Division Chair to affirm compliance and progress within the terms of the role.

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AP 8.6 Emeritus Faculty

Emeritus Status shall be an honorific award bestowed upon a selected retiring or retired faculty member or administrative faculty member who has served in an exemplary manner over an extended period (at least ten years of continuous full-time service at William Jessup University) and has demonstrated a continuous commitment to William Jessup University, its goals, and the general welfare of its academic community.

Emeritus Faculty

Nominations regarding the conferral of Emeritus Status shall include a brief summary statement in support of a candidate's qualifications. The appropriate Dean or Division Chair shall be consulted regarding the nomination. Nominations and all relevant materials shall be forwarded to the Faculty Personnel Council, and then the Provost, for review. The Provost shall make a recommendation to the President and the President shall request affirmation from the Board of Trustees, who shall grant final authorization.

The honorific award of Emeritus Status to a selected retiring, or retired faculty member is to be considered an honor bestowed in recognition of meritorious contributions to William Jessup University over an extended period of teaching at the University. The faculty member must be recommended for emeritus status and consideration will be granted by the Provost, President and Board of Trustees. Upon review and approval, the status may be granted.

Emeritus status shall be granted to distinguished faculty members and administrators with faculty status who have served in an exemplary manner over an extended period (at least *ten of continuous full-time service* at William Jessup University) and through their lives and ministry have made outstanding contributions to the University. Of prime importance is the continuous demonstration of a strong commitment to William Jessup University, its goals, and to the general welfare of its academic community. Designation of Emeritus status shall be limited to retiring or to retired tenured faculty with academic rank. However, the awarding of Emeritus status shall not be limited by considerations of rank to full professors. The Emeritus title shall be appended to the rank of the individual at the time of retirement or after retirement.

Nomination of faculty for Emeritus awards must be supported by the faculty member's academic unit (department and division, school, or faculty). Nominations should include a brief summary statement in support of any candidate for Emeritus status. The appropriate Dean, Division Chair or School Director shall be consulted regarding the nomination. Nominations and all relevant materials shall be forwarded to the Faculty Personnel Council, and then the Provost, for review. The Provost will make a recommendation to the President and the President will request affirmation from the Board of Trustees who grant final authorization

The award of Emeritus status shall entitle the recipient to institutional courtesies or benefits including but not limited to:

1. Public announcement with a certificate of award of emeritus status, e.g., at a commencement ceremony.
2. A faculty membership card for purposes of appropriate identification.
3. Listing within faculty roster published in appropriate University bulletins, announcements, catalog, and web site.
4. The right to participate in faculty meetings and events of the University (with voice but no vote).
5. Library privileges and services ordinarily accorded to those with faculty status.
6. Parking privileges as available (must be issued annually).
7. Use of campus recreational, dining, and lounge facilities, at the same cost as applied to core faculty
8. Free passes or discounts to University social, cultural, and athletics events on the same basis as faculty.
9. Participation in ceremonial events.
10. Freedom to teach at least one class per semester, with approval of the Provost.

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AP 9.0 Faculty Promotion

The Personnel Council shall not fail to maintain standards (along with timelines for completion) for all core tenure-track and tenured faculty for promotion to a higher rank once minimum qualifications are met in order to encourage continuous professional growth in the areas of teaching, scholarship, research, and leadership. The Personnel Council shall make recommendations for promotion to the Provost, who shall review and then make final recommendations to the President.

Advancement in Rank

All core tenure-track and tenured faculty may apply for promotion to a higher rank once minimum qualifications are met.

Purpose

The purposes of the opportunity for promotion in rank are:

1. To encourage faculty members to pursue improvement in the following professional activities appropriate to a Christian university:
 - Teaching;
 - Scholarly activity (research; writing or presenting papers *at scholarly conferences*; comparable professional work in applied areas; etc.);
 - Keeping up with developments in one's field of academic expertise;
 - The scholarly integrating of a biblical world- and life- view with one's discipline;
 - Christian leadership.
2. To honor and reward those faculty members whose achievements meet the criteria outlines below.

Timeline

A list of faculty members eligible for promotion shall be provided to appropriate faculty by the outgoing Personnel Council Chair by the end of the semester preceding the semester in which the promotion application is due. Applications for promotion are due by October 1st of each year to the Personnel Council in order to be considered for promotion effective the following academic year.

Points

The following minimum point totals for promotion (points will be determined by the appropriate promotion review committee, which is a subcommittee of the Personnel Council):

- Associate Professor 75 points out of 100
- Full Professor 80 points out of 100

Points per category are obtained as follows:

- Up to 20 points possible based on education obtained
- Up to 30 points possible from the faculty's comprehensive faculty evaluation results for the Teaching and Instruction section of the application.
- Up to 25 points possible for scholarship and research.
- Up to 15 points possible for University and Community service will be determined by the time commitments involved, including preparation and execution.
- Up to 10 points possible for meeting professional growth goals.

Taking a broad view of acceptable scholarship, the Personnel Council shall not fail to maintain policies that recognize that original contributions to one's field can be made in a variety of ways.

Requirements for Promotion to Associate Professor

To be complete an application for promotion to Associate Professor, the faculty member shall have:

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- A letter of recommendation from the applicant's Department/Division Chair or Dean, or, if the applicant is the Department Chair, from a senior member of his/her Department;

All other information requested (along with points calculated and allocated to each section) by the Personnel Council in its "Promotion Packet" which is available on the public shared drive/Faculty online resource):

- an attached copy of most recent comprehensive faculty evaluation including the integration of faith and teaching paper, and a recent CV (no points given).
- At least five years university level teaching experience with four years at the rank of assistant professor.
- At least two years full-time teaching at WJU.
- Equivalent related professional experience will be considered (e.g., museum curator, librarian) calculated at .25 -.50 per year as determined by the Provost at the point of hire (no points given).
- Earned doctorate or other terminal degree in the teaching discipline (points given; see below).
- Evaluative evidence of excellence in teaching, scholarship and research, service, professional growth, and integration of faith and teaching.
- Any additional information considered relevant by the applicant.

Requirements for Promotion to Full Professor

To be complete an application for promotion to Full Professor, the faculty member shall have:

- A letter of recommendation from the applicant's Department/Division Chair or Dean, or, if the applicant is the Department Chair, from a senior member of his/her Department;
- All other information requested (along with points calculated and allocated to each section) by the Personnel Council in its "Promotion Packet" which is available on the public shared drive/Faculty online resource)
- an attached copy of most recent comprehensive faculty evaluation including the integration of faith and teaching paper, and a recent CV (no points given).
- At least ten years university level teaching experience with six years at the rank of associate professor.
- At least two years full-time teaching at WJU.
- Equivalent related professional experience will be considered (e.g., museum curator, librarian) calculated at .25 -.50 per year as determined by the provost at the point of hire (no points given).
- Earned doctorate or other terminal degree in the teaching discipline (points given; see below).
- Evaluative evidence of excellence in teaching, scholarship and research, service, professional growth, and integration of faith and teaching.
- Any additional information considered relevant by the applicant.

Process

1. The Personnel Council members will examine the documentation provided and may, at their discretion, arrange an interview with the applicant. At the conclusion of the Council's deliberations on an applicant, each voting member shall cast a vote indicating one of the following categories: YES, DEFER with qualifications, or NO. A simple majority vote will determine the issue.
2. The Personnel Council will make a recommendation to the Provost. If the recommendation of the Personnel Council is negative or deferred, it will specify in a letter to the candidate which criteria she or he has not met. If the Council does not recommend promotion or defers it, it will specify what the candidate must do in order to obtain promotion in the future. If the candidate addresses the conditions contained in the letter to the candidate by the end of the academic year in which the promotion application was submitted, the Council will reconsider its vote in light of the new documentation. If the candidate applies again in a future year, the Council at that time will assess

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only whether the candidate has addressed the conditions specified previously by the Council members that initially reviewed the application, provided that the application is submitted within two years of the previous application, and that the candidate's Division Chair/Dean attests that no deterioration in any category has occurred since then.

3. The Personnel Council shall be responsible for drafting a letter to the Provost's Office, with a copy to the candidate, ratifiable by the Council, informing them of the Council's recommendation and summarizing its reasons for the same.
4. In the case of a favorable recommendation for promotion, the Provost's Office will review and then make a final recommendation to the President.
5. The applicant whose request for promotion has been either deferred or denied has the right to submit an appeal pursuant to the Appeals Procedure.
6. If an application for promotion is ultimately denied, the faculty member may reapply for promotion after one year.

Evaluations—Conflict of Interest.

When there is a perceived conflict between a faculty member being reviewed and their division chair, faculty members may avail themselves of the Appeals Procedure.

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AP 9.1 Faculty Tenure

The Personnel Council shall not fail to make recommendations for tenure to the Provost, in consultation with the appropriate Dean or Division Chair, based on a formal system of appraisal of faculty members. A faculty member shall be eligible for consideration for tenure only after five years of continuous full-time faculty employment with the University. The Provost shall then forward recommendations to the President, who shall make final recommendations to the Board of Trustees. The Board of Trustees shall set procedures in place regarding the Board's acceptance of final tenure recommendations from the Executive Team. The Board of Trustees shall have the final decision to grant or not grant tenure.

Definition

The granting of tenure shall be considered a recognition by the administration and the Board of Trustees based on the faculty member's excellence and outstanding contribution to the University.

Criteria

Decisions for tenure shall be based on a formal system of appraisal of faculty members which supplies documentation on teaching performance, professional growth, and service to the University and the assessed needs of a particular department, present and future, as recognized by the Provost in consultation with the department. A faculty member is eligible to be considered for tenure only after five years of continuous full-time faculty employment with the University.

Philosophy

The tenure policy has been approved in concept by the Board of Trustees; this section addresses the institution's position on tenure; implementation will be described in future policies.

Tenure promotes research and protects scholarly work that raises the academic prestige and intellectual capital of the University. Tenure encourages high performing and self-motivated faculty members to make a long-term commitment to the University; incentivizes those who are not awarded tenure (or who do not seek it) to improve performance within established timeframes; and systematizes regular annual reviews of faculty members (both prior to being awarded tenure and post-tenure) to ensure that mutually agreed upon professional development goals are met in a timely matter.

Process

Tenure requires a rigorous process, which includes a single opportunity (after five years) for the tenure candidate to demonstrate:

- Progress towards rank
- Record of excellent teaching
- Professional and scholarly activity that is integrated with a biblical worldview
- Institutional, church, and community service
- Supportive attitude and actions towards the University's Statement of faith, and toward one's colleagues, students, and University administration

The process also requires a portfolio of supporting documentation, including an updated faculty review, a current CV, copies of recent and relevant professional work, syllabi for courses taught or created, and recent student evaluations. In addition, all faculty are subject to an annual review of professional development goals.

The Board of Trustees shall have the final decision to grant or not grant tenure. The Board shall set procedures and policies in place to allow all initiated requests for tenure to come from the President and Provost to the Board; the Board will then review the requests for tenure based on the recommendations of the Executive Team.

Any approved tenure process will include a rigorous post-tenure review process. The Board of Trustees

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reserves the option to approve redeployment of a tenured faculty member to a different department. The faculty member whose tenure is rescinded may avail himself or herself of the Appeals Procedure (See also 6.10.3 Appeals Procedure).

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AP 9.2 Faculty Contracts

Contracts for core and administrative faculty shall be offered at the discretion of the Provost, after review in the final recommendations from the appropriate Selection Committees in the case of a new hire, or after successful completion of an annual performance review in the case of a returning faculty member. Faculty shall not fail to abide by the terms of the contract; exceptions may be approved only after requests are submitted to the Provost in writing.

Contractual Obligations

Forty-four weeks of regular service due to the University must include the academic year with the nature and extent of the service arranged with the administration. Four (4) weeks of vacation and four (4) weeks of professional development are to be used at the faculty member's discretion which will be taken during the summer session unless his or her program runs during the summer period, in which case the Provost will clarify the duration of "on campus" responsibilities.

A voluntary absence of longer than one week requires advance notice to the Division Chair and Provost.

The Human Resources Office shall not fail to track the minimum hours of sick time for faculty and staff as required by federal law. The Provost's Office shall not fail to manage the accrual and usage of sick time by core and administrative faculty members pursuant to their faculty contracts and academic procedures.

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AP 9.3 Outside Employment

Faculty shall agree that any outside employment, or unusual extra duties or additional teaching performed for the benefit of the University for which additional remuneration is given during the regular academic period, is subject to the approval, in writing, of the Provost or his designate as the designated representative of the Employer.

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AP 9.4 Community Covenant

All employees, including faculty, are bound by the lifestyle and theological commitments found in the University's Statement of Faith, Community Covenant and their categorical policies, subject to the Articles of Incorporation, Bylaws, and Board of Trustees Policy, and shall sign a statement indicating their intent to be so bound.

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AP 9.5 Faculty Workload

In accordance with the AAUP Statement on Faculty Workload, the Provost's Office shall, in consultation with the Registrar, establish workload standards for full and part-time faculty. Overload requests shall be submitted to the Division Chair and must be approved by the Provost.

Faculty Workload

In accordance with the *AAUP Statement on Faculty Workload*, the workload for core faculty in the traditional undergraduate program consists of the following:

- 1) Teaching 18-24 units within an academic year
- 2) University service
- 3) Research/professional service/community service

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AP 9.6 Faculty Expectations

Core faculty members are expected to attend chapel regularly, maintain office hours for 2 hours per week, and complete various institutional assignments (e.g. committee service, club advisor, academic advisor, SFG leadership, etc.) as assigned.

Participation in University Activities

Chapel attendance is expected of all faculty, and support of academic, co-curricular or athletic events is encouraged

Program Mentoring

Core faculty will be assigned up to 15 active academic advisees as part of a normal load. Program mentoring may be distributed among core faculty within a Department/Division at the discretion of the Dean/Division Chair. (see also Program Mentoring under Operations and Administration).

Office Hours

Faculty members are expected to hold at least two office hours per week for student advising.

Institutional Assignments

Faculty are expected to carry institutional assignments – e.g., Academic Committee assignments, SFG leadership, student club advisor -- in addition to their teaching, preparation, and advising roles. Faculty members will note that, per the promotion described in this part, evidence of service to the University and the Community at large are requirements for advancement in rank. As a rule of thumb, a faculty member should refrain from having more than two or their equivalent of institutional assignments. Additional appointments may be made by the Faculty Council when agreed upon by the individual faculty member.

Outside Service

When on assignment to represent the University, transportation and lodging costs (within allowed limits) will be paid by the University, if these are not provided in some other manner. In the case of extended service away from the University, special arrangements may be made. Monies received while representing the University shall be returned to the University.

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AP 10.0 Deans/Division Chairs

Division Chairs shall not fail to be responsible for budget monitoring, academic policy supervision, hiring, performance reviews, course scheduling, workload monitoring, admissions coordination and recruiting, academic program development, internal and external communication, and overall leadership within their respective Divisions.

Dean/Division Chair Responsibilities

The Dean/Division Chair will be responsible for the following activities.

- **Budget Monitoring**
Tracking, maintaining, and keeping spending within budget via the planning tools approved by the Executive Team.
- **Academic Policy Supervision**
The Dean/Division Chair has the primary responsibility of ensuring that all Academic Policies are followed by the Faculty with the Division/School/Department.
- **Hiring**
The Dean/Division Chair will manage hiring of all new full time core faculty hires (in consultation with the Provost, who shall designate Selection Committee members and make final recommendations to the President regarding new core faculty hires) and part time hires (which shall be finalized in conjunction with Department Chairs if applicable).
- **Performance Review.**
The Dean/Division Chair shall complete, as delegated by the Provost, an annual review of each core faculty member within Division, which shall include a review of annual professional goals as agreed upon by the Faculty Member and the Dean/Division Chair. The Dean/Division Chair may also schedule informal, infrequent reviews as needed, including but not limited to a review of performance evaluations with the Department Chair or other core faculty members at the beginning of each semester.
- **Course Scheduling.**
The Dean/Division Chair shall prepare, in consultation with Department Chairs as applicable, a schedule for each semester for the Registrar in accordance with any relevant deadlines. Such schedules should take into account faculty member workloads, online or SPS offerings, and other on-campus spatial needs. In order of priority, these guidelines are used to assign courses to faculty:
 1. faculty's special field or area of training,
 2. experience and ability of the instructor
 3. schedule of classes,
 4. desire of the instructor
- **Workload Requests**
The Dean/Division Chair, subject to final approval of the Provost, shall be responsible for approving all overload assignments above what has been contractually approved by the Provost. No more than 6 units of overload should be approved during the course of the Academic Year; additional overload above 6 units (to encourage increased summer offerings) during the summer sessions will be considered
- **Admissions Coordination**
(The Dean/Division Chair shall be the first point of contact for all admissions and Development Office activities concerning recruitment (including but not limited to annual on-campus activities),

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outreach, and representative external events. The Dean/Division Chair shall coordinate with Marketing to approve all representations of Division in electronic or printed media, to be submitted for final approval by the Provost.

- Academic Program Development
The Dean/Division Chair shall coordinate with the Provost Office Team to ensure that appropriate champions for new academic programs are selected and involved in the Academic Program Development Process. The Dean/Division Chair shall also work with Department Chair when re-organizing/eliminating a program (See also Policy and Governance 4.6).
- Communication and Leadership
The Dean/Division Chair shall assume responsibility for all internal and external communications regarding the faculty and the work of the faculty within the Division. The Dean/Division Chair shall approve all grant applications, conferences attended, internal events planned, or any other activities conducted by faculty in support of Division academic objectives. The Dean/Division Chair shall champion (and assign other core faculty members as appropriate to help facilitate) interdisciplinary research (see also under Strategic Research Plan).

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AP 10.1 Office of Academic Research

The Office of Academic Research shall not fail to facilitate faculty academic research for the various divisions and institutes of the University in accordance with the University Strategic Research Plan, which shall be reviewed and approved by the Faculty of the Whole.

Office of Academic Research

The Office of Academic Research, under the direction of the Associate Dean of Academic Research, is responsible for facilitating faculty academic research for the various divisions and institutes, of the University. The Office of Academic Research is guided by the Strategic Research Plan, which has been reviewed and approved by the Faculty. Accordingly, the Office of Academic Research will:

- Maintain and refine, through faculty and related engagements, the University's Strategic Academic Research Plan to provide for focused intersections of scholarly interest in order to identify areas of institutional strength, thought leadership, and curriculum advancement;
- Educate and equip faculty toward successful scholarly outcomes;
- Provide grant writing resources, as well as support and management strategies;
- Coordinate an annual production of a Jessup research magazine for campus distribution; and
- In coordination with IR and IRB, train faculty on university research processes and procedures

Faculty members are expected to be involved in research, professional organizations and/or community service. Faculty may participate in University-sponsored research opportunities, which may include Educational Learning Communities or research groups directed by the Office of Academic Research.

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AP 10.2 Faculty Evaluation

The Personnel Council shall not fail to maintain procedures and practices for conducting reviews of non-tenured faculty for the purposes of ensuring professional growth and the successful integration of faculty into the University culture. The Provost and/or Division Chairs shall review annual professional development plans with each faculty member to ensure progress toward agreed upon goals. Tenured faculty members shall be subject to periodic post-tenure review per procedures established by the Personnel Council and approved by the Board of Trustees.

Comprehensive Evaluations

The faculty at WJU are evaluated regularly and systematically in order to:

1. assess the instructional process with the goal of promoting student achievement.
2. assess faculty strengths and growth areas for the purpose of improving instruction and encouraging professional growth through a faculty development program.
3. assess the performance of non-tenured faculty for the purpose of retention and appointment to tenure.
4. assess the performance of part-time faculty for the purpose of retention.

In addition to the Annual Professional Development Plan Reviews (See also 6.6.4, Dean/Division Chair Responsibilities, Performance Review), all tenure track core faculty members shall participate in an initial midpoint and then a tenure review. The faculty evaluation system is individualized and allows faculty members to define their own professional goals, in consultation with their supervisor. The process reviews a number of the important roles performed by faculty members: Teaching and Instruction, University Service, Professional Growth, Community Service, and mirrors requirements for applications for promotion in order to help faculty stay on track in the pursuing their promotional goals.

Faculty will contract with their Division chair or Provost concerning the weight each of these areas will have in the evaluation system for that particular faculty member in each year. These weights are determined by the job description and plans developed for each faculty member. Student evaluation, supervisor evaluation, peer evaluation, and self-assessment are all included in the process. An orientation to the process for three year and five year reviews is provided at the Annual Faculty Retreat during each academic year and the evaluation agreement is scheduled to be completed in October. The process of evaluation continues under the direction of the Personnel Council through May of each year. For more information, see the Comprehensive Faculty Evaluation packet located on the share drive, or the Faculty “One Stop Shop” site.

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AP 10.3 Faculty Sabbaticals

Paid sabbatical leaves shall be available, pending available funding, to faculty members with tenure who have served for a minimum of six years at the University, for the purpose of increasing the quality of instruction and scholarship through the professional enrichment of the faculty, subject to procedures and approval by the Personnel Council.

Sabbaticals

Paid sabbatical leaves are available to faculty members with tenure who have served for a minimum of six years at the University. A sabbatical leave is an investment by the University for increasing the quality of instruction and scholarship through the professional enrichment of the faculty. A sabbatical leave is normally not granted for work toward completion of a degree.

Eligibility and General Provisions

For tenured faculty, a minimum of six consecutive years of full-time employment by the University since initial appointment or the most recent sabbatical leave is required. The term “consecutive” here will not be deemed to be violated by authorized unpaid leaves of absence, although periods of leave cannot be counted towards the six-year eligibility period.

*Full-time non-tenured faculty are eligible for a sabbatical during the ninth year of full-time employment.

*Both tenured faculty and full-time non-tenured faculty meeting the criteria stated above must submit an acceptable leave proposal to the Division Chair. The authority to grant leave rests with the Board of Trustees upon recommendation of the President. The nature of the applicant’s plans and his or her probable ability to carry them out are important considerations in the granting of sabbatical leaves.

Procedure

The application must be submitted to the Division Chair/Dean by September 15 of the academic year preceding the proposed leave and should include a description of the applicant’s plans and his/her ability to carry them out. All requests for sabbaticals must be approved by the Division Chair/Dean, the Provost, with the concurrence of the President and the Board of Trustees. If the number of applications exceeds the allotment for a given year, priority in awarding sabbaticals will be made on the basis of the significance of the proposed project to the professional development of the individual and to the University as determined by the Provost. Applicants will be notified by December 1st whether or not their application was successful. The faculty members may request a sabbatical leave for one or two semesters. A two-semester leave must be taken in consecutive semesters.

Compensation

The applicant may choose either full salary for a one-semester leave or a half salary for a full year leave, both based on his or her salary for the current year of leave. The applicant may not work for pay during the leave except where the leave is for professional practice or experience which cannot be obtained otherwise and benefit’s the University’s programs. Supplemental grants or fellowships which entail duties or obligations which hinder the purpose for which the leave is granted are now allowed. In no case will the University provide funds to bring the compensation above full salary. Regardless of whether the person on sabbatical leave is on full or half salary, the employer’s contribution to all benefits will continue in full. Full employee deductions for the 403B pension plan, Long Term Disability, etc., will be required based on the salary that the faculty member would have received had he/she not have been on leave.

Post-Leave

The recipient must return to William Jessup University for two full academic years or refund all University compensation for the leave. He or she must also submit a report on leave activities and achievements to the Division Chair/Dean within one month of resumption of normal responsibilities. The recipient will also include a suggested time and format for a report to the full faculty. This report will be made available to the

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President and to the Academic Committee of the Board of Governors. Upon his or her return, the recipient will be evaluated for salary and promotion as if he or she had been in full-time employment at the University.

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AP 10.4 Faculty Dismissal

The Provost shall not fail to help develop a corrective action plan for a faculty member that is not meeting acceptable standards in consultation with the appropriate Division Chair. Any final decision of the Provost regarding dismissal shall be provided to the faculty member by March 15, absent exigent circumstances. The Personnel Council shall reserve the right to recommend non-renewal of a contract to the Provost in cases of violations involving failure to abide by the University's Statement of Faith, Community Covenant and their categorical policies.

Grounds for Dismissal

The Provost may invite the Personnel Council to help develop a corrective action plan for a faculty member that is not meeting acceptable standards. The Personnel Council reserves the right to recommend non-renewal of contract to the Provost (for review by the Division Chair) in cases of violations involving failure to abide by the University's Statement of Faith, Community Covenant and their categorical policies. In the event of moral turpitude, a process of review and recommendation leading to the possible dismissal of a tenured faculty member may occur. Other grounds for dismissal for cause include: substandard quality of performance in teaching (to address academic lethargy and/or declining attention to students); lack of compatibility with the University's Statement of Faith, its standards and mission (to address theological drift); and lack of collegiality and thus affecting the effective function of the University (to address methodologies or attitudes lacking a cooperative or collaborative spirit). The grounds for dismissal in this section shall apply to both tenured and non-tenured faculty. Any final decision of the Provost regarding dismissal shall be provided to the faculty member by March 15, absent exigent circumstances.

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AP 10.5 Financial Exigencies

In the event of institutional financial exigencies, the President may require the Provost to engage a process with departments and divisions that may include reductions in the core faculty cohort. In the event of disciplinary or programmatic cessations or redirections, the President may ask the Provost to engage a process of realigning or releasing core faculty, including tenured faculty.

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Adequate Cause

In the event of the sickness of the Employee, or other cause incapacitating him/her from performing the duties and responsibilities prescribed or from attending to his/her duties, the policies prescribed in the Employee Handbook shall apply.

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AP 10.6 Appeals Process

Any faculty member who believes that he or she has been treated unfairly regarding any personnel matter for which there has not yet been a written finding by the University administration, including but not limited to: evaluation, dismissal, non-reappointment, tenure, promotion, salary, assignment of teaching load, or propriety of conduct, shall have the opportunity to avail themselves of an appeals process as approved by the Personnel Council.

Appeals Procedure

WJU is committed to providing a workplace that treats all of its faculty members in a fair and equitable manner. The following grievance redress procedure is available to any faculty member who believes that he or she has been treated unfairly regarding any personnel matter for which there has not yet been a written finding by the University administration, including but not limited to: evaluation, dismissal, non-reappointment, tenure, promotion, salary, assignment of teaching load, or propriety of conduct:

1. The Faculty member discusses the matter with the appropriate Department and/or Division Chair and resolves the issue in an informal manner.
2. If the matter is not resolved to his or her satisfaction, the Faculty member may submit a written petition to the Personnel Council, explaining the problem, outlining the steps already taken to resolve the problem, and describing what the faculty member is requesting.
3. The Personnel Council will acknowledge receipt of the petition within five days of receipt, and review the petition in consultation with the Provost.
4. If deemed necessary, the Personnel Council will begin an internal investigation into the matter. As part of its investigation, the Personnel Council may invite, at its discretion, the Faculty member to meet with the Personnel Council and/or introduce additional evidence as requested. The Faculty member may invite others to provide testimony only with the prior written consent of the Personnel Council. The Faculty Chair and other faculty members may be invited to participate in the investigation on an ad hoc basis at the discretion of the Personnel Council Chair and/or the Provost.
5. While they may advise outside of the actual proceedings, attorneys from either party are not permitted to be a part of the investigative or deliberative process. A violation of this policy can result in termination of the investigation and referral of the matter to the President for a final written finding.
6. The Personnel Council will consult with the Provost following any investigation and deliberations and issue a written finding within 30 days of the receiving the initial petition. This timeframe may be extended at the discretion of the Provost.
7. The Chair of the Personnel Council and/or the Provost can determine any other needed procedures or protocols for the internal investigation not specifically contained within this policy at his or her discretion.
8. There will be no recordings of any investigative interviews without prior permission by the other party. To the extent that any recordings are allowed (audio or by certified shorthand reporter), they shall be made available to all parties upon their request. The deliberations of the Personnel Council following the investigative interviews shall be deemed confidential and therefore will not be recorded.
9. The Faculty member may appeal the Personnel Council's decision in writing to the President. The President may consult the Personnel Council and the Provost as part of his or her deliberations. The President's written finding shall be issued within 30 days of receiving the appeal and a copy shall be made available to the appropriate Board of Trustees Committee.
10. The faculty member may appeal the President's written finding to the appropriate Board of Trustees Committee. The decision of the Board of Trustees on the matter shall be final.
11. Any faculty member on an administrative contract may utilize the above grievance process regarding any matter relative to their role and responsibility as a faculty member only.

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12. The procedure outlined in this section does not preclude or supersede the right of any faculty or staff member to avail themselves of redress pursuant to WJU's non-harassment policy or any other Human Resources policy outlined in the Employee Handbook.

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AP 10.7 Academic Freedom

Academic freedom shall be protected as an essential safeguard for faculty expression; however, it should never be interpreted as absolving faculty of their responsibility to engage in scholarly activity in a responsible manner and with the highest integrity, consistent with the University's Statement of Faith, Community Covenant and their categorical policies.

Academic Freedom

Academic freedom is traditionally an essential safeguard for Faculty that facilitates the invitation of students into an open search for truth.

Academic freedom should never be interpreted as absolving Faculty of their responsibility to engage in scholarly activity in a responsible manner and with the highest integrity, consistent with Employee Standards of Conduct and in accordance with the Statement of Faith.

Faculty shall also take care to stipulate in the public forum when they are not representing the views of the University, recognizing that this stipulation does not absolve them from adhering to their responsibilities as delineated in these policies and/or their faculty contract.

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AP 10.8 Faculty Compensation

The salaries of the members of the faculty and personnel shall be determined by the Provost and President and approved by the Board of Trustees, in consultation with the Personnel Council.

Compensation

The salaries of the members of the faculty and personnel shall be determined by the Provost and President and approved by the Board of Trustees, with input by the Personnel Council. Annual step increases may be awarded based on the Provost's annual assessment of a core faculty member's progress toward institutional and professional development goals and a projection of the faculty member's institutional and professional development goals for the next year.

Employee Benefits

For a full description of benefits available to full-time faculty; please reference the [WJU Employee Manual](#) on My.Jessup, or contact Human Resource Department for current information.

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AP 10.9 Voluntary Termination

Faculty contracts for the ensuing year shall be made available to Faculty by no later than March 1 of the academic year preceding the year for which the offer shall be made. Any faculty member who does not return a signed agreement by March 15 will be deemed to have voluntarily terminated their employment with the University at the conclusion of the contract currently in place. Any member of the faculty of William Jessup University may resign by giving notice in writing to the Provost and President not less than three months prior to the time that the resignation shall become effective.

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